



7/29/13
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HON. ARTHUR F. CELESTE
City Mayor

EXECUTIVE ORDER NO. 014
Series of 2013

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

WHEREAS, Article 435 of the IIR of Local Government Code of 1991 mandates the local government units that there shall be 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 Committee shall be responsible for the disposition of all unserviceable properties of the city;

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

Section 1. Composition

- Chairman : **Hon. Arthur F. Celeste**
City Mayor
- Vice Chairman : **Mr. Rolando O. Reinoso**
City Administrator
- Members : **Mrs. Shirley R. Dela Cruz, CPA**
City Treasurer
- Mrs. Emelyn C. Acosta, CPA**
City Accountant
- Ms. Rowena F. Ruiz
City Budget Officer
- Engr. Bonifacio T. Martinez**
OIC City General Services Officer

Section 2. Functions and Duties:

The Committee on Awards shall have the following functions:

1. 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.





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4. Ensure that procedures conducted are in accordance with existing laws and regulations.
5. Perform such task as maybe desirable, necessary and analogous to the foregoing functions and duties.

Section 3. Modes of Disposal

1. Sale thru 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 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 Secretariat:

1. **Mr. Marianito R. Astronomia**
Administrative Officer III
2. **Mr. Salvador P. Fernandez**
Administrative Assistant V
3. **Mrs. Rogielyn C. Reinoso**
Administrative Aide VI

Section 6. 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 7. Compensation. All members of the Committee shall not receive additional compensation or benefit in the performance of their duties.

Section 8. Effectivity. This executive Order shall take effect immediately upon signing.

Done in the City of Alaminos, Pangasinan this 29th day of July, 2013.


ARTHUR F. CELESTE
City Mayor