



ADMINISTRATIVE ORDER NO. 12-25
Series 2012

**AMMENDING ADMINISTRATIVE ORDER NO. 23 SERIES 2012
RE: CREATING THE WORKING COMMITTEES FOR THE CONDUCT OF THE
112th FOUNDATION CELEBRATION OF ITOGON**

WHEREAS, the Municipality of Itogon will celebrate her 112th Foundation Anniversary on December 10-14, 2012;

WHEREAS, there is a need to prepare for this event as early as possible to be able to conduct a more meaningful town fiesta celebration;

NOW THEREFORE, I, **OSCAR M. CAMANTILES**, by virtue of the powers vested in me by law as Mayor of the Municipality of Itogon, Benguet, do hereby create the following committees as follows:

EXECUTIVE COMMITTEE

Chair	:	Hon. Oscar M. Camantiles Municipal Mayor
Vice Chair	:	Hon. Noel G. Ngolob Municipal Vice Mayor
Members	:	Honorable Sangguniang Bayan Members Hon. Alexander T. Fianza Hon. Annie A. Galiega Hon. Adriano R. Carantes Hon. Arnel F. Bahingawan Hon. Norberto I. Pacio Hon. Johnny G. Galutan Hon. Bernard S. Waclin Hon. Gerard S. Cornel Hon. Eduardo B. Daniel Hon. Fevie D. Paydoan (ABC-President) (SKF President)

FUNCTIONS:

1. To supervise the implementation of all the plans and preparations for the celebration of the 112th Itogon Foundation Anniversary, and;
2. To coordinate all plans and preparations for the event.

WORKING COMMITTEES

OVERALL COORDINATOR	:	Peter J. Guibac , Mun. Administrator
ASSISTANT COORDINATOR	:	James D. Kidange , Executive Secretary
MEMBERS	:	All Local Finance Committee Members

FUNCTIONS:

1. To act as support group to the Municipal Mayor in his capacity as chairman of the Executive Committee.
2. To implement and coordinate the working committees, the plans and preparations for the celebration of the 112th Itogon Foundation Anniversary.

I. SOUVENIRPROGRAM/INVITATION/SOLICITATION COMMITTEE

Chair : Mr. Imelda F. Nuguid
Co-Chair : Mr. Peter J. Guibac
Members : Angela C. Carino
Mr. Francisco C. Lictag
Mr. Nestor A. Camado Jr.
Ms. Flordeliza G. Diase
Ms. Rowena C. Cariño
Ms. Rhodora B. Golingab
Mr. Junie C. Parian

FUNCTIONS:

1. To prepare solicitation letters for souvenir advertisements;
2. To prepare invitation letters for speakers on various activities;
3. To solicit advertisements and follow-up articles;
4. To prepare program for the fiesta proper and confirm participants to the program;
5. To follow-up the printing of souvenir programs for distribution to guests and participants.

II. RECEPTION COMMITTEE

Chair : Ms. Nora M. Sanil, MLCRO
Co-chair : Ms. Eusebia T. Fianza, IMEA President
Members : Ms. Irene F. Fernando, IMEA Vice-President
IMEA Members

FUNCTIONS:

1. To act as ushers during the program (Main program, Cultural and Agro-Industrial Product Exhibit and Beauty Pageant Program);
2. To receive guests and act as host to the general public;
3. To prepare corsages, leis and other requirements.

III. FINANCE COMMITTEE c/o LFC

Chair : Ms. Veronica K. Comising, Mun. Budget Officer
Vice-Chair : Ms. Angela C. Cariño, Mun. Treasurer
Members : Engr. Imelda F. Nuguid, MPDC
Ms. Brigilda M. Gayao, Mun. Accountant
Mr. Peter J. Guibac, Mun. Administrator
Ms. Leonila K. Ampaguey, Admin. Officer V

FUNCTIONS:

1. To hold the event's fund and prepare financial report thereof;
2. To disburse funds subject to auditing rules and procedures.

IV. PLAZA/MUNICIPAL STREETS/STAGE/HALL/LIGHTS AND SOUND SYSTEM PREPARATION

Chair : Engr. Charlie M. Gayasco, Mun. Engineer
Co chair : Engr. Imelda F. Nuguid, MPDC
Members : Mr. Francisco C. Lictag
Mr. Meliton B. Mesa
Mr. Charleson Richard O. Cariño
All Engineering Staff
All MPDC Staff

FUNCTIONS:

1. To prepare venue for programs in coordination with concerned committees;
2. To ensure that municipal roads and streets are clean and cleared from any obstacles.

