



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

14

June 01, 2023

MEMORANDUM

FOR : **The Regional Executive Director**

THRU : **The Assistant Regional Director for Management Services**

FROM : **The OIC, PENR Officer**

SUBJECT : **SUBMISSION OF MINUTES OF THE FIRST INVENTORY AND DISPOSAL COMMITTEE MEETING HELD ON MAY 23, 2023 AND ACTION PLAN ON DISPOSAL OF UNSERVICEABLE PROPERTY, PLANT AND EQUIPMENT (PPE) OF PENRO MARINDUQUE**

Submitted herewith is the Minutes of the First Inventory and Disposal Committee Meeting held on May 23, 2023 together with the Action Plan on Disposal of Unserviceable Property, Plant and Equipment (PPE) of PENRO Marinduque.

For information and record.


IMELDA M. DIAZ



Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

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

	Activity	Expected Output	Time Frame	Responsible Person
1	Inventory of Unserviceable Properties	Inventory and Inspection Report of Unserviceable Property (IIRUP)	May 15 to June 9, 2023	Inventory and Disposal Committee
2	Request for Inspection and Appraisal Prepare letter to the Resident Auditor	COA Appraisal Report	June 14 to September 15, 2023	COA, Inventory, Disposal and Appraisal Committee
3	Determination of Modes of Disposal	Modes of Disposal	September 18-21, 2023	Inventory, Disposal and Appraisal Committee
4	Dropping from the Books of Accounts		After Disposal	Finance Section/Accounting Unit

Prepared by:


NILO L. ALCOBER
Supply Officer I

Reviewed by:


EDEN P. PALACIOS
Administrative Officer IV

Verified by:


GEMMA P. DELOS REYES
In-Charge, Management Services Division

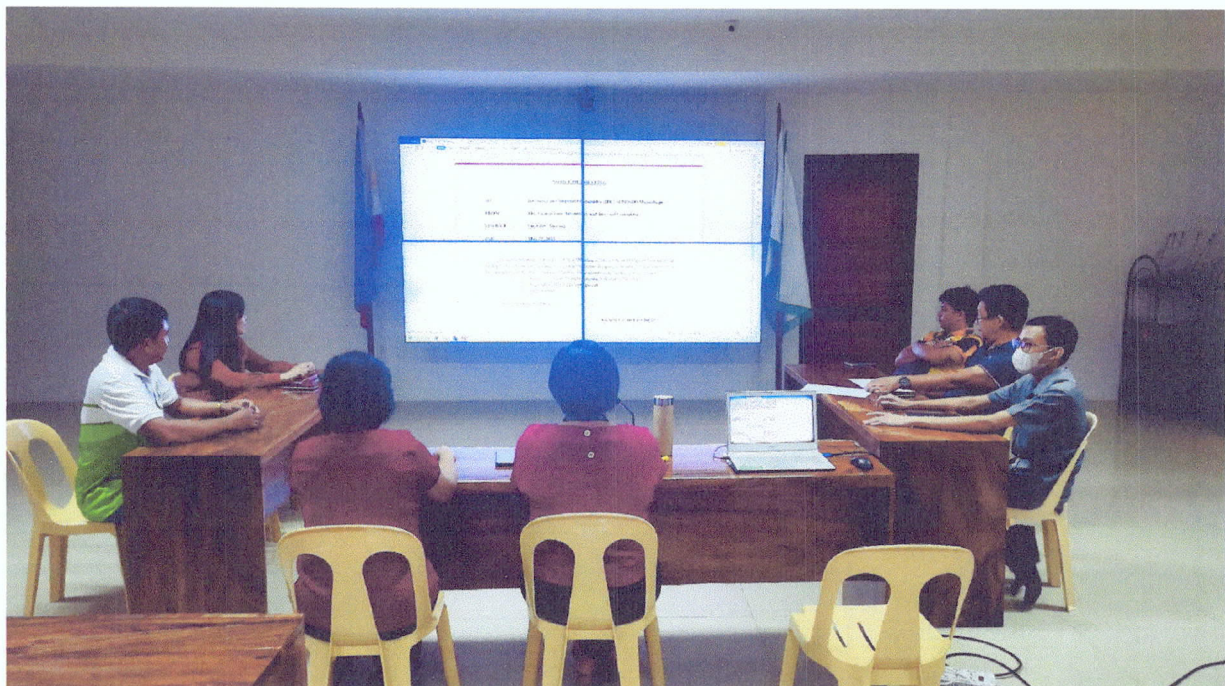
Approved:


