



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO 2021-03-0004

**“RECONSTITUTING THE DEPARTMENT OF ENERGY (DOE)
DISPOSAL COMMITTEE”**

Pursuant to Executive Order No. 309 dated 08 March 1996, which reconstituted the membership of the Committee on Disposal as provided for under Executive Order No. 888, the DOE’s Disposal Committee is hereby reconstituted to be composed of the following:

Chairperson	:	Undersecretary
Vice Chairperson	:	Assistant Secretary
Members	:	Director, Administrative Services (AS) Director, Financial Services (FS) Director, Information Technology Management Services (ITMS)
Technical Staff Head	:	Chief, Accounting Division (AD)
Members	:	(1) Representative, Accounting Division (AD) (1) Representative, Information Services Division (ISD) (1) Representative, Information and Data Management Division (IDMD)
Secretariat Head	:	Chief, General Services Division (GSD)
Members	:	(3) Representatives, Supply and Property Section (SPS) (1) Representative, Accounting Division (AD)

The Committee shall be responsible in the timely disposal of the Department’s unserviceable, obsolete, junk and/or excess equipment and properties in accordance with the existing Government Accounting Manual (GAM), Department of Budget and Management (DBM) Disposal Manual, and issuances related to the proper disposal of the Government’s unserviceable Property, Plant, and Equipment (PPE). As such, it shall undertake the following functions:

1. Responsible in the planning and conduct of disposal activities of the Department, and ensure that all pertinent paper works are completed on time and in accordance/aligned with government procedures.
2. Undertake disposal of the Department’s properties which are no longer in use or unserviceable/excess/junk at least once a year.
3. Conduct ocular inspections, and approve DOE properties recommended for disposal by operating units as consolidated by the General Services Division – Supply and Property Section (GSD-SPS),

and determine the physical condition/general appearance of the properties relative to the following criteria:

- a. the equipment being operational, economical, repairable or beyond economic repair, availability of spare parts and the general obsolescence of the equipment; and
 - b. the quality, degree, and extent of maintenance, and repair to be done on the equipment.
4. Recommend for approval by the Department Secretary or his authorized representative/s, the disposal of the Department's properties as contained in the master list prepared for the purpose.

In the performance of its functions, the Committee shall be assisted by a Secretariat composed of personnel from the Accounting Division, GSD – Supply and Property Section, and Information and Technology Management Services. Its functions shall include the following:

1. Organize and make necessary arrangements relating to the activities of the Committee, e. g., meetings, biddings, etc.
2. Act as custodian of all documents related to disposal activities and responsible in the publication of public bidding announcements in the newspapers and preparation of bid documents.
3. Verify the serial numbers, motor numbers, property numbers, and other specifications necessary in establishing the correct identifications of properties for disposal.
4. Monitor disposal activities and submit pertinent reports.
5. Coordinate the inspection and appraisal of items with the Accounting Division and COA office.
6. Perform such other functions as appropriate to accomplish the foregoing tasks.

All Department Orders, Special Orders, and other issuances inconsistent with this Department Order are hereby revoked accordingly.

For immediate implementation.


ALFONSO G. CUSI
Secretary

MAR 16 2021

Bonifacio Global City, Taguig City, Metro Manila



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