



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA REGION

REGIONAL SPECIAL ORDER

No. 421 *reg*
Series of 2023

AUG 14 2023

SUBJECT : AMENDING RSO NO. 184 DATED JULY 01, 2022 RE: RECONSTITUTION OF THE REGIONAL INVENTORY COMMITTEE TO CONDUCT PHYSICAL COUNT OF SUPPLIES AND MATERIALS AND PROPERTY, PLANT AND EQUIPMENT (PPE)

In the interest of service, and as part of the continuing development of the organization, Regional Special Order No. 184 dated July 1, 2022 reconstituting the Regional Inventory Committee is hereby amended. The committee shall now be composed of the following:

Chairperson : Engr. Jovel M. Lamigo
Chief, General Services Section

Members	Name	Office
	Raphael A. De Guzman	Gen Services Section, AD
	Romeo P. Ibarrientos	Gen Services Section, AD
	Leizel F. Moreno	Gen Services Section, AD
	Philip Edison G. Casuncad	Gen Services Section, AD
	Jessie D. Caritativo	Gen Services Section, AD
	Domingo H. Hermosura	Gen Services Section, AD
	Francheska Loanne C. Lim	Accounting Section, FD
	Milner M. Macarandang	ICT Unit, PMD

Observers : COA Representatives
Internal Audit System (IAS) Representative

The Committee shall perform the following tasks:

1. Conduct annual physical count of Property, Plants and Equipment (PPE) of all offices/divisions by type such as land improvements, infrastructure, building, and other structures, machinery and equipment, furniture and fixtures, ICT equipment of all offices in the region.

2. Prepare and certify correct the Report on the Physical Count of Property and Equipment (RPCPPE), for concurrence and approval by the Assistant Regional Director for Management Services and the Head of Agency, respectively.

The approved inventory report shall be submitted to the Accounting Section for proper reconciliation between inventory and accounting records. The reconciled report shall be submitted to COA not later than January 31st of each year.

3. Conduct a semi-annual physical count of supplies and materials.
4. Prepare and certify correct the Report on the Physical Count of Inventories (RPCI), for concurrence and approval by the Assistant Regional Director for Management Services and the Head of Agency.

The Inventory Report shall be reconciled with the supplies Ledger Card of the Accounting Section and Stock Card of the General Services Section. The approved reconciled inventory report for the first semester shall be submitted to COA not later than July 31st of each year, the second semester shall be submitted not later than January 31st of the following year.

5. Prepare and certify correct the Report on the Physical Count of Semi-Expendable Property (RPCSP), for concurrence and approval by the Assistant Regional Director for Management Services and the Head of Agency.

The Inventory Report shall be reconciled with the supplies Ledger Card of the Accounting Section and Semi Expendable Property Card of the General Services Section. The approved reconciled inventory report for the first semester shall be submitted to COA not later than July 31st of each year, the second semester shall be submitted not later than January 31st of the following year.

This Order takes effect immediately. All previous orders and issuances inconsistent herewith are deemed revoked, superseded or amended accordingly.

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



Department of Environment
and Natural Resources
MIMAROPA Region



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