



Republika ng Pilipinas
KAGAWARAN NG REFORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon

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DEPARTMENT MEMORANDUM CIRCULAR NO. *15*
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SUBJECT: Standard Operating Procedure on the Inventory and Condemnation of Unserviceable and Valueless Properties

In the interest of the service and in order to implement further the government's cost reduction program in the various aspects of operation of the Department, the following Standard Operating Procedure on the inventory and condemnation of unserviceable and valueless properties for the central and regional offices is hereby approved to guide all officials and employees in undertaking this important activity:

How to Undertake the Inventory and Condemnation of Unserviceable and Valueless Properties (Equipment, Scrap Materials/Iron and Others)

A. Central Office

1. Chief, Administrative Service shall initiate the organization of a committee to be composed of:
 - 1) Supply Officer IV, chairman
 - 2) Supervising Accountant, member
 - 3) Administrative Officer I, member
 - 4) Supervising Mechanic, member
 - 5) Mechanical Engineer, member
 - 6) Auditor or his authorized representative, as witness
2. Immediately after its creation, the Committee shall conduct an inspection of the properties which:
 - 1) have become unserviceable and beyond economical repair due to wear and tear or to some other cause not attributable to the fault of the accountable or responsible officer.
 - 2) are found to be valueless or no longer needed by the office.
3. The Committee shall prepare and submit a report on its findings and recommendation regarding the condition and status of the properties, thru the Chief, Administrative Service, to the Undersecretary.

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"Hindi na matatalikuran pa ang pagbabagong-ayon ng pananakahan. Higit kong pangasip na makita ang ating mga magsasaka na pag-aari ang lupang kanilang binuongkal." - Pangulong MARCOS

4. After the report has been processed by the Chief, Administrative Services, it shall then be reviewed and approved by the Undersecretary.
5. Upon approval of the report by the Undersecretary, the Supply Officer IV GSD, shall prepare the corresponding Inspection and Inventory Report.
6. The Inspection and Inventory Report shall be evaluated by the Committee and then its chairman shall initial the same and shall be referred to the Chief, Administrative Services for review.
7. The Chief, Administrative Service shall review and initial the Inspection and Inventory Report which shall be forwarded to the Assistant Secretary (Administration) and to the Undersecretary for their respective review and initial.
8. The Secretary shall sign the Inspection and Inventory Report which shall be forwarded to the Bureau of Supply Coordination thru the DAR Auditor.
9. Upon receipt of the approval for disposition, the Supply Officer shall proceed with the disposition of unserviceable properties and/or condemnation.

B. Regional Office

1. The Regional Director shall organize a committee to be composed of the following officials:
 - 1) Administrative Officer I, chairman
 - 2) Supply Officer I, member
 - 3) Accountant II, member
 - 4) Storekeeper of the Team, as the case may be and when applicable
 - 5) Mechanical Engineer, member
 - 6) Regional Auditor or his authorized representative, observer/witness
2. The Committee shall conduct inspection of the properties which (1) have become unserviceable and beyond economic repair due to wear and tear or to some other cause not attributable to the fault of the accountable or responsible officer. (2) Are found to be valueless or no longer needed by the Region.
3. The Committee shall prepare and submit to the Regional Director a report on its findings regarding the condition and status of the properties.
4. The Regional Director shall review and approve the report.

5. Upon approval of the Report by the Regional Director, the Regional Supply Officer shall prepare the Inspection and Inventory Report.
6. The Inspection and Inventory Report shall be reviewed by the Regional Inventory Committee and then its Chairman shall initial the same and shall be forwarded to the Regional Director for signature.
7. After the Inspection and Inventory Report shall have been signed, the same shall be forwarded to the Bureau of Supply Coordination, thru the Regional Auditor, furnishing copies thereof to the Secretary.
8. Upon receipt of the approval for disposition, the Regional Supply Officer shall proceed with the disposition of unserviceable properties and/or condemnation.

In the implementation of the above procedure, all Bureau Directors, Service and Division Chiefs, Regional Directors, District Officers, Team Leaders, Office/Unit Heads and other Officials are hereby directed to conduct a periodic check, survey and/or inventory of all properties in their respective offices as a necessary step for its proper enforcement. This will preclude unnecessary repairs of condemnable equipment and thus achieve economy in the operations of our office.

This Standard Operating Procedure shall take effect upon approval.

Mgt. Div./FIDAS
EM/ids


CONRADO F. ESTRELLA
Secretary

mailed Home, District, Regions

July 11, 1978