



**ADMINISTRATIVE ORDER NO. 39**  
Series of 2022

**CREATING VARIOUS WORKING COMMITTEES FOR THE CELEBRATION OF THE 122ND FOUNDING ANNIVERSARY OF THE MUNICIPALITY OF ITOGON.**

**WHEREAS**, consistent with Act No. 48 approved by the Philippine Commission on November 22, 1900 establishing local civil governments in the townships of the Province of Benguet, the Municipality of Itogon shall be celebrating its 122<sup>nd</sup> Founding Anniversary on November 22, 2022;

**WHEREAS**, the creation of working committees to perform corresponding tasks relative to the conduct of various activities is necessary for proper coordination of actions during program planning, identification of needs for fund allocation, manpower distribution and logistic support and mobilization;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby **CREATE** the various working committees for the celebration of the 122<sup>nd</sup> Founding Anniversary of the Municipality of Itogon, to wit;

**Section 1.** The Executive Committee shall be organized as follows:

**EXECUTIVE COMMITTEE**

**HON. BERNARD S. WACLIN**  
Municipal Mayor and Chairman

**HON. DANTE ALAIN XAVIER D. GODIO**  
Municipal Vice Mayor and Vice Chairman

**MEMBERS:**

**SANGUNIANG BAYAN MEMBERS:**

ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT  
HON. NORBERTO I. PACIO  
HON. CLINT D. GALUTAN  
HON. CESAR A. ALTIGA  
HON. JAIME S. LADUAN  
HON. LISON C. LATAWAN JR.  
HON. ALEJANDRO L. PALANGDAN  
HON. ALBINO A. DIEGO  
HON. ERNANI S. PIS-OY  
HON. ALJAY CUYAHON

**DEPARTMENT HEADS:**

MR. ARNEL F. BAHINGAWAN  
MR. ROCK H. CARIÑO  
ENGR. IMELDA F. NUGUID  
MS. THELMA B. BENTRES  
MS. VERONICA K. COMISING  
ATTY. FARIDA D. ROMILLO-MATEO  
MS. IRENE F. FERNANDO  
ENGR. AVELINO S. MEDINA JR.  
ENGR. CHARLIE M. GAYASCO  
MS. GRACE O. POC SOL  
DR. OLIVER P. GUADAÑA

**Section 2.** There is also hereby organized various working committees to be composed of the following:

## **THE WORKING COMMITTEES:**

**MR. ARNEL F. BAHINGAWAN**  
OVER-ALL COORDINATOR

**MS. JOAN P. WACLIN**  
HONORARY OVER-ALL COORDINATOR

### **1. PROGRAM, INVITATION AND PROMOTIONS COMMITTEE:**

**FUNCTION:** To prepare program of activities, program papers, invitation letters, solicitation letters as well as to promote and advertise the different events and activities to the public. This committee shall also coordinate with the various sectors, groups or associations who will be rendering presentations or field demonstrations for proper scheduling and inclusion in the Program of Activities.

<b>CHAIRPERSON:</b>	<b>ATTY. JACQUILINE G. NABAYSA-GOSINGAN</b>
<b>CO-CHAIRPERSON:</b>	<b>HON. NORBERTO I. PACIO</b>
<b>VICE CHAIRPERSON:</b>	<b>MR. GERARD S. CORNEL</b>
<b>MEMBERS:</b>	<b>MS. SHALIMAR G. SORALLO</b>
	<b>MS. ANA FE G. DIWAS</b>
	<b>MS. JENNIFER J. MONTES</b>
	<b>MS. CARIE T. KIMAYONG</b>
	<b>MR. NESTOR S. CAMADO JR.</b>
	<b>MR. VICTORIO J. PALANGDAN JR.</b>
	<b>MR. DENNIS A. TAMPOA</b>
	<b>MR. ERIC B. TAD-O</b>

### **2. RECEPTION COMMITTEE:**

**FUNCTION:** To welcome and guide guests, guest speakers and other VIPs to their respective seats or assigned areas during programs. This committee is likewise responsible in accompanying guests/VIPs to the designated dining room.

