



ADMINISTRATIVE ORDER NO: 015
Series 2015

CREATING THE INTERNAL CONTROL MANAGEMENT TEAM

WHEREAS, the Local Government Unit of Itogon has been providing funds for the implementation of various programs and activities for the welfare of its constituents and its environs;

WHEREAS, the Commission on Audit issued notable observations and recommendations on the Municipality's procurement procedures, transactions and expenditures incurred subject to pertinent provisions of RA 9184, otherwise known as the Government Procurement Law and its Revised Implementing Rules and regulations; existing rules and regulations of the COA, Civil Service Commission and other related laws and issuances;

WHEREAS, during the Exit Conference with the COA held May 29, 2015, the management came up with a recommendation that a team will be created to help address the pressing concerns related to procurement;

WHEREFORE, by virtue of the powers vested in me, **I, ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor, this municipality, hereby create the Internal Control Management Team to be composed of the following;

A. COMPOSITION:

- | | | |
|---------------------------|---|--------------------------|
| 1. Jennifer B. Wayan | - | Mayor's Office |
| 2. Carie T. Kimayong | - | Sangguniang Bayan Office |
| 3. Margie Rose H. Wakit | - | Treasury Office |
| 4. Francisco C. Lictag | - | MPDO |
| 5. Juliet C. Marcelino | - | Engineering Office |
| 6. Avelino S. Medina Jr. | - | Assessor's Office |
| 7. Rowena C. Cariño | - | Budget Office |
| 8. Cherry Ann C. Carantes | - | LCRO |
| 9. April P. Bugtay | - | Accounting Office |
| 10. Sharon W. Baroa | - | MSWDO |
| 11. Ida Jances Ciriaco | - | Health Office |
| 12. Roger P. Catayao | - | Agriculture Office |

B. FUNCTIONS

Functions of the Core Group are as follows:

1. To monitor implementations of Programs, Activities and Projects (PAP's) and prepare reports.
2. To prepare Annual Investment Plan (AIP), Office Budget & Work & Financial Plan.
3. Take charge of Property and Supplies Procurement and Management such as – preparation of Project Procurement and Management Plan (PPMP), Inventory of Property, Plant & Equipment (PPEs), as well as Disposal of Property.
4. Act as controlling officer of financial claims in the office.

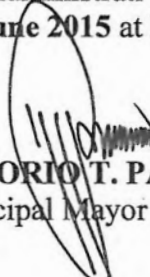
5. Prepare itemized and scheduled program of activities within the given fiscal year and submit training designs, project proposals and purchase requests at least two months before the date of activity.
6. To assist in the preparation of Action Plan and Status of Implementation of the Audit findings and recommendations.
7. To consolidate all these items in one folder for the comments and evaluation of the Heads of Office and the Local Chief Executive.

C. SCHEDULE OF MEETING

The team shall have their regular meeting **every second Wednesday of the month**. However, if the schedule falls on a holiday, regular meeting shall be held the following day.

D. EFFECTIVITY

This Administrative Order shall take effect immediately upon approval this **15th day of June 2015** at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- All concerned
- All Offices/Departments
- COA-Province
- File