



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor

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FILE

ADMINISTRATIVE ORDER NO. 060
Series 2011

**CREATING THE WORKING COMMITTEES FOR THE CONDUCT OF THE 111th
FOUNDATION CELEBRATION OF ITOGON**

WHEREAS, the Municipality of Itogon will celebrate her 111th Foundation Anniversary on December 14-18, 2011;

WHEREAS, there is a need to prepare for this event as early as possible to be able to conduct a more meaningful town fiesta celebration;

NOW THEREFORE, I OSCAR M. CAMANTILES, by virtue of the powers vested in me by laws as Mayor of the Municipality of Itogon, Benguet, do hereby create the following committees as follows:

EXECUTIVE COMMITTEE

Chair : Hon. Oscar M. Camantiles
Municipal Mayor

Vice-Chair : Hon. Noel G. Ngolob
Municipal Vice-Mayor

Members : Honorable Sangguniang Bayan Members

Hon. Alexander T. Fianza	Hon. Annie A. Galiega
Hon. Adriano R. Carantes	Hon. Arnel F. Bahingawan
Hon. Norberto I. Pacio	Hon. Johnny Galutan
Hon. Bernard S. Waclin	Hon. Gerald S. Cornel
Hon. Eduardo B. Daniel (ABC-President)	Hon. Fevie D. Paydoan (SKF-President)

FUNCTIONS:

1. To supervise the implementation of all the plans and preparations for the celebration of the 111th Itogon Anniversary, and;
2. To coordinate all plans and preparations for the events.

WORKING COMMITTEES

OVERALL COORDINATOR : Peter J. Guibac, Mun. Administrator
ASSISTANT COORDINATOR : Noel G. Ngolob, Mun. Vice-Mayor
MEMBERS : All Local Finance Committee Members

FUNCTIONS:

1. To act as support group to the Municipal Mayor in his capacity as chairman of the Executive Committee;
2. To implement and coordinate the working committees, the plans and preparations for the celebration of the 111th Itogon foundation Anniversary.

I. SOUVENIR/PROGRAM/INVITATION COMMITTEE

Chair : Engr. Imelda F. Nuguid, MPDC
Co-Chair : Peter J. Guibac, Mun. Administrator
Members : Mr. Francisco C. Lictag
Mr. Nestor Camado Jr.
Ms. Flordeliza G. Diase
Ms. Rhodara B. Golingab
Ms. Rowena Carino
Mr. Junnie Parian

FUNCTIONS:

1. To prepare solicitation letters for souvenir advertisement.
2. To prepare invitation letters for speakers on various activities;
3. To solicit advertisements and follow-up articles;
4. To prepare program for the fiesta proper and confirm and confirm participations to the programs;
5. To follow-up the printing of souvenir programs for distribution to guest and participants.

II. RECEPTION COMMITTEE

Chair : Ms. Eusebia T. Fianza, IMEA President
Co-Chair : Ms. Irene F. Fernando, IMEA Vice-President
Members : IMEA MEMBERS

FUNCTIONS:

1. To act as ushers during the program (Main program, Cultural and Agro-industrial Product and Beauty Pageant Program)
2. To receive guest and act as host to the general public
3. To prepare corsages, leis and other requirements


III. FINANCE COMMITTEE c/o LFC

Chair : Ms. Veronica K. Comising
Co-Chair : Engr. Imelda F. Nuguid, MPDC
Members : Ms. Angela C. Carino, Mun. Treasurer
Ms. Brigilda M. Gayao, Mun. Accountant

FUNCTIONS:

1. To hold the events fund and prepare financial report thereof;
2. To disburse funds subject to auditing rules and procedures.

IV. PLAZA/MUNICIPAL STREETS/STAGE/HALL/LIGHTS AND SOUNDS SYSTEM PREPARATION

 Chair : Engr. Charlie M. Gayasco, Mun. Engineer
Co-Chair : Engr. Imelda F. Nuguid, MPDC
Members : Mr. Francisco C. Lictag
Mr. Meliton B. Mesa
Mr. Charleson Richard O. Carino

FUNCTIONS:

1. To prepare venue for programs in coordination with concerned committees
2. To ensure that municipal roads and streets are clean and cleared from any obstacles.

V. PEACE AND ORDER COMMITTEE

Chair : P/Insp. Robert D. Gaspar, Chief of Police
Co-Chair : Fire Marshall Chief Insp. Bernard S. Likigan
Members : BJMP & Tanod Members

FUNCTIONS:

1. To maintain peace and order in every aspect of the Itogon Foundation Day Celebration;
2. To coordinate with Sacred Heart High School Principal/School Rector for the parking space of all vehicles
3. To ensure that all vehicles shall not be parked at the municipal streets going up the municipal hall to avoid accidents during the events;
4. To be responsible for the traffic during the fiesta.

VI. MEDICAL/DENTAL SERVICES

Chair : Dr. Oliver P. Guadania, MHO
Co-Chair : Dr. Lorna A. Saculles
Members : All MHO Personnel

FUNCTIONS:

1. To prepare the clinic for emergency cases
2. To ensure the availability of medicines for emergency cases;
3. To organize activities such as free medical and dental service and other.

