



Republic of the Philippines  
Province of Bulacan  
CITY OF MALOLOS

OFFICE OF THE SECRETARY  
OFFICIAL RECEIVED

DATE: 2-10-23  
TIME: 2:31pm  
BY: ELH

OFFICE OF THE GOVERNOR  
HON. DANIEL R. PETERSON

Elaine  
RECEIVED BY

13 FEB 2023  
DATE  
2:24  
TIME

## OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 013  
SERIES 2023

### AN ORDER ORGANIZING THE CREATION OF CITY PEACE AND ORDER COUNCIL - SECRETARIAT (CPOC-SECRETARIAT) IN THE CITY OF MALOLOS

**WHEREAS**, Executive Order 34 was issued to reorganized the creation of the City Peace and Order Council in the City of Malolos;

**WHEREAS**, DILG MC No. 2015-130, re: Guidelines on Function of the Peace and Order Councils, Barangay Peace and Order Committees and the Peace and Order Council Secretariats, provides the CPOC Secretariat shall be composed of LGOO and LGU Staff;

**NOW, THEREFORE, I ATTY. CHRISTIAN D. NATIVIDAD**, City Mayor of Malolos, Bulacan, by virtue of powers vested in me by existing and applicable laws do hereby the inclusion of additional members to the composition under Section I of the Executive Order 048:

CPOC Head Secretariat	:	<b>Ms. DIGNA ENRIQUEZ</b> City Local Government Operations Officer
Research Analyst	:	<b>Mr. OMAR MAGNO</b>
IT Specialist	:	<b>Mr. JERICK MANGALUS</b>

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Mayor's Office Staff

:

Mr. BRYAN PAULO S. SANTIAGO

**SECTION II. DUTIES AND FUNCTIONS OF THE CITY PEACE AND ORDER COUNCIL - SECRETARIAT.** The CPOC - Secretariat shall perform and carry out the following roles and responsibilities:

1. The CPOC Head Secretariat shall cause the reorganization of the CPOC upon assumption of the new POC chairperson after a national and local election through the following:
  - Convene the prospective members of the CPOC;
  - Call for CSO nomination for CPOC representation;
  - Review CSO profiles; and
  - Endorse and recommend CSO nominees
2. Assist the Chairperson and Vice-Chairperson in the conduct of CPOC meetings;
3. Provide technical and administrative assistance to the CPOC;
4. Recommend CPOC agenda and prepare resolution, minutes of the meetings and other documents;
5. Prepare and submit semestral CPOC Accomplishment Report to the NPOC, through the PPOC and RPOC Secretariats;
6. Prepare and Submit quarterly CPOC Secretariat Accomplishment Report to the NPOC, through the PPOC and RPOC Secretariats;
7. Monitor City Peace and Order situation and Submit quarterly report to the NPOC through the PPOC/RPOC Secretariats;

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8. Monitor functionality of the BPOC and submit annual functionality report; and

9. Perform such other tasks as may be directed by the council.

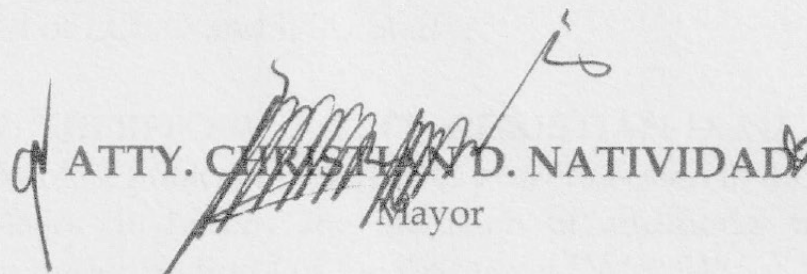
**SECTION IV. SEPARABILITY CLAUSE.** If any provision of this Act is declared unconstitutional or invalid, such parts or portions not affected thereby shall remain in full force and effect.

**SECTION V. REPEALING CLAUSE.** All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION VI. EFFECTIVITY CLAUSE.** This executive order shall take effect immediately upon signing.

Signed this \_\_\_ day of FEB 13 2023 2023, here at City of Malolos, Province of Bulacan.

**SO ORDERED.**

  
ATTY. CHRISTIAN D. NATIVIDAD  
Mayor

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