



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 13**  
*Series of 2022*

**AN ORDER REORGANIZING THE APPRAISAL COMMITTEE, DEFINING THEIR FUNCTIONS AND PRESCRIBING THE PROCEDURES IN THE ACQUISITION OF PROPERTY BY THE CITY GOVERNMENT OF IMUS**

**WHEREAS**, Section 201 of the Local Government Code of 1991 and Article 291 of its implementing Rules and Regulations (IRR) provide that the Department of Finance shall promulgate the necessary rules and regulations for the classification, appraisal, and assessment of real property.

**WHEREAS**, the Department of Finance issued the Manual on Real Property Appraisal and Assessment Operations to provide local assessment and treasury officials with guidelines that will enhance their knowledge and skills with the adoption of a uniform system of real property appraisal and assessment for taxation purposes thru Local Assessment Regulations No. 1-04 in October 01, 2004.

**WHEREAS**, the Manual on Real Property Appraisal and Assessment Operations dated January 2006, under chapter VIII, Miscellaneous Provisions of the Manual, Section 1 provides that, "*Whenever a private property is subject to acquisition by the government for public use, that property is referred to the Provincial/City Committee for it to determine the market value*".

**WHEREAS**, there is a need to reconstitute the members of the appraisal committee due to the movement brought about by the recent election.

**WHEREAS**, there is also a need to provide improved mechanism to facilitate acquisition of private property for public use through Negotiated Sale or Expropriation Proceedings.

**NOW THEREFORE, I, HON. ALEX L. ADVINCULA**, Mayor of City of Imus, by virtue of the powers vested upon me by law, do hereby order the following:



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**Section 1. Composition and Function-** There is hereby created a City Appraisal Committee to be composed by the following persons and/or heads of the following offices, to wit:

- |   |   |             |
|---|---|-------------|
| 1. <i>Mr. Elmer L. Camerino</i>             | - | Chairperson |
| 2. <i>Engr. Christian Mervin S. Sarno</i>   | - | Member      |
| 3. <i>Mr. Manuel Reynold W. Dela Fuente</i> | - | Member      |
| 4. <i>Engr. Guiana F. Monzon</i>            | - | Member      |
| 5. <i>Atty. Leonard Martin E. Syjuco</i>    | - | Member      |

The Committee shall have the primary function to determine the market value of a private property subject for acquisition for public use. In the exercise of its function, it shall ensure that all laws, rules, regulations and issuances applicable on the matter shall be strictly followed.

**Section 2. Technical Working Group and its Functions-** The City Administrator, through the issuance of an appropriate memorandum, shall designate the members of a Technical Working Group (TWG) upon recommendation of the members of the Committee. The TWG of the Committee shall perform the following functions:

1. To conduct field inspections, evaluate and appraise real properties subject for acquisition by the government.
2. To submit Appraisal Report including its recommendations and justifications that the appraised value of the subject property is fair, just and reasonable.
3. To undertake engineering works when necessary, including parcellary surveys to indicate the location and area of the site.
4. To perform all clerical, secretarial and administrative work related to the functions of the Committee.

**Section 3. Coverage-** The following shall be considered among others as public use, purpose, or welfare:





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- a. Socialized housing;
- b. Construction or extension of roads, streets, sidewalks, viaducts, bridges, ferries, levees, wharves, or piers;
- c. Construction or improvement of public buildings maintained and operated by the government for public use such as nurseries, health centers, or hospitals, buildings for research, breeding, or dispersal centers for animals;
- d. Establishment of parks, playgrounds, or plazas;
- e. Establishment of public market places;
- f. Construction of artesian wells or water supply systems;
- g. Establishment of cemeteries or crematories;
- h. Establishment of drainage systems, cesspools, or sewerage system;
- i. Construction of irrigation canals or dams;
- j. Establishment of nurseries, health centers, or hospitals;
- k. Establishment of abattoirs;
- l. Building of research, breeding, or dispersal centers for animals.

**Section 4. Procedure-** The following procedures shall be considered in the acquisition of private property for public use, to wit:

**Procedure on Land Acquisition – Without identified land owner/s**

The TWG, with due authority from the Committee, shall take care of the technical viability or setting parameters as to the area and location of the lot. The selected site shall be favorable recommended by the TWG as suitable for the public use, purpose or welfare



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for which it is proposed to be acquired or purchased. Thereafter, the same shall be forwarded to the Committee for undertaking the necessary appraisal procedure/s.

The TWG shall then take care of the posting, and other forms of notices deemed to be necessary, to the public with the information of the desire of the local government to purchase the lot/s. The notice shall invite possible lot owners, if any, to make an Offer to Sell to the local government.

**Procedure on Land Acquisition — With identified land owner/s**

The offer to buy private property for public use or purpose shall be in writing signed by the City Mayor or any authorized representative. It shall specify the property sought to be acquired, the reasons for its acquisition, and the price offered.

If the owner or owners accept the offer in its entirety, a contract of sale shall be executed and payment forthwith made.

If the owner or owners are willing to sell their property but at a price higher than that offered to them, the City Mayor or authorized representative shall call them to a conference for the purpose of reaching an agreement on the selling price. When necessary, the City Mayor or authorized representative may refer to the City Appraisal Committee to assist in the determination of the market value of the subject property.

The chairperson of the appropriation or finance committee of the Sangguniang Panlungsod (SP), or in his/her absence, the member of the SP duly chosen as its representative, shall participate in the conference. When an agreement is reached by the parties, a contract of sale shall be drawn and executed.

**The contract of sale shall be supported by the following documents:**

1. Resolution of the SP authorizing the City Mayor or any authorized representative to enter into a contract of sale. The resolution shall specify the terms and conditions to be embodied in the contract;
2. Ordinance appropriating the amount specified in the contract;



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3. Certification of the local treasurer as to availability of funds together with a statement that such fund shall not be disbursed or spent for any purpose other than to pay for the purchase of the property involved.

**Section 5. Funding/Operating Costs-** All costs pertaining to its operation, including the payment of honoraria, incidental, operational and other expenses of the City Appraisal Committee, and its Technical Working Group, and other appropriate personnel, as may hereinafter be identified by the City Mayor, shall be taken from the available funds of the City Government of Imus subject to the usual accounting and auditing rules and regulations.

**Section 6. Separability Clause-** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**Section 7. Effectivity-** This Executive Order shall take effect immediately.

**DONE** and **SIGNED** this 5<sup>th</sup> day of September 2022, City of Imus.

**ALEX L. ADVINCULA**  
City Mayor