IMELDA M. DIAZ
OIC, PENR Officer

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Images of IDC Meeting held on May 23, 2023





Republic of the Philippines
Department of Environment and Natural Resources
PENRO Marinduque

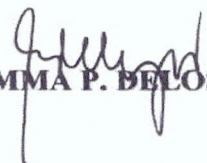
NOTICE OF MEETING

TO : Appraisal and Disposal Committee (ADC) of PENRO Marinduque
FROM : The Chairperson, Appraisal and Disposal Committee
SUBJECT : First ADC Meeting
Date : May 22, 2023

Please be informed that there will be a Meeting of Appraisal and Disposal Committee of PENRO Marinduque for the Disposal of Unserviceable Equipment on May 23, 2023 at 9:00 in the morning at the PENRO Conference Room. The agenda to be discussed are as follows:

1. Donation of Motor Vehicle Suzuki, Multicab to TESDA.
2. Disposal of other office equipment.
3. Other matters.

Your attendance is a must.


GEMMA P. BELOS REYES

Noted:
MSD - Juv 05/22
PUD - Juv
ERICKA - Juv 5/22
Jaden - Juv 5/22
Juv - 5/22
Juv - 5/22
Juv - 5/22
Juv - 5/22

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For information and record.

IMELDA M. DIAZ

3.2 Addendum of Secretariat in the IDC	2. Letter to TESDA for donation of the Multicab.	AO IV Palacios/ AO I Alcober	June 14, 2023
	3. Schedule of the Inspection	IDC	
	4. Letter to Auditor for Schedule of Inspection.	AO IV Palacios/ AO I Alcober	
	5. Preparation of Deed of Donation of Suzuki Multicab.	AO IV Palacios/ AO I Alcober	
	6. Signing of Deed of Donation	PENRO Diaz and TESDA	As Scheduled
	7. Hauling and disposal of Suzuki Multicab.	TESDA	As Scheduled
	AO I Alcober moved for the addendum of CO I Sarah Jane D. Sena as Secretariat in the PENRO Special Order 2021-038 which was duly seconded by AA VI Ericka L. Macunat.		

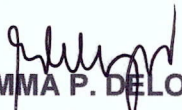


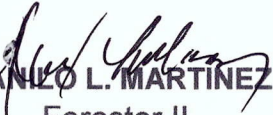

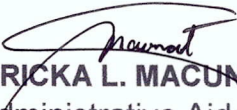

III. ADJOURNMENT

With all the matters taken up and no other important matters to be discussed, the First Inventory and Disposal Committee (IDC) of PENRO Marinduque for CY 2023 was adjourned by the Presiding Officer at exactly 10:30 A.M.

Documented by:


RODOLFO R. JABAL III
Administrative Assistant (Contractual)

Conforme:

 GEMMA P. DE LOS REYES In-Charge, MSD Chairperson	 EDEN P. PALACIOS Administrative Officer IV Vice-Chairperson	
 MARK RYAN S. LOZADA Information Systems Analyst II Member	 DANILO L. MARTINEZ Forester II Member	 DON GIBSON O. MERCADO Forester I Member
 ERICKA L. MACUNAT Administrative Aide VI Member	 NILO L. ALCOBER Administrative Officer I Member	

