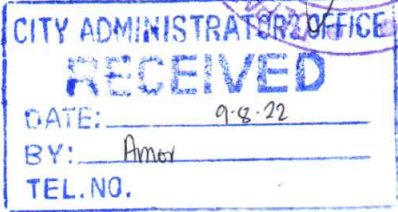
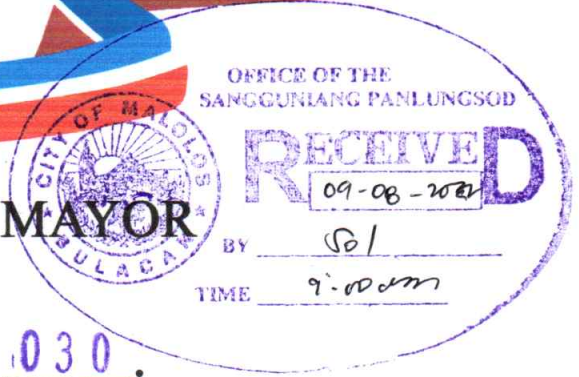




Republic of the Philippines
Province of Bulacan
City of Malolos



OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 030.
SERIES 2022

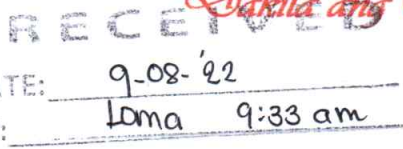
AN ORDER ESTABLISHING THE CIVIL SOCIETY ORGANIZATION (CSO) DESK AND DESIGNATION OF CSO DESK OFFICER OF THE CITY GOVERNMENT OF MALOLOS

WHEREAS, Article 62, Rule XIII of the Implementing Rules and Regulations (IRR) of Republic Act No. 7160 otherwise known as the "Local Government Code of 1991" mandates Local Government Units (LGUs) to promote the establishment and operation of non-government organizations, people's organizations and the private sector to make them active partners in the pursuit of local autonomy, and to directly involve them in the planning and implementation of programs and projects in the LGUs;

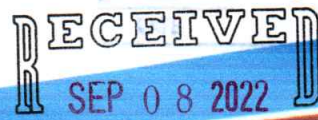
WHEREAS, Department of the Interior and Local Government (DILG) Memorandum Circular No. 2021-012 as amended Memorandum Circular No. 2022-054 issued on May 18, 2021, enjoins all LGUs to establish their respective Civil Society Organization (CSO) Desks and prescribing guidelines thereof;

WHEREAS, Civil Society Organization (CSO) refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, people organization, civic organization, community-based organization, faith-based organization, cooperative, social movement, professional group, and business group;

CITY PLANNING AND DEVELOPMENT OFFICE



Received by: CIO
9/08/22
[Signature]



BY: [Signature]



WHEREAS, the participation of CSOs in government processes is a vehicle of empowering citizens by giving them opportunities to articulate their needs and to take part in the decision-making processes of their respective LGUs. An active CSO participation is vital in the pursuit of a more participatory and responsive governance;

NOW THEREFORE, I, ATTY. CHRISTIAN D. NATIVIDAD, City Mayor of the City of Malolos, Bulacan, by virtue of the powers vested in me by existing and applicable law, do hereby issue an Order Establishing the Civil Society Organization (CSO) Desk and Designating **MR. CHRISTOPHER D. DAYAO** as CSO Desk Officer and hereby order the following:

SECTION I: CSO DESK BASIC FACILITIES AND MONITORING TOOLS. The CSO Desk is located at City Planning and Development Office, Third (3rd) Floor, City Hall Building, McArthur Highway, Brgy. Bulihan, City of Malolos, Bulacan with Telephone No. (044) 931-8888 loc. 2305. A functional CSO Desk shall have the following basic facilities and monitoring tools:

I.1. Equipment and supplies for documenting and monitoring the applications and queries received by the Desk.

I.2. Furniture such as separate cabinet or designated storage place where files could be safely kept and maintained. Access to its contents must be controlled by the CSO Desk Officer, and

I.3. Monitoring tools such as Referral Form, Feedback Form, and Application Form for Accreditation must be readily available.

