



## **CREATION OF THE ASSET MANAGEMENT TASK FORCE**

The Asset Management Task Force is hereby created primarily to safeguard the integrity of DSWD assets nationwide. It shall establish a central repository of all land titles, deeds of donations, and other documents on real properties, equipment and other properties of the Department. It will put in place the systematic process of maintaining, upgrading, and operating physical assets cost-effectively.

### **OBJECTIVES**

This ad-hoc body shall be tasked to:

1. Undertake actual inventory of all DSWD acquired and fixed assets nationwide;
2. Fast track the perfection of ownership and valuation of these properties; and,
3. Install systems, policies and procedures relative to the utilization, maintenance and disposition of such assets.

### **COMPOSITION**

The Task Force that will be operational until the end of 2004 is headed by a Director, assisted by regular personnel from the General Administration and Support Services Group as indicated in Special Order No. 588, series of 2003. The functions of the Task Force shall be mainstreamed into the Administrative Service at the end of its lifespan, upon assessment by the General Administration and Support Services Group.

### **FUNCTIONS, DUTIES AND RESPONSIBILITIES**

1. Conduct, record and reconcile annual physical inventory and books of accounts of all fixed assets and semi-expendable properties of the Department;
2. Carry out documentation, registry and acquisition of all fixed assets including donations (in kind); file and maintain records and documents and serve as central repository of all records/documents on fixed assets of the Department;
3. Prepare documents for insurable buildings, motor vehicles and equipment as well as registration, if necessary;
4. Account for the safekeeping, updating of necessary documentation on the ownership of all real properties and fixed assets of the Department including provision of security, if required;
5. Codify and document all specific management decision and agreements reached on informal settlers;



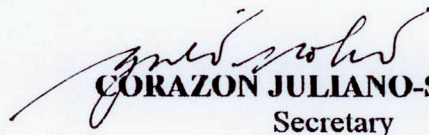
6. Account for the issuance, safeguarding and updating of Memorandum of Receipts for equipment, semi-expendable, and non-expendable properties, including Invoice-Receipts for Property;
7. Perform other related functions as assigned by the Secretary or her duly authorized representative.

#### **SPECIAL ASSIGNMENTS**

1. Act as the administrative and technical Secretariat of the Trustee Committee of the Welfareville Development Project where the DSWD Secretary is the Chairperson, and the Secretary of the Department of Environment and Natural Resources (DENR) and Chairman of the Commission on Audit (COA) as members;
2. Act as the permanent representative to the Technical Working Group for the Trustee Committee of the Welfareville Development Project for the disposition of the Welfareville property;
3. Ensure the immediate compliance of DSWD offices to Commission on Audit (COA) recommendations as contained in the Annual Audit Reports in connection with real properties and infrastructure of the DSWD;
4. Ensure that all the necessary measures shall be installed for the preservation and protection of all the fixed assets from informal settlers and illegal occupants in the real estate properties of the DSWD;

This Order shall take effect immediately and revokes other previous orders inconsistent with it.

Issued in Quezon City, this 8/11 day of July 2003.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary

