



**EXECUTIVE ORDER NO. 23**  
Series of 2022

**CREATING AND/OR CONSTITUTING THE PROPERTY OR GOODS INSPECTORATE TEAM OF THE PROVINCIAL GOVERNMENT OF DAVAO ORIENTAL, DEFINING ITS ROLES AND RESPONSIBILITIES, AND FOR OTHER PURPOSES**

**WHEREAS**, Section 2 of Presidential Decree No. 1445 (the Government Auditing Code of the Philippines), states that “[i]t is the declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations and safeguarded against loss or wastage resulting from illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government. The responsibility to take care that such policy is faithfully adhered to rests directly with the chief or head of the government agency concerned”;

**WHEREAS**, this policy is amplified in Section 1 of Administrative Order No. 119, dated March 29, 1989, which states that “[t]he responsibility for the fiscal operations of offices and agencies of government is hereby declared to reside primarily with the respective Heads of each office, agency, government-owned or controlled corporation and local government unit”;

**WHEREAS**, pertinent to and in addition to the foregoing are Sections 6.08 and 6.09 of Commission on Audit (COA) Circular No. 95-006 dated May 18, 1995, which provides that among the duties and responsibilities that shall be performed by agency officials are “pre-repair evaluation” and “inspection of consumable and perishable items, as well as unserviceable and disposable government property and others assets”;

**WHEREAS**, Rules 14 and 15, Title III of COA Circular No. 92-386, which prescribes the Rules and Regulations of Supply and Property Management in the Local Government, provides for the increase of inspectorate team personnel, if necessary, to ensure that all deliveries of goods and services to the LGUs are inspected promptly and thoroughly;

**WHEREAS**, the Provincial Government of Davao Oriental is committed to adopt or institute a quality management system in provincial offices so as to standardize efficiency in its services, effect good governance and transparency in all government transactions, accountability and equity, as well as, to ensure the effective and prudent utilization of government resources;

**WHEREAS**, for this new provincial leadership to meaningfully exercise fiscal responsibility in its day-to-day operations to ensure that all resources of the Provincial Government are managed/expended/utilized in accordance with law, the creation and/or constitution of a proper body is deemed imperative;

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

**SECTION 1. Creation and Composition.** – The **Property or Goods Inspectorate (PoGI) Team** of the Provincial Government of Davao Oriental is hereby created and shall be administratively, organizationally and functionally under the Office of the Provincial Administrator. The Provincial Administrator shall oversee or supervise the day-to-day activities of the Team in the performance of its duties and responsibilities.

The PoGI Team shall have the following composition, namely:

Team Leader	:	Ms. Maria Gracia M. Tiago, RN, Prov'l Administrator
Co-Team Leader	:	Mr. Jonathan E. Templo, Asst. Prov'l Administrator
Vice-Team Leader	:	Mr. Eric M. Albao, AO IV
Members	:	Ms. Graciella S. Tuazon, AO III
		Mr. Alan Michael B. Pontevedra, AA IV
		Mr. Benito M. Villacorta, AA III
		Ms. Ethel A. Villamor

If deemed necessary, additional personnel shall be designated by the Provincial Governor to the PoGI Team via Memorandum Order.

**SECTION 2. Duties and Responsibilities.** – Broadly, the PoGI Team is mandated to inspect deliveries of property or goods/supplies regardless of the nature or mode of acquisition, which may be needed by the Provincial Government of Davao Oriental in the transaction of public business or pursuit of any of undertaking, project or activity.

As used herein, the term "supplies or property" is construed to be analogous to and may thus be used interchangeably with the term "goods", which consists of the following as defined in Section 5 (h), Article I of Republic Act No. 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations (IRR): all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationary, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services.

Specifically, the PoGI Team shall carry out the duties and responsibilities, as follow:

- Examine/scrutinize/check/inspect all financial and administrative documents including checks covering official transactions of the Provincial Government and then initial the same if found regular or proper or in accordance with government accounting and auditing rules and regulations.
- Within sixteen (16) hours upon receipt of Notice of Delivery/Request for Inspection, conduct inspection and ocular verification of deliveries of goods and services, purchases of foodstuffs, drugs/medicines, medical/laboratory equipment, machines and supplies, construction supplies/materials, agricultural and veterinary products, seedling, planting materials and the like, consumable and perishable items as well as unserviceable and disposable government properties and other assets, and sign the inspection report pertinent thereto.
- Submit a copy of the Acceptance and Inspection Report (AIR) or its equivalent to the Head of the Auditing Unit within twenty-four (24) hours from acceptance of the items delivered; immediately after inspection thereof, in case of unserviceable and disposable property/asset; and within five (5) days from the date of evaluation/inspection, in case of pre-repair evaluation.
- Perform such other related or similar tasks when so directed or instructed by the Provincial Governor/Provincial Administrator.

**SECTION 3. Utilization of Technical Inspector.** — In cases where deliveries of items for inspection are technical in nature such as computers, communication equipment, medical/laboratory equipment, motor vehicles, mechanical devices, agricultural machineries/farm implements, etc., and when deemed necessary for the purpose, the PoGI Team is authorized to tap the services of appropriate technical personnel from Provincial Government offices to guarantee a credible and reliable Inspection thereof. Thereafter, the utilized personnel shall sign the Acceptance and Inspection Report (AIR) as Technical Inspector.

**SECTION 4. Operational Expenses.** – Operational expenses and other related expenditures that may be incurred by the PoGI Team in the performance of their duties and functions shall be chargeable against the Office of the Provincial Administrator or available funds of the Provincial Government.

**SECTION 5. Repealing Clause.** – All executive issuances inconsistent with provisions of this Order are hereby repealed, modified, or amended accordingly.

**SECTION 6. Effectivity Clause.** – This Executive Order shall take effect immediately.

DONE this 20<sup>th</sup> day of September, 2022 at the City of Mati, Davao Oriental, Philippines.

*Corazon N. Malanyaon*  
CORAZON N. MALANYAON  
Governor *CM*