Republic of the Philippines
Province of Albay
CITY OF TABACO

Office of the City Mayor

EXECUTIVE ORDER No. 033
Series of 2023

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 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 periodic physical inventory of supplies or property. Physical count of inventory items by type shall be conducted semestrally 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 established an organization that shall be responsible for the efficient and effective implementation for their development plans, programs, objectives and priorities;

NOW THEREFORE, I, CIELO KRISEL LAGMAN-LUISTRO, City Mayor of Tabaco City, by virtue of the power vested in me by law, 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
	ZERNAN Z. SERRANO	- PDO III
	TIRSO L. BALASTA, JR.	- Assessment Clerk II
	AILEEN B. BASCO	- Head-IT Section
	LEO ANGELO BATTALER	- Draftsman II
	MELISSA S. BIRON	- Administrative Officer I
	CARMELITA CORDENETE	- Storekeeper II

ELAINE JOY B. BORLADO - JO-General Services Office
ELORA JANE C. BONCACAS-JO-General Services Office
JEAHASEL B. BOQUEO - JO-General Services Office
AIDA A. DIOQUINO - JO-General Services Office
JULIE ANN DIOLATA - JO-General Services Office
HANNA B. BUEBO - Administrative Officer I
PAULINE JOYCE BONGAT - JO-City Accounting Office
AHLYSSA O. TOLENTINO - JO-City Accounting Office
JUDY ANN C. BELCHEZ - JO-IT
ROEL BOMBITA - JO-IT
MICHELLE M. BERMAS - COS-General Services Office
GRACIEL MAE CASIN - COS-General Services Office
JACK C. BORNASAL - COS-General Services Office
MARK OWEN C. FLORES - COS-City Engineering Office
NIKKO B. BONGANAY - COS-City Engineering Office

SECTION 2. DUTIES AND FUNCTIONS.

a) Conduct quarterly inventory of all real and immovable properties of the Local Government Unit of Tabaco such as land, building, roads, infrastructure facilities and improvements and machineries;
b) Conduct functionality of movable properties of the Local Government Unit of Tabaco such as vehicles, office equipment, furnitures and fixtures and supply stocks;
c) Oversee management of assets and properties that are owned by the Local Government Unit of Tabaco including inventory of all assets and acquired assets such as public land, acquired lots, vehicles and equipment including facilities;
d) Responsible for the efficient, effective and economical use and safekeeping of the LGU's assets;

SECTION 3. All other Executive Orders of the same nature or inconsistent hereto are hereby revoked or voided accordingly.

SECTION 4. EFFECTIVITY.

This Executive Order shall take effect immediately.

DONE in the City of Tabaco this 12th October, 2023.

CIELO KRISEL LAGMAN-LUISTRO
City Mayor