



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

**OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER NO. 17-2022**

**AN ORDER PROVIDING FOR THE ESTABLISHMENT OF CIVIL SOCIETY ORGANIZATION (CSO) DESK AND DESIGNATION OF CSO DESK OFFICER IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO**

**WHEREAS**, DILG Memorandum Circular No. 2021-012 as amended by DILG Memorandum Circular No. 2021-054, enjoins all local government units to establish their respective CSO Desks and to create and institutionalize the local People's Council in every province, city, and municipality.

**WHEREAS**, it is necessary to establish CSO Desk and designate CSO Desk Officer to comply with the provision of DILG Memorandum Circular No. 2021-054 and other relevant laws and issuances.

**NOW THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. CREATION.** The Civil Society Organization (CSO) Desk is hereby created in the Municipality of Pinamalayan, Oriental Mindoro. The CSO Desk shall co-locate at Business One - Stop Shop (BOSS) Office.

**Section 2. DESIGNATION.** **MR. AARON ACHILLES A. ABEL** is hereby designated as the Civil Society Organization (CSO) Desk Officer of the Municipality of Pinamalayan, Oriental Mindoro.

**Section 3. ROLES AND RESPONSIBILITIES.** The CSO Desk and CSO Desk Officer shall perform the following roles and responsibilities.

**A. Functions of the CSO Desk:**

1. Responsible for the handling of all CSO related concerns, including but not limited to, the provision of technical and administrative support, if necessary.
2. Serve as a venue to document and address the issues and concerns of CSOs in the Municipality of Pinamalayan;
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
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.

**B. Functions of the CSO Desk Officer:**

1. Facilitate, in coordination with the DILG, the formation of People's Council in LGU;
2. Mobilize and ensure participation of recognized, registered and accredited CSOs in the various processes and activities of the local government, particularly in planning, budgeting, monitoring and other service delivery areas;
3. Help ensure the participation of the women sector through at least 40% women representation in various local government bodies, boards, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009;
4. Coordinate with the established People's Council, the holding of regular meetings, and other





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relevant activities of the CSOs;


5. Monitor, through the People's Council, CSO participation in the programs, projects and activities of LGU;
6. Coordinate with the Sangguniang Bayan during the accreditation process and the selection of CSO representative to the LSBS;
7. Maintain and update local CSO database;
8. Prepare and submit monitoring reports to the MLGOO;
9. Perform other responsibilities as may be required by relevant rules and regulations;

**Section 4. BUDGETARY SUPPORT AND FUNDING.** Funds needed such as but not limited to administrative cost, capability building and other expenses needed for the operation of CSO Desk shall be made available from the General Fund. Further, the Municipal Budget Officer is advised to allocate resources needed to undertake the roles and responsibilities of the CSO Desk.

**Section 5. REPEALING CLAUSE.** Executive Order No. 10-2021 and all other executive issuances which are inconsistent with or contrary to the provision of this Executive Order are hereby repealed.

**Section 6. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 19<sup>th</sup> day of August 2022 in the Municipality of Pinamalayan, Oriental Mindoro.

  
ARISTEO A. BALDOS, JR.  
Municipal Mayor

