



**EXECUTIVE ORDER No. 24**  
Series of 2023

**CREATING A PROGRAM AND EVENTS COMMITTEE FOR THE SIGNING OF SISTERHOOD AGREEMENT BETWEEN THE MUNICIPALITIES OF ITOGON AND MONGMONG-TOTO-MAITE OF GUAM, USA.**

**WHEREAS**, sisterhood and twinning relationships among local government units provide opportunities for exchange, cooperation and partnership among contracting parties in pursuit of mutually beneficial goals and objectives for the advancement of their respective communities;

**WHEREAS**, the Municipality of Itogon signified its intention to establish a Sisterhood and Twinning Relationship with the Municipality of Mongmong-Toto-Maite of Guam, USA through S.B. Resolution No. 488, series of 2022;

**WHEREAS**, in response to our municipality's offer, a delegation from the Municipality of Mongmong-Toto-Maite headed by their Municipal Mayor, Honorable Rudy A. Paco will be visiting Itogon on October 13, 2023 for the signing of the Sisterhood Agreement;

**WHEREAS**, the creation of a program and events committee for this significant event is necessary to ensure a smooth, well-coordinated and orderly conduct of activities from start to finish;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I **BERNARD S. WACLIN** hereby create a program and events committee for the signing of the Sisterhood Agreement between the Municipalities of Itogon, Benguet Province and Mongmong-Toto-Maite of Guam, USA as follows:

Section 1. Composition. The Program and Events Committee shall be composed of the following:

Chairman:	MR. ARNEL F. BAHINGAWAN Municipal Administrator
Co-Chairman:	MR. ROCK H. CARIÑO S.B. Secretary
Vice Chairperson:	MS. JULIE C. MALIG DILG-MLGOO
Members:	PMAJ MATHEW T. BURGOS COP, IMPS SFO4 EDGARDO R. REDUCA OIC-Fire Marshall HON. NORBERTO I. PACIO S.B. Member HON. ERNANI S. PIS-OY IPMR, S.B. Member ENGR. CYRIL L. BATCAGAN MDRRMO DR. OLIVER P. GUADANA Municipal Health Officer

MS. JACQUELINE TONGALAG  
MS. ROMIE ROSE B. HOLMAN  
MS. JENNIFER J. MONTES  
MS. SHALIMAR G. SORALLO  
MS. AMALIA A. IBARRA  
MS. JEMIMA WACLIN  
MS. MAJA ELOISA B. GRUPO  
MS. HYLENE AMOS  
MS. RACHEIL CASTRO  
MS. CLAUDINE B. IMPER  
MR. FERDINAND F. SAPALONG  
MR. NESTOR CAMADO JR.  
MR. CARLO OPILES  
MR. VICTORIO J. PALANGDAN JR.

**Section 2. Duties and Responsibilities.**

1. Plan, organize, coordinate and direct the activities during the event;
2. Determine the budgetary requirement for the program and facilitate the procurement of needed items including welcome banners or streamers, tokens, decors, foods and beverages, etc.;
3. Prepare the Program of Activities and provide copies thereof to concerned participants;
4. Invite groups or individuals to perform during the program, showcasing our customs and traditions not only for entertainment but for the understanding and appreciation of our culture by our guests;
5. Be responsible in the preparation of program venue. For this purpose, the committee may seek assistance from volunteer groups who are engaged in this type of activity;
6. Shall coordinate with proper authorities, offices or agencies of the government for the provision of security, traffic management and such other support services to ensure the safety of our guests and the public as well;
7. Shall call upon other personnel or employee of the LGU to provide additional manpower and support;
8. Shall be responsible for the documentation of the event activities;
9. Perform other duties and responsibilities as may be directed or required by the Local Chief Executive.

**Section 3. Repealing Clause.** All orders or parts thereof which are inconsistent with this order or parts hereof are deemed repealed or modified accordingly.

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

Issued this 28<sup>th</sup> day of September, 2023.

HON.  S. WACLIN  
Municipal Mayor