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Department of Social Welfare and Development

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DEPT. OF SOCIAL WELFARE & DEV'T.
IBP ROAD, CONSTITUTION HILLS, Q.C.

MEMORANDUM CIRCULAR

No. 17
 Series of 2013

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SUBJECT: Amendment on the Composition of Property Disposal and Awards Committee

Memorandum Circular No. 05, series of 2013, on the Amended Guidelines on Property Disposal, is hereby further amended specifically item no. 5.0, to reconstitute the Property Disposal and Awards Committee (PDAC), as follows:

Central Office

	Regular Members	Alternate Members
Chairperson	Assistant Secretary for GASSG	
Vice Chairperson	Director, Financial Management Service (FMS)	
Members	Director, Administrative Service (AS) Division Chief, Accounting Division Division Chief, Property and Asset Management Division (PAMD)	Division Chief, General Services Division Assistant Division Chief, Accounting Division
Secretariat	Head – Chief, PAMD Members – Staff, PAMD Staff, Accounting Division	

Field Office

	Regular Members	Alternate Members
Chairperson	Assistant Regional Director for Administration	
Vice Chairperson	Chief, General Administrative Services Division	
Members	Chief, Financial Management Unit Chief, Administrative Unit Regional Accountant	Head, Property Section
Secretariat	Head, Property Section Members – Staff, Accounting Section Staff, Property Section	

The PDAC shall review, improve and implement policies and systems for disposal of properties and shall perform the functions as specified in Memorandum Circular No. 5, series of 2013.¹

Previous Circulars inconsistent herewith are deemed revoked or amended accordingly.

Let copies of this circular be issued to Central and Field Offices for their information and guidance.

Issued in Quezon City, this 27th day of December 2013.

Certified Copy:

CORAZON JULIANO-SOLIMAN
 Secretary

1.3.14
MYRNA H. REYES
 Officer In-Charge
 Records Unit