



EXECUTIVE ORDER NO. 33
Series of 2020

AN ORDER RECONSTITUTING THE MUNICIPAL DISPOSAL AND APPRAISAL COMMITTEE OF DUPAX DEL NORTE

WHEREAS, the Municipal Government of Dupax del Norte aims to come up with the appropriate disposal procedure of government properties for the purpose of preventing further deterioration thereby obtaining the fair return in case of public sale;

WHEREAS, to facilitate a systematic and suitable disposal of unserviceable and dispersible government properties through proper accounting and auditing procedure, competent and knowledgeable individuals be appointed to function and extended financial, legal, legislative information and implementation of the disposal of unserviceable municipal government properties;

WHEREAS, the recent local elections require reconstitution of the Municipal Disposal and Appraisal Committee due to the end of term of office of the former members;

WHEREAS, the Municipal Treasurer of the Municipality retired from office which require reconstitution of the Municipal Disposal and Appraisal Committee;

WHEREAS, Section 379 of RA 7160 provides that when any property of LGU has become unserviceable and for any cause is no longer needed, it shall upon application of accountable officer be inspected and appraised, and if found valueless or unusable, shall be destroyed in the presence of the inspecting officer. If found valuable, the same shall be sold at public auction to the highest bidder.

NOW THEREFORE, I, **TIMOTHY JOSEPH E. CAYTON**, Municipal Mayor of Dupax del Norte, Nueva Vizcaya, by virtue of the powers vested in me by law, do hereby create the Municipal Disposal and Appraisal Committee of Dupax del Norte as follows:

Section 1. COMPOSITION. The Disposal and Appraisal Committee shall be composed of:

- Chairman : **Atty. Timothy Joseph E. Cayton**
Municipal Mayor
- Members : **Engr. Aileen B. Ellamil**
Municipal Engineer, HRMO-Designate
- : **Engr. Celso D. Aguada**
MPDC

- : **Marlon A. Herrera**
Municipal Assessor
- : **Dr. Mary Ruth C. Reyes**
Municipal Health Officer/BAC Chairman
- : **Brendalie C. Paragas**
Municipal Accountant
- : **Melvin V. Estrada**
Acting Municipal Treasurer
- : **Jimmy V. Estrada**
GSO-Designate

Section 3. DUTIES & FUNCTIONS. The duties and functions of the Municipal Disposal and Appraisal Committee are as

A. Disposal of Real Property

1. The Local Chief Executive shall be responsible for disposal of real property, buildings and other physical structure.
2. The committee shall recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
3. Destruction of property shall be made in the presence of the committee.

B. Appraisal and Disposal of Equipment (Office Equipment, Furniture and Fixture, Machinerics and Equipment, and Transportation Equipment)

1. The committee shall accept the submitted report of the accountable officials in possession of unserviceable property through their respective heads of offices;
2. Inspect the unserviceable equipment and property to verify justification for disposal;
3. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous bidding for similar property;
4. Recommend to the heads of department/agency for approval, the manner of disposal;
5. Supervise the sale of public auction to the highest bidder for unserviceable property if found valuable;
6. When Public Auction is impractical, the committee may cause the disposal of the property thru negotiation at a price that they will deliberate;
7. The committee shall undertake the negotiated sale and approve its subsequent sale;
8. The disposal committee members, including agency concerned, shall each prepare its appraisal report;
9. Conduct an ocular inspection of the properties to be appraised to assess its physical condition;
10. To seek reference price information such as acquisition cost or current market price of similar property or replacement cost for a similar new property;
11. Compute the appraised value following the revised formula on appraisal of government property; and
12. In case of conflict in appraisal, the committee shall deliberate on the appropriate appraised value that the government shall set as the minimum bid price.

Section 4. EXPANDED MEMBERSHIP. In order to foster greater consultation, an expanded membership of the Municipal Disposal and Appraisal Committee is hereby created to be composed of the following:

Hon. Frederick G. Padilla -Municipal Vice Mayor

Hon. Juan Paolo E. Cayton -SB Chair, Comm. on Legal Ways & Means

Section 5. REPEALING CLAUSE. All issuances and orders inconsistent with this Executive Order are hereby repealed, amended and/or modified accordingly.

Section 6. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 27th day of July 2020 at Dupax del Norte, Nueva Vizcaya.


ATTY. TIMOTHY JOSEPH E. CAYTON
Municipal Mayor