



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS, TRANSPORTATION AND COMMUNICATIONS
NIA Building, E. de los Santos Ave., Quezon City
OFFICE of the SECRETARY

27 February 1978

DEPARTMENT ORDER

NO. 14

SUBJECT: Creating a Task Force for Physical
Inventory on all Out of Order/Damaged
and/or Unserviceable DPWTC Properties

A Task Force for the physical inventory on all DPWTC properties that are either out of order/damaged and/or unserviceable located in the different Offices/Divisions within the NIA and ICC buildings of this Department, is hereby created to be composed of the following:

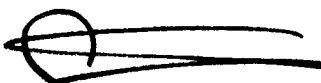
- (1) Mr. Antonio Serrano - General Services Division- Team Leader
- (2) Mr. Nicanor Sanchez - Management Division - Member
- (3) Mr. Moises Ferraro - Accounting Division - Member
- (4) Mr. Roque Santos - Auditing Unit - Member
- (5) Mr. Felix Mora - Civil Security Unit - Member
- (6) Mr. Ernesto Hojas - General Services Division- Member
- (7) Mr. Jose de Jesus - General Services Division- Member

The group shall immediately conduct the necessary inventory on all such office properties as typewriters, steel filing cabinets, chairs, etc. that are considered as either out of order/damaged and/or unserviceable based upon the recommendation of the Service/Division Chiefs or the direct end-users concerned.

A written report to this effect and the necessary recommendations, complete with the necessary funding requirement, should thereafter be submitted to the Chief, Administrative Services thru the Committee for the Disposal and/or Utilization of DPWTC Properties created under Office Order No. 2 dated January 17, 1977 for necessary appropriate action.

It is expected that the team should be able to finish this special assignment on or before 9 March 1978.

Strict compliance herewith is enjoined.


ABER P. CANLAS
Undersecretary
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