



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



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creating or reconstituting committees with similar functions as the herein created Inventory Committee are herein repealed.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. MENDOZA
Acting City Administrator