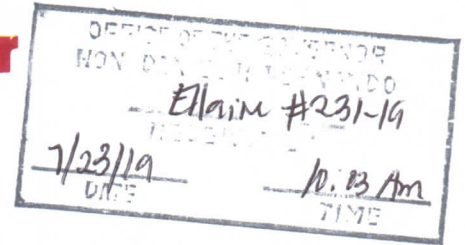




Republic of the Philippines  
Province of Bulacan  
City of Malolos

## Office of the City Mayor



Executive Order No. 13 s. 2019

### “AN ORDER CREATING THE CITY PROPERTY INVENTORY, APPRAISAL AND DISPOSAL COMMITTEE IN THE CITY GOVERNMENT OF MALOLOS”

**WHEREAS**, the Local Government Code of 1991 mandates local government units to conduct periodic inventory, appraisal and disposal of properties to ensure proper accountability;

**WHEREAS**, there is a need to create a committee that will, among others, conduct regular inventory, proper appraisal and appropriate disposal of unserviceable property of the City Government of Malolos;

**NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN**, City Mayor of Malolos, Bulacan, by virtue of the power vested in me, do hereby order:

#### Section 1. Creation of City Property Inventory, Appraisal and Disposal Committee.

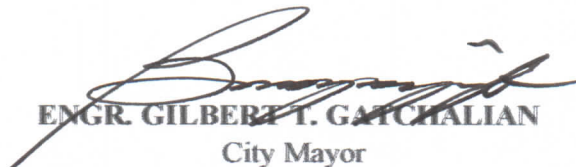
Chairperson	:	<b>CITY TREASURER</b>
Vice-Chairperson	:	<b>CITY GENERAL SERVICES OFFICER</b>
Members	:	<b>CITY ADMINISTRATOR CITY ASSESSOR CITY ACCOUNTANT CITY BUDGET OFFICER CITY PLANNING AND DEVELOPMENT COORDINATOR CITY HUMAN RESOURCE MANAGEMENT OFFICER INFORMATION TECHNOLOGY OFFICER REPRESENTATIVE, COMMISSION ON AUDIT DEPARTMENT HEAD of the office the properties of which are the subject of inventory and disposal</b>
Secretariat	:	<b>CITY GENERAL SERVICES OFFICE</b>

**Section 2. Duties and Functions.**

- a. Conduct periodic physical count and compare with property and accounting records to help reduce the risk of errors, fraud and misuse;
- b. Establish physical control to secure and safeguard assets, such as limited access to inventories and equipment to prevent loss and unauthorized use;
- c. Ensure accurate and timely recording of transactions;
- d. Ensure that all government property is used for intended purposes;
- e. Conduct proper disposal of unserviceable properties through prescribed procedures;
- f. Conduct ocular inspection of the property/ies to be appraised to assess physical conditions following the process provided by the Commission on Audit;
- g. Search for price reference information (acquisition cost or current market value) and come up with a recommendation on the mode of disposal;
- h. Submit inventory, appraisal and disposal reports to the City Mayor;
- i. Perform such other functions as may be provided by law or competent authority.

This order shall take effect immediately.

Done in the City of Malolos, Bulacan, this 22<sup>nd</sup> day of July 2019.

  
**ENGR. GILBERT T. GATCHALIAN**  
City Mayor



## TANGGAPAN NG PUNONG LUNGSOD

### RECEIVING

NAME	DESIGNATION	SIGNATURE
MR. ANTHONY A. MENDOZA	City Treasury Office	<i>[Signature]</i> 07.24.19
MR. JORGE V. CRISOSTOMO	City Veterinary Office	<i>[Signature]</i> 7-24-19
MR. VICTORINO G. ALDABA JR.	City Economic and Enterprise Development Office	<i>[Signature]</i> - 7/25/19
DR. VICTOR ANTONIO R. BATANES	City Health Office	<i>[Signature]</i> 7/24/19
DR. FREDERICK CESAR IRINEO T. VILLANO	Assistant City Health Officer	<i>[Signature]</i>
DR. MARITES A. MANICAD	RHU I	<i>[Signature]</i> 7/24/19
DR. MINERVA B. SANTOS	RHU II	
DR. EVA L. AVES	RHU III	
DR. MYRAH R. CRUZ	RHU IV	
DR. ROGELIO F. RAMOS	RHU V	
DR. ROY NELSON T. DE ROXAS	RHU VI	
DR. MA. LUISA F. REYES	RHU VII	
ENGR. EUGENE N. CRUZ	City Planning and Development Coordinator	<i>[Signature]</i> 7/24/19
ENGR. REYNALDO S. GARCIA	City General Services Office	<i>[Signature]</i> 7-24-19
MS. JOCIELYN A. JAVIER	City Civil Registry	JOSHEINE CLAVIO 7/24/19
MS. MARCIANA DR. JIMENEZ	City Accounting Office	MARGIE ANIN 7/24/19
MS. LEILANI O. MACLANG	City Budget Office	Beverly Garcia 7-24-19 3:54 pm
MR. ANTHONY A. MENDOZA	City Treasury Office	X
MS. ESTRELITA SP. MENDOZA	City Agriculture Office	<i>[Signature]</i> ERICA BULACAN 7/24/19
ENGR. RICASOL P. MILLAN	City Engineering Office	<i>[Signature]</i> 7/24/19
MR. RAVENAL S. RAMOS	City Training, Employment & Cooperative Office	<i>[Signature]</i>
MS. LEONORA A. RESOLIS	City Assessor Office	<i>[Signature]</i> 7/24/19
MS. LOLITA SP. SANTOS	City Social Welfare & Development Office	EDITH - 7-24-19
MR. MARK LESTER S. SANTOS	City Human Resource Management Office	<i>[Signature]</i> 7-24-19
MR. FRANCISCO DOMINGO JR.	CITY ADMINISTRATOR	Amrv 7-24-19
ATTY. RAYMOND REYES	CITY LEGAL OFFICE	RIZA DE WOOD Def 7/24/19
MS. DIGNA A. ENRIQUEZ	DILG	<i>[Signature]</i>
P/Supt. EMERAY C. ABATING	PNP	<i>[Signature]</i> 7/25/19 10:30 AM
J/SINSP. CHRISTOPHER SUYAO AO-WAT	BJMP	<i>[Signature]</i> 07/24/2019 1548 tt
CINSP. ANTONIO DE JESUS JR.	BFP	<i>[Signature]</i> 7/25/19

3 MS. ROSALIE SP. CRUZ

VP - OIC

*[Signature]* 7/24/19