



**ADMINISTRATIVE ORDER NO. 35-13-11**  
 Series of 2013

**AN ADMINISTRATIVE ORDER REORGANIZING THE INVENTORY COMMITTEE OF THE MUNICIPALITY OF ITOGON**

**WHEREAS**, pursuant to Sec. 156 of COA Circular No. 92-386 mandates that the local chief executive shall require the conduct of an annual physical inventory of all the equipment and supplies of the local government unit at least once a year. Supplies and materials in stock, including medicines, drugs and medical supplies should be inventoried at least every six (6) months as of June 30 and December 31 of each year, to check the integrity of property custodianship.

**WHEREFORE, I, ATTY. VICTORIO T. PALANGDAN**, by virtue of the powers vested in me by law as Municipal Mayor of the Municipality of Itogon, do hereby reorganize the composition of the Inventory Committee of the Municipality of Itogon, Benguet as follows:

**Section 1. Composition:** The Committee on Inventory shall be composed of the following:

- CHAIRMAN - MS. ANGELA C. CARIÑO**  
 Municipal Treasurer
- MEMBERS - MS. DOLORES G. GALUNZA**  
 Administrative Officer III, Mayor's Office
- MS. ROWENA O. CARIÑO**  
 Administrative Aide VI, Treasury Office
- MS. FELICIA D. BERSALONA**  
 Administrative Aide IV, Accounting Office  
 Designated Accountable Supply Officer of the Department or Office concerned

**Section 2. Duties and Functions.** The Inventory Committee shall:

1. Take the actual count, weight or measure the object of the inventory. The name of its inventory item, code number, location, the item count or weight or measurement is written on the Inventory sheet then record/post in the Inventory Summary Sheets.
2. Reconcile the results of the count with the property and accounting records.
3. Prepare the required annual/semi-annual inventory report and shall be certified correct by the committee itself and approved by the head of the agency.
4. Report the physical count of property, plant and equipment by type such as heavy equipment, technical and scientific equipment, motor vehicles, office equipment, furniture, and fixtures, etc.

This administrative order shall take effect immediately.

Issued this 14<sup>th</sup> day of November, 2013 at Itogon, Benguet.

**ATTY. VICTORIO T. PALANGDAN**  
 Municipal Mayor

MEO - 11-15-13

Received by *[Signature]* Nov-15, 2013



ANGUNIANE BAYAN OFFICE  
 ITOGON, BENGUET  
**RECEIVED**  
 DATE: 11/15/13

MUNICIPAL BUDGET OFFICE  
 ITOGON, BENGUET  
**RECEIVED**  
 DATE: 11/15/13  
 TIME: 11:45 AM

ACCOUNTING OFFICE  
**RECEIVED**  
 DATE: 11/15/13  
 BY: *[Signature]*  
 ITOGON, BENGUET

MUNICIPAL OFFICE  
 ITOGON, BENGUET  
**RECEIVED**  
 DATE: 11/15/13

RECEIVED OFFICE OF THE  
 MUNICIPAL ASSESSOR  
 DATE: 11/15/13

OFFICE OF THE MUNICIPAL  
 SOCIAL WELFARE & DEVELOPMENT  
 ITOGON, BENGUET  
**RECEIVED**  
 DATE: 11/15/2013

**RECEIVED**  
 NOV 15 2013  
 BY: *[Signature]*

COMMISSION ON ELECTORALS  
**RECEIVED**  
 DATE: 11-15-13  
 TIME: 11:30 AM  
 BY: *[Signature]*  
 BENGUET PROVINCE

All concerned  
 All Office  
 MLGOO  
 file

MCRO from 11-15-13

Rec'd by *[Signature]* 11/15/13



**ADMINISTRATIVE ORDER NO. 35-13-N**  
Series of 2013

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**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Cf: - All concerned  
- All Office  
- MLGOO  
- file