



**EXECUTIVE ORDER NO. 01**  
**Series of 2024**

**RECONSTITUTING THE COMMITTEE ON APPRAISAL AND DISPOSAL OF PROPERTIES AND ALL OTHER ASSETS OF THE CITY GOVERNMENT OF PASIG**

**WHEREAS**, Executive Order No. PCG-59 series of 2020 was issued on November 10, 2020 creating the Committee on Appraisal and Disposal of properties and all other assets of the city in order to ensure the compliance with the prescribed rules and regulations of COA regarding the disposal of assets of the City Government of Pasig;

**WHEREAS**, an increase in the volume of unserviceable properties contribute to the exhaustion of available storage to safekeep and protect the sellable value of unserviceable properties;

**WHEREAS**, there is a need to expedite the disposal of unserviceable assets of the city to avoid further deterioration, especially those exposed to the elements,

**WHEREAS**, there is a need to reconstitute the Pasig City Appraisal and Disposal Committee, to update its membership and efficiently and effectively discharge the functions for which the body was created;

**NOW THEREFORE, I, VICTOR MA REGIS N. SOTTO**, Mayor of the City of Pasig, by virtue of the powers vested in me by law, do hereby reconstitute the Pasig City Committee on Appraisal and Disposal of Properties and all other Assets of the CGO Pasig, as follows:

**SECTION 1. COMPOSITION** – the Pasig City Appraisal and Disposal Committee is hereby reconstituted and shall be composed of the following members:

Chairperson : *Head*  
**OFFICE OF GENERAL SERVICES**

Vice-Chairperson : *Head*  
**CITY ACCOUNTING OFFICE**

Members : *Head*  
**CITY TREASURY OFFICE**

*Head*  
**INTERNAL AUDIT SERVICE**

*Head*  
**OFFICE OF GENERAL SERVICES – ASSET  
MANAGEMENT DIVISION**

Technical Working Group : One (1) Representative from City Accounting Office  
One (1) Representative from City Treasury Office  
One (1) Representative from City Engineering Department  
One (1) Representative from Office of General Services



One (1) Representative from Management Information  
System Office

One (1) Representative from City Health Department

One (1) Representative from Education Unit

**SECTION 2. DUTIES AND FUNCTIONS** – The Committee shall perform the following duties:

- a. Check the condition of the supplies or property to determine whether they have become unserviceable, economically obsolete or no longer needed;
- b. Verify stated rating, capacity, model, year of manufacture, serial number, chassis number, motor number and other technical specifications, fuel and lubricants, and accessories, in close coordination with the Inventory Section of the OGS-Asset Management Division;
- c. Determine the actual condition, status, market value of existing city owned buildings and other structures intended to be renovated, partially or totally demolished; taking into consideration among others their useful life and date of acquisition/construction;
- d. Determine the quality or degree of maintenance and repair, check logbook or history of repairs available;
- e. Determine the extent of usage, mileage, state of depreciation and any excessive wear and tear;
- f. Determine availability of spare parts;
- g. Prepare the depreciation cost and appraisal value of subject properties which shall be used as the floor price for auction;
- h. Adhere to the prescribed COA Guidelines and Circulars with respect to divestment or disposal of property and other assets of local government unit;
- i. Solicit the assistance of the other city offices or departments in the accomplishment of the functions mentioned; and
- j. All other duties which are necessarily included in the accomplishment of these tasks.

The Office General Services shall formulate the implementing Rules and Regulations (IRR) which shall include the procedures to be complied with in the divestment and disposal of the City's properties and other assets.

**SECTION 3. SECRETARIAT** – The Planning and Divestment Section of the OGS Asset Management Division shall serve as the Secretariat of the Pasig City Appraisal and Disposal Committee, and in such capacity, shall:



- a. Provide administrative assistance to the Committee and coordinate the schedules of the meetings and take charge of release of notices of meetings;
- b. Prepare the agenda and record the minutes of the meetings of the Committee;
- c. Keep all relevant documents and records of the Committee;
- d. Assist in overseeing the implementation of policies and programs of the Committee;
- e. Issue Order of Payment for the sale of auction documents and keep records of such; and
- f. Perform other functions and tasks as may be required by the Committee.

**SECTION 4. HONORARIUM/ALLOWANCE.** – Members and TWG of the Appraisal and Disposal Committee may be entitled to honorarium/allowance only for successfully completed disposal through public auction of unserviceable properties, subject to existing accounting and auditing laws, rules, and regulations.

**SECTION 5. SEPARABILITY CLAUSE** – If for any reason, any provision of this Executive Order is declared unconstitutional or contrary to law, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

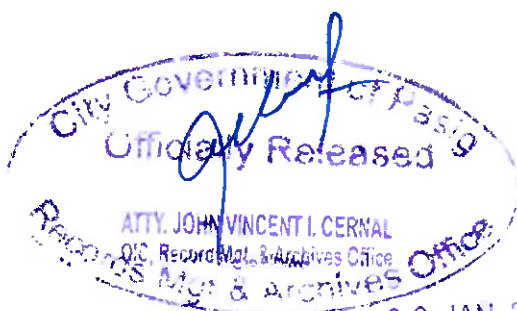
**SECTION 6. REPEALING CLAUSE** – All Ordinances, Decrees, Orders, Resolutions and Rules and Regulations or parts thereof which are inconsistent with this Ordinance are hereby deemed repealed, amended or modified accordingly.

**SECTION 7. EFFECTIVITY** – This Executive Order shall take effect immediately.

**SECTION 8. DISSEMINATION** – Copies of this Executive Order shall be furnished, within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for information and guidance, pursuant to Sec. 455(1)(xii) of the Local Government Code as amended.

**DONE** this 3<sup>rd</sup> day of January 2024, at the City of Pasig, Metro Manila.

  
VICTOR MA REGIS N. SOTTO  
City Mayor 



09 JAN 2024 @ 11:20