



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

**FILE MAYOR'S
OFFICE**

EXECUTIVE ORDER NO. 17
Series of 2018

760.11 ED, CMO

"AN ORDER CREATING AND RECONSTITUTING THE CITY INVENTORY COMMITTEE OF THE CITY GOVERNMENT OF DAVAO AND PROVIDING FOR THEIR DUTIES AND FUNCTIONS AND FOR OTHER PURPOSES"

WHEREAS, Circular No. 92-386 of the Commission on Audit (COA), prescribes the rules and regulations on supply and property management in the local government units;

WHEREAS, Section 156 of Circular No. 92-386 of the Commission on Audit requires the annual inventory of supplies and property of the local government unit as of December 31 of each year, to be conducted by a committee of three (3) consisting of the representative of the local chief executive as chairman and the general services officer, municipal or barangay treasurer, as the case may be, and the supply accountable officer of the department or office concerned, as members;

WHEREAS, local government units under Section 18 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" are authorized to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, programs, objectives and priorities;

NOW, THEREFORE, I, SARA Z. DUTERTE, Mayor of the City of Davao, by virtue of the power vested in me by law, do hereby create and constitute a CITY INVENTORY COMMITTEE of the City Government of Davao, as follows:

Section 1. COMPOSITION. The City Inventory Committee of the City Government of Davao shall be composed of the following:

- | | |
|---------------------|--|
| _____ Chairman | – City Mayor or her duly authorized representative |
| _____ Vice-Chairman | – City Administrator or her duly authorized representative |
| _____ Member | – City General Services Office |
| _____ Member | – Chief of Staff of the Office of the City Mayor |
| _____ Member | – City Accountant's Office |
| _____ Member | – Office of the Secretary of the Sangguniang Panlungsod |
| _____ Member | – Barangay Cultural Communities and Affairs Division |
| _____ Member | – Liga ng Mga Barangay |

The Head of the Department and their respective Accountable Supply Officer shall serve as a member of the Committee with respect to the conduct of the inventory in their respective departments or offices as well as the deliberation of any and all discrepancies that may be discovered.

In cases of change of Accountable Supply Officer, who may be replaced on meritorious cases as determined by the Chairman of the Committee, an inventory of existing supplies or property shall be taken jointly by the out-going and incoming accountable supply officer to be witnessed by the COA or his duly authorized representative and a report of such inventory shall be furnished to the Committee and the City Auditor not later than five (5) working days after the conduct of the inventory.

66-25-231 7/27



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- Member – City General Services Office
- Member – Chief of Staff of the Office of the City Mayor
- Member – City Accountant's Office
- Member – Office of the Secretary of the Sangguniang Panlungsod
- Member – Barangay Cultural Communities and Affairs Division
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The Head of the Department and their respective Accountable Supply Officer shall serve as a member of the Committee with respect to the conduct of the inventory in their respective departments or offices as well as the deliberation of any and all discrepancies that may be discovered.

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Section 2. DUTIES AND FUNCTIONS. – The Committee shall conduct an actual physical inventory of all supplies and property of the City Government of Davao at least once a year, which shall be witnessed by the City Auditor or his/her duly authorized representative. For this purpose, it shall be the duty of the City General Services Office to inform and invite the City Auditor of the scheduled inventory to be undertaken.

An accomplishment or final report of the inventory result shall be submitted to the City Mayor not later than the end of the fourth (4th) quarter of the year 2018, and after determination of its sufficiency, the same must be forwarded to the City Auditor.

The annual physical inventory shall also be considered as a running and test inventory as provided under Section 159 of COA Circular No. 92-386, without prejudice to the conduct, at any other given time, of another such running and test inventory as may be deemed necessary and directed by the City Mayor. Any discrepancies or losses which may be discovered as a result of any inventory shall be immediately and appropriately addressed pursuant to applicable laws and issuances.

In the pursuit of its functions, the Committee may formulate guideline and rules and regulations, to be disseminated in a Memorandum signed by the City Administrator to all departments/offices. The Committee may also form its own Technical working Group (TWG) and/or Secretariat, in the prompt conduct of its affairs.

Section 3. FUNDING/OPERATING COSTS. – All cost pertaining to the operation of the Committee including the payment of honoraria, incidental and other expenses to its members, and other appropriate personnel, as may hereinafter be identified by the undersigned or the City Administrator, shall be taken from the available funds of the City Government of Davao subject to the usual accounting and auditing rules and regulations.

Section 4. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 5. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

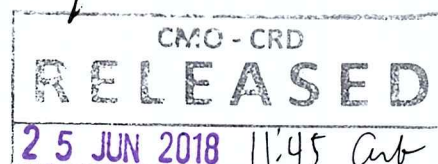
Section 6. EFFECTIVITY. This Executive Order shall take effect immediately.

Done on 4 JUN 2018 at Davao City, Philippines.

Attested by:


ATTY. ZULEIKA T. LOPEZ
City Administrator


SARA Z. DUTERTE
City Mayor





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Section 5. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 6. EFFECTIVITY. This Executive Order shall take effect immediately.

Done on 14 JUN 2018 at Davao City, Philippines.

Attested by:

ATTY. ZULEIKA T. LOPEZ
City Administrator

Asst. CADDO (Adm) _____
Asst. CADU (Opn) _____
CID _____
CPDO _____
DILG _____
COA _____

SARA Z. DUTERTE
City Mayor

