



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. 016-2026

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

WHEREAS, it is the policy of the Municipal Government of Pinamalayan to uphold the principles of good governance, transparency, accountability, equity, and efficiency in all government transactions, and to ensure the judicious and economical utilization of public resources;

WHEREAS, Title III, Rules 14 and 15 of Commission on Audit (COA) Circular No. 92-386, otherwise known as the "Rules and Regulations on Supply and Property Management in Local Government Units," mandates the creation of an Inspectorate Team to inspect and verify deliveries of goods, infrastructure projects, and services procured by the local government;

WHEREAS, there is a necessity to reconstitute the Municipal Inspectorate Team to ensure its continued functionality, responsiveness, and compliance with existing auditing and procurement laws, rules, and regulations, as well as to align with current organizational and operational requirements;

WHEREAS, the Municipal Inspectorate Team plays a crucial role in ensuring that all procured goods, infrastructure projects, and consultancy services conform to approved specifications, standards, quality, and quantity as required under the terms of the contract and as endorsed by the Bids and Awards Committee (BAC);

WHEREAS, it is imperative to designate competent, qualified, and accountable personnel who shall be responsible for the inspection and acceptance of deliveries and completed projects in order to safeguard government interests and ensure proper accountability of public resources.

NOW THEREFORE, I, **RODOLFO M. MAGSINO**, 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:

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

Members:

MR. ROMEL T. MARAYAN - Development Management Officer II
MR. REX SALENDREZ - Administrative Assistant I
MS. LIEZEL F. MAGNAYE - Administrative Aide III

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





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

ENGR. MARLON D. VIRTUCIO - Motorpool Focal

MR. ARNEL H. VILLARUEL - Mechanic Technician I


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 7th day of April 2026 in the Municipality of Pinamalayan, Oriental Mindoro.


RODOLFO M. MAGSINO
Municipal Mayor

