



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA  
Tanggapan ng Punonglungsod

**EXECUTIVE ORDER No. 49**  
Series of 2023

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 40, SERIES OF 2020,  
AND EXECUTIVE ORDER NO. 03-A, SERIES OF 2013,  
ON THE CREATION OF THE MUNTINLUPA CITY COMMITTEE ON  
PROPERTY, PLANT AND EQUIPMENT INVENTORY AND DISPOSAL,  
ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Section 124 of the manual on National Government Accounting System (NGAS) provides that *“(T)he Local Chief Executive shall require periodic physical inventory of supplies or property. Physical count of inventory items by type shall be conducted semestrally and reported in the Report of the Physical Count of Inventories (RPCI). This shall be submitted to the Auditor concerned not later than 31 July of each year for the first and second semesters, respectively;”*

**WHEREAS**, Section 156 of Circular No. 92-386, issued by the Commission on Audit and dated 20 October 1992 provides that *“(T)he Local Chief Executive shall require an annual physical inventory of all supplies or property of the local government unit as of 31 December of each year to be conducted by each office or department xxx;”*

**WHEREAS**, the Muntinlupa City Committee on Property, Plant and Equipment Inventory and Disposal (MCCPPEID, for brevity) has been performing its functions pursuant to Executive Order No. 03-A, Series of 2013, signed and made effective on 17 September 2013;

**WHEREAS**, MCCPPEID Resolution No. 19-34, issued on 03 May 2019, provides for changes in the composition of the committee;

**WHEREAS**, the composition of the aforesaid Committee requires changes to reflect present conditions;

**WHEREAS**, the MCCPPEID shall continue to coordinate with related and relevant offices of the City Government, like the City Assessor’s Office, the City Accounting Office, the General Services Office, the Muntinlupa Traffic Management Bureau, when warranted, in the performance of its functions;





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NOW, THEREFORE, I, **Rozzano Rufino B. Biazon**, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Composition.

The composition of the Muntinlupa City Committee on Property, Plant and Equipment Inventory and Disposal (MCCPPEID, for brevity) is hereby amended, and it shall, from hereon, be composed of the following individuals with their corresponding designations, namely:

- a. Roger John P. Smith,  
Office of the City Administrator : Chairperson;
- b. Maricel G. Labra,  
Assets Management Office : Co - Chairperson;
- c. Deejay Ventura,  
General Services Office : Member;
- d. Noel L. Rongavilla,  
City Accounting Department : Member;
- e. Engr. Ronnie A. Balneg,  
City Engineering Department : Member;
- f. Oliver G. Arevalo,  
Management Information Systems Office : Member;
- g. Engr. Antonio T. Aniñon, Jr.  
Office of the City Assessor : Member; and
- h. Pacita S. Serrano,  
City Accounting Department : Member.

The Head of the Muntinlupa Traffic Management Bureau (MTMB) shall be entitled to sit in and participate in proceedings, and sign relevant papers, when the subject matter is the disposition of impounded, whether unclaimed or abandoned, motor vehicles.

Membership in the MCCPPEID is a privilege extended by the Office of the City Mayor, and it does not necessarily imply an *ad hoc* obligation by virtue of the office occupied. Henceforth, the resignation, removal, retirement, termination, transfer, severe incapacity, grave illness, death, or any similarly-situated circumstance of the member does not automatically entitle the successor to assume membership. The remaining members shall submit its recommendation for new member/s to the Office of the City Mayor, and await its decision on the matter.





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Section 2. Functions.

The MCCPPEID shall have the following duties and functions, namely:

- a. Conduct physical count of property, plant and equipment owned by the City Government of Muntinlupa (CGM), and submit the same to the concerned City Auditor not later than 31 July representing the first semester and 31 January representing the second semester of each year;
- b. Verify the accuracy of the property, plant and equipment records under the control and supervision of the General Services Office (GSO) and of the City Accounting Department (CAD);
- c. Determine the utility and serviceability of each property, plant and equipment, and recommend for condemnation those resolved as beyond repair and refurbishing;
- d. Conduct proper and lawful proceedings for the disposal, including auction thereof, of all condemned and unserviceable property, plant and equipment, including impounded, whether unclaimed or abandoned, motor vehicles, under the guidance, supervision and rules of the appropriate authorities;
- e. Prepare the Report of the Physical Count of Inventories (RPCI) for the approval of the City Mayor and for submission to the Office of the City Accounting Office and to the Department of Internal Audit; and
- f. Perform such other functions as may be directed by competent authority and as may be necessary to accomplish the foregoing.

Section 3. Secretariat.

Staff members of the Assets Management Office shall compose the Secretariat of the MCCPPEID, and it shall be headed by (1) Jinky M. Labarda, and (2) Jojo de la Paz Pineda. They shall be responsible for the preparation and issuance of Notice of Meeting; the setting up of venue of meetings; the writing down, dissemination and recording of Minutes of Meeting; the receipt, preparation, sending and recording of all correspondence; the preparation of auction proceedings, including logistical requirements, sending of Notice of Auction, and Issuance of Award; and all other related functions.

Section 4. Meetings.

The MCCPPEID shall regularly meet once every month. When warranted, the Chairperson may call, through the Secretariat, for a special meeting.





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Section 5. Allowance.

The members of the MCCPPEID shall receive an allowance in the amount of Php 1,500.00 for every meeting duly attended and attested to, the budgetary requirement thereof to be taken from the Assets Management Office, and subject to availability of funds and prescribed accounting and auditing rules and regulations.

Section 6. Repealing Clause.

In the event any provision found herein is inconsistent with any previously issued order, the same shall be deemed repealed, revoked, or amended accordingly.

Section 7. Separability Clause.

In the event any provision found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 8. Effectivity Clause.

This Executive Order shall immediately take effect upon its signing, and it shall remain in full force and effect unless repealed, revoked, or amended accordingly.

**DONE AND EXECUTED** on this 13<sup>th</sup> day of November 2023 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor

