



Republic of the Philippines
PROVINCE OF QUIRINO
MUNICIPALITY OF CABARROGUIS
-oOo
Office of the Mayor

Executive Order No. 001
Series of 2022

AN ORDER CREATING THE INVENTORY AND ASSESSMENT COMMITTEE OF THE MUNICIPALITY OF CABARROGUIS AND DEFINING THEIR FUNCTIONS

WHEREAS, this local government unit acquired and owns several real properties presently of different conditions in relation to their utilization;

WHEREAS, there is an imperative need to conduct periodic inventory of municipal properties to be undertaken to determine existing valuation and status of properties to be reconciled with the Accounting records;

WHEREAS, a Committee on Inventory, Assessment and Disposal is needed to take charge of the above responsibilities;

NOW THEREFORE, I, AVELINO N. AGUSTIN, JR., Municipal Mayor of Municipality of Cabarroguis, Quirino by virtue of the powers vested in me by law, do hereby order the creation of the Inventory, Assessment and Disposal Committee of this municipality.

Section I. Composition of the Inventory Assessment and Disposal Committee.

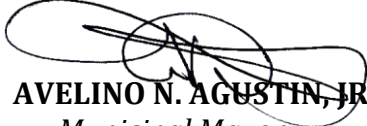
Chairman	-	Ms. Phoebelyn A. Laitan
Co-Chairman	-	Engr. Arsenio A. Singson
Members	-	Ms. Wilma D. Fernandez, CPA Engr. Angie Leigh Capinding Ms. Charry May L. Guillermo, CPA Mr. Erwin C. Danao Ms. Merlita T. Magana Ms. Maria Johmelia R. Lantion Ms. Evelyn M. Jubahib Ms. Jomelyn G. Suliva COA - Representative

Section II. Functions of the Committee

1. Conduct physical count of all properties (i.e. office equipment's, heavy and light equipment's, real properties, etc.) of the municipality.
2. Prepare the Annual Inventory Report.
3. Check the inventory of the equipment listed on the property card maintained by the Property Officer as against the equipment ledger cards maintained by the accounting office and the total thereof shall be compared with those in the general ledger.
4. Determine the status or economic value of the property; those which are already unserviceable should be listed down for assessment and disposal.
5. Determine the condition of the unserviceable properties whether it is repairable or condemnable.
6. Determine the appropriate mode of disposal of properties and prepare the guidelines and rules therefor.
7. Determine the base price for every property subject for disposal.
8. Conduct credible mode of disposal such as public auction.
9. Prepare and submit activity report to the local chief executive.

This Order shall take effect immediately.

Done this 5th day of July, 2022 at Cabarroguis, Quirino.


AVELINO N. AGUSTIN, JR.
Municipal Mayor