



September 26, 2011

ADMINISTRATIVE ORDER NO. 062
Series of 2011

AMENDING ADMINISTRATIVE ORDER NO. 025, S. 2010: RE: ORGANIZING THE MEMBERSHIP OF THE COMMITTEE ON ASSET DISPOSAL, APPRAISAL & AWARD COMMITTEE AS PROVIDED FOR UNDER E.O. NO. 888.

WHEREAS, there is a need to reflect the correct value of fixed assets in the financial records/reports of the Local Government Unit of Itogon;

WHEREAS, a considerable quantity of unserviceable, no longer needed, obsolete, forfeited/seized supplies, materials and equipments and valueless records, which have grown into unmanageable and uneconomical proportions still exist in the financial statements;

WHEREAS, pursuant to E.O. No. 888 Section I and COA Circular No. 89-296, the full and sole authority and responsibility for the divestment or disposal of properties and other assets owned by the Local Government Units shall be lodged in the heads of the department, offices or governing bodies, or managing heads of the concerned entities.

WHEREFORE, by virtue of the powers vested in me, **I, OSCAR MAINGPES CAMANTILES**, do hereby re-organize and re-activate the Asset Disposal Appraisal & Awards Committee and further compose the same as follows:

Section 1a. Composition. The Committee shall be composed of the following:

CHAIRPERSON : **PETER J. GUIBAC**
Municipal Administrator

CO-CHAIRPERSON: **ANGELA C. CARIÑO**
Municipal Treasurer

MEMBERS : **JULITO R. LUSPIAN**
Municipal Assessor

BRIGILDA M. GAYAO
Municipal Accountant

IMELDA F. NUGUID
MPDC

Section 1b. Secretariat/Technical Staff. The following shall be members of the Secretariat and technical staff:

- 1. DOLORES G. GALUNZA**
- 2. ANTONIO C. FIANZA**
- 3. LEONILA K. AMPAGUEY**
- 4. MARTES F. APOS**

Section 2a. Functions of the asset Disposal Appraisal & Award Committee

1. Identify and verify the assets that are subject for disposal.
2. Recommend to the head of the Agency the mode of disposal as appropriated and deemed most advantageous to the Local Government of Itogon.
3. Check, inspect appraise and evaluate properties which are subject for disposal.
4. In case of conflict in appraisal, the committee shall set as the minimum bid price.
5. Prepare and submit all documents pertinent to the disposal of unserviceable property.
6. Conduct sale of unserviceable property through public bidding or negotiated sales as a consequence of filed bidding.
7. Administer and manage the disposal process.
8. Submit and report all activities of disposal.
9. Perform such other related functions as may be deemed necessary.

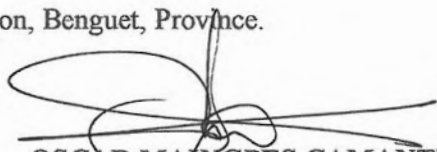
Section 2b. Functions of the Secretariat/Technical Staff.

1. Handle all the committee's technical and administrative matters.
2. Safekeeping and systematic filing of committee documents and records.
3. Perform such other related functions as may be deemed necessary.

Section 3. Guidelines. All procedures and activities of the committee shall be subject to E.O. No. 888 and COA Circular No. 89-296 and other pertinent rules and regulations relative to non-serviceable assets for disposal.

Section 4. Effectivity. This Administrative Order shall take effect immediately and shall be valid sooner revoked or amended.

Issued this 26th day of September, 2011 at Itogon, Benguet, Province.


OSCAR MAINGPES CAMANTILES
Municipal Mayor

- Cc:
- All concerned
 - file

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MUNICIPAL BUDGET OFFICE
ITOGON, BENGUET
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BY: [Signature]

LCR - [Signature] 10/03/11
MACCO: [Signature] 10/03/11
SUPPLY OFFICE
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OFFICE OF THE MUNICIPAL AGRICULTURIST
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