



Republic of the Philippines
Department of Agriculture
FERTILIZER AND PESTICIDE AUTHORITY
FPA bldg., BAI Compound, Visayas Ave., Diliman, Quezon City
Telephone Nos. (02) 8426-1572/ (02) 8920-8573

August 22, 2023

SPECIAL ORDER
NO. 155
Series of 2023

SUBJECT : RECONSTITUTION OF THE FERTILIZER AND PESTICIDE AUTHORITY (FPA) INVENTORY COMMITTEE AND SUB-COMMITTEES

In the interest of service and for the on time submission of the annual physical inventory report of all FPA assets to the Commission on Audit (COA) pursuant to Section 490, Volume I of the Government Accounting and Auditing Manual, the FPA inventory Committee and Sub-Committees are hereby reconstituted as follows:

I. FPA Inventory Committee

Chairperson : **Gina C. Tomimbang**
Chief, Finance and Administrative Division

Vice – Chairperson : **Shiena Lyn D. Atienza**
OIC – Assistant Chief, Finance and Administrative Division

Physical Inventory Team

Head : **Olivia R. Marzan**
Chief, General Services Section

Asst. Head : **Jonalyn B. Ranola** - Administrative Officer III

Secretariat : **Jayson Barcelona** - Administrative Aide VI

Reconciliation and Valuation Team

Head : **Carl William R. To**
OIC-Chief, Accounting Section

Asst. Head : **Eramae V. Inocencio**
Chief, Budget Section

Secretariat : **Cristopher V. Detoyato** - Senior Administrative Asst. I

Witness : COA Authorized Representative

The Committee shall, among others perform the following functions:

1. Prepare the action plan preparatory to the annual physical inventory;
2. Conduct an annual physical inventory of all FPA assets in the Central Office (CO); and
3. Ensure that a complete annual physical inventory report is submitted to the COA.

The Physical Inventory Team Secretariat shall have the following functions and responsibilities:

1. Assist the Inventory Committee members in their areas of responsibility;
2. Prepare the individual and consolidated Report on the Physical Count of Property, Plant and Equipment and Report on the Physical Count of Inventory Custodian Slip;
3. Assist in the conduct of inventory of all FPA Assets in the CO and Regional Field Units (RFUs);
4. Update records of acquisition/disposal/transfer of properties in the Property Cards and reconcile with the Accounting Section's Property Plant and Equipment Ledger Cards (PPELCs); and
5. Perform other related inventory duties as may be required during the conduct of the activity.

The Reconciliation and Valuation Team shall also perform the following functions:

1. Conduct actual valuation of the inventory taking during the annual physical inventory;
2. Update records of acquisition/disposal/transfer of properties in the PPELCs and ensure that the total balance of LCs tally with the balances of controlling property accounts in the General Ledger;
3. Compare latest Inventory Report with the LCs;
4. Take up necessary accounting entries to recognize properties found at station and loss of properties; and
5. Coordinate with the General Services Section (GSS) to reconcile reports.

II. Sub-Committee – Central Office (CO)

NAME	POSITION	DIVISION/UNIT
Harold A. Baje	Administrative Aide VI	FPA Central Office
Efren D. Serbito	Administrative Aide VI	
Ronald Ponce	Accounting Analyst I	
Ronalyn Mayuga	Administrative Officer IV	Finance and Administrative Division
Kristine Joy Sotto	Administrative Asst. II	
Niccolo Sebastian Ramos	Accounting Analyst I	
Mark Kevin Salita	Agriculturist II	NCR
Jayar Rivera	Agriculturist II	Field Operations Coordinating Unit
Rea T. Lariosa	Administrative Asst. III	Fertilizer Regulations Division
Lovely Luar-Perez	Senior Agriculturist	Pesticide Regulations Division
Nancie Y. Dumlao	Administrative Asst. III	
Amado Malana	Administrative Asst. III	Laboratory Services Division
Nadia Mae A. Cajucom	Laboratory Tech. III	
Anjaneth B. Palcutilo	Administrative Asst. III	Office of the Executive Director
Rea Queen Migalbin	Administrative Officer II	Planning, Management and Information Division



The Sub-Committee members in the FPA Central Office (CO) shall perform the following in addition to their respective designated functions:

1. Coordinate with the division/unit personnel prior to the schedule of the annual physical inventory in their respective division/unit;
2. Assist the FPA Inventory Committee members in the conduct of validation of inventory per personnel; and
3. Assist the FPA Inventory Committee members and Secretariat in any other related inventory duties as may be required during the conduct of the activity.

III. Sub-Committee -Regional Field Units (RFUs)

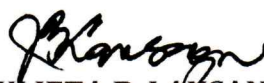
NAME	POSITION	REGION
Melecio C. Choschos	Agriculturist II	RFU I
Henry C. Cayaban, Jr.	Agriculturist II	RFU II
Roel P. Valdez	Agriculturist II	RFU III
Georlene Orbista	Agriculturist II	RFU IV
Christopher M. Nuñez	Agriculturist II	RFU V
Ryan G. Gelladulla	Agriculturist II	RFU VI
Jesus A. Muring	Agriculturist II	RFU VII
Eric C. Castañas	Agriculturist II	RFU VIII
Paulyne Kim A. Alfuentes	Agriculturist II	RFU IX
Christine D. Lim	Agriculturist II	RFU X
Cheery B. Agrade	Agriculturist II	RFU XI
Joey B. Pascua	Agriculturist II	RFU XII
Rowena F. Billing	Agriculturist II	RFU CAR
Joseph Recto T. Canda	Agriculturist II	RFU CARAGA

The Sub-Committee members in the FPA Regional Field Units (RFUs) shall perform the following in addition to their respective designated functions:

1. Invite COA representative to witness the conduct of the annual physical inventory in their respective Regional Field Units (RFUs);
2. Conduct annual physical inventory in their respective Regional Field Units (RFUs);
3. Document the conduct of annual physical inventory and send pictures of accounted items with visible serial numbers to the Secretariat; and
4. Assist the FPA Inventory Committee members and Secretariat in any other related inventory duties as may be required during the conduct of the activity.

As such, the inventory committee and sub-committee members are authorized to claim overtime compensation, expenses for meals, travelling and other incidental expenses in the conduct of inventory chargeable against the regular agency funds and subject to the usual accounting and auditing rules and regulations and availability of funds.

This Order shall take effect immediately and shall remain enforced unless revoked in writing. All Orders inconsistent herewith are deemed revoked.



JULIETA B. LANSANGAN
Executive Director III

