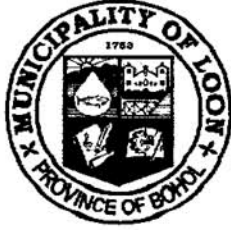




BAGONG PILIPINAS



Republic of the Philippines
Province of Bohol
Municipality of Loon
Office of the Mayor



VISION : A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance

MISSION: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people' s capabilities for inclusive growth

EXECUTIVE ORDER NO. 12
Series of 2024

CREATING THE INFORMATION AND COMMUNICATION
TECHNOLOGY OFFICE UNDER THE OFFICE OF THE MAYOR

WHEREAS, the Local Government Code of 1991 stresses the need for local government units (LGUs) to formulate measures so that national policies are faithfully-adhered to; and authorizes the establishments in every LGU of an operating mechanism in the furtherance of its functions, duties and responsibilities and in ensuring its accountability;

WHEREAS, there always exists in LGUs a need for continuing mechanisms to enhance local autonomy not only by legislative enabling acts but also by administrative and organizational reforms;

WHEREAS; the Local Government Unit of Loon is mandated to contribute to national and local development agenda particularly as regards information and communication technology (ICT) in support of the primary planning and coordination mandates of the Department of Information and Communication Technology (DICT) and other concerned national government agencies;

WHEREAS; the LGU of Loon has yet to formally establish an office that shall have charge of matters involving information and communication technology development and support services;

NOW THEREFORE; premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

Section 1. Creation of the Information and Communication Technology Office. - There shall be created an Information and Communication Technology Office (ICTO) under the Office of the Mayor.

Section 2. Duties and Responsibilities. - The ICT Office shall have the following duties and responsibilities:

- 2a. Develop and install hardware and software systems, programs, processes or applications that are particularly needed by the LGU's departments and offices in furtherance of their mandated tasks;
- 2b. Respond to the technical needs of the departments and offices especially in regard to computer operations and troubleshooting, database development and upkeep, print materials production, and equipment repair and maintenance; and
- 2c. Design and maintain the website and web portal of the LGU of Loon.

Section 3. Role of the LGU Departments and Offices. - The official website of the Municipality of Loon needs to be always updated. In view of this, every department or office is enjoined to submit, through its official designated stringer or correspondent, timely and relevant news and information on its programs, projects or activities to the ICT Office through the Municipal Information Office – Designate

Section 4. Effectivity. - This Executive Order shall take effect immediately and shall remain in force until such time that an ordinance establishing a Municipal Information and Communication Technology Office shall have been passed

Done this 20th day of March 2024 in the Municipality of Loon, Bohol.


ELVI PETER L. RELAMPAGOS
Mayor