



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. 15g  
Series of 2024

ENJOINING ALL DEPARTMENTS AND OFFICES TO ADOPT AND APPLY THE DOCUMENT TRACKING SYSTEM (DTS) AS AN AUTOMATED IN-HOUSE INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEM OF THE LOCAL GOVERNMENT UNIT OF LOON

WHEREAS, Republic Act No. 9485 mandates all government agencies to improve the delivery of public service to reduce bureaucratic red tape and prevent graft and corruption;

WHEREAS, Republic Act No. 10173, also known as the Data Privacy Act of 2012, aims to protect personal data in information and communication systems, in both government and private sectors, and created the National Privacy Commission to monitor the enforcement of the Act;

WHEREAS, the LGU of Loon adopts and implements the Commission on Audit Circular No. 2013-004 dated January 30, 2013 entitled "Information and Publicity on Programs/Projects/Activities of Government Agencies";

WHEREAS, the LGU of Loon hired Information Technology (IT) personnel to develop automated systems that led to the systematic processing of data for the benefit of all concerned departments, offices and other constituents;

WHEREAS, in line with the LGU's commitment to good governance, the Document Tracking System (DTS) was designed to serve as a transparent, accountable and efficient system for tracking all documents filed and processed in the departments and offices thereof;

WHEREAS, as an automated information and communication technology system, DTS was installed in the LGU management system in April 2012, after which it resulted in improved efficiency, accuracy and convenience owing to its easy access;

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.** All departments and offices are hereby enjoined to use the DTS, or the Document Tracking System, as an automated in-house information and communication technology system of the Local Government Unit of Loon.

**Section 2.** The personnel and staff of the Municipal Information and Communication Technology Office (MICTO) shall take charge of the in-house dissemination, monitoring, maintenance and updating of the DTS and other ICT systems of the LGU.

**Section 3.** The LGU shall provide updated ICT equipment to address and adapt to the fast-changing technology innovations and to minimize any system malfunction.

**Section 4.** The Executive Order shall take effect immediately.

Done this 11th day of April 2024 in the Municipality of Loon, Bohol.

ELVI PETER L. RELAMPAGOS  
Mayor