



**FILE**

ACCOUNTING & BATAN OFFICE  
ITOGON, BENGUET

**RECEIVED**  
DATE: AUG 07 2020

**ADMINISTRATIVE ORDER NO: 22**  
Series 2020

**REORGANIZING THE SPECIAL ACCOUNTS TASK FORCE (SATF) OF THE LOCAL GOVERNMENT UNIT OF ITOGON MUNICIPALITY**

WHEREAS the Special Accounts Task Force (SATF) of the Municipal Local Government of Itogon was established under Administrative Order No. 12, series of 2016 dated July 18, 2016;

WHEREAS to strengthen the SATF, the undersigned promulgated Administrative Order No. 06, series of 2020 dated January 29, 2020, reorganizing the SATF;

WHEREAS in a meeting of the SATF held on July 27, 2020, the SATF discussed the composition, structure and functions of the SATF based on the Administrative Orders as well as pertinent references found in the laws, rules and regulations;

WHEREAS based on the discussions of the SATF, there is a need to further reorganize the task force in order to enhance its capability for a more effective and efficient enforcement of its functions;

NOW THEREFORE by virtue of the powers vested in me as Municipal Mayor of the Municipality of Itogon, I, ATTY. VICTORIO T. PALANGDAN, hereby reorganize the Special Accounts Task Force (SATF) as follows;

Section 1. COMPOSITION

- Chairman - ATTY. VICTORIO T. PALANGDAN  
Municipal Mayor
- Co-chairman - HON. DANTE ALAIN XAVIER D. GOBIO  
SB Member, Chairman, Com on Finance
- Members - ATTY. NOEL G. NGOLOB  
Municipal Administrator
- HON. ROMEO J. POCDING  
IPMR / SB Member
- MS. ANGELA C. CARIÑO  
Municipal Treasurer
- ENGR. CHARLIE M. GAYASCO  
Municipal Engineer
- MS. FARIDA D. ROMILLO-MATEO  
Municipal Accountant
- ENGR. IMELDA F. NUGUID  
MPDC
- MS. VERONICA K. COMISING  
Municipal Budget Officer

**RECEIVED**  
DATE: 08/7/2020

MUNICIPAL ASSESSOR'S OFFICE  
**RECEIVED**  
AUG 07 2020

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AUG 07 2020

BY: \_\_\_\_\_  
DILG-ITOGON FIELD OFFICE

**RECEIVED**  
AUG 07 2020

BY: MTD

**RECEIVED**  
AUG 07 2020

BY: MBO

OFFICE OF THE MUN. ENGR.  
PROVINCE OF BENGUET  
ITOGON

**RECEIVED**  
DATE: 8/7/2020  
TIME: \_\_\_\_\_  
BY: \_\_\_\_\_

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DATE: 8-07-2020  
BY: \_\_\_\_\_  
ITOGON, BENGUET

*THORAGDAN - by gw*  
*8/7/2020*

*Byy Ampues - byy. Ampues*  
*08/04/2020*

ENGR. AVELINO S. MEDINA JR.  
Municipal Assessor

HON. EDDIE P. AMUASEN  
Punong Barangay, Ampucao

HON. EDWIN O. ATUMPAG  
Punong Barangay, Tinongdan

ATTY. JACQUILINE G. NABAYSA-GOSINGAN  
Attorney III (Legal Officer)

MS. RHODORA G. PARIAN  
Zoning Officer II

A secretariat is hereby created composed of the following:

ANA LIZA G. CAMTI, LIEPO Designate

CARIE T. KIMAYONG, Local Legislative Staff Officer II

The SATF may designate additional staff to the Secretariat as the need arises.

## Section 2. SUB-TASK FORCES

To facilitate the effective and efficient procedure that shall be undertaken by the SATF, the following sub-task forces are hereby created:

1. Sub-Task Force on Planning – headed by Engr. Imelda F. Nuguid, MPDC
2. Sub-Task Force on Assessment – headed by Engr. Avelino S. Medina Jr., Municipal Assessor
3. Sub-Task Force on Collection – headed by Ms. Angela C. Cariño, Municipal Treasurer
4. Sub-Task Force on Legal Matters – headed by Atty. Jacqueline G. Nabaysa-Gosingan, Legal Officer

The Sub-Task Forces shall select its members in accordance with the relevant functions of the office or position of the selected members.

## Section 3. DUTIES and FUNCTIONS

The SATF shall perform the following duties and functions:

1. To identify sources of revenues from unassessed taxable properties and entities and those that are collectibles or uncollected.
2. To review, update and undertake the implementation of all existing strategic plan for the timely collection of taxes due to the Local Government of Itogon. In the absence of such, the task force shall formulate one and implement the same.
3. To closely coordinate with entities, agencies, business firms and corporations for the formulation of bilateral or multilateral agreements for the speedy resolution of tax and other revenue related issues and concerns.



4. To recommend administrative remedies that may be undertaken by the Municipal LGU for the enforcement of assessment and collection of taxes and revenues.
5. To recommend to the Sangguniang Bayan legislative measures to enhance and increase locally sourced revenues of the Municipal LGU.
6. To perform other related functions as may be directed by the Local Chief Executive or other appropriate authorities.

Section 4. **REGULAR MEETING.** The SATF shall conduct its regular meeting on a monthly basis. The schedule of the regular meeting shall be at 2:00 o'clock in the afternoon of the second Monday of the month at the Municipal Hall.

Section 5. **REPEALING CLAUSE.** All Administrative Orders or parts thereof that are inconsistent herewith or parts hereof are deemed repealed or modified accordingly.

Section 6. **EFFECTIVITY.** This Administrative Order shall take effect immediately upon approval, this 6<sup>th</sup> day of August 2020 at Itogon, Benguet.

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

Cc:

- All concerned
- Sangguniang Bayan Office
- DILG
- File