



ADMINISTRATIVE ORDER NO. 15-2016
Series of 2016

REORGANIZING THE MUNICIPAL SCHOLARSHIP BOARD OF ITOGON

WHEREAS, pursuant to Section 447, 5 (xi) of the Local Government Code, the Sanguniang Bayan enacted Municipal Ordinance No. 82, series of 2016 repealing Ordinances No. 4, series of 1996 and Municipal Ordinance No. 13, series of 2014 for the establishment of a scholarship program for poor but deserving secondary school students in the municipality of Itogon;

WHEREAS, pursuant to Municipal Ordinance No. 13, series of 2014, the Municipal Government, through the Office of the Municipal Mayor allocated the amount of One Million Pesos (P1,000,000.00) under the 2016 Annual General Budget for the implementation of the scholarship program;

WHEREAS, there is a need to create a Municipal Scholarship Board, the composition of which shall be in accordance with the provision of Section 7 of Municipal Ordinance No. 82, series of 2016.

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby promulgate as follows:

Section 1. Composition: The composition of the Municipal Scholarship Board shall be as follows:

CHAIRMAN: **ATTY. VICTORIO T. PALANGDAN**
Municipal Mayor

MEMBERS: **MR. MELCHOR C. TICAN**
District I-Supervisor

MS. ROSITA T. DAYAG, Ph.D.
District II-Supervisor

HON. JODEA BRENDA LYN R. ACAY
Chairperson, SB Committee on Education

MS. ANGELA C. CARIÑO
Municipal Treasurer

MS. GRACE O. POCSOL
Municipal Social Welfare Development Officer

HON. ANDRES C. PANAYO
President, Liga ng mga Barangay

Secondary Schools Coordinating Principals
of Itogon District I and District II

MS. SHIRLEY MENDEZ
PTA Federation President, Itogon

Section 2. Duties and Functions. As provided under Section 8 of the Municipal Ordinance, the Municipal Scholarship Board shall perform the following functions:

1. Shall convene one (1) month before the opening of the school year to accept applications, screen and select qualified applicants based on the criteria and qualifications set forth under Municipal Ordinance No. 82, series of 2016;
2. Determine the number of scholars to be accommodated in the succeeding school year;
3. Determine/manage the amount for continuing fund established herein for the operation and implementation of the program for the succeeding fiscal year;
4. Oversee and monitor the grantees' scholastic progress and their management of the fund;
5. Settle disputes/complaints of grantees regarding their scholarship; and
6. Perform such other duties and functions as may be necessary for the achievement of the objectives and purpose of the scholarship program.

Section 3. The Scholarship Board Secretariat, Duties and Functions. The following shall comprise the Municipal Scholarship Board secretariat whose duties and functions are as hereunder enumerated:

Head Secretariat:	MS. AMALIA A. IBARRA
Members:	MS. SHARON BAROA MS. ANALIZA G. CAMTI

(b) Duties and functions:


1. Disseminate the scholarship program throughout the municipality;
2. Receive, pre-assess, evaluate and process applications for the scholarship program;
3. Handle the posting of the official list and scheduling of orientation of qualified scholarship grantees;
4. Prepare and process the Memorandum of Agreement contract for the scholarship grant between the qualified scholars, the LGU of Itogon and the public secondary schools;
5. Act as coordinators of the scholars; and
6. Provide documentation of proceedings, meetings, preparation of reports and such other functions as may be required by the Board.

Section 4. Transitory Provisions. The amount of One Million Pesos appropriated under the 2016 Annual Budget shall be utilized for the scholarship program for school year 2016 to 2017. Provided however that pursuant to Section 14 of Ordinance No. 82, series of 2016, such amount shall increase by Five Hundred Thousand to be incorporated in the Annual Budget for CY 2017 and years thereafter.

Section 4. Repealing Clause. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed modified or repealed accordingly.

Section 5. Effectivity. This Order shall take effect immediately.

DONE this 28th day of July, 2016 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor