



Republic of the Philippines
Province of Tarlac
MUNICIPALITY OF GERONA

OFFICE OF THE MUNICIPAL MAYOR

Section II. Functions and Responsibilities

1. To prepare/submit Property, Plant and Equipment Physical Inventory Program to the undersigned for approval;
2. To coordinate with the Municipal Accountant for the preparation/submission of Master Lists of Property, Plant and Equipment owned by the Municipality of Gerona as per Property Card maintained in his office;
3. To determine whether the Acknowledgement Receipt of Equipment are renewed every three (3) years; and
4. To prepare/submit Report on Physical Inventory of Property, Plant and Equipment conducted within ten (10) days after the completion of the inventory.

Section III. Effectivity:

This Order shall take effect immediately upon signing. Done this 3rd day of February, 2010


DENNIS NORMAN T. GO
Mayor

Cc:

HON. VICTOR A. YAP
Governor
Province of Tarlac

SANGGUNIANG BAYAN
Gerona, Tarlac

DILG

**ENGINEERING OFFICE
OFFICE OF THE EXECUTIVE ASSISTANT III
ACCOUNTING OFFICE
PLANNING AND DEVELOPMENT OFFICE
TREASURY OFFICE**



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OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 02-10
Series of 2010

AN ORDER CREATING THE PROPERTY, PLANT AND EQUIPMENT INVENTORY COMMITTEE.

WHEREAS, the Municipal Government of Gerona, Tarlac is primarily responsible for the proper handling, recording, monitoring of property, plant and equipment of the Municipality;

WHEREAS, the provisions of the Manual on the **New Government Accounting System (NGAS)** mandates the installation and maintenance of Property Card for each kind of property;

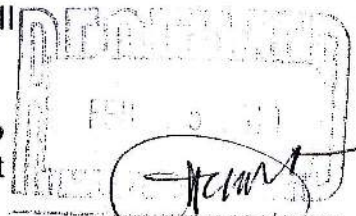
WHEREAS, the accuracy and the validity of the property, plant and equipment valued in the books of accounts of the Municipality should be reliable;

WHEREAS, to ensure the attainment of effective and efficient property, plant and equipment management, the creation of an Inventory Committee is deemed imperative.

NOW THEREFORE, I, DENNIS NORMAN T. GO, Municipal Mayor of Gerona, Tarlac, by the power vested in me by law, do hereby create the Property, Plant and Equipment Inventory Committee, with the following provisions:

Section I. Composition-

Chairman	-	Engr. Teodoro R. Cabanes Municipal Engineer
Co-Chairman	-	Mr. Jun Benito T. Go Executive Assistant III
Members:		Mr. Lito F. Melegrito Municipal Accountant
		Mr. Victor Gerald A. Castaneda Municipal Planning and Development Officer
		Mr. Krizzvert Warrior O. Iglesia Administrative Assistant II Municipal Treasury Office



2-15-2010

2-15-2010

Received by:
Municipal Office 02/15/2010
4:49 P.M.





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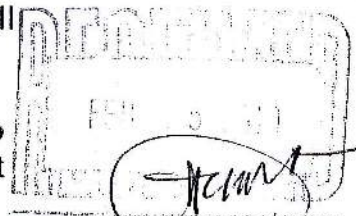
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