EXECUTIVE ORDER NO. __21__ , S. 2022

AN EXECUTIVE ORDER ORGANIZING THE MUNICIPAL COMMITTEE ON INVENTORY AND DISPOSAL, CONSTITUTING ITS MEMBERS AND DEFINING THE FUNCTIONS THEREOF.

WHEREAS, for the purpose of establishing a systematic process of inventory and disposal of all properties of the Local Government Unit of Bongabon, Nuev Ecija (LGU-Bongabon), which includes those categorized as personnel, material and financial properties, the following shall constitute the Municipal Inventory and Disposal Committee to wit:

Chairman	:	PRUDENCIO J. ELEGADO Municipal Administrator
Vice Chairman	:	JERICKO D. DE JESUS Municipal Accountant
Members	:	ENGR. FERDINAND P. ARUCAN Municipal Engineer
		JANE P. RAMOS Municipal Planning and Development Coordinator
		ANA LIZA M. CRUZ Municipal Treasurer
		LEONILA C. SANTOS HRMO- Designate
		ENGR. MARILOU DOMINGO Municipal Budget Officer
		JOHN RYAN ONG MDRRMO
		ROWENA CABURAL BPLO
Support Staff	:	ENGR. JERRY PANGINEN JOE-R ARIMADO MICHAEL PAYAWAL

WHEREAS, all offices through the Department Heads are advised to cooperate in the inventory of properties and identification of unserviceable properties for proper disposal thereof.

WHEREAS, the Municipal Treasurer thru the designated Supply Officer/ Property Custodian shall maintain a systematic record of all properties of the LGU and maintain records of properties. The Municipal Treasurer shall also maintain the safekeeping of all property documents, like land titles, vehicles registration papers, deed of donations, bank loans records, cash disbursement and other vital financial records.

WHEREAS, to expedite the disposal of all dispensable and unserviceable properties the Municipal Planning and Development Coordinator (MPDC) and Accounting Office shall coordinate with proper agencies concerned for the proper and legal disposal of such items.

This Executive Order shall supersede all orders priorly issued therein.

Signed this 31st day of August, 2022 at Bongabon, Nueva Ecija.

RICARDO L. PADILLA
Municipal Mayor