



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF HEALTH
Cordillera Administrative Regional Office



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February 22, 2016

DOH CAR PERSONNEL ORDER
No. 2016- 214

SUBJECT: Reconstituting the Membership of the Committee on Disposal of Unserviceable Property

In the interest of the service and to ensure the proper and timely disposal of all unserviceable property of this Office, the Committee on Disposal of Unserviceable Property is hereby reconstituted as follows:

Chairperson: **Dr. AMELITA M. PANGILINAN**
Director III

Vice-chair: **Dr. JANICE Z. BUGTONG**
Chief Administrative Officer

Members: **Ms. ARCELY D. SANCHEZ**
Supervising Administrative Officer

Ms. DEBIELYN B. SANTOS
Administrative Officer V, Materials Management Team

Engr. VICENTE K. SALACYAO
Engineer III
Head, General Services and Transport Section

Ms. VALISSA GRACE W. POLIG
Accountant II

Secretariat: **Ms. EDNA T. PAMO**
Administrative Officer III

Alternate Secretariat: **Mr. MICHAEL B. OROFINO**
Administrative Assistant II

The Committee shall perform the following functions:

1. Ensure the proper, accurate and timely conduct of inventory of unserviceable property/assets in coordination with other offices, sections, and the Inventory



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 "tangguyub" 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.

and Appraisal Committee, (i.e., with Records Section for disposal of valueless records which have reached their retention period, except for library materials, stocks of publications and processed documents).

2. Recommend to the Director IV through a Committee Resolution the mode of disposal deemed most advantageous to the government for each item in the approved list of property to be disposed, and implement/oversee the implementation of such upon approval, taking into consideration the pertinent provisions of the Administrative Code, the national Auditing Code and the latest guidelines set forth in the COA Handbook on Property and Supply Management System.

Disposal methods: As a general rule, sale or disposal of government property shall be through public bidding (through sealed public bidding or *viva voce*). For justifiable reasons, property may also be disposed of through the most appropriate among the following alternative methods:

- a. condemnation or destruction of valueless property assets or those beyond economic recovery/repair or reconditioning. Destruction may be through pounding, burning, breaking, shredding, or other method. Destruction shall be done in the presence of the Disposal Committee.
 - b. transfer of property/assets to another government agency with or without cost. Cost refers to payment based on the appraised value of the property. Transfer may be done upon the initiative of the owning agency or upon submission of request to the owning agency, and approval by the head of agency.
 - c. barter of unserviceable property/assets with other government agency in exchange for other property. The value of the property transferred may or may not be equivalent to that received.
 - d. donation to charitable, scientific, educational or cultural institutions, or
 - e. sale of valuable property through negotiated sale (only after failed public bidding).
3. See to it that the proper forms are accomplished prior to appraisal and disposal, i.e. the corresponding Inventory and Inspection Report of all disposable property carried in the equipment accounts and Waste Material report for all disposable expendable property, including used or non-serviceable parts salvaged from non-working/destroyed fixed assets.
 4. Pursuant to E.O. 888, Sec. 3 (2), in case of conflict in appraisal, the Committee shall deliberate on the appropriate appraised value that the government shall set as the minimum bid price. If the Committee cannot arrive at a consensus, the Chairperson shall adopt an appraised value which he/she deems most advantageous to the government, taking into consideration the bases provided in the COA Handbook on Property and Supply Management System.

5. Furnish appropriate offices and units a copy of the report on the disposal of valueless records or property,
6. Prepare the necessary policy guidelines, procedures or work instructions to guide the timely, effective and efficient discharge of the committee's functions, and
7. Submit the required reports to the Director IV and other agencies (i.e. Report on the disposal of valueless records).
8. Obtain clearance from the Commission on Audit for disposal of all records pertaining to claims and demands by the Government of the Philippines either as a debtor or creditor, and are required to be audited.
9. Perform other related official functions.

The Committee Secretariat shall handle all the Committee's technical and administrative matters including taking minutes of meeting, typing committee Resolutions, as well as the safekeeping and systematic filing of Committee documents and records.

Under this Order, meals and snacks for meetings, travel and other allowable expenses incurred by the committee in performing their tasks shall be charged against the funds of the DOH-CAR, subject to availability of funds and the usual accounting and auditing regulations.

This Order shall take effect immediately. All other issuances inconsistent with this Order are hereby rescinded.


LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV