



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 02  
Series of 2014

**AN ORDER AMENDING SECTION I. "COMPOSITION" OF EXECUTIVE ORDER, NO 11 S. 2013 KNOWN AS:  
"AN ORDER RE- ORGANIZING THE LAMUT PUBLIC MARKET COMMITTEE OF THE MUNICIPALITY OF  
LAMUT, IFUGAO PROVINCE**

### SECTION 1: COMPOSITION

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Co Chairman : Hon. Jose Westnit, *SB Chairman/ Com. on Public Market*  
Vice Chairman: Mr. Jet Jose C. Lumawig, *MTO*  
Members : Hon. Dolores D. Mateo, *SB/ Com. on Trade and Industry*  
: Ms. Lydia P. Buyawe, *MPDO*  
: Mrs. Mary Forayo, *RSI*  
: P1 Harold Bernabe T. Alagao - *Acting COP- Lamut Police Force*  
: SFO2 Abelardo Batton, *OIC- BFP Lamut*  
: Mrs. Luzviminda Nayao, *President- LPMVA*  
: Ms. Namrazek Jinggay Sacde, *Asst. Municipal Treasurer*

### SECTION 2: EFFECTIVITY

This executive order shall take effect immediately and other provisions of Executive Order No. 11 s. 2013 shall remain in full force unless repealed or amended accordingly.

Done this 3<sup>rd</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

cc: all members  
Department heads  
file



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03  
Series of 2014

**AN ORDER AMENDING SECTION I. "COMPOSITION" OF EXECUTIVE ORDER, NO 43 S. 2013 KNOWN AS  
"AN ORDER RE- ORGANIZING THE MUNICIPAL HEALTH BOARD" TO READ AS:**

### SECTION 1: COMPOSITION

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice Chairman: Dra. Rhodora M. Montesa, *MHO*  
Members : Hon. Brenda M. Sawad, *SB Chairman on Health*  
: Dra. Priscilla Pagada, *IPHO Representative*  
: Dr. Joel Molino, *Chief of Hospital-Panopdopan District Hospital*  
: Dr. Mercedes C. Ayungo, *IFSU Physician*  
: Mr. Rogelio Padre, *DOH Representative*  
: Ms. Evelyn B. Bunagan, *Nurse II*  
: Estela Marie Nanglegan, *NIP Coordinator*

### SECTION 2: EFFECTIVITY

This executive order shall take effect upon approval and all other provisions amended shall remain to be in effect unless amended and or repealed by subsequent issuances.

Done this 6<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

*cc: all members  
Head of offices  
file*



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03  
Series of 2014

**AN ORDER AMENDING SECTION I. "COMPOSITION" OF EXECUTIVE ORDER, NO 43 S. 2013 KNOWN AS "AN ORDER RE- ORGANIZING THE MUNICIPAL HEALTH BOARD" TO READ AS:**

### SECTION 1: COMPOSITION

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice Chairman : Dra. Rhodora M. Montesa, *MHO*  
Members : Hon. Brenda M. Sawad, *SB-Chairman on Health*  
: Dr. Joel Molino, *Chief of Hospital-Panopdopan District Hospital*  
: Dr. Mercedes C. Ayungo, *IFSU Physician*  
: Rogelio Padre, *DOH Representative*  
: Dra. Priscilla Pagada, *IPHO Representative*  
: Evelyn B. Bunagan, *Nurse II*  
: Estela Marie Nanglegan, *NIP Coordinator*  
: Vilma B. Agnapan, *Philhealth Representative*  
: Cecile M. Mayam-o, *School Nurse (Secondary)*  
: Nena P. Liglig, *School Nurse (Elementary)*  
: Shirley B. Leonen, *POPCOM/MNAO*  
: Jenilyn T. Serafica, *Manager-LAGSADECO*  
: Angeline Tuguinay, *Federation President-Women's Org.*  
: Eva Obaldo, *BHW President*  
: Merlinda Daguio, *BNS President*  
: Pstr. Joseph Borlaza, *LMP*

### SECTION 2: EFFECTIVITY

This executive order shall take effect upon approval and all other provisions of Executive Order No. 43,s. 2013 not amended shall remain to be in effect unless amended and or repealed by subsequent issuances.

Done this 6<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

cc: all members  
Head of offices  
file



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 04  
Series of 2014

### ***AN ORDER CREATING THE MUNICIPAL REPRODUCTIVE HEALTH AND RESPONSIBLE PARENTHOOD COUNCIL (MRHRPC) OF THE MUNICIPALITY OF LAMUT, IFUGAO PROVINCE.***

**WHEREAS**, Chapter 2, Section 17, of the Local Government Code stipulates that “LGU shall exercise the power and discharge such other functions and responsibilities are necessary, appropriate or incidental to efficient and effective provision of the basic services and facilities..”;

**WHEREAS**, subject to the provisions of Rule XXIII of the Implementing Rules and Regulations (IRR) on Local Health Boards and in accordance with the standards and criteria of the Department of Health (DOH) provision of health services through “implementation of programs and projects on primary health care maternal and child care, communicable...”

