



EXECUTIVE ORDER NO. 67
Series of 2022

"AN ORDER RE-ORGANIZING THE COMPOSITION OF THE PROVINCIAL INVENTORY COMMITTEE OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO (PGOM) AND FOR OTHER PURPOSES"

WHEREAS, Section 490 Vol. 1 of the Government Accounting and Auditing Manual (GAAM) states that *"Physical Stock-Taking is an indispensable procedure for checking the integrity of property custodianship, wherein Chief of agencies are required to take physical inventory of all equipment and supplies belonging to their respective offices at least once a year, unless otherwise determined by the Commission on Audit (COA) chairperson on specific bases;*

WHEREAS, the Commission on Audit issued Circular No. 2020-006 dated January 31, 2020 entitled *"Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies";*

WHEREAS, the Provincial Government of Occidental Mindoro issued Executive Order No. 21 series of 2021 *"Providing for the Creation of an Inventory Team for the Provincial Government of Occidental Mindoro and for other purposes"*, on October 18, 2021;

WHEREAS, there is a need to re-organize the composition of the Provincial Inventory Committee that will lead and conduct inventory and other auditing requirements.

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 **RE-ORGANIZATION THE COMPOSITION OF THE PROVINCIAL INVENTORY COMMITTEE OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO (PGOM)**.

Section 1. Composition.

The Composition of the PGOM Provincial Inventory Committee, shall from hereon, be composed of the following individuals with their corresponding designations:

- a. LAND, ROAD NETWORKS, INFRASTRUCTURE, BUILDING S AND OTHER INFRASTRUCTURE ASSETS:

Chairperson: **ENGR. RUEL T. BERNARDO**
Tax Mapper IV
Provincial Assessor's Office

Members: **BERNABE L. TADEJA**
Administrative Officer V
Provincial Accountant's Office

"Ganado sa Serbisyo. Ganado sa Pagbabago!"

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



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

ENGR. FRANKLIN Z. ANGEL
Engineer II
Provincial Engineer's Office

ROMEO U. MONTEFRIO, JR.
OIC-GSO/Administrative Officer V
General Services Office

WITNESS:

PGO Representative: **RICHARD OBRADOR**
Supervising Administrative Officer
Internal Audit Service Division

COA Representative: _____

b. MOTOR VEHICLES, HEAVY EQUIPMENT AND WATERCRAFTS:

Chairperson: **ENGR. LEMUEL O. GALLEG0**
Provincial Government Assistant Department Head
Provincial Pool Equipment Office

Members: **BERNABE L. TADEJA**
Administrative Officer V
Provincial Accountant's Office

ROMEO U. MONTEFRIO, JR.
OIC-GSO/Administrative Officer V
General Services Office

WITNESS:

PGO Representative: **RICHARD OBRADOR**
Supervising Administrative Officer
Internal Audit Service Division

COA Representative: _____

c. FURNITURE AND FIXTURES, ICT, COMMUNICATION, OFFICE AND OTHER EQUIPMENT INCLUDING SUPPLIES/MATERIALS:

Chairperson: **ROMEO U. MONTEFRIO, JR.**
OIC-GSO/Administrative Officer V
General Services Office

Members: **BERNABE L. TADEJA**
Administrative Officer V
Provincial Accountant's Office

WITNESS:

PGO Representative: **RICHARD OBRADOR**
Supervising Administrative Officer
Internal Audit Service Division

COA Representative: _____

"Ganado sa Serbisyo. Ganado sa Pagbabago!"

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



Section 2. Functions and Responsibilities.

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

1. To conduct physical inventory and inspection of all the supplies and properties of the Provincial Government of Occidental Mindoro in accordance with the general and procedural guidelines provided under Commission on Audit Circular No. 2020-006 entitled "Guidelines and Procedures in the Conduct of Physical Count of Property, Plant and Equipment (PPE), Recognition of PPE Items found at Station, and Disposition for Non-existing/Missing PPE Items, for the One-Time Cleansing of PPE Account Balances of Government Agencies". A copy of COA Circular No. 2020-006 is attached to form an integral part of this Executive Order;
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 may be provided under Commission on Audit Circular No. 2020-006.

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 for the Calendar Year 2022.

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.


Section 5. Repealing Clause.

All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 6. Effectivity.

This ORDER shall take effect immediately.

DONE this 27th day of September 2022 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Governor

"Ganado sa Serbisyo. Ganado sa Pagbabago!"

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