



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

Telephone No. (074) 423-0818 / Fax Number: (074)442-3526

Email Address: vic.palangdan@gmail.com

ADMINISTRATIVE ORDER NO. 99-13-N

Series of 2013

**RE-ORGANIZING THE MEMBERSHIP OF THE COMMITTEE ON ASSET
DISPOSAL AND AWARDS COMMITTEE**

WHEREAS, pursuant to EO 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 National Corporate and the Local Government Units including its subsidiaries shall be lodged in the heads of the departments, bureaus and offices of governing bodies or managing heads of the concerned entities;

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

WHEREAS, there is a need to reorganize our Committee on Asset Disposal and Awards Committee in order for a need to reflect the correct value of fixed assets in our financial records/reports of this Municipality;

WHEREFORE, by virtue of the powers vested in me by law **I, ATTY. VICTORIO T. PALANGDAN**, hereby reorganize the membership of the Committee on Asset Disposal and Awards Committee as follows:

SECTION 1A. COMPOSITION: The Committee on Assets Disposal and Awards Committee shall compose of the following:

CHAIRMAN:	MR. ALOYSIUS G. KATO Municipal Administrator
VICE CHAIRMAN:	MS. ANGELA C. CARIÑO Municipal Treasurer/Deputy GSO
MEMBERS:	MS. FARIDA D. ROMILLO Municipal Accountant
	ENGR. IMELDA F. NUGUID Mun. Planning & Dev't. Coordinator
	ENGR. CHARLIE M. GAYASCO Municipal Engineer

SECTION 1B. SECRETARIAL/TECHNICAL WORKING GROUP. The following shall be the members of the Secretariat and Technical Working Group:

LEONILA K. AMPAGUEY
Administrative Officer V

DOLORES G. GALUNZA
Administrative Officer III

ENGR. CYRIL L. BATCAGAN
Project Development Officer I

SECTION 2A. FUNCTIONS OF THE DISPOSAL AND AWARDS COMMITTEE:

1. Identify and verify the assets that may be disposed of.
2. Recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
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. Indorse to the Bid and Awards Committee sale of unserviceable property through public bidding or negotiated sale as a consequence of failed bidding.
7. Administer and manage the disposal process.
8. Submit and reports 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. 888 and COA Circular No. 89-296.

SECTION 4. EFFECTIVITY. This Administrative Order shall take effect immediately.

Issued this 6th day of November, 2013 at the Municipality of Itogon, Benguet.


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ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- all concerned
- COA, La Trinidad, Benguet
- DILG-Itogon
- file