



ADMINISTRATIVE ORDER NO. 14
Series of 2018

REORGANIZING THE MUNICIPAL SCHOLARSHIP BOARD OF ITOGON

WHEREAS, pursuant to Section 447, 5 (xi) of the Local Government Code, the Sanguniang Bayan enacted Municipal Ordinance No. 82, series of 2016 repealing Ordinances No. 4, series of 1996 and Municipal Ordinance No. 13, series of 2014 for the establishment of a scholarship program for poor but deserving secondary school students in the municipality of Itogon;

WHEREAS, the Municipal Government, through the Office of the Municipal Mayor has been allocating the amount of One Million, Five Hundred Thousand Pesos (P1,500,000.00) in its Annual General Budget for the implementation of the scholarship program;

WHEREAS, there is a need to create a Municipal Scholarship Board, to manage the Scholarship Fund allocated annually, the composition of which shall be in accordance with the provision of Section 7 of Municipal Ordinance No. 82, series of 2016.

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. Composition: The composition of the Municipal Scholarship Board shall be as follows:

CHAIRMAN:	ATTY. VICTORIO T. PALANGDAN Municipal Mayor
Vice Chair:	HON. JODEA BRENDA LYN R. ACAY-CAMUYOT Chairperson, SB Committee on Education
MEMBERS:	MS. ROSITA T. DAYAG, Ph.D. PSDS, Itogon District I
	MR. AMBROSIO T. ATEW PSDS, Itogon District II
	MS. ANGELA C. CARIÑO Municipal Treasurer
	MS. GRACE O. POCSOL Municipal Social Welfare Development Officer
	HON. NOEL D. BILIBLI President, Liga ng mga Barangay
	Secondary Schools Coordinating Principals of Itogon District I and District II
	The PTA Federation Presidents of Itogon I and II

Section 2. Duties and Functions. As provided under Section 8 of the Municipal Ordinance, the Municipal Scholarship Board shall perform the following functions:

1. Shall convene one (1) month before the opening of the school year to accept applications, screen and select qualified applicants based on the criteria and qualifications set forth under Municipal Ordinance No. 82, series of 2016;
2. Determine the number of scholars to be accommodated in the succeeding school year;
3. Determine/manage the amount for continuing fund established herein for the operation and implementation of the program for the succeeding fiscal year;
4. Oversee and monitor the grantees' scholastic progress and their management of the fund;
5. Settle disputes/complaints of grantees regarding their scholarship; and
6. Perform such other duties and functions as may be necessary for the achievement of the objectives and purpose of the scholarship program.

Section 3. The Scholarship Board Secretariat, Duties and Functions. The following shall comprise the Municipal Scholarship Board secretariat whose duties and functions are as hereunder enumerated:

Head Secretariat:	MS. AMALIA ACAY- IBARRA
Members:	MS. SHARON BAROA MS. ANALIZA G. CAMTI


(b) Duties and functions:

1. Disseminate the scholarship program throughout the municipality;
2. Receive, pre-assess, evaluate and process applications for the scholarship program;
3. Handle the posting of the official list and scheduling of orientation of qualified scholarship grantees;
4. Prepare and process the Memorandum of Agreement contract for the scholarship grant between the qualified scholars, the LGU of Itogon and the public secondary schools;
5. Act as coordinators of the scholars; and
6. Provide documentation of proceedings, meetings, preparation of reports and such other functions as may be required by the Board.

Section 4. Repealing Clause. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed modified or repealed accordingly.

Section 5. Effectivity. This Order shall take effect immediately.

DONE this 22nd day of August, 2018 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All concerned
- The Hon. Sanguniang Bayan
- DILG-MLGOO
- All Punong Barangays, this municipality
- file