Hon. Cielo Krisel Lagman-Luistro
City Mayor

EXECUTIVE ORDER NO. 015 SERIES OF 2022

AN EXECUTIVE ORDER CREATING THE INVENTORY COMMITTEE TO UNDERTAKE THE PHYSICAL INVENTORY OF PROPERTY, PLANT, EQUIPMENT, AND SUPPLIES IN THE CITY GOVERNMENT OF TABACO

WHEREAS, Section 124 of the PD No. 1445 states that it shall be the responsibility of the agency head to install, implement, and monitor a sound system for internal control. Sound internal control over properties requires procedures and records in place that are adequate to provide reasonable assurance that the assets belonging to the agency are existing, completely accounted for in the accounting and property records, and required reports thereon prepared regularly;

WHEREAS, under this same section, the local chief executive shall require a periodic physical inventory of supplies or property. A physical count of inventory items by type shall be conducted on a semestral basis and reported in the Report of Physical Count of Inventories (RPCI). This shall be to the Auditor concerned not later than July 31 and December 31 of each year for the first and second semesters, respectively;

WHEREAS, pursuant to the Commission on Audit Circular No. 2015-008, Public Infrastructure shall form part of and be recorded in the books as Property, Plant, and Equipment which include among others the road network system. Item V thereof requires the conduct of inventory of the local roads under the Local Government Unit's jurisdiction;

WHEREAS, Local Government Units under section 18 of Republic Act No. 7160 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, by virtue of the power vested upon me by section 455, b, 2, ii of R.A. 7160, otherwise known as the Local Government Code of 1991, I, **CIELO KRISEL LAGMAN-LUISTRO,** City Mayor of Tabaco City, do hereby create and constitute the INVENTORY COMMITTEE of the Local Government Unit of Tabaco City, as follows:

SECTION 1. COMPOSITION. The Inventory Committee shall be composed of the following:

CHAIRMAN	: ROLAND B. GARCIA	- OIC-General Services Office
VICE-CHAIRMAN	: EVANGELINA S. BORITO	- City Accountant
MEMBERS	: MURIEL B. IMPERIAL	- City Assessor
	DINDO B. BONGALOSA	- OIC-City Engineer
	FRANCO B. BITE	- City Architect
	EMMANUEL G. BONTO	- PDO II
	TIRSO L. BALASTA, JR.	- Assessment Clerk II
	AILEEN B. BASCO	- Head-IT Section
	LEO ANGELO BATTALER	- Draftsman II

MELISSA S. BIRON - RCC II
CARMELITA CORDENETE - Storekeeper II
ELAINE JOY B. BORLADO - JO-General Services Office
CRISANTA L. BRAGAIS - JO-General Services Office
HANNA B. BUEBO - JO-General Services Office
PAULINE JOYCE BONGAT - JO-City Accounting Office
AHLYSSA O. TOLENTINO - JO-City Accounting Office
JUDY ANN C. BELCHEZ - JO-IT
ABRAHAM BORNILLA, JR. - JO-IT
DAN B. BURABOD - JO-City Engineering Office
GRACIEL MAE CASIN - COS-City Engineering Office
MARK OWEN C. FLORES - COS-City Engineering Office
CYRENE MAE B. BUE - COS-City Architect's Office

SECTION 2. DUTIES AND FUNCTIONS. The Inventory Committee shall have the following duties and functions, to wit:

1. Conduct quarterly inventory of all real and immovable properties of the Local Government Unit of Tabaco such as land, buildings, roads, infrastructure facilities, and improvements and machinery;
2. Conduct functionality of movable properties of the Local Government Unit of Tabaco such as vehicles, office equipment, furniture and fixtures, and supply stocks;
3. Oversee management of assets and properties that are owned by the Local Government Unit of Tabaco including an inventory of all assets and acquired assets such as public land, acquired lots, vehicles, and equipment including facilities; and
4. Responsible for the efficient, effective, and economical use and safekeeping of the LGU's assets;

SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately. All other Executive Orders of the same nature or inconsistent hereto are hereby revoked or voided accordingly.

ISSUED this 26th Day of April 2022 in the City of Tabaco.

CIELO KRISEL LAGMAN-LUISTRO
City Mayor