



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

March 23, 2023

**MEMORANDUM**

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

**FROM** : The OIC, PENR Officer

**SUBJECT** : **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 approval.

For information, and approval.

  
**ERNESTO L. TAÑADA**



**REGIONAL SPECIAL ORDER**

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

**SUBJECT: RECONSTITUTION OF INVENTORY AND DISPOSAL COMMITTEE  
FOR REGULAR ANNUAL INVENTORY AND 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 Inventory and Disposal 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

*Supply Officer (designated)*  
**Serna M. Urieta**  
Administrative Aide VI – CENRO Sablayan  
**Ronelle T. Esteves**  
Forest Technician I – CENRO San Jose

*Representative*  
**Leo Angelo A. Navarro**  
Forest Ranger – MIBNP and TCP  
**Ana Ritchelle D. Nicanor**  
Park Maintenance Foreman – ARNP  
**Marites M. Castillo**  
Forest Ranger – MCWS

**Representative from Auditor**

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;

The committee must prepare and submit its Disposal Action Plan before the conduct of disposal process every year;

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 facilitate the conduct of disposal of unserviceable properties with guidance and approval of the head office;

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.

**Recommending Approval:**



**ERNESTO E. TAÑADA**  
OIC, PENR Officer Occidental Mindoro

**Approved by:**

**LORMELYN E. CLAUDIO, CESO IV**  
Regional Executive Director