



Republic of the Philippines  
**PROVINCE OF ISABELA**  
City of Ilagan

## *Office of the Governor*

### **EXECUTIVE ORDER NO. - 35 Series of 2020**

#### **CREATING THE DISPOSAL COMMITTEE OF THE PROVINCIAL GOVERNMENT OF ISABELA (PGI) TO BE IN-CHARGE OF ALL MATTERS PERTAINING TO THE SYSTEMATIC AND TIMELY PROPERTY DISPOSAL OF PGI PROPERTY, IN ACCORDANCE WITH THE DEPARTMENT OF BUDGET AND MANAGEMENT (DBM) MANUAL ON DISPOSAL OF GOVERNMENT PROPERTY**

**WHEREAS**, it is the policy of the State to ensure that government supply/property procurement and utilization, maintenance, and property disposal procedures are carried out in a judicious and transparent manner;

**WHEREAS**, Executive Order No. 888, Series of 1983 grants Departments and Agencies the Authority to dispose of their respective unserviceable equipment and disposable property;

**WHEREAS**, as the last phase in the supply management cycle, Property Disposal occurs when a piece of government equipment can no longer provide efficient service or, tho still working, has been rendered useless due to obsolescence;

**WHEREAS**, the increasing quantity of unserviceable vehicles and equipment in all government offices has made it imperative for government to effect a systematic and timely disposal system for such property, to avoid further deterioration, decongest work spaces, or even yield benefits for the government;

**WHEREAS**, the State directs government offices to follow a uniform procedure of government property disposal in accordance with the *Manual on Disposal of Government Property* issued by the Department of Budget and Management;

**WHEREAS**, the increasing quantity of unserviceable vehicles and equipment and property in the offices of the Provincial Government of Isabela necessitates the creation of a Disposal Team to ensure compliance with the guidelines provided for in the Manual on Disposal of Government Property;

**NOW THEREFORE**, I, **RODOLFO T. ALBANO III**, Governor of Isabela, by virtue of the powers vested in me by law, do hereby decree the following:

**Section 1. CREATION.** A Disposal Committee is hereby created and established to be in-charge of all matters pertaining to the systematic and timely property disposal of equipment and property of the Provincial Government of Isabela (PGI), in accordance with the Department Of Budget And Management (DBM) *Manual on Disposal of Government Property*.

**Section 2. NATURE AND CHARACTER.** The Disposal Committee is a special body independent from all other offices of the Provincial Government and operating based on existing directives governing property disposal.

*Nagkaisa para sa Isabela*

**Section 3. COMPOSITION.** The Disposal Committee shall be constituted as follows:

Chairman	:	HON. RODOLFO T. ALBANO III Governor
Vice Chairman	:	MR. RODRIGO T. SAWIT Head, Provincial General Services Office
Members	:	MS. ELSA M. PASTRANA Head Provincial Budget Office
		MS. MARILYN G. LOPEZ Head, Provincial Internal Audit & Control Office
		MS. ANTONIETTA M. BULAN Committee Chairman – Local Government

A SECRETARIAT and Technical Staff from existing Provincial General Services Office (PGSO) personnel shall be created to handle all the Committee's administrative and technical concerns, as well as the safekeeping and systematic management of Committee documents and records.

**Section 4. FUNCTIONS.** The Disposal Committee shall perform the following functions, in accordance with policy and as provided in EO 888:

1. Make the determination of Disposable Property and inspect unserviceable equipment and property in offices of the Provincial Government of Isabela to verify justification for disposal, and ensure that the subject of the same shall be unserviceable, obsolete, forfeited, abandoned, excess or surplus to the needs of the government, or junk or scrap government property such as supplies, materials, and equipment purchased or owned, stocked and used by the PGI in its operations;
2. Coordinate with proper government offices and agencies in the disposal of the following:
  - 2.1 Museum materials acquired and preserved solely for exhibition and antique property and works of art, which shall be referred to the National Museum for the determination of their disposition and appraisal of value
  - 2.2 Documents submitted for copyright, in coordination with the National Library
  - 2.3 Models submitted in connection with applications for patents, in coordination with the Bureau of Patents, Trademarks, and Technology Transfer
3. Ensure the exclusion of the following from the coverage of the DBM Manual:
  - 3.1 Real Property which shall be done in coordination with the Department of the Environment and Natural Resources ; and
  - 3.2 Records pertaining to claims and demands by the Provincial Government either as a debtor or creditor, and are required to be audited by the Commission on Audit, in accordance with Rule 6.3 of DECS Department Order No. 13-A dated February 3, 1988, prescribing the guidelines on the decentralized disposal of valueless government records, and which provides that the same shall not be destroyed or disposed of by the head of any entity under the authorization granted without the necessary clearance from the commission on Audit, certifying, among other things, that records for disposal are not involved in any case.

4. Require accountable officials in possession of unserviceable property to submit to the Committee accomplished forms, as appropriate, such as Inventory and Inspection Report, Report of Waste Materials, Invoice Receipt for Property;
5. Undertake inspection, appraisal, and valuation activities as a group or individually, and participate in the bidding and awarding activities;
6. Conduct public biddings for the sale of disposable property on an "as is, where is" basis and to recommend corresponding award;
7. Set the final appraised value of all disposable property considering obsolescence, market demand, physical condition, and result of public biddings for similar property;
8. Meet on a regular basis and initiate activities in the disposal process, and in case of differences on appraised values among members, the Chairman shall make the final decision as to which recommendation shall be submitted for approval;
9. Recommend to the Department of the Interior and Local Government for approval, the manner of disposal;
10. Use the *Manual on Disposal of Government Property* issued by the DBM as basis for Committee tasks and activities;
11. Perform other functions as may be necessary in the implementation of this Order.

**Section 5. FUNDING.** Funding for the operations of the DISPOSAL COMMITTEE shall be sourced from funds of the Provincial Governor's Office.

**Section 6. REPEALING CLAUSE.** All issuances, orders, rules and regulations, or parts thereof that are inconsistent with any provision of this Order are hereby repealed or modified accordingly.

**Section 7. EFFECTIVITY.** This Executive Order shall take effect immediately.

DONE in the City of Ilagan this 25th day of September, 2020.

  
RODOLFO T. ALBANO III  
Governor 