



ADMINISTRATIVE ORDER No: 001
Series of 2011

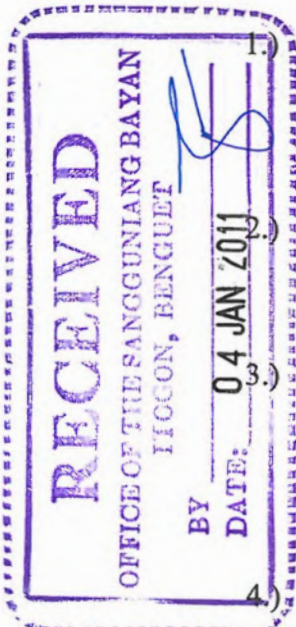
SETTING INTERNAL GUIDELINES IN THE APPROVAL OF PROGRAM OF WORK AND DETAILED ESTIMATE OF INFRASTRUCTURAL PROJECTS, PROGRAMS AND PLANS OF THE LOCAL GOVERNMENT OF ITOGON, BENGUET

WHEREAS, it has been noted that the office of the Local Chief Executive only notes the program of work and detailed estimates of projects, plans and activities which are infrastructural in character, which are prepared by the concerned departments of the local government of Itogon;

WHEREAS, in the case of other projects, programs and activities which are not infrastructural in nature, the local executive gives its imprimatur prior to their actual implementation upon allocation of the necessary funds;

WHEREAS, there is a need to enshrine a consistent policy to ensure check and balance in the system and to ensure compliance with the pertinent provisions of the Local Government Code of 1991 and other relevant laws and issuances;

NOW, WHEREFORE, I, OSCAR MAINGPES CAMANTILES, by virtue of the power and authority vested upon me by law as the Local Chief Executive of the Local Government of Itogon, do hereby set internal guidelines in the approval of program of work and detailed estimate of infrastructural projects, plans and programs, to wit:



1. It is prescribed as much as feasible that onsite or ocular inspection and validation of the site or location where the project is to be constructed project or plan must first be done before the program of work and detailed estimate thereof be made by a duly authorized staff of the concerned department;

2. The staff duly authorized by the concerned department head, preparing the program of work and detailed estimates of infrastructural projects must indicate and sign his/her name below the words **"Prepared by:"**;

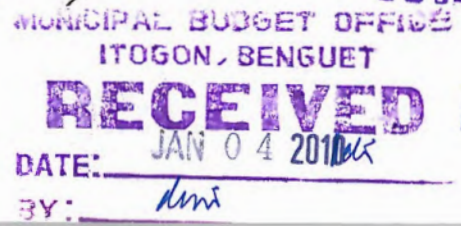
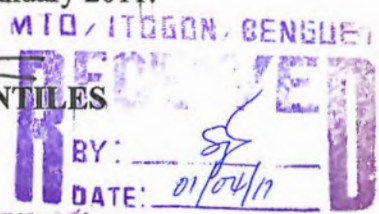
3. The concerned department head on the one hand, shall upon the prior conduct of a thorough review of his/her office of the prepared program of work and detailed estimate shall recommend the same to the office of the Local Chief Executive for approval by indicating and signing his/her name below the words: **"Recommending approval"**; and,

4. The Local Chief Executive shall upon further verification approve the duly endorsed/recommended program of work and detailed estimate by indicating/signing his name below the words **"Approved by:"**;

This Order takes effect immediately

DONE in the Municipality of Itogon, Province of Benguet this 3rd of January 2011.

OSCAR MAINGPES CAMANTILES
 Municipal Mayor



RECEIVED OFFICE OF THE MUNICIPAL ASSESSOR
 05-4-11
 Regalado
 Cc
 1-4-11
 01-04-11

Received by: HERRERA
 0-4-11