



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitogon@gmail.com

ADMINISTRATIVE ORDER NO. 30

Series of 2022

FURTHER REORGANIZING THE SPECIAL ACCOUNTS TASK FORCE (SATF) OF THE MUNICIPAL LOCAL GOVERNMENT OF ITOGON TO INCLUDE ADDITIONAL MEMBERS, PROVIDE FOR THE CREATION OF SUB-TASK FORCES AND SATF SECRETARIAT, AMENDING ADMINISTRATIVE ORDER NO. 18, SERIES OF 2022 AND FOR OTHER PURPOSES.

WHEREAS, the Local Government Code of 1991 empowered local government units to create its sources of revenues and to levy taxes, fees and charges that shall accrue exclusively to them;

WHEREAS, to strengthen the fiscal status of the Municipality pursuant to its taxing powers, the Special Accounts Task Force was established to carry out an efficient and effective system of tax collection and revenue generation;

WHEREAS, there is a need to further reorganize the Special Accounts Task Force in order to enhance its capability in the enforcement of its functions;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of the Municipality of Itogon, I, **BERNARD S. WACLIN** hereby re-organize the Special Accounts Task Force of the Local Government of Itogon as follows:

Section 1. *Composition.* The Special Accounts Task Force (SATF) is hereby reorganized to be composed of the following:

Chairman:	HON. BERNARD S. WACLIN Municipal Mayor
Co-chairperson:	MS. IRENE F. FERNANDO Acting Municipal Treasurer
Members:	MR. ARNEL F. BAHINGAWAN Municipal Administrator
	HON. DANTE ALAIN XAVIER D. GODIO Mun. Vice Mayor and Chairman, S.B. Committee on Ways and Means
	MR. GERARD S. CORNEL Representative of the LCE
	HON. ERNANI S. PIS-OY IPMR/S.B. Member
	ENGR. CHARLIE M. GAYASCO Municipal Engineer
	ATTY. FARIDA D. ROMILLO-MATEO Municipal Accountant
	ENGR. IMELDA F. NUGUID MPDC

MS. VERONICA K. COMISING
Municipal Budget Officer

ENGR. AVELINO S. MEDINA, JR.
Municipal Assessor

ATTY. JACQUILINE G. NABAYSA-GOSINGAN
Attorney III

THE MUNICIPAL ZONING OFFICER or in the
absence thereof, the designated zoning officer
shall sit as member until the appointment of a new
Zoning Officer

HON. FREDDIE ALTIGA
Punong Barangay, Ampucao

HON. EDWIN O. ATUMPAG
Punong Barangay, Tinongdan

HON. NOEL D. BILIBLI
Punong Barangay, Virac

Section 2. *Duties and Functions.* The Special Accounts Task Force shall perform the following duties and functions:

1. Review, update and undertake the implementation of all existing strategic plan for the timely collection of taxes due to the Local Government of Itogon. In the absence of such, the task force shall formulate one and implement the same.
2. Identify sources of revenues from unassessed taxable properties and entities and those that are collectibles and uncollected;
3. Shall closely coordinate with entities, agencies, business firms and corporations for the formulation of bilateral or multilateral agreements for the speedy resolution of tax and other revenue related issues and concerns.
4. Recommend administrative remedies that may be undertaken by the Municipal Government for the enforcement of assessment and collection of taxes and revenues;
5. Recommend to the Sanguniang Bayan legislative measures to enhance and increase locally sourced revenues of the Municipal Government of Itogon;
6. Shall perform other related functions as may be directed by the Local Chief Executive or other appropriate authorities.

Section 3. *Creation of Sub-Task Forces.* The sub-task forces of the SATF created under Administrative Order No. 22, series of 2020 is hereby adopted as follows:

1. Sub-Task Force on Planning to be headed by the MPDC;

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Administrative Order No.30 , series of 2022.

2. Sub-Task Force on Assessment to be headed by the Municipal Assessor;
3. Sub-Task Force on Collection to be headed by the OIC-Municipal Treasurer;
and
4. Sub-Task Force on Legal Matters to be headed by the Municipal Attorney III as
Legal Officer

Provided further, that the Sub-Task Forces shall select its members in accordance with the relevant functions of the office or position of the selected members.

Section 4. *Secretariat*. The secretariat of the SATF shall be composed of the following:

1. MS. ANALIZA G. CAMTI- LIEPO- Designate
2. MS. CARRIE T. KIMAYONG- Local Legislative Staff Officer II

Section 5. *Regular Meetings*. The Special Accounts Task Force shall set the date and time of its regular meetings on a monthly basis notwithstanding the conduct of an emergency meeting or special meeting as the need arises.

Section 6. *Repealing Clause*. Administrative Orders No. 18, series of 2022 is hereby amended. *Provided finally*, that all orders or parts thereof that are inconsistent herewith or parts hereof are deemed repealed or modified accordingly.

Section 7. *Effectivity*. This Administrative Order shall take effect immediately.

DONE this 19th day of August, 2022 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- All concerned
- file