

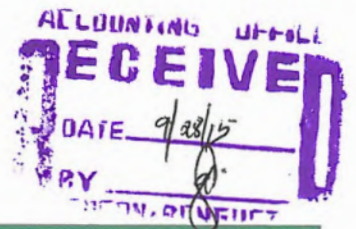


Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 22-15

Series of 2015



PRESCRIBING GUIDELINES FOR THE RELEASE AND UTILIZATION OF THE AMOUNT OF ONE MILLION, THREE HUNDRED THOUSAND PESOS (P1,300,000.00) ALLOCATED FOR THE PROGRAM "SUPPORT TO BARANGAY TANODS" UNDER THE 2015 BUDGET OF THIS MUNICIPALITY.

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MBO - 9-28-15

WHEREAS, this administration recognizes the vital role of Barangay Tanods as force multipliers of our law enforcers in the implementation of both national and local programs, laws, rules and regulations for the maintenance of peace and order in the locality;

WHEREAS, it is a common knowledge that our Barangay Tanods render voluntary services to their respective barangays twenty-four hours a day and seven days a week yet, they only receive meager allowances or honorarium due to financial constraints and budgetary limitations;

WHEREAS, despite being overworked yet underpaid, our Barangay Tanods are active not only in conducting foot patrols and neighborhood watch but also in responding to the needs of our constituents at times of disasters and emergencies, providing immediate assistance to our barangay and municipal officials, local police, health and other emergency personnel;

WHEREAS, it is just and fair that in return for their invaluable services to our people, our barangay tanods should at least be granted financial assistance in order to enable them to venture into sustainable livelihood and economic activities that would generate income to help augment the cost of their respective daily expenditures for family sustenance;

WHEREAS, under the Annual Performance Budget of the municipality for Fiscal Year 2015, there is an allocation amounting of One Million, Three Hundred Thousand Pesos (P1,300,000.00) for the program "Support to Barangay Tanods" which was approved and authorized under Appropriation Ordinance No. 01, series of 2014, thus the need to promulgate general guidelines for effective and expeditious implementation of the approved program under Budget Year 2015;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby promulgate the following guidelines, to wit:

Section 1. Purpose and Scope. This Administrative Order shall prescribe the guidelines for the release and utilization of the amount of One Million, Three Hundred Thousand Pesos for the program "Support to Barangay Tanods" under the 2015 Annual Performance Budget of the Municipality of Itogon. It shall likewise cover all livelihood programs of barangay tanods to be funded out of the aforementioned appropriation.

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Section 2. Entitlement; Nature of. The amount of One Million, Three Hundred Thousand Pesos shall be granted as financial assistance in support of the livelihood projects of the Barangay Tanods. Provided however that to be entitled to such grant, Barangay Tanods shall have organized themselves into livelihood associations and consequently, must have been registered with either the Securities and Exchange Commission (SEC) the Cooperative Development Authority (CDA) or under the Department of Labor and Employment (DOLE) and must have been duly accredited by the Sanguniang Bayan of Itogon. Provided further that all barangay tanods of their respective barangays shall automatically become member of their livelihood association unless they decline to become such, and shall continue to be member thereof even after separation from active service unless they are expelled from the livelihood association for cause.

Section 3. Distribution and Utilization of Funds. The amount of One Hundred Forty Thousand Pesos (P140,000.00) shall be granted on a per barangay basis to every organized barangay tanod livelihood association who shall meet the requirements as herein provided. Provided further that for purposes of this order, the term fund shall include sums of money, materials, tools, equipment, supplies/goods for sale and such other tangible items as may be necessary in the operation of the livelihood project. Provided further that the remaining amount of Forty Thousand Pesos is hereby set aside to be used to fund skills training and capacity development of the tanod livelihood associations for their effective and efficient management and operation. Provided finally that no portion of the grant shall be utilized for the procurement of furniture or appliances, or materials for the construction of shelter or structure whether in whole or in part to house the intended livelihood activity, nor shall the grant or any fraction thereof be utilized for the payment of rentals for building, commercial space or land. Nothing herein however shall be construed as restricting the utilization of funds from sources other than the municipal financial assistance such as beneficiary counterpart, donations, income derived from the operation of the livelihood project and others.

Section 5. Documentary Requirements. To facilitate the release of the assistance, the following documents must be submitted:

1. Project Proposal accompanied by a request letter from the concerned Barangay Tanod livelihood association duly endorsed by their respective Sanguniang Barangay through a resolution;
2. Certificate of registration of the concerned association issued either by the Securities and Exchange Commission, the Cooperative Development Authority or by the Department of Labor and Employment;
3. Sanguniang Bayan Resolution accrediting the concerned association;
4. Photocopy of Bank Book under the account of the association.

Section 6. Procedural Requirements. Upon receipt of the Project Proposal with all the attachments, the Office of the Municipal Mayor through the Executive Assistant in-charge of livelihood projects shall verify and evaluate the same and if found in order, he shall forthwith endorse it to the LCE for approval. For Project Proposals with incomplete attachments, said Executive Assistant shall immediately advise the proponent association to submit the required documents as soon as possible to fast

track the processing thereof. Provided further that a Memorandum of Agreement must be executed between the LCE and the president of the association with approved Project Proposal prior to the release of funds, subject however to the granting of authority by the Sanguniang Bayan in case of the LCE and the officers of the association in case of its president.

Section 6. Downloading of Funds. The corresponding amount of financial assistance shall be downloaded to the respective accounts of the different barangay tanod livelihood associations. Provided further that said livelihood associations shall be responsible for the liquidation of the grant received within the period and in a manner in accordance with auditing and accounting rules and regulations.

Section 7. Monitoring and Evaluation. To ensure project sustainability, the Project Management Team created by virtue of Administrative Order No. 15-008, in coordination with the concerned Punong Barangays shall conduct regular monitoring of the different livelihood projects granted and shall submit a report on the status of each project for every given period. Provided further that every association shall submit to the office of the Local Chief Executive a report on the utilization and/or disbursement of the financial assistance received, copy furnished the Municipal Accountant.

Section 8. Repealing Clause. All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 9. Effectivity. This Administrative Order shall take effect immediately.

DONE this 28th day of September, 2015 at Itogon, Benguet.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All members
Local Finance Committee
This municipality
- All Punong Barangays
This municipality
- All Chief Tanods
This municipality
- file