



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 29
Series 2019

CREATING THE FULL DISCLOSURE POLICY (FDP) TEAM OF THE MUNICIPALITY OF ITOGON

WHEREAS, the Department of Interior and Local Government (DILG) issued Memorandum Circular No. 2013-140 entitled "Implementing Guidelines on the Full Disclosure of Local Budget and Finances, and Bids and Public Offerings";

WHEREAS, the Full Disclosure Policy (FDP) was created in response to the call for Open Government Partnership - to create a platform for domestic reformers committed to making government more open, accountable, and responsive to citizens;

WHEREAS, the FDP requires local government units (LGUs) to fully disclose particular financial documents to keep their constituents informed of how the LGU budget is managed, disbursed and used;

WHEREAS, on August 30, 2019 the DILG issued Memorandum Circular No. 2019-149 amending DILG MC No. 2013-140, which introduced the FDP Portal, a repository that helps LGUs in uploading the 14 documents required to be posted by local governments in at least three (3) conspicuous places and in the FDP Portal which may be accessed using any web browser;

WHEREAS, there is a need to create a team to ensure that the required documents are posted within the prescribed period in the designated three (3) conspicuous places and in the FDP Portal as well as in the LGU website;

NOW, THEREFORE, I, **ATTY. VICTORIO T. PALANGDAN**, by virtue of the powers vested in me by law as the Mayor of the Municipality of Itogon, Benguet, do hereby create the Full Disclosure Policy Team.

COMPOSITION. The following persons shall compose the team:

- TEAM LEADER** : MS. APRIL B. GUITOC - *9-25-19*
- ASSISTANT TEAM LEADER** : MS. GERTRUDE P. SAB-IT - *9/25/19*
- MEMBERS** :

 - 1 . MS. JENNIFER B. WAYAN - *9/25/19*
 - 2 . MS. ROWENA C. CARIÑO - *9/25/19*
 - 3 . MS. CINDY LOIS L. FERNANDEZ - *9/25/19*
 - 4 . MS. GLENDA ANNE B. GOLINGAB - *9/25/19*
 - 5 . MS. SHARON W. BAROA - *9/26/19*
 - 6 . MS. DONNA T. COMISING - *9/25/19*
 - 7 . MS. JEAN MARIE E. LIZARDO - *9-25-19*

- ADVISER** : MS. CHERYL ROSE F. CARDENAS, MLGOO - *9/26/2019*

FUNCTIONS. The FDP Team shall be responsible for the following:

1. Collect required financial documents from the responsible offices and post the same in the three (3) conspicuous places identified namely, (1) at the Municipal Hall First Floor Lobby, (2) at the Fianza Memorial Hall Bulletin Area and, (3) at the Ucab Sub-Station.
2. Upload the required financial documents and input data for select financial documents for the generation of infographics.
3. Scan and upload copies of the reports to the Municipal Website : www.itogon.gov.ph.
4. Ensure the upkeep of the three (3) identified conspicuous places.

This Administrative Order shall take effect immediately upon approval. Done this 24th day of September, 2019.

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc: - All concerned
- File