



**EXECUTIVE ORDER NO. 2020-032**

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**RECONSTITUTING THE NAGA CITY DISPOSAL COMMITTEE AND  
 DESIGNATING THE APPRAISAL BODY FOR THE DISPOSAL OF  
 GOVERNMENT PROPERTY**

**WHEREAS**, property, plant and equipment which can no longer be economically repaired or reconditioned, which costs of repair and maintenance more than exceed their actual value and potential benefit to the government, or have become obsolete or outmoded, or been rendered unnecessary or are in excess of requirements, shall be disposed of;

**WHEREAS**, disposal shall be carried out in a most expedient manner to avoid further deterioration of the property, to relieve accountable officers of unnecessary accountabilities, and make space occupied by unserviceable property available for productive uses;

**NOW, THEREFORE, I, NELSON S. LEGACION**, Mayor of Naga city, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. APPRAISAL OF PROPERTY FOR DISPOSAL.** The City Budget Office is herein designated as the body responsible for the appraisal of property subject of disposal. The City Budget Officer may designate an employee or employees from his office for the purpose, provided they have completed the corresponding training on disposal of government property.

**SECTION 2. CREATION OF DISPOSAL COMMITTEE AND SECRETARIAT.** The City Disposal Committee is herein reconstituted to be composed of the following:

- |                    |   |  |
|--------------------|---|--|
| <b>Chairperson</b> | : | <b>Mr. Arthur Abonal</b><br>General Services Officer                   |
| <b>Members</b>     | : | <b>Ms. Paciencia Tabinas</b><br>City Accountant                        |
|                    |   | <b>Ms. Gregoria Abonal</b><br>City Treasurer                           |
|                    |   | <b>Mr. Ansel Mano</b><br>Acting City Procurement Officer               |
|                    |   | <b>Ms. Marivic V. Balance</b><br>Naga City People's Council Chairwoman |



Republic of the Philippines  
**Office of the City Mayor**  
City of Naga, 4400



The General Services Department shall serve as the Secretariat of the Disposal Committee and shall maintain its records, keep the minutes of its proceedings, and perform other secretariat functions. The General Services Officer may designate such number of personnel in his department to serve in the Secretariat.

**SECTION 3. ADHERENCE TO PRESCRIBED PROCEDURES.** The City Disposal Committee and the City Budget Office shall ensure full observance of the procedures for appraisal and disposal as provided for under existing laws, rules and regulations, including the publication of the auction sale and the participation of a representative from the Commission on Audit wherever required.

**SECTION 4. ROLE OF DEPARTMENTS AND OFFICES.** Departments and offices shall identify properties under their care or that of their employees which are no longer serviceable, expensive to maintain, obsolete or outmoded, unnecessary, in excess of requirement, or no longer needed and shall initiate the preparation of the Inventory and Inspection Report of Unserviceable Property (IIRUP), furnishing both the General Services Department and the City Budget Office signed copies of the same as basis for their appraisal and disposal.

**SECTION 5. EFFECTIVITY.** This Executive Order shall take effect immediately.

Issued this 10<sup>th</sup> day of September, Two Thousand and Twenty in the City of Naga, Philippines.

**NELSON S. LEGACION**  
City Mayor

Attested by:

**FRANCISCO M. MENDOZA**  
Acting City Administrator