



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph



AWARDEE:
2016 2017 2019
2023 2024

EXECUTIVE ORDER NO. 007, SERIES OF 2025

DESIGNATING THE SUPPLY OFFICER OF THE MUNICIPALITY OF ASINGAN, PANGASINAN AND FOR OTHER PURPOSES

WHEREAS, it is the policy of the State, as mandated by Presidential Decree No. 1445, otherwise known as the Government Auditing Code of the Philippines, that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguard against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned;

WHEREAS, the efficient management of supplies, procurement and logistics is essential in ensuring the smooth operations of the Local Government Unit of Asingan, Pangasinan;

WHEREAS, there is a need to designate a responsible and capable personnel to oversee the procurement, inventory, and distribution of materials, equipment and other essential goods necessary for government operations;

NOW, THEREFORE, I, ENGR. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, by virtue of the powers vested in me by law, hereby designate **CRISMAN O. OLIVAS, Local Assessment Operations Officer (LAOO) I**, as the **Supply Officer of the Municipality of Asingan, Pangasinan** and do order and decree the following:

SECTION 1. DUTIES AND RESPONSIBILITIES. The designated Supply Officer shall perform the following duties and responsibilities:

1. Manages the procurement, distribution, and overall supply chain of materials, equipment, and goods for the municipal government;
2. Oversees purchasing activities, including sourcing suppliers, negotiating contracts, and ensuring timely deliveries of essential goods and services;
3. Supervises storekeepers and ensures proper inventory control, stock replenishment, and storage management to prevent shortages or overstocking;
4. Prepares reports on stock levels, consumption patterns, and procurement needs to ensure efficient allocation and utilization of resources;

Engr. Carlos F. Lopez, Jr.



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5. Handles budget planning and cost management for supply-related activities to ensure financial efficiency and sustainability;
6. Manages procurement, logistics, and supply chain operations, including receiving, storing, and issuing stock in accordance with government regulations;
7. Ensures strategic and operational efficiency by implementing best practices in sourcing, purchasing, and distribution of supplies;
8. Coordinates with concerned departments and agencies to ensure seamless supply chain operations and timely procurement of goods and services; and
9. Performs other related functions as may be assigned by the Municipal Mayor or other competent authorities.

SECTION 2. EFFECTIVITY. This Order shall take effect immediately upon signing and shall remain in force unless otherwise revoked or superseded.

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

DONE this 28th day of February 2025 in the Municipality of Asingan, Pangasinan.


Engr. CARLOS R. LOPEZ, JR.
Municipal Mayor

Asingan, Pangasinan