



Republic of the Philippines  
Province of Zamboanga del Norte  
Municipality of La Libertad

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 20-01-001-B**  
Series of 2020

**CREATING THE INVENTORY AND DISPOSAL COMMITTEE OF THE  
MUNICIPALITY OF LA LIBERTAD, ZAMBOANGA DEL NORTE**

**WHEREAS**, pursuant to the provisions under the Local Government Code of 1991, it mandates the Local Government Unit that there shall be a committee on the disposal of unserviceable properties which shall exercise exclusive jurisdiction in deciding the winning bids and questions of awards on the disposal of supplies and properties of the Municipality;

**WHEREAS**, a more expeditious disposal procedure of unserviceable properties is necessary in order to check further deterioration;

**WHEREAS**, the sale or disposal of unserviceable property shall be made only through Public Auction and other modes of disposal maybe resorted to only when public auction has failed;

**WHEREAS**, the committee shall be responsible for the disposition of all unserviceable properties of the municipality.

**Now, therefore**, I **ROMEO J. MEJIAS**, Local Chief Executive, this Local Government Unit, by the virtue of power vested in me by law, do hereby create the Inventory and Disposal Committee "as follows":

**SECTION I. COMPOSITION**

Chairman	: Romeo J. Mejias	-	Municipal Mayor
Vice Chairman	: Engr. Agustino B. Reluya, Jr.	-	Municipal Engineer
Members	: Engr. Marben L. Silva	-	MPDC
	Jack B. Lood, REA	-	Municipal Assessor
	Racel Joy J. Tubaon, CPA	-	Municipal Accountant
	Kimberlyn M. Camarillo	-	Municipal Treasurer

## **SECTION 2. FUNCTION**

### **A. Disposal of Real Property**

1. The Local Chief Executive shall be responsible for disposal of real property, buildings and other physical structure.
2. The committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
3. Destruction of property shall be made in the presence of committee.


### **B. Disposal of Equipment (Office Equipment, Furniture and Fixture, Machineries and Equipment, and Transportation Equipment).**

1. The committee shall accept the submitted report of the accountable officials in possession of unserviceable property through their respective heads of offices.
2. Inspect the unserviceable equipment and property to verify justification for disposal.
3. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous bidding for similar property.
4. Recommends to the heads of department/agency for approval, the manner of disposal.
5. Supervise the sale of public auction to the highest bidder for unserviceable property if found valuable.
6. When public auction is impractical, the committee may cause the disposal of the property thru negotiation at a price that they will deliberate.
7. The committee shall undertake the negotiated sale and approve its subsequent sale.
8. The disposal committee members, including agency concerned, shall each prepare its appraisal report.
9. Conduct an ocular inspection of the properties to be appraised to assess its physical condition.
10. To seek reference price information such as acquisition cost or current market price of similar property or replacement cost for a similar new property.
11. Compute the appraise value following the revised formula on appraisal of government property.
12. In case of conflict in appraisal, the committee shall deliberate on the appropriate appraised value that the government shall set as the minimum bid price.

## **Section 3. Effectivity**

The Executive Order shall take effect immediately.

IN WITNESS WHEREOF, I have hereunto set my hands this 6<sup>th</sup> day of January 2020, in the Municipality of La Libertad, Province of Zamboanga del Norte.

  
**ROMEO J. MEJIAS**  
Municipal Mayor