



EXECUTIVE ORDER NO. 26
Series of 2022

**AN ORDER CREATING THE INVENTORY AND DISPOSAL COMMITTEE OF THIS
MUNICIPALITY**

WHEREAS, Section 2 of Presidential Decree No. 1445, otherwise known as the “Government Auditing Code of the Philippines” states that it is declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operation of government;

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 argument funds for other priority projects;

WHEREAS, regular updating and conduct on physical inventory team 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 RONNEL U. LIM, 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:

SECTION 1. COMPOSITION:

Chairman : HON. RONNEL U. LIM

Municipal Mayor

Vice-Chairman: ATTY. ARVEN E. LEGASPI
Municipal Administrator

Members:

AVA OBRIQUE
Municipal Accountant

ENGR. KEVIN ESPINEDA
GSO Designate

ROGELIO LISTANA
Supply Officer

MR. EDUARDO E. FELICIA
Municipal Budget Officer

ENGR. JOVANNIE TABIRAO
Municipal Engineer

ROWELL FIDELSON
Admin Assistant II

ROY LIM
PRIVATE SECRETARY

RHODORA NUYDA
ADMINISTRATIVE OFFICER IV

SECTION 2. Functions of the Inventory and Disposal Committee.

Periodically conduct physical count and compare with property and accounting records to help reduce the risk of errors and fund, misuse and unauthorized alteration

1. Establish physical control to secure and safeguard asset, such as limited access to inventories and equipment to prevent loss and unauthorized use
2. Ensure accurate and timely recording of transaction in property records
3. Ensure the government property is used for intended purpose
4. Conduct proper disposing of unserviceable properties through prescribed procedure
5. 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
6. 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
7. Perform such other functions as may be provided by law or competent authority

Section 3. Automatic Succession of Members. In case of resignation, retirement, separation, transfer, reassignment, removal of a member, the successor or replacement shall automatically take the position and serve only for the unexpired term. Provided that in case of leave or suspension, the replacement shall serve only for the duration of the leave or suspension.

Section 4. Repealing Clause. All issuances, memoranda and orders issued inconsistent herewith are hereby superseded, repealed and amended accordingly.

Section 5. Separability Clause. In the event that any provision of this Executive Order is held invalid or unconstitutional, the provisions not affected thereby shall remain in full force and effect.

Section 6. Effectivity. This Executive Order shall take effect immediately.

Done this 7th day of December 2022, at the Municipality of Gubat, Province of Sorsogon.



RONNEL U. LIM
Municipal Mayor