<b>CHAIRPERSON:</b>	<b>ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT</b>
<b>CO-CHAIRPERSON:</b>	<b>MS. GRACE O. POCSOL</b>
<b>MEMBERS:</b>	<b>MS. CLAUDINE B. IMPER</b>
	<b>MS. MAJA ELOISA B. GRUPO</b>
	<b>MS. GRENDY ANN G. CODLEY</b>
	<b>MS. SHARON P. BAROA</b>
	<b>MS. IDA JANCES P. CIRIACO</b>
	<b>MS. CLAUDETTE P. CARIÑO</b>
	<b>MS. ANABELLE S. MANUEL</b>
	<b>MS. KAREN JOY S. CARANTES</b>
	<b>MS. JULIET C. MARCELINO</b>
	<b>MS. FELICIA D. BERSALONA</b>
	<b>MS. MARIEDONE D. MISMISEN</b>
	<b>MS. MS. ALFONSA C. CARANTES</b>

### **3. FINANCE, WAYS AND MEANS, MARKETING AND DISBURSEMENT COMMITTEE:**

**FUNCTIONS:** Allocate funds from the approved budget including monies received through contributions or donations for the purpose, to finance the procurement of corresponding materials, supplies, goods and services necessary in carrying out the various programs and activities comprising the Foundation Day Celebration. (2) Solicit and

accept donations in cash or in kind from benevolent donors/sponsors to augment available supply and resources; (3) Shall be responsible in purchasing the needed supplies, goods and/or services and as such, this committee shall (a) prepare special procurement plan and submit the same to the BAC for procurement process; (b) ensure the completeness of the required goods and services; (c) facilitate processing of payments to suppliers; and (d) prepare collection and disbursement reports for submission to the Executive Committee.

CHAIRPERSON:	MS. IRENE F. FERNANDO
CO-CHAIRPERSON:	HON. DANTE ALAIN XAVIER D. GODIO
VICE CHAIRPERSON:	ATTY. FARIDA D. ROMILLO-MATEO
MEMBERS:	MS. VERONICA K. COMISING
	ENGR. IMELDA F. NUGUID
	ENGR. CHARLIE M. GAYASCO
	ENGR. AVELINO S. MEDINA, JR.
	MS. THELMA B. BENTRES
	DR. OLIVER P. GUADAÑA
	MS. AMALIA A. IBARRA
	MS. MARIA LEONORA M. SANTOS
	MS. DOLORES G. GALUNZA
	MS. JENNIFER B. WAYAN
	MS. MICHELLE P. YDIO
	MS. JUDITH C. FIANZA
	MS. DIANA A. FIANZA
	MS. MIRALYN P. NATINOL
	DR. FRANKLIN P. BALANBAN
	MR. MARLOU K. DALILING
	MR. DENZEL P. JOHNSON
	MR. ALLEN D. BALISONG
	MR. ARNALDO R. VICENTE
	MR. RAYMUND P. CASTRO

#### **4. GROUND, STAGE, HALL AND GYM PREPARATION, DECORATION AND LIGHT AND SOUNDS COMMITTEE:**

**FUNCTIONS:** Be responsible in the arrangement, design and decoration of the ground, Municipal Gym and Stage and the function hall as venue for the different activities. It shall set up the lightings and sound systems and ensure that these are always functional. The committee shall carry out a contingency plan to prevent disruption of programs and activities in case of brown outs and system break downs

CHAIRPERSON:	ENGR. CHARLIE M. GAYASCO
CO-CHAIRPERSON:	HON. ALEJANDRO L. PALANGDAN
VICE CHAIRPERSON:	MR. MANUEL C. MANZANO JR.
MEMBERS:	ENGR. FRANCISCO C. MARTIN
	ENGR. GENARO B. CANITE JR.
	MR. JONARD B. INWAY
	MR. PABLO L. CORNEL JR.
	MR. DINO G. PUNGAYAN
	MR. FERINO L. VELASCO
	MR. MARK STEVEN O. CARIÑO
	MR. EDWARD A. BENTRES
	MR. NATHANIEL P. GABAO
	MR. DOMINIQUE M. LICTAG
	MR. PIERRE K. CARANTES
	MR. JASPER SALAPING
	MR. JOEY S. VALDEZ
	MR. RODERICK E. DIZO

MR. ROMEO C. TIAGO  
MR. EDWIN R. FIANZA  
MR. CARLO T. OPILES  
MS. DHOLLY ANN T. PALANGDAN  
MS. JACQUELINE B. TONGALAG  
MS. LORDELIZA D. ANDRES  
MS. ROMIE ROSE B. HOLMAN  
MS. NERISSA B. BALBINES  
MS. MARY GRACE M. HOLMAN

**5. FOOD PREPARATION AND SERVICE, FIREWOOD AND WATER COMMITTEE.**

**FUNCTIONS:** To plan and carry out efficient food preparation and service and to communicate its plans to the Executive Committee for proper coordination.

