



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SOLSONA**

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**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO. 065**  
**Series of 2019**

**DESIGNATING MRS. CHARYMELLE O. FORONDA AS THE OVERALL SUPPLY OFFICER 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**, Section 383, Title VI, Book II of the 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 an overall Supply Officer of the Municipality to oversee the stock and usage of office supplies in order to properly utilize, maintain and avoid misuse of supply by all the departments/offices of the municipality;

**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 designate Mrs. Charymelle O. Foronda, the Municipal Budget Officer as the Overall Supply Officer of the Municipality of Solsona, Ilocos Norte.

**Section 1. Duties and Functions.** The Overall Supply Officer shall have the following duties and functions:

1. Facilitates proper inventory of supplies of the municipality;
2. Keeps track of all the incoming and outgoing supplies;
3. Keeps complete and updated records of all the supplies;
4. Act as Supervisor to the Supply Officer per department; and
5. Perform such other functions necessary as Overall Supply Officer.

**Section 2. 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Orders, Rules and Regulations and other issuances or parts thereof inconsistent with this Executive Order are hereby repealed and modified accordingly.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 3. Effectivity.** This Executive Order shall take effect immediately upon its approval.

Done this \_\_\_\_\_ at Solsona, Ilocos Norte.

SGD  
**JOSEPH E. DE LARA**  
Municipal Mayor