



Republic of the Philippines
Province of Bohol
Municipality of Loon
Office of the Mayor



Vision : A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance

Mission: To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

EXECUTIVE ORDER NO. 15d
Series of 2024

ENJOINING ALL DEPARTMENTS AND OFFICES TO ADOPT AND APPLY THE ELECTRONIC TRAVEL SYSTEM (eTRAVEL) AS AN ONLINE IN-HOUSE INFORMATION AND COMMUNICATION TECHNOLOGY SYSTEM OF THE LOCAL GOVERNMENT UNIT OF LOON

WHEREAS, the Local Government Unit of Loon enforces the provisions of Presidential Executive Order No. 77 in regard to the rules and regulations, and rates of expenses and allowances of government employees on official travel within the Philippines and abroad;

WHEREAS, the LGU of Loon complies with the Civil Service Commission Memorandum No. 01-2017 in regard to the policy on government office hours and the administrative offenses of frequent unauthorized absences (habitual absenteeism), tardiness in reporting for duty, and loafing from duty during regular office hours;

WHEREAS, the LGU of Loon hired Information Technology (IT) personnel to develop automated systems that led to the systematic processing of data for the benefit of all concerned departments, offices and other constituents;

WHEREAS, in line with the LGU's commitment to good governance, the Electronic Travel System (eTRAVEL) was designed to be a transparent, accountable and efficient system for the tracking and monitoring of the official travels of employees and the bookings of LGU vehicles;

WHEREAS, as an automated information and communication technology system, eTRAVEL was installed in the LGU management system in January 2017, after which it resulted in improved efficiency, accuracy and convenience owing to its easy access and, in particular, eliminated the traditional recording of official travels of employees and conflicts in bookings of LGU vehicles;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

Section 1. All departments and offices are hereby enjoined to use eTRAVEL, or the Electronic Travel System, as an automated in-house information and communication technology system of the Local Government Unit of Loon.

Section 2. The personnel and staff of the Municipal Information and Communication Technology Office (MICTO) shall take charge of the in-house dissemination, monitoring, maintenance and updating of the eTRAVEL and other ICT systems of the LGU.

Section 3. The LGU shall provide updated ICT equipment to address and adapt to the fast-changing technology innovations and to minimize any system malfunction.

Section 4. The Executive Order shall take effect immediately.

Done this 11th day of April 2024 in the Municipality of Loon, Bohol.


ELVI PETER L. RELAMPAGOS
Mayor