



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR
Email Address: mayorofficeitogon@gmail.com

ADMINISTRATIVE ORDER NO. 24
Series of 2023

CREATING VARIOUS WORKING COMMITTEES FOR THE CELEBRATION OF THE 123RD 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 123rd Founding Anniversary on November 22, 2023;

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, 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 123rd 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

MS. JOAN P. WACLIN
Honorary Chairman

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

MEMBERS:

SANGGUNIANG 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. NOEL D. BILIBLI
HON. ALJAY K. 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. MICHELLE A. BUSACAY
MS. GRACE O. POCSOL
DR. OLIVER P. GUADAÑA
ENGR. ROGER P. CATAYAO

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

1. PROGRAM, INVITATION AND PROMOTIONS COMMITTEE:

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

CHAIRPERSON: HON. DANTE ALAIN XAVIER D. GODIO
VICE CHAIRPERSON: HON. NORBERTO I. PACIO
MEMBERS: HON. LISON C. LATAWAN JR.
ENGR. IMELDA F. NUGUID
MS. SHALIMAR SORALLO
MS. ANA FE G. DIWAS
MS. JENNIFER J. MONTES
MS. CARIE T. KIMAYONG
MR. NESTOR S. CAMADO JR.
MR. VICTORIO J. PALANGDAN JR.
MR. DENNIS A. TAMPOA
MR. ERIC B. TAD-O
MS. EVA MARIE E. GUIBAC
MS. FLORDELIZA G. DIASE
ARCH. ALLAN HAMADON

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.

CHAIRPERSON: ATTY. JACQUELINE G. NABAYSA-GOSINGAN
VICE CHAIRPERSON: MS. GRACE O. POCSOL
MEMBERS: MS. MARY GRACE HOLMAN
MS. MAJA ELOIZA B. GRUPO
MS. RACHEILL S. CASTRO
MS. TERESITA S. BUSOY
MS. DONNA T. COMISING
MS. JACQUELINE B. TONGALAG
MS. JASMINE PASTOR
MS. MARY ANN C. APIL
MS. ROXANNE T. CATAYAO
MS. GHRENDY ANN C. MILO
MS. SHARON P. BAROA
MS. IDA JANCES P. CIRIACO
MS. CLAUDETTE P. CARIÑO
MS. ANABELLE S. MANUEL
MS. GRACE P. TINDAAN
MS. JULIET C. MARCELINO
MS. FELICIA D. BERSALONA
MS. MARIEDONE D. MISMISIN
MS. ALFONSA C. CARANTES

MS. JEMIMA P. WACLIN
MS. MERLY L. DALISAY

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:

MR. IRENE F. FERNANDO

VICE CHAIRPERSON:

MS. VERONICA K. COMISING

MEMBERS:

ENGR. MICHELLE A. BUSACAY

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. 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. MICHELLE A. BUSACAY

VICE CHAIRPERSON:

MR. MANUEL C. MAZANO JR.

MEMBERS:

ENGR. FRANCISCO C. MARTIN

ENGR. GENARO B. CANITE JR.

ENGR. JONARD B. INWAY

ENGR. REX P. BALBALIN

ENGR. FRENZEL W. UNAS

ARCH. ALLAN P. HAMADON



MR. ALFONSO G. ANCHALES
MR. PABLO L. CORNEL JR.
MR. DINO G. PUNGAYAN
MR. EDWARD A. BENTRES JR.
MR. NATHANIEL P. GABAO
MR. DOMINIQUE M. LICTAG
MR. PIERRE K. CARANTES
MR. JOEY S. VALDEZ
MR. RODERICK E. DIZO
MR. ROMEO C. TIAGO
MR. EDWIN R. FIANZA
MR. CARLO T. OPILES
MS. MIRANDA KIDIATAN
MS. HYLENE S. AMOS
MS. ROMIE ROSE B. HOLMAN
MS. JUDY ANN D. LACMAAN
MS. NERISSA B. BALBINES
MS. MARY GRACE M. HOLMAN
MS. JEWELYN C. MARTIN
MS. REBILYN B. KIMBES
MS. JULYN T. PALENG
MS. LIDA T CANITE
MS. CLAUDINE B. IMPER
MS. KAREN P. RIO

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. To provide transportation services to the different committees, especially (see Transport services committee).

