



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



**By the Municipal Mayor**

**Executive Order No. 29, s. 2013**

**AN ORDER DESIGNATING MS. EFRENA A. BUENAFE AS OFFICER IN-CHARGE OF THE GENERAL SERVICES DEPARTMENT OF THE MUNICIPALITY OF JAGNA UNDER THE OFFICE OF THE MAYOR AND PROMULGATING ITS ROLES AND FUNCTIONS.**

**WHEREAS**, the Municipality of Jagna currently has no responsible personnel who will carry out the functions as officer in-charge of the General Services Department;

**WHEREAS**, pursuant to the Local Government Code of 1991, an optional general services officer may be created or designated in order to perform the general services functions of the local government unit;

**WHEREAS**, at present there were no designated General Service Officer in-charge who will ensure the delivery of basic services and provision of adequate facilities which require general services expertise and technical support services;

**NOW THEREFORE, I, FORTUNATO R. ABRENILLA**, Municipal Mayor of Jagna, Bohol, by virtue of the power and authority vested in me by law, do hereby order:

To designate **MS. EFRENA A. BUENAFE** as an *Officer-in-Charge of General Services Department* under the Office of the Mayor with the following roles and functions:

- a. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities which require general services expertise and technical support services;
- b. Develop plans and strategies and upon approval thereof by the mayor, implement the same, particularly those which have to do with general services supportive of the welfare of the inhabitants of the municipality which the mayor is empowered to implement and which the Sanggunian is empowered to provide;
- c. Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects in coordination with *Asset Management Officer*;
- d. Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property, whether owned or leased by the local government unit;
- e. Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit in coordination with the *Asset Management Officer*;
- f. Perform archival and record management with respect to records of offices and departments of the local government unit with the *Asset Management Officer*;

- and
- g. Perform all other functions pertaining to supply and property management heretofore performed by municipal treasurer, asset management officer; and enforce policies on records creation, maintenance, and disposal;
  - h. Recommend to the Sanggunian and advise the Municipal Mayor on all other matters relative to general services; and
  - i. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

*Separability Clause* –Any provision of this Executive Order declared illegal shall not nullify the other provisions hereof provided that the remaining provisions can be given force and effect to accomplish the objectives of this Executive Order.

*Effectivity.* This Executive Order shall take effect upon its signing.

Done this in the Municipality of Jagna, Province of Bohol, Philippines, this 5<sup>th</sup> day of August, 2013.

  
**ATTY. FORTUNATO R. ABRENILLA**  
Municipal Mayor