



Republic of the Philippines
Province of Benguet

OFFICE OF THE MUNICIPAL ENGINEER
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR

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BY: LIDA L. CANITE

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EXECUTIVE ORDER NO. 01
Series of 2023

RECONSTITUTING THE MUNICIPAL INVENTORY COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ITOGON.

WHEREAS, pursuant to Section 383, Title VI, Book II of the Local Government Code or Republic Act No. 7160, the Commission on Audit promulgated COA Circular No. 92-386, prescribing rules and regulations on supply and property management at local governments;

WHEREAS, local government units are required under Section 156 of the aforementioned COA Circular to conduct an annual physical inventory of all supplies and equipment of the LGU concerned;

WHEREAS, section 18 of the Local Government Code provides that local government units are authorized to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, programs, objectives and priorities;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby reconstitute the Municipal Inventory Committee of the Municipal Government of Itogon, to wit:

Section 1. Composition. The Municipal Inventory Committee of the Municipal Government of Itogon shall be composed of the following:

ITOGON, BENGUET
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CHAIRPERSON:

-The Municipal Mayor

Sangguniang Bayan
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VICE CHAIRPERSON:

-The Municipal Administrator

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MUN. TREASURY OFFICE
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MEMBERS:

MUNICIPAL ASSESSOR'S OFFICE
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LOCAL CIVIL REGISTRY OFFICE
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-The Supply Officer II
-The Respective Heads of the following offices/departments or their duly authorized representatives:

- a. Municipal Treasury Office
- b. Municipal Accounting Office
- c. Office of the Secretary to the Sangguniang Bayan

-The Head of the Department or the duly designated Accountable Officer of such department where the inventory is being conducted.

ITOGON MUNICIPAL BUDGET OFFICE
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Section 2. Duties and Functions. The Inventory Committee shall perform the following functions:

1. Shall conduct an actual physical inventory of all supplies, properties, plant and equipment of the Municipal Government of Itogon at least once a year and record the results of which using the Inventory Summary Sheet containing relevant information such as the inventory item and/or property or equipment type; code number; location; quantity, volume; and/or item weight or measurement;

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2. Shall submit an accomplishment or final report of the inventory result to the Municipal Mayor not later than the end of the last quarter of every year if conducted annually or not later than the last day of the month of the semester covered if conducted semi-annually, furnishing COA with copies thereof;
3. In accordance with section 159 of COA Circular No. 92-386, the annual physical inventory shall be considered as a running and test inventory, without prejudice to the conduct of another running and test inventory at any other given time as may be deemed necessary, or may be directed by the Municipal Mayor;
4. Reconcile the results of inventory or physical count with the property and accounting records. Any discrepancies or losses which may be discovered at the course of inventory shall be immediately addressed in accordance with applicable laws and issuances;
5. In pursuit of its functions, the Committee may formulate guidelines, rules and regulations and submit the same to the Municipal Mayor for the issuance of an appropriate order for its implementation;
6. May form its Technical Working Group and/or Secretariat from among its members or from the various departments or offices as it may deem necessary in the prompt conduct of its activities; and
7. Perform other related functions as may be directed by proper authorities.

Section 3. Separability Clause. If for any reason, this Executive Order or parts hereof is declared invalid by proper authorities, other parts not affected by such declaration shall continue to be in full force and effect.

Section 4. Repealing Clause. All Orders or parts thereof inconsistent with this Executive Order or parts hereof are hereby repealed or modified accordingly.

Section 5. Effectivity. This Executive Order shall take effect immediately.

DONE this 17th day of January, 2023 at Itogon, Benguet.


HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- All Department Heads
- Office of the Provincial Governor
- The Hon. Sanguniang Bayan
- file