

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

ADMINISTRATIVE ORDER
No. 039-2018

CREATING AN ADHOC COMMITTEE TO INVESTIGATE THE COMPLAINT AGAINST MS. HARRIET U. AGUIRRE, REVENUE COLLECTION CLERK II AT THE MUNICIPAL TREASURY OFFICE

WHEREAS, a letter from Atty. Marilyn E. Taldo, CSC Regional Director dated September 26, 2018 was received by the Mayor's Office forwarding a letter of complaint signed by Mr. Alexander C. Batanes against Ms. Harriet U. Aguirre;

WHEREAS, pursuant to Rule 4 of the Revised Rules on Administrative Cases in the Civil Services, there is a need to create an adhoc committee to investigate the case to determine whether a prima facie case exists to warrant issuance of a formal charge/notice to charge;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested in me by law as the duly elected Municipal Mayor of La Trinidad, Benguet, do hereby create an Adhoc Committee to investigate the complaint against Ms. Harriet U. Aguirre as follows:

SECTION 1. Composition. The Council shall be composed of the following:

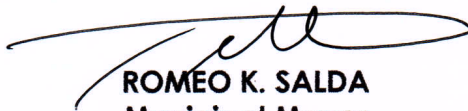
Chairman : ATTY. BARTOLOME L. BALDAS JR., OLS
Members : MS. WILMA M. LINTAN, MTO
ATTY. HENSON B. GOLOCAN, MAccO
MS. JOAN S. BACOLING, MLCRO
Secretariat : MS. CARINA W. DANGIWAN, AO V
MS. SHERYL B. MINONG, AO II

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

1. To conduct preliminary investigation pursuant to Rule 4, Section 18 of the 2017 Rules of Administrative Cases in the Civil Service;
2. To hold hearings, demand submission of pleadings and documents, call sworn witnesses, resource person/s and the complained employed for testimonial evidences;
3. To submit to the Municipal Mayor its findings and recommendation;
4. To perform all other related tasks for the completion of its objectives;

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

Issued this 10th day of October, 2018 at La Trinidad, Benguet, Philippines.


ROMEO K. SALDA
Municipal Mayor

Copy furnished:

- Provincial Governor, Benguet
- Sangguniang Bayan, LTB
- DILG, MLGOO