	<p>appraised value upon authority of the head or governing body of the said agency or corporation, and upon due accomplishment of an Invoice and Receipt of Property (Cf., Sec. 76, P.D. 1445).</p> <p>AO I Alcober mentioned that we need to invite COA to conduct an inspection for the equipment that are being disposed. He clarified that this practice is already done previously, and is in-line with the COA Circular No. 89-296.</p> <p>Furthermore, the Presiding Officer elaborated the Audit Procedure in the COA Circular No. 89-296, that the management of the government corporation concerned shall furnish the Auditor at least twenty (20) days before the advertisement of the call to public auction with a copy each of the following documents:</p> <ol style="list-style-type: none"> 1. Program for disposal with time schedule; 2. Inventory Report showing the itemized list and complete description of the assets; 3. Appraisal Report showing the appraised values of the assets, prepared by an in house and/or independent appraiser; 4. Disposal procedure adopted. <p>Upon reading and analyzing the contents of the COA Circular No. 89-296, the body has established milestone activities for Public Auction and Donation, to wit:</p> <p>(Public Auction of unserviceable property and equipment)</p> <ol style="list-style-type: none"> 1. Schedule of the Inspection 2. Inventory and Inspection Report of Unserviceable Property (IIRUP) 3. Letter to Auditor for Schedule of Inspection at least twenty (20) days before the advertisement of the call to public auction. 4. Posting of Public Auction of unserviceable property and equipment 5. Letter of Invitation to COA to join the virtual public auction <p>(Donation to TESDA of Suzuki Multicab)</p> <ol style="list-style-type: none"> 1. Informing TESDA to write a Letter of Intent to PENR Office requesting for Donation of the Motor Vehicle Suzuki Multicab. 		
		IDC	June 14, 2023
		AO I Alcober	
		AO IV Palacios/ AO I Alcober	Upon schedule
		AO IV Palacios/ AO I Alcober	
		AO IV Palacios/ AO I Alcober	
		AO I Alcober	May 24, 2023

	<div>31. Computer Desktop HP Compaq 8200 Elite SSF</div> <div>32. Computer Desktop HP Compaq 8200 Elite SSF</div> <div>33. Computer Desktop HP Compaq 8200 Elite SSF</div> <div>34. Computer Desktop HP Compaq 8200 Elite SSF</div> <div>35. Computer Desktop HP Compaq 8200 Elite SSF</div> <div>36. Printer HP Laser PRO P1102</div> <div>37. Printer HP Laser PRO P1102</div> <div>38. Printer HP Laser PRO P1102</div> <div>39. Printer Epson L3110</div> <div>40. Printer HP Deskjet</div> <div>41. Printer, Epson LX300+II</div> <div>42. Printer, Epson LQ 310</div> <div>43. Multicab</div> <div>The body agreed that the equipment should not be disposed per line item but rather by lot.</div>		
<div>3. Other matters:</div> <div>3.1 COA Circular No. 89 – 296</div>	<div>The Presiding Officer presented and discussed the contents of the COA Circular No. 89-296 January 27, 1989 entitled Audit Guidelines on the Divestment or Disposal of Property and Other Assets of national Government Agencies and Instrumentalities, Local Government Units and Government-Owned or Controlled Corporations and their Subsidiaries, which serves as the guidelines of the IDC for the inventory and disposal process.</div> <div>The Presiding Officer mainly discuss the MODE OF DISPOSAL/DIVESTMENT such as Public Auction, Sale Thru Negotiation, Barter, Transfer to Other Government Agencies and Destruction or Condemnation.</div> <div>The mode of disposal/divestment to be applied are Public Auction and Transfer to Other Government Agencies.</div> <div>Public Auction. Conformably to existing state policy, the divestment or disposal of government property as contemplated herein shall be undertaken primarily thru public auction. Such mode of divestment or disposal shall observe and adhere to established mechanics and procedures in public bidding.</div> <div>Transfer to other Government Agencies. Where the property or assets involved are no longer serviceable or needed by the department, agency, corporation or local government unit concerned, they may be transferred to other government entities/agencies without cost or at an</div>		

