



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 34 Series of 2025

AN ORDER REORGANIZING THE ANNUAL PHYSICAL INVENTORY COMMITTEE AND ITS TECHNICAL WORKING GROUP OF THE PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO

WHEREAS, Commission on Audit ("COA") Circular No. 2020-006 mandates the creation of an Inventory Committee composed of adequate number of members to be able to complete the physical inventory in three (3) months or less;

WHEREAS, on 01 September 2023, Executive Order No. 60, Series of 2023, reorganized the membership of the Provincial Government of Oriental Mindoro's Annual Physical Inventory Committee ("APIC");

WHEREAS, there is a need to amend the composition of the APIC to effectively align its functions to the significant changes in the organizational structure of the Provincial Government of Oriental Mindoro.

NOW, THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph.D., by virtue of the powers vested in me as the Provincial Governor of Oriental Mindoro, do hereby promulgate the Executive Order as follows:

Section 1. Reorganization. The APIC is hereby reorganized to be composed of the following members:

- Chairperson** : **ATTY. JEAN PHEBIE G. DE MESA**
Officer-in-Charge
Provincial General Services Office
- Vice Chairperson** : **MS. SHEILLA P. DIMAYUGA**
Administrative Assistant III
Office of the Provincial Accountant
- Members** : **ENGR. CORAZON M. VILLAS**
Local Assessment Operations Officer IV
Provincial Assessor's Office
- MS. MARISSA M. MALAPOTE**
Administrative Officer III
Provincial Health Office
- ENGR. KATHIA B. MARAMOT**
Engineer II
Provincial Engineer's Office
- MR. JEFFREY G. MARAMOT**
Project Evaluation Officer II
Provincial Planning and Development Office
- MR. GENCIANO DEMIL C. MANZO**
Administrative Officer I
Provincial General Services Office

MR. GERALD B. MENDOZA
Administrative Aide IV
Provincial Planning and Development Office

Section 2. Temporary Relief from Duty. Pursuant to Item 5.3 of COA Circular No. 2020-006, the members of the Inventory Committee shall be temporarily relieved of all their regular duties and functions in order to devote their full time to the conduct of the physical inventory taking until its completion.

Likewise, members of the Secretariat may be granted similar relief for the time they provide technical and/or administrative support to the APIC during the actual conduct of Property, Plant, and Equipment ("PPE") inventory.

Section 3. Functions of the APIC. The APIC shall have the following functions:

- a) To conduct an actual physical count of all PPE owned by the Provincial Government of Oriental Mindoro at least once every year;
- b) To plan and strategize the conduct of the physical inventory within the prescribed period;
- c) To prepare a Physical Inventory Plan ("PIP") containing the specific assignments and duties of the Committee members, the cut-off date, and a schedule specifying the dates and locations of the inventory taking activities;
- d) To submit the approved PIP to the COA Audit Team at least ten (10) calendar days before the scheduled start of inventory-taking activities; and
- e) To perform other duties and functions as may be prescribed by law and competent authorities.

Section 4. Secretariat. The APIC Secretariat shall be composed of the following members:

Head : **MR. LUCIANO ARNEL D. TOLENTINO**
Administrative Officer V
Provincial General Services Office

Members : **MS. MAY D. JANDA**
Administrative Officer III
Provincial General Services Office

MR. JONAS ISRAEL GUEVARRA
Administrative Aide IV
Provincial General Services Office

MR. CRIS MICHAEL D. ATIENZA
Administrative Aide III
Provincial General Services Office

MR. HARVEEY VENZAR B. ATIENZA
Administrative Aide III
Provincial General Services Office

MA. JULIET D. ROSALES
Administrative Aide III
Provincial General Services Office

MR. JOLLAN ARCHIVAL GOCO
Administrative Aide III
Provincial General Services Office

MS. MARY GRACE A. TRAQUÍÑA
Administrative Aide III
Provincial General Services Office

MA. ALITA SHAIRA C. BURGONIO IV
Administrative Aide II
Provincial General Services Office

The Secretariat shall provide technical and administrative support to the APIC and assist in the actual conduct of the PPE inventory.

Section 5. Running and Test Inventory. The Governor may order a running and test inventory of properties under his accountability at any time for the purpose of verifying the correctness of supply and property records. Any discrepancies or losses that may be found shall be reported for appropriate action in accordance with laws and issuances.

Section 6. Separability Clause. If any portion of this Executive Order is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 7. Repealing Clause. All Executive Orders, rules, regulations, and other issuances or parts thereof that are inconsistent with the provisions of this Executive Order are hereby amended, repealed, or modified accordingly.

Section 8. Effectivity. This Executive Order shall take effect immediately upon its approval.

DONE IN THE CITY OF CALAPAN, ORIENTAL MINDORO, this 1st day of September in the Year of our Lord Two Thousand Twenty-Five.


HUMERLITO A. DOLOR, MPA, Ph.D.
Provincial Governor