

MALACAÑANG

Manila

ADMINISTRATIVE ORDER NO. 108

**CONSTITUTING A NATIONAL EXECUTIVE COMMITTEE FOR THE COMMEMORATION
OF THE 50TH ANNIVERSARY OF THE LEYTE GULF LANDINGS
ON 20 OCTOBER 1994**

WHEREAS, October 20, 1994 marks the 50th Anniversary of the Leyte Gulf Landings which signalled the beginning of the liberation of the Philippines from the Japanese Occupation during World War II;

WHEREAS, this event should be appropriately observed to promote, preserve and memorialize the principles, ideals and deeds of Filipino military veterans as a means of enhancing patriotism and love of country, especially among the youth of the land;

WHEREAS, the commemoration of this event should be focused on the values of freedom and lasting peace for which Filipino war veterans fought valiantly, many of whom paid the ultimate sacrifice;

WHEREAS, there is a need to coordinate all activities that are envisioned to foster nationalism among Filipinos, particularly with that of the National Centennial Commission, which was created pursuant to E.O. 128, dated 04 October 1993, to act as the principal coordinator for all activities related to the Centennial celebrations of the Philippine Independence;

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. - Creation of a National Executive Committee.
There is hereby constituted a National Executive Committee on the Commemoration of the 50th Anniversary of the Leyte Gulf Landings, hereinafter referred to as the Committee, to be composed of the following:

- (a) The Executive Secretary;
- (b) The Secretary of National Defense;
- (c) The Secretary of Tourism;
- (d) The Secretary of Foreign Affairs;
- (e) The Secretary of Education, Culture and Sports;
- (f) The Secretary of the Interior and Local Government;

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- (g) The Secretary of Transportation and Communications;
 - (h) The Secretary of Public Works and Highways;
 - (i) The Secretary of Budget and Management;
 - (j) The Press Secretary;
 - (k) Presidential Assistant for Visayas;
 - (l) The Chief of Staff, Armed Forces of the Philippines;
 - (m) Administrator, Philippine Veterans Affairs Office;
 - (m) Chairman, National Historical Institute;
 - (o) Governor, Province of Leyte
 - (p) Mayor, Tacloban City
 - (q) Mayor, Cebu City
 - (r) President, Veterans Federation of the Philippines;
 - (s) National President, Boys Scouts of the Philippines;
 - (t) National President, Girls Scouts of the Philippines;
and,
 - (u) Chief, Military Shrines Service

The Chairman of the Committee shall be the Executive Secretary and the Vice Chairman shall be the Secretary of National Defense.

SECTION 2. - **Functions of the Committee.** The Committee shall take charge of the nationwide preparations for 50th Anniversary of the Leyte Gulf Landings on 20 October 1994. For this purpose, it shall have the following functions:

- (a) Formulate all the programs, projects and activities that shall be conducted in observance of the 50th Anniversary of the Leyte Gulf Landings;
 - (b) Prepare the implementing guidelines for all the programs, projects and activities that shall be undertaken for the commemoration;
 - (c) Orchestrate and coordinate the implementation of all the programs, projects and activities that shall be undertaken for the commemoration;
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(d) Source funds and prepare the budget which shall be required by the Committee in the discharge of its functions; and,

(e) Perform other tasks as may be given by the President.

SECTION 3. - Operational Relationships. In the conduct of all programs, projects and activities in the observance of the 50th Anniversary of the Leyte Gulf Landings, the Committee shall coordinate with the National Centennial Commission which is the body tasked to oversee the nationwide celebrations for the Centennial of the Philippine Independence.

The Committee is also authorize to call upon the assistance of any department, bureau, agency, office and other instrumentality of the Government, as well as invite any non-governmental organization as it may deem necessary in the performance of its functions.

