



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



By the Municipal Mayor

Executive Order No. 20, s. 2013

AN ORDER CONSTITUTING THE TOP MANAGEMENT COMMITTEE (TMC) IN THE MUNICIPALITY OF JAGNA, PROVINCE OF BOHOL, PROVIDING FOR ITS COMPOSITION AND DEFINING ITS DUTIES AND FUNCTIONS.

WHEREAS, the Local Government Code of 1991 mandates the devolution of authority, responsibilities and resources to local government units (LGUs) which include the provision of certain basic services and facilities to the constituents;

WHEREAS, the mandates and responsibilities of local government units cannot be attained without a competent, harmonious and well-coordinated workforce;

WHEREAS, the municipality of Jagna just like any other LGUs, see the need of having a regular forum for discussion among department heads and heads of offices with the Local Chief Executive (LCE) different issues and concerns in the workplace, as well as updating of recent issuances and mandates from national and the local level.

NOW THEREFORE, I, FORTUNATO R. ABRENILLA, Municipal Mayor of Jagna, Bohol by virtue of the powers vested in me by law do hereby order the constitution of the Top Management Committee (TMC).

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

Chairperson : Atty. Fortunato R. Abrenilla - *Municipal Mayor*

Vice Chairperson : Hon. Bonifacio J. VirtudeS, Jr. - *Municipal Vice Mayor*

Members:

Dr. Arnold Cagulada	- <i>Mun. Health Officer</i>
Dra. April May Alpas	- <i>DTTB,RHU 2</i>
Ms. Marcionila E. Reyes	- <i>MSWDO/CAO</i>
Ms. Judy Grace M. Dominguez	- <i>Jagna MLGOO</i>
PO4 Albert Radasa	- <i>Officer-in-Charge PNP Jagna</i>
Insp. Raul G. Bustaliño	- <i>BFP Chief</i>
Ms. Ma. Lovella E. Acebes	- <i>Municipal Civil Registrar</i>
Ms. Ma. Esterlina G. Ando	- <i>OIC-Municipal Assessor</i>
Engr. Josefina Rañoa	- <i>Municipal Engineer</i>
Engr. Gerry V. Araneta	- <i>MPDC/MDRRM Officer</i>
Mr. Raymond F. Cuadra	- <i>Municipal Treasurer</i>
Mr. Camilo A. Rizano	- <i>Municipal Agriculturist</i>
Engr. Peter M. Jamero	- <i>Acting Municipal Budget Officer/ISWM Officer</i>
Ms. Brigida B. Acheron	- <i>Acting Market Supervisor</i>
Ms. Zenaida Galorio	- <i>Municipal Accountant</i>
Ms. Monica Esterlita Du	- <i>Asset Management Officer/Head Inspectorate Team</i>
Mr. Nicasio O. Tan, Jr.	- <i>Mun. Agrarian Reform Officer</i>
Mr. Renato R. Acera	- <i>Sangguniang Bayan Representative</i>

Secretariat:

Ms. Amiela S. Balaba	- <i>Municipal Public Information Officer</i>
Ms. Efrena Buenafe	- <i>HRMO/OIC- General Services</i>

Section 2. Duties and Functions of the Municipal Top Management Committee. The TMC shall have the following duties and functions:

a. Identify issues and concerns in the workplace and those related to the delivery of

- services;
- b. Formulate resolution of issues and concerns identified;
 - c. Plan out mechanisms for enhanced customer service;
 - d. Update the municipal employees of recent issuances and other mandates for implementation in the municipality.
 - e. Each member shall prepare written reports and updates of each office functions regarding its delivery of services undertaken and submit to the secretary for TMC file using the Accomplishment Report Form (Annex A).
 - f. The TMC will always observe confidentiality of some of the issues and concerns discussed in the meetings.

Section 3. Functions of the Secretary. The Secretary shall have the following duties and functions:

- a. Take down the minutes of the meetings;
- b. Arrange and prepare the agenda of the meetings in consultation with the Local Chief Executive;
- c. Consolidate other concerns which may be raised by department heads/heads of office and other municipal employees needing action of the Top Management Committee.
- d. Prepares issues in concern in a separate sheet of paper with corresponding matters for actions, person or office primarily responsible, updates and status of actions for follow ups in the next meetings. This will be attached to the minutes of the TMC

Section 4. Meeting Schedule and Venue. The TMC meeting shall regularly convene every first and third Monday of the month at the Capt. Gregorio Caseñas Hall. Special meetings shall also be conducted, as the need arises.

Section 6 . Attendance to the meetings. Attendance to the members of TMC are compulsory except to the cases wherein inevitable and representation in his/her behalf will be approved by the Local Chief Executive. Schedule of TMC meetings should be treated as the topmost priority over the other appointments of the members. Written consent for excuses and non-attendance should be submitted to the secretariat with the annotation and approval of the local chief executive otherwise considered as absent

Section 5. Agenda of TMC Meetings. The agenda of the TMC meetings will be prepared by the secretariat. Every members of the TMC can submit any subject matter for discussions with the following characteristics and/or point of discussions:

The proposed agenda must be

- a) Pressing issues of the LGU that requires immediate actions.
- b) Relevant matters concerning delivery services of the LGU
- c) Updates from different offices – recent issuances, policies and activities of the week/month, feed backing and reporting from attended seminars and trainings.
- d) Appearance of any person is allowed provided that he/she is bringing important matters for discussion/information that requires immediate actions and this will be acknowledge and given topmost priority in the agenda.

Section 7. Effectivity. This Executive Order shall take effect immediately.

Done this 24th day of July, 2013 at Jagna, Bohol, Philippines


ATTY. FORTUNATO R. ABRENILLA
Municipal Mayor

OFFICE/AFTER TRAININGS/SEMINARS REPORT

OFFICE OF THE _____

Period August 1-15, 2013

Inclusive Dates	Activity/Trainings/Seminar Attended	Indicator of Delivery of Services	Recommendations/Remarks