



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF JAGNA
Jagna, Bohol



By the Municipal Mayor

Executive Order No. 14, s. 2013

AN ORDER CREATING THE COMPOSITION OF THE EXPANDED MUNICIPAL LOCAL FINANCE COMMITTEE (LFC), ITS SECRETARIAT AND FUNCTIONS

WHEREAS, Republic Act No. 7160 otherwise known as the Local Government Code 1991 provided for the creation of the Local Finance Committee in every local government unit;

WHEREAS, Section 316 of said Code specifically enumerated the composition of the Local Finance Committee (LFC) such as: the Local Planning and Development Coordinator, the Municipal Budget Officer and the Municipal Treasurer;

WHEREAS, the Municipal Government of Jagna, like other local government units, saw and realized the need to expand the composition of the LFC members to include the SB Chairperson on Committee on Appropriation and Finance, and the Municipal Accountant;

WHEREAS, there is also a need to organize a Technical Working Group (TWG) and Secretariat to extend technical and administrative support to the LFC;

WHEREAS, by virtue of the expressed provision of the said code, the Local Chief Executive has been authorized to form the Municipal Local Finance Committee (LFC) and its Secretariat solely for this purpose;

NOW, THEREFORE, I FORTUNATO R. ABRENILLA, Municipal Mayor of LOCAL Government Unit of Jagna, Jagna, Bohol, by virtue of the powers vested in me by law, do hereby order the creation of the Expanded Municipal Local Finance Committee (LFC) and its Secretariat:

*Section 1. Composition of the **Municipal Local Finance Committee***

Chairperson: Engr. Gerry V. Araneta	-	MPDC
Members Hon. Bonifacio J. Virtudes, Jr.	-	SB Chairperson, Committee on Finance and Appropriation
Mr. Raymond F. Cuadra	-	Municipal Treasurer
Engr. Peter M. Jamero	-	Acting Municipal Budget Officer
Ms. Zenaida A. Galorio	-	Municipal Accountant
Ms. Brigida B. Acheron	-	Acting Market Administrator

Section 2. Duties and Responsibilities of the LFC

The LFC shall exercise the following:

- a. Determine the income reasonably projected as collectible for the ensuing fiscal year;
- b. Recommend appropriate tax and other revenue measures or borrowings which may be required to support budget;
- c. Recommend for the Municipal Mayor level of annual expenditures and ceilings of spending for economic, social and general services based on the approved local development plans;
- d. Recommend to the Municipal Mayor the Municipal proper allocation of

- expenditures for each development activity between current operating expenditures and capital outlays;
- e. Recommend to the Municipal Mayor the amount to be allocated for capital outlay under each development activity or infrastructure project;
 - f. Assist the Sangguniang Panlungsod in the review and evaluation of budgets of the Municipal and recommend the appropriate action thereon;
 - g. Assist the Sangguniang Panlungsod members concerned in the analysis and review of annual regular and supplement budgets of the Municipal to determine compliance with statutory and administrative requirements; and
 - h. Conduct semi-annually, annual review and general examination of cost and accomplishments against performance standards applied in understanding development projects.

Section 3. Composition of LFC Secretariat

Secretary : Ms. Amiela S. Balaba
Assistant Secretary Ms. Grace P. Bagaipo

Section 4. Duties and Responsibilities of the Secretariat. The Secretariat shall be responsible to:

- a. Attend all meetings as scheduled by the LFC and take the minutes of all the proceedings and produce necessary documents;
- b. Prepare and deliver invitations to requested participants to attend meeting;
- c. Keep a record of all the transcribed minutes of the meetings conducted by LFC and furnished the same to concerned parties/agencies as may be deemed necessary;
- d. Provide technical assistance to the LFC during meetings;
- e. Evaluate all proposals submitted to the LFC;
- f. Prepare the date, time and venue of the meeting;
- g. Appraise validity of said requests and make the necessary recommendations;
- h. Prepare the Agenda and internal rules;
- i. Determine parties to be invited to the meeting/conference;
- j. Reproduce documents and transmit the same to concerned offices for their compliance, as required by the LFC.
- k. To take custody of all documents submitted to the LFC ensuring that they are intact and free from any tampering or unauthorized disclosure prior to the scheduled meetings;
- l. Provide technical assistance to the LFC during meetings and;
- m. Perform such other functions as may be required by the LFC.

Section 5. Fund Support. The LFC be provided with the funding support to be taken from any available source deemed appropriate.

Section 6. Repeating Clause. All issuances, memoranda and special orders issued inconsistent herewith are hereby superseded, repealed and amended accordingly.

Section 8. Separability Clause. If any provision of this resolution found to be unconstitutional or inconsistent with any national or local laws, ordinances or resolutions, all the other provisions thereof shall remain in full force and applicable.

Section 9. Effectivity. This Executive Order shall take effect immediately.

Done this 23rd day of July 2013 at Jagna, Bohol, Philippines


ATTY. FORTUNATO R. ABRENILLA
Municipal Mayor