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ADMINISTRATIVE ORDER NO. 23
 Series of 2023

BY:
ITOGON MUNICIPAL BUDGET OFFICE
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REORGANIZING THE FULL DISCLOSURE POLICY (FDP) TEAM OF THE MUNICIPALITY OF ITOGON.

WHEREAS, the Philippine Constitution, the Local Government Code and the Government Procurement Reform Act mandate the full disclosure of local budget and finances, bids and public offerings and status of programs and projects, including the utilization of local disaster risk reduction and management fund;

WHEREAS, the Department of the Interior and Local Government issued the implementing guidelines on the full disclosure of local budget and finances as well as bids and public offerings via DILG Memorandum Circular No. 2013-140;

WHEREAS, DILG Memorandum Circular No. 2019-140 was issued amending DILG MC No. 2013-140 and introducing the Full Disclosure Policy Portal, a repository which could be accessed using any web browser where LGUs will upload the 14 documents required to be posted in three conspicuous places;

WHEREAS, the reorganization of the Full Disclosure Policy Team is necessary to ensure that the required documents are posted within the prescribed period at the three designated conspicuous places and in the FDP Portal;

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 Full Disclosure Policy Team of the Municipality of Itogon as follows:

Section 1. *Composition.* The Full Disclosure Policy Team of the Municipality of Itogon is hereby reorganized to be composed of the following:

- | | |
|--------------------|--|
| Team Leader: | MS. APRIL B. GUITOC |
| Asst. Team Leader: | MS. ROWENA C. CARIÑO |
| Members: | MS. JENNIFER B. WAYAN
MS. JANICE C. PACIO
MS. CINDY LOIS L. FERNANDEZ
MS. LEONORA M. SANTOS
MS. GLENDA ANNE B. GOLINGAB
MS. SHARON W. BAROA
MS. JERIL M. PADUYAO |
| Adviser: | MS. JULIE C. MALIG, DILG-MLGOO |

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Section 2. *Functions.* The FDP Team shall perform the following:

1. Collect the required documents from the responsible offices and post the same at the three conspicuous places duly identified namely, (1) at the Municipal Hall First Floor lobby; (2) at the Fianza Memorial Hall Bulletin Board; and (3) at the Ucab Sub-office;

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2. Upload the required documents and input data for the generation of ifographics;
3. Scan and upload copies of the documents to the LGU website at www.itogon.gov.ph; and
4. Ensure the upkeep of the three identified posting areas.

Section 3. *Repealing Clause.* All Orders and/or issuances or parts thereof which are inconsistent with this Administrative Order or parts hereof are deemed repealed or modified accordingly.

Section 4. *Effectivity.* This Administrative Order shall take effect immediately.

Done this 17th day of August, 2023 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor 

Copy furnished:

-All concerned
-file