



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

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AUG 27 2019

BY: _____

ADMINISTRATIVE ORDER NO. 21
Series of 2019

REORGANIZING THE ASSETS DISPOSAL COMMITTEE OF THE MUNICIPAL GOVERNMENT OF ITOGON

WHEREAS, pursuant to EO No. 888 and COA Circular No. 89-296, the full and sole authority responsible for the divestment or disposal of properties and assets owned by the National Government and its subsidiaries including Local Government Units is lodged in the heads of the departments, bureaus and offices of governing bodies or managing heads of the concerned entities;

WHEREAS, a considerable quantity of unserviceable, no longer needed, obsolete, forfeited/seized supplies, equipment and valueless records which have increased into unmanageable and uneconomical proportions still exist in the financial records of the municipality hence the need to dispose of these items in accordance with the procedures set forth by law;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reorganize the Assets Disposal Committee of the Municipal Government as follows:

Section 1. Composition: The composition of the Assets Disposal Committee reorganized under this Order shall be as follows:

CHAIRMAN: ATTY. NOEL G. NGOLOB
Municipal Administrator

VICE CHAIRPERSON: MS. ANGELA C. CARIÑO — MTI - sf 8/27/19
Municipal Treasurer

ATTY. FARIDA D. ROMILLO-MATEO 08/27/19
Municipal Accountant

ENGR. IMELDA F. NUGUID
MPDC

ENGR. CHARLIE M. GAYASCO
Municipal Engineer

MR. ROCK H. CARIÑO
S.B. Secretary

Section 2. Functions of the Assets Disposal Committee. The Assets Disposal Committee shall perform the following duties and functions:

1. Identify and verify the assets that may be disposed of;
2. Recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government;

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3. Check, inspect, appraise and evaluate properties which are subject for disposal;
4. Shall set a minimum bid price for every item or property to be disposed;
5. Prepare and submit all documents pertaining to the disposal of unserviceable property.
6. Endorse to the Bids and Awards Committee any unserviceable property due for sale for purposes of conducting public bidding;
7. Keep and maintain a record of all activities relative to disposal process;
8. Perform such other related functions as may be deemed necessary.

Section 3. Secretariat, duties and functions. The following shall act as secretariat of the Assets Disposal Committee:

MS. LEONILA K. AMPAGUEY - *Key* 8/27/19
Administrative Officer V

MS. JENNIFER B. WAYAN -
Supply Officer II

MR. ALJON K. CUYAHON
Administrative Aide III

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The Secretariat shall perform the following duties and functions:

1. Handle all the Committee's technical and administrative matters;
2. Be responsible in safekeeping and systematic filing of committee documents and records;
3. Perform such other related functions as may be directed by the committee.

Section 4. Repealing Clause. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

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

DONE this 27th day of August, 2019 at Itogon, Benguet.

M.P.D.O. RECEIVED
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BY: *[Signature]*
ITOGON, BENGUET

OFFICE OF THE MUN. ENGR.
PROVINCE OF BENGUET
ITOGON

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DATE: AUG 27 2019
TIME: _____
BY: *[Signature]*

[Signature]
ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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BY: *[Signature]* *2:55 pm*

MUNICIPAL ASSESSOR'S OFFICE
AUG 27 2019

Copy furnished:

- All concerned
- SB
- DILG MLGOO - *[Signature]* 8/27/2019
- All Heads of Offices
- file

By: *[Signature]*
Supply Officer

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Municipal Health Office
Itogon, Benguet
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