



ADMINISTRATIVE ORDER NO: 20
Series 2015

REORGANIZATION OF THE SPECIAL ACCOUNTS TASK FORCE (SATF)

WHEREAS, to ensure the attainment of the goal of the current leadership to strengthen the fiscal status of the Local Government Unit of Itogon, there is a need to reorganize the composition of the Task Force on Special Accounts of this Municipality;

WHEREAS, in order for the Task Force to satisfactorily attain its mandates, funds for the purpose had been allocated under the 2015 General Appropriations of the Local Government Unit of Itogon and funds for this purpose will equally be guaranteed for the future budget allocations;

WHEREFORE, by virtue of the powers vested in me, **I, ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor, this municipality, hereby reorganize the Special Accounts Task Force (SATF) to be composed of the following with their identified functions to wit;

A. COMPOSITION

Chairman	-	ATTY. VICTORIO T. PALANGDAN Municipal Mayor
Co-chairman	-	MS. ANGELA C. CARIÑO Municipal Treasurer
Members	-	MR. ALOYSIUS G. KATO Municipal Administrator MR. JOSE A. YAMOTO JR. Executive Assistant II MS. FARIDA D. ROMILLO Municipal Accountant ENGR. IMELDA F. NUGUID MPDC MS. VERONICA K. COMISING Municipal Budget Officer

B. FUNCTIONS

1. To formulate a strategic plan for the timely collection of taxes due to the Local Government of Itogon.
2. To closely touch base and coordinate with entities, agency, firms and corporations for the formulation of bilateral or multilateral


agreements for the speedy resolution of tax and other revenue-related issued and concerns..

3. To perform other duties and function which may be directed upon it by appropriate authorities.

C. EFFECTIVITY

This Administrative Order shall take effect immediately upon approval.

Done this 8th day of September 2015 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- All concerned
- Sangguniang Bayan Office
- DILG
- File