

**EXECUTIVE ORDER No. CMO2013 – 022**

**AN ORDER RECONSTITUTING THE CITY’S BIDS AND AWARDS COMMITTEE ON DISPOSAL OF UNSERVICEABLE PROPERTIES, IDENTIFYING ITS MEMBERS, THEIR DUTIES AND RESPONSIBILITIES AND OTHER PURPOSES.**

**WHEREAS**, the City Government of San Fernando, Pampanga, in line with its vision of becoming a Habitat of Human Excellence, is committed to realizing its City Scorecard objectives, one of which is to “*ENSURE EFFICIENT FISCAL MANAGEMENT*”;

**WHEREAS**, the City Government of San Fernando, Pampanga recognizes its role as steward of the City’s properties and resources and would like to optimize such resources particularly by liquidating unserviceable assets, thereby avoiding continuing inventory costs and augmenting the City’s funds for other priority projects;

**WHEREAS**, based on the above premises, the City Government would like to proceed with the disposal of its unserviceable properties through a bidding activity/ies;

**WHEREAS**, the City Government is committed to ensure the seamless implementation of the said bidding activity/ies within the LGU’s capabilities and authority;

**NOW THEREFORE**, by the powers vested in me by law, I, **EDWIN D. SANTIAGO**, City Mayor of the City of San Fernando, Pampanga, hereby order the reconstitution of the ***Bids and Awards Committee on Disposal of Unserviceable Properties*** of the City of San Fernando, Pampanga, with the following stipulations:

**SECTION 1. COMPOSITION OF THE BIDS AND AWARDS COMMITTEE ON DISPOSAL OF UNSERVICEABLE PROPERTIES (BAC ON DISPOSAL)**

Chairperson.....Hon. Edwin D. Santiago

*Members:*

City General Services Officer.....	Engr. Michael Quizon Jr.
City Treasurer.....	Ms. Mary Ann P. Bautista
City Accountant.....	Ms. Maria Gisel P. Rivera
City Budget Officer.....	Ms. Eda M. Panganiban
OIC-City Administrator.....	Engr. Fernando A. Limbitco

*Secretariat:*

CGSO Personnel.....Mr. Roy Gonzales  
CTO Personnel.....Ms. Kristine Belmonte  
CAccO Personnel.....Mr. Jeffrey Lozano  
CBO Personnel.....Ms. Rizzel Mangilit  
CAdminO Personnel.....Ms. Mary Luanne David

**SECTION 2. OBJECTIVES**

The Disposal Activities are aimed to:

- (1) Avoid unnecessary continuing carrying/inventory costs;
- (2) Prevent further deterioration thereby obtaining the fair return in case of sale;
- (3) Relieve accountable officers of unnecessary accountability; and
- (4) Free up and maximize available space for the local government .

**SECTION 3. DUTIES AND RESPONSIBILITIES OF THE BAC ON DISPOSAL**

The BAC on Disposal shall, among others:

1. Conduct coordination meetings and other necessary preparations for the efficient implementation of the bidding activity;
2. Conduct technical data gathering including appraisal and obtain other supporting information from mandated offices;
3. Ensure that bidding activities are conducted in compliance with mandated guidelines and requirements;
4. Conduct the opening of bids;
5. If first bidding fails, re-advertise and conduct a second bidding;
6. If the second bidding fails, resort to negotiated sale; and
7. Recommend the award to the winning bidder/s.

**SECTION 4. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT**

The Secretariat shall provide administrative and technical support services to the Committee, to wit:

1. Record and document all the proceedings of the meetings;
2. Manage the administrative requisites of the committee;
3. Index and keep all records used and referenced by the committee; and
4. Perform other functions as may be deemed necessary.

**SECTION 5. EFFECTIVITY**

This Executive Order shall take effect immediately.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of San Fernando, Pampanga this 26<sup>th</sup> day of July 2013 in the City of San Fernando, Pampanga.

**EDWIN D. SANTIAGO**  
City Mayor