



Republic of the Philippine
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN



OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
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Telephone No. 043-284-7145

EXECUTIVE ORDER NO. 043-2025

AN ORDER CREATING THE MUNICIPAL INVENTORY, APPRAISAL AND DISPOSAL COMMITTEE IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, pursuant to Book II, Title VI of the Local Government Code of 1991, Local Government Units are mandated to exercise the authority to dispose unserviceable and non-functional government properties;

WHEREAS, the Commission on Audit (COA) has issued Circular No. 89-296 prescribing the rules and regulations for the disposal of unserviceable, obsolete, and valueless government properties;

WHEREAS, COA – DBM Joint Circular No. 2024-01 dated January 30, 2024, prescribes the guidelines for the disposal of government properties, providing the necessary requirements that government agencies must comply with prior to commencement of disposal activities, and identifying the duties and responsibilities of accountable personnel, as well as the procedures and methods to be observed in the conduct of disposal;

WHEREAS, the Local Government Unit of Pinamalayan intends to establish an appropriate disposal procedure for government properties to prevent further deterioration-particularly those exposed to the elements and to support the national policy on economic recovery;

WHEREAS, proper and transparent handling of government property disposal plays a vital role in ensuring accountability and financial integrity;

WHEREAS, The Municipality of Pinamalayan requires a dedicated committee that will handle the proper and transparent municipal government property disposal to ensure accountability and financial integrity;

NOW, THEREFORE, I, RODOLFO M. MAGSINO, Municipal Mayor of Pinamalayan, Province of Oriental Mindoro, by virtue of the power vested in me by law, do hereby order the creation of Municipal Inventory, Appraisal and Disposal Committee (MIADC).

SECTION 1. COMPOSITION. The Municipal Inventory, Appraisal and Disposal Committee (MIADC) shall be composed of the following as follows:

Chairperson:

HON. RODOLFO M. MAGSINO

- Municipal Mayor/Authorized Representative

Members:

MR. RONE B. MADRID

- Administrative Officer IV/OIC-GSO

MS. JUDY G. MORENTE

- Municipal Accountant

MR. PLARIDEL S. CUIADO

- Municipal Treasurer

ENGR. MANOLITO E. MASCULINO

- Municipal Engineer

MR. CARLITO M. MEJICO, CPA, REB

- Municipal Assessor

ENP ORLEX H. MARAYAN

- Development Management Officer IV

MS. ZAIDA D. MICIANO

- Municipal Budget Officer

HEAD OF DEPARTMENT/OFFICE REQUESTING DISPOSAL





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BAGONG PILIPINAS

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SECTION 2. SECRETARIAT. The General Services Office shall serve as the Secretariat of the Committee. They shall be responsible for managing technical and administrative matters, including the proper safekeeping and systematic filing of all documents and records pertaining to the Committee's activities.

SECTION 3. DUTIES AND FUNCTIONS. The MIADC shall perform the following duties and functions:

1. The Disposal Committee shall ensure the prompt and efficient disposal of properties in accordance with relevant laws, rules, and regulations, in order to:
 - a. Continuing/carrying inventory costs of the government is eliminated;
 - b. Accountable employees are relieved of unnecessary and/or excess accountability; and
 - c. Government offices are effectively decongested from properties for disposal.
2. Specifically, the Disposal Committee shall undertake the following:
 - a. Inspect, appraise, and undertake valuation activities as a group or individually;
 - b. Set the final appraised value of the properties for disposal;
 - c. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;
 - d. Undertake the disposal proceedings for the properties, e.g., conduct of public auction, condemnation/destruction of properties, among others, on an "as is, where is" basis;
 - e. Ensure that properties for disposal do not include materials not intended for disposal;
 - f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal; and
 - g. Perform other related functions that may be assigned by the head of the government entity.

SECTION 4. REPEALING CLAUSE. All executive orders, memoranda, and other issuances inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately upon its signing.

Done this 3rd day of October 2025 in the Municipality of Pinamalayan, Oriental Mindoro.


RODOLFO M. MAGSINO
Municipal Mayor

