



Republic of the Philippines
OFFICE OF THE SECRETARY
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SPECIAL ORDER

No. 547
Series of 2024

SUBJECT : RECONSTITUTION OF COMMITTEE ON THE PHYSICAL INVENTORY OF PROPERTY, PLANT AND EQUIPMENT (PPE) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT

In the interest of service, and in view of the changes in the officials/personnel to head/assigned at PRDP, as well as in their designations, the Members of the Committee on Physical Inventory of Property, Plant and Equipment (PPE) of PRDP are hereby reconstituted, as follows:

Chairman : **U-NICHOLS A. MANALO**
OIC, Assistant Secretary for Operations and
OIC, National Project Director, PRDP

Vice-Chairman : **ANGELITA D. MARTIR**
Chief, Special Projects Coordination and
Management Assistance Division and
OIC, National Deputy Project Director, PRDP

COA Representatives

Reconciliation and Validation Team:

TELMA C. TOLENTINO
Undersecretary – Designate for Finance and
Finance Unit Head, PRDP

LOLITA M. JAMELA
OIC, Chief Accountant and
PRDP Accountant

Accounting Staff (2)

Physical Inventory Team:

CHARIE SARAH D. SAQUING
I-SUPPORT Component Head, PRDP

OPHELIA P. AGAWIN
I-SUPPORT Alternate Component Head, PRDP

RONALD C. PAMITTAN
Chief, General Services Division and
Administrative Unit Head, PRDP

MIAMI B. LUNAR
Administrative Officer III, PRDP

GIL R. REYES
Property & Supply Officer, PRDP

MARIBEL A. MONSALUD
Associate Supply & Property Officer, PRDP

DA General Services Division Staff (1)

The physical inventory shall include all properties, plant and equipment in various offices of PRDP (including those transferred from DA) and accounted/recorded in the DA Books of Accounts under Fund 102 (Foreign Assisted Project) EU Grant.

Duties and Responsibilities:

1. Coordinate with the designated office property custodians regarding the custodianship and movement (withdrawal or transfer) of properties in their designated offices.
 - Obtain the inventory listings from property custodian;
 - Check the Property Accountability Receipt (PAR) showing the accountability over certain property, description, property number, color and other related information as against the information indicated in the property inventory earlier submitted;
 - Take note of the items without the corresponding PAR.
2. Secure from Accounting Office the Subsidiary Ledger of PPEs and examine each item with the inventory report rendered by the property custodian, taking note of the following:

- Items recorded in the accounting but not included in the Property inventory;
 - Items recorded in the Property inventory report but not recorded in the accounting;
 - Take note of the difference, for use in the final reconciliation.
3. Using the list of all PPEs of PRDP as reported by the Property Custodian and signed Property Acknowledgement Receipts (PARs), conduct physical count of all properties, plant and equipment and verify the following:
- Physical status of the equipment whether functional and in good condition or non-functional, beyond repair and is due for disposal;
 - End-user as against to the one who signed the PAR;
 - Location of the PPEs;
 - Existing PPEs not listed in the report of the Property Custodian; and
 - For those which cannot be located, inquire from the Property Officer on the reason for its transfer/movement whereabouts.
4. For existing equipment not covered in the report, the Property custodian should prepare the necessary PAR for the following:
- For transferred items, inspect the invoice Receipt of Property signed by the end user and where it came from;
 - For purchased items, review the Inspection and Acceptance Report together with Invoice Number and funds used to pay it.
5. Reconcile the accounts per property records with the accounting records as required under Sec. 42 of the Government Accounting Manual for the National Government Agencies.

For Accounting records, verify the following:

- Transferred items per accounting records, are receipted, accepted, and accounted for; and
- Items disposed/written off are deducted from the property inventory.

For Property Office

- Furnish the accounting office with documents for unrecorded PPEs to serve as supporting to the Journal Entry Voucher (JEV); and
- Request accounting for documents regarding disposal of property so that it could be deleted from the inventory such as Journal Entry Voucher (JEV) taking up the sales, donation or transfer and loss of PPEs.




6. Submit the Final Inventory Report together with its findings and recommendations to the National Project Director and National Deputy Project Director;
7. Perform other related functions as may be directed by the Project Director.

All expenses to be incurred in the performance of the aforementioned functions shall be charged against PRDP funds subject to the usual 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 16th day of April 2024.


FRANCISCO P. TIU LAUREL, JR.
Secretary

[Faint circular official stamp, likely from the Department of Agriculture, with illegible text and a central emblem.]

