



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

**EXECUTIVE ORDER NO.** 27  
Series of 2020

**AN ORDER AMENDING 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 of Audit (COA) prescribes the Rules and Regulations on Supply and Property Management in local government units;

**WHEREAS**, Section 156 of Circular No. 92-386 of the Commission on Audit provides that an annual inventory of supplies and property of the local government unit as of December 31 of every year shall be conducted by the committee to be headed by the Local Chief Executive as the Chairperson, the General Services Officer, the City Treasurer and the Supply Accountable Officer of the department or office concerned, as members;

**WHEREAS**, Section 18 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991" authorizes local government units 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 powers vested in me by law, do hereby order the reconstitution of the City Inventory Committee of the City Government of Davao, with amendments;

**SECTION 1. COMPOSITION.** There is hereby a reconstituted City Inventory Committee of the City Government of Davao and shall be composed of the following persons and/or head of the following offices:

Chairperson - City Mayor  
Vice-Chairperson - City Vice-Mayor

**Members:**

1. City General Services Office;
2. Chief of Staff of the City Mayor Office;
3. City Accountant's Office;
4. Office of the Secretary to the Sangguniang Panlungsod;
5. City Legal Office;
6. Human Resource Management Office;
7. 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/offices as well as in 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 Chairperson of the Committee, an inventory of existing supplies or property shall be conducted jointly by the outgoing and incoming accountable supply officer to be witnessed by COA or his duly authorized representative and the 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.

The EXECOM is hereby authorized to identify or appoint additional members to the Committee subject to the recommendation of the majority vote of its members.

The members of the EXECOM are hereby directed to name their respective permanent alternate representative who shall take part in case of their absence.

**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 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 quarter of the year 2019, 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 guidelines 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. SECRETARIAT AND ADMINISTRATIVE SUPPORT STAFF.** To discharge its functions, the City General Services Office and/or its personnel shall serve as the Committee's Secretariat and Administrative Support Staff who shall be responsible in the documentation of its proceedings and activities, preparation of reports and other necessary documents, and other secretarial works required for the successful implementation of the Property and Supply Management System of the City Government of Davao.

**SECTION 4. FUNDING AND OPERATING COSTS.** All costs pertaining to the operation of the Committee, including the payment of honoraria, incidental and other expenses of its members and other appropriate personnel as may be hereinafter be identified, shall be taken from the available funds of the City Government of Davao, subject to the usual accounting and auditing rules and regulations.

**SECTION 5. SEPARABILITY CLAUSE.** If for any reason, any section or provision of this order shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions hereof;

**SECTION 6. REPEALING CLAUSE.** All previous Executive Orders inconsistent with this Executive Order are hereby repealed or modified accordingly.

**SECTION 7. EFFECTIVITY.** This Executive Order shall take effect immediately.

DONE in the City of Davao, Philippines on 27 MAR 2020.

  
**SARA Z. DUTERTE**  
City Mayor

Attested by:

  
**ATTY. ZULEIKA T. LOPEZ**  
City Administrator

CMO - CRD  
**RELEASED**  
20 APR 2020 3:00 AM