



## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NO. 64 Series of 2024

#### AN EXECUTIVE ORDER PROVIDING GUIDELINES FOR THE COMPOSITION OF THE PROVINCIAL INSPECTION TEAMS FOR GOODS AND SUPPLIES

**WHEREAS**, on 05 September 2022 Executive Order (EO) No. 22-A, Series of 2022 reorganized the Provincial Inspection Team for Goods and Services (PIT-GS) into three (3) teams for Goods/Supplies, Medicines/Medical Supplies, and Information Technology Equipment.

**WHEREAS**, on 11 September 2023, Executive Order (EO) No. 61, Series of 2023 reorganized the Provincial Inspection Teams for Goods and Services (PIT-GS) into three (3) teams for Goods/Supplies, Medicines/Medical Supplies, and Information Technology Equipment.

**WHEREAS**, various members expressed their intention to resign from the PIT-GS due to their impending retirement, increased workload, and conflicting schedules.

**WHEREAS**, considering that the inspection of delivered goods and supplies is a significant component of the procurement process for the operations of the Provincial Government of Oriental Mindoro (PGOM), there is a need to prescribe guidelines in the determination of PIT-GS Members.

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

**SECTION 1. Provincial Inspection Teams for Goods and Services.** The Provincial Inspection Teams for Goods and Supplies (PIT-GS) established by EO No. 22-A, Series of 2022, as amended shall continue to inspect the goods, supplies, and equipment procured by the PGOM. The PIT-GS shall be comprised of the following teams:

- a. Provincial Inspection Team for Goods/Supplies;
- b. Provincial Inspection Team for Medicines/Medical Supplies; and
- c. Provincial Inspection Team for Information Technology Equipment.

**SECTION 2. Pool of Representatives.** Each PGOM Office/Department, and the Divisions of the Governor's Office, except the Office of the Provincial Accountant (OPA) and the Governor's Office-Internal Audit Services Division (GO-IASD), shall designate one (1) permanent employee who shall join the PIT-GS pool of representatives.

Members of the PIT-GS will be randomly drawn from the pool of representatives. They shall serve as members of the PIT-GS for three (3) months or until another random draw for PIT-GS Team membership is sooner conducted. Offices whose representatives were drawn and included on the previous composition of the PIT-GS shall be exempted on the draw/raffle for the succeeding PIT-GS members.

A special order enumerating the PIT-GS Members be issued by the Provincial Governor or his duly authorized representative after the conduct of every membership draw.

If, for any reason, a PIT-GS member will be not be able to permanently perform his/her functions or in case of his or her separation from service, the concerned PGOM Office/Department, and the Divisions of the Governor's Office shall designate another representative who shall be a member of the pool of representatives and assume the duties and responsibilities of the outgoing PIT-GS Member.

**SECTION 3. Membership of the PIT-GS.** Each of the PIT-GS Teams shall be composed of five (5) members, who will elect among themselves a team leader and an alternate team leader.

As mentioned above, the members of the PIT-GS Teams will be randomly drawn from the pool of representatives designated by various PGOM Offices.

However, considering the expertise and knowledge required in the inspection of information technology equipment, medicines, and medical supplies, the PIT for Information Technology Equipment shall permanently be headed by a member from the Provincial Administrator's Office-Management Information Systems Division (PA-MISD). On the other hand, a majority of representatives from PGOM's hospitals and the Provincial Health Office shall comprise the PIT for Medicines and medicine supplies.

The PIT-GS shall be composed of the following:

- a. **Provincial Inspection Team for Goods/Supplies** – five (5) members randomly drawn from the pool of representatives;
- b. **Provincial Inspection Team for Medicines/Medical Supplies** – one (1) representative from the Provincial Health Office, one (1) representative from the Oriental Mindoro Provincial Hospital, one (1) representative from the District Hospitals, one (1) representative from the Community Hospitals, and one (1) member randomly drawn from the pool of representatives; and
- c. **Provincial Inspection Team for Information Technology Equipment** – one (1) representative from the PA-MISD who shall act as the team leader and four (4) representatives from the pool of representatives.

**SECTION 4. Functions of the PIT-GS.** The Provincial Inspection Teams for Goods and Services shall determine whether the procured goods, supplies, and equipment are received in the proper quantity, quality, and condition. The presence and participation of at least three (3) members shall suffice in the conduct of inspection and other duties of the PIT-GS Teams. It shall be the responsibility of the designated team leader to coordinate the schedule of inspections and ensure that at least three (3) members of the Team will appear and participate in every inspection.

The PIT-GS Teams shall verify that the procured goods, supplies, and equipment conform to the applicable specifications and perform the following duties and functions:

- a) Conduct ocular inspection and validate quantity, condition, and quality of goods, supplies, and equipment acquired by PGOM;
- b) Issue clearances and/or reports required by accounting and auditing regulations;
- c) Recommend to the cancellation, revocation, or termination of agreements, subject to existing laws, issuances, and ordinances regarding procurement and acquisition of goods, supplies, and equipment;

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- d) Evaluate end-user reports submitted by the concerned PGOM Departments and Offices;
- e) Make a final report on all end-user reports submitted and forward the same to the procuring committees; and
- f) Perform other functions as may be necessary.

**SECTION 5. Transitory Provision.** The new members of the Provincial Inspection Teams for Goods/Supplies shall assume their duties and responsibilities on the date enumerated in the Special Order to be issued for their membership in the PIT-GS. To ensure the continuity of the inspection of PGOM's goods and supplies, all transactions and inspections commenced prior to the assumption of new PIT-GS Teams shall be continued by the outgoing PIT-GS members. To avoid the accumulation of delays in the inspection of goods and supplies, the PIT-GS Teams are hereby ordered to expedite the inspection and other duties in accordance with pertinent laws and issuances.

**SECTION 6. Separability Clause.** If any portion of this Executive Order is declared unconstitutional or invalid, other parts thereof which are not affected shall continue to remain in full force and effect.

**SECTION 7. Repealing Clause.** All executive orders, rules, regulations, and other issuances, including other parts thereof inconsistent with the provisions of this Executive Order are hereby amended or repealed accordingly.

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

**DONE IN THE CITY OF CALAPAN, ORIENTAL MINDORO,** this 2<sup>nd</sup> day of December in the Year of our Lord Two Thousand Twenty-Four.

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