



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SOLSONA**  
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## **OFFICE OF THE MUNICIPAL MAYOR**

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### **EXECUTIVE ORDER NO. 052 Series of 2019**

#### **ORGANIZING THE DISCIPLINARY BOARD AND FOR SUCH OTHER RELATED PURPOSES OF THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE**

**WHEREAS**, the Local Government Code (LGC for brevity) provides in Section 84 thereof that: investigation and adjudication of administrative complaints against appointive local officials and employees as well as their suspension and removal shall be in accordance with the civil service law and rules and other pertinent laws;

**WHEREAS**, on 18 November 2011, the Civil Service Commission promulgated the Revised Rules in Administrative Cases in the Civil Service (hereinafter referred to as RRACCS) providing for the rules on procedure to govern the disposition of disciplinary and non-disciplinary administrative cases in the civil service;

**WHEREAS**, Section 9 of RRACCS provides that the Chief Executive of the local government unit shall have concurrent jurisdiction with the Civil Service Commission over complaints against local officers and employees;

**WHEREAS**, under Section 86 of LGC, "administrative investigation may be conducted by a person or committee duly authorized by the Local Chief Executive";

**WHEREAS**, there is a need to create a committee to be known as the "Disciplinary Board" to be vested with powers and authority to receive complaints, initiate motu proprio complaints, conduct fact-finding investigations, conduct hearings on administrative cases brought against appointive officials and employees of the Municipal Government of Solsona, Ilocos Norte, and to submit its findings and recommendations to the Mayor for his consideration;

**NOW THEREFORE**, I, JOSEPH E. DE LARA, Municipal Mayor, Solsona, Ilocos Norte by virtue of the powers vested in me by law, hereby order the organization of the Disciplinary Board of Solsona, Ilocos Norte, to wit:

**Section 1. Creating the Disciplinary Board and Providing for its Composition.** A committee in the Municipal Government of Solsona, Ilocos Norte to be known as the "Disciplinary Board" is hereby created to be composed of the Chairman and four (4) Members.

The following are hereby designated as members of the Disciplinary Board:

Chairperson	- DR. BERTHA L. DE LARA	- Municipal Administrator
Members	- ENGR. EMILY G. BARAOIDAN	- Municipal Assessor
	- MRS. CHARYMELLE O. FORONDA	- Municipal Budget Officer
	- MR. BRENFORD JAKE M. NICOLAS	- PDO I/ Acting MPDC
	- MRS. PLAVENI M. GONZALES	- Admin. Assistant II/ HRMO-Designate
Secretariat	- MR. ALFONSO JEZIEL M. DE LOS REYES	- Private Secretary II
	- MRS. MINETTE JOY D. VICENTE	- Asst. Registration Officer

**Section 2. Powers and Functions:** The disciplinary Board shall exercise powers and authority to:

1. Receive administrative complaints involving both disciplinary and non-disciplinary cases against the officers and employees of the Municipal Government of Solsona, Ilocos Norte;
2. Initiate motu-proprio complaints against any officers and employees of the Municipal Government of Solsona, Ilocos Norte;
3. Conduct fact-finding investigation on all officers and employees of the Municipal Government of Solsona, Ilocos Norte;
4. Conduct hearings, preliminary/format investigation, subpoena and swear in witnesses, and require the parties to submit affidavits and/or present document and other evidences on administrative cases brought against appointive official and employees of the Municipal Government of Solsona, Ilocos Norte;
5. Submit its findings and recommendations to the Mayor; and
6. The Disciplinary Board shall likewise exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

**Section 3. Secretariat.** A secretariat of the Disciplinary Board to be composed by two (2) staff to be designated by the Mayor is hereby created to assist the Board in the exercise of its functions like the recording of its proceedings, transcribing the records of the proceedings, preparation and furnishing of notices, orders, and other processes to the interested parties, and performing such other incidental and inherent administrative functions.

**Section 4. Compensation and Remuneration.** The Chairman and Members of the Board as well its Secretariat shall perform their duties as such *without any additional compensation or remuneration.*

**Section 5. Separability Clause.** If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting;

**Section 6. Repealing Clause.** All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Executive Order, are hereby repealed, amended or modified accordingly.

**Section 7. Effectivity Clause.** This Executive Order shall take effect immediately.

Done this \_\_\_\_\_ at Solsona, Ilocos Norte.

SGD  
**JOSEPH E. DE LARA**  
Municipal Mayor