



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SOLSONA
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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 002 Series of 2019

DESIGNATION OF SUPPLY OFFICER PER DEPARTMENT/OFFICE, APPRAISAL COMMITTEE/ COMMITTEE ON AWARDS IN THE DISPOSAL OF UNDERVICEABLE PROPERTY AND JOINT INSPECTION TEAM OF THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE

WHEREAS, the Commission on Audit Circular No. 92-386, prescribes the rules and regulations on Supply and Property Management in the local governments, pursuant to the provisions of Section 383, Title VI, Book II, of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, there is a need to designate a Supply Officer per department/office to oversee the stock and usage of supply in order to properly utilize, maintain and avoid misuse of supply by the department/office concerned;

WHEREAS, there is a need to designate an Appraisal Committee/Committee on Awards in the disposal of unserviceable property to facilitate in the sale of the unserviceable properties as well as the manner of dumping of the said properties;

WHEREAS, there is a need to designate a Joint Inspection Team tasked for the supervision of the delivered supplies of every department in the municipality and to see to it that supplies are properly manage;

WHEREAS, there is a need to reorganize the composition of the Supply Officer per Department and the composition of Appraisal Committee/ Committee on Awards of the municipality due to the change of local officials brought about by the local and national elections last May 13, 2019;

NOW THEREFORE, I Joseph E. de Lara, Municipal Mayor of Solsona, Ilocos Norte by virtue of the power and authority vested in me by law, do hereby order that:

Section 1. Composition.

A. The following shall act as the Supply Officer per department/office:

Mayor's Office	- Trecelyn Eunice F. Pinacate	- Administrative Assistant II
RHU	- Janet M. Esteban	- Midwife II
Treasury Office	- Ronald G. Alonzo	- RCC I
Assessor's Office	- Mirafe Martinez	- Assessment Clerk III
BPLO (Mayor's Office)	- Gemma B. Fader	- LO I
MPDC Office	- Brenford Jake M. Nicolas	- PDO/Acting Asst. Mun. Treasurer
Agriculture Office	- Liza E. Domingo	- Agricultural Technologist
Parks (Mayor's Office)	- Constanca N. Desiderio	- Administrative Aide III
HRMO (Mayor's Office)	- Plaveni M. Gonzales	- Administrative Assistant II
MDRRMO	- John Rey C. Loyola	- LDRRMO
Budget Office	- Charymelle O. Foronda	- Mun. Budget Officer
Social Welfare Office	- Rosell R. Batara	- Social Welfare Aide
Engineering Office	- Roselda P. Fahigal	- Engineering Assistant
Market	- Ali John Daguasi	- Market Inspector
Slaughter House	- Cristino Agustin	- Administrative Aide VI
LCR Office	- Minette Joy D. Vicente	- Assistant Registration Officer
Accounting Office	- Nerizza J. Astudillo	- Administrative Aide IV
Day Care	- Edelyn Margarita A. Curameng	- Day care Worker I

B. The following shall act as the Appraisal Committee/ Committee on Awards in the Disposal of Unserviceable Property:

Divina G. Domingo	-	Municipal Accountant
Emily G. Baraoidan	-	Municipal Assessor
Danlord M. Malubag	-	RCC II
John Rey C. Loyola	-	LDRRMO

C. The following shall act as the Joint Inspection Team:

- Liezel D. Bermejo - Mayor's Office Representative
- Ronald G. Alonzo - Treasurer's Representative
- Nerizza J. Astudillo - Accountant's Representative

Section 3. Duties and functions

a. The Supply Officer per department/office shall have the following duties and functions:

1. Shall be immediately accountable to the head of the department or office for supplies or property placed under his actual custody and control;
2. He shall keep a complete and updated record of supplies and property; and
3. Shall render an account thereof semi-annually to the head of department or office concern who in return shall submit to the office of the Treasurer and Accountant for consolidation and reconciliation of records.

b. The Appraisal Committee/ Committee on Awards in the Disposal or Unserviceable Property shall have the following duties and function:

1. Shall appraise the unserviceable supplies or property,
2. Administer the mode of disposal of unserviceable property such as but not limited to:
 - a.) Sale thru Public Auction
 - b.) Other mode of disposal subject to approval of the Municipal Mayor

c. The Joint Inspection Team shall have the following duties and function:

1. In-charge in the inspection of procured supplies and property,
2. Ensure the quality and quantity delivered in accordance with the specifications and quantify stated in the Purchase Order.

Section 3. Repealing Clause. All Executive Orders, Rules and Regulations and other issuances or parts thereof inconsistent with this Executive Order are hereby repealed and modified accordingly.

Section 4. Effectivity. This Executive Order shall take effect immediately upon its approval.

Done this 9th day of July, 2019 at Solsona, Ilocos Norte.

SGD

JOSEPH E. DE LARA

Municipal Mayor