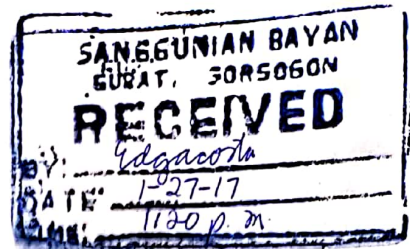




Republic of the Philippines
PROVINCE OF SORSOGON
MUNICIPALITY OF GUBAT



OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 2017-004

**AN ORDER CREATING THE EXPANDED LOCAL FINANCE COMMITTEE (LFC)
AND ITS SECRETARIAT**

WHEREAS, Section 316 of 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, there is also a need to organize a Technical Working Group (TWG) and Secretariat to extend technical and administrative support to the Local Finance Committee;

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, SHARON ROSE G. ESCOTO, Municipal Mayor of the Municipality of Gubat, Province of Sorsogon, by virtue of the power vested in me by law, do hereby order the creation of the Expanded Local Finance Committee and its Secretariat.

Section 1. COMPOSITION

CHAIRMAN

MR. AUGUSTO CEASAR E. ERMINO
Assistant Treasurer/Designated Municipal Legal Officer

MEMBERS

HON. KENNETH D. ESCANDOR
SB Chairperson, Committee on Finance and Appropriation

MR. FAUSTINO E. TACLAN JR
Municipal Planning and Development Officer

MR. REYMUNDO F. QUIÑONES
Municipal Treasurer

MR. EDUARDO E. FELICIA
Municipal Budget Officer

SECRETARIAT

MR. PATRICK OMAR B. ERESTAIN
MS. AIDA D. HANDIG

Section 2. FUNCTIONS OF THE EXPANDED LOCAL FINANCE COMMITTEE

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

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

Section 3. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT

- 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. Evaluate all proposals submitted to the LFC;
- e. Prepare the date, time and venue of the meeting;
- f. Appraise validity of said requests and make the necessary recommendations;
- g. Prepare the Agenda and internal rules;
- h. Determine parties to be invited to the meeting/conference;
- i. Reproduce documents and transmit the same to concerned offices for their compliance, as required by the LFC.
- j. 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;
- k. Provide technical assistance to the LFC during meetings and;
- l. Perform such other functions as may be required by the LFC.

Section 4. FUND SUPPORT. The LFC be provided with the funding support to be taken from any available source deemed appropriate.

Section 5. REPEATING CLAUSE. All issuances, memoranda and special orders issued inconsistent herewith are hereby superseded, repealed and amended accordingly.

Section 6. 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 7. EFFECTIVITY. This order shall take effect immediately.

DONE this 27th day of January 2017 in the Municipality of Gubat, Province of Sorsogon.


SHARON ROSE G. ESCOTO
 Municipal Mayor

cc: Concerned Members
 DILG Municipal Office
 Office of the Provincial Governor