



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Bonifacio Drive, Port Area, Manila

097.130PW4
03-26-2018

16 MAR 2018

DEPARTMENT ORDER) SUBJECT: Creation of Inventory Committees and
53) Technical Working Group to Conduct
NO. _____) Physical Inventory of all DPWH Properties
Series of 2018 03.26.18)

Pursuant to Department Order No. 102, series of 2015 and COA Circular 2015 No. 2015-007 dated October 22, 2015 (Government Accounting Manual), and to effectively monitor and record the existing DPWH Assets, the Inventory Committees and Technical Working Groups are hereby created to conduct physical inventory of all DPWH properties.

The **Central Office Inventory Committee** shall be composed of the following:

Undersecretary for Support Services	-	Chairman
Assistant Secretary for Support Services	-	Vice-Chairman
Director, Human Resource & Administrative Service (HRAS)	-	Member
Director, Finance Service (FS)	-	Member
Director, Bureau of Maintenance (BOM)	-	Member
Director, Bureau of Equipment (BOE)	-	Member
Director, Information Management Service (IMS)	-	Member
COA Resident Auditor	-	Observer

The **Central Office Inventory Committee** shall be assisted by the **Central Office Technical Working Group** which shall have the following members:

Chief, Supply & Property Management Division (SPMD), HRAS
Chief, Inventory & Disposal Section, SPMD-HRAS
Chief, Inventory Section, Accounting Division, FS
Representative from BOM (land & building); BOE (service vehicle & heavy equipment);
BOD (survey instrument); BRS (laboratory instrument); IMS (IT equipment)
All Designated Supply Officers from the office to be inventoried
Representative from COA

In each Regional Office, the **Regional Inventory Committee** shall be composed of the following:

Assistant Regional Director	-	Chairman
Chief, Administrative Division	-	Member
Chief, Finance Division	-	Member
Chief, Equipment Management Division	-	Member
Attorney IV	-	Member
COA Resident Auditor/Authorized Representative	-	Observer

The Regional Inventory Committee shall be assisted by the **Regional Office Technical Working Group** which shall have the following members:

Supervising Administrative Officer
Chief, Supply & Property Management Section, Administrative Division
Chief, Accounting Section, Finance Division
Assistant Division Chief, Equipment Management Division
Information Technology Officer (IT Concerns)
COA Representative

In each District Office, the **District Inventory Committee** shall be composed of the following:

Assistant District Engineer	-	Chairman
Chief, Administrative Section	-	Member
Chief, Finance Section	-	Member
COA Representative	-	Observer

The District Inventory Committee shall be assisted by the **DEO Technical Working Group** which shall have the following members:

Chief, Supply & Property & General Services Unit
Accountant III, Finance Section
Chief, Equipment Services Unit
Computer Management Technologist (IT Concerns)
COA Representative

The Technical Working Groups (TWGs) shall conduct an actual physical inventory of all Department property including land, buildings, structures, furniture, fixtures, equipment, vehicles, supplies and materials in accordance with Department Order No. 102, series of 2015 and GAM. They shall submit an inventory report to the Inventory Committees concerned on or before January 15 every year.

The respective Inventory Committee shall review the accuracy and completeness of the result of the actual physical inventory submitted by the TWG. The Chairman of the respective Inventory Committee shall issue a certification as to the accuracy and completeness of the physical inventory and submit the same as follows:

Submitted by:	Submitted to:
Central Office	Commission on Audit (COA)
Regional Office	Central Office
District Engineering Office	Central Office (thru Regional Office)

This order supersedes D.O. No. 239, series of 1990: Guidelines and Procedures in the Receipt, Inspection, Acceptance, Issuance, Custody and Physical Inventory of DPWH Assets and D.O. No. 253, series of 2002: Creation of Inventory and Technical Working Groups to conduct physical inventories of all DPWH property nationwide, and shall take effect immediately.



MARK A. VILLAR
Secretary

Department of Public Works and Highways
Office of the Secretary



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