



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 36-13-N
Series of 2013

**ADMINISTRATIVE ORDER REORGANIZING THE COMPOSITION
OF THE INSPECTION AND ACCEPTANCE COMMITTEE OF THE LOCAL
GOVERNMENT OF ITOGON, BENGUET**

WHEREAS, as per COA Circular No. 92-386 and in view of the total lifting of pre-audit under COA Circular No. 95-006 dated May 18, 1995 inspection by COA is no longer a prerequisite neither for acceptance nor for payment, thus inspection shall be undertaken by the authorized inspector of the agency concerned;

WHEREAS, all inspection and acceptance of supplies and services by the agency shall be conducted in the most economical and expeditious manner consistent with the best interest of the government and, shall conform to the provision of applicable regulations and standards, sampling procedures (statistical) quality control procedures, policies relating to interchange of services and uniform method of interpreting specifications;

WHEREFORE, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor, by virtue of the power and authority vested in me by law, do hereby reorganize the composition of the Inspection and Acceptance Committee:

ACCEPTANCE COMMITTEE:

CHAIRMAN - MS. DOLORES G. GALUNZA
Administrative Officer III(Supply Officer II)

MEMBER - End User – Requisitioning Dept. Head

INSPECTION COMMITTEE:

Treasury Office - MR. ANTONIO C. FIANZA

Accounting Office - MR. MARTES F. APOS

Engineering Office - ENGR. BENIGNO B. APIDOS
(In case of Construction Materials – As needed)

Health Office - MS. LUCIANA A. PADILLA
(In case of Medicines – As needed)

FUNCTIONS OF THE COMMITTEE:

1. Check/inspect and evaluate all supplies, materials and equipment whether the supplies and services conform to the contract requirements which will include all applicable drawings, specifications and purchase descriptions; The waiver of inspection must be stamped on the original copies of the order and invoice; if applicable.
2. Accept only all items which are in accordance with the provision of applicable regulations and standards, procedures and policies of the auditing rules and regulations of the COA;
3. Submit and reports all activities of the inspection;
4. Perform such other related functions as may be deemed necessary.

Guidelines: All procedures and activities of the Committee shall be subject to COA Circular No. 89-296.

This Administrative Order shall take effect immediately.

Issued this 14th day of November, 2013, at the Municipality of Itogon, Benguet.

ONE
ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

OFFICE OF THE MAYOR
Itogon, Benguet
RECEIVED
NOV 15 2013
By: _____

- Cc:
- All concerned
 - All Offices
 - MLGOO-Itogon - *11/15/2013*
 - COA, La Trinidad, Benguet
 - file

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NOV 15 2013
BY: *Sanpaly 11/15/13*

OFFICE OF THE MUNICIPAL
SOCIAL WELFARE AND DEVELOPMENT
ITOGON, BENGUET
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SANGGUNIANG BAYAN OFFICE
ITOGON, BENGUET
RECEIVED
DATE: _____
BY: *[Signature]* 11/15/13

*Received by Sanpaly
NOV. 15 - 13*

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MUNICIPAL ASSESOR
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MUNICIPAL BUDGET OFFICE
ITOGON, BENGUET
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TIME: 11:45 AM
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MCRO 11/15/13

MTD, ITOGON, BENGUET
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