



Republic of the Philippines
Province of Davao Oriental
OFFICE OF THE PROVINCIAL GOVERNOR
Capitol Hills, City of Mati
Contact Numbers: Phone +6387 388-3120 · +6387-3109

EXECUTIVE ORDER NO. 1
Series of 2022

PROVIDING FOR THE CREATION OF TEAMS ON THE MONITORING AND EVALUATION OF INFRASTRUCTURE PROJECTS IMPLEMENTATION AND ON THE INVENTORY OF MOTOR VEHICLES, THEIR COMPOSITION, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES

WHEREAS, Section 4.2.1 of the Dept. of the Interior and Local Government (DILG) Memorandum Circular (MC) No. 2022-029, dated March 10, 2022 (2022 Local Governance Transition), provides for the duties and responsibilities of the Local Governance Transition Team, including, among others, the conduct of inventory on movable properties such as motor vehicles, etc.;

WHEREAS, the DILG issued MC No. 2022-053 to supplement the foregoing provision by adding the task for the LGU to *conduct inventory of on-going projects, especially infrastructure projects such as roads, buildings, water supply and sanitation, and other development projects to include data such as physical accomplishment and financial status*, which shall be attached with the current physical and financial accomplishment report/s and other related documents;

WHEREAS, among the official LGU documents and/or records turned over by the outgoing to the incoming administration are the reports/lists of motor vehicles and infrastructure projects, in compliance with the above-specified DILG MCs;

WHEREAS, Section 159 of the Commission on Audit (COA) Circular No. 92-386, dated October 20, 1992 mandates that, "*Aside from the annual inventory, the local chief executive shall order a running and test inventory of property under his accountability at any time for the purpose of ascertaining the correctness of the supplies or property records...*";

WHEREAS, this Administration deems it appropriate to exercise extra due diligence in its check and audit of the turned over assets, official documents and/or records with the view to ascertaining or determining their existence, ownership and valuation, as well as, their integrity, authenticity and agreement or accuracy, and satisfying the requirements of law, rules and regulations;

WHEREAS, the realization of this Administration's objectives in this regard necessitates the creation of separate teams to simultaneously undertake the effective and efficient conduct of motor vehicles inventory and the monitoring and evaluation of infrastructure projects implementation.

NOW THEREFORE, I, CORAZON N. MALANYAON, Governor of the Province of Davao Oriental, by virtue of the powers vested in me by law, do hereby **ORDER** the following:

1.0 CREATION and COMPOSITION.

1.1 The Infrastructure Projects Implementation Monitoring and Evaluation Team (InPrIME Team) is hereby created and shall be composed of the following:

Team Leader : Engr. Maria Victoria G. Rodriguez, PGDH, PTO
Vice-Team Leader : Mr. Freddie C. Bendulo, PGDH, PPDO

Members : Mr. Jonathan E. Templa, PGADH, PAdO
Engr. Marie Eleonor M. Serrano, PGADH, PASSO
Engr. Jonathan H. Rodriguez, Engineer IV, PEO
Engr. Ritzel B. Niez, Engineer II, PEO
Mr. Eric M. Albao, AO IV, PAdO
Ms. Almira M. Aguilon, EA IV, PGO
Mr. Elpidio C. Baril, Draftsman III, PPDO

1.2 The Motor Vehicles Inventory Team (MoVeln Team) is hereby created and shall be composed of the following:

Team Leader : Maria Gracia M. Tiago, PGDH, PADO
Co-Team Leader : Engr. Esteban G. Silvosa, SAO, PASSO
Vice-Team Leader : Mr. Amulfo A. Bondoc, PGDH, PGSO

Members : Mr. Romeo A. Kwan Tiu, PGADH, PTO
Ms. Ma. Patricia Theresa H. Templa, SAO, PACCO
Mr. Teodulo E. Pamat, Jr., AA I, PGSO

2.0 DUTIES and FUNCTIONS.

2.1 The InPRIME Team shall perform the following duties and functions:

- Secure/compile records of on going projects (i.e. photos, as-staked, as \-built drawings, if necessary, documents as proof for extension of period for project implementation
- Inspect/verify/assess/checks the work accomplishment against the approved plans and specifications and program of works
- Verify the availability of construction materials on-site in accordance with the approved plan specification and appropriate equipment are on-site in accordance with the equipment schedule. This is to ensure that implementation will not be hampered
- The team shall submit a comprehensive report to the Local Chief Executive based on the actual status of project implementation
- Recommend to the Local Chief Executive appropriate measures of the following:
 - Strategies on how to improve project implementation to avoid delays
 - Actions to be made for those projects implemented not in accordance with the approved plans and specifications
- Perform other functions as required by the Governor

2.2 The MoVeln Team shall perform the following duties and functions:

- Verify and validate the existence of the motor vehicles, which should not be confined to a mere examination or inspection of pertinent documents and/or records, lists, reports, and other papers but shall include physical inventory and ocular verification as to their existence and condition.
- Reconcile and prepare reports of discrepancies between physical count and property records, and establish the person/s accountable and responsible therefor.
- Establish the condition and functionality of each motor vehicle.

- Prepare and submit the final Inventory Reports, along with the findings/recommendations as to which units are recommended for transfer without cost, for repair (economically repairable) and for disposal (unserviceable and beyond economic repair), to the PGDH of the PGSO for his recommending approval, and to the Governor, for final approval.

3.0 SUBMISSION OF PAPERS RELATIVE TO MOTOR VEHICLES AND INFRASTRUCTURE PROJECTS.

The InPrIME and MoVeln Teams shall have the power, for purposes of examination, inspection, validation and verification, to require the submission of the original of any order, deed, contract, registration, agreement or other documents/papers in the course of inventory or monitoring and evaluation, as the case may be. If an authenticate copy is needed for record purposes, the copy shall, upon demand, be furnished.

It shall be the duty of the officials or employees concerned, including those in non-government entities where physical inventory or monitoring and evaluation is undertaken, to comply promptly with these requirements. Failure or refusal to do so without justifiable cause shall constitute a ground for administrative disciplinary action.

Offering unnecessary obstruction to the performance of both Teams' official duties and functions, or if found guilty of concealing any material information, pertinent documents and/or records shall be subject to the penalties provided by law.

4.0 OPERATIONAL EXPENSES AND FUNDING.

Subject to the usual accounting and auditing rules and regulations, the operational expenses and other related expenses of the Teams shall be chargeable to General Fund CY 2022.

5.0 SUNSET CLAUSE

The InPrIME and MoVeln Teams shall complete its work within thirty (30) calendar days, after which they shall become *functus officio*.

6.0 EFFECTIVITY.

This Executive Order shall take effect immediately upon its approval.

DONE in the City of Mati, Davao Oriental, Philippines, this 6th day of July in the year of our Lord, Twenty Hundred and Twenty-Two.


CORAZON N. MALANYAON
Governor