



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

SPECIAL ORDER

No. 850

Series of 2023

SUBJECT: RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE- CENTRAL OFFICE (DA-CO) INVENTORY COMMITTEE

In the exigency of public service, the Department of Agriculture Inventory Committee and Teams are hereby reconstituted as follows:

A. DA-CO INVENTORY COMMITTEE

CHAIRPERSON : **ATTY. JANE C. BACAYO, CESO III**
Undersecretary- designate for Administration

VICE CHAIRPERSON: **ATTY. ROLAND A. TULAY**
Director, Administrative Service

MEMBERS : **RONALD C. PAMITTAN**
Chief, General Services Division

JOEY C. PIMENTEL
Chief, FAD- DA Food Development Center

B. TEAMS

1. PHYSICAL INVENTORY TEAM

Team Leader : **RITCHIE S. ESPIRITU**
Chief, Property and Supply Section

Co- Team Leader : **ROSANIÑA C. TALABUCON**

Members:

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|----------------------------------|---------------------------------|
| 1. Jalil C. Mangontra | General Services Division (GSD) |
| 2. Marybeth A. Cimafranca | General Services Division (GSD) |
| 3. Rudy F. Fruelda | General Services Division (GSD) |
| 4. Nida S. Firmacion | General Services Division (GSD) |
| 5. Constantino C. Acosta, Jr | General Services Division (GSD) |
| 6. Raymund R. Elpa | General Services Division (GSD) |
| 7. Donna F. De Guzman | General Services Division (GSD) |
| 8. Maribel P. Berjes | General Services Division (GSD) |
| 9. Ezekiel A. Palmera | General Services Division (GSD) |
| 10. Luis M. Umali | General Services Division (GSD) |
| 11. Aristarco L. Soliguen | General Services Division (GSD) |
| 12. Emmanuel B. Naval | General Services Division (GSD) |
| 13. Jhunsel John L. Parado | General Services Division (GSD) |
| 14. Petronilo M. Tigaronita, Jr. | General Services Division (GSD) |
| 15. Aldrin V. Saylo | General Services Division (GSD) |
| 16. Samuel P. Pazos | General Services Division (GSD) |
| 17. Serafin D. Arevalo | General Services Division (GSD) |
| 18. Clarida P. Antonio | General Services Division (GSD) |
| 19. Roel Vince T. Estenzo | Food Development Center (FDC) |
| 20. Zerita H. Alingod | Food Development Center (FDC) |
| 21. Gladys P. Miller | Food Development Center (FDC) |
| 22. Joel M. Malibiran | Food Development Center (FDC) |
| 23. Agustina M. Jose | Food Development Center (FDC) |



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24. Frederick C. Crisol DA- BAFS
25. Ma. France B. Boncacas DA-BAFS

The physical inventory shall include all property, plant and equipment (PPE) in various offices of the DA-Central Office, and those transferred to the DA regional field offices, bureaus and its attached agencies and corporations, which were accounted for in the DA Book of Accounts. The Committee is tasked to do the following:

1. Conduct actual annual physical count of all PPE, with priority to those that will be terminated within the year;
2. Prepare inventory schedule for information of the offices concerned;
3. Coordinate with the office property custodians regarding movement, withdrawal or pull out of properties in their designated offices;
4. Recommend the dropping from the Inventory Report and Book of Accounts of all properties that were condemned and transferred without cost to various offices;
5. Facilitate the reconciliation of accounts with the Accounting Division and GSD Property and Supply Unit; and
6. Submit Final Inventory Report, together with its findings and recommendations, to the undersigned after completion of the task/s not later than January 31 of the succeeding year, as required by DA Management.

2. RECONCILIATION & VALUATION TEAM

Team Leader : **LOLITA M. JAMELA**
OIC- Chief, Accounting Division

Co- Team Leader : **NELSON E. VAGILIDAD**

Members:

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|-----------------------------------|---------------------|
| 1. Ma. Jonalie Eunice A. Asuncion | Accounting Division |
| 2. Maria Anelie A. Laurente | Accounting Division |
| 3. Donald O. Casanova | Accounting Division |

The Reconciliation and Valuation Team shall ensure that the Property and Accounting records are in agreement and shall determine the fair value of an asset and shall keep to record promptly the acquisition, description, custody, estimated useful life, depreciation, impairment loss, disposal and other information about the asset.

The Committee Members and Teams are entitled to per diem, travelling and incidental expenses chargeable against their respective offices and/or at DA-OSEC funds, subject to the existing government accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 14th day of July 2023.

DOMINGO F. PANGANIBAN
Senior Undersecretary



DA-CO-AS-SO20230705-00147