



Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 12-09
Series 2012

**AMENDING ADMINISTRATIVE ORDER NO. 20, SERIES 2010 RE:
REORGANIZING THE MUNICIPAL LOCAL FINANCE COMMITTEE OF THE
LOCAL GOVERNMENT OF ITOGON**

WHEREAS, in consonance with the revitalization, recovery and restoration plans and programs which the present administration is working on for the total and fast implementation of the said programs to be fully realized, there is a need to reorganize the membership of the Local Finance Committee ;

WHEREFORE, I, OSCAR MAINGPES CAMANTILES, by virtue of the powers vested in me by law as Municipal Mayor of Itogon, Benguet, do hereby reorganize the Local Finance Committee of this Municipality pursuant to the provisions of Section 316 of the 1991 Local Government Code and as optionally prescribed under the 2008 Edition of the Budget Operations Manual for Local Government Units.

Section 1a: Composition of the Local Finance Committee: Pursuant to the provisions of Section 316 of the 1991 Local Government Code and in view of the need to innovate in response to the situational demand of the fiscal challenges and needs of the municipality, as prescribed under 2008 Edition of the Budget Operations Manual for Local Government Units, the composition of the Local Finance Committee shall be as follows:

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|-------------------------|---|---|
| CHAIRPERSON | : | MS. ANGELA C. CARIÑO
Municipal Treasurer |
| MEMBERS | : | MS. VERONICA K. COMISING
Municipal Budget Officer |
| | : | ENGR. IMELDA F. NUGUID
MPDC |
| | : | MS. BRIGILDA M. GAYAO
Municipal Accountant |
| HONORARY MEMBERS | : | HON. OSCAR M. CAMANTILES
Municipal Mayor |
| | : | MR. PETER J. GUBAC
Municipal Administrator |

Section 1b: Secretariat/Technical Staff: The Following shall be the members of the Secretariat and Technical Staff:

1. MS. LEONILA K. AMPAGUEY
2. MS. IRENE F. FERNANDO
3. MR. NESTOR S. CAMADO

Section 2: Functions of the Local Finance Committee: The Committee shall exercise the following functions as provide for under Section 316 of the 1991 Local Government Code:

- 1.) Determine the income reasonably projected as collectible for the ensuing fiscal year;
- 2.) Recommend the appropriate tax and other revenue measures or borrowings which may be appropriate to support the budget;
- 3.) Recommend the level of the annual expenditures and the ceilings of spending for economic, social, and general services based on the approved local development plans of the municipality;
- 4.) Recommend the proper allocation of expenditures for each development activity between current operating expenditures and capital outlays;
- 5.) Recommend the amount to be allocated for capital outlay under each development activity or infrastructure project;
- 6.) Assist the Sangguniang panlalawigan of the province of Benguet in the review and evaluation of the municipal budget and recommend the appropriate action thereon;
- 7.) Assist the local Sanggunian concerned in the analysis and review of annual regular and supplemental budgets to determine compliance with statutory and administrative requirements;
- 8.) Conduct semi-annual review and general examination of cost and accomplishments against performance standards applied in undertaking development projects;
- 9.) Regularly update the office of the Local Chief Executive on the financial status of the local Government of Itogon; and,
- 10.) Perform other functions which may be prescribed by succeeding issuances and directives and/or by pertinent laws and regulations.

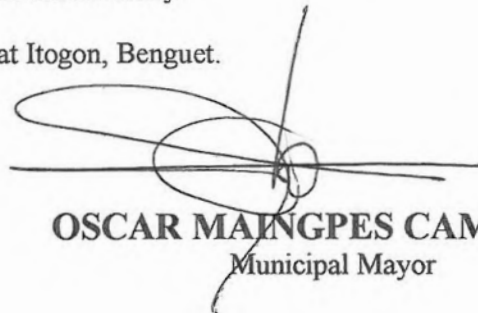
Section 2b: Functions of the Local Finance Secretariat/Technical Staff:

1. Handle all the Committee's technical matters.
2. Safekeeping and systematic filing of the Committee's documents and records.
3. Perform other related functions as may be deemed necessary.
4. The secretariat shall record and document all the proceedings of the committee.

Section 3: LFC Set-up and Internal Rules of Procedures: To facilitate the conduct of meetings and sessions for the immediate disposition of pertinent fiscal matters and concerns every first (1st) and third (3rd) Fridays of the month at the Municipal Hall or any other convenient venue outside the municipality of Itogon as may be agreed upon by the regular and honorary members.

This Administrative Order takes effect immediately.

DONE this 26th day of march 2012 at Itogon, Benguet.



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cf:

- All concerned
- DILG
- file