



DATE: 07/29/10
BY: [Signature]
OFFICE OF THE SANGGUNIANG BAYAN
RECEIVED

**ADMINISTRATIVE ORDER Numbered 19
Series of 2012**

DESIGNATING AND APPOINTING MR. ANDRES C. CALWAG AS THE OIC-MANAGER OF THE MUNICIPAL ECONOMIC ENTERPRISES AND DEVELOPMENT OFFICE OF THE LOCAL GOVERNMENT OF ITOGON

WHEREAS, one of the income-generating ventures of the Local Government Unit of Itogon is on economic enterprise management and operations;

WHEREAS, a Municipal Economic Enterprise Development and Management Office had been locally established to spearhead the management and profitable operations of the various economic enterprises of the Local Government Unit of Itogon;

WHEREAS, there is a need to rationalize the economic enterprise policies, rules and regulations, to include the strengthening of the organizational structure of the same to ensure the sustainability of the profitable operations and management of the same;

WHEREAS, there is a need to appoint and designate a new concurrent Manager to oversee the operations and management of the various economic enterprises of the Local Government Unit of Itogon;

NOW, WHEREFORE, by virtue of the power and authority vested in me by law, I OSCAR MAINGPES CAMANTILES, do hereby designate and appoint **MR. ANDRES CALWAG** as the OIC and Concurrent Manager of the Municipal Economic Enterprise Development and Management Office.

The designated and appointed OIC-Manager of the Municipal Economic Enterprise Development and Management Office shall assume and perform the following duties and functions; to wit:

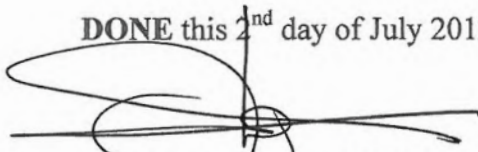
1. To supervise and oversee the profitable management and operation of all the economic enterprises of the Municipal Government of Itogon;
2. To assist and provide the necessary technical advices and inputs to the Transitory Economic Enterprise Adhoc Committee in planning out, establishment and operationalization of the Municipal Economic Enterprise Development Office;
3. To insure that all ordinances, policies and directives governing the operation and management of all economic enterprises of the Municipality of Itogon are implemented and complied with;
4. To spearhead the preparation of relevant and practical economic enterprise plans and developed strategies, as well as initiate, review and recommend changes in policies, objectives and ordinances, for the efficient and profitable operation and management of all economic enterprises;

5. To be responsible for the maintenance, safekeeping and accounting of all properties, assets, and records under the Municipal Economic Enterprise Development and Management Office;
6. In coordination with the Municipal Planning and Development Office, formulate economic-enterprise-centered development plans and policies for the consideration of the Municipal Development Council and the Sangguniang Bayan;
7. To exercise other powers and perform such other duties which are deemed appropriate for the furtherance of the objective of putting up profitable municipal economic enterprises as may be prescribed by ordinance and executive directives.
8. To submit to the Transitory Economic Enterprises ADHOC Committee monthly report such as but not limited to statement of operations, accomplishment reports and others which the ADHOC Committee may require from time to time;
9. To manage and oversee the profitable operation and administration of the Heavy Equipment Rental Enterprise of the Local Government of Itogon.

As such the MEEDMO OIC Manager is entitled to reimbursement of representation, travelling and other related expenses in the duration of the ADHOC Committee until such time the regular MEEDMO Manager will be appointed.

This Administrative Order takes effect immediately.

DONE this 2nd day of July 2012 at Itogon, Benguet.



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc - All Concerned
- HRMO
- File
MMD - Jw - 7/2/12
SUPPLY OFFICE Jw
MTO - Sp 7/2/12
MEO Jw 7/2/12
1-SPD 7/2/12
HRMO - Jw 7/2/2012
MACCO Jw 07/02/2012
MBMD Jw 07/02/2012
MAGRO Jw 07/02/2012
LCRO Jw 07/02/2012
MWD Jw 07/02/2012

~~PLP~~ ~~MEEDMO~~ - Jw 2, 2012
DLC - 7/2/2012
MAGRO - 7/2/2012
MEEDMO - 7/2/2012
BAPROS - 7/12/2012