



**ADMINISTRATIVE ORDER NO. 44**  
Series of 2022

**REORGANIZING THE MUNICIPAL INSPECTION TEAM TO CONDUCT INSPECTION OF DELIVERIES OF SUPPLIES, MATERIALS, EQUIPMENT, FOOD AND NON-FOOD ITEMS, DRUGS AND MEDICINES, SPARE PARTS AND OTHER DELIVERIES.**

**WHEREAS**, among the governing principles on government procurement is public monitoring of the procurement process and the award and implementation of contracts with the end view of guaranteeing that these contracts are awarded pursuant to the provisions of Republic Act 9184, and that all these contracts are performed strictly according to specifications;

**WHEREAS**, COA Circular 92-386 mandates the creation of an inspectorate team which, in relation with the pertinent provisions of R.A. 9184, shall be responsible in examining and testing the procured supplies, materials, equipment and services, including raw materials and components to determine their conformity with the contract requirements including applicable drawings/brochures, specifications and purchase description;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reorganize the Municipal Inspection Team as follows:

**Section 1. Composition:** The Municipal Inspection Team shall be composed of the following:

Team Leader:	MS. MARGARITA B. CANUTO
Asst. Team Leader:	MR. DENNIS A. TAMPOA
Members:	MS. JENNIFER B. WAYAN MS. ANNABEL G. MANUEL MR. NATHANIEL P. GABAO MR. ANTONIO C. FIANZA MR. EMILIANO L. SEGUNDO JR. and MS. CLAUDETTE P. CARIÑO (For drugs, medicines and other supplies, machineries, equipment for the MHO) MR. EDWARD A. BENTRES (For electronics and Information Technology items) MR. MELVIN C. LARON (For vehicle and/or Transport-related supplies; services and other deliveries) MS. JUDY ANN C. LACMAAN (For construction materials, repairs and maintenance services) A representative from the end-user unit

**Section 2. Duties and Functions.** The Municipal Inspection Team shall perform the following duties and responsibilities:

1. Every member of the team shall orient themselves with the inspection procedures stipulated in the Handbook on Supply and Property Management and the detailed set of instructions provided under the Local Government Accounting Manual, the Electronic Philippine Public Sector Accounting Standards, and such other similar rules and regulations issued by the Commission on Audit;
2. Shall inspect all commonly used supplies, materials and equipment, drugs and medicines, spare parts of machineries, equipment and motor vehicles, and such other goods and services procured by the LGU upon delivery thereof and ensure that these are in conformity with the specifications as stated in the Purchase Request or in the Purchase Order. The date of actual delivery shall be indicated in the Inspection and Acceptance Report.
3. Shall conduct inspection during office hours except (a) upon authorization by the Head of Procuring Entity or (b) during emergencies where immediate inspection is necessary to prevent injuries or loss of lives and properties;
4. Upon determination of compliance with the specifications and delivery schedule, the Chairperson or the Vice Chairperson shall sign the Inspection and Acceptance Report on the space provided for with the representative of the end-user unit or the head of the supply unit and the member per category of the procured item as identified in section 1 hereof;
5. Shall coordinate with the BAC-TWG for the conduct of necessary follow-up of delivery schedules. In the absence of a written request from the supplier for an extension of delivery period duly approved by the Head of Procuring Entity, all approved purchases which are not delivered within the stipulated period shall be automatically cancelled, and a new purchase order or contract shall be prepared in favor of the bidder with the second lowest calculated responsive bid as may be determined by the BAC-TWG. In case the supplier or contractor is a single calculated responsive bidder, delivery may be allowed beyond the prescribed period but this fact shall be properly recorded by the Inspection Team, furnishing copies of such report to the Bids and Awards Committee.
6. Perform such other duties and functions pursuant to law or ordinance, or as may be directed by the Local Chief Executive.

**Section 3. Repealing Clause.** All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed modified or repealed accordingly.

**Section 4. Effectivity.** This Order shall take effect immediately.

**DONE** this 13<sup>th</sup> day of October, 2022 at Itogon, Benguet.

  
**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- All concerned
- file