



BAGONG PILIPINAS



Department of Agriculture
Ministry of Agriculture
Ministry of Economy

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH

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SPECIAL ORDER

No. 03

Series of 2025

SUBJECT : Reconstitution of the DA- BAR Inventory Team for Property, Plant and Equipment (PPE), Supplies and Materials

In the interest of the service, facilitate the compliance to Commission on Audit (COA) Circular No. 2020-006 dated January 31, 2020 and provide necessary manpower complement for the Department of Agriculture-Bureau of Agricultural Research (DA-BAR) Inventory Team and to enhance efficiency in the conduct of inventories of the DA-BAR's property, supplies and materials, the DA-BAR Inventory Team, is reconstituted as follows:

- Chairperson : RICARDO G. BERNARDO**
Applied Communication Section Knowledge Management Information Systems Division (KMISD)
- Co - Chairperson : ALAN N. PALEVINO**
Procurement Unit (PU)-Admin. and Finance Division (AFD)
- Members : RAYMAR V. ARTAJO**
Supply and Property Unit (SPU)-AFD
- MARICAR B. BLANCAFLOR**
SPU-AFD
- EDMUND S. AQUINO**
Information Management Section
Knowledge Management Information Systems Division (KMISD)
- PETER JOHN P. CAGULA**
KMISD
- VIVIAN I. CORONIA**
Accounting Unit (AU)-AFD
- JUVIE ANNE B. CALISIN**
Program Development Division (PDD)
- ELMER S. GUMBAN**
Program Monitoring, Evaluation and Linkaging Division (PMELD)

J

VANESSA D. YAP

Building Maintenance, Security and General Utility Services Unit
(BMSGUSU)-AFD

LIGAYA V. SANTOLICES

Cash Unit (CU)-AFD

DOVER G. PADILLA

Transportation and Maintenance Services Unit (TMSU)-AFD

The DA-BAR Inventory Team shall be tasked to perform the following:

1. Conduct a yearly physical inventory of the all Property, Plant and Equipment (PPE) of the DA-BAR;
2. Complete the physical inventory within three (3) months for the one-time cleansing of PPEs;
3. Reconcile the inventory of DA-BAR PPE with the Accounting Unit in partnership with the Supplies and Property Unit (SPU);
4. The team shall be excused from their official duties and responsibilities from their respective mother units during the conduct of physical inventory to expedite the completion of the inventory. This provision shall be facilitated with proper coordination with the respective immediate supervisors of team members, so as not to hamper the day-to-day operations of the DA-BAR.

This order shall take effect immediately and shall remain in force unless revoked in writing. All orders/memoranda and other issuances inconsistent herewith are hereby revoked.

Done on 8th of January 2025.

JUNEL B. SORIANO, PhD
Director

