



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON
OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 33
Series of 2023

RECONSTITUTING THE LOCAL FINANCE COMMITTEE AND ITS SECRETARIAT

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides for the creation of a Local Finance Committee (LFC) in every local government unit (LGU);

WHEREAS, Section 316 of R.A. 7160 specifically enumerates the composition of the LFC, particularly the Municipal Planning and Development Coordinator, the Municipal Budget Officer, and the Municipal Treasurer;

WHEREAS, the Municipal Government of Loon, like other LGUs, realizes the need to also include in the LFC the Sangguniang Bayan Committee on Finance, Budget and Appropriations, and the Municipal Accountant;

WHEREAS, there is also a need to reorganize the Secretariat of the current LFC to perform administrative support functions therefor;

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. Reconstitution and Composition. - The Local Finance Committee is hereby reconstituted, as follows:

Chairperson: Elvi Peter I. Relampagos
Municipal Mayor

Co-Chairperson: Pedro M. Literatus Jr. *[Signature]*
Chairperson, SB Committee on Finance, Budget and Appropriations

Members: Judy Marie H. Veloso - *[Signature]*
Member, SB Committee on Finance, Budget and Appropriations

Timoteo L. Legitimas - *[Signature]*
Member, SB Committee on Finance, Budget and Appropriations

Alan L. Relator, CE, EnP
Municipal Planning and Development Coordinator

Sheila L. Castrojo - *[Signature]* 12/19/23
Municipal Budget Officer

Teodomiro P. Coritico - *[Signature]* 12/19/23
Municipal Treasurer

Arnulfo S. Relampagos, CPA - *[Signature]* 12/19/23
Municipal Accountant

Section 2. Functions, Duties and Responsibilities of the LFC. - The LFC shall perform the following functions, duties and responsibilities;

- 2a. Determine the income reasonably projected as collectible for the ensuing fiscal year;
- 2b. Recommend appropriate tax and other revenue measures or borrowings which may be required to support local budget;
- 2c. Recommend to the Municipal Mayor level of annual expenditures and ceilings of spending for economic, social and general services based on the approved local development plans;
- 2d. Recommend to the Mayor the proper allocation of expenditures for each development activity between current operating expenditures and capital outlays;

- 2e. Recommend to the Mayor the amount to be allocated for capital outlay under each development activity or infrastructure project;
- 2f. Assist the Sangguniang Bayan in the review and evaluation of LGU budgets and recommend appropriate actions thereon;
- 2g. Assist the concerned Sangguniang Bayan members in the analysis and review of annual regular and supplemental budgets to determine compliance with statutory and administrative requirements; and
- 2h. Conduct semi-annual and annual review, and general examination of costs and accomplishments against performance standards for development projects.

Section 3. Reconstitution of the LFC Secretariat. - The LFC Secretariat is hereby reconstituted, as follows:

Secretary: Apolinaria R. Guballa, CPA
Assistant Secretary: Maricris P. Roslinda

Section 4. Duties and Responsibilities of the Secretariat. - The LFC Secretariat shall perform the following duties and responsibilities:

- a. Prepare notices of meetings and deliver them to all LFC members and invitees, such notices to specify the date and time, venue, and agenda;
- b. Attend all LFC meetings, take the minutes of such meetings, and prepare copies of the same as well as other documents for distribution to the concerned persons whenever deemed necessary;
- c. Provide administrative support to the LFC;
- d. Ensure that all proposals submitted to the LFC contain the necessary data, information, and other requirements;
- e. Ensure that all documents of the LFC are complete and in their original state, kept safe and not damaged or destroyed, free from any tampering, and protected from unauthorized disclosure at all times unless authorized by the LFC;
- f. Perform such other duties and responsibilities as may be required by the LFC.

Section 5. Funding Support. - Whenever needed, the LFC shall be provided with funding support from all legal or appropriate sources.

Section 6. Repealing Clause. - All issuances, memoranda and special orders that are inconsistent with the provisions of this Executive Order are hereby superseded, repealed or amended accordingly.

Section 7. Separability Clause. - Any provision of this Executive Order that is declared inappropriate, unconstitutional, or inconsistent with national or local laws, ordinances or resolutions shall not nullify the other provisions hereof, provided that the latter can be given force and effect to accomplish the objectives thereof.

Section 8. Effectivity. - This Executive Order shall take effect immediately.

Issued this 23rd day of October 2023 in the Municipality of Loon, Bohol.


ELVI PETER J. RELAMPAGOS
Mayor