



EXECUTIVE ORDER NO. 2017- 06

**AN ORDER PROVIDING FOR THE CREATION OF THE
TECHNICAL WORKING GROUP (TWG) TO CONDUCT PROPERTY INVENTORY
FOR THE MUNICIPAL GOVERNMENT OF MARILAO**

WHEREAS, based on the **recommendation** of the **Commission on Audit (COA)**, the Municipal Government of Marilao needs to maintain an updated list/record of its assets through physical inventory;

WHEREAS, the **creation** of the **Technical Working Group (TWG)** shall ensure the expediency of the task in **actual accounting of all assets** as reference to the list of assets submitted and in accordance with the current list of the respective **Memorandum of Receipts (MRs)** issued;

WHEREAS, the municipal government wants to **ensure the accountability of person/s in actual physical possession of government property or entrusted with its custody** and control, shall be responsible for its proper use and care and shall exercise due diligence in the utilization and safekeeping thereof;

WHEREAS, the **Technical Working Group (TWG)** will be tasked to **conduct actual physical inventory to identify unserviceable properties**, update the Memorandum of Receipt listing, **create a list of properties to be disposed** in accordance with Sec. 379 of Local Government Code and create a system that will improve the government property inventory system;

NOW, THEREFORE, I, JUANITO H. SANTIAGO, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by pertinent laws, do hereby **create the Technical Working Group (TWG)** to conduct Property Inventory with the following provisions, to wit:

Section 1. COMPOSITION. The **Technical Working Group (TWG)** to conduct Property Inventory shall be composed of the following:

CHAIRMAN : MIRAQUEL B. LEGACION

MEMBERS : MARCOS S. SANTOS
MARTIN ARMANDO C. CRUZ
ANNALIZA D. OCTAVO
VIRGINIA A. VICENTE
MICHAEL JEFFREY P. SALAZAR
ENGR. BIENVENIDO SM. MARQUEZ
REYNALDO S. BUENAVENTURA
MA. ELPILINDA E. GALLARDO

SUPPORT STAFF: MUNICIPAL TREASURY OFFICE





Section 2. ROLES AND FUNCTIONS OF THE TWG MEMBERS.

1. **Review submitted list of properties and equipments and compare it with the existing list of Memorandum of Receipt.**
2. **Conduct actual physical inventory per office.**
3. **Identify lost property/ies** and confer with the Office of the Municipal Treasurer for proper action regarding the **liability of accountable person/s.**
4. **Certify every property with inventory stickers and update inventory number coding.**
5. Identify **unserviceable equipment or property** that are no longer needed and shall be **disposed in accordance to Sec. 370** of the Local Government Code.
6. **Update Memorandum of Receipt list** and sub-equipment list.
7. **Submit request for auction** to COA.
8. Submit a **report** on their findings, its **positive and negative attributes** crucial to the success of the task.
9. **Recommend/propose improved system of Purchase Request** for equipment replace/additional, Primary and Secondary, Accountability for Government Property, auction and disposal.

Section 3. The duration of the **evaluation/study** shall be for one (1) month **from July 20, 2017 to August 20, 2017.**

Section 4. The members of the Technical Working Group (TWG) will be entitled to honoraria, however subject to their accomplishment/output.

Section 5. This Executive Order shall take effect immediately.

DONE this 20th day of July, 2017 at the Municipality of Marilao, Province of Bulacan.


JUANITO H. SANTIAGO
Municipal Mayor 

