Republic of the Philippines
**DEPARTMENT OF ENERGY**
(Kagawaran ng Enerhiya)

BAGONG PILIPINAS

**DEPARTMENT ORDER NO.** DO2025-10-0020

# RECONSTITUTING THE DEPARTMENT OF ENERGY DISPOSAL COMMITTEE

**WHEREAS,** Section 79 of Presidential Decree No. 1445, otherwise known as the "Government Auditing Code of the Philippines," provides that when government property has become unserviceable for any cause or is no longer needed, the same must be inspected to determine its worthiness. If deemed valueless or unsalable, it may be destroyed in the presence of the agency head and auditor. If deemed valuable, it shall be sold at public auction with proper oversight and notice, and if the auction fails, the property may be privately sold with the approval of the proper committee and the Commission on Audit (COA);

**WHEREAS,** the COA and Department of Budget and Management (DBM) Joint Memorandum Circular (JMC) No. 2024-1 provides updated guidelines on the proper disposal of government property to ensure transparency, efficiency, and accountability; and

**WHEREAS,** there is a need to reconstitute the Department of Energy (DOE) Disposal Committee to align with the provisions of COA-DBM JMC No. 2024-1 and ensure proper oversight in the disposal of unserviceable properties, waste materials, and other disposable assets of the DOE;

**NOW, THEREFORE,** for the effective implementation of the aforementioned circular and in the interest of service, the DOE Disposal Committee is hereby reconstituted as follows:

**Section 1. Composition of the DOE Disposal Committee.** The DOE Disposal Committee shall be composed of the following:

| | | |
|---|---|---|
| **Chairperson** | : | **Undersecretary** |
| **Vice-Chairperson** | : | **Assistant Secretary** |
| **Members** | : | **Director,** Legal Services (LS)<br>**Director,** Administrative Services (AS)<br>**Director,** Financial Services (FS)<br>**Director,** Information and Technology Management Services (ITMS) |

**Section 2. Powers and Functions of the Disposal Committee.** The Disposal Committee shall ensure the speedy process of disposal of properties to warrant continuing/ carrying inventory costs of the government is eliminated; accountable employees are relieved of unnecessary and/or excess accountability; and government offices are effectively decongested from properties for disposal.

Specifically, the Disposal Committee shall undertake the following:

a. Inspect, appraise, and undertake valuation activities as a group or individually;

b. Set the final appraised value of the properties for disposal;

c. Determine the appropriate mode of disposal and recommend the same to the proper authorities as enumerated in the JMC for approval;

d. Undertake the disposal proceedings for the properties, e.g., conduct of public auction, condemnation/destruction of properties, among others, on an "as is, where is" basis;

e. Ensure that properties for disposal do not include those not intended for disposal;

f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment prior to disposal;

g. Upon recommendation of the Energy Resource Development Bureau (ERDB), authorize any entity to undertake the disposal of abandoned and/or confiscated coal or petroleum resources, as well as fully cost-recovered materials, equipment, spare parts, and other materials used in petroleum and coal operations, unless otherwise provided under relevant rules and regulations;

h. Implement the disposal of confiscated items in the Downstream Oil Industry in cases initiated by the DOE, or in instances where the disposal of such items has been directed to the DOE pursuant to an order issued by a court of competent jurisdiction or the Department of Justice, as the case may be, in accordance with DOE Department Circular No. DC2021-10-0035; and

i. Perform other related functions as may be assigned by the Secretary.

**Section 3. Duties of the Chairperson:** The Chairperson is authorized to perform the following acts:

a. Convene Committee meeting;

b. Direct the activities in the disposal process;

c. Call upon concerned DOE units to assist in facilitating the speedy evaluation and assessment of properties to be disposed; and

d. Resolve conflicts or differences among Committee members, especially regarding appraised values, and submit the final recommendation to the Secretary for approval.

**Section 4. Meetings and Quorum.** The Disposal Committee shall meet as necessary to deliberate on disposal matters. A quorum shall consist of a majority of the members, including either the Chairperson or the Vice-Chairperson.

**Section 5. Technical Support Group and Its Powers and Functions.** The Technical Support Group shall be composed of the following:

Members : **One (1) representative each from:**
- Oil Industry Management Bureau (OIMB)
- Renewable Energy Management Bureau (REMB)
- ERDB
- Information Services Division (ISD)
- LS
  (Note: LS representative varies depending on the Bureau requesting the disposal)

**Two (2) representatives**: General Services Division (GSD) – AS

The Technical Support Group shall undertake the following:

a. Provide technical support to the Disposal Committee;

b. Conduct technical evaluations of items proposed for disposal;

c. Assists in classifying items as repairable, recyclable, saleable, waste, etc.;

d. Prepare technical reports, inspection forms, and disposal checklists;

e. Advise the Disposal Committee on appropriate disposal methods;

f. Recommend appraised values of properties for disposal;

g. Provide technical justifications for recommended actions; and

h. Perform other related functions as may be assigned by the Chairperson of the Disposal Committee.

**Section 6. Disposal Committee Secretariat and Its Powers and Functions.** The Disposal Committee shall be assisted by a Secretariat composed of the following:

Secretariat Head : **Chief,** GSD

Secretariat Co-Head : **Chief,** Accounting Division (AD)

Members : **Two (2) representatives,** AD
**Three (3) representatives**, Supply and Property Section
**One (1) representative,** Information and Data Management Division
**One (1) representative,** ISD

The Secretariat of the Disposal Committee shall undertake the following:

a. Provide administrative support to the Disposal Committee;

b. Organize and make all necessary arrangements for the meetings and conferences;

c. Prepare the agenda for meetings, as determined by the Chairperson and based on the recommendation of the members of the Disposal Committee;

d. Prepare minutes of meetings and resolutions of the Disposal Committee and certify the same as true and correct;

e. Receive and take custody of documents and records and ensure that all actions undertaken by the Disposal Committee are properly documented;

f. Draft correspondences and other communications for review/signature of the Chairperson;

g. Manage the sale and distribution of public auction documents or any other relevant disposition documents to interested bidders;

h. Advertise and/or post disposal opportunities;

i. Assist in managing the disposal process;

j. Monitor activities and milestones for proper reporting to relevant agencies as required;

k. Act as the central channel of communications for the Disposal Committee, bidders or buyers, and the general public; and

l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.

**Section 7. Separability.** If any section or part of this Department Order (DO) is declared unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

**Section 8. Repeal.** All orders, issuances, rules, or regulations, or parts thereof, that are inconsistent with this DO, are hereby repealed or modified accordingly.

**Section 9. Effectivity.** This Order shall take effect immediately and shall remain in effect until otherwise revoked or amended in writing by the Secretary or any competent authority.

Issued this OCT 03 2025 at DOE, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City, Metro Manila.

**SHARON S. GARIN**
Secretary