



Republic of the Philippines
Department of Environment and Natural Resources
Region IV- MIMAROPA
Provincial Environment and Natural Resources Office

DENR MIMAROPA RECORDS SECTION	
RECEIVED	
BY:	
DATE:	
TIME:	

16 May 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director
Management Services

FROM : The OIC, PENRO
Calapan City

SUBJECT : COPY OF THE MINUTES OF THE MEETING OF THE
COMMITTEE FOR PROVINCIAL APPRAISAL AND
DISPOSAL OF PROPERTIES

Furnishing you a copy of the Minutes of the Meeting of the Committee for Provincial Appraisal and Disposal of Properties held on May 16, 2023 at DENR-PENRO Conference Room, Suqui, Calapan City, Oriental Mindoro.

Attached is the prepared Action Plan on Disposal of Unserviceable Property, Plant and Equipment (PPE) for CY 2023.

For reference.


ALAN L. VALLE



**MINUTES OF THE MEETING OF THE
COMMITTEE FOR PROVINCIAL APPRAISAL
AND DISPOSAL OF PROPERTIES
DENR-PENRO
CONFERENCE ROOM, SUQUI, CALAPAN CITY
MAY 16, 2023
9:00 am**

ATTENDANCE:

- 1. Myla Gemma P. Gamboa – Chairperson**
- 2. Maricel V. Supleo – Member**
- 3. Rick U. Dumadag – Member**
- 4. Nestor N. Cuasay – Chief, General Services Unit**
- 5. Rayson C. Alfante - ECOMS II/Chief, APMSS**
- 6. Romalyn F. Flores - FT I/In-Charge, Property**
- 7. Adrian V. Catud - FT I**
- 8. Arabelle Joy T. Valdez - FTI/In-Charge, Admin**
- 9. Ma. Kristine V. Tolentino - Forest Ranger/GSS Staff/Secretariat**
- 10. Von Loubert E. Quialquial - IT Staff**

OBJECTIVES:

1. Ensuring consensus agreement of the Committee regarding the preparation of Action Plan for the Disposal of Unserviceable Property, Plant and Equipment; and
2. Duties and Responsibilities of the Provincial Committee.
3. Presentation of 2023 Inventory and Inspection Report of Unserviceable Properties (IIRUP)

HIGHLIGHTS OF THE MEETING:

The Committee for Provincial Appraisal and Disposal of Properties called for a special meeting to discuss the preparation of the Action Plan for the Disposal of Unserviceable Property, Plant and Equipment.

Ms. Gamboa discussed the activities to be conducted prior the disposal of unserviceable properties and an Action Plan shall be prepared to include the following:

1. Activities
2. Expected Output
3. Time Frame; and
4. Responsible Person

Action Plan for CY 2023 was prepared and finalized.

The Committee was reminded also of the following duties and responsibilities:

1. Determine/appraise unserviceable property which can no longer be repaired and reconditioned;
2. Achieve uniformity and consistency in the conduct of appraisal following guidelines on appraisal and disposal of government properties;
3. Submit report of inspection on appraisal and disposal to determine the appraised value of properties; and
4. Disposal of all properties shall be in coordination with the Commission on Audit (COA).

Issues and Concerns:

1. Conduct of physical inventory based on RPCPPE;
2. Provision of Property Acknowledgement stickers on equipment; and
3. Conduct of disposal of PPEs.

Having no other matters to discuss, the special meeting ended at 2:00 pm.

Prepared by:


MA. KRISTINE V. TOLENTINO
Secretariat

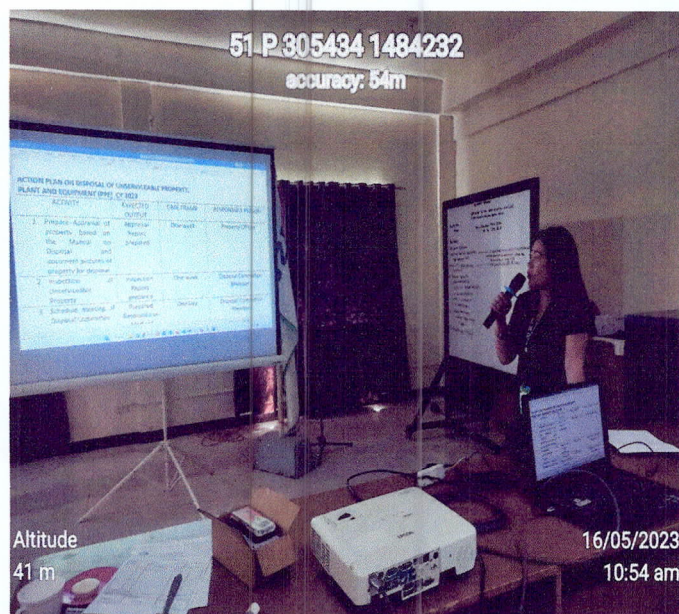
Noted by:


