



Republic of the Philippines
Province of Ilocos Norte
MUNICIPALITY OF SOLSONA
Mobile No. 0917-518-7043
Email: mayor.solsona@gmail.com

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 058 Series of 2019

DESIGNATION OF ENGR. ROSELDA P. FAHIGAL AS PROPERTY OFFICER OF THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE

WHEREAS, Commission on Audit Circular No. 92-386 dated October 20, 1992 provides for the Local Chief Executive to adopt rules and regulations on Supply and Property management in the local government;

WHEREAS, Section 383, Title VI, Book II of Republic Act 7160 otherwise known as the Local Government Code of 1991 provides for the Chairman of the COA to promulgate rules and regulations necessary to effectively implement the property and supply management in the local government units, including requirements as to testing, inspection, and standardization of supply and property;

WHEREAS, there is a need to designate a Property Officer of the municipality to govern the procurement, care, utilization, custody, and disposal of supplies as provided in the Code, by local government units and the other aspects of supply management at the local level;

NOW THEREFORE, I, JOSEPH E. DE LARA, Municipal Mayor, Solsona, Ilocos Norte by virtue of the powers vested in me by law, do hereby designate Engr. Roselda P. Fahigal, the Acting Municipal Engineer as Property Officer of the Municipality of Solsona, Ilocos Norte.

SECTION I. Duties and Responsibilities. The Property Officer shall perform the following duties and responsibilities:

1. Oversees and coordinates all property and building maintenance, ensuring that maintenance requirements and requests are completed in a timely manner;
2. Act as liaison with contractors on maintenance of buildings, parks, equipment and other maintenance related contracts;
3. Organizing office move-in and move-outs or relocating office furniture, equipment and vehicles;
4. Perform or schedule repairs, adjustments or component replacements, when required;
5. Act as supervisor to the Supply Officer per department; and

6. Perform such other related functions necessary as Property Officer.

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Orders, Rules and Regulations and other issuances of parts thereof inconsistent with this Executive Order are hereby repealed and modified.

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

Done this _____ at Solsona, Ilocos Norte.

SGD
JOSEPH E. DE LARA
Municipal Mayor