SECTION II. DUTIES AND FUNCTIONS OF THE CSO DESK.
The CSO Desk shall have the following functions:

II.1. Responsible for the handling of all CSO related concerns, including but not limited to, the provision of technical and administrative support, if necessary.

"Dakila ang Bayan na may Malasakit sa Mamamayan"



II.2. Serve as a venue to document and address the issues and concerns of Civil Society Organizations (CSO) in the locality.

II.3. Assist CSOs intending to apply for accreditation to a local special body and/or participate in local government programs, including the People's Council; and

II.4. 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: QUALIFICATION OF CSO DESK OFFICER.

III.1. The CSO Desk Officer should preferably have prior experience in being a member or partner of a CSO and should not be related within the fourth civil degree of consanguinity or affinity to the appointing or recommending authority.

III.2. The CSO Desk Officer shall not, in anyway, unduly benefit from the program, and shall at all times adhere to Republic Act No. 2019 or the Anti-Graft and Corruption Practices Act, as amended.

SECTION IV. FUNCTIONS OF CSO DESK OFFICER. The CSO Desk Officer shall perform the following functions:

IV.1. Through the CSO Desk Officer, the Sangguniang Panlungsod shall issue a Notice of Call for the creation of People's Council to all accredited, registered and recognized CSOs;

IV.2. The CSO Desk Officer, in close coordination with the Sangguniang Panlungsod, shall evaluate all applications seeking to join the People's Council;

IV.3. The CSO Desk Officer shall prepare the list of qualified CSOs;

IV.4. Facilitate, in coordination with DILG Region III, the formation of People's Council in LGU City of Malolos;

"Dakila ang Bayan na may Malasakit sa Mamamayan"



IV.5. Mobilize and ensure participation of recognized, registered, and accredited CSOs in the various processes and activities of LGU, particularly in planning, budgeting, monitoring and other services delivery areas;

IV.6. Help ensure the participation of the women sector through at least 40% women representation in various bodies, boards, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009;

IV.7. Coordinate with the established People's Council, the holding of regular, meetings, and other relevant activities of the CSOs;

IV.8. Monitor, through the People's Council, CSO participation in the programs, projects, and activities of LGU;

IV.9. Coordinate with the Sangguniang Panlungsod during the accreditation process and the selection of CSO representative to the LSBS;

IV.10. Maintain and update the CSO database;

IV.11. Perform other responsibilities as stated in Section VI and other relevant functions as may be required in of DILG Memorandum Circular No. 2021-54.

SECTION V. REPORTING. The CSO Desk Officer shall prepare and submit activity reports to DILG Region III within one (1) week after the conduct of the CSO activity using CSOD Form 1 (Annex B) of DILG Memorandum Circular No. 2021-054.

V.1. The CSO Desk Officer shall also prepare the CSOD Form 2A (Annex C) of DILG Memorandum Circular No. 2021-054.

SECTION VI. LGU ASSISTANCE, BUDGETARY SUPPORT AND FUNDING. All costs pertaining to the operation of the Civil Society Organization Desk shall be charged to available funds of the City Mayor's Office and the City Planning and Development Office, subject to the usual accounting and auditing rules and regulations. All City Government

"Dakila ang Bayan na may Malasakit sa Mamamayan"



Department Heads and employees are enjoined to extend the necessary assistance to the CSO Desk Officer in the performance of his functions.

SECTION VII. SEPARABILITY CLAUSE - In the event that any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION VIII. REPEALING CLAUSE - All orders, issuances, memoranda or any part thereof inconsistent with the provisions of this Order are hereby repealed, amended or modified accordingly.

SECTION IX. DISSEMINATION - Let a copy of this Order be sent to the Office of the Provincial Governor pursuant to Sec. 455 (b)(1)(xii) of Chapter III Art. I of R.A. 7160 known as the "Local Government Code of 1991", the City Mayor shall furnish copies of executive orders issued by him, to the provincial governor within seventy-two (72) hours after their issuance.

SECTION X. EFFECTIVITY - This Order shall take effect immediately upon signing.

SO ORDERED.

SEP 07 2022

Signed this ___ day of September, 2022, in the City of Malolos, Bulacan.


ATTY. CHRISTIAN D. NATIVIDAD
City Mayor

"Dakila ang Bayan na may Malasakit sa Mamamayan"

