



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
 BARM Compound, Gov. Gutierrez Ave., RH-7, Cotabato City, Philippines, 9600



MEMORANDUM NO. 007-10
 Series of 2020

TO : **SUPPLY & GENERAL SERVICE OFFICER-
 REGIONAL OFFICE
 ALL PROVINCIAL ADMINTRATIVE OFFICERS**

FROM : **THE MINISTER**

DATE : **OCTOBER 14, 2020**

SUBJECT : **INVENTORY OF OFFICE EQUIPMENT, FURNITURE AND
 FIXTURES**

It has been observed that the Commission on Audit (COA) has consistently cited in several findings and observations the unreliability of the balance of this Department's Property, Plant and Equipment accounts due to, among others, non-submission of the Report on the Physical Count of Property, Plant and Equipment (RPCPPE).

On the other hand, the complete inventory of equipment is required by the Department of Budget and Management (DBM) in support to the Ministry's budgetary request for equipment.

In this connection, All Provincial Administrative Officers and Regional Supply and General Service Officers are strictly enjoined to prepare and submit the inventory.

This report shall be initial basis for our next steps in the inventory process, assessment of the office requirements/requests, agency budget proposal, and procurement/ disposal program.

The inventory report should be submitted on or before **October 19, 2020** to the MAFAR Regional Office (Attention: **Ms. Arphia T. Ebus**, the Chief of Staff; **09177204835/ mafar@bangsamoro.gov.ph**)

Everyone is reminded that Section 122 of Presidential Decree No. 1445 provides that **failure on the part of the officials concerned to submit the required inventory shall automatically cause the suspension of payment of their salaries until they have complied.**

For Information and **STRICT COMPLIANCE**
 MINISTRY OF AGRICULTURE, FISHERIES AND AGRARIAN REFORM
RELEASED

MOHAMMAD S. YACOB, PhD
 Minister
 2020 -10- 15
 Time: 9:05 AM
 By: [Signature]

BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
 MINISTRY OF AGRICULTURE, FISHERIES, AND AGRARIAN REFORM
 Office of the Minister
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