



Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

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**EDELSON F. DE LEON**  
General Services Office

**RAMSEDEL R. DE JESUS**  
General Services Office

**NOVA MARIE C. ALCAIDE**  
General Services Office

**EDDIEPOL C. SORIANO**  
Provincial Accounting Office

**CHRISTOPHER V. PEREZ**  
Provincial Accounting Office

**SHIENA L. OCAMPO**  
Provincial Governor's Office

**ENGR. ALEX K. AGUILA**  
Provincial Engineering Office

## **Section 2. Functions and Responsibilities.**

The functions and responsibilities of the Inventory Team are the following:

1. To conduct physical inventory and inspection of all the supplies and properties of the Provincial Government of Occidental Mindoro;
2. Upon inventory and inspection, to determine those properties which are already unserviceable and effect the condemnation of the same;
3. To submit to the Provincial Governor a report regarding the inventory and inspection conducted;
4. To perform such other functions as the Provincial Governor may direct them to do as the need arises.

## **Section 3. Duration of the inventory and inspection.**

The Inventory Team shall conduct physical inventory and inspection of all the supplies and properties of the Provincial Government of Occidental Mindoro within the period of October 1 to 30, 2020, unless the period is shortened or extended by the Provincial Governor through another issuance.

## **Section 4. Separability Clause.**

If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

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*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay. Payompon, Mamburao, Occidental Mindoro



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**EXECUTIVE ORDER NO. 82**  
**Series of 2020**

**PROVIDING FOR THE CREATION OF AN INVENTORY TEAM FOR THE PROVINCIAL  
GOVERNMENT OF OCCIDENTAL MINDORO AND FOR OTHER PURPOSES**

**WHEREAS**, Title Six (6) of the Local Government Code of 1991 deals with the property and supply management in the Local Government Units and shall govern the procurement, care, utilization, custody and disposal of supplies by local government units and the other aspects of supply management at the local levels;

**WHEREAS**, the General Services Officer of the Provincial Government, in a letter to the Provincial Governor dated September 24, 2020, requested for the creation of an Inventory Team that will conduct physical inventory and inspection of all the properties of the Provincial Government;

**WHEREAS**, in view of the foregoing, there is an urgent need to promulgate this Executive Order to create an Inventory Team for the Provincial Government of Occidental Mindoro that will conduct physical inventory and inspection of all the properties of the Provincial Government on October 1 to 30, 2020.

**NOW, THEREFORE, I, EDUARDO B. GADIANO**, Governor, Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. Composition of Inventory Team.**

There shall be created an Inventory Team for the Provincial Government of Occidental Mindoro which shall be composed of the following:

Chairperson:

**IMELDA P. MABAGOS**  
General Services Office

Members:

**ROMEO U. MONTEFRIO JR.**  
General services Office

**FERNANDO D. RAMOS**  
General Services Office

**NEMROD Q. CEBUANO**  
General Services Office

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