**WHEREAS**, Article IV, Section 17 of the Municipal Health Code of 2009 provides for the creation of a Municipal Reproductive Health and Responsible Parenthood Council (MRHRPC);

**NOW, THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR.**, Municipal Mayor of Lamut, by virtue of the powers vested in me by law do hereby order the creation of the Municipal Reproductive Health and Responsible Parenthood Council (MRHRPC) of the Municipality of Lamut, Ifugao Province with the following composition and functions to wit:

#### **SECTION 1: COMPOSITION**

|             |   |  |
|-------------|---|--|
| Chairman    | : | Atty. Mariano B. Buyagawan, Jr., <i>Municipal Mayor</i>    |
| Co-Chairman | : | Dra. Rhodora M. Montesa, <i>MHO</i>                        |
| Members     | : | Hon. Brenda M. Sawad, <i>SB-Chairman on Health</i>         |
|             | : | Juanita P. Puguon, <i>MSWDO</i>                            |
|             | : | School Precept on Discipline                               |
|             |   | – Lawig National High School                               |
|             |   | - Ifugao Provincial Science High School                    |
|             |   | - Hapid National High School                               |
|             |   | - San Francisco High School                                |
|             | : | IFSU Dean Student Affairs                                  |
|             | : | Cecile M. Mayam-o, <i>School Nurse (Secondary)</i>         |
|             | : | Nena P. Liglig, <i>School Nurse (Elementary)</i>           |
|             | : | Shirley B. Leonen, <i>POPCOM/MNAO</i>                      |
|             | : | Rosendo Bunoan, <i>Agriculture Technologist, AMMA Rep.</i> |
|             | : | Eva Obaldo, <i>BHW President</i>                           |
|             | : | Merlinda Daguio, <i>BNS President</i>                      |
|             | : | Pstr. Joseph Borlaza, <i>LMP</i>                           |

## **SECTION 2: FUNCTIONS**

1. Formulate and integrate policy/s and program/s on primary and reproductive health care and responsible parenthood
2. Leads in the responsible parenthood movement classes through the POPCOM office integrating the primary and reproductive health elements such as:
  - a. Family planning
  - b. Maternal and child health
  - c. Nutrition
  - d. Prevention and control of RTI's, STD's, HIV/AIDS
3. Propose a regular budget to sustain couple classes and strengthen the organized federation of the responsible parenthood movement and provide livelihood projects to members subject to availability of funds.

## **SECTION 3: MEETINGS**

Frequency of regular meetings shall be determined by majority of the members.

## **SECTION 4: AMENDATORY PROVISION**

This order maybe reviewed regularly and amended accordingly.

## **SECTION 5: EFFECTIVITY**

This order shall take effect upon approval.

Done this 6<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**

*Municipal Mayor*

*cc: all members  
Head of offices  
file*



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 05  
Series of 2014

### ***AN ORDER INSTITUTIONALIZING THE I-CLEAN, APPRECIATE, REPAIR, ENERGIZE (I-CARE) PROGRAM OF THE LOCAL GOVERNMENT UNIT OF LAMUT, IFUGAO PROVINCE.***

**WHEREAS**, letter **f** under municipality Art. 25, Rule V of R.A. 7160 stipulates the “Provision of Solid Waste disposal or environmental management systems and services or facilities related to general hygiene and sanitation”;

**WHEREAS**, one of the nine (9) executive priorities of the present leadership is the promotion of a comprehensive solid waste management which include the intensification of the clean, green and beautification program in all places where the municipal building and its premises are not exceptions;

**WHEREAS**, inherent to being the show window and gateway from the east and the first municipal tourism attraction, Lamut has to satisfy the aesthetic taste of everyone;

**NOW, THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR.**, Municipal Mayor of Lamut, by virtue of the powers vested in me by law do hereby order to institutionalize the **I-Clean, Appreciate, Repair, Energize (I-Care)** Program of the Local Government Unit of Lamut, Ifugao Province.

#### **SECTION 1: SCOPE**

This program covers all offices and specific areas of the municipal compound where all LGU as well as other employees within the compound, (MCTC, COMELEC, LIGA, BFP and PNP) are participants.

#### **SECTION 2: MECHANICS**

**I-CARE** in the offices shall be the responsibility of the head of office and his/her subordinates.

**I-CARE** in the municipal compound shall be divided into seven (7) areas of concern to be taken cared of by assigned groups under their respective chairmen. Administrative aids however shall continually up-keep their respective areas daily as prescribed in their job descriptions /designations.

**I-CARE** in the offices and the premises shall be a year round activity to preserve the ambiance of a conducive workplace.

The following are the groupings:

| <b>GROUP</b> | <b>LOCATION</b>                   | <b>INCHARGE</b>  |
|--------------|-----------------------------------|--|
| 1            | Livelihood, Gym and Liga premises | Tourism, MDRRMO, 4P's, HPG, AFRESCOM, DILG, Liga<br><i>Regina T. Dong-e - Chairman</i>   |
| 2            | Motorpool, Waiting Shed           | Drivers, Helpers, POSA<br><i>Noly Balmores – Chairman</i>  |
| 3            | Rooftop, Generator room, Canteen  | Joseph Nalunne<br>Angelito Guinid, Jr.<br>Bryan Sarenas<br>Rodel Garing<br>Namrazek “Jinggay” Sacde<br>Annabelle Abana<br>Rizalino Apolonio<br>Joel Panit<br><i>Juan Serdenia – Chairman</i> |

|   |   |   |
|---|---|---|
| 4 | DA/Old RHU premises/MSWDO/S.C.<br>Building premises, RHU premises | DA personnel, LAFEDWO,<br>MSWD/SC/MHO personnel<br><i>Dra. Rhodora Montesa – Chairman</i>         |
| 5 | BFP premises & garage   | BFP Personnel   |
| 6 | Main Building & premises<br>A – back and side west                | Accounting, Engineering, HRMO,<br>MCR, Mayor’s Office<br><i>Eliza Yoro – Chairman</i>             |
|   | B – front and side east   | Treasury, Budget, MPDC,<br>COMELEC, MCTC, Sanggunian<br>Bayan<br><i>Claudia Puguon – Chairman</i> |
| 7 | PNP Compound, front/eagle/side                                    | Crime Lab., PIAS, PNP<br><i>PI Harold Alagao – Chairman</i>                                       |

**SECTION 3: SCHEDULE**

Every 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month shall be allotted for this purpose and obvious to see that employees should be in their proper attire.

