



EXECUTIVE ORDER NO. 161
Series of 2023

AN ORDER RECONSTITUTING THE INVENTORY COMMITTEE OF PANABO CITY

WHEREAS, Section 124 of the New Government Accounting System (NGAs) Manual for Local Government Units provides that the Local Chief Executive shall require physical inventory of supplies and properties;

WHEREAS, Circular No. 92-386 of the Commission on Audit (COA), prescribes the rules and regulations on supply and property management in the local government units; and section 156 thereof, requires the annual inventory of supplies and property of the local government unit;

WHEREAS, COA Circular No. 2020-006 dated January 31, 2020, provides the guidelines and procedures in the conduct of physical count of property, plant and equipment (PPE);

WHEREAS, local government units under Section 18 of Republic Act No. 7160, otherwise known as the "*Local Government Code of 1991*" are authorized to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, programs, objectives and priorities;

WHEREAS, due to personnel movement, there is a need to reconstitute the Panabo City Inventory Committee in order to cause the mandate of the aforesaid circulars;

NOW, THEREFORE, I, JOSE E. RELAMPAGOS, City Mayor, by virtue of the powers vested in me by law, do hereby reconstitute the Panabo City Inventory Committee:

SECTION 1. COMPOSITION. The Panabo City Inventory Committee is hereby reconstituted and shall be composed by the following:

Chairman	:	JO-ANNE R. CAPUYAN Executive Assistant III, CMO
Vice Chairman	:	MADERA M. BAUTISTA CGDH I, CGSO
Members	:	MYLENE M. HERMOSORA CGDH I, CAO RAHMA R. AKMAD CGADH I, CAO ENGR. JOAN L. MAZO CGADH I, CEO JOANNA CHERYLL S. SILAGAN AO V (Mgt. & Audit Analyst III), CADO



ANNIFE A. BATILONG
AO V, CGSO

RIAN MARCOS
CMO Representative

Secretariat : KATLYN JOY Y. ALFARO
Admin. Aide VI (Clerk III), CGSO

MELBEN HILARIO
Warehouseman II, CGSO

The City General Services to inform and invite the COA or its representative of the scheduled inventory to be undertaken.

SECTION 2. FUNCTIONS. The Committee shall perform the following duties and responsibilities:

- a. Shall conduct a physical inventory of all government property and supplies and prepare the Report on Physical Count of Property, Plant and equipment for the Approval of the City Mayor and submission to the Commission on Audit;
- b. Shall be responsible for the actual count to ascertain the existence, completeness and condition of all PPEs owned by the government agency; and
- c. Shall comply and observe the guidelines and procedures as mandated by the COA.

SECTION 3. REPEALING CLAUSE. All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

SECTION 4. EFFECTIVITY. This order shall take effect immediately upon signing hereof.

Done this 8th day of February, 2023 at Panabo City, Davao del Norte, Philippines.


JOSE E. RELAMPAGOS
City Mayor