



Republic of the Philippines
 Province of Benguet
 Municipality of Itogon
Office of the Municipal Mayor
 Email Address: vic.palangdan@mail.com

FILE



ADMINISTRATIVE ORDER NO. 02
 Series of 2021

AMENDING ADMINISTRATIVE ORDER NO. 21, S. 2019 "REORGANIZING THE ASSETS DISPOSAL COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ITOGON"

WHEREAS, the undersigned issued Administrative Order No. 21 entitled: Reorganizing the Assets Disposal Committee of the Municipal Government of Itogon;

WHEREAS, there is a need to amend Administrative Order No. 21, s. 2019 pursuant to the provisions of pertinent issuances such as EO No. 888 of 1993, COA Circular No. 89-296, COA Training Handbook on Property and Supply Management of 2003 and COA Circular No. 92-386;

NOW THEREFORE, by virtue of the powers vested in me by law as the Local Chief Executive of the Municipality of Itogon, I, **ATTY. VICTORIO T. PALANGDAN**, do hereby **ORDER** the following:

Section 1. The title of the Committee is hereby amended to read **Reorganizing the Asset Disposal and Awards Committee of the Municipal Government of Itogon;**

Section 2. The Asset Disposal and Awards Committee submits to the Commission on Audit relevant disposal documents, advertises and conducts public bidding of the following unserviceable property:

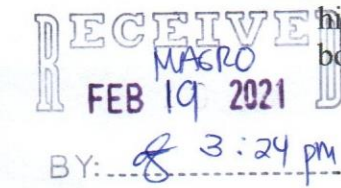
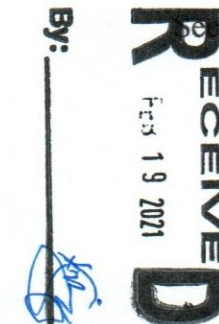
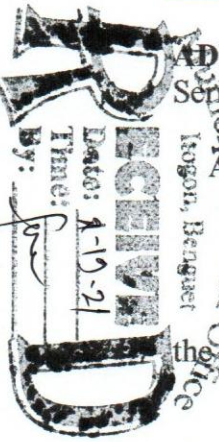
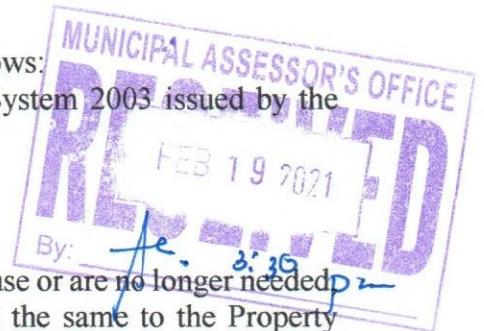
- 2.1. Property, which can no longer be repaired or reconditioned;
- 2.2. Property whose maintenance costs of repair more than outweighs the benefits and services that will be derived from its continued use;
- 2.3. Property that has become obsolete or outmoded because of changes in technology;
- 2.4. Serviceable property that has been rendered unnecessary due to change in the agency's function or mandate;
- 2.5. Unused supplies, materials and spare parts that were procured in excess of requirements; and
- 2.6. Unused supplies and materials that has become dangerous to use because of long storage or use of which is determined to be hazardous.

Section 3. For the legal basis, these issuances are hereby added as follows:

- 3.1. Training Handbook on Property & Supply Management System 2003 issued by the Commission on Audit
- 3.2. COA Circular No. 92-386

Section 4. Guidelines in disposal are hereby added as follows:

- 4.1. Once supplies/property becomes unserviceable from any cause or are no longer needed, the officer immediately accountable therefore shall return the same to the Property Officer/equivalent position concerned.
- 4.2. The Property Officer/equivalent position shall file an application for disposal with appropriate documents to the COA Auditor.
- 4.3. The COA Auditor shall inspect the items and determine whether the items are with or without value and forwards his/her recommendation to the Head of the Agency.
- 4.4. The Head of the Agency shall forward the documents to the Disposal Committee.
- 4.5. The Disposal Committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
- 4.6. If found to be valuable, the unserviceable property may be sold at public auction to the highest bidder under the supervision of the proper Committee on Award or similar body.



Rec'd by: [Signature] Date: 02-19-2021
 Received: [Signature]



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@mail.com

- 4.7. The awardee shall pay, claim and withdraw the property upon the determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash, cashier's/manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within 5 working days from the date of the notice of award. In addition to the purchase price, any taxes, custom duties, or charges in connection with the sale shall be borne by the awardee.
- 4.7.1. Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt. The Disposal Committee shall effect it in the presence of the reporting accountable officer or his duly authorized representative and witnesses.
- 4.7.2. The property officer of the owning agency shall accomplish a tally-out sheet as evidence of actual delivery. Authorized agency official and the buyer acknowledging receipt of the items shall sign the tally-out sheet.
- 4.7.3. Claims shall be made only during official government working hours.
- 4.7.4. Claims shall be made within the period fixed by the Disposal Committee but not more than 30 days after awarding. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs of damage, i.e., costs incurred in the conduct of another public bidding or negotiations. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall then have the right to dispose of the property thru whatever manner the Disposal Committee deems most advantageous to the government.
- 4.8. Upon disposal of property, the pertinent portions of the Inventory & Inspection Report, Report of Waste Materials or Invoice-Receipt for Property, whichever is applicable, shall be accomplished. These reports shall be the basis for dropping the property from the books of accounts and for taking up the proceeds from the sale of the property.

All other administrative orders issued by the agency on property disposal are hereby revoked or amended as applicable. This administrative order shall take effect immediately.

Issued this 19th day of February, 2021.

SANGGUNIANG BAYAN OFFICE
ITOGON, BENGUET
RECEIVED
DATE: FEB 19 2021
BY: [Signature]


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

- ATTY. NOEL G. NGOLOB, Municipal Administrator & Chairman
- MS. ANGELA C. CARIÑO, Municipal Treasurer, Vice Chairman
- ATTY. FARIDA D. ROMILLO-MATEO, Municipal Accountant, Member
- ENGR. IMELDA F. NUGUID, MPDC, Member
- ENGR. CHARLIE M. GAYASCO, Municipal Engineer, Member
- MR. ROCK H. CARIÑO, SB Secretary, Member
- MS. LEONILA K. AMPAGUEY, Admin. Officer V, Secretariat
- MS. JENNIFER B. WAYAN, Supply Officer II, Secretariat
- MR. ALJON K. CUYAHON, Admin Aide III, Secretariat
- SBO
- MLGOO
- COA
- All Heads of Offices
- file

RECEIVED
FEB 19 2021
BY: [Signature] MBO

OFFICE OF THE MUN. ENGR.
PROVINCE OF BENGUET
ITOGON

RECEIVED
DATE: 2/19/21
TIME: _____
BY: [Signature]