

Republic of the Philippines
Department of Social Welfare and Development
Batasan Pambansa Complex, Constitution Hills
Quezon City
Telephone No. 931-8101 to 07

June 15, 2004

ADMINISTRATIVE ORDER

No. 21
Series of 2004

SUBJECT : RECONSTITUTION

In consonance with Department Order No. 07, Series of 2000, instituting internal control measures for the Department, the following are hereby assigned to reconstitute the DSWD National Inventory Committee:

Administrative Officer V	Nicomedes P. Suller	- Chairman
Supply Officer I	Julian B. Melendrez, Jr.	- Vice-Chairman
Accounting representative	Leo T. Barroga	- Member
Accounting representative	Carlito Racho	- Member
MISS representative	Godfrey Gollayan	- Member
TFAM representative	Alfredo R. Palma	- Member
TFAM representative	Fortunato C. Manongsong	- Member
TFAM representative	Leovigildo G. Malzan	- Member
TFAM representative	Carmelo P. Abadilla	- Member
TFAM representative	Domingo O. Javier	- Member
TFAM representative	Gladys R. Antonio	- Member
TFAM representative	Alexander S. Centeno	- Member
TFAM representative	Fer Andrew Morco (MOA)	- Member
IAS representative	Dionisia Cajilog (MOA)	- Witness
IAS representative	Lorenzo Subaria	- Witness
COA Resident Auditor	or his/her duly authorized representative/s	- Witness

The committee shall undertake the physical inventory-taking of property, equipment, supplies and materials and shall prepare and submit pertinent reports whenever required. It shall also review and consolidate the inventory reports submitted by the Field Offices.

This Order supercedes all other Orders relative thereto.


LUWALHATI F. PABLO

Undersecretary In-Charge
General Administration and Support Services Group

