



Republic of the Philippines
OFFICE OF THE MAYOR
City of Manila
EXECUTIVE ORDER NO. 20
Series of 2022

**RECONSTITUTION OF THE INVENTORY COMMITTEES FOR THE
REAL AND PERSONAL PROPERTIES OF THE CITY OF MANILA**

WHEREAS, under *Section 455 paragraph (b)(3) of Republic Act (R.A.) No. 7160*, otherwise known as the *Local Government Code of 1991*, the undersigned Mayor of the City of Manila has the duty to adopt adequate measures to safeguard and conserve land, mineral, marine, forest, and other resources of the city; provide efficient and effective property and supply management in the city; and protect the funds, credits, rights and other properties of the city;

WHEREAS, under *Section 148 of Commission on Audit Circular No. 92-386*, every local chief executive is immediately responsible for the proper and effective use and management of real estate owned or titled in the name of his/her local government unit;

WHEREAS, the City General Services Office of the City of Manila is mandated to take custody of, and be accountable for all properties, real or personal, owned by the City including its other physical structures;

WHEREAS, under *Section 205* in relation to *Section 239 of the Local Government Code of 1991*, the City Assessor has the duty to prepare and maintain an assessment roll wherein shall be listed all real properties, whether taxable or exempt, located within the territorial jurisdiction of the City including an updated record of all idle lands therein;

WHEREAS, under *Section 375 of the Local Government Code of 1991*, the department heads or chief of offices in the City of Manila shall be primarily accountable for all complete records of all properties under their charge with the duty to account for them semi-annually to the City General Services;

WHEREAS, the above-mentioned premises considered, the said offices shall continue to update and complete the required property records and inventory listings, and submit their regular reports to carry on a truly efficient, effective and productive property and supply management in the City of Manila;

THEREFORE, I, **MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, MD, FPDS**, Mayor of the City of Manila, by virtue of the powers vested in me by the 1987 Philippine Constitution, the Local Government Code of 1991, and existing laws, hereby order the creation of the following Inventory Committees as follows:

Section 1. *Personal Property Inventory Committee*. The Personal Property Inventory Committee shall be composed of the following:

Chairman	:	Secretary to the Mayor
Members	:	- Officer-In-Charge, City General Services Office - City Accountant - Property Officer/Custodian of each department
Witness	:	City Auditor

Section 2. *Secretariat.* The Property Accountability Division of the City General Services Office shall act as the Secretariat of the Personal Property Inventory Committee.

Section 3. *Functions and Duties.* The Personal Property Inventory Committee shall perform the following functions and duties:

1. The City Accountant's Office shall maintain and update their Supplies Ledger Card per stock number as well as Property, Plant, and Equipment Ledger Cards for each category of assets;
2. The Committee shall conduct by office or department, an annual physical inventory of supplies, equipment or property on pre-determined schedules from the issuance hereof until 31 December 2022, to be witnessed by the City Auditor or his duly authorized representative;
3. The first annual report of this Committee shall be submitted to the Mayor of the City of Manila copy furnished the City Auditor not later than 31 January 2023, and every 31st of January of every succeeding year thereafter;
4. The Personal Property Inventory Committee shall reconcile the results of the count with the property and accounting records. The inventory listing of the supplies and materials shall be checked against the stock cards maintained by the Property or Supply Officer and to the supplies/ledger cards and control accounts maintained by the City Accountant.
5. Inventory listing of pieces of equipment shall be compared with the property card maintained by the Property/Supply Officer as against the equipment ledger cards maintained by the City Accountant and the total thereof shall be reconciled with the control accounts in the general ledger;
6. The Personal Property Inventory Committee shall keep and maintain file copies of the accomplished/submitted annual physical inventory reports for comparison or reference purposes;
7. The Personal Property Inventory Committee may extend assistance in the preparation of a running and test inventory as the Mayor of the City of Manila may order at any time to ascertain the correctness of supplies and/or property records;
8. The City General Services Office may enforce or extend assistance to facilitate compliance with the rules in cases of request for relief from property accountability or when losses of government equipment, supplies or property occur in any department or office.

