



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines  
Tel Nos. (049) 530 2585 and 530 2589

**EXECUTIVE ORDER NO. 010**  
Series of 2021

**DIRECTING THE REORGANIZATION OF THE INSPECTION TEAM FOR ALL DELIVERIES OF SUPPLIES AND MATERIALS, EQUIPMENT, MEDICINES, VEHICLES, AND OTHER ACQUISITIONS AND DISPOSAL THEREOF OF THE MUNICIPALITY OF LOS BANOS**

**WHEREAS**, it is the primary concern of the present administration to effect good governance and transparency in all government transactions, accountability, equity, efficiency and ensure utilization of resources with economy;

**WHEREAS**, the Commission on Audit Circular No. 92-326 entitled "Prescribing Rules and Regulations on Supply and Property Management in the Local Government Provided for the Creation of Inspectorate Teams to Inspect Delivery of Goods and Services to the Local Government;

**WHEREAS**, inspection as defined by COA, is the examination of testing of supplies and services including raw materials and components to determine whether the supplies and services conform to contract requirements such as but not limited to applicable drawings, specifications and purchase description;

**WHEREAS**, Executive Order No. 888, Section 1 and COA Circular No. 89-296 provided that the full and sole authority and responsibility for the divestment or disposal of properties and other assets owned by the national, corporate and local government units including its subsidiaries shall be lodged in the heads of the departments, bureaus and offices or governing bodies or managing heads of the concerned entities;

**WHEREAS**, disposal refers to the end of the life cycle of a government property, where maintaining such property which have grown into unmanageable and uneconomical proportions would burden or be disadvantageous to the government.

**WHEREAS**, the Inspection Team of the Municipality of Los Banos was established as internal control system under the principle of check and balance;

**WHEREAS**, changes in the roster of personnel of the local government unit attributed to resignation, mandatory and optional retirement, promotion among others caused the restructuring of the Inspection Team;

**NOW, THEREFORE, I, ANTONIO L. KALAW**, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby reorganized the Inspection Team, to wit:

**SECTION 1. COMPOSITION.** The Inspection Team shall be composed of the following: to wit:

Name	Position/Designation	Office
1. Ms. Belinda M. Bernardo	Storekeeper III	GSO
2. Mr. Christian G. Deomampo	Computer Technician	Treasury
3. Mr. Efren M. Delos Reyes	Construction and Maintenance Foreman	MPDO
4. End-User		

Type of Delivery :

- Common Office Supplies
- Computer Supplies
- Food and Other Consumable Items
- Janitorial Supplies
- Other Office equipment
- Office Furniture and Fixture
- Paper Supplies
- Printed Forms
- Vehicle Accessories, Spare Parts

6. Provisional Member with technical knowledge for items to be inspected not specified above, as follows:

Name	Position/Designation	Type of Delivery
Mr. Emer Jayson D. Likwong	Electronics & Communication Equipment Technician ICSO	Sound System CCTV
Mr. Jerry V. De Mesa	Information Systems Analyst II ICSO	IT Equipment
Dr. Maria Carlin L. Fabian	Medical Officer IV Municipal Health Office	Medicine Medical Equipment and other related items
Mr. Juan Marvin S. Bautista	Motorpool Supervisor GSO	Vehicles Heavy Equipment
Mr. Arvin P. Averion	Sports Coordinator LYDO	Sports Equipment and other related items
Engr. Tristee Rio V. Lipit	Engineer I Municipal Engineering Office	Construction Materials engineering and other related items
Engr. Ricky R. Estopace	Municipal Engineer Municipal Engineering Office	Disaster Risk Reduction and Management Equipment and other related items
Engr. Edwin S. Wagan	Mechanical Engineer	Agricultural Equipment and other related items

**SECTION 2. DUTIES AND RESPONSIBILITIES.** The Inspection Team shall perform the following items.

1. Check the completeness and authenticity of supporting documents upon receipt of all request for inspection or disposal such as approved program of work, purchase order, etc.
2. Proceed to the delivery area and conduct inspection and testing procedures or to the storage area and conduct ocular inspection of all disposable items, if necessary.
3. Ensure that the necessary inspection or disposal procedures are done with transparency and in accordance with generally-acceptable accounting and auditing principles including the involvement of COA or other outside experts, when necessary.
4. Prepare an Inspection Report immediately after inspection of the items inspected and to be disposed.
5. Attach/include the Inspection Report to the payment documents immediately after inspection of the items delivered.
6. Issue a formal report addressed to the Local Chief Executive or his duly authorized representative in case material finding/s arise/s in the inspection or disposal.
7. Do other related tasks to ensure that the objectives of relevant guidelines and orders are realized.

**SECTION 3. REPEALING CLAUSE.** All orders or parts thereof that are inconsistent with this Executive Order are hereby repealed, amended or otherwise modified accordingly.

**SECTION 4. EFFECTIVITY.** This Executive Order shall take effect immediately.

Signed this 15<sup>th</sup> day of February, 2021 at Los Baños, Laguna.

  
**HON. ANTONIO L. KALAW**  
Municipal Mayor