



ADMINISTRATIVE ORDER NO.: 04 -2013 N
Series 2013

**AN ADMINISTRATIVE ORDER REORGANIZING THE COMPOSITION OF THE
MUNICIPAL LOCAL FINANCE COMMITTEE OF THE LOCAL GOVERNMENT OF
ITOGON, BENGUET PROVINCE**

WHEREAS, in view of the change in local administration as a result of the recently concluded automated elections, it is just but appropriate that special bodies, duly created pursuant to the pertinent provisions of the 1991 Local Government Code, such as the Local Finance Committee be re-organized to ensure that the development thrust of the new local administration be fully realized;

WHEREAS, in consonance with the revitalization, recovery and restoration plans and programs which the present administration is working on, there is a need to restructure the membership of the Local Finance Committee ;

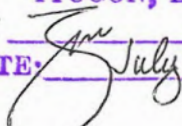
WHEREFORE, I, VICTORIO T. PALANGDAN, by virtue of the powers vested in me by law as Municipal Mayor of Itogon, Benguet, do hereby reorganize the Local Finance Committee of this Municipality pursuant to the provisions of Section 316 of the 1991 Local Government Code and as optionally prescribed under the 2008 Edition of the Budget Operations Manual for Local Government Units.

Section 1: Composition of the Local Finance Committee: Pursuant to the provisions of Section 316 of the 1991 Local Government Code and in view of the need to innovate in response to the situational demand of the fiscal challenges and needs of the municipality, as prescribed under 2008 Edition of the Budget Operations Manual for Local Government Units, the composition of the Local Finance Committee shall be as follows:

CHAIRPERSON	:	MS. ANGELA C. CARIÑO Municipal Treasurer
MEMBERS	:	MS. VERONICA K. COMISING Municipal Budget Officer
	:	ENGR. IMELDA F. NUGUID MPDC
	:	MS. LEONILA K. AMPAGUEY OIC - Municipal Accountant
HONORARY MEMBERS	:	HON. VICTORIO T. PALANGDAN Municipal Mayor
	:	MR. ALOYSIUS G. KATO Municipal Administrator

Section 2: Secretariat/Technical Staff: The Following shall be the members of the Secretariat and Technical Staff:

1. MS. IRENE F. FERNANDO
2. MR. NESTOR S. CAMADO

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BY: 
DATE: July 5, 2013

Section 3: Functions of the Local Finance Committee: The Committee shall exercise the following functions as provided for under Section 316 of the 1991 Local Government Code:

- 1.) Determine the income reasonably projected as collectible for the ensuing fiscal year;
- 2.) Recommend the appropriate tax and other revenue measures or borrowings which may be appropriate to support the budget;
- 3.) Recommend the level of the annual expenditures and the ceilings of spending for economic, social, and general services based on the approved local development plans of the municipality;
- 4.) Recommend the proper allocation of expenditures for each development activity between current operating expenditures and capital outlays;
- 5.) Recommend the amount to be allocated for capital outlay under each development activity or infrastructure project;
- 6.) Assist the Sangguniang panlalawigan of the province of Benguet in the review and evaluation of the municipal budget and recommend the appropriate action thereon;
- 7.) Assist the local Sanggunian concerned in the analysis and review of annual regular and supplemental budgets to determine compliance with statutory and administrative requirements;
- 8.) Conduct semi-annual review and general examination of cost and accomplishments against performance standards applied in undertaking development projects;
- 9.) Regularly update the office of the Local Chief Executive on the financial status of the local Government of Itogon; and,
- 10.) Perform other functions which may be prescribed by succeeding issuances and directives and/or by pertinent laws and regulations.

Section 4: Functions of the Local Finance Secretariat/Technical Staff:

1. Handle all the Committee's technical matters.
2. Safekeeping and systematic filing of the Committee's documents and records.
3. Perform other related functions as may be deemed necessary.
4. The secretariat shall record and document all the proceedings of the committee.

Section 5: LFC Set-up and Internal Rules of Procedures: To facilitate the conduct of meetings and sessions for the immediate disposition of pertinent fiscal matters and concerns at the Municipal Hall or any other convenient venue as may be agreed upon by the regular and honorary members.

This Administrative Order takes effect immediately.

DONE this 2nd day of July 2013 at Itogon, Benguet.


VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

- All concerned
- Office of the Provincial Governor
- DILG
- file



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 Municipality of Itogon
Office of the Municipal Mayor
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Republic of the Philippines
 OFFICE OF THE MUN. ENGR.
 Province of Benguet
 Itogon
RECEIVED
 By: *[Signature]*
 Date: *7/5/13*

MUNICIPAL OFFICE
 ITOGON, BENGUET
RECEIVED
 JUL 05 2013
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MRD
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 BY: *[Signature]*
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 ITOGON, BENGUET

... the Municipal Assessor
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 Itogon, Benguet Province

LCRO - ITOGON
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ACCOUNTING OFFICE
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PILG. *[Signature]* *7/5/13*