



PROVINCE OF BULACAN
City Government of Baliwag
OFFICE OF THE MAYOR

ADMINISTRATIVE ORDER NO. 603 S. 2023

REORGANIZATION OF THE CITY INVENTORY TEAM (CIT) OF BALIWAG CITY

WHEREAS, Section 375 of the 1991 Local Government Code provides that the heads of agency or department shall be primarily accountable for all government property assigned or issued to his or her office;

WHEREAS, the City shall conduct an inspection and inventory of the Local Government Unit's properties, facilities, equipment and supplies for appropriate safekeeping to prevent loss due to theft and misappropriation;

WHEREAS, there is a need to reorganize the City Inventory Team in the Baliwag City to update its members to continue on with the proper accountability and monitoring of government properties;

NOW THEREFORE, I, FERDINAND V. ESTRELLA, City Mayor of Baliwag, by virtue of powers vested in me by law, hereby order the reorganization of the City Inventory Team (CIT) of Baliwag City with following functions:

SECTION 1. COMPOSITION. The City Inventory Team shall be composed of the following:

Chairperson	:	MR. MARTINIANO JAVIER City Treasurer's Office
Vice-Chairperson	:	MS. RHEA DIANA PAYURAN City Accounting Office
Members	:	MR. ALVIN LEE ASSURO City Planning and Development Office MR. JOSEPH VAN DELA CRUZ City Assessor's Office MR. NOEL ENCARNACION General Services Office MR. BRAINARDS ARDOÑA City Information and Communications Technology Office

Serbisyong May Malasakit!

HEHERSON C. CRUZ
City Archive and Records Office
ENGR. NOAH ALMARIO
City Engineering Officer
MARITES ROMANO
General Services Offices
ADMINISTRATIVE ASSISTANTS
All Departments and Offices

SECTION 2. FUNCTIONS. The following shall be the functions of the City Inventory Team of the Baliwag City;

- a. Establish a set of written policies, procedures and instructions to be observed by all members of MIT and based on rules and standards of auditing;
- b. Conduct a bi-annual inventory of all movable and immovable properties of the LGU such as office fixtures, land, buildings, infrastructure facilities and machineries;
- c. Maintain an updated and accurate records of the Municipality's inventory of properties;
- d. Conduct functionality of movable properties of the LGU such as vehicles, office equipment, furniture, fixtures and supply stocks;
- e. Establish physical control to secure and safeguard assets, such as limited access to inventories and equipment to prevent loss and unauthorized use;
- f. Ensure that government property is used for its intended purpose;
- g. Make a master list of all physical and real properties indicating accountable/assigned offices and personnel;
- h. Conduct an ocular inspection of the property to be appraised to assess its physical condition following the inspection process provided by the supply management manual of the Commission on Audit (COA);
- i. Submit report to the Local Chief Executive and others concerned after every inventory;
- j. Perform other related inventory duties as may be required.

SECTION 3. REPEALING CLAUSE.

All existing Administrative Orders and other issuances inconsistent herewith are hereby repealed, amended or superseded accordingly.

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SECTION 4. SEPERABILTY CLAUSE

If, for any reason or reasons, any part or provision of this order shall be declared unconstitutional or invalid, other parts or provisions not affected thereby shall continue to be in full force and effect.

SECTION 5. EFFECTIVITY CLAUSE.

This Administrative Order shall take effect immediately.

DONE, this 14th day of June, 2023 at the City Hall of Baliwag, BS Aquino Ave., Bagong Nayon, Baliwag City, Bulacan.


FERDINAND V. ESTRELLA
City Mayor



By the Mayor:


ENRIQUE V. TAGLE
City Administrator

