



*Kaagapay ng Komunidad sa Maginhawaing Pamumuhay*

OFFICE ORDER NO. 23-1381  
Series of 2023

SUBJECT: **RECONSTITUTION OF INVENTORY COMMITTEE FOR PHYSICAL INVENTORY-TAKING OF PROPERTY, PLANT AND EQUIPMENT FOR CY 2023**

Pursuant to Section 102 of P.D. 1445 with its implementing COA Circular No. 80-124 dated January 18, 1980, COA Circular No. 2015-007 and other COA relevant implementing rules and regulations, the inventory Committee is hereby reconstituted with the additional tasks specified in COA Circular No. 80-124 to perform physical inventory of property plant and equipment covering both main and regional offices. The said committee shall be composed of the following:

Chairperson:	Dante M. Anabe	OIC Vice-President, FCD
Vice Chairperson	Eleanor J. Buenaobra	Officer-in-Charge, FASD
Members:	Jasmin Luyun	OIC Manager, BEMD
	Jonsua Ventabal	Officer-in-Charge, CAD
	Marilyn Gonzales	Financial Specialist, BEMD
	Rhoda Rhea Rizon	Accountant II, CAD
	Jay Mar Bañares	Bookkeeper II, CAD
	Andrew R. Dela Cruz	Property Officer III, FASD
	King Jan Agbuya	Property Officer III, FASD
	COA	Representative

The annual physical count of PPE (Property, Plant and Equipment) shall be done and presented on the Report on the Physical Count of Property, Plant and Equipment as at December 31 of each year and submit to the COA Auditor not later than January 31 of the following year.

This Order takes effect immediately. All office orders and issuances or parts thereof inconsistent with any provision of this order are deemed modified or repealed accordingly.

**FEDERICO A. LAXA**  
President & CEO

Date approved: Aug. 31, 2023

shfcph



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