V. PEACE AND ORDER COMMITTEE

Chair : P/Insp. Fernando S. Botangen, Chief of Police
Co- chair : FS/Ins. Ramel B. Borja
Members : PNP/BJMP/FIRE & All Barangay Tanod Members

FUNCTIONS:

1. To maintain peace and order in every aspect of the Itogon Foundation Day Celebration;
2. To coordinated with Sacred Heart High School Principal for the parking space of all vehicles;
3. To ensure that all vehicles shall not be parked at the municipal streets going up the municipal hall to avoid accidents during the events;
4. To be responsible for the traffic during the fiesta;
5. To be responsible in the rescue operations in cases of accident/fire.

VI. MEDICAL/DENTAL SERVICES

Chair : Dr. Oliver P. Guadaña, MHO
Co chair : Dr. Aurora C. Cuilan
Members : All MHO Personnel

FUNCTIONS:

1. To prepare the clinic for emergency cases;
2. To ensure the availability of medicines for emergency cases;
3. To organize activities such as free medical and dental services and others.

VII. RELIGIOUS SERVICES

Chair : Mr. Peter J. Guibac
Co chair : Ms. Marilyn V. Chugsayan
: Ms. Marleen M. Guerzon
Members : Mr. James D. Kidange
: Mr. Edwin E. Golingab
: Dra. Lorna A. Saculles
: Mr. Mario M. Baucas

FUNCTIONS:

1. To organize the conduct of the religious activities during the celebration of the town fiesta;
2. To facilitate the preparation of the venue for the liturgical celebration and other religious activities, if any;
3. To coordinate with the pastors and religious leaders of various sects as regards their involvement in the activities/programs needing prayers/invocations during the celebration.

VIII. TRADITIONAL RITES COMMITTEE:

Chair	:	Hon. Bernard S. Waclin
Co- chair	:	Hon. Norberto I. Pacio
Members	:	Ms. Dorothea S. Lictag, OSCA Head
	:	Hon. Eduardo B. Daniel
	:	Ms. Angela C. Cariño
	:	Mr. Edwin E. Golingab
	:	Mr. Manuel C. Manzano Jr.

FUNCTIONS:

1. Invite "Mambunong/Panglakayen" to perform the ritual;
2. Coordinate with the utility workers concerned in preparation for the traditional rites;
3. To prepare the needs (animal, wine/tapey, gongs, cooking utensils) in holding the traditional cañao.

IX. AGRO-INDUSTRIAL PRODUCT EXHIBIT

Chair	:	Ms. Paz W. Chalipo, MAGRO STAFF
Co- chair	:	Hon. Adriano R. Carantes, SB Member
	:	Hon. Eduardo B. Daniel, SB Member
Members	:	Engr. Charlie M. Gayasco, Mun. Engineer
	:	Mr. Donald A. Afidchao
	:	Ms. Nida L. Felicitas
	:	Mr. Roger P. Catayao
	:	Mr. Berto O. Bayeng
	:	Mr. Mario M. Baucas

FUNCTIONS:

1. To coordinate with the Punong Barangays for the product exhibit;
2. To prepare budget proposal for the activity that includes the prizes;
3. To be responsible for the criteria of the contest and invitation of judges.

X. SPORTS COMMITTEE

Chair	:	Hon. Adriano R. Carantes
Co- chair	:	Hon. Johnny G. Galutan
Members	:	Hon. Gerard S. Cornel
	:	Hon. Arnel F. Bahingawan
	:	Mr. Edwin V. Carantes
	:	Mr. Antonio C. Fianza
	:	Mr. Edgar S. Joven

FUNCTIONS:

1. Plan out sports activities/games;
2. Prepare invitations to the different agencies for ballgame events;
3. To prepare venue and coordinate with referees for the games.

XI. CHEERDANCE COMPETITION/FOLK DANCE COMMITTEE

Chair	:	Ms. Aida L. Payang, Secondary School Level
Co-Chair	:	Dist. I and II Dep. Ed Supervisors
Members	:	All School Heads (Public/Private)

FUNCTIONS:

1. To coordinate with different high school principals for the Cheer-dance competition;
2. To prepare budget proposals for the contest;
3. To prepare criteria for judging and mechanics of the contest;
4. To send invitations and invite judges from different agencies;
5. To be responsible for the tabulation of scores and results

XII. BARANGAY CULTURAL SHOW

Chair : Hon. Norberto I. Pacio
Co chair : Hon. Eduardo B. Daniel
Members : All Punong Barangays
Jacqueline B. Tongalag
Mary Ann K. Adais
Tomasa Delos Reyes, FISCA Pres.
Ms. Cynthia A. Tauli, Day Care Federation Pres.

