



Republic of the Philippines
PROVINCE OF SORSOGON
MUNICIPALITY OF GUBAT

OFFICE OF THE MAYOR

EXECUTIVE ORDER NO. 2017-009

**CREATING THE GINUBAT FESTIVAL MANAGEMENT TEAM
AND ITS 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 creation 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
SB Committee Vice Chairman on Tourism
SB Members
All Department Heads

Aiza E. Encinares
Kenneth D. Escandor

Section 2. THE TECHNICAL WORKING COMMITTEES

A. Programs and Events	Tourism Office
Sub Committees:	
Cultural Dances and Performances	Renz Bino
Sports	Aiza Encinares and Val Pura IV (Sangguniang Bayan)
	Aida Handig
Ginoo at Binibini	Ria Mercader
Parades	Yolanda Patriarca (MAO and Licensing Office)
Trade Fairs	Anthony Callos (Sangguniang Bayan, LSB, BU)
	Patrick Erestain
Academics, Arts and Letters	Reymundo Quiñones (MTO and MBO)
B. Marketing and Sponsorship	Project Development Team
C. Finance	Rhalen Endeno (MDRRMO, MEO, & Supply Office)
D. Media, Promotions, and Documentation	Faustino Taclan Jr. (BAC)
E. Festival Physical Set Up, Venue, Lights and Sounds	
F. Logistics, Food, Beverages, Accommodations, and Transportation	Dr. Anthony Lelis (MHO and MENRO)
G. Health, Medical and Sanitation	PCI Jimmy Pintor (PNP, Traffic Enforcers, BPSO, and BFP)
H. Safety and Security	

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.

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

Cultural Dances and Performances: Ginubat, Sinakiki, and Pantomina

Sports: All sports-related activities

Ginoo at Binibini: Registration of candidates, Preliminary activities, Pictorials, Talent Show, Pageant Night and all activities involving the candidates

Parades: Grand opening, Independence Day

Trade Fairs: Agro Fair, Banchetto sa Gubat

Academics, Arts and Letters: Banner-making Contest, Academic Forum

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

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

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 Committee. Functions include research, design and records of all significant events of the festival from conception until the conduct of the festival is over.

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 – coordinate with Program and Events Committee for required set up of the activities. Included in its duties are to make sure that permits in using the venues for the festival activities are smoothly and rightly done and negotiated.

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.

Health, Medical and Sanitation: Included in its duties are to make sure that sanitation and cleanliness is well maintained in the entire festival venue. This committee shall provide quick response to medical and rescue concerns especially of the performers and guests. Medical Stations shall be provided in all performance venues and crowded areas.

Safety and Security: Prepares and implements general and specific security plan/s such as Traffic and Security, Parade/Motorcade, and Medical and Rescue. Establishes transportation requirements and traffic systems, whenever and wherever necessary.

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

Done this 5th day of April 2017 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