



Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF CLAVERIA

OFFICE OF THE LOCAL CHIEF EXECUTIVE

Telefax: (078) 395-0181

EXECUTIVE ORDER NO. 22
Series of 2021

ORGANIZING THE ADMINISTRATIVE INVESTIGATION COMMITTEE (AIC) OF THE LOCAL GOVERNMENT UNIT OF CLAVERIA, CAGAYAN.

WHEREAS, the Civil Service Commission promulgated Resolution No. 1101502, otherwise known as the Revised Rules on Administrative Cases in the Civil Service with the purpose of setting a uniform procedural rule of disciplinary and non-disciplinary cases in the government service;

WHEREAS, in the abovementioned Resolution, the Head of Agencies, including the Municipal and City Mayors have original concurrent jurisdiction with the Civil Service Commission to hear and decide administrative cases filed, instituted or brought against the officers and employees of the Local Government Unit (LGU) concerned;

WHEREAS, this local government unit adheres to the abovementioned Resolution and will endeavor to implement its provisions with the end view of instilling discipline and order among the officers and employees of this LGU.

WHEREAS, the Administrative Investigation Committee (AIC) shall conduct investigation and make necessary reports and recommendations involving all administrative offenses that may be brought to the attention of the undersigned;


WHEREAS, the Administrative Investigation Committee (AIC) upon receipt of this order, the committee shall convene and make Internal Rules and Procedures and perform the functions in accordance with Section 86 of the Local Government Code of 1991, related Civil Service Laws and Rules and other pertinent laws.


NOW, THEREFORE, I, CELIA T. LAYUS, MD., Municipal Mayor of Claveria, Cagayan, by virtue of the power vested in me by law, do hereby order the organization/creation of the Administrative Investigation Committee of the Local Government Unit of Claveria, Cagayan, with the following composition:

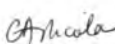
Chairman:	JOANNE HAZEL A. NEYRA	Municipal Budget Officer
Members:	JEFFREY L. SALMON ZYRELLE VILORIA PONCE R. PULIDO, MD. JAYZON SACRO ANNELIE V. VALENCIA	Municipal Accountant President-CLAMGEA Private Secretary 2 nd Level Representative 1 st Level Representative
Secretariat	MADELINE Q. GAPAS ELSA S. LABUGUEN	Secretariat Secretariat


This Executive Order shall take effect immediately and shall remain in full force and effect until revoked or rescinded.


Done this 5th day of November 2021 in Claveria, Cagayan.


CELIA T. LAYUS, MD.
Municipal Mayor

Received:  11-8-21

Received: 11-08-2021 

Received:  04-11-21


11/8/21