



EXECUTIVE ORDER NO. 020
Series of 2021

REORGANIZING THE DISPOSAL COMMITTEE OF MARCOS, ILOCOS NORTE

WHEREAS, Book II, title VI of the Local Government Code of 1991 mandates for proper property and supply management in the local government units, which include the disposal of properties that are unserviceable, serviceable but no longer needed, or to be disposed as requested by the user in special cases;

WHEREAS, pursuant to Section 10 of the General Provisions of Republic Act No. 8174, disposal of unserviceable, obsolete, and/or excess equipment, supplies and materials is the responsibility of the respective owning department/agency;

WHEREAS, pursuant to COA Rules and Regulations, a Disposal Committee shall be created by the local government unit with specific task to undertake the disposal procedure;

WHEREAS, there is a need to expedite the disposal of unserviceable equipment and property of the Municipal Government of Marcos to avoid further deterioration;

WHEREAS, there is a need to reorganize the Disposal Committee of Marcos, Ilocos Norte to update its membership.

WHEREFORE, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, **I, ANTONIO V. MARIANO**, Municipal Mayor of the Municipality of Marcos, Ilocos Norte, do hereby reorganize the Disposal Committee of Marcos, Ilocos Norte, its Secretariat and Technical Working Group.

Section 1. Composition. The Disposal Committee shall be composed of the following:

- Chairperson: Izel Amor Reyes, Local Treasury Operation Officer I, GSO Designate
Members: Mark Christian A. Rasalan, Municipal Accountant
Marielle Menor, Municipal Engineer
- Secretariat
Head: Magna R. Macalma, Municipal Budget Officer
Members: Donna Bless A. Isaac, MPDC
- Technical Staff
Head: Jose B. Pacorsa, Municipal Assessor, MENRO Designate
Members: Elmer Ababao, Market Inspector II
Jennifer Dela Cruz, Administrative Assistant II
Imelda C. Manuel, Municipal Treasurer

Section 2. Functions. The Disposal Committee, Secretariat and Technical Staff shall have the following functions:

- A. The Disposal Committee shall have the following functions:
1. To expedite the disposal of unserviceable/obsolete/excess equipment and properties of the Municipal Government of Marcos pursuant to existing laws, rules and regulations of the government;

"Pasantaken ni Marcoseño, iti Napudpudno a Serbisyo"



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2. To inspect the unserviceable equipment and property of the Municipal Government offices to verify justification for disposal;
3. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
4. Recommend to the Local Chief Executive for approval, the manner of disposal;
5. Conduct public biddings for the sale of disposable property on an "as is, where is" basis or by Line Item Bid basis whichever is more clearly determined practicable and to recommend corresponding award.

Recommendations of the Disposal Committee in this Local Government Unit shall be subject to the final approval of the Local Chief Executive.

- B. The Secretariat shall be responsible in the safekeeping and filing of committee documents and records.
- C. The Technical Staff shall provide technical support in the appraisal of the unserviceable/obsolete/excess equipment and properties due for disposal subject to recent guidelines on appraisal of property of the Commission on Audit (COA).

Section 3. Mode of Disposal


1. Sale through public bidding. Sale shall be published in the website of the municipality and in three (3) conspicuous places within the municipality.
2. Should the sale through public bidding be unsuccessful, the committee may dispose these properties at any manner deemed cost advantageous to the government including through barter or negotiated sale at not less than the committee appraised value.

Section 4. Dropping from the Book of Accounts of disposed property shall be subjected to existing accounting and auditing rules and regulations.

Section 5. Repealing Clause. All executive orders, proclamations, rules, regulations, previous issuances or parts thereof, inconsistent with the provisions of this Order are hereby repealed, amended and modified accordingly.

Section 6. Effectivity. This Executive Order shall take effect immediately.

DONE in the Municipality of Marcos, Ilocos Norte this 16th day of March 2021.


HON. ANTONIO V. MARIANO
Municipal Mayor