VII. RELIGIOUS SERVICES

Chair : Mr. Peter J. Guibac
Co-Chair : Mr. Mario M. Baucas
Members : Mr. Julito R. Luspian
Ms. Nora M. Sanil
Ms. Marilyn V. Chugsayan
Ms. Marleen M. Guerzon
Dra. Lorna A. Saculles

FUNCTIONS:

1. To organize the conduct of the religious activities during the celebration of the town fiesta;
2. To facilitate the preparation of the venue for the liturgical celebrations and other religious activities, if any;
3. To coordinate with the pastors and religious leaders of various sects/ as regards their involvement in the activities/ programs needing prayers/invocations during the celebration

VIII. TRADITIONAL RITES COMMITTEE

Chair : Hon. Bernard S. Waclin
Co-Chair : Hon. Norberto I. Pacio
Members : Ms. Dorothea S. Lictag, OSCA Head
Mr. Manuel C. Manzano Jr.

FUNCTIONS:

1. Invite "Mambunong/Panglakayen" to perform the ritual
2. Coordinate with the utility workers concerned in the preparation for traditional rites;
3. To prepare the needs (animal, wine/tapey, gongs, cooking utensils) in holding the traditional canao.

IX. AGRO-INDUSTRIAL PRODUCT EXHIBIT

Chair : Mr. Whigas P. Cilo, Mun. Agriculturist
Co-Chair : Hon. Adriano r. Carantes Jr, SB Chairman on Agriculture
Members : Hon. Eduardo B. Daniel, ABC President

FUNCTION:

1. To coordinate with the Punong Barangays for the product exhibits
2. To prepare budget proposal for the activity that includes the prizes;
3. To be responsible for the criteria of the contest and invitations of Judges.

X. SPORT COMMITTEE:

Chair : Hon. Adriano r. Carantes Jr.
Co-Chair : Hon. Johnny G. Galutan
Members : Hon. Gerald S. Cornel
Hon. Arnel F. Bahingawan
Mr. Edwin V. Carantes

FUNCTIONS:

1. Plan out sport activities/ games
2. Prepare invitations to the different agencies for ballgames events;
3. To prepare venue and coordinate with referees for the games.

XI. CHEERDANCE COMPETITION/FOLK DANCE COMMITTEE

Chair : Ms. Aida L. Payang, Secondary School Level
Co-Chair : District I and II Dep.Ed Supervisors
Members : All School Heads (Public/Private)

FUNCTIONS:

1. To coordinate with different high school principals for the cheerdance competition
2. To prepare budget proposal for the contest;
3. To prepare criteria for judging and mechanics of the contest;
4. To send invitations and invite judges from different agencies;
5. To be responsible for the tabulation of scores and results.

XII. BARANGAY CULTURAL PRESENTATION

Chair : Hon. Norberto C. Pacio
Co-Chair : Hon. Eduardo Daniel
Members : All Punong Barangays
Ms. Flordeliza G. Diase
Ms. Cynthia A. Tauli, Day Care Federation President

FUNCTIONS:

1. To coordinate with the Punong Barangays regarding their participation in the Cultural Show;
2. To prepare the budget proposals for the activity;
3. To prepare criteria for judging and invite judges of the show.

XIII. CANAO/BARANGAY DAY

Chair : Hon. Arnel F. Bahingawan
Co-Chair : Hon. Eduardo B. Daniel, ABC President.
Members : Hon. Bernard S. Waclin
Ms. Dorothea S. Lictag, OSCA Head

FUNCTIONS:

1. To plan for the activities of the Barangay Day and be responsible in the implementation thereof;
2. To coordinate with the Punong Barangays for their participation and presentations;
3. To prepare the necessary budget for prizes and criteria of the contest.

XIV. BEAUTY PAGEANT AND STAGE DECORATION COMMITTEE

Chair : Ms. Nora M. Sanil, LCR
Co-Chair : Ms. Marleen M. Guerzon
Members : Hon. Eduardo B. Daniel
: Hon. Fevie D. Paydoan
: Hon. Jasper Reade G. Cornel
: Ms. Grace O. Pocsol
: FI Bernard S. Likigan
: Ms. Marilyn V. Chugsayan
: Ms. Flordeliza G. Diase
: Mr. Nestor A. Camado Jr.
: Ms. Gertrude B. Sab-it

FUNCTIONS:

1. Coordinate with Punong Barangays and SK Chairmen for their candidate or representative;
2. To be responsible for the preparation of budget for activity and prizes;
3. To plan the pageant night activities;
4. To invite guests and judges to grace the occasion.
5. To formulate guidelines and policies in the selection of the prospective candidates (in accordance with the proposed ordinance, institutionalizing)

XV. BATTLE OF THE BANDS COMMITTEE

Chair : Hon. Oscar M. Camantiles
Co-Chair : Hon. Alexander T. Fianza
Members : Hon. Arnel S. Bahingawan
Hon. Eduardo B. Daniel

FUNCTIONS:

1. To coordinate with Punong Barangays and SK Chairmen for their entry to the said contest;
2. To be responsible for the preparation of budget for the activity and prizes to each group participation;
3. To invite judges and other performers during the activity;
4. Prepare criteria for the contest.

