



Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF CLAVERIA

OFFICE OF THE LOCAL CHIEF EXECUTIVE

TeleFax No. (078) 395-0191

EXECUTIVE ORDER No. 002

Series of 2016

**CREATING THE INVENTORY COMMITTEE OF THE LOCAL GOVERNMENT UNIT OF CLAVERIA,
CAGAYAN AND PROVIDING FOR ITS COMPOSITION AND FUNCTIONS THEREOF**

WHEREAS, the Local Governance Transition Team created through Executive Order No. 007, Series of 2016 was tasked to conduct inventory of immovable and movable properties;

WHEREAS, the General Services Officer Designate together with the Department Heads were ordered to submit its respective inventory report of all its office equipment and other properties ;

WHEREAS, there is a need to create an Inventory Committee of the Local Government Unit of Claveria to validate equipment and all other properties of the municipality listed in the Inventory Reports, as part of the accountabilities turned over to the new administration;

NOW THEREFORE, I, CELIA T. LAYUS, MD, Municipal Mayor, Municipality of Claveria, by virtue of the powers vested in me by law, do hereby order:

Section 1. Title. "An Executive Order Creating an Inventory Committee of the Local Government Unit of Claveria and Providing for its Composition and Functions thereof".

Section 2. Composition. The Inventory Committee of the Local Government Unit shall be composed of the following:

VIOLETA T. TAJON *fm 07/15/16*
Municipal Treasurer/GSO Designate

JEFFREY L. SALMON *[Signature] 7/15/16*
Municipal Accountant

EDGAR B. LLAPITAN *[Signature] 7-15-16*
Municipal Engineer

CORAZON V. ESTORQUIA *H 07/15/16*
Municipal Assessor

Section 3. Functions. The Inventory Committee shall ensure the soundness of the listed equipment and all other properties in the Inventory Reports turned over to the new administration of the Local Government Unit of Claveria. As such, the committee shall:

3.1. Validate inventories on all equipment and other properties as listed in the Inventory Reports submitted;

3.3 Prepare and submit to the Local Chief Executive validated and updated Inventories of equipment and all other properties, classified as movable and immovable properties, copy furnish the GSO Designate, and the Municipal Accountant.

4 Effectivity. This Executive Order shall take effect immediately upon its approval and shall remain enforced, unless otherwise revoked. All concerned employees will be furnished a copy of this order for their compliance.

Done this 13th day of July 2016 at Claveria, Cagayan.


CELIA T. LAYUS, MD
Municipal Mayor