FUNCTIONS:

1. To coordinate with the Punong Barangays regarding their participation in the Cultural show;
2. To prepare the budget proposals for the activity;
3. To prepare criteria for judging and invite judges of the show

XIII. CAÑAO/BARANGAY DAY

Chairman : Hon. Arnel F. Bahingawan
Co chairman : Hon. Eduardo B. Daniel, ABC President
Members : Hon. Bernard S. Waclin
Ms. Dorothea S. Lictag, OSCA Head
All Punong Barangays
Tomasa Delos Reyes, FISCA Pres.

FUNCTIONS:

1. To plan for the activities of the Barangay Day and be responsible in the implementation thereof;
2. To coordinate with the Punong Barangays for their participation and presentations;
3. To prepare the necessary budget for prizes and criteria of the contest.

XIV. BEAUTY PAGEANT AND STAGE DECORATION COMMITTEE

Chair : Hon. Oscar M. Camantiles
Co- Chair : Hon. Norberto I. Pacio
Members : Hon. Gerard S. Cornel
: Hon. Fevie D. Paydoan,
: Hon. Jasper Reade G. Cornel
: Judge Jose S. Encarnacion
: PCI Fernando S. Botangen
: Ms. Marilyn V. Chugsayan
: Ms. Marleen M. Guerzon
: Ms. Nora M. Sanil
: Mr. Nestor A. Camado, Jr
: Hon. Eduardo B. Daniel
: Steve W. Padsuyan

FUNCTIONS:

1. Coordinate with Punong Barangays and SK Chairmen for their candidate or representative;
2. To be responsible for the preparation of budget for activity and prizes;
3. To plan the pageant night activities;
4. To invite guests and judges to grace the occasion.
5. To formulate guidelines and policies in the selection of the prospective candidates(in accordance with the proposed ordinance, institutionalizing . . .)

XV. BATTLE OF THE BANDS COMMITTEE

Chair : Hon. Oscar M. Camantiles
Co chair : Hon. Alexander T. Fianza
Members : Hon. Arnel F. Bahingawan
: Hon. Eduardo B. Daniel
: Hon. Fevie D. Paydoan
: Mr. Peter J. Guibac
: Mr. James D. Kidange
: Mr. Loreto M. Laron
: Ms. Jennifer J. Montes

FUNCTIONS:

1. To coordinate with Punong Barangays and SK Chairmen for their entry to the said contest;
2. To be responsible for the preparation of budget for the activity and prizes to each group participant;
3. To invite judges and other performers during the activity;
4. Prepare criteria for the contest.

XVI. OFW RECOGNITION NIGHT & MUNICIPAL AWARDS NIGHT COMMITTEE

Chair : Hon. Oscar M. Camantiles
Co- chair : Mr. James S. Sergio
Vice Chair : Ms. Grace O. Pocsol
Members : Hon. Gerard S. Cornel
: Hon. Annie A. Galiega
: Ms. Eusebia T. Fianza
: MES Team
: Praise Committee

FUNCTIONS:

1. To plan for the awarding night activities;
2. To prepare criteria for judging of nominees and coordinate with concerned awardees;
3. To be responsible for the budget of the activity and plaque of recognition to be awarded;

XVII. PHOTO-EXHIBIT COMMITTEE

Chair : Mr. Andres C. Calwag
Co chair : Engr. Imelda F. Nuguid
Members : Ms. Flordeliza G. Diase
: Ms. Shalimar G. Sorallo
: Mr. Dino G. Pungayan
: Mr. Junie C. Parian

FUNCTIONS:

1. To plan for the photo-exhibit activity;
2. To prepare necessary budget for the activity;
3. To solicit participation from the local artists

XVIII. FIREWOOD/COMMITTEE ON FOOD PREPARATION

Chair : Ms. Eusebia T. Fianza, IMEA President
Co Chair : Engr. Benigno B. Apidos
Members : Hon. Eduardo B. Daniel, ABC President
: All Utility Personnel-Regular & Casual
: Hon. Norberto I. Pacio

FUNCTIONS:

1. To prepare cooking utensils and other equipment needed for cooking/food preparation;
2. To identify the cooking places for the rest of the celebration;
3. To coordinate with the other committees and help prepare/cook food for participants and guests upon advise of the concerned committees.

