



Republic of the Philippines
Province of Davao del Sur
Municipality of Hagonoy
OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 11
Series of 2022

“AN ORDER CREATING AND RECONSTITUTING THE MUNICIPAL INVENTORY COMMITTEE OF LOCAL GOVERNMENT UNIT OF HAGONUY, DAVAO DEL SUR AND PROVIDING FOR THEIR DUTIES AND FUNCTIONS AND FOR OTHER PURPOSES”

WHEREAS, Circular No. 92-386 of the Commission on Audit (COA), prescribes the rules and regulations on supply and property management in the local government units;

WHEREAS, Section 156 of Circular No. 92-386 of the Commission on Audit requires the annual inventory of supplies and property of the local government unit as of December 31 of each year, to be conducted by a committee of three (3) consisting of the local chief executive as Chairman and the general services officer, municipal department heads as the case may be, and the supply accountable officer of the department or office concerned, as members;

WHEREAS, local government units under Section 18 of RA No. 7160, otherwise known as the “Local Government code of 1991” are authorized to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, programs, objectives and priorities;

NOW THEREFORE I, FRANCO MAGNO CALIDA, Mayor of Hagonoy, by virtue of powers vested in me by law, do hereby create and constitute the Municipal Inventory Committee of Hagonoy, Davao del Sur:

Section 1. COMPOSITION. The Municipal Inventory Committee in the Municipality of Hagonoy, which shall be composed by the following:

FRANCO MAGNO CALIDA	- Chairman
Members:	
JOEMAR P. ALALONG	- OIC GSO
MELCHORA A. YAMOMO	-MGDH (Municipal Assessor)
CHERRYL B. PARABA, CPA	-MGDH (Municipal Accountant)
ENGR. NOEL D. ALEGRE	-MGDH (Municipal Engineer)

The Department heads and their respective Accountable Supply Officer shall serve as a member of the Committee with respect to the conduct of the inventory in their respective department or offices as well as the deliberation of any and all discrepancies that may be discovered.

Section 2. DUTIES AND FUNCTIONS. The Committee shall conduct an actual physical inventory of all supplies and property of the Municipal Government at least on monthly basis or as deemed necessary or anytime as needed which shall be witnessed by the Provincial State Auditor or his/her representative. For this purpose, it shall be the duty of the General Services Officer to inform and invite the Provincial State Auditor or its representative of the scheduled inventory to be undertaken.

An accomplishment or final report of the inventory result shall be submitted to the Chairman/Municipal Mayor not later than the end of the 4th quarter of each year and on or before the 15th day of the following month following the random periodic inventory.

In the pursuit of its functions, the Committee may formulate guideline and rules and regulations, to be disseminated in a memorandum signed by the Local Chief Executive to all departments/offices. The Committee may also form its own Technical Working Group (TWG) and/or Secretariat, in the prompt conduct of its affairs.

Section 3. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 4. REPEALING CLAUSE- All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed/modified accordingly.

Section 5. EFFECTIVITY- This Executive Order shall take effect immediately.

Done this 7TH DAY OF MARCH 2022 at Hagonoy, Davao del Sur, Philippines.



FRANCO MAGNO CALIDA
Municipal Mayor 