



Republic of the Philippines  
Province of Benguet  
**MUNICIPALITY OF LA TRINIDAD**  
Office of the Municipal Mayor

**ADMINISTRATIVE ORDER**  
**No. 053-2016**

**AN ADMINISTRATIVE ORDER CREATING THE ADHOC COMMITTEE TO SET-UP GUIDELINES AND POLICIES IN THE MANAGEMENT AND OPERATIONS OF THE BENGUET AGRI-PINOY TRADING CENTER (BAPTC).**

**WHEREAS**, Department of Agriculture Secretary Emmanuel F. Piñol verbally mandates for the creation of a Technical Working Group (TWG) at the LGU level to act generally, for the better management and operations of the Benguet Agri-Pinoy Trading Center (BAPTC);

**WHEREAS**, there is a need to create an Ad Hoc Committee, as a response to the mandate to work alongside with Benguet State University, for the immediate and better management and operations of the BAPTC;

**NOW THEREFORE, I, ROMEO K. SALDA**, by virtue of the powers vested in me as the duly elected Municipal Mayor of La Trinidad, Benguet, do hereby create the **Ad Hoc Committee to set-up Guidelines and Policies in the MANAGEMENT and OPERATIONS of the BENGUET AGRI-PINOY TRADING CENTER (BAPTC)** of the Municipality of La Trinidad:

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

<b>Chairman:</b>	<b>HON. ROMEO K.SALDA, Municipal Mayor</b>
<b>Vice Chairman:</b>	HON. JOEY JOVENCIO L. MARRERO, Municipal Vice Mayor
<b>Members:</b>	HON. ARTHUR M. SHONTOGAN, SB Com. Chairperson on Markets and Local Economic Enterprise
	HON. NESTOR T. FONGWAN JR., SB Com. Chairperson on Trade and Industry, Labor and Livelihood
	HON. GUILLER A. GALWAN., SB Com. Chairperson on Ways and Means
	HON. RENATO B. TERENG, SB Com. Chairperson on Agriculture
	ATTY. JENNIFER FIANZA, Municipal Legal Officer
	ATTY. HENSON B. GOLOCAN, Municipal Accountant
	ENGR. BENEDICT P. PINEDA, Municipal Engineer
	ENGR. PATRICK C. CONCEPCION, Municipal Assessor
	MS. WILMA M. LINTAN, Municipal Treasurer
	MS. IMELDA E. GRUPO, Municipal Budget Officer
	MR. VICENTE C. PEREZ JR., Municipal Planning & Development Coordinator
	MS. FELICITAS D. TICBAEN, Municipal Agriculture Officer
	MS. JOAN S. BACOLING, Municipal Civil Registrar
	FSI SATURNINO K. LABBAG, Fire Chief, LTFS
	SJO4 JOHN S. MELECIO, Jail Warden, LT BJMP
	PCI RADINO S. BELLY, Chief of Police, LTMP5
	MR. NORMAN M. ANTERO, Assistant Treasurer

<b>TWG/ Secretariat:</b>	<b>MR. TEDDY C. WALANG, SB Secretary, Head Secretariat</b>
	MS. JANICE A. BINAY-AN, Market Supervisor II
	MR. ORLANDO B. PACYA, Coop. Development Specialist I
	MS. ROBELYN E. MADAYAG, Statistician I
	MR. LAWRENCE B. BALUD, Administrative Officer IV
	MS. LORELEI S. ANTERO, Accountant II
	MS. LEICA R. BAGBAGEN, Researcher

**Section 2. Functions.** The Ad Hoc Committee shall assume the following functions:

1. Formulate guidelines and policies with the Benguet State University and other stakeholders for the effective management and operations of the Benguet Agri-Pinoy Trading Center;

..... "DUGAD MO SHALOSIM" .....

2. Act on matters pertaining to marketing, supervision, security, sanitation, and the general operations of the Benguet Agri-Pinoy Trading Center;
3. Harmonize plans with the Benguet State University on the research and extension activities that support the BAPTC operations;
4. To submit recommendations to the Sangguniang Bayan for its enactment into law, other rules, regulations and legislative measures necessary for the effective operation and management of the BAPTC in connection with the current La Trinidad Vegetable Trading Post;

**Section 3. Functions of the TWG/Secretariat.** The TWG/Secretariat of the Committee shall assume the following functions:

1. Provide technical and administrative support to the Ad Hoc committee;
2. Organize and make all necessary arrangement for the Committee meetings;
3. Attend and document the Committee's meetings, conferences and proceedings as Secretary;
4. Prepare the minutes of meeting, draft resolutions, recommendations, communications and reports;
5. Serve and follow-up resolutions, recommendations, and communications of the committee to concerned individuals, offices, agencies, and other entities and report the result to the committee during the latter's meeting;
6. Monitor the TWG's activities and milestones for proper reporting to relevant agencies when required;
7. Be the central channel of communications and the central depository of all TWG's related information and continually update itself with the most current related laws, circulars, and events, and downstream the same to relevant officers, employees, and parties requiring information.
8. Provide other assistance and perform such other functions as may be required by the TWG.

**Section 4. Meetings and Quorum.** The Ad Hoc Committee shall meet as often as necessary, until formulation of the guidelines and policies for the operations and management of the BAPTC shall have been achieved.

A majority of the members shall constitute a quorum, but the Chairman or Vice Chairman must be present during meetings, where budgetary proposals are being prepared or considered. The affirmative vote of a majority of all the members shall be necessary to approve such proposals. The presiding officer in a meeting shall vote in case of a tie.

In the absence of the Chairman and Vice Chairman, the members present constituting a quorum shall elect among themselves who may preside for such meeting only, which does not involve consideration of budgetary proposal.

**Section 5. Repealing Clause.** All Administrative Orders or parts thereof which are inconsistent with any of the provisions of this order are hereby repealed or modified accordingly.

**Section 6. Effectivity.** This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 20<sup>th</sup> day of September 2016, at La Trinidad, Benguet, Philippines.

  
**ROMEO K. SALDA**  
Municipal Mayor

Copy furnished:

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