



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF JAGNA
Jagna, Bohol



By the Municipal Mayor

Executive Order No. 23, s. 2013

AN ORDER DESIGNATING MS. MONICA ESTERLITA R. DU AS AN ASSET MANAGEMENT OFFICER, HEAD OF THE INSPECTORATE TEAM UNDER THE OFFICE OF THE MAYOR AND PROMULGATING ITS ROLES AND FUNCTIONS.

WHEREAS, the Municipality of Jagna currently has no responsible personnel who will carry out the functions as an asset management personnel and designated as head of the technical inspectorate team and member of the municipal project monitoring committee;

WHEREAS, pursuant to the Local Chief Executive Order No.6 series of 2013 creating Public Financial Management Assessment Team (PFMAT) implementing the Local Budget Circular No. 101 of which movable properties and immovable assets can be accounted by an asset management officer of which Ms. Monica Esterlita R. Du is hereby designated.

WHEREAS, Executive Order No. 22 Series of 2013 an order reconstituting composition of Jagna Municipal Price Coordinating Council of which Ms. Monica Esterlita R. Du is assigned as a price coordinating officer of the council;

NOW THEREFORE, I, FORTUNATO R. ABRENILLA, Municipal Mayor of Jagna, Bohol, by virtue of the power and authority vested in me by law, do hereby order:

To designate **MS. MONICA ESTERLITA R. DU** as an *Asset Management Officer* and under the Office of the Mayor with the following roles and functions:

- Conduct quarterly inventory of all real or immovable properties of the LGU such as land, buildings, infrastructure facilities and improvements and machineries and to be submitted to the Municipal Treasurer's Office.
- Conduct functionality of movable properties of the LGU such as vehicles, office equipment, furniture, fixtures and supply stocks;
- Oversee management of assets and properties that are owned by the LGU. Including inventory of all assets and acquired assets such as public land, acquired lots, all LGU vehicles and equipment including computers, lap tops, communication units, equipment facilities, etc.
- Responsible for the efficient, effective and economical use and safe keeping of the LGU's assets and can be held legally responsible for any loss, damage or misuse of such assets.
- Act as coordinator of Municipal Price Coordinating Council
- Conduct actual inspection of purchase items of the LGU and conduct post inspections and account of unutilized/spare materials.
- Act as Head of the Acceptance and Inspectorate Team for but not limited to purchases and deliveries in the LGU and carry out its functions.
- Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
- Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
- Perform archival and record management with respect to records of offices and departments of the local government unit including Memorandum of Agreements, Memorandum of Understanding, Service Contracts, Loan

- Agreements, etc.
- Perform all other functions pertaining to supply and property management heretofore performed by municipal treasurer; and enforce policies on records creation, maintenance, and disposal;

Separability Clause –Any provision of this Executive Order declared illegal shall not nullify the other provisions hereof provided that the remaining provisions can be given force and effect to accomplish the objectives of this Executive Order.

Effectivity. This Executive Order shall take effect upon its signing.

Done this 29th day of July 2013 at Jagna, Bohol, Philippines.


ATTY. FORTUNATO R. ABRENILLA
Municipal Mayor