



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 74
Series of 2023

SUBJECT DESIGNATION OF THE PROPERTY OFFICER AND INTERNAL INSPECTION COMMITTEE (IIC) OF THE DEPARTMENT OF AGRICULTURE - REGIONAL FIELD OFFICE, CORDILLERA ADMINISTRATIVE REGION (DA RFO CAR) TO THE HUMAN SETTLEMENTS DEVELOPMENT CORPORATION - MAHARLIKA LIVELIHOOD CENTER (HSDC-MLC)

In the exigency of the public service, considering the lack of regular personnel of HSDC-MLC, and to ensure the proper inspection and acceptance of the goods, services, and infrastructure projects being procured and implemented at the HSDC-MLC, located at Baguio City, the following officials are hereby designated:

- a. Internal Inspection Committee of the DA RFO CAR shall act as the IIC for HSDC MLC, located at Baguio City, *in concurrent capacity*; and
- b. Property Officer of DA RFO CAR shall act as Property Officer designate for HSDC MLC, located at Baguio City, *in concurrent capacity*.

The designation aims to safeguard the assets of the corporation while undergoing liquidation and winding-down; efficiently perform the public service functions of the corporation and assist the OIC- General Manager of HSDC, who concurrently serves as Regional Technical Director of the DA RFO CAR and the HSDC- Transition Management Committee (TMC). The Regional Executive Director of DA RFO CAR may assign the specific regular personnel as the Property Officer or IIC of HSDC - MLC as the exigency of service.

As such, the Property Officer and IIC of DA RFO CAR shall perform their duties following the existing policies on the inspection and acceptance of goods, services, and infrastructure projects mandated under the Commission on Audit (COA) accounting and auditing rules and regulations. More specifically, they shall perform the following:

1. Adhere to the existing instructions and principles in the inspection and acceptance of deliveries;
2. At least two (2) inspectors shall be required for transactions one (1) million and above, while one (1) inspector will suffice for transactions below one (1) million;
3. Non-compliance to a specification shall be a ground for the rejection of deliveries. Rejection of deliveries shall be communicated to the supplier/contractor thru a notice in writing;

4. Inspection and Acceptance Report shall be prepared based on the Contract/ Purchase Order (PO). Only items that comply with specifications shall be included in the IAR;
5. One (1) IIC member shall suffice to sign in the Inspection and Acceptance Report for contracts below one (1) million pesos;
6. Acceptance of deliveries at MLC, in the absence of inspector/s from the DA Regional Field Office- CAR may be allowed, *provided*, the inspection and final acceptance of deliveries shall be conducted at a later date. The supplier shall be informed of this arrangement;
7. The designated inspector/s may seek assistance from other technical experts in the assessment/ evaluation/ verification of compliance to technical specifications. In all cases, the inspector/s designated to perform the inspection shall sign the Inspection portion of the IAR; and,
8. The supply officer and administrative staff of MLC shall act as the IIC Secretariat and shall:
 - a. Facilitate inspection of deliveries by coordinating with requesting end-users and designated inspectors;
 - b. Assist the IIC in the preparation of the Inspection and Acceptance Report; and,
 - c. Maintain records and files of deliveries and issuances of supplies and materials.

The Property Officer and IIC members shall be entitled to the reimbursement of traveling expenses, per diems, and incidental expenses in the performance of these functions charged to the Corporate Operating Budget (COB) of the HSDC, and remunerations as may be incurred in the performance of this designation.

This special order takes effect immediately upon receipt by the designated official/s until superseded or revoked. All orders, memoranda, and issuances inconsistent hereto are deemed revoked.

Done this 16th day of June 2023.

DOMINGO E. PANGANIBAN
Senior Undersecretary



DA-CO-OSEC-SO20230310-00147