



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL NORTE
PROVINCIAL CAPITOL
DIPOLOG CITY
OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 13
Series of 2022

AN ORDER CREATING AN INVENTORY TEAM/TASK FORCE TO CONDUCT AN INVENTORY OF ALL PROPERTY, PLANT, EQUIPMENT AND SUPPLIES OF THE PROVINCIAL GOVERNMENT AND OTHER INVENTORIES FOR PURPOSES OF DOCUMENTATION AND RECONCILIATION WITH ACCOUNTING RECORDS.

WHEREAS, Sec. 124 of COA Circular No. 2002-003, dated June 20, 2002, otherwise known as the New Government Accounting System (NGAS) for the use in the Local Government Units, wherein the Local Chief Executive shall require a periodic physical count of inventory items by type, conducted semesterly, and annually for plant; property and equipment, be reported in the Report of the Physical Count of Inventories for Inventory Items and Report of Physical Count for Plant, Property and Equipment or P/P/E;

WHEREAS, there is a necessity to obtain a correct and reliable Report on the Physical Count of Inventories (RPCI) and Report on the Physical Count of Property, Plant and Equipment (RPCPPE) as bases for the reconciliation of the accounting records of the Office of the Provincial Accountant and that of the Provincial General Services Office;

WHEREAS, herein undersigned issued Memorandum Order No. 03, Series of 2022, ordering all Chiefs of Offices and Department Heads to advise their personnel to turn-over the service vehicles and equipment assigned to their respective offices.

WHEREAS, there is a need to check the compliance of all Chiefs of Offices and Department Heads with Memorandum Order No. 03, Series of 2022.

WHEREAS, inventory is a means to generate input in assessing the soundness of the provincial coffers.

NOW, THEREFORE, I, ROSALINA G. JALOSJOS, Provincial Governor of Zamboanga del Norte, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Composition of the Inventory Team. There shall be created and Inventory Team tasked to conduct an inventory items including plant, property and equipment found therein and owned by the Province of Zamboanga del Norte. The committee shall be composed of the following personnel:

Chairperson : **ATTY. OLIVE CORRINE N. OLVIS-LACAYA**

Vice- Chairperson : **ADELFA S. TRANI**

Members: : CECILIA N. JUMAWAN
ATTY. MAYROSE S. CASTILLON
JOEL C. BAQUIAL
ATTY. GEE O. PAGCALIWAGAN
ENGR. REY C. EGUIA
DR. MIRABELLE M. DIAZ
DARCY KENT G. DAJUELA
RICA MARIE N. OLVIS
ALI HYACINTH H. BASTASA
JUBILYN A. TENIDO
AZE P. SANGUAL
SYDFREY C. NAVOA
SAMMUEL B. BOLANDO

SECTION 1-A. The Chairperson, Vice-Chairperson and Members of the Inventory Task Force are entitled to engage the assistance of two (2) personnel from their respective offices in the conduct of the undertaking.

SECTION 2. Duties and Functions. The Inventory Team shall have the following duties and functions:

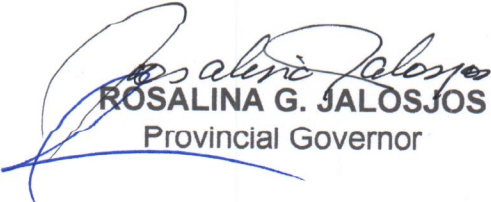
- a. Convene the team for the preparation of the undertaking;
- b. Inform the Internal Control Unit, the local auditor and the chiefs of offices/hospital/jail regarding the schedule of the physical count;
- c. Conduct the physical count of all inventory items and plant, property and equipment;
- d. Submit to the Office of the Provincial Governor the Report of Physical Count of Inventories (RCPI) and the Report of the Physical Count of Property, Plant and Equipment (RPCPPE);

SECTION 3. Miscellaneous. In the performance of their above-mentioned functions, the Chairperson, Co-Chairperson and Members of the Team are entitled to collect per diems while out of official station for the activity and/or render overtime services during Saturdays, Sundays and/or Holidays, subject to the usual accounting and auditing rules and regulations.

SECTION 4. Reports. The Team is required to submit its REPORT to the Provincial Governor within fifteen (15) days from the date hereof;

SECTION 5. Effectivity. This Order shall take effect immediately and shall be in full force and effect unless otherwise amended, revised, revoked or rescinded.

Done this 7th day of July, 2022 at Dipolog City, Zamboanga del Norte, Philippines.


ROSALINA G. JALOSJOS
Provincial Governor