OFFICIAL RELEASED
SIGNATURE:
DATE: 7/11/22
TIME:

EXECUTIVE ORDER NO. 003 - 2022

"CREATION OF THE CIVIL SOCIETY ORGANIZATION (CSO) DESK AND DESIGNATING DESK OFFICER OF THE MUNICIPALITY OF SANTA MARIA BULACAN"

WHEREAS, the Department of Interior and Local Government issued Memorandum Circular No. 2021-54 entitled "Amendment to the DILG Memorandum Circular No. 2021-012, on the Establishment of Civil Society Organization Desk and Institutionalization of People's Council in the Local Government Units";

WHEREAS, the DILG also issued Advisory dated April 12, 2022 entitled "Designation of CSO Desk Officers and Institutionalization of People's Council;

WHEREAS, as per Article 1.2 of the DILG MC No. 2021-054 stated that the participation of CSO's in government processes is a vehicle of empowering citizens by giving them opportunities to articulate their needs to take part in the decision-making processes of their respective LGU's;

NOW THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by existing applicable laws, do hereby designate ***DIANE THERESE C. REYES*** *AS THE CIVIL SOCIETY ORGANIZATION DESK OFFICER* of the Municipality of Santa Maria Bulacan.

SECTION I. NAME AND NATURE OF OFFICE. The office shall be known as the "Civil Society Organization Desk". It shall be under the Office of the Mayor.

SECTION II. OBJECTIVES. By creating the Civil Society Organization Desk, the office aims to achieve the following:

1. Serve as a venue to document and address the issues and concerns of CSOs in the locality;

2. Assist CSOs intending to apply for accreditation to a local special body and/or participate in local government programs, including the People's Council;

3. Encourage the active participation of CSOs in all local governance processes from planning, implementing, monitoring and evaluating programs, projects, and activities, through the spirit of volunteerism.

SECTION III. DUTIES AND RESPONSIBILITIES. The Civil Society Organization Desk Officer shall perform the following:

1. Facilitate, in coordination with the DILG, the formation of People's Council in the LGU;

2. Mobilize and ensure participation of recognized, registered and accredited

CSOs in the various processes and activities of the local government, particularly in planning, budgeting, monitoring and other service delivery areas;

3. Help ensure the participation of the women sector through at least 40% women representation in the various local government bodies, boards, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009

4. Coordinate with the established People's Council, the holding of regular meetings, and other relevant activities of the CSOs;

5. Monitor, through the People's Council, CSO participation in the programs, projects and activities of the local governments;

6. Coordinate with the concerned Sanggunian during the accreditation process and the selection of CSO representatives to the LSBs;

7. Maintain and update the local CSO database;

8. Prepare and submit monitoring reports to the C/MLGOO

    a. The CSO Desk Officers in the provinces, cities, and municipalities shall prepare and submit activity reports to the respective DILG provincial, city, and municipal field office within one (1) week after the conduct of the CSO activity using CSOD Form 1;

    b. The CSO Desk Officer shall also prepare the CSOD Form 2A for the cities and municipalities and CSOD Form 2B for provinces and submit their accomplished forms to the concerned DILG Provincial Office;

9. Perform other responsibilities as stated in Section 6.0 of Memorandum Circular No. 2021-054 and other relevant functions as may be required in the implementation of said Memorandum Circular.

SECTION IV. EFFECTIVITY. This Executive Order shall take effect immediately upon signing. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done this 8th day of July 2022 here at the Municipal Hall of Santa Maria, Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor

7-11-22