



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 13
Series of 2024

CREATING VARIOUS WORKING COMMITTEES FOR THE CELEBRATION OF THE 124TH FOUNDING ANNIVERSARY OF THE MUNICIPALITY OF ITOGON.

WHEREAS, consistent with Act. No. 48 approved by the Philippine Commission on November 22, 1990 establishing Local Civil Governments in the townships of the Province of Benguet, the Municipality of Itogon shall be celebrating its 124th Founding Anniversary this November 2024;

WHEREAS, the creation of working committees to perform corresponding tasks relative to the conduct of various activities in 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 124th 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

JOAN P. WACLIN
Honorary Chairman

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

MEMBERS:

SANGGUNIANG BAYAN MEMBERS

ATTY. JODEA BRENDALYN R. ACAY-CAMUYOT
HON. NORBERTO I. PACIO
HON. CLINT D. GALUTAN
HON. CESAR A. ALTIGA
HON. JAIME C. LADUAN
HON. LISON C. LATAWAN JR.
HON. ALEJANDRO L. PALANGDAN
HON. ALBINO A. DIEGO
HON. ERNANI S. PIS-OY
HON. EDWIN O. ATUMPAG
HON. JUDBERT M. ALICNAS

DEPARTMENT HEADS

MS. CHERRY ANN C. CARANTES
MR. ROCK H. CARIÑO
ENGR. IMELDA F. NUGUID
MS. FLORIDA T. VELASCO
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
MR. BERTO O. BAYENG
MR. ARNEL F. BAHINGAWAN

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:

VICE CHAIRPERSON:

MEMBERS:

ENGR. IMELDA F. NUGUID
HON. LISON C. LATAWAN JR.
MS. YOLANDA C. CARANTES
MS. SHALIMAR S. SORALLO
MS. ANNA 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. MARY ANN K. ADAIS
MS. EVA MARIE E. GUIBAC
MS. FLORDELIZA G. DIASE
ARCH. ALLAN P. HAMADON
MR. GERARD S. CORNEL
MS. RACQUEL B. PANANGWE
MS. JOCELYN S. NGAIL
MS. CINDY LOIS L. FERNANDEZ
MR. ALJON K. CUYAHON
MS. KENNETH MARIE W. LISAYEN
MS. DIANA ROSE M. CASIO
MR. PABLO VIC C. LARON

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:

VICE CHAIRPERSON:

MEMBERS:

MS. CHERRY ANN C. CARANTES
ATTY. JODEA BENDALYN A. CAMUYOT
ATTY. JACQUELINE G. NABAYSA-GOSINGAN
MS. ROMIE ROSE B. HOLMAN
MS. JEMIMA P. WACLIN
MS. MAJA ELOIZA B. GRUPO
MS. RACHEILL S. CASTRO
MS. TERESITA S. BUSOY
MS. DONNA T. COMISING
MS. JACQUELINE B. TONGALAG
MS. JASMIN P. PASTOR
MS. JAMIE M. LUMBAG
MS. JUDITH C. AGKHAPEN
MS. VERONICA S. JOVEN
MS. ESTER D. ALFREDO
MS. LAURIE F. PANGDA
MS. ROXANNE T. CATAYAO
MS. GHRENDY ANN C. MILO
MS. SHARON B. BAROA

MS. IDA JANCES P. CIRIACO
MS. CLAUDETTE P. CARIÑO
MS. JULIET C. MARCELINO
MS. FELICIA D. BERSALONA
MS. MARIEDONE D. MISMISIN
MS. JENNY LOMS T. COMISING
MS. LORDELIZA D. ANDRES
MS. JACQUELINE S. MELIS
MS. DEANE JAE L M. DELA CRUZ
MS. MELODY B. AYANG
MS. MARICAR C. LICTAG
MS. MERLY L. DALISAY

3. FINANCE, WAYS AND MEANS, MARKETING AND DISBURSEMENT COMMITTEE

FUNCTIONS: (1) Allocate funds from the approved budget including monies received through contribution 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 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:

VICE CHAIRPERSON

MEMBERS:

MS. IRENE F. FERNANDO
HON. DANTE ALAIN XAIVER D. GODIO
ATTY. FARIDA D. ROMILLO-MATEO
ENGR. MICHELLE A. BUSACAY
ENGR. AVELINO S. MEDINA JR.
MS. FLORIDA T. VELASCO
MS. ROWENA C. CARIÑO
MS. MARIA LEONORA M. SANTOS
MR. EDGAR S. JOVEN
MS. APRIL B. GUITOC
MS. ANALIZA G. CAMTI
MS. JEAN MARIE E. LIZARDO
MS. LEONORA M. SANTOS
MS. KATE EVE L. SATURNINO
MS. REBILYN B. KIMBES
MS. SHEENA M. DACNES
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. Committee 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:
VICE CHAIRPERSON:
MEMBERS:

