



Office of the Mayor



EXECUTIVE ORDER NO. 10

Series of 2020

“AN ORDER CREATING THE MUNICIPAL APPRAISAL AND DISPOSAL COMMITTEE OF THE MUNICIPALITY OF PALO, LEYTE”

WHEREAS, under the Local Government Code, local government units are mandated to conduct a periodic inventory of all their properties as well as disposal of unserviceable properties to ensure proper accountability;

WHEREAS, there is a need to expedite the disposal of unserviceable property of the Local Government Unit of Palo to avoid further deterioration, especially those exposed to the elements;

WHEREAS, there is a need to create a committee who will be responsible for the proper appraisal and disposal of unserviceable property of the Local Government Unit of Palo, Leyte;

NOW THEREFORE, I, **FRANCES ANN B. PETILLA**, Municipal Mayor of Palo, by virtue of the power vested in me by law, do hereby create the Municipal Appraisal and Disposal Committee of the Municipality of Palo, Leyte;

Section 1. Composition

Chairperson: **Municipal Administrator**
Regular Members: **Municipal Accountant**
Municipal Budget Officer
Municipal Treasurer
General Services Officer

Provisional Member: **Property Custodian of Department/Office**
the properties of which are subject for appraisal and disposal

Secretariat: **GSO Property Custodian**

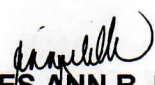
Section 2. Duties and Functions

- 1.) Facilitate the inspection of unserviceable property to verify justification for disposal and to assess its physical condition following the inspection process provided by the Commission on Audit;
- 2.) Set the appraised value of unserviceable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property
- 3.) Prepare the Inventory and Inspection Report to be submitted to the Commission on Audit to determine the final appraised value of the properties to be disposed;
- 4.) Recommend to the Municipal Mayor for approval and manner of disposal;
- 5.) Facilitate the proper disposal of unserviceable properties through the prescribed procedures and proper modes of disposal;
- 6.) Ensure that procedures conducted are in accordance with existing laws and regulations;
- 7.) Perform such other tasks as may be necessary in the performance of their duties.

Section 3. Repealing Clause. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 4. Effectivity. This Order shall take effect immediately.

DONE in the Municipality of Palo, Leyte, this 8th day of JANUARY in the year of Our Lord, Two Thousand and Twenty.


FRANCES ANN B. PETILLA
Municipal Mayor