



## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NO. 24 Series of 2024

#### **AN EXECUTIVE ORDER CREATING AN INVESTIGATION COMMITTEE TO DETERMINE ACCOUNTABILITY FOR THE LOSS OR DESTRUCTION OF DOCUMENTS AND RECORDS, DEFINING ITS FUNCTIONS, AND FOR OTHER PURPOSES**

**WHEREAS**, on 17 August 2023, the Commission of Audit (COA) issued Memorandum Circular (MC) No. 2023-08 for the proper disposition of dormant accounts of national government agencies (NGAs) and instrumentalities, local Government units (LGUs) and government corporations (GCs);

**WHEREAS**, the Section 7.2 of the COA MC No. 2023, provides that the Head of Agency (HoA) shall create an Investigation Committee who shall determine the cause/s of loss or destruction of documents, pinpoint the official/s and employee/s liable for such loss, and look into the absence or presence of negligence on the part of the Accountable Officer.

**WHEREAS**, the COA directs all government entities to determine the existence of dormant accounts in their books and only allows one-time cleansing of dormant accounts one year upon its issuance. Thus, the creation of Investigation Committee is necessary.

**NOW, THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph.D.**, by virtue of the power vested in me as the Provincial Governor of Oriental Mindoro by Republic Act 7160, otherwise known as the Local Government of 1991 and other pertinent laws and issuances, do hereby promulgate this Executive Order as follows:

**SECTION 1. Composition.** The Investigation Committee for the determination of accountability for the loss of destruction of documents and records (hereinafter, "Investigation Committee") shall be composed of the following:

- CHAIRPERSON** : **EnP. LYDIA MUÑECA S. MELGAR**  
Provincial Planning and Development Coordinator
- MEMBERS** : **ATTY. JEAN PHEBIE G. DE MESA**  
Officer-in-Charge Provincial General Services Office
- MS. JOYLE G. CABRAL**  
Social Welfare Assistant, Provincial Social Welfare and Development Office
- MR. ASHER A. DALID**  
Security Officer IV, PGSO-Civil Security Unit Division

**SECTION 2. Duties and Functions of the Investigation Committee.** The Chairperson and Members of the Investigation Committee shall have the following duties and functions:

**SECTION 2a. Chairperson:**

- a) Direct the conduct of investigation;
- b) Assign duties and responsibilities to the members of the Investigation Committee;
- c) Schedule and coordinate investigation activities and utilization of resources;
- d) Supervise and review the preparation of the investigation report;

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- e) Present the investigation report to the Provincial Governor;
- f) Be able to act as liaison between senior management and Investigation Committee; and
- g) Perform other functions as may be necessary.

**SECTION 2b. Members of the Investigation Committee.**

- a) Collect/ receive data, facts and evidence;
- b) Establish the sequence of events that led up to the event that prompted the investigation;
- c) Analyze and integrate available information to come up with the following:
  - i. Cause/s of loss of the documents or records;
  - ii. Person/s responsible thereof; and
  - iii. Absence or presence of negligence of the Accountable Officer/s
- d) Develop findings, conclusions and recommendations;
- e) Prepare the investigation report; and
- f) Perform other functions as may be necessary.

**SECTION 3. Meetings.** The Investigation Committee shall meet as often as maybe necessary.

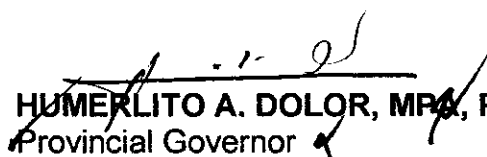
**SECTION 4. Funding.** Administrative expenses of the Investigation Committee and the performance of the committee's functions shall be charged against the funds of the Governor's Office.

**SECTION 5. Separability Clause.** If any portion of this Executive Order is declared unconstitutional or invalid, other parts thereof which are not affected shall no continue to remain in full force and effect.

**SECTION 6. Repealing Clause.** All other executive orders, rules, and regulations, issuances, or parts thereof inconsistent with this Executive Order are hereby amended, repealed, and/or modified accordingly.

**SECTION 7. Effectivity.** The Executive Order shall take effect immediately upon its approval.

**DONE in the City of Calapan, Province of Oriental Mindoro, this 24<sup>th</sup> day of June 2024, in the year of our Lord, Two Thousand and Twenty – Four.**

  
**HUMERLITO A. DOLOR, MPd, PH.D.**  
Provincial Governor