



Republic of the Philippines
Province of Bulacan
Municipality of Bulakan

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2021 – 06

Series of 2021

AN ORDER CREATING THE MUNICIPAL 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 Bulakan and to avoid further deterioration, especially those exposed to the elements;

WHEREAS, pursuant to the provision 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, VERGEL C. MENESES, Municipal Mayor of Bulakan, Bulacan by virtue of the power vested in me as Municipal 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. Disposal Committee.

Chairman	DR. REYNALDO P. GLORIA Municipal Administrator
Members	MRS. LEONORA B. MAGDANGAL Municipal Treasurer MRS. MARISSA DE LINO Municipal Accountant HEADS OF OFFICE Where property is to be Disposed
Secretariat	
Head	MRS. LEONORA M. HERNANDEZ General Services Officer
Members	MR. RIZALDY SAMONTE MENRO

MRS. CAROLINA FELIX

Head, Property Unit. GSO

MR. JAYSON BAUTISTA

Motorpool - OIC

Technical Staff

Head

MR. JERICO CUNANAN

MPDO – OIC

Members

ENGR. EMMIE FERNANDO

Municipal Engineer

MR. RAMON JACINTO RODRIGO

Municipal Assessor

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 Bulakan pursuant to existing laws, rules and regulations of the government, which are defined as follows:

1. Inspect or authorize the Municipal Government of Bulakan 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 approved, 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 fiscal 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 appraised of the unserviceable/obsolete/excess equipment and properties due for disposal subject to recent guidelines an appraised 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 remain effective and binding unless revoked, repealed or modified.

DONE this 1st day of February 2021 at the Municipality of Bulakan, Province of Bulacan.



VERGEL C. MENESES

Municipal Mayor