



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 0051
Series of 2025

**REORGANIZING AND REACTIVATING THE MUNICIPAL INVENTORY TEAM,
APPRaisal AND DISPOSAL OF LGU PROPERTY/IES COMMITTEE
AND SECRETARIAT**

WHEREAS, it is the policy of the State that all government resources shall be managed, expended, or utilized in accordance with existing laws and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with the end view of ensuring efficiency, economy, and effectiveness in government operations;

WHEREAS, the Commission on Audit (COA), as mandated by the Constitution, is authorized to examine, audit, and settle, in accordance with law and regulations, all accounts pertaining to revenues, receipts, expenditures, and uses of funds and property owned or held in trust by, or pertaining to, the government or any of its subdivisions, agencies, or instrumentalities, including government-owned or -controlled corporations;

WHEREAS, Executive Order No. 888, Section 1, and COA Circular No. 89-296 provide that the full and sole authority and responsibility over the divestment or disposal of properties and other assets owned by national, corporate, and local government units, including their subsidiaries, shall be vested in the heads of departments, bureaus, offices, governing bodies, or managing heads of the concerned entities;

WHEREAS, disposal refers to the end of the life cycle of a government property, when its continued maintenance has become unmanageable or uneconomical, thereby creating a burden or disadvantage to the government;

WHEREAS, there is a need to reorganize the Committee on Appraisal and Disposal of LGU Property/ies (CART) due to the change in administration resulting from the May 12, 2025 National and Local Elections;

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order:

Section 1. ORGANIZATION. The Municipal Inventory Team, Appraisal and Disposal LGU Property/ies Committee, and Secretariat are hereby reorganized and reactivated.

Section 2. COMPOSITION OF THE MUNICIPAL INVENTORY TEAM. The Municipal Inventory Team shall be composed of the following:

Leader Engr. Raymond Joseph B. Paraiso Municipal General Services Officer

| | | |
|---------|---|--|
| Members | Engr. Tristee Rio V. Lipit Edna M. Patame Juan Marvin S. Bautista | Engineer II Local Assessment Operations Officer II Motorpool Supervisor |
|---------|---|--|

Aldin R. Linsoco
Ralph Allen D. Escobin

Accounting Clerk III
Construction Machine Operator II

Section 3. FUNCTIONS OF THE MUNICIPAL INVENTORY TEAM. The Municipal Inventory Team shall conduct an inventory of all LGU properties pursuant to the rules and regulations provided in the Manual on the New Government Accounting System for Local Government Units;

Section 4. COMPOSITION OF THE MUNICIPAL APPRAISAL AND DISPOSAL COMMITTEE. The Municipal Appraisal and Disposal Committee shall be composed of the following:

| | | |
|-------------|---|---|
| Chairperson | Hon. Neil Andrew N. Nocon | Municipal Mayor |
| Members | Engr. Ricky R. Estopace Maria Luisa G. Diaz Ronell B. Alcachupas Engr. Raymond Joseph B. Paraiso | Municipal Engineer Municipal Treasurer Municipal Accountant Municipal General Services Officer |

Type of property

| | | |
|---|----------------------------|--|
| IT Equipment Sound System | Antonio L. Adille | Information and Communication System Office Head |
| Medical Equipment and other related items | Dr. Alvin A. Isidoro | Municipal Health Officer |
| Vehicles | Juan Marvin S. Bautista | Motorpool Supervisor |
| Sports Equipment and other related items | Arvin P. Averion | Sports Coordinator |
| Construction materials, engineering equipment and other related items | Engr. Tristee Rio V. Lipit | Engineer II |
| DRRM Equipment And other related items | Cynthia N. Quintans | OIC-MDRRMO |
| Agricultural Equipment and other related items | Engr. Fidel Q. Ariola II | Mechanical Engineer |

Section 5. FUNCTIONS OF THE MUNICIPAL APPRAISAL AND DISPOSAL COMMITTEE. The Municipal Appraisal and Disposal Committee shall perform the following:

1. Conduct an ocular inspection of the property/ies to be appraised or disposed of to obtain first-hand information on their physical condition;
2. Determine the appropriate mode of disposal for unserviceable property/ies;
3. Compute the appraised value of the property/ies to establish the government's minimum selling price and ensure fair compensation;
4. Prepare an appraisal report following existing laws, rules, and regulations;
5. Dispose of the property/ies in accordance with applicable laws, rules, and regulations.

Section 6. MEETINGS. The Municipal Inventory Team, Appraisal and Disposal Committee, and Secretariat shall meet as often as necessary at dates and venues determined by the body. The Chairperson may call a special meeting when deemed necessary. A majority of all members shall constitute a quorum.

Section 7. SECRETARIAT. The Secretariat of the Municipal Appraisal and Disposal Committee shall be composed of the following:

| | | |
|---------|--------------------------------|------------------------------------|
| Head | Engr.Raymond Joseph B. Paraiso | Municipal General Services Officer |
| Members | Ryan M. Pua | Administrative Officer IV |
| | Aldin R. Linsoco | Accounting Clerk III |
| | Ralph Allen D. Escobin | Construction Machine Operator II |

The Secretariat shall provide technical and administrative support, document proceedings, prepare reports, and undertake such other tasks as may be necessary in the performance of its functions.

Section 8. FUNDING. Funds necessary for the operations of the Municipal Inventory Team and the Appraisal and Disposal of LGU Property/ies Committee and Secretariat shall be charged against existing and available municipal funds, subject to the usual accounting and auditing rules and regulations.

Section 9. EFFECTIVITY. The order shall take effect immediately.

DONE this 12th day of December, 2025 at Los Baños, Laguna.



NEIL ANDREW N. NOCON
Municipal Mayor