



Republic of the Philippines  
**Department of Environment and Natural Resources**  
Region IV- MIMAROPA  
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

June 9, 2023

**MEMORANDUM**

**FOR :** The Assistant Regional Director for  
Management Services  
DENR-MIMAROPA Region  
1515 L&S Bldg., Roxas Blvd.  
Ermita, Manila

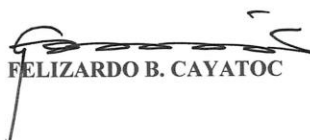
**FROM :** The Provincial Environment and Natural  
Resources Officer  
Sta. Monica, Puerto Princesa City

**SUBJECT : SUBMISSION OF ACTION PLAN ON DISPOSAL OF  
UNSERVICEABLE PROPERTY, PLANT AND EQUIPMENT**

Respectfully submitting herewith is the Action Plan on Disposal of Unserviceable Property, Plant and Equipment of DENR Palawan, together with the copy of PENRO Special Order of Disposal Committee.

This is in compliance to the memorandum of the Assistant Regional Director for Management Services pertaining to the requirement of the Central Office in connection to the FY-2023 Physical and Financial Plan.

For information and record.

  
**FELIZARDO B. CAYATOC**

DENR-PALAWAN  
PENRO-RECORDS  
**RELEASED**  
BY: 14 JUN 2023 *Doc*  
Date: 14 JUN 2023 *1641*



**ACTION PLAN ON DISPOSAL OF UNSERVICEABLE  
PROPERTY, PLANT AND EQUIPMENT (PPE) FOR CY-2023**

ACTIVITY	EXPECTED OUTPUT	TIME FRAME	RESPONSIBLE PERSON
Creation of Inventory, Appraisal and Disposal Committee	PENRO Special Order	One (1) day	Management Services Division
Inventory of Unserviceable Properties	Inventory and Inspection Report of Unserviceable Properties (IIRUP)	June 2023	Inventory Committee
Request for Inspection and Appraisal	COA Appraisal Report	Depending on the availability or schedule of COA Technical Specialist (COA TAS)	COA Technical Audit Specialist and the Inventory, Appraisal and Disposal Committee of PENRO Palawan
Disposal	Proper disposition of unserviceable Property, Plant and Equipment	Upon submission of validation and advice of COA TAS and the approval of the Resident Auditor	Inventory, Appraisal and Disposal Committee
Dropping from the Books of Accounts	Adjusting Entry on the Books of Accounts	After Disposal	Accounting Section

Prepared by:

  
**DONNABEL J. OCAMPO**  
AO I/Supply & Property Officer

Noted by:

**WAMALAYDA S. TALABUCON**  
Planning Officer III/ OIC Chief, MSD  
Chief, Planning Section

Approved by:

  
**FELIZARDO B. CAYATOC**  
PENRO



January 19, 2023

PENRO Special Order  
No. 2023-010  
Series of 2023

**SUBJECT: RECONSTITUTION OF DENR-PENRO COMMITTEE ON  
INVENTORY, APPRAISAL AND DISPOSAL**

In the interest of the service, DENR-PENRO Committee on Inventory, Appraisal and Disposal is hereby reconstituted to be composed of the following, to wit:

INVENTORY COMMITTEE FOR PPE, SEMI-EXPENDABLE MACHINERY &  
EQUIPMENT AND UN-ISSUED INVENTORY ITEMS:

WAMALAYDA S. TALABUCON	-	Chairperson
DONNABEL J. OCAMPO	-	Vice-Chairperson
REINA KEZIA B. QUIDPUAN	-	Member
RHEA D. JUAB	-	Member
WALTER C. YAN	-	Member
Respective CENRO's Property Custodian	-	Member

APPRAISAL AND DISPOSAL COMMITTEE FOR UNSERVICEABLE  
PPE AND SEMI-EXPENDABLE MACHINERY AND EQUIPMENT:

WAMALAYDA S. TALABUCON	-	Chairperson
DONNABEL J. OCAMPO	-	Vice-Chairperson
JIMMY C. VILLAREAL	-	Member
REINA KEZIA B. QUIDPUAN	-	Member
RHEA D. JUAB	-	Member
WALTER C. YAN	-	Member

Respective Committee are hereby instructed to do the following duties and responsibilities to their present duties:

1. Conduct Inventory of all Property, Plant and Equipment, Semi-Expendable Machinery and Equipment including un-issued Inventory Items of DENR Offices in the whole province of Palawan;
2. Responsible in determining the cost of the property acquired, in which related documents could no longer be found/located for their eventual recording in the books of Account;
3. Involve in the process of disposition and in identifying unserviceable office equipment, motor vehicles, and other properties for the subsequent disposal of the same in accordance with the existing rules and regulations; and
4. For the purpose of transparency, all disposition to be made shall be witnessed by the Resident Auditor and copies of which shall be provided for the Accounting Unit and Auditor's Office.

The Committee shall at all times observed and protect the interest of the Government.

This Order takes effect immediately.

  
FELIZARDO B. CAYATOC  
PENRO