



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 14

Series of 2023

CREATION OF THE DISPOSAL AND INVENTORY COMMITTEE

WHEREAS, in compliance with 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 documents 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 states:

- a. Each head of departments or office of the province, city, municipality or barangays shall be primarily accountable for all government property assigned or issued to his department or 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 Governor or the Municipal Mayor or Punong Barangay, as the case maybe; and
- d. Every officer accountable for government property shall keep a complete record of all properties under his charge and render his accounts thereof semi-annually to the Provincial Governor 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) of 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 Infrastructure shall form part of and be recorded in the books as Property, Plant and

"Babay ko, Pawiben ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBECUE
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

Equipment which include among others the road network system. Item V thereof requires the conduct of inventory of the local roads under Local Government Units' Jurisdiction;

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. 898-296 the full sole authority and responsibility for the divestment or disposal of property and other assets owned by the Local Government Units 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, MARY CLARE JUDITH PHYLLIES JOSE-QUIAMBAO, Municipal Mayor of Municipality of Bayambang, Pangasinan, by virtue of powers vested in me by law, do hereby constitute the **INVENTORY AND DISPOSAL COMMITTEE** of the Local Government Unit of Bayambang, as follows:

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

Chairperson: **HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**
Municipal Mayor

Vice-Chairperson: **FLEXNER DE VERA**
OIC, Municipal Accountant

Members: **MRS. CHINITA S. DE VERA**
General Services Officer

MR. RICKY V. BULALAKAW
Head, ICTO

MRS. ANNIE DE LEON
Municipal Assessor

MRS. LUISITA B. DANAN
Municipal Treasurer

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 discrepancies that may be discovered.

The inventory-taking and disposal activities shall also be witnessed by representatives from the Internal Audit Services (IAS).

SECTION 2. DUTIES AND FUNCTIONS:

A. The Inventory and Disposal Committee shall;

- i. 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 (RCPI), 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 disposal 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; and
- vii. Perform other related inventory duties as may be required during the period.

B. The General Services Office 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 RCPI, 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 of 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;
- iii. Coordinate with GSO in the reconciliation of accounting and physical inventory; and
- iv. Properly prepare the Schedule of Depreciation and abide by the provisions of the applicable COA Circulars in computing for the depreciation.

D. The Municipal Engineer shall:

- i. Provide the Municipal Accountant and General Services Officer with the complete description and cost segregation of road components for road projects; and
- ii. Provide the Municipal Accountant certificate of completion of completed projects.

SECTION 3. EFFECTIVITY. This executive order shall take effect immediately.

Let copies of this order be furnished to Offices concerned for their information and guidance.

Done this 7th day of March 2023 in the Municipality of Bayambang, Pangasinan, Philippines.

HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

