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9-16-02



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

1 SEP 16 2002

DEPARTMENT ORDER

NO. **253**  
Series of 2002 *for 9-16-02*

SUBJECT: CREATION OF INVENTORY  
COMMITTEES AND TECHNICAL  
WORKING GROUPS TO  
CONDUCT PHYSICAL  
INVENTORIES OF ALL DPWH  
PROPERTY NATIONWIDE

Pursuant to the Commission on Audit (COA) Audit Finding No. 3 in the CY 2001 Annual Audit of the DPWH Financial Statements, Department Order No. 239 series of 1990, and the COA New Government Accounting System (NGAS), the following Inventory Committees and Technical Working Groups are hereby reconstituted to oversee the physical inventory of Department property in all Department offices.

The Central Office Inventory Committee shall be composed of the following:

- Undersecretary for Finance and Administration - Chairman
- Director, Comptrollership and Financial Mgmt. Service (CFMS) - Vice Chairman
- Director, Administrative and Manpower Mgmt. Service (AMMS)- Member
- Director, Bureau of Maintenance (BOM) - Member
- Director, Bureau of Equipment (BOE) - Member
- Director, Monitoring and Information Service (MIS) - Member
- COA Resident Auditor - Observer

The Central Office Technical Working Group shall have the following members:

- Cipriano Pumanes, CFMS
- Helen A. Solis, CFMS
- Jesus S.J. Cruz, AMMS
- Dante Osorio, BOE
- Diviña Lucero, BOM
- All Project Management Offices (PMO) Project Accountants
- Ma. Nieva S. dela Paz, MIS
- Abbygail L. Laurente, MIS
- All Designated Supply Officers of the office to be inventoried
- Representative from COA

In each Regional Office, the Regional Inventory Committee shall be composed of the following:

- Regional Director - Chairman
- Regional Fiscal Controller - Member
- Regional Administrative Officer - Member
- Regional Equipment Engineer - Member
- COA Resident Auditor - Observer

Subject: *DEPARTMENT ORDER CREATING INVENTORY COMMITTEES AND TECHNICAL WORKING GROUPS TO CONDUCT PHYSICAL INVENTORIES OF ALL DPWH PROPERTY NATIONWIDE*

In each Regional Office, the Technical Working Group shall have the following members:

Regional Fiscal Controller  
Regional Administrative Officer  
Regional Equipment Services (RES) Chief Accountant  
Regional Supply Officer  
Representative from COA

In each District Office (including Sub-District), the District Inventory Committee shall be composed of the following:

District Engineer - Chairman  
District Chief Accountant - Member  
Administrative Officer - Member  
COA Resident Auditor - Observer

In each District Office (including Sub-District), the Technical Working Group shall have the following members:

District Chief Accountant  
Administrative Officer  
District Supply Officer  
Representative from COA

Each Inventory Committee shall conduct a physical inventory of all Department property, including land, buildings, structures, furniture, fixtures, equipment, vehicles, supplies, and materials as required by Department Order No. 239, series of 1990, and done in a manner that provides the information and requirements necessary for the inventory required in NGAS.

Each Inventory Committee shall conduct an inventory immediately upon issuance of this Department Order and completed within 60 days. In the future, the said Committees shall conduct a physical inventory annually and submit the same to the Chairman of the Central Office Inventory Committee not later than 15<sup>th</sup> of December each year. The concerned Chairman of each Inventory Committee shall certify the respective Regional and District inventories accurate and complete before submitting the same to the Chairman of the Central Office Inventory Committee.

This Order shall take effect immediately and supersede all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.

  
SIMEON A. DATUMANONG  
Secretary