



Republic of the Philippines
Department of Social Welfare and Development

Batasan Pambansa Complex, Constitution Hills

Quezon City

Telephone No. 931-8101 to 07

DEPT. OF SOCIAL WELFARE & DEVELOPMENT
ICP ROAD, CONSTITUTION HILLS, QC

JAN 12 2004 0058

LEGAL SERVICE

RECEIVED BY: *[Signature]*

January 9, 2004

ADMINISTRATIVE ORDER

No. 04
Series of 2004

SUBJECT: AMENDMENT/RECONSTITUTION

In the exigency of service and to further strengthen the internal control measures in the management of property and equipment of the Department, specifically the disposal of unserviceable properties as provided for under Department Order #08 Series of 2000, the **Disposal Committee (DC)** is hereby renamed to **Property Disposal and Awards Committee (PDAC)** and the following personnel are hereby assigned to reconstitute its membership, to wit:

Assistant Secretary RUTH F. LAYUG
Director GUILLERMA E. FLORES
Director MATEO G. MONTAÑO
Director SALLY D. ESCUTIN
MR. NICOMEDES P. SULLER

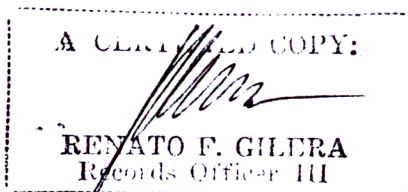
Chairperson
Vice-Chairperson
Member
Member
Member

The Committee shall undertake and the overall in-charge of all disposal activities whether by sale or other mode as provided for by the Commission on Audit deemed most advantageous to the government. The Committee shall be assisted by its Secretariat which will be the central repository of all records and proceedings of all disposal activities by the Committee. The following are hereby assigned to reconstitute the PDAC Secretariat, to wit:

Director MARCELO NICOMEDES J. CASTILLO
Mr. LEO T. BARROGA
Mr. JULIAN B. MELENDEZ, JR.

Head
Member
Member

This Order supercedes all other Orders relative thereto.



[Signature]
ORAZON JULIANO SOLIMAN
Secretary