



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 05

Series of 2025

AN ORDER INSTITUTING A SUPPLY AND PROPERTY MANAGEMENT SYSTEM AND PROVIDING RULES AND GUIDELINES FOR ITS IMPLEMENTATION

WHEREAS, Section 2 of Presidential Decree No. 1445 provides that, "It is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguard against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned;

WHEREAS, each agency shall adequately and appropriately design a whole system or network of methods, procedures, and plans assuring the achievement of its objectives in promoting operational effectiveness and efficiency, safeguarding assets and records, ensuring reliability of financial reporting and encouraging compliance with laws regulations and policies;

WHEREAS, the Commission on Audit by an Audit Observation Memorandum (AOM) has recommended that the municipality design appropriate and adequate internal control over supply and property management.

NOW, THEREFORE, I, RAMON BENITO M. AQUINO, by virtue of the powers vested in me as the duly elected Municipal Mayor of the Municipality of Moncada do hereby ORDER and institute a supply and property management system in the Municipal Government of Moncada and providing rules and guidelines for its implementation, to wit:

SECTION 1. COMPOSITION of the SUPPLY UNIT. A Supply Unit for the Municipality is hereby created. This unit shall serve as the primary body responsible for the inventory, and management of all supplies and materials of the local government. The unit shall be composed of the following personnel:

HEAD SUPPLY OFFICER: MR. CRISTOPHER JOHN B. PABO, MHRMO
(Motor Vehicles/Equipment/Parts /PMS /Repair, ITC)

INSPECTION OFFICERS:

- 1. ENGR. CHERRY C. DAILEG, Engineer III**
(Infra Projects/Office Fixtures)
- 2. MS. IVY MADRIAGA-DAMO, AO V**
(Local School Board/Mayor's Office Special Projects/MOOEs)
- 3. MS. DIANA A. AYSON, MBO**
(Commonly Use Office Supplies/Food Packs)
- 4. PETER LOUIE R. TAMAYO, MD, MHO**
(Medicines, Medical Machine/Equipment)



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SECTION 2. DESIGNATION OF UNIT SUPPLY OFFICERS. The following are hereby designated to be responsible and accountable for the receipt, inspection, issuance, and reporting on property for their respective unit or department:

Mayor's Office	Ms. Cristina L. Macaranas
Operation of Public Market	Ms. Carlota P. Bautista
Operation of Mun Abattoir	Mr. John Henry L. Pal, DVM
Operation of Motorpool	Mr. Geneses Ian O. Quilet
MoPC/PESO	Ms. Dianne Crystal L. David
PDAO	Ms. Leira P. Bautista
OSCA	Ms. Maria Divina Espejo
MDRRMO	Ms. Myra Flor C. Pascua
LYDO	Mr. Jayvee G. Galletes
MCDO	Mr. Heaven Danielle Taylan
Municipal Treasury Office	Ms. Abraham T. Rodrigo
Municipal Civil Registrar's Office	Ms. Leah B. Villanueva
Municipal Health Office	Ms. Dulce Amor A. Lucindo (RHU 1)
	Ms. Elaine Grace G. Ramos (RHU 2)
Municipal Budget Office	Ms. Aurora D. Tabunan
MSWDO	Ms. Crystal Faith G. Dantes
Municipal Assessor's Office	Ms. Leslie B. Aquino
Municipal Agriculture Office	Ms. Arlene G. Macalloc
MPDO	Engr. Val Joseph T. Quindara
Municipal Accounting Office	Ms. Jovilyn F. Ramos
Municipal Engineering Office	Mr. Henroy T. Daileg
Sangguniang Bayan	Mr. Victor Sandino S. Molina
Bureau of Fire Protection	FSINP Jun Michael A Manuel
PNP	PMAJ Santi Frey DC Lorenzo
DILG	LGOO VI Bryan N. Rivera
LnB	Hon. Bernadine C Ferrer

The designated individuals may be removed or changed by virtue of a memorandum order to be issued by the Municipal Mayor.

SECTION 3. RESPONSIBILITIES AND FUNCTIONS. The foregoing officers shall have the following functions and responsibilities:



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1. The Head Supply Officer:

- a. Shall be responsible for accepting of deliveries upon arrival at the premises of the municipality for the purpose of receiving and signing the Delivery Receipt and for the initial recording of the deliveries;
- b. Shall properly post and update the information (receipts, issuances and balance on hand) taken from the IAR;
- c. Shall be responsible for preparation of bin cards and stock/property cards and reconcile the entries therein with physical count of stock on hand;
- d. Shall keep a record as to the receipt, issuance of supplies, materials and equipment;
- e. Shall, within twenty-four hours from acceptance, furnish the COA auditor copies of the delivery documents, regardless of whether or not the transaction is subject to pre-audit;
- f. Shall be responsible in ensuring that the Request and Issue Slips (RIS) and Acknowledgment Receipts of Equipment (ARE) are signed by the designated Unit Supply Officer upon issuance of the supplies or equipment;

2. The Inspection Officers:

- a. Shall be primarily responsible for inspecting the items delivered prior to acceptance by the Head Supply Officer, except as otherwise permitted by regulation, to determine conformity of delivered items to specification;
- b. Shall prepare a report of inspection of all consumables and submit the same to the COA Auditor;
- c. Shall assist the Head Supply Officer in managing the Supply Unit.

