



Administrative Order No. 61
Series of 2011

SUBJECT: CREATION OF A TEAM TO DOCUMENT / RECORD AND CONSOLIDATE THE AWARDS GIVEN TO THE MUNICIPALITY

WHEREAS, during the meeting of the Local Chief Executive, the different department heads and the representatives of the national line agencies, it was strongly recommended that a team be created to document and consolidate the awards and recognition given to the municipality;

WHEREAS, it is a fact that the municipality has long been receiving awards and recognition, provincial as well as national, it has never been recorded, resulting to the difficulty of tracing up the said awards, thus, there is a need to create a team to address the aforementioned intricacies;

WHEREAS, it would be positively advantageous and beneficial to the municipality that the said documentation and consolidation of all the recognition and awards be given priority to facilitate the timely and immediate pr speedy tracing up of the awards;

NOW THEREFORE, I, OSCAR M. CAMANTILES, Municipal Mayor, by virtue of the powers and authority vested in me by law, do hereby direct and order the creation of a team to document and consolidate the awards and recognition given to the municipality.

SECTION 1. COMPOSITION

The composition of the said team shall be the following:

CHAIRMAN: MS. MARLEEN M. GUERZON

CO-CHAIR: HON. OSCAR M. CAMANTILES

**MEMBERS: ENGR. IMELDA F. NUGUID
MR. PETER J. GUIBAC
MS. GRACE O. POCSOL
MS. EUSEBIA T. FIANZA
MR. JUNIE C. PARIAN**

SECTION 2. FUNCTIONS OF THE TEAM

- a) To document/take pictures during the recognition day
- b) To record and file the awards
- c) To research on the previously given awards
- d) And other related functions

SECTION 3. MEETING SCHEDULE

The committee shall convene once a month for their regular meeting however the chairperson call for special meetings as often as may be necessary to effectively serve the functions and purposes of the committee.

SECTION 4. THE VENUE

The venue of the committee meetings shall be preferably at the Local Chief Executive Conference or at the option of the committee chair.

This Order takes effect immediately.

ISSUED this 21st day of September 2011 at the Municipality of Itogon, Province of Benguet.



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cf:

- All concerned
- DILG-Province
- LGOOV
- file