MYLA GEMMA P. GAMBOA
Chairperson

**MEETING OF THE COMMITTEE FOR PROVINCIAL APPRAISAL AND DISPOSAL OF PROPERTIES
FOR THE PROVINCE OF ORIENTAL MINDORO**

MAY 16, 2023

PENR OFFICE, SUQUI, CALAPAN CITY, ORIENTAL MINDORO





CY 2023 ACTION PLAN FOR THE DISPOSABLE OF PROPERTY, PLANT AND EQUIPMENT (PPEs)

ATTENDANCE

May 16, 2023
DENR-PENRO Conference Room
Suqui, Calapan City, Oriental Mindoro

Name	Sex	Position/ Designation	Office/ Agency	Signature
Romelyn F. Flores	F	FT I	GENRO Socorro	
Rayson C. Aponte	M	ECOMS II/Chief, PSU	CENRO Socorro	
Angela V. Surueo	F	Chief AD	Penro	
Rob Dumaclay	M	SFMS	PENRO	
Hector H. Cuesay	M	PROV	Penro	
Ma. Leticia K. Tolentino	F	PR/Construction	penro	
MICA GEMMA GAMBORG	F	FT II	PENRO	
Merle Florida	F	OJT	PENRO	
Xan Quilquil	IXI	SET Staff	PENRO	
Arabelle Joy V. Tamayo	F	FT I	CENRO NAKAS	
ADRIAN V. CATUD	M	FT I	CENRO Socorro	

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

ACTIVITY	EXPECTED OUTPUT	TIME FRAME	RESPONSIBLE PERSON
1. Prepare Appraisal of property based on the Manual on Disposal and document pictures of property for disposal	Appraisal Report prepared	One week	Property Officer
2. Inspection of Unserviceable Property	Inspection Report prepared	One week	Disposal Committee Members
3. Schedule meeting of Disposal Committee	Prepared Resolution on Mode of Disposal	One Day	Disposal Committee Members
4. Prepare Notice of Bidding to be posted on 3 conspicuous places/Availability of Bid Form	Notice of Bidding prepared	One Day	In-Charge, General Services Section
5. Posting of Notice of Bidding	Notice of Bidding Posted	Fifteen Days	In-Charge, General Services Section
6. Submission of Selected bids	Sealed Bids received at GSS	Bids received within 10 days	In-Charge, General Services Section
7. Opening of Bids	Highest Bidder identified	One Day	Disposal Committee Members
8. Awarding of Bids	Letter of Award to Winning Bidders prepared	One Day	Disposal Committee Members

Prepared by:


MYLA GEMMA P. GAMBOA
FT II/In-Charge, Property

Noted by:

NESTOR N. CUASAY
DMO IV/In-Charge, GSU

Approved by:

ALAN L. VALLE
OIC, PENRO



Republic of the Philippines
Department of Environment and Natural Resources
MIMAROPA Region
Provincial Environment and Natural Resources Office

PENRO SPECIAL ORDER

No. **2021-05**

Series of 2021

JAN 13 2021

**SUBJECT: COMMITTEE FOR PROVINCIAL APPRAISAL AND
DISPOSAL OF PROPERTIES**

The Committee for appraisal and disposal of unserviceable properties of the DENR PENRO and CENROs is hereby created composed of:

Myla Gemma P. Gamboa	-	Chairperson
Maricel V. Supleo	-	Member
Rick U. Dumadag	-	Member
End-user	-	Member

As such they shall:

1. Determine/appraise unserviceable property which can no longer be repaired and reconditioned;
2. Achieve uniformity and consistency in the conduct of appraisal following guidelines on appraisal and disposal of government properties;
3. Submit report of inspection on appraisal and disposal to determine the appraised value of properties; and
4. Disposal of all properties shall be in coordination with the Commission on Audit (COA).

This Order takes effect immediately and shall remain enforced unless superseded by another Order.


MARY JUNE F. MAYPA
PENRO