



ADMINISTRATIVE ORDER

No. 018-2019

AN ADMINISTRATIVE ORDER CREATING AN AD HOC COMMITTEE TO INVESTIGATE ALLEGED IRREGULARITIES AGAINST MR. RODOLFO KITAB JR., MARKET INSPECTOR AT THE MAYOR'S OFFICE

WHEREAS, Mr. Rodolfo Kitab Jr. allegedly committed certain irregularities with regards to transactions under the Economic Enterprise;

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 Committee 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
MR. NORMAN A. ANTERO, Asst. Treasurer

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;





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

Issued this 30th 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

