

REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE MINISTER
MANILA



MINISTRY ORDER

February 9, 1984 ✓

NO. 7

SERIES 1984

T O : Deputy Ministers, Assistant Ministers,
Bureau Directors, Service Chiefs,
Project Managers and Other
Concerned.

SUBJECT : Inventory of Government Property (Office
Equipment) in the Ministry Proper by the
Inventory Committee.

Pursuant to Sections 511 and 512 of the National Accounting and Auditing Manual and General Circular Nos. 55 and 57 dated March 17, 1958 and May 7, 1958 respectively, of the General Auditing Office (COA), this Ministry has organized the Inventory Committee, to conduct physical inventory of all office equipments, of the Ministry of Public Works and Highways Central Office, for the purpose of ascertaining the correctness of the property records, due to reorganization and determining of any possible losses, occasioned by theft, pilferage, fire and other incident that may have incurred. The committee is composed of the following:

1. Asst. Minister for Finance and Management
or his authorized representative - - - - - Chairman
2. Asst. Minister for Comptrollership Service
or his authorized representative/s - - - - - Vice-Chairman
3. Acting Chief, Property and Procurement
Division or his authorized representative/s- Member
4. Chief, Assets and Supplies Control Division
or his duly authorized representative/s- - - Member
5. Supply Officers or Property Custodians or
duly authorized representative/s of dif-
ferent offices concerned - - - - - Member
6. Resident Auditor (COA) or his authorized
representative/s - - - - - Witness

The accomplished physical inventory (General Form No. 41-A) shall be forwarded to the Comptrollership Service, this Ministry, to determine and update book value of the aforementioned government properties.

All those concerned are therefore directed to extend the proper courtesies and cooperation due the Inventory Committee.

JESUS S. HIPOLITO
Minister