



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: itogonmayorsoffice@gmail.com ; vic.palangdan@gmail.com

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ADMINISTRATIVE ORDER NO. 38
Series 2019

DILG-ITOGON BENGUET

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DATE: 11/20/2019

DATE: NOV 20 2019

CREATING A COMMITTEE FOR THE SYNCHRONIZATION OF SCHEDULE OF ACTIVITIES

Whereas the Sangguniang Bayan of this municipality through SB Resolution No. 117 s.2019, requested for the establishment of a common bulletin board for a coordinated and synchronized schedule of activities, meetings and programs within the municipality;

Whereas this observation has been communicated by the Internal Audit System Team which recommended for management response as embodied in its report dated November 18, 2019, received by this office on November 19, 2019;

Whereas as recommended by the IAS Team, there is a need to create a committee tasked to conduct the synchronization of all schedules of planned and anticipated programs, activities and meetings;

Now therefore, I, Atty. VICTORIO T. PALANGDAN, by virtue of the power vested in me as the Local Chief Executive of this municipality, do hereby issue this Administrative Order creating a committee to synchronize all schedule of activities in this municipality. The said committee shall be composed of all heads of department, offices and sections of this Local Government Unit. Mr. DENNIS A. TAMPOA, Administrative Officer V (Computer Programmer III), is hereby designated as the overall coordinator.

This Administrative Order shall take effect immediately, this 20th day of November 2019.

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ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

LOCAL CIVIL REGISTRY OFFICE

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Distribution:

- Sangguniang Bayan
- All Department/Office/Section Heads
- National Offices in the municipality
- Mr. Dennis A. Tampoa
- File

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ITOGON, BENGUET

OFFICE OF THE MUN. ENGR.
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MUNICIPAL ASSESSOR'S OFFICE
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ACCOUNTING OFFICE
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MEMRO & MORENO

Supply Office
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