



ADMINISTRATIVE ORDER
No. 012-2017

CREATING THE INTERIM MANAGEMENT TEAM FOR THE STRAWBERRY VALLEY HOTEL AND RESTAURANT (SVHR) OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET.

WHEREAS, in August 18, 2011, the Municipal Government of La Trinidad purchased the Garden City Conference Center located at Betag, La Trinidad, Benguet and renamed it to the Strawberry Valley Hotel and Restaurant;

WHEREAS, on September 9, 2011, the Strawberry Valley Hotel & Restaurant was declared as an Economic Enterprise of the municipality through Municipal Ordinance No. 12-2011;

WHEREAS, there is a need to create an Interim Management Team to oversee and supervise the operations and administration of the Strawberry Valley Hotel and Restaurant pending the enactment and promulgation of an ordinance relative to the management of the hotel;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested in me as the duly elected Municipal Mayor of La Trinidad, Benguet, Philippines, do hereby create the Interim Management Committee for the Strawberry Valley Hotel and Restaurant (SVHR) as follows:

SECTION 1. COMPOSITION. The Interim Management Committee shall be composed of the following:

Chairperson	:	MS. FELICITAS D. TICBAEN, OMAG
Vice Chairperson	:	HON. ESTRELLA A. ADEBAN, SB Member
Members	:	MS. JOAN A. SOLANO-BACOLING, MLCRO ENGR. BENEDICT PINEDA, MEO MS. WILMA M. LINTAN, MTO ATTY. JENNIFER C. FIANZA, OLS ATTY. MILLER E. QUINTIN, Mun. Administrator MR. JAMES T. SABIANO, Sanitary Inspector
Secretariat	:	Mr. Valred E. Olsim Ms. Melody C. Guitelen Mr. Joberson G. Chiok Ms. Grace K. Daodao

SECTION 2. FUNCTION OF THE COMMITTEE. The Committee shall perform the following functions:

1. Formulate guidelines and policies for the management, operation, and administration of the Strawberry Valley Hotel and Restaurant (SVHR);
2. Prepare, determine and recommend budgetary requirements for the operation, management and administration of the Strawberry Valley Hotel and Restaurant;



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3. Determine and recommend needed improvement/necessary repairs in the facility/building;
4. Coordinate with the Municipal Engineering Office in the planning and implementation of the rehabilitation and/ improvements at the SVHR;
5. Supervise and oversee the operation and administration of the facility;
6. Identify other possible sources of revenue in the SVHR;
7. Formulate, determine, and recommend to the Sangguniang Bayan applicable guidelines, rates/charges, and policies for the operation, management, and administration of the SVHR for the drafting of the ordinance for this purpose;
8. Review the existing operation set-up, and propose a business plan and program for the operation and management of the SVHR; and
9. Perform other related functions necessary for the achievement of the objectives and mandate of the committee.

SECTION 3. FUNCTION OF THE SECRETARIAT. The Secretariat shall have the following functions and responsibilities:

1. Organize and make all necessary arrangements for the Interim Management Committee meetings;
2. Conduct research works for the committee;
3. Attend the meetings and prepare the minutes and other documents needed;
4. Keeps records of the Committee and makes it available if needed;
5. Provide such other assistance as may be required by the committee.

SECTION 4. MEETINGS AND QUORUM.

The committee shall meet as often as necessary, which shall be presided by the Chairperson. In the absence of the Chairperson, the meeting shall be presided by the Vice Chairperson. In the absence of both, the members present constituting a quorum shall elect among themselves who may preside for such meeting only.

The Affirmative vote of a majority of the members present in the meeting shall be necessary to approve an action of the Committee.


A quorum shall mean the presence of the majority of the members.

Section 6. REPEALING CLAUSE.

All administrative orders, its part or parts thereof, which are inconsistent with any of the provisions of this order are hereby repealed or modified accordingly.

SECTION 5. EFFECTIVITY. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 9th day of March, 2017 at La Trinidad, Benguet.


ROMEO K. SALDA
Municipal Mayor

Copy furnished:

- The Provincial Governor, Benguet Province
- The DILG through the MLGOO
- Sangguniang Bayan, LTB
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