**SECTION 4: EVALUATION**

Evaluation shall be done quarterly: March 27, June 26, Sept. 25 and Dec. 19, Proclamation of winners shall be the last Monday of the quarter except on the last which shall be during the LGU Christmas program.

Computation of the final evaluation shall be the weighted rating of 20% per quarter except on the last which is 40%.

**SECTION 5: INCENTIVES/AWARDS**

Result of the evaluation shall determine the “PINAKA \_\_\_\_\_ AWARD” and other awards. There shall be two (2) categories: office & sectoral

**SECTION 6: COMMITTEE ON AWARDS & FUNCTIONS**

There is hereby created a Committee on Award to formulate and disseminate the criteria, conduct the evaluation and determine the “PINAKA \_\_\_\_\_ in each category.

The Committee shall meet at a frequency to be determined by majority of the members.

Chairperson : Eliza Yoro  
Vice-Chairperson: Juanita Puguon  
Members : Namrazek “Jinggay” Sacde  
: Junifer Ngannoy  
: Nestor Gacayan  
: Godaliva Soliman  
: PNP Representative  
: BFP Representative

**SECTION 7: AMENDATORY PROVISION**

This order shall be reviewed regularly and maybe amended accordingly.

**SECTION 8: EFFECTIVITY**

This Executive Order shall take effect upon approval and all previous memoranda/issuances are hereby amended and/or repealed accordingly.

Done this 6<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
Municipal Mayor



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 06  
Series of 2014

***AN ORDER AMENDING SECTION I. "COMPOSITION" OF EXECUTIVE ORDER, NO 13 s. 2013 KNOWN AS "AN ORDER REORGANIZING THE PEACE AND ORDER COUNCIL" TO READ AS:***

### SECTION 1: COMPOSITION

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice Chairman : Hon. Victomar H. Bunnol, *Municipal Vice Mayor*  
Members : Hon. Adryan B. Chaguile, *SB/ Committee on Peace & Order*  
: *Acting COP- Lamut Police Force*  
: *All Barangay Captains, this municipality*  
: *Juanita P. Puguon, MSWDO*  
: *Dra. Rhodora M. Montesa, MHO*  
: *Beda R. Pasay-an, OIC- MAO*  
: *Dr. Corazon Fontanilla, District Supervisor- Deped*  
: *All Secondary School Heads*  
: *All Elementary School Heads*

### SECTION 2: EFFECTIVITY

This executive order shall take effect upon approval and all other provisions of Executive Order No. 13,s. 2013 not amended shall remain to be in effect unless amended and or repealed by subsequent issuances.

Done this 10<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

cc: all members  
Head of offices  
file





Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 07  
Series of 2014

### ***AN ORDER CREATING THE ANTI-DRUG ABUSE COUNCIL OF THE MUNICIPALITY OF LAMUT, PROVINCE OF IFUGAO.***

**WHEREAS**, per instruction of His Excellency President Benigno Aquino III, relayed thru the SILG calling for all law enforcement agencies to record a more accurate estimate of the extent of illegal drug abuse problems in the country, Lamut is no exception;

**WHEREAS**, anent to unnumbered Memorandum from TACDS, NHQ dated February 8, 2014 likewise with an unnumbered Memorandum from the acting Regional Director RHQ dated February 10, 2014;

**NOW, THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR.**, Municipal Mayor of Lamut, by virtue of the powers vested in me by law do hereby order the creation of the “Anti-Drug Abuse Council of the Municipality of Lamut, Province of Ifugao”, to wit:

#### **SECTION 1: COMPOSITION**

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice-Chairman: PI Harold Bernabe T. Alagao, *OIC- PNP*  
Members : PO3 Philip B. Cariño, *MAIDSOTG*  
: Hon. Adryan B. Chaguile, *SB Chairman-Peace & Order, Drugs & Rehabilitation*  
: Hon. Dolores Mateo, *SB Chairman on Education*  
: Hon. Dante Binwag, *SB Chairman on Youth-LMB Pres. –ex-officio*  
: Dr. Corazon Fontanilla, *PSDS – Lamut*  
: Ms. Juanita Puguon, *MSWDO*  
: Pstr. Johnny Ngittit, *Chaplain – NACPHIL*  
: Mr. Conrado Buccat, *Secondary School Principal*  
: All Barangay Captains, *this Municipality*  
: SFO2 Abelardo Batton, *Fire Marshall*

#### **SECTION 2: FUNCTIONS**

To formulate policies and guidelines in the implementation of:

- a. Programs and projects for the welfare of the youth and children, family, community, women...
- b. Community based rehabilitation programs for vagrants.. and victims of drug abuse
- c. Close monitoring of drug abuse related incidents

#### **SECTION 3: STAFF**

##### **A. MAIDSTOG composition**

Chairman : PI Harold Bernabe Alagao  
Vice Chairman: PO3 Philip B. Cariño  
Members : All Barangay Tanod

- : Secondary School Precepts on Discipline:
  - Lawig National High School-Annex, *Panopdopan*
  - Mongilit Ligmayo National High School, *Ambasa*
  - Hapid National High School-Annex, *Bimpal*
- : All Elementary School Heads
- : All Secondary School Heads
- : Officers of Religious Organizations in the Barangay

Duties/Responsibilities:

