



**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 01, s. 2022**

**RE-ORGANIZATION OF MUNICIPAL INVENTORY, APPRAISAL AND DISPOSAL COMMITTEE**

WHEREAS, the Local Government Unit of Paniqui intend to come up with the appropriate disposal procedure of government properties to avoid further deterioration, especially those exposed to the elements, and for its support of the national policy on economic recovery program;

WHEREAS, to facilitate a systematic and suitable disposal of unserviceable and unusable government properties through proper accounting and auditing procedure, competent and knowledgeable individuals be appointed to function and extended financial, legal, legislative information and implementation of the disposal of unserviceable municipal government properties;

WHEREAS, there is a need for a committee in order to study and evaluate taxable properties based on implementing rules and regulations on property assessment;

WHEREAS, book II, Title VI of the Local Government Code 1991 mandates the Local Government Units to exercise the disposition of unusual and unserviceable government properties;

WHEREAS, the committee shall function in accordance with Executive Order NO. 132, as amended and Section 192 of the Revised Manual of Instructions to Treasurers;

Now, therefore, I LEONARDO M. ROXAS, Municipal Mayor of Paniqui, Tarlac by virtue of the power vested in me, do hereby order the Creation of the "Municipal Inventory, Appraisal and Disposal Committee" with composition and function as follows:

**Section 1. Composition**

Chairman	:	<b>Arvin Kennex V. San Diego</b> <i>Municipal Accountant</i>
Vice Chairman	:	<b>Mrs. Alelyn I. Paragas</b> <i>Municipal Treasurer</i>
Members	:	<b>Engr. Aniel Bon C. Santillan</b> <i>Municipal Administrator</i>
	:	<b>Raymond C. Gambito</b> <i>Municipal Budget Officer</i>
	:	<b>Engr. Maybelyn C. Aranzaso</b> <i>Municipal Engineer</i>
	:	<b>Engr. Vladimir L. Santillan</b> <i>Municipal Planning Officer</i>
	:	<b>Mrs. Lolita B. Molina</b> <i>Municipal Assessor</i>
	:	<b>Bridgette M. Mallari</b> <i>Admin Aide IV</i>
	:	<b>Charmie S. Crisostomo</b> <i>Admin Aide III</i>
	:	<b>DEPARTMENT HEAD</b> <i>Requisitioning Officer</i>

Section 2. Function

A. Disposal and Appraisal of Real Property

1. The Committee shall recommend to the Local Chief Executive for the disposal, appraisal and inventory of real property, buildings and other physical structure.
2. The Committee shall recommend to the Head of the agency the mode of disposal or appraisal as appropriate and deemed most advantageous to the government.
3. The committee shall appraise and study taxable properties based on standard/existing valuation and implementing rules and regulations of property assessment.
4. Destruction of property shall be made in the presence of Committee.

B. Disposal of Equipment (Office Equipment, Furniture and Fixture, Machineries and Equipment, and Transportation Equipment)

1. The committee shall accept the submitted report of the accountable officials in possession of unserviceable equipment and property through their respective heads of offices
2. Inspect the unserviceable equipment and property 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 bidding for similar property
4. Recommend to the heads of department/agency for approval, the manner of disposal
5. Supervise the sale of Public Auction to the highest bidder for unserviceable property if found valuable
6. When public Auction is impractical, the committee may cause the disposal of the property thru negotiation at a price that they will deliberate
7. The committee shall undertake the negotiated sale and approve its subsequent sale
8. The disposal committee members, including agency concerned, shall each prepare its appraisal report
9. Conduct an ocular inspection of the properties to be appraised to assess its physical condition
10. To seek reference price information such as acquisition cost or current market price of similar property or replacement cost for a similar new property
11. Compute the appraise value following the revised formula on appraisal of government property
12. In case of conflict in appraisal, the committee shall deliberate on the appropriate appraised value that the government shall set as the minimum bid price

Section 4. Effectivity. This executive order takes effect immediately.

Done this 26<sup>th</sup> day of January 2022, Municipality of Paniqui, Province of Tarlac.

Approved By:

  
HON. LEONARDO M. ROXAS  
Municipal Mayor