



ADMINISTRATIVE ORDER NO. 12-18

Series of 2012

AN ADMINISTRATIVE ORDER AMENDING A.O. NO. 052: S. 2011, RE: 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 me by law, do hereby amend the composition of the committee to prepare the project proposal and the feasibility study for the computerization of the different offices of this municipality.

Section 1a. COMPOSITION: The composition of the committee shall be the following:

CHAIRPERSON: HON. OSCAR M. CAMANTILES
Municipal Mayor

CO-CHAIRPERSON: MS. ANGELA C. CARIÑO
Municipal Treasurer

MEMBERS: MR. JULITO R. LUSPIAN
Municipal Assessor

ENGR. IMELDA F. NUGUID
Municipal Planning & Development Coordinator

ENGR. CHARLIE M. GAYASCO
Municipal Engineer

MS. BRIGILDA M. GAYAO
Municipal Accounting Office

MS. VERONICA K. COMISING
Municipal Budget Office

MS. NORA M. SANIL
Municipal Local Civil Registrar

MR. PETER J. GUIBAC
Municipal Administrator

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Section 1b. Secretariat/ Technical Staff. The following shall be members of the Secretariat and Technical staff:

1. ROWENA C. CARIÑO
2. CARRIE T. KIMAYONG
3. JUDITH C. FIANZA
4. NESTOR M. CAMADO, JR.

Section 2a. Duties and Functions:

The committee shall endeavor to perform the following functions:

1. To draft the proposal of the computerization.
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 in the advancement of the project.

Section 2b. Duties and Functions of the Secretariat/Technical Staff.

1. Handle all the committee's technical and administrative matters
2. Safekeeping and systematic filing of the committee documents and records
3. Perform such other related functions as may be deemed necessary.

Section 3. Meeting Schedule

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

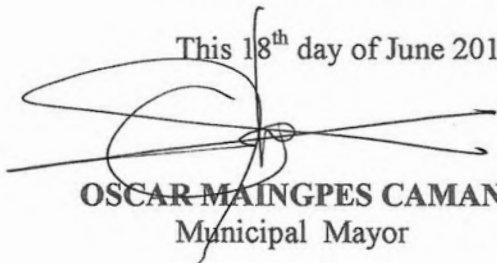
Section 4. Meeting Venue:

The venue of the committee meetings shall be preferably at the Municipal Library or at the option of the committee chairman.

Section 5. Effectivity:

This order takes immediately.

This 18th day of June 2012 at the Municipality of Itogon, Benguet Province.


OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc:

- All concerned
- SB
- MLGOO
- file