- Oversee the effective implementation of drug related programs/projects
- Submit reports and recommendations to ADAC and/or higher authorities as requested
- Consolidate all data submitted by PPO
- Prepare the command report for submission to TACDS, NHQ

B. INTEL

- Generate an accurate and updated list of drug pushers/users per barangay in coordination with the Barangay Captain
- Report drug related offenses to the ADAC or higher authorities

**SECTION 4: DEFINITION OF TERMS:**

The following terms as used in this order shall mean:

1. TACDS – The Acting Chief Director Staff
2. NHQ – National Headquarters
3. SILG – Secretary of Interior Local Government
4. MAIDSOTG – Municipal Anti-Illegal Drug Special Operations Task Group
5. INTEL – Intelligence
6. PPO – Police Provincial Office
7. RHQ – Regional Headquarters
8. PCR – Police Community Relation

**SECTION 5: MEETINGS**

The committee shall meet at a frequency to be determined by majority of its members.

**SECTION 6: AMENDATORY PROVISION**

This order maybe reviewed regularly and amended accordingly.

**SECTION 7: EFFECTIVITY**

This order shall take effect upon approval.

Done this 13<sup>th</sup> day of February, 2014 at Lamut, Ifugao.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
Municipal Mayor

cc: all chairmen, vicechairmen & members  
Head of offices, All barangay captain  
All secondary school heads, all elementary school heads  
PNP, SB, Religious Sector, all Brgy. Tanod  
file



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 08  
Series of 2014

### ***AN ORDER REORGANIZING THE MUNICIPAL WATER AND SANITATION (WATSAN) COUNCIL FOR THE IMPLEMENTATION OF THE LIGTAS NA TUBIG PARA SA LAHAT.***

**WHEREAS**, the “Sagana at Ligtas na Tubig sa Lahat” Program was established to provide grant financing and capacity building for the implementation of water supply projects in waterless municipalities; in poorest barangays with high level of waterborne diseases, in resettlement area and public health centers without access to safe water;

**WHEREAS**, the Municipality has been identified as one beneficiaries of the Program;

**WHEREAS**, the Municipality of Lamut signified interest in the Sapat at Ligtas na Tubig sa Lahat;

**WHEREAS**, the Municipality shall undertake the following obligations as set forth in the Program Implementing Rules and Regulations (IRR), to wit;

1. Organize the Municipal Water Sanitation (WATSAN) Council.
2. Participate in capacity building programs organized by the DILG.
3. Identify beneficiary communities based on the population without access to safe water, existence of water borne diseases, and poverty incidence.
4. Identify the priority projects.
5. Ensure that the water supply projects are integrated in the Annual Investment Plan.
6. Prepare project proposals/ feasibility studies and the detailed engineering design including the drawing plans and work (POW).
7. Ensure the proper testing for the quality test.
8. Prepare the detailed engineering design or implement the projects by administration except where it is deemed necessary to be contracted out to legitimate private service providers selected by contract.
9. Supervise the construction activities.
10. Authorize the Municipal Treasurer to open Special Trust Account with any local depository bank of the Government for Account expenses of the grant funds.
11. Appropriate LGU equity to 10% of the project cost in cash or kind.
12. Submit monthly project physical and financial progress reports to the Provincial Government.
13. Organize the beneficiary barangays.
14. Ensure the sustainability of the operations of the projects by allocating funds for the repair and maintenance of the facilities including other administrative cost.
15. Conduct credible public consultations and enact support ordinances relative to imposition of fees and tariffs.
16. Provide office space and support facilities and other support services for the projects.
17. In case the proponent is other water service provider (WSP) like the water district, BAWASA or cooperative, enter into agreement with said WSP's to define the obligations during the various phases of project planning, implementation, and operations.
18. Undertake other acts necessary to the effective implementation of the proposed \_\_\_\_\_.

**WHEREAS**, in the interest of the public service to effectively implement the Ligtas na Tubig sa Lahat Program and meet the obligations of the Municipality as set forth herein, there is a need to re-organize the Municipal Water and Sanitation (WATSAN) Council that shall integrate and promote the development of the water and sanitation sector at the local level, and coordinate and supervise the activities and outputs of the Program at the local level;

**NOW THEREFORE**, by virtue of powers vested upon me by law do hereby order the re-organization of the Water and Sanitation Council (WATSAN Council) to be composed of the following;

**SECTION 1: COMPOSITION**

Chairman : Hon. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice Chairmen : Lydia G. Buyawe, *MPDC*  
Members : Rosario De Leon, *Municipal Budget Officer*  
: Leticia Marquez, *Municipal Accountant*  
: Dra. Rhodora M. Montesa, *MHO*  
: Regina T. Dong-e, *MLGOO*  
: Mary Forayo, *Rural Health Inspector*  
: Hon. Brenda Sawad, *S.B on Health and Sanitation*  
: Hon. Dante Binwag, *LMB President, Chairman on Brgy. Affairs*  
: Engr. Antonino Saldivar, *MEO*

Further ordered, the following management measures and requirements shall be strictly observed;

1. Formulate policy and develop plans, programs, and projects for the water and sanitation sector at the local level.
2. Promote gender equality and human rights integrity in the development of the policies, plans, programs, and projects for the water and sanitation sector.
3. Facilitate the compliance of the different local departments with the requirements of the Program including but not limited to the gathering of baseline data, preparation of the project proposals and detailed engineering procurement, construction supervision, operation and maintenance of the facilities, and organizing the communities.
4. Coordinate with the Agencies and other institutions that support the Program implementation.
5. Organize monthly meetings or as needs arise to discuss the water and sanitation issues and the status of the implementation of the Program.
6. Submit to the undersigned and the Sanggunian Monthly Reports in accordance with the format prescribed by the DILG-Region.
7. Copy furnish the DILG-Field Offices all letters and documents ( as deemed necessary) which are submitted to DILG Central Office.
8. Prepare and implement local project advocacy plans, either through leaflets, primers, tri-media of public assemblies.
9. Coordinate for the provision of the funds for the day-to-day activities of the WATSAN Council and for the preparation, implementation, and operations of the facilities.
10. Facilitate the provision of the office space for the program. The office space shall bear the signage of the Sapat at Ligtas na Tubig sa Lahat serving not only as a venue for small group discussion but also as a reposition of the technical references to be provided by the Program thereby making a learning a resource center on water and sanitation.
11. Monitor the water and sanitation sector program status of local performance.