CHAIRPERSON:

MR. ARNEL F. BAHINGAWAN

VICE CHAIRPERSON:

DR. LORNA A. SACULLES

MEMBERS:

MR. ANTONIO C. FIANZA

MR. ASTOR M. OLAO

MR. ALFONSO G. ANCHALES

MR. CHESTER T. FIANZA

MR. DENVER S. LAMIS

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. WAKLIN
 MS. MARGARITA B. CANUTO
 MS. MIRANDA M. KIDIATAN
 MS. SUSIMA P. GALUNZA
 MS. FELYN T. GABOL
 MR. JONES B. BAUZON JR.
 MR. LINCOLN P. PONASI
 MR. RAFAEL F. OLIMPO
 MR. RONALD S. LANGBAN
 All Regular & J.O. Personnel granted authority to drive
 government vehicle

6. MEDICAL/EMERGENCY RESPONSE COMMITTEE:

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

CHAIRPERSON: DR. OLIVER P. GUADAÑA
VICE CHAIRPERSON: HON. ALBINO A. DIEGO
MEMBERS: DR. MARIE JORELYN P. BAHINGAWAN
 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 P. BALISTO

7. PEACE AND ORDER AND TRAFFIC MANAGEMENT COMMITTEE:

FUNCTION: To maintain peace and order and ensure the 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
VICE CHAIRPERSON: HON. CESAR A. ALTIGA
MEMBERS: PLT. ALBERT E. DOLINTA JR.
 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

VICE CHAIRPERSON:

ENGR. CYRIL L. BATCAGAN

MEMBERS:

MS. LEONCIA S. NABAYSAN

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

MR. BEN CAYAT

MS. JACQUELINE S. MELIS

MS. TERESITA SERGIO

MS. DESIREE LUIS

MS. JASMIN WACLIN

MR. EFREN RUBEN

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

VICE CHAIRPERSON:

MS. ROMIE ROSE B. HOLMAN

MEMBERS:

MR. REYNOLD L. RHODA

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. VIVIAN B. DE LA TORRE

MS. ESTHER L. MARANES

MS. JANICE C. PACIO



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
VICE CHAIRPERSON: HON. NORBERTO I. PACIO
MEMBERS: MR. LEOPOLDO C. MENDOZA
MR. ROMEO J. POCDING
ALL BARANGAY IPMRs
ALL PRESIDENTS OF SENIOR CITIZENs ASSOCIATIONS
ALL IMEA OFFICERS

11. GRAND CAÑAO AND BARANGAY DAY COMMITTEE:

FUNCTIONS: (A) 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. BIBILBI
VICE CHAIRPERSON: HON. ERNANI S. PIS-OY
MEMBERS: MR. ALOYSIUS G. KATO
ENGR. ROGER P. CATAYAO
ALL PUNONG BARANGAYs
MR. MANUEL C. MANZANO JR.
MR. JIM C. CARANTES
MS. FLORIDA T. VELASCO
MS. JUDY ANN D. LACMAAN
MS. JENNIFER B. WAYAN

12. SEARCH FOR MS. ITOGON 2023

FUNCTION: To coordinate with the 9 barangays, prepare the program of activities and the work and financial plan for the search.

CHAIRPERSON: HON. CLINT D. GALUTAN
VICE CHAIRPERSON: HON. JODEA BRENDA LYN R. ACAY-CAMUYOT
MEMBERS: HON. LISON C. LATAWAN JR.
HON. ALJAY K. CUYAHON
9 SK CHAIRPERSONS
LGBTQ-ITOGON OFFICERS

13. DEP-ED DAY

FUNCTION: To coordinate with schools within the Municipality of Itogon, prepare program of activities and the work and financial plan for traditional rites.

CHAIRPERSON: HON. ALEJANDRO L. PALANGDAN
VICE CHAIRPERSON: HON. CESAR A. ALTIGA
MEMBERS: HON. JAIME C. LADUAN
HON. CLINT D. GALUTAN
HON. ALJAY K. CUYAHON



PSDS OF ITOGON DISTRICTS I AND II
MR. MICHAEL P. HERMOSADO
MS. MICHELLE P. YDIO

14. AGRO-INDUSTRIAL FAIR

FUNCTIONS: (1) Coordinate with the Nine (9) Barangays, all livelihood associations, farmer's associations and other associations engage in Agro-Industrial Activities; and (2) To prepare program of activities and the work and financial plan.

CHAIRPERSON: HON. NORBERTO I. PACIO
VICE CHAIRPERSON: HON. NOEL D. BIBILIBI
MEMBERS: HON. ALBINO A. DIEGO
ENGR. ROGER P. CATAYAO
MR. BERTO O. BAYENG
MS. CYNTHIA TAULI
RONALD S. LANGBAN

15. DONGBA NI KABADJO

FUNCTIONS: To prepare the program of activities and the work and financial plan for Dongba ni Kabadjo. Coordinate with the participants of the event.

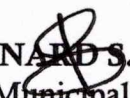
CHAIRPERSON: HON. JAIME C. LADUAN
VICE CHAIRPERSON: MR. ARNEL F. BAHINGAWAN
MEMBERS: HON. ERNANI S. PIS-OY
HON. ALBINO A. DIEGO
MR. MICHAEL P. HERMOSADO
MR. ROMEO J. POCDING

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, 2023, 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 29th day of August 2023 at Itogon, Benguet.


BERNARD S. WACLIN
Municipal Mayor