



MUNICIPALITY OF LA TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

ADMINISTRATIVE ORDER

No. 019-2016

AN ADMINISTRATIVE ORDER REORGANIZING THE INVENTORY TEAM OF THE MUNICIPALITY OF LA TRINIDAD, PROVINCE OF BENGUET

WHEREAS, pursuant to COA Rules and Regulations, Administrative Order No. 08, s. 2006 was issued on July 17, 2006 creating the Inventory Team of the Municipality of La Trinidad;

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

WHEREAS, with the forthcoming national and local elections and in compliance with DILG Memorandum Circular 2016-21, there is a need to prepare required documents for its complete turnover to the incoming elected officials on June 30, 2016;

NOW THEREFORE, I, EDNA C. TABANDA, duly elected Municipal Mayor of La Trinidad, Benguet do hereby reorganize the Inventory Team of the Municipality of La Trinidad as follows:

Section I. COMPOSITION. The Inventory Team shall be composed of the following:

CHAIRPERSON	:	MS. WILMA M. LINTAN, Municipal Treasurer
VICE CHAIRPERSON	:	ATTY. HENSON GOLOCAN, Municipal Accountant
MEMBERS	:	ENGR. PATRICK CONCEPCION, Municipal Assessor ENGR. BENEDICT PINEDA, Municipal Engineer MR. NORMAN ANTERO, Assistant Treasurer MR. LAWRENCE BALUD, Administrative Officer IV MS. APRILLE DIAZ, Administrative officer III MS. TERESITA PANAGAN, President, Kabenguetan Ladies COA REPRESENTATIVE CONCERNED OFFICE REPRESENTATIVE
SECRETARIAT	:	MS. LORENA A. SANTIAGO MS. CORAZON UYAAN MS. SHERYL MINONG MS. JANICE QUINTIN

OFFICE REPRESENTATIVES

MSWDO	-	Mr. Ireneo Alfaro
MASO	-	Mr. Roland Kinchalos, Ms. Adelaida Chan
MAcCO	-	Ms. Corazon Uyaan, Mr. Ken Nabus
SB	-	Mr. Noel Dahlen
MPDO	-	Ms. Robelyn Madayag
MEO	-	Engr. Jasmin Tacio, Ms. Angelica Juan
MHSO	-	Mr. Thomas Biaddang
OMAG	-	Mr. Jay Sano
MBO	-	Mr. Cris Eban
OLS	-	Mr. Jonjon M. Abando
LTMPS	-	PO3 Fernando Pesase
BJMP	-	JO2 Marlon M. Ladioc
BFP	-	SFO3 Raymundo Kuengan, SFO1 Antonette Picardal
MTO	-	Mr. Joselito Castillo, Mr. Leonides Leygo, Mr. Johnwel Ampaguey



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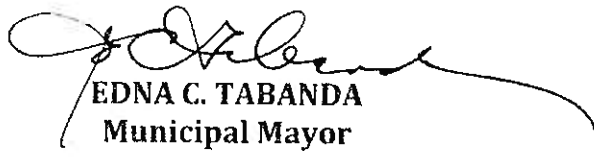
Mayor's Office	-	Ms. Aprille Diaz, Mr. Johnny Santiago
HRM Section	-	Ms. Imelda Obidos
MDRRMO	-	Mr. Yoshio Labi
Licensing Section	-	Ms. Myrna Bagao
SVHR	-	Mr. Joberson Chiok
MENRO	-	Mr. Arthur Pedro
Tourism	-	Mr. Valred Olsim
Markets/EE	-	Ms. Janice Binay-an
COMELEC	-	Mr. Abelardo B. Lindawan, Jr., Ms. Cristy Ann C. Bala-oy
DepEd-LT District	-	Dr. Esther Rivera, Mr. Abelo Beray

Section II. FUNCTIONS. The team shall assume the following roles/functions :

- a. Establish a set of written policies, procedures and instructions to be observed by all of the members based on COA rules and standards.
- b. Conduct annual inventory of all physical and real properties of the municipality.
During the actual physical inventory:
 - b.1. Count, weigh or measure the objects of inventory.
 - b.2. Write the name of the inventory items, its unique property number, its location, acquisition cost, date of acquisition, responsible end-user, item count or weight of measurement on the tag.
 - b.3. Sign the tag and attach it to the goods/PPE. Agree upon and implement standard position/placing of the tag.
 - b.4. Validate physical existence of Property, Plant and Equipment (PPE) recorded per accounting records and identify the PPE which are serviceable, obsolete, or considered excess.
 - b.5. Verify and cross check new invoice receipts of property of personnel vs. physical existence of PPE/facilitate new MRs.
 - b.6. Conduct reconciliation of all un-reconciled PPE items. Reconciled items means Physical Inventory = Property Records (including ARE if assigned to a specific end-user) = Subsidiary Ledgers for PPE Accounts. Any differences between the physical inventories should be promptly adjusted and such amendments adequately documented.
- c. To make a master list of all physical and real properties indicating accountable/assigned offices, quantity and description
- d. To make and submit report to the Office of the Municipal Mayor, Sangguniang Bayan and other concerned offices.
- e. Perform other related inventory duties as may be required.

SECTION III. EFFECTIVITY. This Administrative Order shall take effect immediately and shall be valid until revoked or amended.

Issued this 18th day of April, 2016 at La Trinidad, Benguet.


EDNA C. TABANDA
Municipal Mayor

Copy furnished :

- The Provincial Governor, Benguet Province
- The Sangguniang Bayan, LTB
- The Commission on Audit-Benguet
- The DILG thru the MLGOO
- file