**SECTION II- EFFECTIVITY**

This ORDER shall take effect immediately upon approval and supersedes previous issuances.

Done this 19<sup>th</sup> day of February, 2014.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

cc: *all members*  
*file*



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 09  
Series of 2014

### ***AN ORDER REORGANIZING THE LOCAL AIDS COUNCIL (LAC) IN THE MUNICIPALITY OF LAMUT, PROVINCE OF IFUGAO.***

**WHEREAS**, Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS) is a disease that recognizes no territorial, social, political and economic boundaries for which there is no known cure;

**WHEREAS**, RA 8504 provides policies and prescribed measures for the prevention and control of HIV/AIDS in the Philippines, instituting nationwide HIV/AIDS information and educational program, monitoring system, strengthening the Philippine National Aids Council and for other purposes;

**WHEREAS**, the gravity of the AIDS threat demands action to promote public awareness about the causes, modes of transmission, consequences, means of prevention and control through a nationwide educational and information campaign, organized and conducted by the state;

**WHEREAS**, DILGMC 99-233 provides for the development and implementation of HIV/AIDS programs/projects in furtherance of the provisions of RA 8504 and cause the enactment of ordinances, where there is none or review existing ordinances in support of overall HIV/AIDS prevention and control effects;

**WHEREAS**, the Philippine Strategic Plan against HIV/AIDS 2011-2016 calls for the improvements in existing treatments, care and support packages in terms of coverage for the most at risk populations and seeks to further enhance policies for scaling implementation and effective management and coordination of HIV Programs at all levels;

**NOW THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR.**, by virtue of powers vested upon me by law do hereby order the re-organization of the Local Aids Council of this municipality;

#### **SECTION 1: COMPOSITION**

Chairman : Atty. Mariano B. Buyagawan, Jr., *Municipal Mayor*  
Vice Chairperson : Hon. Brenda Sawad, *S.B. Chairman Comm. On Health*  
Members : Dr. Joel Molino, *Chief of Hospital-Panopdopan District Hospital*  
: Dr. Mercedes Ayungo, *IFSU Physician*  
: Dra. Rhodora Montesa, *MHO*  
: Juanita Puguon, *MSWDO*  
: IFSU Dean Student affairs  
: Rogelio Padre, *DOH Representative*  
: Elementary & Secondary School, *DepEd Representatives*  
: Nenita Fontanilla, *Lamut Women's Org.-CSO Representative*  
: Rosemarie Bimmactad, *Green Cliff Rural Improvement Club-CSO Rep.*  
: Ptr. Joseph Borlaza, *LAMP-CSO Representative*  
: Shirley Leonen, *POPCOM Officer*

Secretariat/Focal Person: Regina T. Dong-e, *MLGOO*

## **SECTION 2: FUNCTIONS FOR THE LOCAL AIDS COUNCIL.**

The Local Aids Council shall have the following functions:

1. Set directions on HIV/AIDS – related programs and activities
2. Institutionalizing LGU and NGO partnership by way of putting in place ordinances, policy and resources on HIV/AIDS projects and activities
3. Plan and implement HIV/AIDS programs and projects
4. Institute measures to prevent and control HIV/AIDS

## **SECTION 3: EFFECTIVITY.**

This ORDER shall take effect immediately upon approval and supersedes previous issuances.

Done this 24<sup>th</sup> day of February, 2014.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

cc: *all members*  
*department heads*  
*file*



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 10 Series of 2014

#### AN ORDER AMENDING THE COMPOSITION OF THE MUNICIPAL TASK FORCE ON THE CONTINUOUS INFORMATION CAMPAIGN ON THE ANTI-SMOKING AND ANTI-SPITTING OF “MOMA” WITHIN THE MUNICIPALITY OF LAMUT

Whereas, the Sangguniang Bayan approved Municipal Ordinance Nos. 2011-01 entitled “Ordinance Amending Municipal Ordinance No. 08, series of 1996, otherwise known as the “Anti-Smoking Ordinance” Prohibiting Smoking at Certain Public Places and Establishments in the Municipality of Lamut and Municipal Ordinance no. 2011-02 entitled “An Ordinance Prohibiting the Spitting of “MOMA” in Public Places and within the Perimeters of Government Offices in the Municipality of Lamut, Province of Ifugao and providing penalty for violation thereof”

Whereas, there is a need to organize a task force for the continuous information campaign regarding the above stated ordinances;

Now therefore, by virtue of powers vested upon me by law do hereby order the creation of the Municipal Task Force on the continuous Information Education Campaign on the Anti-Smoking and Anti-Spitting of “MOMA” within the Municipality of Lamut to wit:

#### SECTION 1: COMPOSITION

|          |   |  |
|----------|---|--|
| Chairman | : | Hon. Victomar H. Bunnol, <i>Municipal Vice Mayor</i>       |
| Members  | : | Hon. Adryan B. Chaguile, <i>SB-Chairman, Com. on Rules</i> |
|          | : | Hon. Brenda M. Sawad, <i>SB-Chairman, Com. on Health</i>   |
|          | : | Hon. Dolores Mateo, <i>SB-Chairman, Com. on Education</i>  |
|          | : | Dr. Rhodora M. Montesa, <i>MHO</i>                         |
|          | : | Lydia G. Buyawe, <i>MPDC</i>                               |
|          | : | Veronica K. Rosana, <i>Administrative Officer II</i>       |

#### SECTION II- FUNCTIONS

1. To conduct continuous information education campaign to all barangays, schools, and to include during market days in disseminating the provisions of the ordinances on anti-smoking and anti-spitting of “moma” for three months until all the citizens of Lamut are fully aware of the said ordinance.

