



Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF BAYAMBANG

## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 01

*Series of 2021*

#### CREATION OF THE INVENTORY AND DISPOSAL COMMITTEE

**WHEREAS**, in compliance with the Section 374 of the Local Government Code of 1991 (RA 7160) Establishment of an Archival System. Every local government unit shall provide for the establishment of an archival system to ensure the safety and protection of all government property, public document or records such as records of births, marriage, property permits, and such other records or documents of public interest in the various departments and offices of the provincial, city, municipal concerned;

**WHEREAS**, Section 375, Primary and Secondary Accountability for Government Property;

- a. Each head of Departments of office of the province, city, municipality or barangay shall be primarily accountable for all government property assigned or issued to his department of office. The person or persons entrusted with the possession or custody of government property under the accountability of any head of department office shall be immediately accountable to such officer.
- b. The head of department of office primarily accountable for government property may require any person in possession of the property or having custody and control thereof under him to keep such records and make reports as may be necessary for his own information and protection.
- c. Buildings and other physical structure shall be under the accountability and responsibility of the provincial or the Municipal Mayor or a Punong Barangay, as the case may be.
- d. Every officer primarily accountable for government property and shall keep a complete record of all properties under his charge and render his accounts thereof semiannually to the provincial or the municipal mayor or Punong Barangay as the case may be.

**WHEREAS**, Section 124 of the Manual on the New Government Accounting System (NGAs) for Local Government units, Volume I states “The Local Chief Executive shall require periodic physical inventory of supplies or property”;

**WHEREAS**, pursuant to the Commission on Audit Circular No. 2015-008, Public Infrastructures shall form part of and be recorded in the books as Property, Plant and Equipment which include among others the road network system. Item V thereof requires the conduct of inventory of the local roads under the Local Government Units’ Jurisdiction;

*“Baley ko, Pawilen ko, Aroen ko, tan Tubungan ko”*



THE LONGEST BARBEQUE  
**8.016 KILOMETERS**  
April 4, 2014  
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)  
**50.23M**  
April 5, 2019  
St. Vincent Ferrer Prayer Park  
Barangay Bani, Bayambang  
Pangasinan, Philippines

**OFFICE OF THE MAYOR**

Municipal Hall, Roxas St. Zone II,  
Bayambang, 2423, Pangasinan  
(075) 633-1000 Loc. 100

**WHEREAS**, the Commission on Audit (COA), during the Exit Conference for the Commission's Annual Audit Report, recommended for the creation of an Inventory Committee for LGU Bayambang

**WHEREAS**, pursuant to COA Circular No. 89-296 the full and sole authority and responsibility for the divestment or disposal of property and other assets owned by the Local Government Units (LGUs) shall be lodged in the heads of the LGUs who shall constitute the appropriate committee or body to undertake the same;

**WHEREAS**, local government units under Section 18 of Republic Act No. 7160 are authorized to establish an organization that shall be responsible for the efficient and effective implementation for their development plans, programs, objectives and priorities;

**NOW THEREFORE, I, DR. CEZAR T. QUIAMBAO**, Municipal Mayor of Municipality of Bayambang, Pangasinan, by virtue of the powers vested in me by law, do hereby create and constitute the **INVENTORY AND DISPOSAL COMMITTEE** of Local Government Unit of Bayambang, Pangasinan, as follows:

**SECTION 1. COMPOSITION.** The **Inventory and Disposal Committee** shall be composed of the following:

- |                         |   |   |
|-------------------------|---|---|
| <b>Chairperson</b>      | : | <b>DR. CEZAR T. QUIAMBAO</b><br><i>Municipal Mayor</i>            |
| <b>Vice-Chairperson</b> | : | <b>MRS. ELSIE C. DULAY</b><br><i>Municipal Accountant</i>         |
| <b>Members</b>          | : | <b>MRS. CHINITA S. DE VERA</b><br><i>General Services Officer</i> |
|                         |   | <b>ENGR. EDDIE A. MELICORIO</b><br><i>Municipal Engineer</i>      |
|                         |   | <b>MR. RICKY V. BULALAKAW</b><br><i>IT Officer III</i>            |
|                         |   | <b>MRS. ANNIE DE LEON</b><br><i>Municipal Assessor</i>            |
|                         |   | <b>MRS. LUISITA B. DANAN</b><br><i>Municipal Treasurer</i>        |

The Head of the Department and their respective Accountable Supply Officer shall serve as a member of the Committee with respect to the conduct of the inventory in their respective departments or offices as well as the deliberation of any and all discrepancies that may be discovered.

The inventory taking and disposal activities shall be also witnessed by representatives from the Internal Audit Unit (IAU)

## **SECTION 2: DUTIES AND FUNCTIONS:**

### **A. The Inventory and Disposal Committee shall;**

- i. The Inventory Committee shall record and make physical audit of all real properties such as land, building, machineries and equipment owned by this local government unit and shall turnover all titles, tax declaration, deed of sale, certificate of recognition and other pertinent documents related thereto;
- ii. Conduct regular and complete physical count of all supplies and materials semi-annually and properties of the LGU annually;
- iii. Prepare the inventory report using the prescribed format for Report of the Physical Count of Inventories (RPCI), Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Report on the Physical Count of the Road Network System;
- iv. Inspect the unserviceable equipment and property to verify justification for disposal;
- v. Set the final appraised value of disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
- vi. Recommend the mode of disposal most advantageous to the government
- vii. Perform other related inventory duties as may be required during the period.

### **B. The General Services Offices shall:**

- i. Properly maintain the Property Cards and Stock Cards for each Property, Plant and Equipment (PPE) and inventories, respectively;
- ii. Ensure that balances of PPE and inventories shown in the accounting records agree with the prepared RPCI, RPCPPE, Report on the Physical Count of the Road Network System.
- iii. Render a Report on Local Road Network of the Government Unit;
- iv. Prepare the Inventory and Inspection Report of Unserviceable Property (IIRUP) and Report of Waste Materials (RWM);
- v. Issue PAR and ICS for all PPE and semi expandable items and update the same every three years or whenever there is transfer of accountability.

### **C. The Municipal Accountant shall:**

- i. Properly prepare and maintain the required PPE Ledger Card and Supplies Ledger Card for each class of PPE and inventory item, respectively;
- ii. Coordinate with the Municipal Engineer's Office for the issuance of certificate of completion and acceptance for the transfer of the CIP accounts to the proper asset accounts