

FURTHER REORGANIZING THE INSPECTION TEAM TO CONDUCT AN INSPECTION OF OFFICE SUPPLIES BEFORE THEIR DELIVERY TO COURTS

ADMINISTRATIVE CIRCULAR NO. 40 - 2005, August 12, 2005

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WHEREAS, under Administrative Circular No. 41-2001, issued on 8 August 2001, an Inspection Team was created to conduct an inspection of office supplies at the warehouse of the winning bidder before their delivery to courts;

WHEREAS, there is a need to further reorganize the Team to ensure proper checks and balances and promote independence in the performance of its tasks.

NOW, THEREFORE, the designation of the incumbent members of the Inspection Team is revoked, and the following are hereby designated to compose the new Inspection Team:

Head - JUANA C. GUNGAB

Internal Audit Division, Supreme Court (SC)

Co-Head - ANA MA. CHRISTINA M. ARCE

Property Division, Office of Administrative

Services (OAS), Office of the Court Administrator

Members - (1) JOSE DANTE E. GUERRERO

Committee on Bids

(2) ANNABELLE T. FUNDALES

Property Division, OAS, SC

Alternate: SUSANA C. LANCHE

Property Division, OAS, SC

(3) LADISLAO S. DEL ROSARIO

Financial Services Division (FSD), SC

Alternate: DENNIS M. BALASON

FSD, SC

They shall perform the duties and functions of the Inspection Team provided under Amended Administrative Circular No. 41-2001 and shall implement the guidelines in the pre-delivery inspection of office supplies prescribed in Memorandum Circular No. 06-2003.

The expense allowance for the Head, Co-Head, and the Members of the Team is hereby increased from P300 to P400 per day of actual service whenever an inspection is done.

This Administrative Circular shall take effect upon its issuance.

Issued this 12th day of August 2005.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

Chairman, First Division

(Sgd.)REYNATO S. PUNO

(Sgd.)ARTEMIO V. PANGANIBAN

Chairman, Second Division

Chairman, Third Division

(pursuant to and by virtue of A.M. No. 99-12-08-SC-revised

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