



Republic of the Philippines  
Province of Benguet  
**MUNICIPALITY OF LA TRINIDAD**  
*OFFICE OF THE MUNICIPAL MAYOR*

**ADMINISTRATIVE ORDER**  
**NO. 035. S. 2016**

**AN ADMINISTRATIVE ORDER REORGANIZING THE LOCAL FINANCE COMMITTEE OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET.**

**WHEREAS**, Section 316 of Republic Act no. 7160 provides that, "*There is hereby created in every province, city, or municipality a local finance committee to be composed of the local planning and development officer, the local budget office, and the local treasurer. It shall exercise the following functions: x x x.*" (emphasis supplied)

**WHEREAS**, in the effective execution of its functions the local finance committee often times consult with the different offices for their technical and legal opinions, advice and recommendations;

**WHEREAS**, there is a need to reorganize the existing local finance committee, and provide additional members thereto to aid and enable it to function more effectively and efficiently for the realization of its mandate.

**NOW THEREFORE, I, ROMEO K. SALDA**, by virtue of the powers vested upon me by law as the duly elected Mayor of the Municipality of La Trinidad, Benguet, do hereby reorganize the Local Finance Committee of the Municipality of La Trinidad, Benguet as follows:

**Section 1. COMPOSITION** – The Local Finance Committee (LFC) shall be composed of the following:

Chairperson	:	<b>MS. WILMA M. LINTAN</b> Municipal Treasurer
Vice-Chairperson	:	<b>ATTY. HENSON B. GOLOCAN</b> Municipal Accountant
Members	:	<b>ATTY. JENNIFER FIANZA</b> Municipal Legal Officer  <b>MS. IMELDA E. GRUPO</b> Municipal Budget Officer  <b>ENGR. VICENTE C. PEREZ, JR.</b> Municipal Planning & Development Coordinator  <b>ENGR. BENEDICT P. PINEDA</b> Municipal Engineer  <b>ENGR. PATRICK B. CONCEPCION</b> Municipal Assessor
Secretariat	:	Lawrence B. Balud; Sheryl Minong

**Section 2. FUNCTION OF THE COMMITTEE** – The Local Finance Committee shall exercise the following functions:

1. Determine the income reasonably projected as collectible for the ensuing fiscal year;

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2. Recommend the appropriate tax and other revenue measures or borrowings which may be appropriate to support the budget;
3. Recommend to the Local Chief Executive the level of annual expenditures and the ceilings of spending for economic, social, and general services based on the approved local development plans;
4. Recommend to the Local Chief Executive the proper allocation of expenditures for each development activity between current operating expenditures and capital outlays;
5. Recommend to the Local Chief Executive the amount to be allocated for capital outlay under each development activity or infrastructure project;
6. Assist the Sangguniang Bayan in the review and evaluation of budget of barangays and recommend the appropriate action thereon;
7. Assist the Sangguniang Bayan in the analysis and review of annual regular and supplemental budgets of the local government unit of La Trinidad, Benguet to determine compliance with statutory and administrative requirements;
8. Conduct semi-annual review and general examination of cost and accomplishment against performance standards applied in undertaking development projects; and
9. Do other functions as may be necessary for the proper, effective and efficient accomplishment of their functions.

**Section 3. FUNCTION OF THE SECRETARIAT** – The Secretariat shall:

1. Provide administrative support to the Committee;
2. Organize and make all necessary arrangements for the Committee meeting;
3. Attend LFC meeting as Secretary;
4. Prepare minutes of meeting of the LFC;
5. Keep records of the LFC;
6. Provide such other assistance as may be required by the LFC.

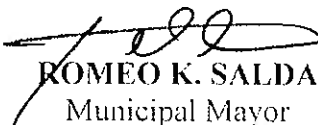
**Section 4. MEETINGS and QUORUM** – The committee shall meet as often as necessary which shall be presided by the Chairperson or Co-Chairperson. In the absence of the Chairperson or Vice-Chairperson, the members present constituting a quorum shall elect among themselves who may preside for such meeting only. But in case where the presence of the Chairperson is required by law or rules and regulations of the committee, the meeting must only be presided by the Chairperson or Vice-Chairperson. In the presence of the Chairman and Vice-Chairperson, the former shall preside.

The affirmative vote of the majority of the members present during the meeting shall be necessary to approve an action of the board.

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

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

Issued this 2nd th day of August, 2016 at La Trinidad, Benguet, Philippines.

  
**ROMEO K. SALDA**  
Municipal Mayor

Cc. - The Provincial Governor  
- The DILG thru the MLGOO  
- Local Finance Committee  
- Sangguniang Bayan  
- File

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