3. The Unit Supply Officer:

- a. Shall be responsible for accepting from the Head Supply Officer, all supplies, materials and equipment allocated or intended for their unit/department;
- b. Shall be responsible for preparation of bin cards and stock/property cards and reconcile the entries therein with physical count of stock on hand;
- c. Shall keep a record as to the receipt, issuance of supplies, materials and equipment;
- d. Shall be responsible in ensuring that the Request and Issue Slip (RIS) and Acknowledgment Receipt of Equipment (ARE) are signed by the end-user upon issuance of the supplies or equipment;

SECTION 4. ADDITIONAL FUNCTIONS OF THE SUPPLY UNIT. In addition to their respective specific functions, the members of the Supply Unit shall have the following responsibilities:

- a. Shall prepare an Inventory Custodian Slip (ICS) for monitoring, control and accountability of end-user for small tangible items with estimated useful life of more than one year but small enough to be considered as PPE;
- b. Shall prepare an Acknowledgement Receipt for Equipment (ARE) for non-expendable property and equipment;



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- c. Shall maintain Bin Cards and shall record the receipt and issuance of each class of item kept in stock;
- d. Shall consolidate PPMP into APP;
- e. Shall prepare Agency Procurement Requests (APR) for all items to be procured at the DBM-PS including procurement of common-use items that are available at DBM-PS;
- f. Shall identify unserviceable equipment and waste materials for disposal and prepares Inventory and Inspection Report of Unserviceable Property (URUP) and Waste Materials Report (WMR) for submission to the disposal committee;
- g. Shall prepare Purchase Requests (PR) for common-use items not available at DBM-PS and not exceeding Php 400,000.00 for submission to BAC;
- h. Shall request and conduct pre-inspection of supplies and materials whenever required and necessary;

SECTION 5. PROCEDURAL GUIDELINE. In the performance of their functions the following shall be the procedure by which the property, supply shall perform their functions and responsibilities, to wit:

A. Procedure During Delivery and Immediately Thereafter.

- 1. The Head Supply Officer and the Inspection Officer/Team shall be present at the time the supplier delivers the supplies/equipment within the premises of the municipal building.
- 2. The Head Supply Officer shall make an initial recording of the deliveries made.
- 3. The Inspection Officer/Team inspects the items delivered prior to acceptance by the Head Supply Officer, except as otherwise permitted by regulation, to determine conformity of delivered items to specification.
- 4. The Inspection Officer/Team and the Head Supply Officer shall prepare and sign the Inspection and Acceptance Report (IAR). Head Supply Officer shall also prepare and sign the Delivery Report (DR). These Reports shall be submitted to the Municipal Treasurer being the person primarily accountable for all government properties of the municipality.
- 5. The Head Supply Officer shall prepare the disbursement voucher after the inspection and acceptance of the supplies, materials and equipment delivered.
- 6. The Head Supply Officer shall properly post and update the information (receipts, issuances and balance on hand) taken from the IAR. Reconciliation of entries of bin cards with stock/property cards and with physical count of stock on hand.

B. Procedure for the Issuance and Utilization of Supplies, Materials, and Equipment.

- 1. The Unit Supply Officer prepares Requisition and Issue Slip (RIS) or Acknowledgment Receipt of Equipment (ARE) in 3 copies and forwards the RIS/ARE to the Head Supply.



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2. The Head Supply Officer reviews and verifies RIS/ARE as to completeness of information. He then fills up RIS No., Date, Quantity, Remarks and initials the 'Approved by' portion of the RIS/ARE, and records RIS in the logbook. The RIS/ARE must be approved by the Municipal Treasurer prior to the issuance of the supplies, materials or equipment.
3. The Head Supply Officer shall only then release supplies and materials to the respective Unit Supply Officers.
4. The End User/Requisitioning party prepares a Requisition and Issue Slip (RIS) or Acknowledgment Receipt of Equipment (ARE) in 3 copies and forwards the RIS/ARE to the Unit Supply Officer.
5. The Unit Supply Officer reviews and verifies RIS/ARE as to completeness of Information. Fills up RIS No., Date, Quantity, Remarks and initials the "Approved by" portion of the RIS/ARE, and records RIS in the logbook. The RIS/ARE must be approved by the Department/Unit Head prior to the issuance of the supplies, materials or equipment.
6. The Unit Supply Officers Head Supply Officer shall only then release the requested supplies, materials or equipment to the respective end user/Requisitioning party.
7. The Requesting Personnel receives supplies requested and signs in the "Received by" portion of the RIS. The Unit Supply Officer Files permanently in numerical order, Copy2 of RIS and files temporarily the originals of RIS and SAI for the Preparation of Report of Supplies and Materials Issued.

SECTION 6. REPEALING CLAUSE. All administrative orders, memorandum orders, rules and regulations inconsistent with the provisions of this order are hereby replaced or amended accordingly.

SECTION 7. EFFECTIVITY. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 10th day of July 2025 in Moncada, Tarlac.


RAMON BENITO M. AQUINO
Municipal Mayor