



ADMINISTRATIVE ORDER NO. 01-16
Series of 2016

INITIATING REFORMS THAT WILL SERVE AS A GUIDING PRINCIPLE FOR OFFICIALS AND EMPLOYEES OF THE MUNICIPALITY TOWARDS “EXCELLENCE AND DISTINCTION.”

WHEREAS, the theme “Excel and be Distinct” for the 115th Municipal Foundation Day Celebration should be a resounding theme of the municipality for the entire duration of the year 2016 and even beyond, thus the need to actualize the same from the municipal down to the barangay level;

WHEREAS, among the thrusts of this administration is geared towards safeguarding the welfare of all municipal employees and providing them the benefits and incentives guaranteed under existing laws in recognition of their commitment and dedication to their respective jobs resulting to increased productivity and improved service delivery;

WHEREAS, rewards and incentives await every deserving public servant in the municipality who demonstrates dedication and efficiency in service, however it is not enough to be contented with what has been and what is being achieved considering one’s capability to advance his level of performance given the proper motivation, support and guidance;

WHEREAS, this administration is cognizant of the fact that each individual is unique from the other, hence our workers in the LGU can complement each other by working together as a team in order to meet or even exceed projected targets, attain specific goals and objectives and be able to advance an extra mile, setting aside individualism, negativism and selfish motives that tends to hamper or slow down progress and development;

WHEREAS, having an excellent work force shall consequently uplift the status of the municipality making it excel and gain distinction from among the other municipalities to the full satisfaction of our constituents;

NOW THEREFORE, by virtue of the powers vested in me, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby decree as follows:

Section 1. Purpose. To initiate reforms in personnel management system with the end view of further strengthening harmonious working relations, develop within each and every worker in the municipal government the positive attitude of loving and enjoying their respective jobs while learning to appreciate those of the others and to motivate LGU employees to achieve excellence and distinction. Likewise, to enable the local government unit to attain the following values, to wit;

1. The clarity of a vision entices motivation and participation where the personnel will identify themselves with that vision; and

2. The roadmap would be readable and clear to everyone as we shall zero in on specifics.

Section 2. Declaration of Policy. It is hereby declared a policy of this administration that the office of the Municipal Mayor shall be an assurance provider and as such, it shall guarantee as it hereby pledges to deliver and provide the mandate it upholds and the policy directions which this office has defined. Said mandate shall be inclusive of all activities and programs of each and all offices. Towards this end, the office of the Municipal Mayor will (1) endeavor to guarantee that all personnel must function accordingly and shall (2) exert effort to:

- a. Facilitate information dissemination and maintain frequency of update;
- b. Work collaboratively with all office;
- c. Monitor the performance of each office;
- d. Stimulate teamwork; and
- e. Facilitate assessment if we are sensitive and responsive to the needs and concerns of our constituents.

Section 3. Personnel Assessment and Evaluation. Each office is hereby encouraged to conduct periodic personnel assessment and evaluation of, but not limited to office and individual performance, work attitudes and conditions and personnel relations. For each period under review, special focus shall be given to what may have been missed, ignored, dismissed or overlooked by taking into consideration the time and attention devoted for the following:

- a. Time in the office to do administrative works and facilitation of workloads;
- b. Addressing, processing and resolving personality problems and risk attitude of employees and to uncover or discover the causes, factors and grounds of demoralization;
- c. Reception and processing of feedbacks from barangay officials and the constituents in general;
- d. Identification of the needed capacity development and initiating plans and strategies to actualize it as a consequential effect; and
- e. Conducting strategy review meetings.

Section 4. Activity Settings; Timetable. Within one (1) month from the issuance of this Order, each office will prepare and submit the following via the Municipal Administrator:

1. Goal setting;
2. Strategic Setting;
3. Execution setting; and
4. Personnel Performance Appraisal Setting.



Provided further that the office of the Local Chief Executive may call upon each or all offices for periodic assessment and evaluation of the various programs and activities contained in the Citizens Charter, the Strategic Performance Management System, the Office Performance Commitment Review and the Individual Performance Commitment Review.

Section 5. *Repealing Clause.* All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 6. *Effectivity.* This Administrative Order shall take effect immediately.

LET copies of this Order be forwarded to all offices/departments of the Municipal Local Government of Itogon and to the nine barangays for their information and guidance.

DONE this 8th day of January, 2016 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor