



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

ADMINISTRATIVE ORDER NO. 1
Series of 2017

**AN ORDER CREATING THE TECHNICAL WORKING GROUP (TWG) THAT WILL STUDY
AND RECOMMEND PROVISIONS OF THE ADMINISTRATIVE CODE OF THE
MUNICIPALITY OF BALIWAG**

WHEREAS, the Municipality of Baliwag recognizes the need to adopt and implement a coherent, comprehensive and integrated Administrative Code;

WHEREAS, the effectiveness of the Government will be enhanced by the enactment of an Administrative Code which incorporates in a unified document the major structural, functional and procedural principles and rules of governance;

WHEREAS, the Administrative Code will be of optimum benefit to the people and government officers and employees as it embodies changes in administrative structures and procedures designed to serve the people;

WHEREAS, the Municipality of Baliwag is committed to its mandate to set the direction, develop, implement and coordinate sound personnel enhancement programs within the LGU's capabilities and authority;

WHEREAS, based on the above premises, the Municipality of Baliwag is bent to recognize and reward high performing personnel, towards realizing its vision of pro-active governance.

NOW THEREFORE, by the powers vested in me by law, I, FERDINAND V. ESTRELLA, Municipal Mayor of the Municipality of Baliwag, hereby order the creation of Technical Working Group (TWG) that will study and recommend provisions of Administrative Code of the Municipality of Baliwag.

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

SECTION 1. **Composition.** The Administrative Code – Technical Working Group shall be composed of the following:

Chairperson : Municipal Administrator

Members : Head or Representative
Municipal Accountant

Head or Representative
Municipal Planning and Development Office

Head or Representative
Municipal Legal Office

Head or Representative
Municipal Human Resource Development Office

Head or Representative
Municipal Treasurer's Office

Head or Representative
Health

Head or Representative
Tourism Office

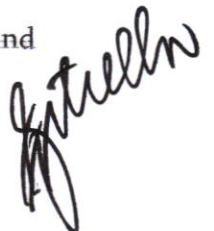
Mr. Rodrigo Buenvivar Torres, III
Business Permits and Licensing Office

Mr. Heherson Cruz
Municipal Librarian

Atty. Ireneo Romano
VP for Administration, Baliwag Polytechnic

SECTION 2. **Duties and Responsibilities.**

1. Conduct coordination meetings and data gathering for the drafting and enactment of the Municipal Government's Administrative Code.



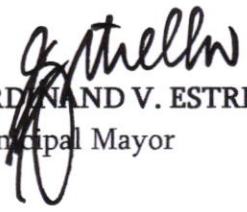
2. Based on the aforesaid study, prepare and submit recommendations for a draft Administrative Code for the Municipal Government for the approval of the Local Chief Executive and the Sangguniang Bayan.

SECTION 4. **Technical, Administrative and Secretariat Support.** For the effective discharge of its responsibilities, the TWG may call on the assistance of any unit of each member's respective department, sector or other concerned local government, private and non-government agencies. Administrative and secretariat support to the TWG shall be provided by the Office of the Municipal Administrator which shall coordinate TWG activities.


SECTION 5. **Repealing Clause.** All previous executive orders and issuances which are inconsistent herewith are hereby repealed or modified accordingly.

SECTION 6. **Effectivity.** This order shall take effect immediately.

Signed in the Municipality of Baliwag, Bulacan this 2nd day of March, 2017.


FERDINAND V. ESTRELLA
Municipal Mayor

By the Mayor:


ENRIQUE V. TAGLE
Municipal Administrator

