



EXECUTIVE ORDER NO.023

Series of 2022

AN ORDER CONSTITUTING THE MUNICIPAL COMMITTEE ON PROPERTY, PLANT AND EQUIPMENT INVENTORY AND DISPOSAL IN THE MUNICIPALITY OF PASACAO, CAMARINES SUR AND DEFINING THE ROLES AND RESPONSIBILITIES THEREOF

WHEREAS, Section 5 of Article II of the Philippine Constitution provides that the “maintenance of peace and order, the protection of life, liberty and property are essential for the enjoyment by all the people of the blessings of democracy”.

WHEREAS, Section 156 of Circular No. 92-386, issued by the Commission on Audit and dated 20 October 1992 provides that “The Local Chief Executive shall require an annual physical inventory of all supplies or property of the local government unit as of 31 December of each year to be conducted by each office or department xxx;”

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;

WHEREAS, pursuant to the provisions of Section 10 of the General Provisions of R.A. No. 8174, the disposal of unserviceable, obsolete and/or excess equipment, supplies and materials is the responsibility of the respective owning department/agency;

NOW THEREFORE, I, JORGE R. BENGUA, by virtue of the power vested in me by law, do hereby order that:

SECTION 1. COMPOSITION. The composition of the Municipal Committee on Property, Plant and Equipment Inventory and Disposal shall be composed of the following:

Chairman: **JEAN B. OCO**
Municipal Treasurer

Members: **LEA M. LUANSING**
Municipal Accountant

HILARIO ROMERO
Acting -Municipal Agriculture Officer

ENGR. LAWRENCE WILLIAM Q. QUIJANO
OIC-Municipal Engineer

NORLITO R. BARROMA
Municipal Environment and Natural Resources Officer

MELVIN C. CAÑIZO
Acting Municipal Civil Registrar





SECTION 2. FUNCTIONS. The Municipal Committee on Property, Plant and Equipment Inventory and Disposal council shall have the following roles, duties and functions:

- p. Conduct physical inventory of property, plant and equipment owned by the Municipal Government of Pasacao, and submit the same to the concerned Auditor;
- q. Verify the accuracy of the property, plant and equipment records under the control and supervision of the Municipal Treasurer's Office and the Municipal Accounting Office;
- r. Determine the utility and serviceability of each property, plant and equipment, and recommend for condemnation those resolved as beyond repair and refurbishing;
- s. Conduct proper and lawful proceedings for the disposal, including auction thereof, of all condemned and unserviceable property, plant and equipment, including impounded, whether unclaimed or abandoned, motor vehicles, under the guidance, supervision and rules of the appropriate authorities
- t. Prepare the Report of the Physical Count of Inventories (RPCI) for the approval of the Municipal Mayor and for submission to the Office of the Municipal Accountant and to the Internal Audit Department; and
- u. Perform such other functions as may be directed by competent authority and as may be necessary to accomplish the foregoing.

SECTION 3. COMPOSITION OF THE SECRETARIAT. The Secretariat of the Municipal Committee On Property, Plant And Equipment Inventory And Disposal shall be composed of the following:

Head	Ma. Liza Ortiz
Members	Miriam P. Monda Honorio B. Cabilin

SECTION 4. FUNCTIONS OF THE SECRETARIAT. The Secretariat shall perform the following functions:

- k. Responsible for the preparation and issuance of Notice of Meetings;
- l. Preparation of Auction proceedings, including logistical requirements and issuance of Award; and
- m. Perform such other tasks as may be directed by the Committee.

SECTION 5. MEETINGS. The Council shall convene at least once every quarter.

SECTION 6. REPEALING CLAUSE. All orders and issuances that are inconsistent with this Executive Order are hereby repealed or accordingly modified.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 1st day of October, 2022 at the Municipality of Pasacao, Camarines Sur.

JORGE R. BENGUA
Municipal Mayor