ENGR. MICHELLE A. BUSACAY
HON. ALEJANDRO L. PALANGDAN
ENGR. FRANCISCO C. MARTIN
ENGR. GENARO B. CANITE JR.
ENGR. JONARD B. INWAY
ENGR. REX P. BALBALIN
ENGR. FRENZEL W. UNIAS
ARCH. ALLAN P. HAMADON
MR. ALFONSO G. ANCHALES
MR. MANUEL C. MANZANO JR.
ENGR. LENSEY P. QUINDAO
ENGR. WILBERT W. BENTRES
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 M. KIDIATAN
MS. HYLENE S. AMOS
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
MR. JASPER M. SALAPING
MR. MARCIAL D. KIDIATAN JR.
ARCH. DOLLY ANN PALANGDAN
MS. MARJORIE V. CASILLA
MS. CLAUDINE B. IMPER
MS. MERLY L. DALISAY
MR. GERLANDO C. LICTAG
MR. VIRGILIO B. ATUMPAG
ALL CONTRACT OF SERVICE Personnel of MEO

5. FOOD PREPARATION AND SERVICE, FIREWOOD AND WATER COMMITTEE

FUNCTIONS: To plan and carry out efficient food preparation and service and to communicate its plan to executive committee for proper coordination. To provide transportation services to the different committees.

CHAIRPERSON:
CO CHAIRPERSON:
VICE CHAIRPERSON:
MEMBERS:

MR. ARNEL F. BAHINGAWAN
MR. JONES B. BAUZON JR.
HON. CLINT D. GALUTAN
ENGR. ROGER P. CATAYAO
MR. ANTONIO C. FIANZA
MR. ASTOR M. OLAO
MR. ALFONSO G. ANCHALES
MR. CHESTER T. FIANZA
MR. EDWARD L. DACNES
MR. ERNESTO I. TAYAB
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. NORIEL D. BEGYA
 MR. GODFREY PENINGEO
 MR. MARIO B. LICTAG
 MR. JAKE ANGELO P. PALENG
 MS. ANDREA C. PASCUA
 MS. LORNA A. SACULLES
 MR. BEN CAYAT
 MR. MARVIN C. LARON
 MR. CARLO T. OPILES
 MR. ROMAN W. BUDONG
 MS. BRENALYN B. GRUPO
 MS. HELEN B. INWAY
 MS. ELIZABETH C. CUNGAO
 MS. AMILYN I. GABAO
 MS. EVA MARIE E. GUIBAC
 MS. JEWELYN C. MARTIN
 MS. MARY ANN K. ADAIS
 MS. CRISANTA C. TIANGAO
 MS. MARGIE ROSE W. ANICETO
 MS. JULYN T. PALENG
 MS. GLENDA ANNE B. GOLINGAB
 MS. MARIE JOY A. LAO-ING
 MS. SUZIMA P. GALUNZA
 MS. MARIBETH L. LUDOVICO
 MS. ALFONSA C. CARANTES
 MS. WELMA P. CARBONEL
 MS. URSULA V. YDIO
 MR. MARVIN O. TIANGAO
 MS. MIRANDA M. KIDIATAN
 MS. GERTRUDE P. SAB-IT
 MS. SOCCORO L. CORPUZ
 MS. MERCEDES K. CAPLIS
 MS. JANE M. MERCADO
 MS. FELYN T. GABOL
 MR. RONALD S. LANGBAN
 MR. WINSOUR D. LAMSIS
 MR. JARVIN A. GALIEGA
 MR. ESTEBAN S. TIANGAO
 MR. PAUL PACIO
 ALL BFP Personnel
 ALL REGULAR & JOB ORDER Personnel granted
 Authority to drive government vehicle

6. MEDICAL / EMERGENCY RESPONSE COMMITTEE

FUCTION: 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 SERVICES OFFICE PERSONNEL

ALL ITOGON BFP PERSONNEL

ENGR. CYRIL L. BATCAGAN
MR. MARIENITO D. LISAYEN
MR. JOSE A. YAMOTO JR.
MR. DANESON A. SOLIWEG
MR. JOHN S. NGINA
MR. HENSON P. BALISTO
ALL PTV & AMBULANCE DRIVERS

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: MR. ARNEL F. BAHINGAWAN
VICE CHAIRPERSON: HON. CESAR A. ALTIGA
MEMBERS: ALL PERSONNEL OF ITOGON MPS
ALL BPATS OF NINE BARANGAYS
POBLACION WOMENS BRIGADE
ALL MDRRMO PERSONNEL
K9 and Bomb Ordinance Division of PNP
ITOGON BJMP Personnel

