



# **Pamahalaang Bayan ng Baliwag**

TANGGAPAN NG PUNONG BAYAN

LALAWIGAN NG BULACAN

## **EXECUTIVE ORDER NO. 19**

Series of 2016

### **CREATION OF THE DISPOSAL COMMITTEE, INCLUDING ITS SECRETARIAT AND TECHNICAL STAFF, AND PRESCRIBING THEIR DUTIES AND FUNCTIONS**

**WHEREAS**, there is a need to expedite the disposal of unserviceable equipment and property of the Municipal Government of Baliwag and to avoid further deterioration, especially those exposed to the elements;

**WHEREAS**, pursuant to the provisions of Section 10 of the General Provisions of R.A. No. 8174, disposal of unserviceable, obsolete and/or excess equipment, supplies and materials is the responsibility of the respective owning;

**NOW, THEREFORE**, I, FERDINAND V. ESTRELLA, Municipal Mayor, Baliwag, Bulacan, by virtue of the powers vested in me as Mayor, do hereby reconstitute the Disposal Committee, its Secretariat and the Technical Staff, for this local government unit with duties and functions as follows;

#### **Section 1. Composition.**

##### **1.1 Disposal Committee (DC):**

Chairman:	Municipal Administrator
Members:	Municipal Treasurer
	Municipal Accountant
	General Services Officer

##### **1.2 Secretariat:**

Head:	Head, Property Unit, GSO
Member:	Head, Motorpool

##### **1.3 Technical Staff:**

Head:	Municipal Engineer
Member:	Engineer 1

**DUGONG  
BALIWAG  
PUSONG  
BALIWAG**

*Dapat Serbisyong may Malasakit*

## Section 2. Duties and Functions.

a. The duties and functions of the Disposal Committee is to expedite the disposal of unserviceable/obsolete/excess equipment and properties of the Municipal Government of Baliwag pursuant to existing laws, rules and regulations of the government, which are defined as follows:

1. Inspect or authorize the Municipal Government of Baliwag offices to inspect the unserviceable equipment and property to verify justification for disposal;
2. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property;
3. Recommend to the Local Chief Executive for approval, the manner of disposal;
4. Conduct public biddings for the sale of disposable property on an "as is, where is" basis and to recommend corresponding award.

Recommendations of the Disposal Committee in this local government unit shall be subject to the final approval of the Local Chief Executive.

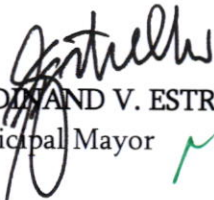
b. Duties and functions of the Disposal Committee Secretariat. It is the primary duty and function of the Secretariat to handle the administrative matters of the committee such as safekeeping and filing of committee documents and records.

c. Duties and functions of the Technical Staff. It is the primary duty and function of the Technical Staff to provide technical support in the appraisal of the unserviceable/obsolete/excess equipment and properties due for disposal subject to recent guidelines on appraisal of property of the Commission on Audit (COA).

**Section 3. Repealing Clause.** All orders issued and/or parts thereof contrary to or inconsistent with the provisions of this order are hereby repealed, modified or amended accordingly.

**Section 4. Effectivity Clause.** This order shall take effect immediately upon signing hereof and remains effective and binding unless revoked, repealed or modified.

Done this 8<sup>th</sup> day of September, 2016 at the Municipality of Baliwag, Bulacan, Philippines.

  
FERDINAND V. ESTRELLA  
Municipal Mayor