



**ADMINISTRATIVE ORDER NO. 8**  
Series of 2016

**CREATING AN AD HOC COMMITTEE TO PREPARE THE TERMS OF REFERENCE FOR THE CONDUCT OF FEASIBILITY STUDY AND BUSINESS AND MANAGEMENT PLAN DEVELOPMENT FOR THE MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE, THIS MUNICIPALITY.**

**WHEREAS**, the Municipal Economic Enterprise Development and Management Office (MEEDMO) was created as the main and central supervisory body for the conceptualization, profitable management and operations of all economic enterprises which the municipality may venture into;

**WHEREAS**, the conduct of feasibility study is the most recommended approach to determine the viability and sustainability of the MEEDMO in as much as its primary purpose is to generate income and create other sources of revenues which may relieve the municipality from being IRA- dependent;

**WHEREAS**, Terms of Reference has yet to be established prior to the conduct of a feasibility study in order to come up with an outline of the approach and the issues for study;

**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 as follows:

**Section 1. Creation of an Ad Hoc Committee.** There is hereby created an Ad Hoc Committee to be composed of the following:

CHAIRPERSON:	MS. FARIDA ROMILLO Municipal Accountant
MEMBERS:	MR. JOSE YAMOTO JR. Executive Assistant II
	MS. ANABELLE S. MANUEL Accounting Clerk II
	MS. ANNA LIZA G. CAMTI Local Revenue Collection Officer II LIEPO Designate
	SHALIMAR G. SORALLO HRMO II
	JOHNNY DEPALOG Statistician Aide I

**Section 2. Duties and Functions of the Ad Hoc Committee.** The Ad Hoc Committee created under this Administrative Order shall prepare the Terms of Reference for the conduct of a Feasibility Study and Business and Management Plan Development to determine the economic and social gains to be derived from the operation of the MEEDMO as a local economic enterprise and as a performance measure in evaluating its sustainability. Provided further, that in the exercise of such duties and functions, said Ad Hoc Committee may conduct an inventory of all existing properties of the municipality as well as pertinent records relative to the utilization of these as potential assets for economic enterprise. Provided finally that said Ad Hoc Committee shall exercise other related duties and functions as may be directed by the Local Chief Executive.

**Section 3. Repealing Clause.** All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

**Section 4. Effectivity.** This Administrative Order shall take effect immediately.

**DONE** this 17<sup>th</sup> day of June, 2016 at Itogon, Benguet.



**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:

- The Honorable Members  
Sanguniang Bayan  
This municipality
- Mr. Aloysius G. Kato  
Municipal Administrator
- The Local Finance Committee  
This municipality
- All Punong Barangays  
This municipality
- All concerned
- file