



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. 43-2023

AN ORDER RECONSTITUTING THE MUNICIPAL INVENTORY COMMITTEE OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN

WHEREAS, Commission on Audit (COA) Circular No. 92-386 prescribes the rules and regulations on supply and property management in the local government units;

WHEREAS, Section 156 of the aforesaid circular requires the annual inventory of supplies and property of the local government unit as of December 31 of each year, to be conducted by a committee of three (3) consisting of the representative of the local chief executive as chairman and the general services officer, municipal or barangay treasurer, as the case may be, and the supply accountable officer of the department or office concerned, as members;

WHEREAS, the Inventory Committee of the Municipality of Pinamalayan, Oriental Mindoro was created by virtue of Executive Order No. 010-2017 dated March 29, 2017;

WHEREAS, the municipal government felt the need to reconstitute the committee for the efficient and effective conduct of physical inventory of government facilities, equipment, supplies and materials and for appropriate reconciliation of property records with accounting records and inventory reports.

NOW, THEREFORE, I, ARISTEO A. BALDOS, JR., Local Chief Executive of Municipality of Pinamalayan, Oriental Mindoro by virtue of the powers vested in me by law, do hereby order the reconstitution of Municipal Inventory Committee of the Municipal Government of Pinamalayan, as follows:

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

Chairperson:

HON. ARISTEO A. BALDOS, JR.

- Municipal Mayor or his duly Authorized Representative

Vice Chairperson:

MR. RONE B. MADRID

- Administrative Officer IV/OIC-GSO

Member:

MR. PLARIDEL S. CUPIADO

- Municipal Treasurer

MS. JUDY D. MORENTE

- Municipal Accountant

MR. CARLITO M. MEJICO

- Municipal Assessor

ENGR. MANOLITO E. MASCULINO

- Municipal Engineer

ENGR. ROY C. LUCBAN

- Zoning Officer III

The Head of Office and their Designated Supply Officer shall serve as a member of the Committee with respect to the conduct of the inventory in their respective departments or offices as well as the deliberation of any and all discrepancies that may be discovered.

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

1. Responsible for the actual count to ascertain the existence, completeness, and condition of all PPEs owned by the Municipal Government of Pinamalayan;





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2. Plan/Strategize on how to conduct and complete the physical inventory within the prescribed period;
3. Prepare a Physical Inventory Plan (PIP) containing, at the least, the specific assignment/duties of the Committee members, the cut-off date, and a schedule specifying the dates and locations of the inventory taking activities from start-up to the targeted completion of the physical inventory;
4. Enforce policies on records creation, maintenance, and disposal;
5. Oversee management of assets and properties that are owned by the LGU;
6. Responsible for the efficient, effective, and economical use and safe keeping of the LGU's assets;
7. Conduct actual inspection of purchased items of the LGU and conduct post inspections and account of unutilized/spared materials;
8. Submit a report of the inventory to the LCE and the concerned departments/offices for information on the status of the PPEs; and
9. Perform all other functions pertaining to supply and property management.

Section 3. SECRETARIAT. The General Services Office (GSO) shall serve as the Secretariat and will be responsible in assisting the Committee in the performance of its duties and functions.

Section 4. EFFECTIVITY. This order shall take effect immediately.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 7th day of November 2023.


ARISTEO A. BALDOS, JR.
Municipal Mayor

