



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-3146

EXECUTIVE ORDER NO. 40-2023

AN ORDER RECONSTITUTING THE MUNICIPAL INSPECTORATE TEAM OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, it is the primary concern of the present administration to effect good governance and transparency in all government transactions accountability, equity, efficiency and ensure effective utilization of government resources with economy;

WHEREAS, Title III, Rule 14 and 15 of COA Circular 92-386 "Prescribing Rules and Regulations on Supply and Property Management in the Local Government provides for the creation of Inspectorate Teams to inspect delivery of goods and services to the local government units;

WHEREAS, the creation of Municipal Inspectorate Team is necessary to ensure that all goods, infrastructure projects and consultancy services procured by Municipal Government of Pinamalayan are in accordance with the specifications, standards, quality and volume as recommended by the Bids and Awards Committee and approved by the Head of Procuring Entity.

NOW THEREFORE, I, **ARISTEO A. BALDOS, JR.**, Municipal Mayor by virtue of the powers vested in me by law, do hereby order the reconstitution of Municipal Inspectorate Team of Pinamalayan, Oriental Mindoro as follows;

SECTION 1. COMPOSITION. The Municipal Inspectorate Team shall be composed of the following:

A. FOR GOODS AND SERVICES

Head:

ENP ROSENIO A. TORIANO -Municipal Planning & Development Coordinator

Members:

MR. FREDELINO A. TORIANO, JR. - Planning Officer II

MR. REX SALENDREZ - Administrative Assistant I

B. INFRASTRUCTURE, VEHICLE, MACHINERIES, HEAVY EQUIPMENT AND OTHER EQUIPMENT

Head:

ENGR. ERIC Z. STA. ROMANA - Assistant Municipal Engineer

Members:

a. For Infrastructures:

ENGR. BERNARD GABAYNO - Engineer I

b. For Vehicles, Machineries, Heavy Equipment and Other Equipment:

ENGR. MARLON D. VIRTUCIO - Motorpool Focal

C. FOR FUEL (GAS, OIL AND LUBRICANTS)

Head:

MR. JOHN DAVE M. DELOS SANTOS - Executive Assistant II

Members:

MR. ELY CHRISTIAN M. BENITEZ - Administrative Aide V

MS. GIZELLE L. MARMOL - Administrative Aide IV





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Section 2. DUTIES AND FUNCTIONS. The Municipal Inspectorate Team shall perform the following duties and functions:

- a. Inspect and verified the procured goods, infrastructure projects and consultancy services made by the Municipal Government of Pinamalayan to conform the quantity and specifications as stated in the purchase order or contract agreement as the case may be;
- b. Prepare and submit to the Local Chief Executive and Bids and Awards Committee an inspection report on the result of the inspection of such procurement indicating therein their recommendations;
- c. For mechanical and infrastructure projects, make preliminary inspection and submit a punch-list to the contractor in preparation for final turnover of the project. Said punch-list will contain, among others, the remaining works, work deficiencies for necessary corrections, and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however, shall not preclude the procuring entity's claim for liquidated damages; and
- d. Perform such other functions as may be necessary.

Section 3. REPEALING CLAUSE. All executive issuances which are inconsistent with or contrary to the provision of this Executive Order are hereby repealed.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 2nd day of **October 2023** in the Municipality of Pinamalayan, Oriental Mindoro.


ARISTEO A. BALDOS, JR.
Municipal Mayor