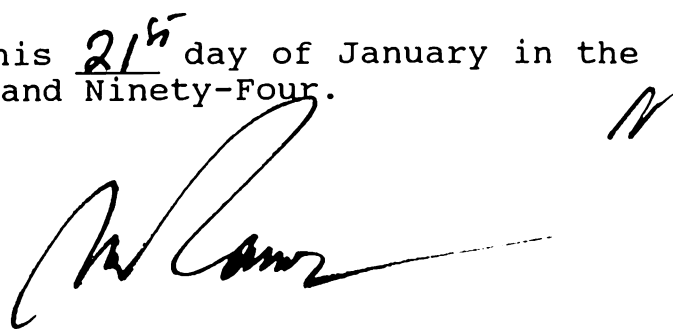
SECTION 4. - Creation of Subcommittees. The Committee may form sub-committees as it may deem necessary to effectively carry out its duties and responsibilities.

SECTION 5. - Technical and Secretariat Support. The Department of National Defense shall provide technical, secretariat and administrative support to the Committee.

SECTION 6. - Funding. Funds necessary to carry out the provisions of this Executive Order shall be taken from the respective appropriations of the concerned agencies.

SECTION 7. - Effectivity. This Administrative Order shall take effect immediately.

DONE in the City of Manila, this 21st day of January in the year of Our Lord, Nineteen Hundred and Ninety-Four.



By the President:


TEOFISTO T. GUINGONA, JR.
Executive Secretary

50th Anniversary, Leyte Gulf Landing

Administrative Guidelines for the Custody, Utilization and Accounting of Project Funds

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General Guidelines

1. A Leyte Landing Trust Fund shall be created in the Department of Budget and Management and a separate set of Books of Accounts shall be maintained, under the supervision of the Chairman, Sub-Committee on Finance.
2. All receipts for the commemoration of the Leyte Gulf Landing shall be credited to said Fund and shall be deposited under a separate combo account with the Philippine National Bank.
3. Disbursements/withdrawals shall be made by commercial checks and subject to existing accounting and auditing rules and regulations.
4. A Status of Funds shall be submitted by the Finance Sub-Committee to the National Executive Committee, on a monthly basis or as maybe required.
5. A Statement of Cash Position shall be submitted by the designated Treasurer to the National Executive Committee on a weekly basis or as may be required.

Specific Guidelines

A. Collections

1. Any member of the Finance Committee may be deputized as collecting officer who shall be authorized to collect donations and contributions from government agencies, GOCCs, LGUs and from the private sector.
2. Any collection shall be duly acknowledged with an Official Receipt that will be provided by the Department of Budget and Management to the deputized collecting officers.
3. All collections for the day shall be deposited first hour the following day in a separate combo account in the PNB to be opened by the Treasurer.
4. A report of said collections and deposits duly supported with deposit slips and duplicate copies of Official Receipts shall be submitted to the Finance Committee c/o the Financial Service of the DBM, copy furnished the Treasurer.

B. Disbursements

1. As a general rule, all disbursement shall be centralized. A duly accomplished voucher, supported with approved contracts, purchase orders, Job Orders, Delivery Receipts, etc. shall emanate from, and certified by, the Chairman of the particular Sub-Committee and submitted to the Finance Committee for processing.
2. On the basis of the approved sub-committee budget and the project cash position, the Finance Committee shall process the vouchers and certify to fund availability.
3. All expenses shall be subject to the approval of the Chairman, National Executive Committee or his authorized representatives.
4. Traveling expenses which maybe incurred in connection with this activity shall be made chargeable against respective agency appropriations.
5. Commercial checks shall be issued for all approved vouchers by the designated Treasurer or his authorized alternates as signatory and the Chairman, National Executive Committee or his designated alternates as co-signatory.
6. A Weekly Report of Checks issued, together with paid disbursement vouchers shall be submitted by the Treasurer to the Finance Committee c/o the Financial Service of the DBM for monitoring and recording purposes.



TEOFISTO T. GUNGONA, JR.
Executive Secretary and
Chairman, National Executive Committee
50th Anniversary of the Leyte Gulf Landing

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