



Republic of the Philippines
Province of Cagayan
Municipality of Santa Ana

OFFICE OF THE MAYOR



**EXECUTIVE ORDER NO. 20-A
SERIES OF 2022**

“AN ORDER REORGANIZING THE MUNICIPAL INSPECTORATE TEAM AND DEFINING ITS FUNCTION.”

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

WHEREAS, R.A. 7160 otherwise known as the Local Government Code of 1991, the LGU has jurisdiction over all programs and projects designed for the promotion of general welfare of its constituents;

WHEREAS, it is mandatory to create inspectorate teams to inspect delivery of goods and service to the LGUs, as provided under COA Circular 92-386 (Title III, Rule 14 & 15) “Prescribing Rules and Regulations on Supply and Property Management in the Local Government”;

WHEREAS, R.A. 9184, IRR Sec. 3 (e) Public monitoring of the procurement process and the implementation of awarded contracts, with the end in view of guaranteeing that these contracts are awarded, pursuant to the provisions of the Act, and that these contracts/purchased goods are performed strictly according to specifications;

WHEREAS, Chairman of Inspectorate Team for Supplies, Materials, Equipment, Food Stuff and Drugs/Medicines, Spare Parts, Repairs and Others, Mr. John-Rey C. Maximo had sought reprieve from his duties as Inspectorate Team Chairman, to focus more time in his MENRO functions and duties;

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

SECTION I- COMPOSITION

The Inventory Team for Supplies, Materials, Equipment, Food Stuff and Drugs/Medicines, Spare Parts, Repairs and Others is hereby composed as follows:

Chairman : Mr. Harold R. Rabano, BPLO Designate
Vice Chairman : Ms. Josefina D. Baltazar, Municipal Treasurer
Members : Ms. Jimely C. Quiñones, Nurse III
: Ms. Elizabeth M. Capiña, Agriculturist II
: Ms. Wenice Hope T. Naidas, Adm. Asst. II

SECTION II – FUNCTIONS

- a) Monitor the materials expediting inspection activities.**
- b) Ensure material/s delivered is inspected to conformance to specifications.**
- c) Cooperate with the Bids and Awards Committee (BAC) in cost data of the item purchased.**
- d) Receive and review purchase requisitions.**
- e) Ensure quality materials/services delivered or rendered.**



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- f) Ensure that prescribed rule and regulations Supply and Property Management and R.A. 9184 are strictly observed.
- g) Prepare and Submit inspection reports/findings.

SECTION III – EFFECTIVITY

This Order shall takes effect immediately.

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


NELSON P. ROBINION
Municipal Mayor