



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 040-2016**

**AN ORDER CREATING THE HUMAN RIGHTS ACTION TEAM (HRAcT) SECRETARIAT OF MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO.**

**WHEREAS**, the Department of Interior and Local Government and Commission on Human Rights Joint Memorandum No.1 series of 2014 mandate the creation of Human Rights Action Team (HRAcT) Secretariat;

**WHEREAS**, there is a need for this Municipality to create Human Rights Action Team (HRAcTs) Secretariat to assist the HRAcTs in performing its duties and responsibilities.

**NOW, THEREFORE, I, ARISTEO A. BALDOS, JR**, Municipal Mayor, by virtue of the power vested in me by law do hereby order the creation of Human Rights Action Team (HRAcT) Secretariat.

**Section I. Composition.** The Human Rights Action Team (HRAcT) Secretariat shall be composed of the following:

MS. LYN T. OZAR	-	Representative from MAO
MR. ORLEX H. MARAYAN	-	Representative from MPDO
MS. MARICEL I. MAGCAMIT	-	Representative from MSWDO

**Section 2. Duties and Functions of the Municipal Human Rights Action Team (MHRAcT) Secretariat**

- A. Receive, consolidate and prepare Annual Human Rights Situationer Report submitted by the BHRAcT;
- B. Prepare minutes of the meeting;
- C. Assist in coordinating human rights matters with concerned agencies;
- D. Establish and maintain database of Human Rights reports
- E. Maintain and update a directory of HRAcTs within its jurisdiction;
- F. Facilitate administrative concerns of the HRAcT; and
- G. Prepare updates on the complaints received and referred by BHRAcTs.

**Section 3. Effectivity.** This order shall take effect immediately.

Done in the Municipality of Pinamalayan this 20<sup>th</sup> day of September, 2016 at Pinamalayan, Oriental Mindoro.

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor