

EXECUTIVE ORDER NO. 2017-003

WHEREAS, creation of Disposal Committee in each department and agency is provided in Executive Order 888 dated March 18 1983, amended by Executive Order No. 285 dated July 25, 1987 and reconstituted by Executive Order No. 309 dated March 8, 1996;

WHEREAS, the Local Government Unit of Gubat, Sorsogon recognizes its role as steward of the Municipality's resources and properties and would like to optimize these assets and augment funds for other priority projects;

WHEREAS, regular updating and conduct on physical inventory of local government facilities, equipment, supplies and materials for appropriate reconciliation of property records with accounting and inventory reports to render reliability and accuracy, to safeguard against loss due to theft and proper identification of properties through tag or inventory markings should be done;

WHEREAS, there is a need to expedite the disposal of unserviceable equipment and property of the government to avoid further deterioration, especially those exposed to the elements;

NOW THEREFORE I, SHARON ROSE G. ESCOTO, Municipal Mayor of the Municipality of Gubat, Province of Sorsogon, by virtue of the power vested in me by law, do hereby order the creation of Municipality Property Inventory and Disposal Committee.

CHAIRMAN

HON. SHARON ROSE G. ESCOTO
Municipal Mayor

VICE-CHAIRMAN

MR. PATRICK OMAR B. ERESTAIN
Municipal Administrator

MEMBERS

MR. ROGELIO E. LISTANA
Municipal Supply Officer

MS. AVA E. OBRIQUE
Municipal Accountant

MR. REYMUNDO F. QUIÑONES
Municipal Treasurer

MR. EDUARDO E. FELICIA
Municipal Budget Officer

MR. RIZALDE P. ERMINO
Municipal Engineer

1-24-17
 1-24-17
 1-24-17

D. F. QUIÑONES
 er
 E. FELICIA
 Officer
 ERMINO
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1/24/17
 1/24/17
 1/24/17

SECRETARIAT

MS. ANA H. ESTRELLADO
MS. LEA E. BARCEBAL
MR. RUEL F. FIDELSON

Section 2. FUNCTIONS OF THE INVENTORY AND DISPOSAL COMMITTEE

1. Periodically conduct physical count and compare with property and accounting records to help reduce the risk of errors and fraud, misuse and unauthorized alteration
2. Establish physical control to secure and safeguard asset, such as limited access to inventories and equipment to prevent loss and unauthorized use
3. Ensure accurate and timely recording of transaction in property records
4. Ensure the government property is used for intended purpose
5. Conduct proper disposing of unserviceable properties through prescribed procedure
6. Conduct an ocular inspection of the property to be appraised to assess its physical condition following the inspection process provided by the supply management manual of the Commission on Audit (COA); and
7. Seek reference price information such as acquisition cost or current market value and also to come up consensus recommendation on the mode of disposal to be submitted to the proper body
8. Perform such other function as may be provided by law or competent authority


Section 3. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT

The Secretariat shall provide administrative and technical support services to the Committee, to wit:

1. Record and document all the proceedings of the meetings;
2. Manage the administrative requisites of the committee;
3. Index and keep all records used and referenced by the committee; and
4. Perform other functions as may be deemed necessary.

Section 4. EFFECTIVITY. This order shall take effect immediately.

Done this 24th day of January 2017 in the Municipality of Gubat, Province of Sorsogon.


SHARON ROSE G. ESCOTO
Municipal Mayor

cc: Concerned Members
DILG Municipal Office
Office of the Provincial Governor