



Republic of the Philippines  
Province of Zamboanga del Sur  
**MUNICIPALITY OF BAYOG**  
**OFFICE OF THE MUNICIPAL MAYOR**

<http://www.zds-bayog.gov.ph> email address: [lgubayogzs@yahoo.com.ph](mailto:lgubayogzs@yahoo.com.ph)

Mobile Phone: 09209521135

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**EXECUTIVE ORDER. 10-001**

July 1, 2010

**CREATING VARIOUS TASK FORCES TO PERFORM SPECIFIC DUTIES AND FUNCTIONS TO EASE LOCAL GOVERNMENT OPERATIONS AND FOR OTHER PURPOSES**

WHEREAS, R.A. 7160 otherwise known as the Local Government Code of 1991 provides among others a gross function of the Municipal Mayor as Local Chief Executive and in the exercise of powers and prerogatives shall direct efficient, effective and economical governance for the general welfare of the Municipality;

WHEREAS, it becomes necessary and proper to organize and/or constitute task forces to perform specific duties and functions in accordance with government rules and guidelines to supplement current functionaries of the Local Government Structure, thus liberating the Local Chief Executive on routinary duties and giving chance to devote more time on higher level of organizational and developmental governance.

NOW, THEREFORE, I, LEONARDO L. BABASA, JR., Municipal Mayor and in my capacity as Local Chief Executive of the Municipal Government of Bayog, Zamboanga del Sur, do hereby Order as follows:

SECTION 1. There is hereby created the following Task Forces to perform specific duties and responsibilities which shall be composed each by a Chairman, Vice Chairman and so much number of members necessary to carry its task, all to be appointed or designated by the Municipal Mayor from regular officials and personnel of the Municipal Government of Bayog, Zamboanga del Sur:

- A. ORGANIZATIONAL DEVELOPMENT TASK FORCE** – to review existing LGU Organizational Structure and Staffing Pattern; prepare Reorganization Plan in accordance with laws and guidelines primarily aimed at streamlining administrative positions to augment and strengthen frontline functionaries and taking consideration for a computerized governance.
- B. REVENUE COLLECTION TASK FORCE** – To evaluate and determine causes of collection deficiencies; formulate, recommend policies and collect taxes and fees in accordance with LGU Revenue Code, monitor collection systems; set up and accomplish monthly collection targets, and perform other related duties as maybe directed by competent authority.

- C. HOSPITAL PRE-NEED TASK FORCE** - Initiate and comply DOH Permit requirements (EO Dec 30, 2010) preparatory to conversion of the Municipal Health Center into a Primary Hospital; coordinate with Municipal Engineer re preparation of Plans and Specifications; Perform other related duties as maybe directed by competent authority.
- D. CIVIL REGISTRATION TASK FORCE** - Formulate and execute plans for child registration and wedding at barangay level; perform other related duties as maybe directed by competent authority.
- E. MUNICIPAL CEMETERY TASK FORCE** - Formulate plans for establishment of new and decent municipal cemetery; scout and negotiate acquisition of new municipal cemetery site; conduct general cleanliness and maintenance of existing municipal cemetery; and, perform other related duties as maybe directed by competent authority.
- F. MUNICIPAL ID SYSTEM TASK FORCE** - Formulate plans and policies for the implementation of Municipal ID System; Design Municipal ID with PhilHealth ID Incorporated; Perform other related duties as maybe directed by competent authority.
- G. SOLID WASTE MANAGEMENT TASK FORCE** - Formulate plans and policies for the implementation of solid-waste management; evaluate and determine site expansion for waste disposal and perform other related duties as maybe directed by competent authority.
- H. CLEAN AND GREEN TASK FORCE**- Formulate plans and policies to include rewards on Clean and Green Achievers municipal-wide; charged of cleaning the government center premises; do plant trees, ornamental plants and gardening activities; and perform other related duties as maybe directed by competent authority
- I. HEALTH EDUCATION AND SANITATION TASK FORCE** - Formulate and implement plans and policies on health education and sanitation; Coordinate with government agencies and civil societies for possible assistance and Perform other related duties as maybe directed by competent authority
- J. INFORMATION AND TECHNOLOGY TASK FORCE**- Formulate and implement plans and policies on Information and Technology; Plan for the computerization program of the Municipal Government of Bayog; Coordinate with NCCOO and Computer Societies for training, systems and programs; Coordinate with government agencies and civil societies for widespread information and possible assistance.; and perform other related duties as maybe directed by competent authority.
- K. LIVELIHOOD TASK FORCE** - Formulate and implement plans and policies on Livelihood; Initiate development of municipal product identity; coordinate with government agencies and civil societies for possible assistance; and perform other related duties as maybe directed by competent authority

SECTION 2. Each task force shall directly submit weekly written report to the Local Chief Executive assessing and apprising therein performance, problems, issues and other concerns, as part of management information system.

SECTION 3. All municipal executive and administrative orders, or part or parts thereof which are inconsistent with any of the provisions of this Order are hereby repealed or modified accordingly.

SECTION 4. And, shall take effect on July first, twenty hundred and ten.

SECTION 5. Let copies of this Order be furnished the Provincial Governor, Municipal Department/Office Heads, and others concerned for their respective information and reference, and guidance.

Done this 1<sup>st</sup> day of July 2010 at Bayog, Zamboanga del Sur, Philippines.

**(SGD) LEONARDO L. BABASA, JR.**  
Municipal Mayor

BY THE MUNICIPAL MAYOR:

**(SGD) VIRGILIO Q. ZAMORA**  
Executive Assistant V