



Republic of the Philippines
PROVINCE OF SORSOGON

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 32 -S. 2018

ADOPTING PAYROLL PAYMENT THROUGH AUTOMATED TELLER MACHINE

WHEREAS, huge amount of cash advances are being handled by the disbursing officer every month for salaries, wages and other emoluments due to the manual distribution of pay envelope which exposes the same to high risk of loss or misapplication of funds and also result to the delay in the liquidation thereof;

WHEREAS, the withdrawal of large amount of money from the government depository bank likewise unduly exposes the personnel withdrawing the same to the risk of being a victim of theft or robbery;

WHEREAS, the manual payment of salaries requires the processing of vouchers, voluminous payrolls and the need for the signature of multiple authorized signatories, which causes undue delay should these officers be unavailable for one reason or another;

WHEREAS, adopting payroll payment through automated teller machine will eliminate the aforementioned risk and delays and will unburden some personnel with work associated with the manual distribution of payment which could be channeled to other activity for the benefit of the local government unit;

WHEREAS, there is already an automated teller machine found in the premises of the local government unit in addition to other ATM's located in the town of Gubat, Sorsogon while Sorsogon City, where there are many ATM machines, is easily accessible by all means of transportation;

NOW, THEREFORE, I, SHARON ROSE GLIPO ESCOTO, Municipal Mayor of Gubat, Sorsogon, by the power vested in me by law, do hereby order that all official and employees of this local government including casuals and job orders shall be paid their salaries, wages, allowances, cash gifts, other emoluments and all other cash benefits through the automated teller machines of the Development Bank of the Philippines as soon as everyone are enrolled in a DBP ATM ACCOUNT;

THE MUNICIPAL TREASURER is directed to coordinate immediately with DBP, Sorsogon Branch so that not later than December 15, 2018 all officials and employees including casuals and job orders are already enrolled in an ATM account with said bank and likewise to request for the installation of a new or additional ATM machine within the premises of the local government unit.

ALL HEADS OF OFFICES are directed to assist in the facilitation of this undertaking and are directed to assign personnel who will assist all job orders assigned in their respective offices in filling up enrollment forms for an ATM Account with the DBP.

SO ORDERED.

Done this November 28, 2018 at Gubat, Sorsogon, Philippines.

MMD - [Signature] 11/28/18

SHARON ROSE GLIPO ESCOTO

Municipal Mayor

SR #	OFFICE	RECEIVED BY:	DATE
1	ADMIN	<i>[Signature]</i>	11/29/18
2	MASSO	<i>[Signature]</i>	
3	MCR	<i>[Signature]</i>	11-29-18
4	OMA	<i>[Signature]</i>	11-29
5	MTO		
6	BAC	<i>[Signature]</i> Nancy Datur	11-29-18
7	OMPDC	<i>[Signature]</i> AIDA HANDEZ	11-29-18
8	MEO	<i>[Signature]</i>	
9	MBO	<i>[Signature]</i>	11/29/18
10	SUPPLY	<i>[Signature]</i>	11/29/18
11	MAO		
12	SB	<i>[Signature]</i>	11/10/18
13	MSWDO	<i>[Signature]</i>	11/29/18
14	BOSS	<i>[Signature]</i>	11-29-18
15	MARKET	<i>[Signature]</i>	11-29-18
16	SLAUGHTER HOUSE		
17	MHO		
18	MENRO	<i>[Signature]</i>	11-29-18
19	HR	<i>[Signature]</i>	11/29/18
20	MDRRMO	<i>[Signature]</i>	11/29/18
22	MNAO		