8. SANITARY AND WASTE MANAGEMENT COMMITTEE

FUNCTION: 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: MR. JONES B. BAUZON JR.
VICE CHAIRPERSON: HON. JUDBERT M. ALICNAS
MEMBERS: MS. LEONCIA S. NABAYSAN
MR. EMILIANO L. SEGUNDO JR.
MR. CARLOS D. PETICAN
MR. JOHNNY T. GOLINGAB
MR. WILLY P. CORNEL
MR. ASTOR M. OLAO
MR. HANZEL C. APIDOS
MR. MARIO B. LICTAG
MR. MARK F. SALAS
MR. MARVIN C. CARANTES
MR. EDWARD L. DACNES
MR. GODFREY PENINGEO
MR. NATHANIEL E. TODSE
MR. DENZEL P. JOHNSON
MR. RAYMUND P. CASTRO
MS. OCTAVIA G. TIANGAO
MS. MARILOU GARCIA
MS. SERNA SU-OC
MS. MARIVIC DANAS
MR. BEN CAYAT
MS. TERESITA B. SERGIO
MS. DESIREE LUIS
MS. JASMIN WACLIN

9. THANKSGIVING AND ECUMENICAL SERVICE COMMITTEE

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

CHAIRPERSON:
VICE CHAIRPERSON:
MEMBERS:

MR. ROCK H. CARIÑO
HON. CESAR A. ALTIGA
MS. IRENE F. FERNANDO
MR. REYNOLD L. RHODA
ALL PERSONNEL OF THE HRM Section
MS. GLORIA G. DEPAYSO
MS. JUSTENE J. AQUISIO
MS. MARGARITA B. CANUTO
MS. LAURIE F. PANGDA
MS. ESTHER L. MARANES
MS. JANICE C. PACIO
MS. SUZIMA P. GALUNZA
MS. ROMIE ROSE B. HOLMAN

10. TRADITIONAL RITES COMMITTEE

FUNCTION: To prepare programs of activities and the work financial plan for traditional rites.

CHAIRPERSON:
CO-CHAIRPERSON:
VICE CHAIRPERSON:
MEMBERS:

ENGR. AVELINO S. MEDINA JR.
HON. ERNANI S. PIS-OY
HON. NORBERTO I. PACIO
MR. LEOPOLDO C. MENDOZA
ALL BARANGAY IPMRs
ALL PRESIDENT OF SENIOR CITIZEN
ASSOCIATIONS
ALL IMEA OFFICERS

11. GRAND CAÑAO AND BARANGAY DAY COMMITTEE

FUNCTION: (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:
VICE CHAIRPERSON:
MEMBERS:

HON. EDWIN O. ATUMPAG
HON. ERNANI S. PIS-OY
MR. ALOYSIUS G. KATO
ENGR. MICHAEL G. TAULI
MR. GERARD S. CORNEL
ALL PUNONG BARANGAYS
MR. MANUEL C. MANZANO JR.
MR. JIM C. CARANTES
MR. MARVIN C. LARON
MS. JENNIFER B. WAYAN

12. SEARCH FOR MR. & MS. ITOGON 2024

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

CHAIRPERSON:
CO-CHAIRPERSON:
VICE CHAIRPERSON:
MEMBERS:

MS. GRACE O. POCSOL
MS. CHERRY ANN C. CARANTES
HON. JODEA BRENDA LYN R. ACAY-CAMUYOT
HON. CESAR A. ALTIGA
HON. CLINT D. GALUTAN
HON. JUDBERT M. ALICNAS
THE 9 SK CHAIRPERSONS
LGBTQ-ITOGON OFFICERS
MR. FERDINAND F. SAPALONG



13. DEPED DAY

FUNCTION: To coordinate with schools within the municipality of Itogon, prepare program of activities and the work and financial plan for Dep-Ed day.

CHAIRPERSON:

MS. FLORIDA T. VELASCO

VICE CHAIRPERSON:

HON. CLINT D. GALUTAN

MEMBERS:

HON. JAIME C. LADUAN

HON. JUDBERT M. ALICNAS

HON. CESAR A. ALTIGA

PSDS OF ITOGON DISTRICTS I and II

MS. MICHELLE P. YDIO

14. AGRO-INDUSTRIAL FAIR

FUNCTION: (1) Coordinate with the 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:

MR. BERTO O. BAYENG

VICE CHAIRPERSON:

HON. NORBERTO I. PACIO

MEMBERS:

HON. ALBINO A. DIEGO

HON. CESAR A. ALTIGA

ENGR. ROGER P. CATAYAO

MR. RONALD S. LANGBAN

ALL PERSONNEL UNDER MAgro

15. DONGBA NI KABAJO

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

CHAIRPERSON:

MR. ARNEL F. BAHINGAWAN

VICE CHAIRPERSON:

HON. JAIME C. LADUAN

MEMBERS:

HON. ALBINO A. DIEGO

MR. ANTONIO C. FIANZA

MR. FERDINAND F. SAPALONG

MR. VICTORIO J. PALANGDAN JR.

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 plans to the Finance, Ways and Means, Marketing and Disbursement Committee **on or before October 18, 2024**, for consolidation and procurement process.

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

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

Done this 5th day of August 2024 at Itogon Benguet.


BERNARD S. WACLIN
Municipal Mayor

Cc:

- All concerned
- File