



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

Executive Order No. 30
Series of 2023

**REORGANIZING THE INVENTORY AND DISPOSAL COMMITTEE OF
THE MUNICIPALITY OF CALASIAO**

WHEREAS, pertinent provisions of Section 356 of the Local Government Code provides that: x x x Supplies which have become unserviceable or no longer needed shall be sold, whenever applicable, at public auction, subject to applicable rules and regulations;

WHEREAS, pertinent provisions of Section 379 of the Local Government Code provides that: When property of any local government unit has become unserviceable for any cause or is no longer needed, it shall, upon application of the officer accountable therefor, be inspected and appraised by the provincial, city or municipal auditor, as the case may be, or his duly authorized representative or that of the COA and, if found valueless or unusable, shall be destroyed in the presence of the inspecting officer.

If found valuable, the same shall be sold at public auction to the highest bidder under the supervision of the Committee on Awards x x x

WHEREAS, Article 435 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides that: (a) There shall be in every province, city, or municipality a committee on awards which shall exercise exclusive jurisdiction in deciding the winning bids and questions of awards on procurement and disposal of supplies or property except in cases of procurement through emergency purchase, or when the amortization is specifically vested by law in another body. x x x

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

WHEREAS, Article 444 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the modes of disposition of property and in part provides that: As a general rule, sale of property owned by the LGU shall be made only through public auction. Other modes of disposal may be resorted to only when public auction has failed. x x x;

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

NOW THEREFORE, I, MAYOR KEVIN ROY Q. MACANLALAY, Municipal Mayor of Calasiao, Pangasinan, by virtue of the powers vested in me by law, do hereby create the **"INVENTORY AND DISPOSAL COMMITTEE"** as follows:

SECTION 1. COMPOSITION

OFFICE OF THE MAYOR
2nd Flr., Municipal Hall
Calasiao, Pangasinan 2418



REPUBLIC OF THE PHILIPPINES
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Chairperson: Hon. Kevin Roy Q. Macanlalay
Municipal Mayor

Members: Mr. Chermel L. Poserio
Municipal Treasurer / OIC-GSO

Mr. Jesse Palaganas Zamoranos
Municipal Accountant

Ms. Maria Victoria P. Del Rosario
Municipal Economic Enterprise Officer

SECTION 2. FUNCTION AND DUTIES. The committee shall have the following

1. To inspect the unserviceable properties to verify justification for disposal
2. To set the final appraised values 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 the Commission on Audit to determine final appraised 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 forgoing functions and duties.

SECTION 3. MODES OF DISPOSAL. The following are the modes of disposal:

1. Sale thru public bidding. Sale shall be published in newspaper and the website of the municipality in accordance with existing laws, rules and regulations.
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 not less than the Committee appraised value;
3. Barter with other government agencies and government owned or controlled corporation.
4. Transfer without cost to another office, agency, subdivision or instrumentality of the national government at an appraised valuation determined by the Committee.
5. Other modes as may be allowed under existing laws, rules and regulations.

**SECTION 4. DROPPING FROM THE BOOK OF ACCOUNTS OF
DISPOSED PROPERTY SHALL BE SUBJECT TO EXISTING**



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ACCOUNTING AND AUDITING RULES AND REGULATIONS. The inventory of existing properties shall be updated as to exclude properties disposed of accordingly subject to existing laws, rules and regulations.

SECTION 5. COMPOSITION OF TECHNICAL WORKING GROUP. The TWG shall be composed of the following

1. Mary Ann L. Sison, Treasury Staff
2. Remedios C. Ceralde, Treasury Staff
3. Rosalinda N. Madriaga, Accounting Staff
4. Raquel Cruz, Accounting Staff
5. Randy Gotos, EEO Staff
6. Marcelino Baldueza, EEO Staff

SECTION 6. DUTIES AND FUNCTIONS OF TWG. The following are the duties of the TWG. To handle all the Committee's technical and administrative matters as well as the safekeeping and systematic filing of Committee documents and records.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

This 28th day of April 2023 in the Municipality of Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor