



REPUBLIC OF THE PHILIPPINES
Province of Eastern Samar
MUNICIPALITY OF GUIUAN

-OFFICE OF THE MUNICIPAL MAYOR-

EXECUTIVE ORDER NO. 12-080 S. 2020

EXECUTIVE ORDER

CREATING THE INSPECTION COMMITTEE FOR PROCUREMENT OF SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES OF THE VARIOUS DEPARTMENTS OF THE LOCAL GOVERNMENT OF GUIUAN, EASTERN SAMAR.

WHEREAS, there is a need to rationalize the procurement process of the LGU especially the procurement being made by the different departments and for different procurement transactions;

WHEREAS, there are feedback from some quarters on the need to monitor the purchases in order to streamline the utilization of LGU funds to be effectively and efficiently spent for appropriate purposes;

WHEREAS, the formation of an Inspection Committee for Procurement is a necessary instrument that could address the gap in the structure of effective governance;

NOW THEREFORE, I, ANNALIZA P. GONZALES-KWAN, Municipal Mayor of Guiuan, Eastern Samar, by the powers vested in me by law, do hereby order:

Section 1. Creation of the Inspection Committee for Procurement of Supplies, Materials, Equipment and Services. The Inspection Committee is hereby created and shall be composed as follows:

Chairperson	EFREN A. BERONGOY	-	Municipal Agriculturist
Members	ENGR. RENZIE JAY S. BAGOYORO	-	Engineering Concerns
	JEFFREY DURAN	-	Treasurer's Office
	IRENE PRAXEDES ISRAEL	-	Health Concerns
	PHILIP ARANAS	-	Office of the Mayor

Section 2. Duties and Functions. – The Inspection Committee shall have the following duties and functions:

- a) Aid the General Services Office in ensuring that the procurement of supplies, materials and services are done in the manner prescribed by law.
- b) Ascertain that the specifications of the supplies, materials, equipment and services are right and appropriate for the purpose for which it is being purchased.
- c) Make sure that the specifications of the items delivered are the same as the specifications in the purchase request.
- d) Confirm that the items delivered are complete and match the quantity of the request.
- e) Determine that the services rendered meet the service required and requested.
- f) Submit an acceptance and inspection report to the Chairman with the corresponding recommendation as an attachment, if any.
- g) The report of the Inspection Committee shall be recommendatory for any appropriate action to improve the procurement system of the local government unit of Guiuan.

Section 3. Separability of Function. The functions herein enumerated above shall not in any way interfere or infringe the usual functions of the offices and departments mandated to exercise such

functions in the procurement process prescribed by law. Such functions above mentioned shall be complementary to the mandated functions of the regular departments in order to ensure the effective and efficient utilization of funds.

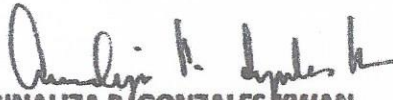
Section 4. Separability Clause. If, for any probable reason any provision of this Order or part hereof shall be considered and declared invalid or contrary to law or unconstitutional, the provisions not affected shall continue to be in force and effect.

Section 5. Repealing Clause. All other issuances or parts thereof inconsistent with the provisions of this Executive Order are hereby repealed and amended accordingly.

Section 6. Effectivity. This Order shall take effect immediately.

SO ORDERED.

This 30 day of December 2020, of Guiuan, Eastern Samar, Philippines.


ANNALIZA P. GONZALES-KWAN
Municipal Mayor