



Republic of the Philippines
Province of Nueva Ecija
MUNICIPALITY OF GABALDON
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OFFICE OF THE MUNICIPAL MAYOR

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EXECUTIVE ORDER NO. 16 s. 2020

**RECONSTITUTING THE INVENTORY AND APPRAISAL COMMITTEE
OF THE LOCAL GOVERNMENT UNIT OF GABALDON, NUEVA ECIJA**

WHEREAS, the creation of the inventory and appraisal committee is very imperative to ensure that all indispensable properties are intact and the office materials and supplies to be purchased are in accordance with annual and supplemental procurement plan of this Local Government Unit with a corresponding budget and such items will be taken care of and utilized properly by all concerned offices and the materials procured for developmental projects will be given to the rightful beneficiaries;

WHEREAS, this Local Government Unit is pursuing its gainful interest on the transparency of government services and providing importance on its dispensable and indispensable properties which include office equipment, office supplies, and materials, materials for different developmental projects, real properties, motorized vehicles, and other relevant items;

WHEREAS, this Local Government Unit has a special area for broken/damaged and inoperative properties and the inventory and appraisal committee is deemed responsible for safekeeping;

WHEREAS, the Local Government Code of 1991 provides the beneficial functions and duties of Local Chief Executive for the benefit of all concerned.

NOW, THEREFORE I, ATTY. JOBBY PETINES EMATA, Municipal Mayor of Gabaldon Nueva Ecija by virtue of powers vested in me by the constitutions and the laws do hereby order

SECTION I: That the **INVENTORY AND APPRAISAL COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF GABALDON, NUEVA ECIJA** be created and it is composed of the following to wit;

MR. RICARDO A. SUBIDO

Municipal Administrator

Chairman

MEMBERS

MRS. EMILY M. VILLACILLO

Ticket Checker

ORLANDO P. DEL ROSARIO

Administrative Aide III

MRS. ADELAIDA G. GARCIA

Administrative Aide IV

MRS. LAURETA M. MUTOS

Administrative Aide I

MR. EDWIN F. DIOZON

Watchman I

MRS. JOENA D. PERALTA

Administrative Aide I

MR. ROLANDO A. SUBIDO

Assessment Clerk

MR. ELMER V. CASTILLO

Book Binder II

MRS. JOCELYN M. TOLENTINO

Administrative Aide I

MR. JOHN CARLO B. LORENZO

Job Order

SECTION II: Duties and Responsibilities (Inventory)

1. Prepare a set of written procedures and instructions to be observed by all members;
2. Conduct an annual inventory of supplies and materials that will be done every last quarter of the year and submit to all concerned offices, also, the report of inventory must include, an analysis of the findings, conclusions, and recommendations to the LCE for continual improvement.
3. During the Actual Physical Inventory
 - a. Count, weigh, or measure the objects of inventory.
 - b. Write the name of the inventory items, its property serial number, its location, acquisition cost, date of acquisition, responsible end-user, and item count or weight of measurement on the tag or sticker.
 - c. Sign the tag or sticker and attach it to the goods, agree upon, and implement standard position/placing of the tag or sticker.
 - d. Validate the physical existence of property and equipment based on accounting records, identify serviceable, non-serviceable, obsolete, or considered excess equipment and properties.
 - e. Perform other related duties as may be required during the period of annual inventory and appraisal.
4. Every time this LGU purchases new items and equipment including items for developmental projects and real properties, the Inventory and Appraisal Committee shall perform an actual physical count of the procured items, equipment, and real properties based on the list stated in Official Receipt or proof of payment, Purchase Request, and Purchase Order.

Duties and Responsibilities (Appraisal)

- a. Assess the physical condition of the property.
- b. Appraise the assets/equipment and determine the valuation of the property based on the prevailing current market value.
- c. Consolidate and submit a duly approved list of disposable assets to LCE.

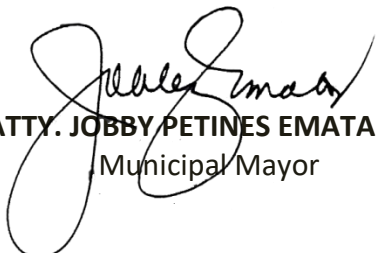
SECTION III. The Inventory and Appraisal Committee shall go on jury duty or prioritize its duties and functions in order to submit the inventory and appraisal report before the set deadline or before moving the items to concern offices. Furthermore, the chairman shall ensure the capability of its member while performing extra work assignments.

SECTION IV. COMPENSATION AND REMUNERATION. The Inventory and Appraisal Committee shall perform its duties and functions as such without additional compensation or remuneration.

Section V. SEPARABILITY CLAUSE. - If any provision of this Executive Order shall be held invalid the other provisions not otherwise affected shall remain in full force and effect

SECTION VI. EFFECTIVITY. Previous Executive Orders inconsistent herewith are hereby repealed, superseded, and/ or modified accordingly. This Executive order shall take effect immediately.

Done in the Municipality of Gabaldon Nueva Ecija, this 4th day of September in the Year of Our Lord Two Thousand and Twenty.


ATTY. JOBBY PETINES EMATA
Municipal Mayor

Prepared by: MR. ORLANDO P. DEL ROSARIO

Copy furnished:

Chairman & Members

File

Accounting Office