



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



ADMINISTRATIVE ORDER NO. 2015-003

CREATING THE CITY GOVERNMENT OF NAGA'S INVENTORY COMMITTEE, DEFINING ITS FUNCTIONS, OPERATIONS, AND ACCOUNTABILITY:

WHEREAS, there is a considerable number of unserviceable equipment and properties owned by the City Government of Naga;

WHEREAS, there is a need for a more expeditious procedure of disposing of unserviceable equipment and properties owned by the city government;

WHEREAS, the determination of the condition, including the correct value of all property holdings will enable the local government to make important decisions such as identification of accountability, the need for disposal of unserviceable properties among others;

WHEREAS, there is a need to establish a group that will serve to effectively attain the above objectives;

Now therefore, I, John G. Bongat, Mayor of the City of Naga by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Creation. In order to address the aforementioned points, the City Government of Naga's Inventory Committee is hereby created.

Section 2. Composition. The committee shall be composed of the following:

Chairman : Jose F. Cuyo, Jr., City Mayor's Office
Co-Chair: Arthur F. Abonal, General Services Office

Members :

- Ansel Maño, Information Technology Office
- Nestor Villanea, Bicol Science and Technology Centrum
- Engr. Gaudencio Asis, City Engineer's Office
- Cesar Magistrado, City Assessor's Office



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Section 3. Functions. The committee shall have the following functions:


1. Conduct actual physical inventory of all equipment, properties, facilities owned by the city government;
2. Prepare appropriate Memorandum Receipt to situate accountability;
3. Determine disposable properties and equipment and assign salvage value to constitute as floor price for the purpose of sale at public auction;
4. Perform such other functions pertinent to this Administrative Order.

Section 4. Effectivity. This Administrative Order shall take effect immediately.

Issued this 3rd day of August, 2015 in the City of Naga, Philippines.


JOHN G. BONGAT
City Mayor

Attested by:


FLORENCIO T. MONGOSO, JR., CSEE
Department Head II and City Administrator