Republic of the Philippines
MUNICIPALITY OF QUEZON
Province of Quezon
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OFFICE OF THE MUNICIPAL MAYOR

ADMINISTRATIVE ORDER NO. 14
Series of 2021

REORGANIZATION OF THE MUNICIPAL INVENTORY COMMITTEE

WHEREAS, Section 124 of the Manual on the New Government Accounting System (NGAS) states that the Local Chief Executive shall require periodic physical inventory of supplies, equipment and property and conduct physical count of property, plant and equipment and report the same contained in the Report on the Physical Count of Property,. Plant and Equipment (RPCPPE);

WHEREAS, in order to conduct the physical count of its properties, a committee has to be reorganized and prepare the necessary documents needed for disposal of the unserviceable properties;

NOW THEREFORE, I, MA. CARIDAD p. CLACIO, by virtue of the power vested in me by law as the local chief executive, I do hereby reorganized the MUNICIPAL INVENTORY COMMITTEE (MIC) and appoint its member, as follows:

Chairman:	MS. FELICIDAD M. OLIVEROS	MBO/Chairman
Vice Chair:	MR. DREXLER O. OLIVEROS	ME/OIC-MPDC
Members:	MS. JOCELYN A. SISPEREZ	Municipal Accountant
	MR. PAUL GERALD B. ISLA	Engineering Assistant
	MR. MAXIMO O. LUNA, JR.	GSO-Designate
	MS. ASHLEY G. OGANIA	GSO Staff
	MR. GLEN EDRICK H. CABRERA	GSO Staff

The MIC shall conduct the physical count of its properties for Annual Report on the Physical Count of Property, Plant and Equipment and prepare the necessary documents for disposal on the inventoried unserviceable properties.

DONE this 13th day of January 2021 at Quezon, Quezon.

MA. CARIDAD P. CLACIO
Municipal Mayor