<b>CHAIRPERSON:</b>	HON. CLINT D. GALUTAN
<b>CO-CHAIRPERSON</b>	MR. JIM C. CARANTES
<b>VICE CHAIRPERSON:</b>	DR. LORNA A. SACULLES
<b>MEMBERS:</b>	MR. ANTONIO C. FIANZA
	MR. ASTOR M. OLAO
	MR. ALFONSO G. ANCHALES
	MR. CHESTER T. FIANZA
	MR. DENVER S. LAMSIS
	MR. EDWARD L. DACNES
	MR. ERNESTO I. TAYAB
	MR. JOCRES L. PACALSO
	MR. JOHNNY T. GOLINGAB
	MR. JOSEPH T. CARANTES
	MR. MELVIN C. LARON
	MR. NATHANIEL E. TODSE
	MR. RONALD C. MENDOZA
	MR. RONILO M. MORATALLA
	MR. RUDY D. KIDIATAN
	MR. EDMUND A. NGINA
	MR. NORIEL D. BEGYA
	MR. GODFREY PENINGEO
	MR. MARIO B. LICTAG
	MR. JAKE ANGELO P. PALENG
	MS. ANDREA C. PASCUA
	MS. MIRANDA M. KIDIATAN
	MS. GERTRUDE P. SAB-IT
	MS. MARIE N. PADUA
	MS. SOCORRO L. CORPUZ
	MS. MERCEDES K. CAPLIS
	MS. JANE M. MERCADO
	MS. GRACE P. TINDAAN
	MS. ROMYLYN B. WACLIN
	MS. LUCIA A. COMISING
	MS. MARGARITA B. CANUTO

**6. MEDICAL/EMERGENCY RESPONSE COMMITTEE**

**FUNCTIONS:** To ensure availability of effective and efficient medical and emergency response services during the celebration.

<b>CHAIRPERSON:</b>	DR. OLIVER P. GUADAÑA
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CO-CHAIRPERSON: HON. ALBINO A. DIEGO  
VICE CHAIRPERSON: DR. MARIE JORELYN P. BAHINGAWAN  
MEMBERS: ALL MUNICIPAL HEALTH OFFICE PERSONNEL  
ALL ITOGON BFP PERSONNEL  
ENGR. CYRIL L. BATCAGAN  
MR. MARIENITO P. LISAYEN  
MR. MARTES F. APOS  
MR. JOSE A. YAMOTO JR.  
MR. DANESON A. SOLIWEG  
MR. JOHN S. NGINA  
MR. HENSON BALISTO

#### **7. PEACE AND ORDER AND TRAFFIC MANAGEMENT COMMITTEE**

**FUNCTION:** To maintain peace and order and ensure security of guests, participants and government properties during the celebration; Ensure smooth traffic flow along the streets leading to the municipal plaza.

CHAIRPERSON: POLICE MAJOR MATHEW T. BURGOS  
CO-CHAIRPERSON: HON. CESAR A. ALTIGA  
VICE CHAIRPERSON: PLT. ALBERT E. DOLINTA JR.  
MEMBERS: ALL PERSONNEL OF ITOGON MPS  
P.B. ALBERT C., CARANTES JR.  
MR. GENEBERT C. CARANTES  
ALL BPATS OF BARANGAY POBLACION  
POBLACION WOMEN'S BRIGADE

#### **8. SANITARY AND WASTE MANAGEMENT COMMITTEE**

**FUNCTIONS:** To plan and carry out sanitation and waste management service during the celebration and shall communicate such plan to the Executive Committee for proper information dissemination to all municipal personnel and participants.

CHAIRPERSON: ENGR. BENIGNO B. APIDOS  
CO-CHAIRPERSON: HON. ERNANI S. PIS-OY  
VICE CHAIRPERSON: ENGR. IMELDA F. NUGUID  
MEMBERS: MR. RENATO SABIANO  
MR. EMILIANO L. SEGUNDO JR.  
MR. CARLOS D. PETICAN  
MR. JOHNNY T. GOLINGAB  
MR. WILLY P. CORNEL  
MR. JOCRES L. PACALSO  
MR. ASTOR M. OLAO  
MR. HANZEL C. APIDOS  
MR. MARIO B. LICTAG  
MR. MARK F. SALAS  
MR. MARVIN C. CARANTES JR.  
MR. EDWARD L. DACNES  
MR. GODFREY PENINGEO  
MR. NATHANIEL E. TODSE  
MR. DENZEL P. JOHNSON  
MR. RAYMUND CASTRO  
MS. OCTAVIA G. TIANGAO  
MS. MARILOU GARCIA  
MS. SERNA SU-OC  
MS. MARIVIC DANAS

## **9. THANKSGIVING AND ECUMENICAL SERVICE COMMITTEE**

**FUNCTION:** To coordinate with various church leaders, ministers, pastors or priests for the conduct of ecumenical service; prepare the program of activities and the work and financial plan for the same.

