



## Office of the Mayor

### EXECUTIVE ORDER NO. JS2026-02

#### AN EXECUTIVE ORDER PRESCRIBING THE STANDARDIZED PROCEDURES AND DESIGNATING RESPONSIBILITIES IN THE PROCUREMENT, RECEIPT, RECORDING, ISSUANCE, AND INVENTORY OF SUPPLIES, MATERIALS, AND PROPERTY OF THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN

**WHEREAS**, the Municipal Government of Marilao is mandated to ensure accountability, transparency, and efficiency in the procurement, use, and management of public resources;

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides for the powers, responsibilities, and general supervision of the Local Chief Executive over all programs, projects, services, and activities of the municipal government;

**WHEREAS**, the Commission on Audit (COA), through the Manual on the New Government Accounting System (NGAS) for Local Government Units, prescribes uniform procedures for accounting, recording, disbursement, and inventory that ensure proper safeguards and audit compliance in handling government property;

**WHEREAS**, there is a need to adopt a standardized and systematic approach to procurement, disbursement, issuance, and inventory control to ensure timely and accurate documentation, compliance with audit requirements, and proper custodianship of government property;

**NOW, THEREFORE**, I, **ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, do hereby order:

#### SECTION 1. PURPOSE

This Executive Order prescribes the procedural flow and designates office responsibilities for each stage of the procurement and property management cycle in the Municipality of Marilao.

#### SECTION 2. PROCESS FLOW AND RESPONSIBLE UNITS

The following procedures and responsibilities shall be observed:

##### PROCESS | PERSON / UNIT RESPONSIBLE

- a. Prepare Purchase Requisition (PR) based on the approved Annual Procurement Program.  
→ Requisitioning Office / Unit (see Annex A for format)
- b. Prepare Purchase Request (PR).  
→ Office of the General Services Officer (GSO)
- c. Prepare ALOBS (Advice of Allotment and Obligation Slip).  
→ GSO
- d. Approve ALOBS and PR.  
→ ALOBS: Budget Officer and Chief Accountant  
→ PR: Local Chief Executive and Municipal Treasurer
- e. Prepare Purchase Order (PO).  
→ GSO
- f. Approve Purchase Order.  
→ Local Chief Executive
- g. Receive delivered items and prepare the Acceptance and Inspection Report (AIR). Sign acceptance portion.  
→ GSO





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- h. Inspect items and sign inspection portion of AIR.  
→ GSO
- i. Record items in stock/property cards. Prepare Disbursement Voucher (DV), sign Box A, and forward with supporting documents to Accounting.  
→ GSO
- j. Record delivered items in Supply Ledger / PPE Ledger / Other Ledger Cards based on AIR. Process DV. Prepare and reconcile JEV.  
→ Accounting Unit
- k. Prepare Stock Availability Inquiry (SAI) and forward to Accounting Unit.  
→ Requisitioning Office / Unit
- l. Verify records and advise requisitioning unit.  
→ Accounting Unit
- m. Prepare Requisition and Issue Slip (RIS) and forward to Property / Supply Unit.  
→ Requisitioning Office / Unit
- n. Release supplies/equipment and record issuance in stock/property cards.  
→ GSO
- o. Consolidate RIS and prepare Summary of Supplies and Materials Issued (SSMI). Forward to Accounting.  
→ GSO
- p. Prepare JEV based on SSMI and record withdrawals in SLC.  
→ Accounting Unit

### SECTION 3. RECEIPTS AND INVENTORY

All issuances shall be supported by appropriate documents, including Acknowledgement Receipt for Equipment (ARE) for equipment transfers. Physical inventories shall be conducted semestraly and annually, and submitted to the Auditor as required by regulations.


### SECTION 4. SEPARABILITY CLAUSE

If any part of this Order is declared invalid, the remaining provisions shall remain in full force and effect.

### SECTION 5. EFFECTIVITY

This Executive Order shall take effect immediately upon signing.

**DONE** this 21<sup>st</sup> day of **January 2026** at Municipality of Marilao, Province of Bulacan.

  
**ATTY. JEMINA M. SY**  
Municipal Mayor 