This ORDER shall take effect immediately upon approval and supersedes previous related orders issued.

Done this 11<sup>th</sup> day of July, 2012.

**HON. FRANCISCO P. TENENAN, SR.**  
**Municipal Mayor**

Cc: All Members  
File  
*file*





Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 10  
Series of 2014

### ***AN ORDER CREATING THE MUNICIPAL SEARCH COMMITTEE FOR THE LAMUT ACHIEVERS AWARD IN THE MUNICIPALITY OF LAMUT, IFUGAO PROVINCE.***

**WHEREAS**, Municipal Ordinance No. 2014-02 known as “The Lamut Achievers’ Award” was enacted declaring the policy of the Municipal government to recognize the vital role of dynamic and committed individuals in the various fields of endeavor who brought honor and dignity not only to the municipality but to the province as well;

**WHEREAS**, in order to carry out the provisions of the above ordinance in the spirit of “Fair Play”;

**NOW THEREFORE, I, Atty. Mariano B. Buyagawan, Jr.**, by virtue of the powers vested upon me by law do hereby create the Municipal Search Committee;

#### **SECTION 1: COMPOSITION**

|  |                           |
|--|---------------------------|
| Ptr. Joseph Borlaza, <i>President LAMP</i> -----                         | Religious Sector          |
| Dr. Serafin Ngohayon, <i>President IFSU</i> -----                        | Academe                   |
| Ms. Jennilyn Serafica, <i>General Manager-LAGSADECO</i> -----            | Cooperatives              |
| Atty. Leticia Morales, <i>President – Federation Senior Citizens</i> --- | NGO                       |
| Mr. Carlito T. Bata, <i>President – Lamut Retirees Asso.</i> -----       | Professional Organization |
| Mr. Rosendo Bunoan, <i>Mun. Agriculture Office</i> -----                 | Agriculture Sector        |
| Dr. Salvador Humiwat, <i>President – Phil. Chamber Commerce</i> –        | Business Sector           |

*Note: The members shall elect among themselves a Chairman and other officers as they deem necessary.*

#### **SECTION 2: FUNCTION**

Develop a system whereby the outstanding qualifications, achievements and contributions of Lamut Achievers are given due and proper recognition. The Committee shall;

- a) announce and advertise the mechanics, criteria, and other pertinent;
- b) collect and consolidate nominations from the public;
- c) be empowered to provide additional guidelines necessary to ensure the impartiality and integrity of the search;
- d) evaluate and decide the awardee.

#### **SECTION 3: SECRETARIAT**

The Human Resource Management Officer (HRMO) shall act as the secretary. As such, shall take down the minutes of all meetings, furnish each member at least 3 days before the next committee meeting. Keep all records and upon approval by the Chairman, may disclose vital informations, i.e. ranking, awardee

**SECTION 4: GENERAL PROVISIONS**

All other provisions of Municipal Ordinance No. 2014-02 are hereby adopted to form part of this Executive Order.

**SECTION 5: AMENDATORY CLAUSE**

This order maybe reviewed regularly and amended accordingly.

**SECTION 6: EFFECTIVITY.**

This ORDER shall take effect upon approval.

Done this 5<sup>th</sup> day of March, 2014.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
*Municipal Mayor*

*cc: all members  
department heads  
file*



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 11

*Series of 2014*

#### AN ORDER REORGANIZING THE MUNICIPAL NUTRITION COUNCIL (MNC)

**WHEREAS**, Section 7, Article II of the 1987 constitution provides that state shall promote a just and dynamic social order that will ensure that the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard living and an quality of life for all;

**WHEREAS**, Section 2 of President Decree No. 491 as amended, declared that Nutrition is now a priority of the government to be implemented by all branches of government in an integrated manner.

**WHEREAS**, Presidential Decree No. 491 created the National Nutrition Council for the purpose of formulating and implementing an integrated national program on nutrition.

**NOW, THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR.**, Municipal Mayor of Lamut, by virtue of the powers vested in me by law do hereby order the reorganization of the Municipal Nutrition Council (MNC).