**CHAIRPERSON:** MS. IRENE F. FERNANDO  
**CO-CHAIRPERSON:** MS. LEONILA K. AMPAGUEY  
**VICE CHAIRPERSON:** MR. REYNOLD L. RHODA  
**MEMBERS:** ALL PERSONNEL OF THE HRMO  
MS. GLORIA G. DEPAYSO  
MS. CYNTHIA A. TAULI  
MS. JUSTENE S. JULIANO-AQUISIO  
MS. MARGARITA B. CANUTO  
MS. LAURIE F. PANGDA  
MS. CECILIA K. CORNEL  
MS. ESTHER L. MARANES  
MR. FERDINAND F. SAPALONG  
MR. FLORENTINO AWING

## **10. TRADITIONAL RITES COMMITTEE**

**FUNCTIONS:** To prepare program of activities and the work and financial plan for traditional rites.

**CHAIRPERSON:** HON. ERNANI S. PIS-OY  
**CO-CHAIRPERSON:** HON. NORBERTO I. PACIO  
**VICE CHAIRPERSON:** MR. LEOPOLDO C. MENDOZA  
**MEMBERS:** MR. ROMEO J. POCDING  
ALL BARANGAY IPMRs  
ALL PRESIDENTS OF SENIOR CITIZENS  
ASSOCIATIONS  
ALL IMEA OFFICERS

## **11. GRAND CAÑAO AND BARANGAY DAY COMMITTEE**

**FUNCTIONS:** To prepare the program of activities and the work and financial plan for the Barangay Day or Grand Cañao; (B) Designate an area for every barangay wherein their respective constituents will converge during the affair.

**CHAIRPERSON:** HON. NOEL D. BIBLI  
**CO-CHAIRPERSON:** MR. ALOYSIUS G. KATO  
**VICE CHAIRPERSON:** MR. PRUDENCIO B. PEDRO, Ph.D.  
**MEMBERS:** ALL PUNONG BARANGAYS  
THE PSDS OF ITOGON DISTRICTS I AND II  
HON. ALJAY K. CUYAHON  
MR. MANUEL C. MANZANO JR.  
MR. JIM C. CARANTES  
MS. FLORIDA T. VELASCO  
MS. JUDY ANN P. LACMAAN  
MS. JENNIFER B. WAYAN

## **12. SPECIAL EVENTS COMMITTEE**

**FUNCTIONS:** Plan, organize, coordinate and direct special events such as but not limited to off-road challenge, dirt bike competition, horse race, fun shoot and other non-

commonly hosted events for entertainment of the viewing public and/or the sports enthusiasts.

CHAIRPERSON:	MR. ARNEL F. BAHINGAWAN
CO-CHAIRPERSON:	MR. GERARD S. CORNEL
MEMBERS:	HON. NOEL D. BIBILIBI
	HON. CLINT D. GALUTAN
	HON. LISON C. LATAWAN JR.
	HON. CESAR A. ALTIGA
	MR. ROMEO J. POCDING
	MR. FERDINAND F. SAPALONG
	HON. ALJAY K. CUYAHON
	MR. MICHAEL P. HERMOSADO

### **13. TRANSPORT SERVICES COMMITTEE**

**FUNCTIONS:** To provide transportation services to the different committees most especially in the hauling of commodities and other food and non-food items to be used in the celebration. Shall also provide transport services in the delivery of official communications such as letter invitations, solicitation letters, etc. Moreover, this committee shall ensure that municipal vehicles are readily available or the provision of transport and delivery services as the need arises in relation to the Foundation Day Celebration.

CHAIRPERSON:	HON. JAIME C. LADUAN
VICE CHAIRPERSON:	MR. ARNEL F. BAHINGAWAN
MEMBERS:	MR. MELVIN C. LARON
	MR. JOHNNY T. GOLINGAB
	MR. ERNESTO I. TAYAB
	MR. CARLOS PETICAN
	MR. ASTOR M. OLAO
	ALL MUNICIPAL DRIVERS
	ALL REGULAR AND J.O. PERSONNEL
	GRANTED AUTHORITY TO DRIVE
	GOVERNMENT VEHICLE

**Section 3. Preparation and Submission of Committee P/P/As.** All of the working committees shall prepare their respective action plans (P/P/As) with their proposed work and financial plan to the Finance, Ways and Means, Marketing and Disbursement Committee on or before October 21, 2022 for consolidation and preparation of the special procurement plan and eventually for the conduct of the procurement process.

**Section 4. Repealing Clause.** All Administrative Orders or parts thereof which are inconsistent with this Administrative Order or parts hereof are hereby deemed repealed or modified accordingly.

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

**DONE** this 27<sup>th</sup> day of September, 2022 at Itogon, Benguet.

  
**HON. BERNARD S. WACLIN**  
Municipal Mayor