

FILE



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR
Email Address: vic.palangdan@gmail.com; mayorsofficeitogon@gmail.com

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ADMINISTRATIVE ORDER NO. 22
Series of 2019

CREATING THE ITOGON LOCAL ROAD NETWORK INVENTORY COMMITTEE

WHEREAS, Commission on Audit (COA) Circular No. 2015-008 provides for the accounting and reporting guidelines on local roads asset management system;

WHEREAS, the guidelines include among others, the inventory of local road network required to be conducted by the local government unit concerned;

WHEREAS, to achieve the goals and objectives of COA Circular No. 2015-008, there is a need to conduct an inventory of local road network within the municipality of Itogon;

NOW, THEREFORE, I, ATTY. VICTORIO T. PALANGDAN, by virtue of the power vested in me as the Local Chief Executive of the Municipality of Itogon, Province of Benguet, do hereby create the Itogon Local Road Network Inventory Committee as follows:

Sec. 1. Composition. The Committee shall be composed of the following:

Chairman: **Engr. Charlie M. Gayasco**
Municipal Engineer

Vice- Chairman: **Atty. Farida D. Romillo-Mateo**
Municipal Accountant

Members: **Ms. Angela C. Cariño**
Municipal Treasurer

Engr. Avelino S. Medina Jr.
Assistant Municipal Assessor

MUNICIPAL ASSESSOR'S OFFICE
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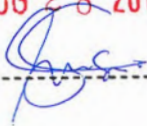
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ITOGON, BENGUET

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
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BY: 

Atty. Jacqueline G. Nabaysa-Gosingan
Attorney III

Ms. Jennifer B. Wayan
Supply Officer II

 8/28/2019

Ms. April B. Guitoc
Accountant I

 8-28-19

Sec. 2. Secretariats. Ms. April B. Guitoc (MAccO), Ms. Juliet C. Marcelino (MEO), and Ms. Jennifer B. Wayan (Supply Section-MO) shall serve as secretariats to the Committee.

Sec. 3. Functions: The Committee shall conduct an inventory of local road network for proper accounting, recording and reporting. The functions of each office as enumerated in COA Circular No. 2015-008, as well as those that may be assigned by the LCE, are as follows:

a. Municipal Accounting Office:

1. Prepare the Journal Voucher (JV) to record the beginning balance of the local road network and its components in the general ledger and the Local Road Network Ledger Card, respectively;
2. Support the JV with the Registry of Public Infrastructures for Roads, working paper on the distribution of costs for the road components, and working paper on the determination of the depreciated replacement cost for road components with no available cost per registry;
3. Keep and maintain subsidiary records for roads and road components for every road network; and
4. Prepare a lapsing schedule for the computation of the depreciation for each component at the end of the year.

b. Supply Section (Mayor's Office):

1. Maintain a Local Road Inventory and Road Map;




2. Keep a complete Local Road Network Property Card for all roads and its components;
3. Render a Report on Local Road Network at the end of the accounting period.

c. Municipal Engineering Office:

1. Provide the local accountant and the supply officer with the complete description and cost segregation of road components for road projects.

Sec. 4. Effectivity. This Administrative Order shall take effect immediately and shall remain valid until revoked.

This 27th day of August 2019, at Itogon, Benguet.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

- All concerned
- File