

MUNICIPALITY OF LA TRINIDAD
OFFICE OF THE MUNICIPAL MAYOR

ADMINISTRATIVE ORDER
No. 013-2017

AN ADMINISTRATIVE ORDER ORGANIZING A COMMITTEE TO INVESTIGATE ADMINISTRATIVE COMPLAINT FILED AGAINST APPOINTIVE MUNICIPAL OFFICIALS AND EMPLOYEES.

WHEREAS, Section 86 of Republic Act 7160 provides that "in any local government unit, administrative investigation may be conducted by a person or a committee duly authorized by the local chief executive. Said person or committee shall conduct hearings on the cases brought against appointive local officials and employees and submit their findings and recommendation to the local chief executive concerned within fifteen (15) days from conclusion of the hearing. The administrative cases herein mentioned shall be decided within ninety days (90) days from the time the respondent is formally notified of the charges";

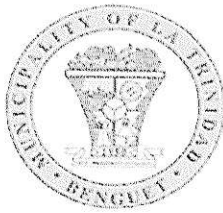
WHEREAS, there is an existing body that hears and recommends on complaint filed against appointive municipal officials and employees;

WHEREAS, there is a need to reorganize the said committee to update its membership;

NOW, THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested upon me by law as the duly elected Mayor of La Trinidad, Benguet, do hereby create a committee to investigate administrative complaint filed against appointive municipal officials and employees:

Section 1. Composition: The Committee shall be composed of the following:

Chairperson	:	ATTY. MILLER E. QUINTIN, JR. Municipal Administrator
Members	:	HON. ESTRELLA ADEBAN Chairman on SB Committee on Personnel Atty. JENNIFER C. FIANZA Municipal Legal Officer ENGR. BENEDICT P. PINEDA Municipal Engineer Mr. YOSHIO P. LABI President, LTMEA
Secretariat	:	Ms. IMELDA M. OBIDOS Human Resource Management Officer Mr. FRANCIS A. BATNAG Legal Assistant II



Republic of the Philippines
Province of Benguet


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Section 2. Functions of the Committee. The Committee shall perform the following functions:

- a. To conduct investigation on administrative complaint filed against appointive municipal officials and employees;
- b. To hold hearing, demand submission of pleadings and documents, call and sworn witnesses, resource person and the complaint employee for testimonial evidences;
- c. To submit to the Municipal mayor its findings and recommendation;
- d. To perform all other related tasks assigned to it for the completion of the aforementioned functions.

Section 3. Effectivity. This Administrative Order shall take effect immediately and shall be valid until revoked or amended.

Issued this 4th day of April 2017 at La Trinidad, Benguet, Philippines.


ROMEO K. SALDA
Municipal Mayor

CC: - The Sangguniang Bayan, La Trinidad, Benguet
DILG thru MLGOO
File