



March 11, 2015

DOH CAR OFFICE PERSONNEL ORDER

No. 2015- 296

SUBJECT: Designating Members of the Inventory and Appraisal Committee for Supplies and Materials and Property, Plant and Equipment for CY 2015

In the exigency of service, the members of the CY 2015 DOH CAR Office Inventory and Appraisal Committee are hereby designated, with the following functions:

I. Inventory Committee for Supplies, Materials, Equipment, Semi-expendable Supplies and Materials

Chairperson: DEBIELYN B. SANTOS - Administrative Officer V

Vice Chairperson: AIDEN D. BERMISA - Pharmacist III

Members:

- ROLDAN D. LIWALIW - Medical Technologist II
- CANDICE S. WILLY - Nutritionist-Dietitian IV
- ANNA ELAINE B. CAYAD-AN - Health Program Researcher
- CHARIS TEODELY J. APELADO - Administrative Assistant III
- NOELINE ROVELS LARDIZABAL - Dormitory Manager
- EDNA T. PAMO - Administrative Officer III
- GERRY T. ALMACEN - Administrative Assistant III
- CLARITA L. KIMMAKIM - Administrative Officer IV
- CARMENCITA L. SANCHEZ - Administrative Assistant III
- DIANA P. PALANGCHAO - Planning Officer II
- MA. CHRISTINE C. PUGUON - Administrative Assistant III
- SIENA VERONICA D. JUDAN - Administrative Assistant III

II. Inventory Committee for Information Technology Equipment, Supplies and Materials

Chairperson: CAROLINE R. MAMARADLO - Computer Maintenance Technologist II

Vice Chairperson: - VALERIE B. BANIWAS - Statistician III

Members:

- PATRICK P. PINEDA - HEPO III
- RONEL JOEN D. MARQUEZ - Administrative Assistant V
- CHRISTINE K. DIRIGE - Statistician II



The round metal gong of the Cordillera known locally as "gangsa" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tanggyub" represents a community being called for an important matter or action. The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.

MARCIAL A. RAMOS
ANTHONY B. BAIGEN
DESIREE P. BULALIN

- Administrative Assistant II
- Medical Technologist II
- Administrative Assistant III

III. Appraisal Committee

Chairperson: NELSON G. CARA

- Engineer III

Members:

BASILIO C. MUNAR, Jr.
MANUEL R. OLARTE
MARITESS R. FELIZCO
BENELYNE BALAG-EY
CLINT GIL ILDEFONSO

- Licensing Officer III
- Licensing Officer II
- Licensing Officer II
- HEPO II
- Senior Health Program Officer

Under this Order, the Committee is hereby directed to do the following:

As Inventory Committee:

1. Prepare a set of written policies, procedures and instructions to be observed by all of the members.
2. Conduct a bi-annual inventory of Supplies and Materials as of June 30, 2015 and December 31, 2015. The inventory for Property, Plant and Equipment (PPE) Inventory shall likewise be conducted, as of December 31, 2015.
3. During the Actual Physical Inventory:
 - a. Count, weigh or measure the objects of inventory.
 - b. Write the name of the inventory items, its unique property number, its location, acquisition cost, date of acquisition, responsible end-user, item count or weight of measurement on the tag.
 - c. Sign the tag and attach it to the goods/PPE. Agree upon and implement a standard position/placing of the tag.
 - d. Validate physical existence of Property, Plant and Equipment (PPE) recorded per accounting records and identify the PPE which are serviceable, non-serviceable, obsolete, or considered excess.
 - e. Verify and cross check new invoice receipts of property (IRPs) of personnel vs. physical existence of PPE/facilitate renewal of MRs.
 - f. Conduct reconciliation of all un-reconciled PPE items. Reconciled items means Physical Inventory = Property Records (including ARE if assigned to a specific end-user) = Subsidiary Ledgers for PPE accounts. Any differences between the physical inventories of PPE should be promptly adjusted and such adjustments adequately documented.
4. Submit the Inventory Report as of June 30, 2015 on or before July 31, 2015, and another for end of December 2015 on or before January 31, 2016 copy furnished Accounting Section for proper reconciliation against the book of accounts. The inventory reports must include: (1) an analysis of the findings, (i.e. explanation of

probable or actual causes of variations) (2) conclusions and (3) recommendations to management for continual improvement.

5. Perform other related inventory duties as may be required during the period.

As Appraisal Committee:

1. Assess the physical condition of property.
2. Appraise the assets and determine valuation of property based on prevailing current market value.
3. Consolidate and submit a duly approved list of disposable assets to the Materials Management Team Head.

The above personnel shall go on **jury duty**, or prioritize, above other duties and functions, their functions as Inventory and Appraisal Committee, in order to submit the Inventory and Appraisal Report before the set deadline. Further, the committee chairpersons shall ensure the capability of their members to do their job.

Any allowable expenses incurred in carrying out these functions, including travel to Provincial DOH Offices, shall be charged to any available funds of the office subject to its availability and the usual accounting and auditing rules and regulations. Failure to comply with the above functions and report submission shall render the responsible employees liable for appropriate disciplinary action.

Any previous issuances inconsistent with this are hereby rescinded or revoked. This Order shall take effect immediately.


VALERIANO JESUS V. LÓPEZ, MD, MPH, MHA, CESO IV
Director IV