

Republic of the Philippines
Ministry of Public Works
OFFICE OF THE MINISTER
M a n i l a

24, July 1980

MINISTRY ORDER)
))
 NO. 80-55) SUBJECT: Creation of a Committee on
)) Reconciliation of all Properties
Series of _____) of the Ministry of Public Works
x-x-x-x-x-x-x-x-x-x)

In view of the recent re-organization of this Ministry, pursuant to the provisions of Executive Order No. 546, dated 23 July 1979, it is imperative that properties, i.e., office supplies, materials, equipment, furnitures, etc. of the former Bureau of Public Works and Ministry of Public Works, Transportation and Communications be accounted for, and a reconciliation of accounts by former Property Officers and accountable officials be made, to ensure the smooth turn-over of the said property accountabilities to the newly appointed Property Officers/Accountable Officers of the new Ministry.

In line with the above objective, there is hereby created a Committee on Reconciliation which shall be tasked with the responsibility of conducting an inventory of all non-expendable properties, and reconciling all accounts of this Ministry. The Committee shall be composed of the following officials:

1. Mr. Arsenio L. Escobar - - - - - Chairman
(Chief, Administrative Service)
2. Atty. Irene Ofilada - - - - - Vice-Chairman
(Chief, Financial & Management Service)
3. Mrs. Gertrudes Aldana - - - - - Member
(Chief accountant)
4. Miss Bella Robel - - - - - Member
(Chief, Management Division)
5. Mr. Saviniano M. Perez Jr. - - - - - Member
(Chief, General Services Division)
6. Mrs. Priscilla M. Silloco - - - - - Auditor
(Commission on Audit)
7. Atty. Ennar R.C. Cabanilla - - - - - Member
(Supply Officer V)
8. Mr. Gerardo C. Diza - - - - - Member
(Former OIC, BPW Property & Procurement
Unit)
9. Mr. Juan Delloso - - - - - Secretary
(Property Custodian II)

The committee shall be empowered to check, verify, and inventory all property accounts and/or Memorandum and Invoice Receipts, and shall have the prerogative to call on any official, officer or employee of this Office to shed light and/or assist in the Inventory/Reconciliation.

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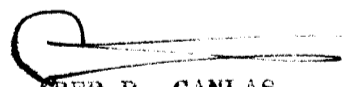
The Committee shall be assisted by a Task Force to be composed of :

1. Norberto Ungson - - - - - Supply Officer IV, GSD
2. Francisco Fulgencio - - - - - Chief Storekeeper, GSD
3. Gavino Joya - - - - - Supply Officer I, HDRD
4. Benjamin de Leon - - - - - -Supply Officer I, BPH&R
5. Benjamin Tañon - - - - - Supply Officer I, BB
6. Jesus Bejec - - - - - Supply Officer I, BWS
7. Cesar Bartolome - - - - - Supply Officer I, BFC&D
8. Rafael Guanio - - - - - Warehouseman
9. Caridad Enrile - - - - - Supervising Buyer, GSD
10. Dolores Tomas - - - - - Senior Buyer, GSD
11. Sergio Hermogenes - - - - - Senior Buyer, GSD
12. Orlando Olbes - - - - - Senior Clerk, GSD
13. Protacio Marcelo - - - - - Senior Clerk, GSD
14. Agerico Palaypay - - - - - Clerk II, GSD
15. Napoleon Anas - - - - - Bookbinder II, GSD
16. Wenceslao Mozo - - - - - Clerk II, GSD
17. Romeo Evangelista - - - - - Asst. Buyer, GSD
18. Eugenio Marino Jr. - - - - - Messenger, GSD
19. Hilarion Estabillo - - - - - Sr. Blue Print Machine Operator, GSD
20. Juliet Conlu - - - - - Clerk II, GSD

Expenditures to be incurred by the Committee in the course of the performance of its assigned tasks shall be chargeable against funds of the Ministry.

A monthly status report shall be submitted to the undersigned by the Chairman of the Committee.

For immediate compliance.


ABNER P. CANLAS
Deputy Minister