Section 4. *Real Property Inventory Committee.* The Real Property Inventory Committee shall be composed of the following:

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| Chairman | : | City Administrator |
| Members | : | - Officer-In-Charge, City General Services Office |
| | | - City Accountant |
| | | - Property Officer/Custodian of each department |
| | | - Officer-In-Charge, Department of Assessment |
| | | - City Engineer |

Witness : City Auditor

Section 5. *Secretariat.* The Patrimonial Property Section of the City General Services Office shall act as the Secretariat of the Real Property Inventory Committee.

Section 6. *Functions and Duties.* The Real Property Inventory Committee shall perform the following functions and duties:

1. The City Assessor's Office shall undertake appraisal of all properties of the City of Manila including old properties whose documents are no longer available to ascertain their present fair value and remaining useful life;
2. The City Accountant shall maintain and update the Real Property Ledger Card of the City of Manila. It shall have a record of the details and dates of acquisition/construction of all buildings owned by the City culled from available records to provide for the depreciation in the books of account;
3. The City Engineer's Office shall determine the actual condition of lands and improvements of the City's properties and buildings;
4. The first annual report of the inventory shall be submitted to the Mayor of the City of Manila copy furnished the City Auditor not later than 31 January 2023, and every 31st of January of every succeeding year thereafter;
5. The Committee shall prepare, maintain, and update the inventory of the City of Manila's real properties based on the following categories:
 - 1.1 Lands (classified into residential, agricultural, commercial, industrial, timberlands, minerals, etc.);
 - 1.2 Buildings and other physical structures (classified into residential, commercial, industrial, mixed-use, etc);
 - 1.3 Machineries (classified according to use); and
 - 1.4 Special classes (historical, cultural, scientific and hospital).
6. The Committee shall prepare, maintain, and update a separate inventory of land titles and the corresponding file copies of the City's real properties and identify those properties that were sold or transferred or whose titles have been cancelled.
7. The Committee shall prepare and maintain a separate and updated inventory of all City-owned patrimonial properties including underpasses, overpasses, and market stalls with a corresponding report as to which of these properties have no lease contracts or have expired contracts, including a census of the existing users or interested parties;
8. The Committee shall make a recommendation depending on the status of the compliance with the terms and conditions of the lease contracts on the City's patrimonial properties;
9. The Committee shall prepare and maintain a separate and updated inventory of private properties and spaces that are leased to Manila City for public use, determining the status of compliance with the terms and condition of the leased contracts;
10. The Committee shall make a recommendation on the viability of the existing lease contracts under paragraph 9 above depending on their status;

11. The Committee shall also prepare and maintain a separate and updated inventory of Manila City's properties or spaces that are leased to other government agencies or to private entities determining the status of compliance with the terms and conditions of the leased contracts;
12. The Committee shall prepare and maintain a separate and updated inventory of public buildings, public toilets, public parks or plazas, schools, hospitals and health centers determining which of these have beneficial users who are taxable or subject to permit fees; and
13. The Committee shall extend assistance to the City General Services Office, the Department of Assessment, the City Treasurer's Office and the Committee on Patrimonial Property and coordinate with them.


Section 7. *Coordination Among Departments.* The Personal Property Inventory Committee and Real Property Inventory Committee herein created are hereby authorized to seek the assistance of any department, bureau or office in the City of Manila whenever the situation demands to further ensure the successful accomplishment of the purpose for which said committees are herein created.


Section 8. All prior inconsistent orders, issuances, or directives are considered repealed or modified accordingly.

Section 9. This Order consists of only four (4) pages and shall take effect immediately upon issuance.

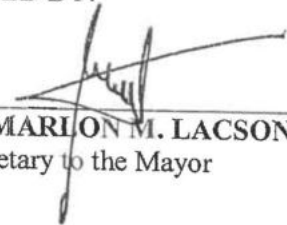
Section 10. A copy of this Executive Order shall be furnished the Office of the President, Malacañang Palace, pursuant to paragraph (b)(xii), Section 455 of the Local Government Code of 1991.

Done this 10th of AUGUST 2022, in the City of Manila, Philippines.



 MARIA SHEILAH "HONEY" H. MACUNA-PANGAN MD, FPDS
 Mayor of the City of Manila 

ATTESTED BY:



 ATTY. MARLON M. LACSON
 Secretary to the Mayor