



DENR MIMAROPA RECORDS SECTION	
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BY:	
DATE:	
TIME:	

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

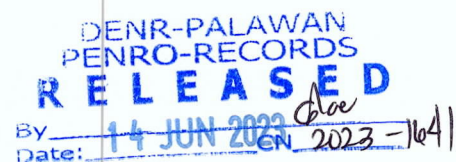
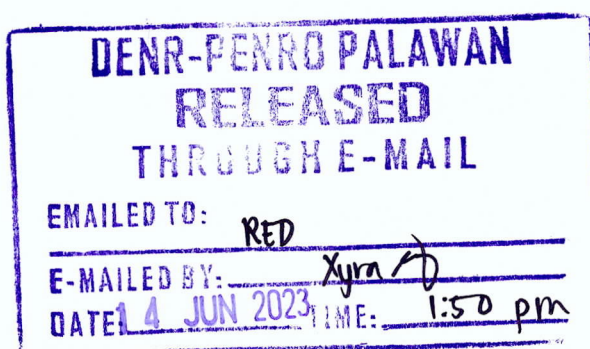
SUBJECT : **SUBMISSION OF ACTION PLAN ON DISPOSAL OF
UNSERVICEABLE PROPERTY, PLANT AND EQUIPMENT**

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






**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:**

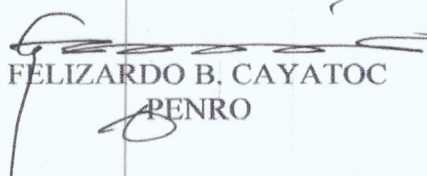
WAMALAYDA S. TALABUCON	-	Chairperson
DONNABEL J. OCAMPO	-	Vice-Chairperson
JIMMY C. VILLAREAL	-	Member
REINA KEZIA B. QUIDPUAN	-	Member
RHEA D. JUAB	-	Member
WALTER C. YAN	-	Member

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