



Republic of the Philippines  
Province of Benguet  
**MUNICIPALITY OF LA TRINIDAD**  
**OFFICE OF THE MUNICIPAL MAYOR**  
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**ADMINISTRATIVE ORDER**  
**No. 025-2019**

**AN ADMINISTRATIVE ORDER REORGANIZING THE MUNICIPAL SCHOOL BOARD (MSB) OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET**

**WHEREAS**, in Section 98 of Republic Act 7160, otherwise known as the Local Government Code of the Philippines, states that, "There shall be established in every province, city, or municipality a provincial, city or municipal school board, respectively";

**WHEREAS**, the Municipal School Board of the municipality was created and subsequently amended to change some of the members who are no longer representing their organization due to the elections held last May, 2016;

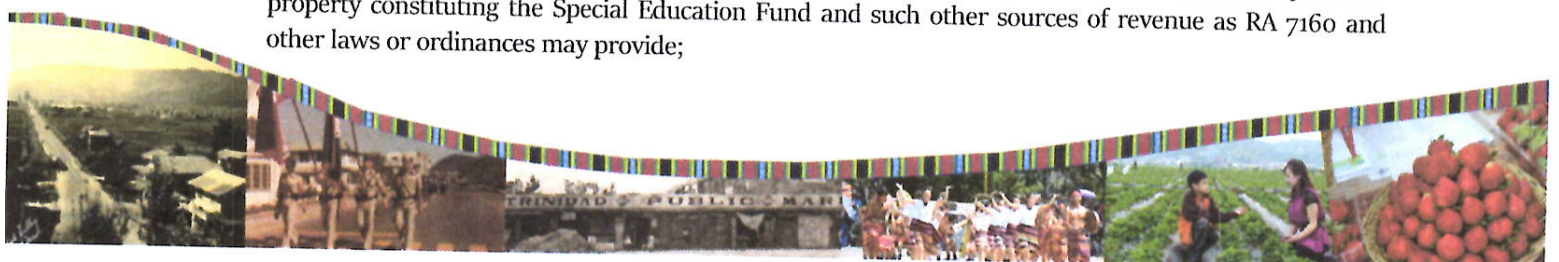
**WHEREAS**, in view of the above, there is a need to reorganize the Municipal School Board of the municipality;

**NOW THEREFORE, I, ROMEO K. SALDA**, duly elected Mayor of the Municipality of La Trinidad, Benguet, do hereby reorganize the Municipal School Board of the Municipality of La Trinidad as follows:

- Section I. COMPOSITION.** The Municipal School Board shall be composed of the following:
- CHAIRPERSON** : **HON. ROMEO K. SALDA**, Municipal Mayor
- CO-CHAIRPERSON** : **DR. ROSITA T. DAYAG**, DepEd La Trinidad District Supervisor
- MEMBERS** : **HON. NESTOR T. FONGWAN, JR.**, SB Committee Chairperson, on Education  
**HON. APOLINARIO A. BAGANO JR.**, SB Committee Chairperson on Youth & Sports Development Affairs  
**MS. WILMA M. LINTAN**, Municipal Treasurer  
**MS. IMELDA E. GRUPO**, Municipal Budget Officer  
**MR. NESTOR DALAY-ON**, Secondary Level Principal Representative  
**MR. RAIMTON ANDRES.**, LT PTCA Federation President  
**MR. OSCAR B. LACADEN** Representative, Teachers' Organization  
**MS. MARIE JOAN CAPAN**, Rep., Non-Academic Personnel  
**REV. ESTHER K. BALAWAG**, Religious Sector Representative  
**MS. ELVERNICE S. FANGED**, Private School Representative
- SECRETARIAT** : **MS. VICTORIA GALE A. JUANITO**, AO II  
**MR. GERALD COSTINA**, AO II  
**MR. ORLANDO B. PACYA**, CDO I

**Section 2. Functions.** The Municipal School Board shall perform the following functions:

1. Determine, in accordance with the criteria set by the Department of Education Culture and Sports, the annual supplementary budgetary needs for the operation and maintenance of public schools within the municipality and the supplementary local cost of meeting such needs, which shall be reflected in the form of an annual school board budget corresponding to its share of the proceeds of the special levy on real property constituting the Special Education Fund and such other sources of revenue as RA 7160 and other laws or ordinances may provide;







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2. Authorize the Municipal Treasurer to disburse funds from the Special Education Fund pursuant to the budget prepared and in accordance with existing rules and regulations;
3. Serve as an advisory committee to the Sangguniang Bayan of the municipality on education matters such as, but not limited to, the necessity for and uses of local appropriations for education purposes; and
4. Recommend changes in the names of public schools within the territorial jurisdiction of the La Trinidad Local Government Unit for enactment by its Sangguniang Bayan.

### Section 3. Meeting, Quorum and other Guidelines


1. The performance of the duties of the members of the Municipal School Board shall not be delegated;
2. The Department of Education shall consult the Municipal School Board in the appointment of District Supervisor, School Principals and other officials;
3. The Municipal School Board shall meet at least once (1) every quarter or as often as may be necessary. The Co-Chairman may call a meeting. In the absence of the Co-Chairman, the Local Chief of executive shall be given preference to preside over the meeting;

### Section 4. Budget

1. The District Supervisor/Coordinating Principal shall prepare the budget of the School Board. Such budget shall be supported by programs, projects, and activities of the school board for the ensuing fiscal year. The affirmative vote of the majority of all the members shall be necessary to approve the budget;
2. The Annual School Board shall give priority to the following:
  - a. *Construction, repair and maintenance of the school building and other facilities of public elementary and secondary schools;*
  - b. *Establishment and maintenance of extension classes when necessary;*
  - c. *Holding of sports activities at the district, municipal and barangay levels;*
  - d. *The proceeds from additional one percent (1%) tax on real property accruing to the Special Education Fund shall be automatically released to the Municipal School Board;*
  - e. *The Co-Chairman and members of the Municipal School Board shall perform their duties without compensation or remuneration. They are entitled to necessary travelling expenses and allowances chargeable against the Municipal School Board funds.*

**Section 5. Effectivity.** This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 7<sup>th</sup> day of August, 2019 at La Trinidad, Benguet.

  
**ROMEO K. SALDA**  
Municipal Mayor

Copy furnished:

- The Provincial Governor, Benguet Province
- The Sangguniang Bayan, La Trinidad, Benguet
- The DILG thru the MLGOO
- file

