



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 44**  
SERIES OF 2023

**AN ORDER RECONSTITUTING THE  
INVESTIGATING COMMITTEE AND ITS SECRETARIAT  
AND IDENTIFYING THE SPECIAL INVESTIGATIVE PROCEDURES, AND DEFINING THE  
RESPECTIVE POWERS, FUNCTIONS, AND DUTIES THEREOF**

WHEREAS, Section 6, Article IX-A of the 1987 Philippine Constitution implemented under Executive Order No. 292 or the Administrative Code of 1987 empowers the Civil Service Commission (CSC) to prescribe, amend and enforce rules and regulations to effectively carry into effect the provision of the Civil Service Law and other pertinent laws which includes the procedure in administrative cases in the Civil Service;

WHEREAS, pursuant to the above mandate, the CSC promulgated the Rules on Administrative Cases in the Civil Service last July 03, 2017;

WHEREAS, Republic Act 7160 or the Local Government Code of 1991 (LGC) particularly Section 83 to Section 88 thereof provides that the administrative discipline and investigation of municipal government employees rest on the Local Chief Executive and shall be in accordance with Civil Service law and rules and other pertinent laws;

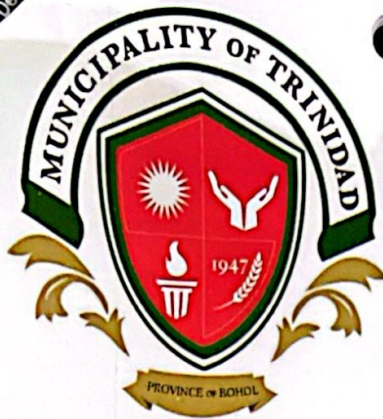
WHEREAS, in its desire to put into place an effective and impartial system to conduct proper administrative proceedings, to ensure proper observance of due process, and to avoid delay in the disposition or resolution of complaints against Municipal Government of Trinidad employees, the Municipal Government of Trinidad through the Municipal Mayor created the Investigating Committee through Executive Order no. 17 series of 2016;

WHEREAS, there is a need to reconstitute the Investigating Committee and its Secretariat,

NOW THEREFORE, I, **ATTY. ROBERTO C. CAJES, Ph.D.**, Municipal Mayor of Trinidad, Bohol by virtue of the powers vested in me, do hereby order and direct:

**SECTION I. RECONSTITUTION OF THE INVESTIGATING COMMITTEE.** The Investigating Committee is hereby reconstituted and shall be composed of the following, to wit:

CHAIRMAN	-	<b>ATTY. ROBERTO C. CAJES, Ph.D.</b> Municipal Mayor
MEMBERS	-	<b>HON. FERNANDO B. ERIO</b> Municipal Vice Mayor, Chairman, Committee on Personnel Matters



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

### OFFICE OF THE MUNICIPAL MAYOR

---

- **DR. QUIRINO T. NUGAL, JR.**  
Human Resource Management Officer
- **ATTY. JENNIE G. CABADING**  
Legal Officer
- **MR. LEO G. PETARCO**  
Planning Officer I  
President, Trinidad Association of the  
Municipal Employees (TMAE)
- **MS. MEDINA B. MACUA**  
MGDH-I (Municipal Budget Officer)  
(Alternate in case the complaint concerns  
any of the members of the committee)
- Head of office where the problem exists

#### SECTION II. POWERS, FUNCTIONS AND DUTIES:

1. Conduct Preliminary Investigation to determine the existence of prima facie case to warrant the filling of a formal charge pursuant to Section 18-22 of the Rules on Administrative Cases in the Civil Service (RACCS);
2. Conduct conferences to propound on clarificatory and relevant questions, summon all parties concerned and/or issue notices, subpoena duces tecum, subpoena ad testificandum, show-cause memoranda and other lawful processes to appropriate individuals relative to a complaint filed against an employee of the municipal government;
3. Submit to the Municipal Mayor, upon termination of the Preliminary Investigation, an Investigation Report with recommendation and the complete records of the case.
4. Conduct Formal Investigation pursuant to Section 23-24 of RACCS and Section 86 of the LGC and thereafter submit the findings and recommendations to the Municipal Mayor upon the conclusion of the same;
5. Perform such other functions as maybe necessary to the foregoing and as the undersigned may assign from time to time relative to investigations or complaints made against employees of the Municipal Government.

**SECTION III. QUORUM AND VOTING SESSIONS.** A majority or a minimum of three (3) present shall be necessary to constitute a quorum for the Investigating Committee to validly conduct any proceeding or conduct its affairs, and the same number shall be necessary for it to act and vote on a matter brought before it.





Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

## **OFFICE OF THE MUNICIPAL MAYOR**

---

**SECTION IV. SECRETARIAT.** The Investigating Committee shall have its own Secretariat composed of the following persons who shall perform the respective functions indicated hereunder, to wit:

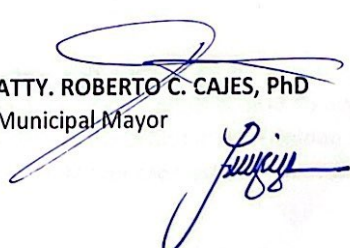
1. **AVERIL BRIAN S. TINIO**, Senion Administrative Assistant III, Secretariat Head
2. **EVELYN P. RESANE**, Administrative Officer I, Member

The Secretariat shall perform all clerical functions (i.e. encoding and service of appropriate communications, recording of all proceedings and etc.) necessary for the effective performance of the Investigating Committee.

**SECTION V. SEPARABILITY CLAUSE.** If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**SECTION VI. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 16th day of October 2023 at the Municipality of Trinidad, Bohol, Philippines.

  
**ATTY. ROBERTO C. CAJES, PhD**  
Municipal Mayor