#### SECTION 1: COMPOSITION

|               |  |
|---------------|--|
| Chairman      | : Atty. Mariano B. Buyagawan, Jr., <i>Municipal Mayor</i>  |
| Co-Chairman   | : Dra. Rhodora M. Montesa, <i>MHO</i>  |
| Vice-Chairman | : Hon. Brenda M. Sawad, <i>SB on Health</i>  |
| Members       | : Beda R. Pasay-an, <i>OIC, MAO</i><br>: Lydia G. Buyawe, <i>MPDC</i><br>: Regina T. Dong-e, <i>MLGOO</i><br>: Rosario De Leon, <i>MBO-OIC</i><br>: Juanita Puguon, <i>MSWDO</i><br>: Engr. Antonino M. Saldivar, <i>Municipal Engineer</i><br>: Evelyn B. Bunagan, <i>Nurse II</i><br>: Mary Forayo, <i>RSI</i><br>: Rey Arquero, <i>MAFC</i><br>: Agustina Antonio, <i>LAWO</i><br>: Cecille Mayam-o, <i>Nurse</i><br>: Nena Liglig, <i>Nurse</i><br>: Rosenda Ngannoy, <i>BNS President</i><br>: Minerva Ubaldo, <i>BHW President</i> |
| Secretariat   | : Shirley B. Leonen, <i>SWA/MNAO Designate</i>   |

## **SECTION II: FUNCTIONS AND RESPONSIBILITIES**

1. Formulate plans, programs and policies that culturally relevant and responsive to the nutritional needs of the community.
2. Prepare the Municipal Nutrition action plan and recommends appropriately to the Sanggunian.
3. Provide, coordinate and collaborate with other agencies and institutions in the planning, monitoring, and evaluation of nutrition plans and programs.
4. Provide technical assistance and recommend financial support to the Barangay Nutrition Committee.
5. Establish and maintain database on nutrition in the municipality.
6. Recommend local legislators promoting a nutritionally improved community.
7. Monitor and evaluate and implementing of the program and submit quarterly status and reports to provincial Nutritional Council (PNC).

## **SECTION III- EFFECTIVITY**

This ORDER shall take effect immediately and supersedes previous related orders issued.

Done this 14<sup>th</sup> day of March, 2014.

**ATTY. MARIANO B. BUYAGAWAN, JR**  
*Municipal Mayor*

*cc: all members  
file*



Republic of the Philippines  
Province of Ifugao  
Municipality of Lamut  
~oOo~



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 12 Series of 2014

#### AN ORDER ADOPTING THE VOLUNTEER & CITIZENSHIP PROGRAM (VCP) AND SUBSEQUENTLY CREATING THE VOLUNTEER CITIZENSHIP DESK (VCD) OF THE LOCAL GOVERNMENT UNIT OF LAMUT, IFUGAO PROVINCE.

**WHEREAS**, rooted on Volunteerism are cultural practices such as; “Bayanihan” in the Tagalog region, “Dagyan” in the Visayas and “Baddang” in Ifugao which portray a free helping hand from everyone in the community;

**WHEREAS**, Citizenship on the other hand carries with it the obligation along with civic consciousness aptly exemplified in the famous quote, “ask not what your country can do for you, but ask what you can do for your country”;

**WHEREAS**, too great a task for one person to accomplish becomes easy and light when shared by a multitude of committed, eager and willing hands;

**NOW, THEREFORE, I, ATTY. MARIANO B. BUYAGAWAN, JR**, Municipal Mayor of Lamut, by virtue of the powers vested in me by law do hereby adopt the volunteer and Citizenship Program and subsequently creating the Volunteer & Citizenship Desk (VCD) of the Local Government Unit of Lamut, Ifugao Province.

#### SECTION 1: PURPOSE

In consonance with the volunteering efforts of other government and non-government sectors in our society to national development, this policy on the VCP Program of the Department of the Interior and Local Government (DILG) through the Local Government Academy (LGA) shall have the following aims:

- 1.1. To institute a policy framework that will guide the implementation of the VCP of the LGA-DILG in support of Republic Act 9418 otherwise known as the Volunteer Act of 2007;
- 1.2. To provide directions to implementing structures within the LGA, DILG through the Local Governance Resource Centers (LGRCs) and Local government units; and
- 1.3. To contribute in enhancing the relationships and partnerships within the voluntary and civil society sector with that of the local governments and other sectors of society.

#### SECTION 2: PROGRAM COMPONENTS

##### 2.1. Establishment of Volunteer Database Management

The program will seek to set up a mechanism to establish and sustain a volunteer database management system built up from walk-in or online applications as well as in coordination with the various volunteer networks.

## 2.2. Capacity Building

The program will provide competency-based capacity development interventions to LGA, DILG-LGRRCs and LGU focal persons to implement the various aspects of the VCP. Strategy of implementation will be devised to ensure the conduct of capability building programs at the National and local levels.

## 2.3. Information and Education Campaign

Information dissemination and educational campaigns will be conducted by developing print-based materials, uploading of online or web-based information and utilizing other forms of media that will ensure maximum exposure of the program.

## 2.4. Establishment of a Volunteer Help Desk

There shall be in each LGU a Volunteer and Citizenship Desk that will be set up to act as coordinator of the VCP at the LGU level. Mechanics and requirements for the establishment of the desk shall be incorporated in the Implementation Guidelines to be developed by the LGA. The Volunteer help Desk shall be manned by:

|                            |               |
|----------------------------|---------------|
| Regina Dong-e -----        | Chairman      |
| Veronica Rosana -----      | Vice Chairman |
| Marcelina Tipay -----      | Member        |
| Ptr. Roxas Pagaddut -----  | Member        |
| Angelito Guinid, Jr. ----- | Member        |

## **SECTION 3. ROLES AND RESPONSIBILITIES**

### 3.1. Local Government Academy – Department of the Interior and Local Government (LGA-DILG)

- 3.1.1. Provide the policy framework and guidelines for the implementation of the Volunteer and Citizenship Program (VCP);
- 3.1.2. Coordinate with the Philippine National Volunteer Service Agency (PNVSCA), local government units and national volunteer organizations in the implementation of the Volunteer Act of 2007 which is the basis in the formulation of this Memorandum Circular;
- 3.1.3. Coordinate with the DILG regional offices/Local Governance Regional Resource Centers (LGRRCs) on the implementation of the VCP;
- 3.1.4. Conduct research and forums to discuss issues affecting volunteerism and citizen's involvement in local development activities;
- 3.1.5. Develop information and communication campaign materials on the VCP;
- 3.1.6. Design and conduct capacity building interventions on the VCP for DILG and local government volunteer and citizenship desk focal persons;
- 3.1.7. Develop a results-based monitoring and evaluation system for the program;
- 3.1.8. Institute an awards and recognition mechanism for outstanding LGUs and volunteers in coordination with the PNVSCA; and
- 3.1.9. Maintain a database on the supply of volunteers and LGU demands for their services, and resources available for volunteering activities.

