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OFFICE OF THE SANGGUNIANG BAYAN
ITOGON, BENGUET

ADMINISTRATIVE ORDER NO: 052
Series 2011

BY _____
DATE: 22 JUL 2011

SUBJECT: **CREATION OF A COMMITTEE TO PREPARE THE PROJECT PROPOSAL AND THE FEASIBILITY STUDY FOR THE COMPUTERIZATION OF THE DIFFERENT OFFICES OF THIS MUNICIPALITY**

WHEREAS, in the recently convened meeting of the LCE and the Department heads, it was suggested that a committee be created to prepare the project proposal and the feasibility study of the computerization of the different offices of this municipality;

WHEREAS, it is positively advantageous and beneficial to the municipality and the whole constituency that the said computerization be given priority and fast tract its implementation, resulting to a timely and quality delivery of services to the general public;

NOW THEREFORE, I, Oscar M. Camantiles, Municipal Mayor, by virtue of the powers and authority vested in by law, do hereby direct and order the creation of a committee to prepare the project proposal and feasibility study for the computerization of the different offices of this municipality.

SECTION 1. COMPOSITION

The composition of the committee shall be the following:

CHAIRMAN: HON. OSCAR M. CAMANTILES

MEMBERS: ENG'R. IMELDA F. NUGUID

X ENG'R. CHARLIE M. GAYASCO

MS. ANGELA C. CARIÑO

MS. BRIGILDA M. GAYAO

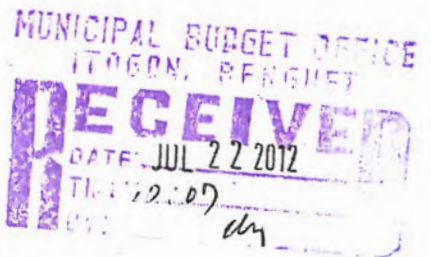
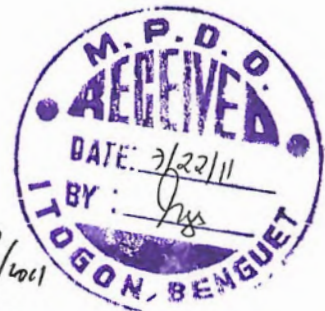
MS. VERONICA K. COMISING

X DR. OLIVER P. GUADAÑA

MR. JULITO R. LUSPIAN

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SECTION 2. DUTIES AND FUNCTIONS

The committee shall endeavor to perform the following functions:

1. To draft the proposal of the computerization project.
2. To conduct the feasibility study of the said endeavor.
3. To coordinate with the winning contractor.
4. And other functions that may be found favorable the advancement of the project.

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SECTION 3. MEETING SCHEDULE

The committee shall convene thrice a month for their regular meeting but the chairman may call for special meetings as often as may be necessary to effectively serve the functions and purposes of the committee.


SECTION 4. MEETING VENUE

The venue of the committee meetings shall be preferably at the Local Chief Executive's Conference Room or at the option of the committee chairman.

SECTION 5. EFFECTIVITY

This order takes effect immediately.

This 21st day of July 2011 at the Municipality of Itogon, Benguet Provinces.



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc:

- All concerned
- MLGOO/SB - *J 7/2/11*
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