



EXECUTIVE ORDER NO. 06
Series of 2021

**AN EXECUTIVE ORDER RECONSTITUTING THE MUNICIPAL INVENTORY
COMMITTEE OF DUPAX DEL NORTE, NUEVA VIZCAYA**

WHEREAS, Title Six, Section 374 of the Local Government Code 1991 mandates all local governments the establishment of a System that will ensure the safety and protection of all government properties;

WHEREAS, inventory of properties of the municipal government is one measure that will equip the local government in the efficient delivery of basic services;

WHEREAS, reconstitution is required for the Municipal Inventory Committee due to the end of term of office of the members;

NOW THEREFORE, I, TIMOTHY JOSEPH E. CAYTON, by virtue of the powers vested upon me as the Local Chief Executive of the Municipality of Dupax del Norte, do hereby order the following:

SECTION 1 Composition. There is hereby created a Municipal Inventory Committee, to be composed of the following:

Honorary Chairman	ATTY. TIMOTHY JOSEPH E. CAYTON Municipal Mayor
Chairman	MELVIN V. ESTRADA Acting Municipal Treasurer
Vice-Chairman	JIMMY V. ESTRADA GSO-Designate
Members	HON. JUAN PAOLO E. CAYTON SB Chair on Legal Matters BRENDALIE C. PARAGAS Municipal Accountant ENGR. AILEEN B. ELLAMIL Municipal Engineer/HRMO-Designate MARLON A. HERRERA Municipal Assessor JEREMAY V. TOMINEZ Administrative Aide IV

SECTION 2 Duties and Functions. The Committee shall have following duties and functions:

1. Conduct quarterly updates on all properties, equipment and supplies of the Local Government Unit (LGU);
2. Submit monthly report of the status of the existing equipment and facilities to the Accounting Office;
3. Conduct annual inventory of all LGU properties and supplies;
4. Coordinate with concerned offices or agencies for gathering of data; and
5. Perform other duties and functions as may be assigned by the Municipal Mayor.

SECTION 3 Effectivity. This Executive Order shall take effect immediately.

Issued this 3rd day of March 2021 in Dupax del Norte, Nueva Vizcaya.


ATTY. TIMOTHY JOSEPH E. CAYTON
Municipal Mayor