



ADMINISTRATIVE ORDER NO. 22
Series of 2016

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 and 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 re-organize the composition of the Inventory Committee of the Municipality of Itogon, Benguet to wit:

Section 1. Composition:

The Members of the Committee shall be composed of the following:

CHAIRMAN : ANGELA C. CARIÑO
Municipal Treasurer

MEMBERS : JENNIFER B. WAYAN
Administrative Officer III, Mayor's Office

ALJON K. CUYAHON
Administrative Aide III, Treasury Office

FELICIA D. BERSALONA
Administrative Aide IV, Accounting Office

SOCORRO L. CORPUZ
Administrative Aide V, Mayor's Office

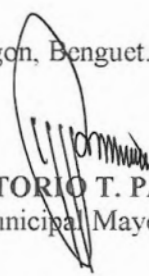
Designated Supply Accountable Officer of the Department
or Office concerned

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 16th day of August, 2016 at the Municipality of Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

CF:

- All concerned
- All Heads of Offices
- COA, La Trinidad, Benguet
- File