



ADMINISTRATIVE ORDER Numbered 22
Series of 2012

ESTABLISHING AND INSTITUTIONALIZING LOCAL GUIDELINES AND POLICIES IN THE USE OF THE NEWLY PROCURED MOTOR VEHICLES OF THE LOCAL GOVERNMENT UNIT OF ITOGON

WHEREAS, the municipal local government of Itogon, province of Benguet, in pursuance to its resolve to satisfactorily attain its programmed and institutionalized development agenda attends to various administrative, operational and development projects, programs and activities which necessitated the procurement of additional service vehicles;

WHEREAS, some auxiliary component parts of these development agenda of the Local Government Unit of Itogon which need reliable transport facilities are on project monitoring to ensure the satisfactory and program-of-work-based implementation of its various projects; the enhancement of its the local financial and fiscal standing through the strengthening of its local revenue promotion and generation measures; the close and regular coordination and follow up of various program-and- project requests from various local government units; national government line agencies and other private firms and entities; the encouragement and solicitation of the active participation and consultation of the citizenry through the strategy of bringing the municipal government to the grass-root level through the conduct of regular visits, such as but not limited to the "*munisipyo sa barangay*"; regular barangay visits and attendance to official-social functions and barangay-based consultations;

WHEREAS, to ensure that the development agenda-related projects, programs and activities of the municipal government of Itogon are attended to and addressed on a timely manner through the use of the newly bought mobile facilities, there is a need to establish and institutionalize local guidelines and policies in the use thereof;

WHEREAS, in its resolution giving favorable confirmation of the contract entered into by the Local Chief Executive with the Toyota Motor Sales for the procurement of the afore-stated vehicles, the members of the 7th Municipal Council had recommended the formulation and issuance of some guidelines and policies that shall govern the official use thereof;

NOW, THEREFORE, by virtue of the power and authority vested upon me by law, I, **OSCAR MAINGPES CAMANTILES**, Municipal Mayor of LGU-Itogon do hereby establish and institutionalize local guidelines and policies that shall govern the use of the newly acquired government vehicles of the Municipal of government of Itogon; to wit:

Section 1: Use and custody of Vehicles: The two motor vehicles (Commuter van and Toyota Fortuner) shall be under the Office of the Local Chief Executive. The commuter van shall be used by the Municipal Treasury Office and the Municipal Assessor's Office in their joint effort and official undertakings on revenue generation, promotions and campaigns, provided; that the concerned personnel under the said two offices shall agree among themselves on the scheduling of the use of the van in attending to their respective revenue-generation duties and functions;

Section 1.1. The Toyota Fortuner shall be utilized by the Itogon Project Monitoring Committee in discharging its project and program monitoring duties and functions; provided that, when not in use by the Project Monitoring Committee, the same shall be utilized by the office of the Local Chief Executive in attending to and discharging its official duties and functions, especially on areas or places which the duly assigned or officially MR-ed camry service vehicle cannot easily reached or negotiate.

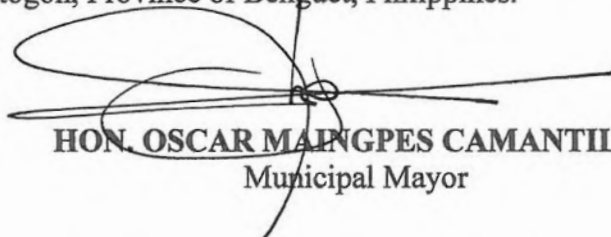
Section 2: Documentation of the official use of vehicles: In compliance and pursuant to pertinent rules and regulations governing the official use of government service vehicles, all official use of the newly procured vehicles shall be covered with the required and necessary travel documents, such as travel orders, trip tickets and the like.

Section 3: Other official use by other offices and other requesting parties: The newly procured vehicles may be used by other offices and parties; provided, that the use of the same shall not disrupt or conflict with the schedules of the offices as provided under section 1 of this Order; provided further that the fuel consumption and other incidental expenses that shall be incurred in the use of such vehicles shall be charged out against the fund of the said other office or party using the same.

Section 4: Official drivers: The office of the Local Chief Executive, through the office of the Municipal Administrator shall assign official drivers to drive and oversee the road-worthiness and maintenance of the newly procured vehicles.

This Order takes effect immediately!

DONE and issued this 28th day of August 2012 at the Municipality of Itogon, Municipality of Itogon, Province of Benguet, Philippines.



HON. OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc - All concerned;
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