XVI. OFW RECOGNITION NIGHT & MUNICIPAL AWARDS NIGHT COMMITTEE

Chair : Ms. Grace C. Pocsol, MSWDO
Co-Chair : Ms. Eusebia T. Fianza
Members : Hon. Gerald S. Cornel
Hon. Annie A. Galiega

FUNCTIONS:

1. To plan for the awarding night activities;
2. To prepare criteria for judging of nominees and coordinate with concerned awardees;
3. To be responsible for the budget of the activity and plague of recognition to be awarded;

XVII. PHOTO-EXHIBIT COMMITTEE

Chair : Mr. Andres C. Calwag
Co-Chair : Arch. Louie James R. Sergio
Members : Mr. Junie C. Parian
: Ms. Shalimar G. Sorallo
: Mr. Dino Pungayan
: Ms. Flordeliza G. Diase

FUNCTIONS:

1. To plan for the photo-exhibits activity;
2. To prepare necessary budget for the activity;
3. To solicit participation from the local artist.


XVIII. FIREWOOD/COMMITTEE ON FOOD PREPARATTION

Chair : IMEA President
Co-Chair : Hon. Eduardo B. Daniel, ABC President.
Members : Mr. Benigno B. Apidos, MEEDMO Manager-Designate
All utility personnel-Regular and Casual

FUNCTIONS:

1. To prepare cooking utensils and other equipments needed for cooking/food preparation.
2. To identify the cooking places for the rest of the celebration;
3. To coordinate with the other committees and help prepare/cook food for the participations and guest upon advise of the concerned committees.

XIX. KINTOMAN FESTIVAL COMMITTEE

 Chair : Hon. Vice Mayor Noel G. Ngolob
Co-Chair : Mr. Whigas P. Cilo
Members : Hon. Norberto I. Pacio
Hon. Eduardo B. Daniel

FUNCTIONS:

1. To organize the whole event of the Kintoman Festival
2. To coordinate with other concerned committees and offices as to schedules, logistics and other needed support services.
3. To give information regarding the Kintoman Festival to all concerned especially the barangays.

XX. BALITOK FESTIVAL

Chair : Hon. Mayor Oscar M. Camantiles
Co-Chair : Ms. Jeannie Calire Y. Pigangay, District I Supervisor
Members : Hon. Johnny G. Galutan
Hon. Arnel F. Bahingawan

FUNCTIONS:

- 1. To organize the whole event of the Balitok Festival
- 2. To prepare the proposed budget for the conduct of the Balitok Festival
- 3. To coordinate the event to all concerned

XXI. ITOGON MUNICIPAL HYMM

Chair : Hon. Alexander T. Fianza
Co-Chair : Hon. Annie A. Galiega
Members : All Punong Barangays, this Municipality
Ms. Aida L. Payang
Ms. Jeannie Calire Y. Pigangay
Mr. Vicente D. Puguon

FUNCTIONS:

- 1. To conduct a song fest that shall lead to the final determination of the Itogon Municipal Hymn;
- 2. To prepare the proposed budget for the event;
- 3. To coordinate with all other concerned committees and participants.

XXII. INVESTORS AND MEDIA NIGHT

Chair : Hon. Gerald S. Cornel
Co-Chair : Hon. Oscar M. Camantiles
Members : Hon. Arnel F. Bahingawan
Hon. Bernard Waclin
Ms. Eusebia Fianza

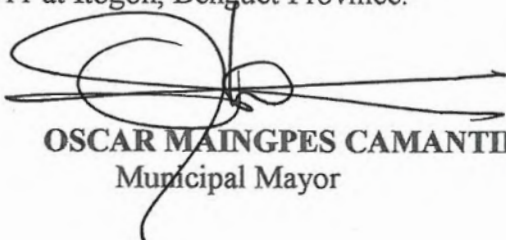
FUNCTIONS:

- 1. To coordinate the activity to the Municipality's Investors and media partners.
- 2. To coordinate the participation of the City of Mandaluyong, our sister city;
- 3. To prepare and coordinate said activity to the concerned offices.

All committees are requested to submit their respective committee specific programs and funding requirements to the office of the Overall Coordinator, Mr. Peter J. Guibac , for consolidation and preparation of the special procurement plan/schedule, to ensure that all procurement needs and requirements of the PPAs for the celebration are address.

This Administrative Order takes effect immediately upon approval.

Done this 20th day of September 2011 at Itogon, Benguet Province.


OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc: All concerned
DILG
File

Rec'd by: *SPD* *9/21/11* *PPD*
637 - 9/21/11 *HRMO - 9/21/11* *MTO by 9/21-11*
9/21/11 *MTO - 9/21/11* *MACRO @ 9/21/11*
9/21/11 *MWD - 9/21/11* *MWD 9/21/11* *M-PDC 09/21/11*