



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman 1100 Quezon City  
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

**SPECIAL ORDER**

No. 663

Series of 2024

**SUBJECT : CREATION OF THE DISPOSAL COMMITTEE OF THE DEPARTMENT OF AGRICULTURE – PHILIPPINE RURAL DEVELOPMENT PROJECT - NATIONAL PROJECT COORDINATION OFFICE**

In the exigency of service, a Disposal Committee for the Unserviceable Properties at the Department of Agriculture – Philippine Rural Development Project – National Project Coordination Office (PRDP-NPCO) is hereby created and constituted as follows:

**DISPOSAL COMMITTEE**

- CHAIRPERSON : U-NICHOLS A. MANALO**  
OIC, Assistant Secretary for Operations and  
OIC, National Project Director, PRDP
- VICE-CHAIRPERSON : ANGELITA D. MARTIR**  
Chief, Special Projects Coordination and  
Management Assistance Division and  
OIC, National Deputy Project Director, PRDP
- MEMBERS :**
- RONALD C. PAMITTAN**  
Chief, General Services Division  
and Administrative Unit Head, PRDP
  - HONORIO C. FLAMEÑO**  
Director, Information and Communications  
Technology Service and  
GGU Unit Head, PRDP
  - DA- COA-FAPs REPRESENTATIVES (2)**

The Disposal Committee shall have the following functions:

1. Conduct inspection of the unserviceable properties for disposal through transfer without cost to any government agency;
2. Conduct in-house appraisal of all disposed properties considering obsolescence, physical condition, market demand, and the result of previous bidding for the similar property;

3. Recommend to the Secretary the disposal of the unserviceable properties of the Department of Agriculture – PRDP-NPCO, subject to the existing laws, guidelines, rules and regulations;
4. Recommend the most appropriate mode of disposal and advantageous to the government for the approved of the Secretary;
5. Conduct public bidding of unserviceable properties; and
6. Submit final report on the disposal of the unserviceable properties to the Secretary.

**TECHNICAL WORKING GROUP:**

**Head** : **XERXEES R. REMOROZO**  
Chief, Information and Communication Technology Planning & Standards Division and GIS Data Specialist, PRDP

**Members** : **NELSON E. VAGILIDAD**  
DA – Accountant III and Finance Specialist, PRDP

**EVELYN ABAO**  
Administrative Assistant III, DA and Finance Specialist, PRDP

**STEPHEN MANGUPAG**  
GGU, GIS Specialist, PRDP

Functions of the Technical Working Group (TWG)

1. Provide technical assistance on the conduct of inspection and public bidding of the unserviceable properties;
2. Submit recommendation to the Committee relative to the above-stated functions of the Committee through Technical Report; and
3. Perform any other related function / task as may be assigned by the Committee.

**SECRETARIAT:**

**Head** : **ROSANIÑA C. TALABUCON**  
DA - Administrative Assistant III and Supply and Property Officer II, PRDP

**Members** : **MARIA ELIZABETH DIMAPILIS**  
Finance Analyst I, PRDP





**MIAMI LUNAR**

Administrative Officer III, PRDP

**GIL REYES**

Supply and Property Officer , PRDP

**MARIBEL MONSALUD**

Associate Supply and Property Officer, PRDP


Functions of the Secretariat:

1. Document highlights of the meetings;
2. Provide assistance to the Committee and the TWG in gathering relevant data and materials for discussion during Committee Meetings;
3. Provide coordination support to the Committee and TWG; and
4. Perform any other similar / related functions / task as maybe assigned by the Committee.

All expenses to be incurred in the conduct of the activities by the Committee, such as travelling expenses, per diem and incidental expenses shall be chargeable against DA-PRDP 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 the writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this 6<sup>th</sup> day MAY 2024

  
**FRANCISCO P. TIU LAUREL, JR.**  
Secretary

*Handwritten initials and signatures: 'A', 'A', 'Anger', 'A'*

