



Republic of the Philippines  
Province of Cagayan  
Municipality of Santa Ana

**OFFICE OF THE MAYOR**



**EXECUTIVE ORDER NO. 17-2021**

**“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 : Mr. Edvelino Y. Pascua, SB Secretary  
Mr. Marion P. Miranda, LDRRMO  
Ms. Dawn S. Garcia, MSWDO  
Mr. Richard R. Alibania, Municipal Agriculturist  
Engr. Edmunrey V. Tabilisima, Mun. Engineer  
Engr. Nasario S. Baclig, Mun. Assessor  
Mr. Romeo A. Asuncion, MPDC  
Dr. Cesar B. Cating, Municipal Health Officer  
Mr. Melchor A. Recolizado, Supply Officer  
Ms. Josefina D. Baltazar, Acting Mun. Treasurer

Secretariat : Engr. Ian Acacio, Engineer I  
Mr. Jonathan S. Poblete, Project Dev’t. Assistant/BAC Rep.  
Ms. Cherrybel D. Javier, Adm. Asst. Aide (Accounting Office)

**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.**

**SECTION III – This Order shall take effect immediately and remains in force until amended or repealed by a new order.**

DONE this 28<sup>th</sup> day of April 2021 at Santa Ana, Cagayan.

**NELSON P. ROBINION**  
Municipal Mayor

