



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. 0003
Series of 2026

**REORGANIZING THE MUNICIPAL INSPECTION TEAM FOR ALL DELIVERIES
OF SUPPLIES AND MATERIALS, EQUIPMENT, MEDICINES, VEHICLES, AND
OTHER ACQUISITIONS OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS**

WHEREAS, it is the primary concern of the present administration to effect good governance and transparency in all government transactions, accountability, equity, efficiency and ensure utilization of resources with economy;

WHEREAS, the Commission on Audit Circular No. 92-386 entitled "Prescribing Rules and Regulations on Supply and Property Management in the Local Government Provided for the Creation of Inspectorate Teams to Inspect Delivery of Goods and Services to the Local Government;

WHEREAS, inspection as defined by COA, is the examination of testing of supplies and services including raw materials and components to determine whether the supplies and services conform to contract requirements such as but not limited to applicable drawings, specifications and purchase description;

WHEREAS, the Inspection Team of the Municipality of Los Baños was established as internal control system under the principle of check and balance;

WHEREAS, changes in the roster of personnel of the local government unit attributed to resignation, mandatory and optional retirement, promotion among others caused the restructuring of the Inspection Team;

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 reorganized the Municipal Inspection Team, to wit:

Section 1. COMPOSITION. The Municipal Inspection Team shall be composed of the following:

Leader	Name	Position/Designation/Office
	Engr. Raymond Joseph B. Paraiso	Municipal General Services Officer
Principal Members		Alternate Members
1. Mark Anthony L. Antioquia Executive Assistant III, Mayor's Office	Ralph Allen D. Escobin Const. Machine Operator II, GSO	
2. Patrick Jeanne J. Tiongson Executive Assistant I, Mayor's Office	Dominador M. Macalintal, Jr. Labor and General Foreman, GSO	
3. John Paul Abarquez Admin Aide, Municipal Treasury	Randy P. Mabilangan Admin Aide, Municipal Treasury	

4. End-User/Office Concerned

- Type of Delivery:
- a) Common Office Supplies
 - b) Computer Supplies
 - c) Food and Other Consumable Items
 - d) Janitorial Supplies
 - e) Other Office equipment
 - f) Office Furniture and Fixture
 - g) Paper Supplies
 - h) Printed Forms
 - i) Vehicle Accessories, Spare Parts

5. Provisional Member with technical knowledge for items to be inspected not specified above, as follows:

Name	Position/Designation/ Office	Type of Delivery
Emer Jayson D. Likwong	Electronics & Communication Equipment Technician ICSO	Sound System CCTV and other related items
Antonio L. Adille IV	Information Systems Analyst II ICSO	IT Equipment and other related items
Jody Kathleen Surmann	Admin Officer Municipal Health Office	Medicine, Medical Equipment and other related items
Juan Marvin S. Bautista	Motorpool Supervisor GSO	Vehicles and Heavy Equipment
Arvin P. Averion	Sports Coordinator LYDO	Sports Equipment LYDO and other related items
Engr. Tristee Rio V. Lipit	Engineer II Municipal Engineering Office	Construction Materials Engineering and other related items
Cynthia N. Quintans	OIC-MDRRMO	DRRM Equipment and other related items
Engr. Fidel Q. Ariola II	Agricultural Technologist	Agricultural Equipment and other related items

Section 2. DUTIES AND RESPONSIBILITIES. The Municipal Inspection Team shall perform the following items.

1. Check the completeness and authenticity of supporting documents upon receipt of all request for inspection or disposal such as approved program of work, purchase order, etc.
2. Proceed to the delivery area and conduct inspection and testing procedures or to the storage area and conduct ocular inspection of all disposable items, if necessary.

3. Ensure that the necessary inspection procedures are done with transparency and in accordance with generally-acceptable accounting and auditing principles including the involvement of COA or other outside experts, when necessary.
4. Prepare an Inspection Report immediately after inspection of the items inspected.
5. Attach/include the Inspection Report to the payment documents immediately after inspection of the items delivered.
6. Issue a formal report addressed to the Local Chief Executive or his duly authorized representative in case material finding/s arise/s in the inspection.
7. Do other related tasks to ensure that the objectives of relevant guidelines and orders are realized.

Section 3. REPEALING CLAUSE. All orders or parts thereof that are inconsistent with this Executive Order are hereby repealed, amended or otherwise modified accordingly.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 14th day of January, 2026 at Los Baños, Laguna.



NEIL ANDREW N. NOCON
Municipal Mayor