



EXECUTIVE ORDER NO. 2020-034

CREATING THE NAGA CITY INVENTORY COMMITTEE FOR PROPERTY, PLANT AND EQUIPMENT (NON-INFRASTRUCTURE) AND FOR SUPPLIES AND MATERIALS

WHEREAS, Commission on Audit provides that an actual physical inventory of property, plant and equipment (PPE) and supplies and materials be conducted in order to arrive at a realistic valuation of the said accounts;

WHEREAS, to effectively comply to the aforesaid regulation as well as to promote the city's brand of transparent, accountable and good local governance, there is a need to create an Inventory Committee tasked to conduct an annual physical count of all such city government properties, plants, equipment, supplies and materials;

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

SECTION. 1. THE INVENTORY COMMITTEE. The Naga City Inventory Committee for Property, Plant and Equipment (Non-Infrastructure) and for Supplies and Materials is herein created, with the following composition:

Chairperson

Mr. Arthur Abonal, General Services Officer

Vice Chairperson Members

Mr. Ansel Maño, City Procurement Officer

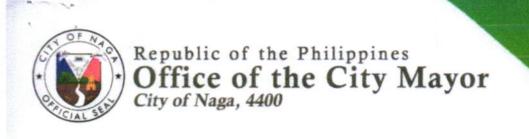
- One designated personnel from City Accounting Office
- One designated personnel from City Procurement Office
- At least two designated personnel from the General Services Department

SECTION 2. FUNCTIONS. The Inventory Committee shall conduct an actual physical count of all non-infrastructure property in the last quarter of 2020, and every six months thereafter, to ensure their proper classification, valuation and reporting in the financial statements of the city government.

SECTION 3. MARKING AND RECORDING. The Inventory Committee shall ensure that all properties are properly marked with inventory control stickers and shall cause such marking, if not yet so marked.

SECTION 4. PROPERTY INFORMATION DATABASE. The Information and Technology Office shall assist the General Services Department in translating the result of the physical count into a database of all moveable property of the city government, showing the date and cost of acquisition, the cost and nature of repairs and improvements, the series of persons accountable for the property, location of the property, date and status of property at each inventory date, property or control







number, a picture of the property, among others. Each office shall likewise maintain a record of the properties under their custody with the above minimum information in individual property ledgers or in their own database, not in a logbook and preferably in a secured digital system with ample redundancy and contingency.

SECTION 5. RECONCILIATION OF RECORDS. After each physical count, all offices and departments, General Services Department and the City Accounting Office shall reconcile their respective records of property, plant and equipment as well as supplies and materials.

SECTION 6. NON-IMPAIRMENT OF DUTY. The members of the Committee designated by the heads of the General Services Department, the City Accounting Office and the City Procurement Office shall not be burdened with other duties and responsibilities during the period that they are conducting the physical count.

SECTION 7. ROLE OF OTHER OFFICES. Heads of other departments and offices shall assist the Inventory Committee in the conduct of their physical count and the marking of PPEs in their respective department or office.

SECTION 8. OBSERVANCE OF PROPER PROCUREMENT AND RECORDING PROCEDURES. All procuring units shall observe the proper sequence of procurement, inspection, recording, and marking of property, including the recording of repairs or improvements and disposal, to minimize further discrepancies in the records of the General Services Department and the City Accounting Office.

SECTION 9. REPEALING CLAUSE. All prior Executive Orders creating or reconstituting committees with similar functions as the herein created Inventory Committee are herein repealed.

SECTION 10. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 27th day of November, Two Thousand and Twenty in the City of Naga, Philippines.

NELSON S. LEGACION City Mayor

Attested by:

FRANCISCO M. MENDOZ Acting City Administrator