

MEMORANDUM CIRCULAR

No. 08
Series of 2019

SUBJECT: RECONSTITUTION OF PROPERTY DISPOSAL AND AWARDS COMMITTEE (PDAC)

In view of the personnel movement in the General Administration and Support Services due to implementation of Administrative Order No. 1, Series of 2019 or the Management Reorganization of DSWD Central Office reconstitution of the composition of Property Disposal and Awards Committee in the Central Office was deemed necessary and to be read as follows:

	Regular Members	Alternate Members
Chairperson	Assistant Secretary for Administration	
Vice-Chairperson	Director, Finance and Management Service	Assistant Service Director – Finance and Management Service
Members	Director, Administrative Service	Division Chief, General Services Division
	Division Chief, Accounting Division	Assistant Division Chief, Accounting Division
	Division Chief, Property, Supply, and Asset Management Division (PSAMD)	
Observers	Representatives, Internal Audit Service, and Commission on Audit	
Secretariat	Technical and Administrative Staff, PSAMD-Inventory and Disposal Section, Technical Staff, Accounting Division	

The PDAC shall review, improve, and implement policies and systems for disposal of properties and shall perform the functions as specified in the Administrative Order No. 6, Series of 2017.

Previous circulars inconsistent herewith are deemed revoked or amended accordingly.

Let copies of this Circular be distributed to all offices, bureaus, and services in the Central Office for information and guidance.



ROLANDO JOSELITO D. BAUTISTA
Secretary

Date: 4-26-19

Certify True Copy:

4.26.19
MYRNA H. REYES
OIC-Division Chief

Records and Archives Mgt. Division