



BAGONG PILIPINAS

MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612
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AWARDEE:
2016 2017 2019
2023 2024

EXECUTIVE ORDER NO. 004, S-2025

REORGANIZING THE PROPERTY INVENTORY COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ASINGAN, PANGASINAN, IDENTIFYING ITS MEMBERS, THEIR DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES

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 and improper disposition, with a view to ensuring efficiency, economy, and effectiveness in the operations of the government;

WHEREAS, Article 435 of the Implementing Rules and Regulations of the Local Government Code of 1991 mandates local government units to conduct periodic inventory of all the facilities, properties, equipment, and supplies as well as disposal of unserviceable properties;

WHEREAS, the same Law mandates the creation of Committee/Team on property inventory, appraisal, and disposal to ensure proper accountability, appropriate reconciliation of property records with accounting records and inventory reports for accuracy and reliability, safeguard against loss due to theft, proper identification of property tags or inventory markings, and expedite the disposal of unserviceable properties through proper prescribed procedure to avoid further deterioration;

WHEREAS, under Section 156 of COA Circular No. 92-396, the Local Chief Executive shall require an annual physical inventory of all supplies or property of the local government unit as of December 31 of each year.;

WHEREAS, there is a need to reorganize the present members of the Property Inventory Committee which shall act on a jury-duty type of assignment to avoid interruption of activity;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the reconstitution of the Property Inventory Committee of the Municipal Government of Asingan, Pangasinan with the following stipulations:

SECTION 1. COMPOSITION OF THE INVENTORY COMMITTEE. The Property Inventory Committee shall be composed of the following:

Chairperson:

Members:

Engr. JETHRO ALEXIS O. MONCE – Engineer I

KATHRINA B. REMOBLAS – Revenue Clerk Collector II

CRISMAN O. OLIVAS – LAOO I/Storekeeper Designate

MICHAEL C. SOLIVEN – LDRMO I

ANGELICA MAE E. TAN – Administrative Officer II (HRMO I)

JANETTE E. PITA – Administrative Officer II (Budget Officer I)

JUNE RICO A. JOVER – Administrative Aide IV (Clerk II)

ROGER N. AQUINO – Administrative Aide III

SECTION 2. DUTIES AND FUNCTIONS OF THE TEAM. The Committee shall ensure the conduct of inventory of municipal properties, and shall perform the following specific duties and functions:

- Conduct quarterly physical count of all real and immovable properties (land, building, infrastructure, facilities, and machineries), movable properties (vehicles, office equipment, furniture, fixtures, and supply stocks) of the Municipality and



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- compare with property and accounting records to help reduce the risk of errors and fraud, misuse, and unauthorized alteration;
- b) Establish physical control to secure and safeguard assets, such as limited access to inventories and equipment to prevent loss and unauthorized use;
 - c) Oversee the efficient, effective, and economical use and safekeeping of the LGU's assets and can be held legally responsible for any loss, damage, or misuse of such assets;
 - d) Ensure accurate and timely recording of transactions in property record;
 - e) Ensure that all government properties are used for intended purposes;
 - f) Conduct ocular inspection of the property and purchased items to be appraised to assess its physical condition and conduct post inspections and account of unutilized/spare materials, following the inspection process provided by the Supply Management Manual of the Commission on Audit;
 - g) Submit preliminary reports thereon as may be needed by the LCE from time to time;
 - h) Submit Inventory and Inspection Reports, final findings and recommendations to the Local Chief Executive not later than three (3) months from date of issuance of this order; and
 - i) Perform such other functions as may be provided by law or competent authority pertaining to supply and property management.

SECTION 3. REPEALING CLAUSE. All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

SECTION 4. SEPARABILITY CLAUSE. In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

SECTION 5. EFFECTIVITY. This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 2nd day of January 2025 in the Municipality of Asingan, Pangasinan.


Engr. CARLOS F. LOPEZ, JR.
Municipal Mayor