### 3.2. DILG Regional Offices/Local Governance Regional Resource Centers

- 3.2.1. Provide focal persons on VCP, preferably the LGRRC Focal Person on Citizenship and Public Education;
- 3.2.2. Send participants to the orientation and capacity building programs of the LGA on the VCP;
- 3.2.3. Monitor compliance of LGUs in the implementation of the VCP;

- 3.2.4. Maintain and update the regional database of available volunteers and LGU capacity gaps and demands; and
- 3.2.5. Conduct IEC campaign on the VCP for LGUs.
- 3.3. Local Government Units/Volunteer and Citizenship Desks
  - 3.3.1. Designate a focal person on VCP;
  - 3.3.2. Conduct IEC campaign on the VCP at the local level;
  - 3.3.3. Implement matching of volunteers with the existing demands or gaps at the local governments based on the capacity development agenda;
  - 3.3.4. Maintain a profile and database of locally available volunteers;
  - 3.3.5. Provide office space and equipment for the VCP desk focal person to implement VCP programs and activities;
  - 3.3.6. Send participants to the orientation and capacity building programs of the LGA and DILG-LGRRCs on the VCP;
  - 3.3.7. Provide available resources to implement VCP programs and activities;
  - 3.3.8. Encourage local companies to set up volunteer program as part of their corporate social responsibility (CSR);
  - 3.3.9. Provide standard criteria on the selection of individual volunteer or group;
  - 3.3.10. Provide allowances and incentives, as far as practicable, to volunteer/s assigned in the localities; and
  - 3.3.11. Monitor and assess volunteer/s performance.

#### **SECTION 4. AMENDATORY CLAUSE**

This order maybe reviewed regularly and amended accordingly.

#### **SECTION 5. EFFECTIVITY**

This ORDER shall take effect upon approval and supersedes all previous issuances.

Done this 14<sup>th</sup> day of March, 2014 at Lamut, Ifugao Province.

**ATTY. MARIANO B. BUYAGAWAN, JR**  
*Municipal Mayor*

*cc: VCD members, DILG  
all heads of office  
file*



## OFFICE OF THE MUNICIPAL MAYOR

### Executive Order No. 1, s. 2014

#### **CREATION OF THE LGU PERFORMANCE CHALLENGE FUND (PCF) PROJECT IMPLEMENTING TEAM OF THE LOCAL GOVERNMENT UNIT OF LAMUT, IFUGAO.**

**WHEREAS**, pursuant to the provision of the Local Government Code of 1991 (RA7160), the Local Government has jurisdiction over all programs and projects designated for the promotion and general welfare of its constituents;

**WHEREAS**, the Performance Challenge Fund (PCF) for Local Government Units is a flagship program of the DILG that serves as a facility that will help stimulate LGUs that put premium on transparency and accountability to enable them to avail themselves of financial support to jumpstart and sustain local socio-economic development initiatives supportive of national government goals and priorities. It is an incentive fund to eligible LGUs to support the implementation of high-impact capital investment projects in the Annual Investment Program (AIP);

**WHEREAS**, the Performance Challenge Fund (PCF) is being administered by the Department of the Interior and Local Government (DILG) in collaboration with the Department of Budget and Management (DBM) to recognize LGUs with exemplary performance in Admin, Social, Environment and Economic Governance and recognize good governance performance particularly in the adoption of good housekeeping along the governance areas of developmental planning, sound financial management, transparency and accountability and valuing performance monitoring;

**NOW WHEREFORE**, I, **ATTY MARIANO B. BUYAGAWAN, JR.**, Municipal Mayor by the authority vested in me by law do hereby order the creation of a PCF Project Implementing Team for the Municipality of Lamut, Ifugao.

Section 1. COMPOSITION. The PCF Project Implementing Team shall be composed of the following members:

Chairman: Atty. Mariano B. Buyagawan, Jr., Municipal Mayor

Members:

Lydia G. Buyawe, MPDC  
Engr. Antonino M. Saldivar, Project-in-Charge  
Claudia B. Puguon, Municipal Assessor  
Leticia S. Marquez, Mun. Accountant  
Rosario V. de Leon, OIC- MBO  
Veronica K. Rosana- A.O. I - Secretariat

#### Section II. Duties and Responsibilities

1. Prepare the documentary requirements for the availment of the PCF subsidy.
2. Ensure that the proposed project is included in the Annual Investment Program and has allocation from the 20% component of the IRA for development projects;
3. Manage the implementation of the project;
4. See to it that the project fund is utilized to the optimum and that implementation period is on schedule;



5. Prepare and submit periodic reports on the physical and financial status of the project; and
6. Perform other functions that are deemed necessary for the success of the project.

Section III. Meetings - The team shall meet on the dates to be decided by the majority.

Section IV. EFFECTIVITY. This Executive Order shall take effect immediately.

ISSUED this 21<sup>st</sup> day of January 2014 at Lamut, Ifugao, Philippines.

**ATTY. MARIANO B. BUYAGAWAN, JR.**  
Municipal Mayor