

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 20
Series 2016

AN ORDER CREATING THE COMPREHENSIVE DEVELOPMENT PLANNING TEAM (CDPT) AND THE EXECUTIVE AND LEGISLATIVE AGENDA TEAM (ELA TEAM) OF THIS MUNICIPALITY

WHEREAS, Republic Act 7160 otherwise known as the Local Government Code of 1991 mandates, LCEs of a province, city or municipality to : “present the program of government and propose policies for the consideration of the Sanggunian... at the opening of a regular session of the Sanggunian concerned” and “initiate and propose legislative measures to the sanggunianand as often as may be deemed necessary, to provide such information and data needed or requested by said Sanggunian in the performance of its functions” (Sections 444,455 and 465);

WHEREAS, DILG Memorandum Circular No. 2009-____ and MC No. 2004-64 dated June 1, 2004 enjoins provincial, city and municipal government authorities to cause the formulation and implementation of their Comprehensive Development Plan and Executive and Legislative Agenda for CYs 2004-2007, and three (3) to six (6) year and every three (3) years thereafter respectively;

WHEREAS, Comprehensive Development Plan (CDP) focused on sectoral-core areas: Social Development, Economic Development, Physical/Land Use Development, Environmental Management and Institutional Development while Executive Legislative Agenda will focused on five (5) areas: Governance, Administration, Social Services, Economic Development and Environmental Management;

WHEREAS, the following TWG and Core Planning team of both plans will take a lead in facilitating multi-stakeholders consultation and in the preparation of CDP and ELA;

NOW THEREFORE, I, SHARON ROSE G. ESCOTO, Municipal Mayor of Gubat, Sorsogon, by virtue of the power vested in me by law, do hereby order the following:

Section 1. Organization, Composition and Roles and Responsibilities of the CDP Planning Team

Chairman : HON. SHARON ROSE G. ESCOTO, Municipal Mayor
Co-Chairman : Hon. SIXTO F. ESTAREJA, Municipal Vice-Mayor
Members:

Local Planning Development Coordinator (LPDC) or a permanent representative from the
Local Planning Development Office (LPDO)

Department Heads and/or their permanent alternates

Sanggunian Committee Chairpersons of major sectors and/or their permanent alternates

Representatives of the majority and minority blocs of the Sanggunian

Representatives of the private sector and civil society organizations (CSOs) who may not
necessarily be accredited members of the LDC

The LDC may also choose to open a broader avenue for participation by inviting other
members

Section 2. Roles/Responsibilities of CDP Team

For Chair/ Co-Chair:

- a. Set and clarify directions for planning, setting development thrusts, strategy formulation, and programs and projects prioritization;
- b. Approve the Work Plan and Budget;
- c. Designate the members of the planning team and define their functions and assignments/ tasks;
- d. Monitor and oversee the conduct of team activities;

- f. Present the Draft CDP to the SB/P and to other stakeholders;
- g. Ensure adherence to the work plan; and
- h. Motivate the team.

For the Secretariat: (form MPDC office)

- a. Prepare the materials in connection with the presentation of the Work Plan and Budget to the LCE and the SB/P;
- b. Monitor the implementation of the approved work plan and budget;
- c. Provide the LCE/LDC Chairperson and Co-Chairperson Recommendations necessary for the effective management of the Planning Team and its activities;
- d. Elevate to the Chair/Vice Chair the unresolved problems and issues encountered by the Planning Team; and
- e. Ensure the proper documentation and management of the Planning Team's activities, working papers and outputs.

For the other planning team members:

- a. Prepare the Work Plan and Budget of their respective sectoral committees;
- b. Gather and review available plans and other secondary data sources required in the development of the Medium-Term CDP;
- c. Plan, coordinate and facilitate the conduct of various multi-stakeholder consultation/validation workshops;
- d. Assist the LCE in public hearings and other consultation sessions with the various LGU stakeholders and affected sectors like the LGU offices, LDC, Sanggunian and other sectoral organizations;
- e. Assist the LCE and the LDC in drafting and finalizing the Medium-Term CDP to include the 3-Year LDIP, the current year AIP and the ELA;
- f. Draft, package and finalize the CDP;
- g. Prepare presentation materials for various audiences of the CDP;
- h. Assist the LCE in his presentation of the Plan to various stakeholders;
- i. Assist in organizing other planning sub-committees that may be required to carry out other planning activities such as communicating/popularizing the Plan, mobilizing resources, monitoring and evaluation; and
- j. Perform such other functions as may be required by the LCE towards the completion, adoption, popularizing, implementing and monitoring the CDP.

For the Sanggunian in the plan formulation process:

As the highest policy - making body in the LGU, the Sanggunian needs to be involved more substantially in the planning process. The Sanggunian is also expected to:

- a. Issue a resolution supporting the planning process;
- b. Review and approve the CDP;
- c. Identify and enact legislative measures to support and facilitate the implementation of the plan.
- d. Review, prioritize and approve budget allocation for plan-based PPAs.

Their involvement in the CDP will also result in the following benefits:

- a. Firmer grasp of local development thrusts and priorities;
- b. Better understanding of their role in steering the LGU into realizing its vision through appropriate legislative actions;
- b. Harmonization of executive and legislative actions towards a unified set of goals and objectives for the LGU; and
- c. Attainment of a shared responsibility and accountability for the CDP.

For civil society organizations (CSOs)

CSOs have very strong potentials for supplementing or augmenting LGU efforts in plan preparation process. They can:

- a. bridge information gaps during plan preparation;

- c. assist the LGU efforts in communicating and disseminating information on the CDP;
- d. rally support for CDP implementation especially on programs which are heavily dependent on citizen participation and cooperation;
- e. augment the various resources and expertise required in CDP preparation/ revision and implementation; and
- f. link the CDP implementation with various resource organizations.

Section 3. ORGANIZATION AND COMPOSITION OF THE ELA TEAM. The Executive and Legislative Agenda Team are hereby organized and shall be composed of the following:

Chairman : HON. SHARON ROSE G. ESCOTO, Municipal Mayor
 Co-Chairman : Hon. SIXTO F. ESTAREJA, Municipal Vice-Mayor
 Members :
 SB Member, Committee Chair on Appropriation
 SB Secretary
 MPDC
 MENRO, HRMO, MDRRMO and Department Heads
 Liga Pres.
 2 Rep. from NGOs/CSOs represented in LDC

Facilitator : DILG-MLGOO

Section 2. FUNCTIONS. The ELA Team shall be responsible in the implementation of the formulation of the Executive and Legislative Agenda and CAP-DEV. Plan.

Section 3. FUNDING. The municipality shall allocate funds and resources to undertake the crafting of the ELA-CAPDEV.

Section 4. SUBMISSION OF REPORTS. The MPDC should submit to the concerned Local and National concerned agencies the following:

- a. Formulated Plans
- a. Quarterly reports of the monitoring activities it has conducted during the period;
- b. Minutes of meeting and;
- c. Quarterly status report on ELA functionality

The Team must furnish the LGOO (DILG) assigned in the municipality with copies of the stated documents.

Section 6. EFFECTIVITY. This order shall take effect immediately.

DONE in the Municipality of Gubat , Province of Sorsogon, Philippines, this 28th day of October 2016.


 SHARON ROSE G. ESCOTO
 Municipal Mayor

Cc: all concerned