



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

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SAKAGBUNTIANG BAYAN OFFICE  
ITOGON, BENGUET

**RECEIVED**

DATE: JAN 08 2021

BY: [Signature]

**ADMINISTRATIVE ORDER NO 01**  
**Series of 2021**

**CONSTITUTING THE ITOGON MICRO, SMALL AND MEDIUM ENTERPRISE DEVELOPMENT COUNCIL (IMSME DC), SPECIFYING ITS MEMBERS AND FOR OTHER PURPOSES.**

**WHEREAS**, micro, small and medium enterprises (MSMEs) play vital roles in developing the local economy through poverty reduction, stimulation of economic development in rural areas and provision of support services to ensure people's accessibility to goods and services from large enterprises and/or manufacturers to the prospective clients in far-flung areas;

**WHEREAS**, the MSME sector is an indispensable partner for local economic growth and development, hence the need to provide for an enabling environment for its development with the end view of promoting the general welfare through enhanced economic prosperity, social justice, and provision of employment opportunities among our residents;

**WHEREAS**, the Local Government of Itogon is cognizant of the fact that MSMEs need government support and assistance to realize the latter's full growth and potential thus the enactment of Ordinance Number 18, series of 2020 creating the Itogon Micro, Small and Medium Enterprises Development Council which shall be responsible in the development and promotion of local enterprises in the municipality;

**NOW THEREFORE**, by virtue of the powers vested in me by law as Local Chief Executive, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of Itogon, Benguet hereby **PROMULGATE** as follows:

**Section 1. Members.** In accordance with Ordinance Number 018, series of 2020, the Itogon Micro, Small and Medium Enterprises Development Council (IMSME DC) is hereby organized, the composition of which shall be as follows:

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

Co-Chairperson: **HON. ADRIANO R. CARANTES JR.**  
Municipal Vice Mayor

Members: **HON. MACKENZIE T. PIO JR.**  
Chairperson, SB Committee on Cooperative, Livelihood, Trade and Industry, Commerce, Labor and Employment

**HON. CLINT D. GALUTAN**  
Chairperson, SB Committee on Agriculture, And Tourism

**HON. DANTE ALAIN XAVIER D. GODIO**  
Chairperson, SB Committee on Ways and Means  
**MS. ANGELA C. CARIÑO**, Municipal Treasurer  
**MS. VERONICA K. COMISING**, Mun. Budget Officer  
**ENGR. IMELDA F. NUGUID**, MPDC  
**MR. PRUDENCIO B. PEDRO**, Mun. Agriculturist  
**MS. CHERYL F. CARDENAS**, MLGOO-DILG

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MS. JOCELYN S. NGAIL, PESO-Designate  
MS. ANALIZA G. CAMTI, LEIPO-Designate  
MS. AMALIA A. IBARRA, BPLO-Designate  
MS. JORENDA V. OSONERO  
Municipal Livelihood and Cooperative Coordinator  
MS. LYDIA C. ALHAMBRA, DTI Representative  
Representative from Cooperative Development  
Authority  
MS. VILMA C. CABRERA, Provincial Director, TESDA  
DOST Representatives:  
1. MS. SHEILA MARIE B. SINGA-CLAVER,  
Provincial Science & Technology Director, Benguet  
2. MS. CECIL G. DIONISIO, SRS II, PSTC-Benguet  
(Alternate)  
Representative of Rural Banks  
1. ARCELIE P. TAMID-AY, Rural Bank of Itogon  
2. Representative, Banko Bakun  
Individual Business Representatives:  
1. MS. BRENDA D. AQUINO  
2. MR. ROBERT ARMAND JOSEPH TREMBLAY III  
3. MS. ANALYN K. ANCHALES  
Livelihood Sector Representatives:  
1. LAMBERTO C. CURUGAN (LARNS HILL Assn.)  
2. NORIEL BEGYA (Itogon Welders Assn.)  
3. MR. GEORGE C. DELMAS (TONGKALAN MPC)

**Section 2. Functions.** Pursuant to Section 2 of Ordinance No. 018, series of 2020, the Itogon Micro, Small and Medium Enterprise Development Council shall perform the following functions:

1. Formulate the Local Micro, Small and Medium Enterprises Development Plan;
2. Assist in the establishment of the necessary environment and opportunities conducive to the growth and development of the MSME sector;
3. Recommend to the Municipal Mayor and Sanguniang Bayan as the case may be, all policy matters affecting MSMEs;
4. To coordinate and integrate various government and private sector activities relating to MSME development;
5. Review existing policies of the municipality that would affect the growth and development of MSMEs and recommend amendments thereto to the Municipal Mayor or to the Sanguniang Bayan as the case may be whenever deemed necessary;
6. Monitor and determine the progress of various agencies geared towards the development of the MSME sector. In coordination with the barangay local government units, the DTI and the private sector, groups and associations, shall oversee the development among MSMEs;
7. Promulgate implementing guidelines, programs and operating principles as may be deemed necessary in line with government policies and in accordance with the objectives of Ordinance No. 018, series of 2020;
8. Promote the productivity and viability of MSMEs through the following:
  - a. Provision of business training courses, technical training for technicians and skilled laborers and continuing skills upgrading programs.
  - b. Provision of labor-management guidance, assistance and improvement of the working conditions of employees in the MSMEs.
  - c. Provision of guidance and assistance regarding product quality, product development and product diversification;



- d. Provision of guidance and assistance for the adoption of improved production techniques and commercialization of appropriate technologies for product development and for increased utilization of indigenous raw materials;
- e. Provision of assistance in marketing and product distribution of MSMEs through local supply-demand information, industry and municipal profiles, overseas marketing promotion, domestic market linkages and the establishment of common service facilities such as common and/or cooperative bonded warehouse, grains storage, agro-processing and drying facilities, ice plants, refrigerated storage, cooperative trucking facilities, etc;
- f. Intensification of assistance and guidance to enable greater access to credit through a simplified multi-agency financing program; to encourage development of other modes of financing such as leasing and venture capital activities; to provide effective credit guarantee systems; and encourage the formulation of credit records and information system and to decentralize loan approval mechanisms;
- g. Intensification of information dissemination campaigns and entrepreneurship education activities;
- h. Availment of easier access to tax credits and duty incentives as provided under the Municipal Investment Code and other laws;
- i. Provision of support for product experimentation and research and development activities as well as access to information on commercialization technologies; and
- j. Through appropriate government agencies, provide more infrastructure facilities and public utilities to support the operation of MSMEs, and conduct a municipal-wide information campaign.


**Section 3. Secretariat and its Functions.** The IMSMED Council Secretariat shall be chosen by the council from among its members. The secretariat shall perform the following functions:

1. Assist in the preparation of annual and medium-term MSME Development Plans for the approval of the council;
2. Assist in the preparation of programs of activities for the conduct of the Annual Itogon MSME Exposition and forum;
3. Submit periodic reports to the council on the progress and accomplishment of its work programs; and
4. Perform other related functions as may be authorized by the council.

**Section 4. Repealing Clause.** All Administrative Orders or parts thereof which are inconsistent with this order or parts hereof are hereby repealed and/or modified accordingly.

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

DONE this 7<sup>th</sup> day of January, 2021 at Itogon, Benguet.

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

Copy furnished:

- All concerned
- All Punong Barangays
- SBO
- file