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3:10 pm



Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONG BAYAN

LALAWIGAN NG BULACAN

Administrative Order No. 0
Series of 2016

CREATING THE MUNICIPAL GOVERNMENT OF BALIWAG UNIFORM COMMITTEE

I, FERDINAND V. ESTRELLA, by virtue of the powers vested in me by law as Mayor of Municipality of Baliwag, do hereby order the organization of the Municipal Government of Baliwag Uniform Committee, as follows:

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

Chairperson: MELANIE M. CRUZ, Executive Assistant II
Vice Chairperson: BRENDA C. BERNARDO, Population Program Officer I

Members:

- YASSER C. CARLOS, Administrative Aide IV
- GERALD M. TOLENTINO, Social Welfare Officer III
- DR. MA. EDITHA C. DELA CRUZ, Rural Health Physician
- CHERIE MAE I. SANTOS, Project Development Assistant
- REVA JANE G. DILIG, Administrative Assistant I

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

1. To facilitate the selection of uniforms for officials and employees of the Municipal Government of Baliwag;
 - a. Determine the procedure and prepare the guidelines for the selection of the uniform designs and materials, which will be most appropriate and suitable for employees;
 - b. Determine the mode of distributing the clothing allowance, and the method of procuring the clothing materials for the selection of uniforms; and
2. The uniform designs which will be selected by the Committee, as well as the mode of distributing the uniform allowance, and the method of procuring the uniform materials, shall be presented to the Management Committee (ManCom) for approval.

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3. The Human Resource Management Office shall provide support services to the Municipal Uniform Committee.

SECTION 3. Repealing Clause. All other order, issuances and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

SECTION 4. Effectivity. This Administrative Order shall take effect immediately.

Done this ___ day of October, 2016 at Baliwag, Bulacan.


FERDINAND V. ESTRELLA
Municipal Mayor
MUNICIPALITY OF BALIWAG



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