59 II. DISCUSSION OF AGENDA

60 Hereunder were the highlights and agreements during the presentation and discussion of the
61 agenda.
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AGENDA	INSTRUCTIONS/DISCUSSIONS/ AGREEMENTS/COMMITMENTS	RESPONSIBLE SECTION/UNIT	REMARKS
1. Donation of Motor Vehicle Suzuki Multicab to TESDA	<p>AO I Nilo Alcober mentioned that TESDA is really in need of a vehicle which they can use in the practicum in vocational course. Thus, TESDA will be informed to write a letter of intent to our office requesting for donation of the Multicab.</p> <ul style="list-style-type: none">• Informing TESDA to write a letter of intent requesting for the Donation of Motor Vehicle Suzuki Multicab.• Prepare letter to TESDA	<ul style="list-style-type: none">• AO I Alcober• AO IV Palacios/ AO I Alcober	May 24, 2023
2. Disposal of other office equipment	<p>AO I Alcober presented the Inventory and Inspection Report of Unserviceable Property (IIRUP) which consist of forty-three (43) equipment that need to be disposed including the Multicab.</p> <p>The following are the office equipment for disposal:</p> <ol style="list-style-type: none">1. Manual Typewriter 18"cart2. Laptop Computer (Regional Office)3. Netbook (ASUS)4. Laptop5. Laptop, ASUS6. Printer Epson L31107. Printer Epson L31108. Multi-Function Printer (3 in 1)9. Multi-Function Printer (3 in 1)10. Multi-Function Printer (3 in 1)11. Myphone MY96DTV12. Myphone MY96DTV13. Lenovo Phab 214. Lenovo Phab 215. Lenovo Phab 216. Lenovo Phab 217. Printer Epson L21018. Printer Epson L22019. Printer Epson L22020. Printer Epson L22021. Printer Epson L36022. Printer Epson L22023. Printer Epson L36024. Printer Epson L36025. Computer Desktop HP Compaq 8200 Elite SSF26. Computer Desktop HP Compaq 8200 Elite SSF27. 8200 Elite SSF28. Computer Desktop HP Compaq 8200 Elite SSF29. Computer Desktop HP Compaq 8200 Elite SSF30. Computer Desktop HP Compaq 8200 Elite SSF		

Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office - Marinduque
Capitol Compound, Bangbangalon, Boac, Marinduque

FIRST INVENTORY AND DISPOSAL COMMITTEE (IDC) MEETING OF PENRO
MARINDUQUE

May 23, 2023, Tuesday, 09:00 A.M.

PENRO Conference Hall, Boac, Marinduque

Call to Order : 09:20 A.M.
Adjourned : 10:30 A.M.
Presiding Officer : In-Charge, MSD Gemma P. Delos Reyes

Record of Attendance:

PRESENT:

- | | | |
|--------------------------|---|---|
| 1. Gemma P. Delos Reyes | - | Planning Officer III / In-Charge, Management Services Division (MSD) / Chairperson, IDC |
| 2. Eden P. Palacios | - | Administrative Officer IV / Chief, Administrative Section / Vice Chairperson, IDC |
| 3. Mark Ryan S. Lozada | - | Information Systems Analyst II / Chief, ICT Unit / Member, IDC |
| 4. Danilo L. Martinez | - | Forester II / Chief, Biodiversity Conservation Unit / Member, IDC |
| 5. Nilo L. Alcober | - | Administrative Officer I / Chief, General Services Unit / Member, IDC |
| 6. Don Gibson D. Mercado | - | Forester I / In-Charge, Monitoring and Enforcement Section / Member, IDC |
| 7. Ericka L. Macunat | - | Administrative Aide VI / Member, IDC |
| 8. Rodolfo R. Jabal III | - | Administrative Assistant (Contractual) / Documenter |

ABSENT:

- | | | |
|----------------------|---|---|
| 1. Emeterio M. Recto | - | Supervising ECOMS / PASu, Marinduque Wildlife Sanctuary / Member, IDC |
|----------------------|---|---|

I. CALL TO ORDER

The First Inventory and Disposal Committee (IDC) meeting of PENRO Marinduque was presided by the Chairperson of IDC, MSD In-Charge Gemma P. Delos Reyes. It started with a prayer led by AA VI Ericka L. Macunat. The meeting was called to order upon determination of quorum through roll call of attendees.

The Presiding Officer presented the provisional agenda as follows:

1. Donation of Motor Vehicle Suzuki Multicab to TESDA;
2. Disposal of other office equipment; and
3. Other matters.

The Presiding Officer asked the body for any additional matters to be included in the agenda. The Presiding Officer moved for the inclusion of COA Circular No. 89 – 296 and AO I Nilo L. Alcober suggested the Addendum of Secretariat in the PENRO Special Order 2021-038. For. I Don Gibson D. Mercado moved for the approval of the agenda which was duly seconded by AO IV Eden P. Palacios.