

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 2018-015

**REORGANIZING THE GINUBAT FESTIVAL MANAGEMENT TEAM
AND ITS TECHNICAL WORKING COMMITTEES**

WHEREAS, Section 16 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, states that the local government units shall ensure and support, among other things, the preservation and enrichment of culture.

WHEREAS, Section 17 of the same code, states that the local government units shall exercise powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities including tourism facilities and other tourist attractions for tourism development and promotion programs;

WHEREAS, included in the major sub-sectors prevalent in Philippine tourism are ecotourism; adventure, outdoor and sports; amusement, entertainment and leisure; and cultural and heritage tourism (Alvia and Libosada, Jr., 2009).

WHEREAS, Ginubat Festival is an annual celebration for the founding anniversary of Gubat and thanksgiving feast of St. Anthony de Padua which promotes intangible cultural heritage and diverse traditions thru forms of expression such as dance, music, games, customs, and other arts.

WHEREAS, the Municipality of Gubat acknowledges the importance of the preservation of culture and traditions thru the principle of sustainable tourism development;

WHEREAS, Republic Act No. 9593 or the Tourism Act of 2009 emphasizes capability building of LGUs, in partnership with non-government organizations (NGOs), people's organizations (POs) and the private sector, in the management of local tourism projects and initiatives.

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 reorganization of the Ginubat Festival Management Team and Its Working Committees.

Section 1. EXECUTIVE COMMITTEE

Chairman : Municipal Mayor Sharon Rose G. Escoto
Vice Chairman : Municipal Vice Mayor Sixto F. Estareja
Festival Manager : Tourism Officer Designate Rhodora Paula F. Yuzon

Members :

- SB Committee Chairman on Tourism Aiza E. Encinares
- SB Committee Vice Chairman on Tourism Kenneth D. Escandor
- ✓ All Department Heads

Section 2. THE TECHNICAL WORKING COMMITTEES

A. Programs and Events MTCAO
Subcommittees:
a. Parades - Mariz Lacandula
b. Fairs - Carmi Espineda and MAO
c. Cultural Dances and Performances - Renz Bino

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- d. Sports
- e. Pageant
- f. Academics, Arts and Letters
- B. Communications
- C. Marketing and Sponsorship
- D. Finance
- E. Media, Promotions, and Documentation
- F. Festival Physical Set Up, Venue, Lights and Sounds
- G. Logistics, Food, Beverages, Accommodations, and Transportation
- H. Health and Medical
- I. Environment and Sanitation
- J. Safety and Security

- ✓ Ma. Frances Urbano *Adelina*
- ✓ Aida Handig *Handig*
- ✓ Jagel Mae Escandor
- Kristin Antivola *Wanfrat*
- ✓ Patrick Erestain
- MTCAO, MTO and MBO *Jim*
- ✓ Sarah Espineda *Jim*
- ✓ MEO and Supply Office *4/10/18*
- ✓ Annabel Lanon and Donel Escalora *4/10/18*
- (MO and BAC) *4/10/18*
- ✓ Dr. Mari-Ann Kristine Ecleo and
- ✓ MDRRMO
- ✓ MENRO *Samuel*
- ✓ PCI JIM JEMERIAS *4/10/18*
- ✓ (PNP, Traffic Enforcers, BPSO, and
- ✓ BFP) *4/10/18*

Section 3. DUTIES AND FUNCTIONS

Executive Committee: The central decision-making body and final approving authority of the Festival Management Team

Festival Manager: Oversees the organizing, implementation, and evaluation of all component activities of the festival events and coordinates and works closely with the Technical Working Committees. She is responsible in working closely with the various stakeholders in the conduct of the festival events.

Every committee is in charge in the planning, preparation, and the implementation of all activities/events assigned to their committee; including the preparation and submission of proposals, evaluation reports, and recommendations to the Festival Manager for consolidation and presentation to the Executive Committee.

A. Programs and Events Committee: Consolidates and presents proposed activities of all subcommittees to the Executive Committee. Works with all subcommittees in the implementation of activities.

Included in the duties of the **Subcommittees** is to make sure that permits and arrangements for the activities assigned to them are smoothly and rightly done and negotiated.

- a. **Parades:** Grand opening, Independence Day
- b. **Fairs:** Trade Fair, Job Fair, Banchetto sa Gubat
- c. **Cultural Dances and Performances:** Ginubat Street Dance Competition, Sinakiki, and Pantomina
- d. **Sports:** All sports-related activities – Duathlon, Skate attack, Ginubat Olympics
- e. **Pageant:** Registration of candidates, Preliminary activities, Pictorials, Talent Show, Pageant Night and all activities involving the candidates
- f. **Academics, Arts and Letters:** Dayaw, Iskumar, Academic Forum

B. Communications: Works with the *Festival Manager* and *Program and Events Subcommittees* to facilitate communications with partner host organizations for schedule and arrangement of logistics and venue.

C. Marketing and Sponsorship: Serves as the central marketing arm of the festival. Works with *Media, Promotions, and Documentation Committee* to invite sponsors.

D. Finance: Acts as the Festival Treasurer. Conceptualizes all income-generating activities with the program and event subcommittee assigned.

- E. Media, Promotions, and Documentation:** Liaise with media and prepares promotional materials. Facilitates the production of the festival souvenir program and works with *Marketing and Sponsorship Committee* to submit the financial report solicited/sponsored to the *Finance and Logistics Committees*. Functions include research, design and records of all significant events of the festival from conception until the conduct of the festival is over.
- F. Festival Physical Set Up, Venue, Lights and Sounds:** Responsible for appropriately decorating/beautifying all major thoroughfares of the municipality for the festival events. Works on the constructions and engineering requirements of the entire festival and coordinates with *Program and Events Committee* for required set up of the activities.
- G. Logistics, Food, Beverages, Accommodations, and Transportation:** Ensures good quality of accommodation and transportation; and meals and beverages, for guests and working staff. It should ensure that food and drinks should be delivered and accommodation and transportation should be available on time to the concerned groups or individuals.
- H. Environment and Sanitation:** Included in its duties is to facilitate environment-related activities during Ginubat Festival such as Arbor Day. Also, it is the duty of this committee to make sure that sanitation and cleanliness are well maintained in the entire festival venue.
- I. Health and Medical:** This committee shall provide quick response to medical and rescue concerns. Medical Stations shall be set up in all event venues.
- J. Safety and Security:** Prepares and implements general and specific security plan/s which includes traffic or movement of people and vehicles during events.

Section 4. EFFECTIVITY. This order shall take effect immediately.

Done this 5th day of April 2018 in the Municipality of Gubat, Province of Sorsogon.


SHARON ROSE G. ESCOTO
Municipal Mayor

cc: Concerned Members
DILG Municipal Office
Office of the Provincial Governor