



**CREATING THE MUNICIPAL PROPERTY INVENTORY, APPRAISAL
AND DISPOSAL COMMITTEE IN THE MUNICIPAL GOVERNMENT
OF MARILAO, PROVINCE OF BULACAN**

WHEREAS, the local Government Code mandates local government units to conduct periodic inventory of all their properties as well as disposal of unserviceable properties to ensure proper accountability;

WHEREAS, there is a need to create a committee that will, among others, conduct regular inventory and cause the proper disposal of unserviceable property of the Municipal Government of Marilao;

NOW, THEREFORE, I, JUANITO H. SANTIAGO, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, do hereby ORDER:

Section 1. Creation of Municipal Property Inventory and Disposal Committee. –

- (a) The Municipal Property Inventory and Disposal Committee in the Municipal Government of Marilao, Bulacan, hereinafter referred to as the Committee, is hereby created to consist of the following members:

Chairperson : **Edna I. Bautista** – Municipal Treasurer

Members : **Elena P. Salazar** – Municipal Accountant
Magtanggol C. San Miguel – Municipal Engineer
Rosalie S. Villados – Mun. Budget Officer
Reynaldo S. Buenaventura – Head: General Services

Office

Provisional Member : **Head/Officer-in-charge of Office/Section**
the properties of which are the subject of
Inventory and disposal

Secretariat : **Municipal Planning and Development Office**

(b) The above-mentioned municipal officials-members of the Committee may assign representatives from their respective Offices/Sections during the conduct of inventory and disposal.

Section 2. Duties and Functions - The Committee shall ensure the implementation of the inventory and disposal and shall perform the following duties and functions:

- a. Periodically conduct physical count and compare with property and accounting records to help reduce the risk of errors and fraud, misuse and unauthorized alteration;





OFFICE OF THE MAYOR

- b. Establish physical control to secure and safeguard assets, such as limited access to inventories and equipment to prevent loss and unauthorized use;
- c. Ensure accurate and timely recording of transactions in property record;
- d. Ensure that all government property is used for intended purposes;
- e. Conduct proper disposal of unserviceable properties through prescribed procedures;
- f. Conduct ocular inspection of the property to be appraised to assess its physical condition following the inspection process provided by the supply management manual of the Commission of Audit;
- g. Seek reference price information such as acquisition cost or current market value and also to come up with consensus recommendation on the mode of disposal to be submitted to the proper body;
- h. Submit preliminary reports thereon as may be needed by the Municipal Mayor from time to time;
- i. Submit its final findings and recommendations to the Municipal Mayor not later than three (3) months from date of issuance of this order;
- j. Perform such other functions as may be provided by law or competent authority.

Section 3. Repealing Clause – All previous executive orders and issuances inconsistent with the provisions of this order are hereby repealed or modified accordingly.

Section 4. Effectivity. – This Order shall take effect immediately.

DONE this 2nd day of November 2016 at the Municipality of Marilao, Province of Bulacan.

JUANITO H. SANTIAGO
Municipal Mayor

