

[ **MEMORANDUM ORDER NO. 14, August 07, 2017** ]

**RECONSTITUTION OF THE INVENTORY COMMITTEE IN THE  
OFFICE OF THE PRESIDENT**

Pursuant to Section 490 of the Government Accounting and Auditing Manual (GAAM) Volume I, the Office of the President Inventory Committee (OPIC) is hereby reconstituted as follows:

Chair

- Head, Assets Management Office (AMO)

Vice Chair

- Head, Finance Office (FO)

Members

- Chief, Supply and Property management Division - AMO  
Chief, Accounting Division-FO  
Representative from Malacañang Motorpool Office  
Representative from Information and Communications Technology Office  
Representative from Malacañang Engineering Office

A representative from the Commission on Audit shall be requested to witness the inventory-taking.

The Committee shall be in charge of the annual and semi-annual physical inventory-taking of all supplies, materials, equipment and buildings of the Office of the President, in accordance with Sections 490 and 491 of GAAM Volume I.

The AMO Inventory Section shall assist the OPIC in handling all its technical and administrative concerns, as well as safekeeping and systematic filing of its documents and records.

All units in the office of the President are hereby enjoined to cooperate with the Committee in its mandated duties and responsibilities.

This Order shall take effect immediately.

By Authority of the President:

(SGD.) **SALVADOR C.  
MEDIALDEA**  
Executive Secretary