



EXECUTIVE ORDER NO. 22  
Series of 2024

RENAMING THE GENERAL SERVICES OFFICE (GSO) INTO THE PROPERTY  
AND SUPPLY MANAGEMENT OFFICE (PSMO) AND DEFINING ITS FUNCTIONS

WHEREAS, Section 2 of Presidential Decree No. 1445 states that all resources of the government shall be managed, expended or utilized in accordance with law, rules, regulations, and safeguarded against loss or wastage through illegal or improper disposition with a view to ensuring economy, efficiency, and effectiveness in the operation of the government;

WHEREAS, the present General Services Office (GSO) of the LGU has charge of the acquisition of new properties and equipment, their utilization, and the disposition of unserviceable or obsolete equipment;

WHEREAS, on the other hand, a property and supply management office aims to provide a systematic, timely and accurate process of receiving equipment and supplies; issue property and supplies to the concerned departments, offices and other units of the LGU; and keep an inventory of the LGU's equipment and supplies, which are currently performed and accomplished by the GSO;

WHEREAS, a property and supply management office, in the performance of its duties and responsibilities, involves the phases of planning, acquisition, procurement, safekeeping or custodianship, issuance and utilization, and disposal;

WHEREAS, the current General Service Office of the LGU needs to be renamed to align with the range of tasks that it performs and delivers according to the aforementioned phases;

NOW THEREFORE, by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

**Section 1. Renaming the General Services.** - The General Services Office is hereby renamed the Property and Supply Management Office (PSMO);

**Section 2. Duties and Responsibilities.** - The PSMO shall perform the following duties and responsibilities:


- 2a. Canvass, purchase, and maintain stocks of supplies and materials indicated in the annual Project Procurement and Management Plan (PPMP), and disburse them to concerned departments and offices;
- 2b. Receive, inspect and record purchased equipment, supplies and materials that are not indicated in the PPMP but are necessary in the implementation of the LGU's programs, projects and activities;
- 2c. Serve as custodian and archivist or record-keeper of all properties, equipment, supplies and materials of the LGU;

- 2d. Keep an inventory of properties and equipment, and issue acknowledgment receipts to accountable employees;
- 2e. Supervise the operation of the motor pool, making sure that the service vehicles are in good running condition,
- 2f. Register all vehicles of the LGU and have them insured;
- 2g. Dispatch vehicles for employees on official travel, and manage and monitor the fuel consumption of every vehicle;
- 2h. Investigate, record or document, and report any damage to the property of the LGU and recommend appropriate courses of action;
- 2i. Facilitate the disposal of government properties that are obsolete, unserviceable or beyond repair in accordance with existing government regulations; and
- 2j. Perform other related duties and responsibilities whenever deemed necessary or urgent.

**Section 3. Repealing Clause.** - All orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**Section 4. Effectivity.** - This Executive Order shall take effect immediately upon signing hereof.

Issued this 26th day of July 2024 in the Municipality of Loon, Bohol.

  
ELVI PETER L. RELAMPAGOS  
Mayor 