



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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RECEIVED

OFFICE OF THE SANGGUNIANG BAYAN
ITOGON, BENGUET

By: *[Signature]*
ADMINISTRATIVE ORDER NO. 027-2011
February 21, 2011

BY: _____
DATE: 2/21/2011

REQUIRING A COMPLETE PROGRAM OF ACTIVITIES FOR EVERY TRAININGS, SEMINARS, WORKSHOPS AND THE LIKE CONDUCTED BY THE MUNICIPALITY OF ITOGON AND FURTHER CREATING AND COMPOSING A COMMITTEE FOR THE PREPARATION THEREOF

WHEREAS, it is the policy of the Municipality to exact the maximum possible output from each of the participants in every conducted training, seminar, workshop, and the like financed by public funds;

WHEREAS, this policy is aimed towards the efficient use and management of the Municipality's financial resources;

WHEREAS, it is a necessary element of this policy that a well organized, planned and comprehensive order of activities as well as the participation of resource persons, if any, in such trainings, seminars, or workshops be readily prepared to ensure a smooth flow and success of the activity;

NOW THEREFORE, I, OSCAR MAINGPES CAMANTILES, Municipal Mayor of Itogon, hereby direct and order that a complete Program of Activities be prepared for every trainings, seminars, workshops, and the like conducted by the Municipality of Itogon in accordance with our policies.

For this purpose, a committee is hereby created to be composed of the following:

- CHAIRMAN : MS. IMELDA F. NUGUID *ucd by 2/21/11*
MPDC
- VICE-CHAIRMAN : MS. SHALIMAR G. SORALLO *recd sw 2/21/11*
- MEMBERS : MR. PETER J. GUBAC
- : MS. FLORDELIZA G. DIASE
- : MS. AMALIA A. IBARRA
- : MS. MARLEEN M. GUERZON

OFFICE OF THE MUNICIPAL AGRICULTURIST
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The committee shall have the following duties and functions:

1. To prepare a comprehensive and organized program of activities for trainings, seminars, workshops and the like prior to the actual conduct of the said scheduled training or seminar;
2. Closely coordinate with the respective secretariat, coordinator, or technical working group of the council, committee, team or group for whom the training, seminar or workshop is arranged to ensure that all relevant and material facts or issues are incorporated in the program;
3. To likewise coordinate with the resource persons, if any, whose presence and valuable inputs/knowledge are essentially needed to achieve the very purpose of the training or seminar;
4. To furnish all the participants of the prepared program of activities for them to adequately prepare and actively participate in the training or seminar;

LCRO 2/21/11
[Signature]

MAGCO - 2/21/11 *[Signature]*
MACCO - 2/21/11 *[Signature]*

DILG - 2/21/11 *[Signature]*
MEND - 2/21/11 *[Signature]*

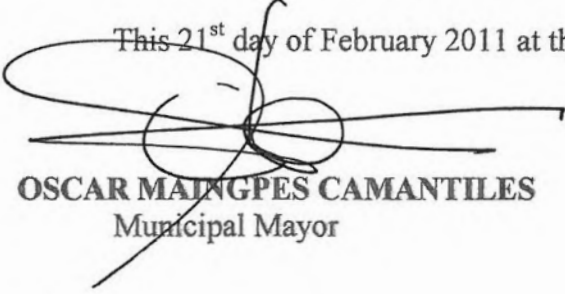
MHO - *[Signature]* 2/21/11
MNC - *[Signature]* 2/21/11
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BY: _____

5. To arrange for all contingencies necessarily and regularly expected in the conduct of seminars, trainings, or workshops.

For strict compliance.

This Administrative Order shall take effect immediately.

This 21st day of February 2011 at the Municipality of Itogon, Province of Benguet.



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc:

- All Concerned
- File

- Dep. Ed. I & II
- HIGH School