



REPUBLIC OF THE PHILIPPINES
City of San Juan, Metro Manila
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OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. FMZ-120
Series of 2022

**AN EXECUTIVE ORDER CONVENING THE COMMITTEE ON AWARDS
FOR THE DISPOSAL OF SUPPLIES OR PROPERTY OF THE
CITY OF SAN JUAN**

WHEREAS, Section 356 of the Local Government Code of 1991 provides that when supplies or property of the local government unit become unserviceable or no longer needed, it shall be sold, whenever applicable, at public auction, subject to applicable rules and regulations;

WHEREAS, The Commission on Audit issued COA Circular No. 92-386, setting forth the rules and regulations for the proper disposal of supplies and property pursuant to the provisions of Section 383 of the Local Government Code of 1991;

WHEREAS, Section 364 of the same Code states that there shall be a Committee on Awards to decide the winning bids and questions on the disposal of property;

WHEREAS, there is a need to convene the Committee on Awards for the disposal of supplies or property of the City of San in order to facilitate the proper disposal of unserviceable or no longer needed supplies or property of the City.

NOW, THEREFORE, I, JOSE WARREN P. VILLA, City Vice-Mayor of San Juan, by the virtue of the powers vested in me and pursuant to law, do hereby order that:

Section 1. Committee on Awards. - The Committee on Awards of the City of San Juan for the proper disposal of supplies or property shall be composed of the following:

- a. City Mayor (Chairman);
- b. City General Services Officer (Vice Chairman);
- c. City Treasurer;
- d. City Accountant; and
- e. City Budget Officer.

Section 2. Functions. - The Committee shall have the following functions:

- 2.1 Formulate the process, rules and procedures in the conduct of proper disposal of supplies or property of the City which are no longer needed or which are unserviceable;
- 2.2 To sell at public auction supplies or property of the City of San Juan which have become unserviceable or no longer needed;
- 2.3 To bid properties for disposal;
- 2.4 To Award the bid for supplies or property for disposal to the highest bidder;
- 2.5 To set and collect fees for the reproduction of bidding documents;
- 2.6 To direct other modes of disposal for justifiable reasons which may be in the following manner:
 - 2.6.1 Sale thru negotiation;
 - 2.6.2 Transfer without cost to other offices or department or other government agencies; and
 - 2.6.3 By destruction;
- 2.7 To appraise the supplies or property upon receipt of the Inventory, Inspection and Appraisal Form recommended by the City Auditor;
- 2.8 Do any and all acts necessary for the proper implementation of its functions.

Section 3. Secretariat. - Staff from the General Services Office shall serve as the Secretariat.


Section 4. Technical Working Groups. - The Committee members may create and form Technical Working Groups composed of employees from their respective offices or departments to assist in the performance of the functions of the Committee on Award for the disposal of supplies or property of San Juan City.

Section 5. Repealing Clause. - All other issuances or orders, or part or parts thereof, which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 6. Separability Clause. - If for any reason, any provisions of this Order are declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in force and effect.

Section 7. Effectivity. - This order shall take effect immediately upon signing hereof and remains effective and binding unless revoked, repealed or modified.

Done this 1st of June 2022 at San Juan City, Metro Manila.


JOSE WARREN P. VILLA
 City Vice-Mayor / OIC
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Attested by:


ATTY. GLEN G. ABELLON
 City Legal Officer