XIX. KINTOMAN FESTIVAL COMMITTEE

Chair : Hon. Vice-Mayor Noel G. Ngolob
Co-chair : Hon. Norberto I. Pacio
Members : Hon. Eduardo B. Daniel
 : Ms. Flordeliza G. Diase
 : Ms. Dolores G. Galunza
 : Ms. Norma B. Amos
 : Mr. Roger L. Catayao
 : Mr. Berto O. Bayeng
 : Ms. Carie T. Kimayong
 : Ms. Kathleen P. Kimmayong
 : Ms. Lucille Arianne B. Donato
 : Mr. Junie C. Parian

FUNCTIONS:

1. To organize the whole event of the Kintoman festival;
2. To coordinate with other concerned committees and offices as to schedules, logistics and other needed support services;
3. To give information regarding the Kintoman Festival to all concerned especially the barangays.

XX. BALITOK FESTIVAL:

Chair : Mr. Emiliano K. Esnara, Supervisor District I
Co-chair : Ms. Rosita S. Dayag, Ed.D., Supervisor District II
Members : Hon. Johnny G. Galutan
 : Hon. Arnel F. Bahingawan
 : Ms. Flordeliza G. Diase
 : Hon. Norberto I. Pacio
 : Hon. Eduardo B. Daniel
 : All School Heads (Public & Private)
 : All Mining Companies
 : Small Scale Mining Federation President

FUNCTIONS:

1. To organize the whole event of the Balitok Festival;
2. To prepare the proposed budget for the conduct of the Balitok Festival;
3. To coordinate the event to all concerned.

XXI. QUIZ BEE COMMITTEE

Chair : Hon. Arnel F. Bahingawan
Co-chair : Rev. Fr. Rolly Buyagan
Members : Mr. James D. Kidange
 : Secondary School Supervisors

FUNCTIONS:

1. To Organize the whole event of the Quiz bee;
2. To facilitate the conduct of the event;
3. To coordinate with all other concerned regarding the event.

XXII. INVESTORS AND MEDIA NIGHT

- Chair : Hon. Oscar M. Camantiles
- Co-chair : Ms. Flordeliza G. Diase
- Members : Hon. Gerard S. Cornel
- : Hon. Arnel F. Bahingawan
- : Hon. Bernard S. Waclin
- : Hon. Johnny G. Galutan
- : Ms. Eusebia T. Fianza
- : Ms. Angela C. Cariño

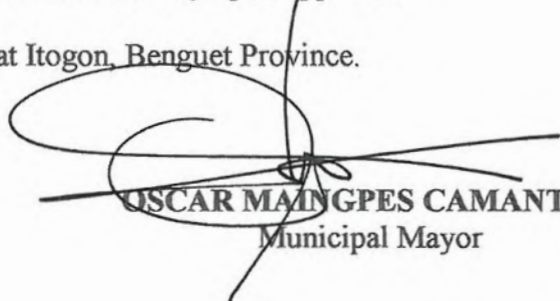
FUNCTIONS:

1. To coordinate the activity to the Municipality's Investors and media partners;
2. To Facilitate/coordinate the participation of the City of Mandaluyong, the sister city of our Municipality;
3. To prepare the event and coordinate with the concerned offices.

All committees are requested to submit their respective committee specific programs and funding requirements to the office of the Overall Coordinator, Mr. Peter J. Guibac, for consolidation and preparation of the special procurement plan/schedule to ensure that all procurement needs and requirements of the PPAs for the celebration are address.

This Administrative Order takes effect immediately upon approval.

Done this 12th day of October 2012 at Itogon, Benguet Province.


OSCAR MANGPES CAMANTILES
 Municipal Mayor

Cc: All concerned
 Mining Companies
 Small scale mining federation
 DILG
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[Signature] 10/15/2012
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 MPDO - by NSCR
 MSWDO - } EC. Cengaw } 10/12/2012
 MEEDMO - }
 MED. 10/15/2012

RECEIVED
 OFFICE OF THE SANGGUNIANG BAYAN
 ITOGON, BENGUET

BY: _____
 DATE: 10/12/12

MUNICIPAL AGRICULTURIST OFFICE
 ITOGON, BENGUET
RECEIVED
 BY: _____
 DATE: 10/15/12

HRMO - ITOGON
RECEIVED
 DATE: 10/15/12
 BY: _____

MUNICIPAL BUDGET OFFICE
 ITOGON, BENGUET
RECEIVED
 DATE: OCT 15 2012
 BY: _____

RECEIVED
 OCT 15 2012
 FOR PLOT

MTO, ITOGON, BENGUET
RECEIVED
 BY: _____
 DATE: 10/15/12

MUNICIPAL HEALTH OFFICE
 ITOGON, BENGUET
RECEIVED
 DATE: 10/15/12
 TIME: 4:03
 BY: _____

RECEIVED
 DATE: 15 Oct 2012
 BY: _____

MACCO: _____ 10/15/2012
 OSCA 10/15/12
[Signature]