



Republic of the Philippines
Province of Cagayan
Municipality of Santa Ana

OFFICE OF THE MAYOR



EXECUTIVE ORDER NO. 20-2022

“AN ORDER STRENGTHENING AND REORGANIZING THE INVENTORY TEAM OF THE MUNICIPAL GOVERNMENT OF SANTA ANA, CAGAYAN.”

WHEREAS, during the transition process as the set of officials commenced their tenure of office, E.O. No. 03-2019 was issued, “Creating the Inventory Team for the properties, facilities and records of the Municipal Government of Santa Ana, Cagayan;

WHEREAS, all LGU-Santa Ana, Cagayan properties, facilities and records should be properly accounted;

WHEREAS, the Chairman of the Team has retired and no longer around to perform duties of her office, and that other departments need to have active involvement and participation in the inventory process;

NOW THEREFORE, I NELSON P. ROBINION, Municipal Mayor of Santa Ana, Cagayan, by virtue of the power vested in me by law, do hereby;

SECTION I- COMPOSITION

The Inventory Team shall be strengthened and reorganized to be composed of the following:

- Head** : Mr. Relito V. Bautista, Gen. Services Officer
- Members** : Ms. Louzea B. Castillo, SB Office Rep.
Mr. Jayson S. Poblete, DA Office Rep.
Ms. Glaiza M. Reolalas, DA Office Rep.
Ms. Angeline Francios E. Tenedor, SB Office Rep.
Ms. Hilda S. Bañesta, MSWDO Rep.
Ms. Marilou Q. Capilo, Health Office Rep.
Mr. Gabriel Anton M. Rodriguez, Assessor’s Office Rep.
Ms. Wenice T. Naidas, MCR Office Rep.
Ms. Marinela V. Legaspi, Treasury Office Rep.
Ms. Mary Grace M. Pador, Treasury Office Rep.
Mr. Raymarc Jam R. Balgos, Budget Office Rep.
Ms. Nancy P. Asuncion, Engineering Office Rep.
Ms. Nour Hyathy F. Agbayani, MDRRMO Rep.
Ms. Melcris P. Rumbaoa, Health Office Rep.
Mr. Danilo R. Rugrug, Jr. MPDC Office Rep.
Ms. Florence D. Obiano, MENRO Office Rep.
Ms. Michellyn Delelis, Mayor’s Office Rep.
Ms. Ma. Abigail Raposas, Tourism Office Rep.
- Secretariat** : Ms. Cherrybel D. Javier, Accounting Office Rep.
Ms. Paula Nicole U. Vega, Mayor’s Office Rep.

SECTION II – The Inventory Team shall conduct regular inventory of all LGU properties, facilities and records and propose recommendations whenever required on the status of property or facility record purposes.



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SECTION III – This Order shall take effect immediately and remains in force until amended or repealed by a new order.

DONE this 5th day of August 2022 at Santa Ana, Cagayan.


NELSON P. ROBINION
Municipal Mayor