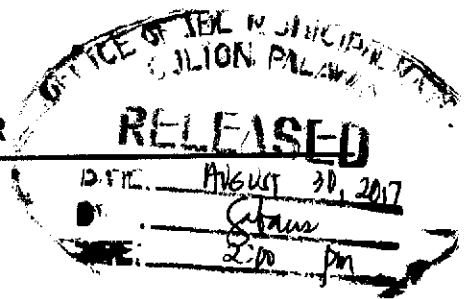




OFFICE OF THE MUNICIPAL MAYOR



EXECUTIVE ORDER 35
 Series of 2017

CREATING THE INVENTORY AND DISPOSAL COMMITTEE OF THE MUNICIPALITY OF CULION, PALAWAN

WHEREAS, the Implementing Rules and Regulations of the Local Government Code of 1991 mandates the Local Government Unit that there shall be a committee on Inventory and Disposal of Unserviceable Properties, which shall exercise exclusive jurisdiction in deciding the nature of bids, questions of awards and disposal of supplies and properties of the municipality;

WHEREAS, a more expeditious disposal procedure of unserviceable properties is necessary in order to check further deterioration;

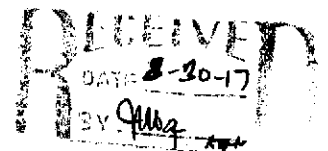
WHEREAS, the sale or disposal of unserviceable property shall be made only through Public Auction. Other modes of disposal maybe resorted to only when public auction failed;

WHEREAS, the Committee shall be responsible for the disposition of all unserviceable properties of the municipality;

NOW THEREFORE, I, HON. MA. VIRGINIA N. DE VERA, Municipal Mayor of the Municipality of Culion, Palawan by virtue of powers vested in me by law, do hereby create "INVENTORY AND DISPOSAL COMMITTEE" as follows;

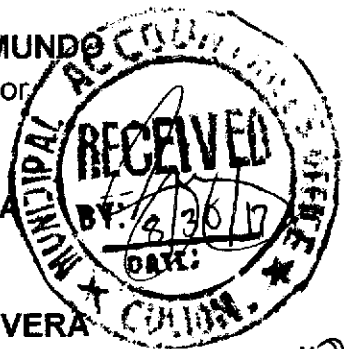
Section 1. COMPOSITION

CHAIRMAN: HON. MA. VIRGINIA N. DE VERA
 Municipal Mayor



VICE CHAIRMAN: MR. MAXIM F. RAYMUNDO
 Municipal Administrator

Members: MS. LOIDA C. GESTA
 Municipal Accountant



RECEIVED BY: *[Signature]*
 ALFRED Z. OCON
 08/30/17
 3:32 PM

MR. RENATO V. DE VERA
 General Services Officer

by: *[Signature]*
 8/30/17
 2:24 PM

RECEIVED BY: *[Signature]*
 MELCHOR O. JANDAO
 08/30/17 AT:
 3:00 PM

ENGR. CHRISTIE D. FRUCTUOSO
 Municipal Engineer

MED
 Head of
 Agrang
 8/30 - 2:45 pm

RECEIVED BY: *[Signature]*
 GLENNA M. B. TABLA
 8/31/2017
 10:25 AM

MS. MA. EDDA G. DIMANALATA
 Municipal Assessor

[Signature]
 8/30/17

Section 2. FUNCTION AND DUTIES

The Committee shall have the following functions:

1. To inspect the unserviceable properties to verify justification for disposal.



2. To set the final appraised value of all disposable properties considering obsolescence, market demand, physical condition and result of previous biddings or similar property.
3. Responsible in the preparation of the inventory and inspection report to be submitted to Commission n Audit to determine final appraise value of the properties to be disposed of.
4. Ensure that the procedures conducted are in accordance with existing laws and regulations.
5. Perform such other task as maybe described, necessary and analogous to the foregoing functions and duties.

Section 3. MODES OF DISPOSAL

1. Sale thru public bidding. Sale shall be published in newspaper and the website of the municipality.
2. Should the sale thru public bidding be unsuccessful, the Committee may dispose these properties at any manner deemed cost advantageous to the government, including thru barter or negotiated sale at not less that the Committee appraised value;
3. Barter with other government agencies and government owned or controlled corporation.

Section 4. DROPPING FROM THE BOOK OF ACCOUNTS OF DISPOSED PROPERTY SHALL BE SUBJECT TO EXISTING ACCOUNTING AND AUDITING RULES AND REGULATIONS.

Section 5. COMPOSITION OF TECHNICAL WORKING GROUP

1. ENGR. ORVEN A. CAPILITAN
2. MR. MELCHOR O. JANDOC
3. MR. AFLRED A. OCON
4. MS. GLENAH MARIE B. TABLA


Section 6. DUTIES AND FUNCTIONS OF TWG:

To handle all the Committee's technical and administrative matters as well as the safekeeping and systematic filling of Committee documents and records.

Section 7. EFFECTIVITY.

This Executive Order shall take effect immediately.

DONE in the Municipality of Culion, Palawan, Philippines this 30th day of August, 2017.


MA. VIRGINIA N. DE VERA
Municipal Mayor