



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

October 04, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region  
DENR by the Bay, Roxas Boulevard, Ermita, Manila

**FROM** : The OIC, PENR Officer

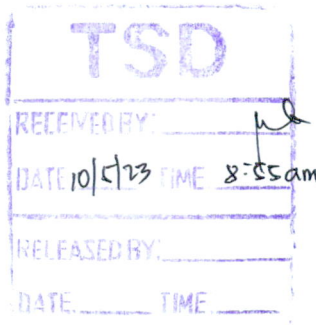
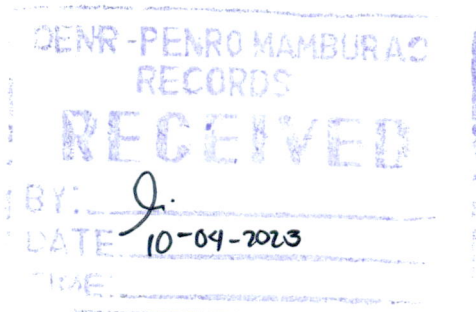
**SUBJECT** : **REQUEST FOR ISSUANCE OF REGIONAL SPECIAL ORDER (RSO) FOR THE RECONSTITUTION OF INVENTORY AND DISPOSAL COMMITTEE OF DENR – PENRO OCCIDENTAL MINDORO.**

Respectfully endorsing the reconstitution of the Inventory and Disposal Committee of DENR - PENRO Occidental Mindoro for issuance of Regional Special Order (RSO). Also, please be informed that a separate RSO is also requested for the designation of Supply Officers for CENRO Sablayan and CENRO San Jose.

For information, and approval.

*For the PENR Officer:*

**CELSO B. ALMAZAN**  
In-charge, Technical Services Division





**REGIONAL SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2023

**SUBJECT: RECONSTITUTION OF DISPOSAL AND APPRAISAL COMMITTEE  
FOR REGULAR DISPOSAL OF PROPERTY, PLANT AND  
EQUIPMENT(PPE) OF DENR PENRO OCCIDENTAL MINDORO**

In the interest of service and in order to check/ monitor entry to the books of account, validate existence, dispose in accordance with law, and ensure timely submission of report to higher offices and Commission on Audit (COA), the committee on the Disposal of Property, Plant and Equipment (PPE) in the different offices of DENR in Occidental Mindoro is hereby reconstituted:

Chairperson : **ABE R. FRANCISCO**  
Chief, Management Services Division

Co-Chairperson : **CELSO B. ALMAZAN**  
In-Charge, Technical Services Division

Members : **EMILIZA A. CALABIO**  
SVEMS

**DONEBELLE S. MESINA**  
Accountant III

**ROMUALDO S. TRIA**  
LMO III

**RODERICK S. ORPILLA**  
CDO II

**Representative from COA**

The above personnel are tasked to perform the following duties:

1. Validate the Disposal Action Plan and Inventory and Inspection Report of Unserviceable Property (IIRUP) before the conduct of disposal process every year, including inspection and authorization of field office to examine the unserviceable PPEs to verify justification of disposal;
2. Set the final appraised value of PPEs to be disposed in consideration of obsolescence, market demand, physical condition and result of previous conducted disposal of PPEs;
3. Facilitate the conduct of disposal of unserviceable properties with guidance and approval of the head office, and recommend for approval the manner of disposal to be conducted;



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4. Conduct public biddings for the sale of disposable PPEs on an "as is, where is" basis and to recommend corresponding award; and
5. Shall prepare compliance report for record purposes.

In the performance of its functions, the committee shall be assisted by the supply and property unit who shall provide administrative and secretarial work, along with is the Inventory committee to provide necessary documents and information for the inventoried PPEs.

The Resident Auditor will be furnished with copy of this Order for their information and guidance.

This Order shall take effect immediately and supersedes previous Orders issued. This shall remain in force unless otherwise revoked by the undersigned or higher authorities.

**FELIX S. MIRASOL, JR., CESO IV**  
Regional Executive Director





**REGIONAL SPECIAL ORDER**

No. \_\_\_\_\_  
Series of 2023

**SUBJECT: RECONSTITUTION OF INVENTORY COMMITTEE FOR REGULAR  
ANNUAL INVENTORY OF PROPERTY, PLANT AND  
EQUIPMENT(PPE) OF DENR PENRO OCCIDENTAL MINDORO**

In the interest of service and in order to check/ monitor entry to the books of account, validate existence, dispose in accordance with law, and ensure timely submission of report to higher offices and Commission on Audit (COA), the committee on the Inventory and of Property, Plant and Equipment (PPE) in the different offices of DENR in Occidental Mindoro is hereby reconstituted:

Chairperson : **Henry A. Marmol**  
Information Systems Analyst II

Members : **Von Erika S. Causapin**  
Administrative Officer IV (HRMO II)

**Lyza Ellaine A. Bernabe**  
Administrative Officer I (Supply Officer)

**Eusebia S. Lorico**  
Administrative Assistant II

**Sarah A. Maderazo**  
Administrative Aide VI

**John Syries V. Ragmat**  
Administrative Aide IV

**Margaret P. Yutuc**  
LMO I – CENRO Sablayan  
**Karina Tricia D. Sy**  
ECOMS I – CENRO San Jose

*Representative*  
**John Paul M. Santelices**  
Forest Ranger – MIBNP and TCP  
**Ana Ritchelle D. Nicanor**  
Park Maintenance Foreman – ARNP  
**Marites M. Castillo**  
Forest Ranger – MCWS

**Representative from COA**



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The above personnel are tasked to conduct physical inventory of all assets of different offices of DENR in Occidental Mindoro as of June 30 and December 31 every year;

They shall prepare reports using the forms on Report on Physical Count of Property, Plant and Equipment (RPCPPE), Inventory and Inspection Report of Unserviceable Property (IIRUP) and Narrative Report stating their findings and recommendations to be submitted to the Office of the Resident Auditor not later than July 31 and January 31 of the current and following year, respectively;

They shall also ensure that all items were issued with appropriate Accountability Forms. Any adjustment on the records of PPEs, supplies and materials shall be done by the committee with the approval of the head of office concerned;

They shall also prepare an Inventory Management Timeline showing the frequency of inventory taking activity that shows the progress of inventory;

They must submit the list of PPE determined to be unserviceable with complete details using the prescribed format together with the recommendations as to the applicable disposition method/method/system to be used;

They shall prepare compliance report for record purposes;

The Resident Auditor will be furnished with copy of this Order for their information and guidance.

This Order shall take effect immediately and supersedes previous Orders issued. This shall remain in force unless otherwise revoked by the undersigned or higher authorities.

**FELIX S. MIRASOL, JR., CESO IV**  
Regional Executive Director