



Republic of the Philippines
Province of Benguet
MUNICIPALITY OF ITOGON

Office of the Municipal Mayor

Administrative Order No. 15-005
March 3, 2015

AN ADMINISTRATIVE ORDER CREATING A PLACEMENT COMMITTEE TO ASSIST THE APPOINTING AUTHORITY IN THE JUDICIOUS SELECTION AND PLACEMENT OF PERSONNEL FOR THE PARTIAL RE-ORGANIZATION.

WHEREAS, SB Resolution No. 355 s. 2014, authorizes the Local Chief Executive **ATTY. VICTORIO T. PALANGDAN**, to implement **partial** restructuring and reorganization of personnel/employees of the Municipality of Itogon, Province of Benguet, subject to the financial capability of the Local Government Unit of Itogon and the guidelines issued by the civil service commission;

WHEREAS, the Organizational structure and staffing pattern of our Local Government Unit considered the service requirements, the financial capability and the Personnel Services limitations; Mandatory positions as required by the Local Government Code are already created and the new position titles and salary grades are in accordance with the DBM Index of occupational services;

WHEREAS, under section 2 of Article 1X of the Collective Negotiation Agreement, the Local Government of Itogon shall adopt the Merit and Promotion plan (MPP), and section 3 of same article 1X of the CNA, provides that the next in-rank system shall be considered in the promotion of personnel;

WHEREAS, there is a need to create a placement committee to assist the Appointing Authority in the judicious selection and placement of personnel subject to Section 8, RA 6656 Implementing Rules;

NOW THEREFORE, I, **ATTY. VICTORIO T. PALANGDAN**, by virtue of the powers vested in me as Municipal Mayor of Itogon, do hereby create the placement committee for the partial re-organization as follows:

Section 1. Creation of Placement Committee

- Chairman: -Mr. Aloysius G. Kato-Municipal Administrator;
- Members: -Hon. Bernard S. Waclin – Personnel Committee Chairman
-Ms. Eusebia T. Fianza- Administrative Officer 1V (HRMO II);
-Ms. Veronica K. Comising- Municipal Budget Officer;
-Ms. Leonila K. Ampaguey-Administrative Officer V
-Ms. Cherry Ann C. Carantes –Registration Asst. Officer;

Section 2. The duties and responsibility of the members of placement committee shall:

- 1) Evaluate the following:
 - a) Performance for the last two (2) years of the applicant;
 - b) Education and training;
 - c) Experience and outstanding accomplishments;
 - d) Physical characteristics and Personality Traits.
- 2) Prepare the Personnel Placement List for the approval of the Appointing Authority;

Let copies of this Administrative Order be forwarded to the Sangguniang Bayan Office for adoption, the Civil Service Commission, La Trinidad Benguet Field Office, the Department of Budget and Management (DBM), Ferguson Road, Baguio City and all Department and Office Heads of this Local Government Unit;

Done this 3rd of March 2015 at Itogon, Benguet.

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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-All placement committee members
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