

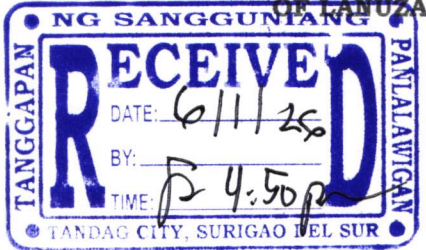


Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
TANDAG CITY



Office of the Governor

**SUBJECT: 2ND INDORSEMENT LETTER DATED MAY 28, 2026, REGARDING THE COMMENTS AND RECOMMENDATIONS OF THE PROVINCIAL LEGAL OFFICER ON THE EXECUTIVE ORDER NO. 2605-025 OF THE MUNICIPALITY**



**3<sup>rd</sup> Indorsement**  
May 28, 2026

**RELEASED**  
PGO-SURIGAO DEL SUR

SIGNATURE OVER PRINTED NAME  
CONTROL NO: DATE: 6-1-26 TIME: 9:53am

Respectfully indorsed to **Mr. Edgar G. Perez, II, J.D., Secretary to the Sangguniang Panlalawigan**, this Province, the herein 2<sup>nd</sup> indorsement from Atty. Limuel L. Auza, Provincial Legal Officer, for your appropriate action.

**MANUEL O. ALAMEDA, SR.**  
Acting *Provincial Governor*



PROVINCE OF SURIGAO DEL SUR  
Office of the Secretary to the Sangguniang Panlalawigan

Tel. No.: 086-2115832  
Email: [ossp@surigaodelsur.gov.ph](mailto:ossp@surigaodelsur.gov.ph)  
**OSSP-26-05908**

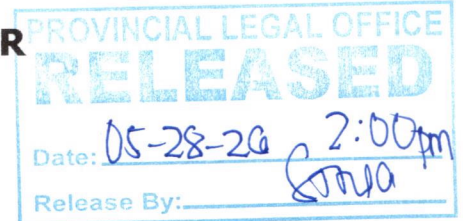
For the Governor:

**JOHN VINCENT C. PIMENTEL**  
*Provincial Administrator*



Republic of the Philippines  
**PROVINCE OF SURIGAO DEL SUR**  
TANDAG

**Provincial Legal Office**



**2<sup>nd</sup> Indorsement**

May 28, 2026



Respectfully returned to **HON. MANUEL O. ALAMEDA**, Acting Governor of this Province, is the herein 1<sup>st</sup> Indorsement dated May 19, 2026, pertaining to Executive Order No. 2605-025, issued by **HON. ALGERICO H. IRIZARI, M.D.**, Mayor of Lanuza, which was furnished to the Governor pursuant to Sections 30 and 444(b)(1)(xii) of the Local Government Code.

After a careful review of Executive Order No. 2605-025, Series of 2026, the undersigned finds that said executive order was issued within the powers granted by law to the mayor and is in conformity with existing ordinances. Accordingly, upon approval by the Governor, this finding shall be immediately forwarded to the Sangguniang Panlalawigan for concurrence, pursuant to Article 59(1) of the Implementing Rules and Regulations of R.A. 7160.

Recommending approval:

**ATTY. LIMUEL L. AUZA**  
Provincial Legal Officer

Approved:

**HON. MANUEL O. ALAMEDA**  
Acting Governor



Republic of the Philippines  
PROVINCE OF SURIGAO DEL SUR  
TANDAG CITY



BAGONG PILIPINAS

Office of the Governor

**SUBJECT: LETTER DATED MAY 18, 2026 SUBMITTING THE EXECUTIVE ORDER NO. 2605-025 SERIES OF 2026**

**1<sup>st</sup> Indorsement**

May 19, 2026


**RELEASED**  
PGO - SURIGAO DEL SUR

SIGNATURE OVER PRINTED NAME  
CONTROL NO: DATE: 5-10-26 TIME: 2:12 PM

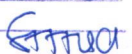
Respectfully indorsed to **Atty. Limuel L. Auza, Provincial Legal Officer**, the herein basic communication from Hon. Algerico H. Irizari, M.D., Municipal Mayor, Municipal Government of Lanuza, for your comments and recommendations.

**MANUEL O. ALAMEDA, SR.**  
Acting *Provincial Governor*

For the Governor:

  
**JOHN VINCENT C. PIMENTEL**  
*Provincial Administrator*

PGO RECORDS/MVP/cha

PROVINCIAL LEGAL OFFICE  
RECEIVED  
DATE: 05-20-26  
TIME: 3:00  
BY:   
PROVINCE OF SURIGAO DEL SUR



Republic of the Philippines  
Province of Surigao del Sur  
**MUNICIPALITY OF LANUZA**



**OFFICE OF THE MUNICIPAL MAYOR**

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**THE PROVINCIAL GOVERNOR**

Province of Surigao del Sur  
Capitol Hills, Telaje  
Tandag City

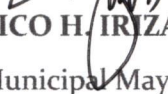
**RECEIVED**  
PGO-SURIGAO DEL SUR  
*Jayson P. Melasco*  
SIGNATURE OVER PRINTED NAME  
CONTROL NO: 18609 DATE: 5-19-26 TIME: 10:34am

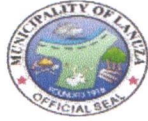
Sir,

Respectfully submitting herewith, the EXECUTIVE ORDER NO. 2605-025 series of 2026 entitled "AN EXECUTIVE ORDER CREATING THE LOCAL INVENTORY COMMITTEE OF THE MUNICIPALITY OF LANUZA AND DEFINING ITS COMPOSITIONS, POWERS, FUNCTIONS." for your review pursuant to Section 30 of the Republic Act 7160 otherwise known as Local Government Code of the Philippines of 1991.

