



## ADMINISTRATIVE ORDER

### No. 014-2019

AN ADMINISTRATIVE ORDER CREATING AN AD HOC COMMITTEE TO INVESTIGATE THE COMPLAINT AGAINST MR. JUN KITAB, MARKET INSPECTOR AND MS. JANICE B. BINAY-AN, MARKET SUPERVISOR OF THE MAYOR'S OFFICE UNDER ECONOMIC ENTERPRISE

WHEREAS, a letter from a concerned citizen dated May 21, 2019 was received by the Mayor's Office forwarding a complaint against Mr. Jun Kitab and Ms. Janice Binay-an;

WHEREAS, pursuant to Rule 4 of the Revised Rules on Administrative Cases in the Civil Service, there a need to create an adhoc committee to investigate the case to determine whether a prima facie case exists to warrant issuance of a formal charge/notice to charge;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested in me by as the Municipal Mayor of La Trinidad, Benguet, do hereby create an Adhoc Committee to investigate the complaint against Mr. Jun Kitab and Ms. Janice Binay-an as follows;

SECTION 1. Composition. The Council shall be composed of the following:

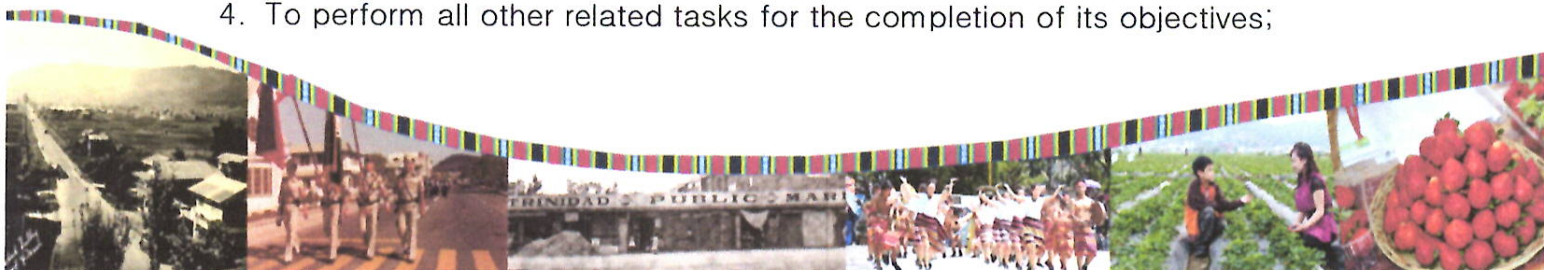
Chairman : ATTY. BARTOLOME L. BALDAS, JR., MLO

Members : ATTY. HENSON B. GOLOCAN, MACCO  
ENGR. PATRICK B. CONCEPCION, MASSO  
MS. WILMA M. LINTAN, MTO  
MS. JOAN S. BACOLING, LCRO

Secretariat : MS. SHERYL B. MINONG, AO II

SECTION 2. Functions of the Committee. The Committee shall perform the following functions:

1. To conduct preliminary investigation pursuant to Rule 4, Section 18 of the 2017 Rules of Administrative Cases in the Civil Service;
2. To hold hearings, demand submission of pleadings and documents, call sworn witnesses, resource person/s and the complained employed for testimonial evidences;
3. To submit to the Municipal Mayor its findings and recommendations;
4. To perform all other related tasks for the completion of its objectives;

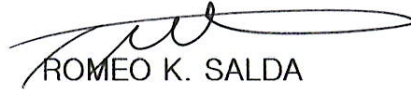




Republic of the Philippines  
Province of Benguet  
**MUNICIPALITY OF LA TRINIDAD**  
**OFFICE OF THE MUNICIPAL MAYOR**  
La Trinidad Municipal Hall, Km. 5, La Trinidad, Benguet 2601  
Tel. No.: (074) 422-2601 / 422-5618 | Fax No.: (074) 422-5621  
Official Website: [www.latrinidad.gov.ph](http://www.latrinidad.gov.ph) | Email Address: [mayorslt@yahoo.com](mailto:mayorslt@yahoo.com)

SECTION 3. Effectivity. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 17<sup>th</sup> day of May, 2019 at the La Trinidad, Benguet, Philippines.

  
ROMEO K. SALDA  
Municipal Mayor

Copy furnished:

- Provincial Governor, Benguet
- Sangguniang Bayan, LTB
- DILG, MLGOO

