



REPUBLIC OF THE PHILIPPINES

CITY OF ISABELA

Province of Basilan

OFFICE OF THE CITY MAYOR

Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines

EXECUTIVE ORDER NO. 06

Series of 2021 Jan

“CREATING THE INVENTORY AND DISPOSAL COMMITTEE OF THE CITY GOVERNMENT OF ISABELA CITY, BASILAN”

WHEREAS, pursuant to COA AOM No. 2017-004 dated February 23, 2017, there is a need to update the Property Cards and Reports of Physical Inventory of the City Government of Isabela;

WHEREAS, there is a call for a regular updating, conduct on physical inventory of the city government facilities, equipment, supplies, and materials for appropriate reconciliation of property records with accounting records and inventory reports to render reliability and accuracy to safeguard against loss due to theft and proper identification of properties through tag or inventory markings;

NOW THEREFORE, I, SITTI DJALIA TURABIN-HATAMAN, Mayor of the City of Isabela, Province of Basilan, by virtue of the power vested in me by laws do hereby reconstitute the City Property Inventory and Disposal Committee, as follows;

Section 1 – A Composition

Chairman : **Eugene B. Strong**, Head CGSO
Vice Chairman : **Mr. Joel L. Zanoria**, City Administrator

Members:

1. **Engr. Gian Carlo E. Luna** – Acting City Engineer
2. **Mr. Vido F. Yu** – City Assessor
3. **Dr. Mohrein H. Ismael IV** – City Health Officer
4. **Dr. Erwin Roy I. Jalao** – City Veterinarian

Witnesses:

1. **Mr. Abdel Aziz S. Edris** – City Accountant
2. **Ms. Charlotte H. Tugal** – CPA, State Auditor I/ OIC,
Audit Team Leader

Representatives for the Technical Working Group:

1. **Mr. Ildefonso R. Denoga, Jr.** – Supply Officer III



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City Government of Isabela de Basilan

www.isabelacity.gov.ph

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2. **Engr. Maria Florinda A. Domingo** - Engineer II
3. **Engr. Gilbert L. Brimbuela** - Admin. Officer V
4. **Al-Hussien S. Gaddong** - Buyer IV
5. **Engr. Nadwi U. Jaujohn** - Engineer I
6. **Valeriano E. Bicariato Jr.** - Accounting Clerk III
7. **Mr. Edgardo S. Saavedra** - LAOO III

Secretariat:

1. **Mr. Epifanio C. Montebon** - Computer Operator III
2. **Mr. Bashier H. Kalim** - Buyer III
3. **Mr. Eugene P. Solamo** - Utility Foreman I
4. **Mr. Amer J. Amain** - Buyer II
5. **Adelaida P. Ebreo** - Bookbinder III

Section 2 - Functions

1. Periodically conduct physical count and compare with property and accounting records to help reduce the risk of errors and frauds, misuse, and authorized alteration.
2. Establish physical control to secure and safeguard asset, such as limited access to inventories and equipment to prevent loss and unauthorized use.
3. Ensure accurate and timely recording of transaction in property records.
4. Ensure the government property is used for intended purpose.
5. Conduct proper disposal of unserviceable properties through prescribed procedure.
6. Conduct an ocular inspection of the property to be appraised to assess its physical condition following the inspection process provided by the supply management manual of the Commission on Audit (COA).
7. Seek reference price information such as acquisition cost or current market value and also to come up consensus recommendation on the mode of disposal to be submitted to the proper body, and;
8. Perform such other function as may be provided by law or competent authority.

This Executive Order shall take immediately.

Done this 26th day of February 2021 in the City of Isabela, Basilan.



Sitti Djalia Turabin-Hataman
SITTI DJALIA TURABIN-HATAMAN
City Mayor