This 18<sup>th</sup> day of May 2026.

Yours,

  
**ALGERICO H. IRIZARI, M.D.**  
Municipal Mayor



## OFFICE OF THE MUNICIPAL MAYOR

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### EXECUTIVE ORDER NO. 2609-025 Series of 2026

#### **“AN EXECUTIVE ORDER CREATING THE LOCAL INVENTORY COMMITTEE OF THE MUNICIPALITY OF LANUZA AND DEFINING ITS COMPOSITION, POWERS, FUNCTIONS”**

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, prescribes the Property and Supply Management in Local Government Units (LGUs);

**WHEREAS**, Presidential Decree No. 1445, otherwise known as the Government Auditing Code of the Philippines, mandates the LGUs to comply with the existing rules and regulations on Property and Supply Management to reflect fairly the value of all LGU Properties, Plants and Equipment (PPE);

**WHEREAS**, Commission on Audit (COA) requires all government entities to conduct regular Physical Inventory of Property, Plant and Equipment (PPE), supplies and materials, and to reconcile these with accounting and property records;

**WHEREAS**, pertinent provisions under the COA Circular No. 2022-004 prescribe guidelines on the conduct of inventory, inspection and reporting of government properties.

**WHEREAS**, there is a need to institutionalize a Local Inventory Committee to ensure systematic inventory-taking accountability, transparency and compliance with auditing and accounting rules.

**NOW, THEREFORE, I HON. ALGERICO H. IRIZARI, MD**, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CREATION OF THE LOCAL INVENTORY COMMITTEE.** There is hereby created a Local Inventory Committee in the Municipality of Lanuza.

**SECTION 2. COMPOSITION.** The Committee shall be composed of the following:

- **Chairperson** : **ALGERICO H. IRIZARI, M.D.**  
*Municipal Mayor*
- **Vice-Chairperson** : **ELSON D. ORILLANEDA**  
*Executive Assistant*
- **Members** : **NEOME H. RUINA**  
*Municipal Treasurer*



## OFFICE OF THE MUNICIPAL MAYOR

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**: LORNA M. CUBERO**  
*Municipal Budget Officer*

**: GIL M. SARSOZA**  
*General Services Officer*

**: CHRISTOPHER A. YRAY**  
*Municipal Accountant*

**: RODERICK P. MINARDO**  
*Secretary to the Sangguniang Bayan Member*

**: AMABELLE T. CORVERA**  
*Representative from Commission on Audit*

**SECTION 3. POWERS AND FUNCTIONS.** The Committee shall perform the following duties:

1. Conduct Comprehensive Inventory where mandatory physical counts of all government properties including but not limited to land, buildings, infrastructure, equipment, supplies and other assets owned by the Local Government Unit (LGU), in accordance with existing accounting and auditing rules and regulations.
2. Validate and Reconcile physical inventory and recorded balances in property, accounting and supply records and recommend appropriate corrective actions.
3. Ensure Compliance with Laws and Regulations where strict compliance with applicable laws, rules and regulations issued by oversight agencies such as the Commission on Audit (COA), Department of Budget and Management (DBM) and other relevant Government bodies.
4. Prepare and submit accurate and timely inventory reports to the Local Chief Executive, COA, and other concerned offices, including the Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and other required reports.
5. Perform regular and unannounced inspections of properties and assets to verify existence, condition and proper use.
6. Recommend disposal of unserviceable, obsolete or lost properties in accordance with applicable laws, rules and regulations.
7. Ensure that all government properties are properly utilized, safeguarded and maintained by accountable officers and recommend measures to prevent loss, damage or misuse.
8. Perform such other duties and responsibilities as may be necessary to effectively carry out its mandate or as may be directed by the Local Chief Executive.

**SECTION 4. MEETINGS.** The Committee shall meet regularly or as necessary, but not less than once every quarter.

**SECTION 5. SECRETARIAT.** The General Services Office shall serve as Secretariat and provide administrative and technical support.



## OFFICE OF THE MUNICIPAL MAYOR

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**SECTION 6. FUNDING.** Funds necessary for the implementation of this Executive Order shall be charged against available municipal funds, subject to existing budgeting, accounting and auditing rules.

**SECTION 7. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid, the remaining provisions shall remain in full force and effect.

**Section 8. EFFECTIVITY.** This Executive Order shall take effect immediately upon issuance.

DONE this 18<sup>th</sup> day of May 2026 at the Municipality of Lanuza, Surigao del Sur, Philippines.

  
ALGERICO H. IRIZARI, M.D.  
Municipal Mayor