



Republic of the Philippines
PROVINCE OF ISABELA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 16
Series of 2026

REORGANIZATION OF THE DISPOSAL COMMITTEE OF THE PROVINCIAL GOVERNMENT OF ISABELA IN COMPLIANCE WITH THE GUIDELINES AND PROCEDURES UNDER THE REVISED MANUAL ON THE DISPOSAL OF GOVERNMENT PROPERTIES.

WHEREAS, it is the policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government.

WHEREAS, the proper disposal of government properties is an equally important part of the asset lifecycle.

WHEREAS, the Commission on Audit (COA) and Department of Budget Management (DBM) has issued Joint Circular no. 2024-1 dated January 30, 2024 which prescribes the guidelines revised manual on the disposal of government properties, necessary requirements that government agencies must adhere to prior to commencement of disposal activities and also identifies the duties and responsibilities of accountable personnel, as well as the procedures and methods in the conduct of disposal;

WHEREAS, said Joint Circular requires all government agencies to constitute a Disposal Committee to oversee and implement the lawful and systematic disposal of government properties;

WHEREAS, the Revised Manual supports the Government's social, economic, and environmental sustainability objectives in line with the United Nations Sustainable Development Goals by promoting prudent procurement, optimal utilization, and timely disposal of government properties to minimize unnecessary expenditures and maximize public savings.

WHEREAS, there is a need to formally organize a Disposal Committee in Provincial Government of Isabela to ensure full compliance with the applicable rules and regulations;

NOW, THEREFORE, I, RODOLFO T. ALBANO III, Governor of Isabela, by virtue of the powers vested in me by law, do hereby re-organize the Disposal Committee of the Provincial Government of Isabela as follows:

Nagkaisa para sa Isabela

Chairperson	ATTY. CHRISTOPHER A. MAMAUAG Provincial Administrator
Vice-Chairperson	RODRIGO T. SAWIT Head, Provincial General Services Office
Members	TERESA F. RESPICIO Head, Provincial Budget Office
	ATTY. ALICIA ASHLEY B. VIGGAYAN-PINTUCAN Acting Provincial Accountant
	ATTY. SHIRLEY EMILY G. REYES Acting Provincial Internal Audit and Control Officer
Secretariat	ONELIA M. PASCUAL Administrative Officer I
	CAROL M. VISITACION Administrative Aide IV
	MANSOR BRYAN KARL S. MANUS Administrative Aide IV
Appraisal	PEPITO V. BAUTISTA, REA Tax Mapper II
	MARK GEN S. SIQUIAN, REA Tax Mapper I
	KRISTINE KATE L. RAMOS, REA Local Assessment Operations Officer I

SECTION 1. POWER AND FUNCTION. The Disposal Committee shall have the following functions:

A. Members of the Disposal Committee

1. The Disposal Committee shall ensure the speedy process of disposal of properties in accordance with relevant laws, rules and regulations in order to ensure that:
 - a. Continuing/carrying inventory costs of the government is eliminated;
 - b. Accountable employees are relieved of unnecessary and/or excess accountability; and
 - c. Government offices are effectively decongested from properties for disposal.
2. Specifically, the Disposal Committee shall undertake the following:
 - a. Inspect, appraise, and undertake valuation activities as a group or individually;
 - b. Set the final appraised value of the properties for disposal;
 - c. Determine the appropriate mode of disposal and recommend the same to the applicable authorities as enumerated above for approval;
 - d. Undertake the disposal proceedings for the properties, e.g., conduct of public auction, condemnation/destruction of properties, among others, on an "as is, where is" basis;

Nagkaisa para sa Isabela

- e. Ensure that properties for disposal do not include materials not intended for disposal;
 - f. Ensure the extraction, proper storage, and security of confidential data stored in information and communications technology (ICT) or electronic equipment before disposal; and
 - g. Perform other related functions that may be assigned by the head of the government entity/RO/FO concerned.
3. The Disposal Committee of the Provincial Government of Isabela may develop their internal rules and procedures (IRP) subject to the approval of the Governor of Isabela, provided that the IRP is consistent with the provisions in this revised Manual.

In case of inconsistencies between the revised Manual and the IRP, the provisions in the revised Manual shall prevail.

4. The Disposal Committee Chairperson shall call the meetings of the Committee and initiate the activities in the disposal process. In case of conflicts or differences among the Committee members, especially regarding appraised values, the Chairperson shall make the final decision and the recommendation shall be submitted to the head of the government entity/RO/FO for approval, as the case may be.
5. The members are authorized to make decisions on behalf of their respective offices during the Committee deliberations.
6. The Disposal Committee shall use the Joint Circular no. 2024-1 entitled Revised Manual on Disposal of Government Properties issued by Commission on Audit and Department of Budget and Management.
7. The Disposal Committee is authorized to convene a technical team for valuation, inspection and appraisal of the PGI's properties in instances where the Committee members may lack specific expertise required.
8. Perform other functions as may be necessary in the implementation of this order.

B. Disposal Committee Secretariat

1. The Committee shall be assisted by a Secretariat composed of the department/agency unit handling asset management, Property Division/Section/Unit or its equivalent.
2. In the absence of the aforementioned, such as in the case of ROS and Fos with a limited number of personnel, the head of the office shall assign existing employees to provide secretariat services to the Disposal Committee.
3. The Secretariat of the Disposal Committee shall undertake the following:
 - a. Provide technical and administrative support to the Disposal Committee;
 - b. Organize and make all necessary arrangements for the meetings and conferences;
 - c. Prepare the agenda for meetings, as determined by the Chairperson and based on the recommendation of the members of the Committee;
 - d. Prepare minutes of meetings and resolutions of the Disposal Committee and certify the same as true and correct;
 - e. Receive and take custody of documents and other records and ensure that all actions undertaken by the Disposal Committee are properly documented;

- f. Draft correspondences and other communications for review/signature of the Chairperson;
 - g. Manage the sale and distribution of public auction documents or any other relevant disposition documents to interested bidders;
 - h. Advertise and/or post disposal opportunities;
 - i. Assist in managing the disposal process;
 - j. Monitor activities and milestones for proper reporting to relevant agencies when required;
 - k. Act as the central channel of communications for the Disposal Committee and bidders or buyers, and the general public; and
 - l. Perform other related functions that may be assigned by the Chairperson of the Disposal Committee.
4. The Disposal Committee Secretariat shall use the Joint Circular no. 2024-1 entitled Revised Manual on Disposal of Government Properties issued by Commission on Audit and Department of Budget and Management.
5. Perform other functions as may be necessary in the implementation of this order.

SECTION 2. COMPLIANCE WITH EXISTING RULES. All disposal activities undertaken by the Disposal Committee shall strictly comply with Joint Circular No. 2024-1 dated January 30, 2024, the Revised Manual on the Disposal of Government Properties, and other applicable laws, rules, and regulations.

SECTION 3. REPEALING CLAUSE. All orders, memoranda, or issuances inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately upon issuance and let copies hereof be provided to all concerned for their information, reference, and guidance.

Done in the City of Ilagan this 15th day of APRIL, 2026.


RODOLFO T. ALBANO III
Governor 