



OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 010-2017

AN ORDER CREATING THE INVENTORY COMMITTEE OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, Section 156 of Commission on Audit Circular No. 92-386 mandates the creation of Inventory Committee;

WHEREAS, Audit Observation Memorandum (AOM No. 2017-004) recommends and reiterates the importance of having Inventory Committee in every municipality;

WHEREAS, the Municipal Government of Pinamalayan is committed to conduct regular updating, physical inventory of government facilities, equipment, supplies and materials for appropriate reconciliation of property records with accounting records and inventory reports.

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order and direct the creation of Inventory Committee of the Municipality of Pinamalayan, Oriental Mindoro as follows:

Section 1. COMPOSITION. The Inventory Committee shall be composed of the following:

Representative of the Local Chief Executive
Supply Officer designated by each departments
General Services Officer

Section 2. FUNCTIONS. The Inventory Committee shall perform the following functions:

1. Periodically conduct physical count and compare with property and accounting records to help reduce the risk of errors and fraud, misuse and authorized alteration;
2. Establish physical control to secure and safeguard asset, such as limited access to inventories and equipment to prevent loss and unauthorized use;
3. Ensure accurate and timely recording of transaction in property records;
4. Ensure the government property is used for intended purpose;
5. Perform such other function as may be provided by law or competent authority.

Section 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 29th day of March 2017 at Pinamalayan, Oriental Mindoro.


ARISTEO A. BALDOS, JR.
Municipal Mayor