



Republic of the Philippines
CITY OF ALAMINOS
 Province of Pangasinan

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EXECUTIVE ORDER NO. 006
Series of 2013

**CREATING THE INVENTORY AND DISPOSAL COMMITTEE OF THE CITY
 OF ALAMINOS, PANGASINAN**

WHEREAS, Articles 435 of the Implementing Rules and Regulations of the Local Government Code of 1991 mandates the Local Government Units that there shall be a Committee on the Disposal of Unserviceable Properties which shall exercise exclusive jurisdiction in deciding the winning bids and questions of awards on the disposal of supplies and properties of the city;

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 has failed;

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

NOW THEREFORE, I ARTHUR F. CELESTE, *City Mayor of the City of Alaminos, Pangasinan*, by virtue of the powers vested in me by law, do hereby create "**Inventory and Disposal Committee**" as follows;

SECTION I. COMPOSITION

Chairman	ARTHUR F. CELESTE	City Mayor
Vice Chairman	ROLANDO O. REINOSO	City Administrator
Members	SHIRLEY R. DELA CRUZ EMELYN C. ACOSTA ENGR. BONIFACIO T. MARTINEZ	City Treasurer City Accountant OIC, City General Services

SECTION II. FUNCTIONS AND DUTIES

The Committee on Awards 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 for similar property.

3. Responsible in the preparation of the Inventory and Inspection Report to be submitted to Commission on Audit to determine final appraise value of the properties to be disposed of.
4. Ensure that procedures conducted are in accordance with existing laws and regulations.
5. Perform such other task as maybe desirable, necessary and analogous to the foregoing functions and duties.

SECTION III. MODES OF DISPOSAL

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

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

SECTION V. COMPOSITION OF SECRETARIAT

1. MARIANITO R. ASTRONOMIA	Administrative Officer III
2. SALVADOR P. FERNANDEZ	Administrative Assistant V
3. ROGIELYN C. REINOSO	Administrative Aide VI

SECTION VI. DUTIES AND FUNCTIONS: To handle all the Committee's technical and administrative matters as well as the safekeeping and systematic filing of Committee documents and records.

SECTION VII. EFFECTIVITY

This Executive Order shall take effect immediately.

DONE in the City of Alaminos, Pangasinan this 10th day of July 2013.


HON. ARTHUR F. CELESTE
City Mayor