



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No. 043-284-7145

EXECUTIVE ORDER NO. 34-2023

AN ORDER ESTABLISHING THE MUNICIPAL LOCAL GOVERNANCE RESOURCE CENTER (MLGRC) AND ORGANIZATION OF THE MLGRC CORE TEAM IN THE MUNICIPALITY OF PINAMALAYAN, PROVINCE OF ORIENTAL MINDORO

WHEREAS, on April 29, 2022, the Department of Interior and Local Government (DILG) issued a Memorandum Circular No. 2022-052 with the subject "Operationalizing Knowledge Management in Local Governance through the Local Governance Resource Centers";

WHEREAS, the DILG recognizes that the journey towards becoming a Knowledge-Centric Organization (KCO) is largely supported by the MLGRCs. As such, the MLGRCs' continued strengthening and expansion remains a vital component of the Department's strategy to fulfill its mandate as it manages the implications of the changes in the government through the full devolution;

WHEREAS, the aforementioned DILG Memorandum Circular provides that establishment of MLGRC shall be founded on the three (3) key principles of knowledge management, multi-stakeholdership participation and convergence in local governance;

WHEREAS, KM is a process that involves the acquisition, storage, retrieval, creation, sharing, use of application and evaluation of an organization's explicit and tacit knowledge in a systematic manner to achieve organizational goals;

WHEREAS, KM is a convergence mechanism and rallying point for many stakeholders to partner together for mutual benefit and establishment linkages among them and their resources for unconnected and under-served sectors to have access to information and knowledge as well;

WHEREAS, Multi - stakeholdership Participation is based on the belief that there is no monopoly of knowledge and information should be shared and used to promote efficiency, effectiveness, and innovation in local governance;

WHEREAS, a Municipal Local Governance Resource Center is a dynamic and interactive convergence platform that contributes to building the DILG as a KCO and builds learning communities that pursue local governance excellence through knowledge sharing and innovation. The MLGRC also serves as a delivery mechanism of the DILG in implementing programs aligned to its outcome framework;

WHEREAS, there is a need to establish a Municipal Local Governance Resource Center to promote a culture of learning and knowledge sharing in pursuit of sustainable development and become an enabler for capacity development of the 37 barangays and various agencies and organizations in the municipality;

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. ESTABLISHMENT OF PINAMALAYAN MUNICIPAL LOCAL GOVERNANCE RESOURCE CENTER (MLGRC). The Pinamalayan MLGRC shall be a physical and virtual knowledge management center in the municipality where all local governance related information will be disseminated and managed from the municipality and other national government agencies.

Section 2. FUNCTIONS. The Pinamalayan MLGRC shall perform the following functions:

- a. Promote a culture of learning and knowledge sharing;
- b. Consolidate the wealth and information on good local governance;





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- c. Improve access to this knowledge and information; and
- d. Promote awareness and replication of exemplary practices in local governance.

Section 3. ORGANIZATION OF MLGRC CORE TEAM. The Pinamalayan MLGRC shall be composed of the following:

MLGRC Manager:

HON. ARISTEO A. BALDOS, JR. - Municipal Mayor

MLGRC Coordinator:

EnP ROSENIO A. TORIANO - MPDC

MLGRC IT Officer & Acting Librarian:

MR. JAN-NEIL H. EVANGELISTA - Senior Administrative Assistant II

Multimedia Knowledge and Information Component

Team Leader : MR. JHON DAVE DELOS SANTOS - Executive Assistant II/Public Information Officer
Member : MR. RANDY S. RODIL - Tourism Operations Officer I
Member : MR. LEYNARD M. SEMILLA - Videographer/Photographer

Capacity Development Facility Component

Team Leader : MS. NEMIA B. MONSANTO - MGDH I - HRMO
Member : MS. EUNICE P. MAGCULANG - Administrative Officer V/HRMO III
Member : MR. KOLLINS A. LOLONG - Administrative Officer II

Public Education on Good Governance, Development & Citizen Component

Team Leader : MS. AMMAFE D. JARABE, Ed.D - DepEd Public School-East District Supervisor
Member : ENGR. ANGELA CAMILLE F. SAMARITA - Administrative Officer II/MSB Secretary
Member : MR. RICARDO A. LIM - PESO Manager/SCO Focal

Linkage Facility Component

Team Leader : MR. MARLO C. ROSALES - MGDH I - MDRRMO
Member : MR. DANNY S. VILLACRUSIS - Municipal Agriculturist
Member : MR. RONE B. MADRID - Administrative Officer IV/OIC-GSO

Section 4. ROLES AND RESPONSIBILITIES OF MLGRC CORE TEAM. The MLGRC Core Team shall perform the following roles and responsibilities:

MLGRC Manager:

1. Oversees the operation of the MLGRC;
2. Creates the conditions for the production of certain knowledge required to meet the organization's objectives;
3. Provides direction and create ways to access knowledge to ensure its effective and sustainable use;
4. Establishes and maintains methods of representing the available knowledge and putting in the context of the organization's needs;
5. Introduces methods for converting knowledge into skills that are applicable, practiced and reproducible by the organization; and
6. Identifies and introduces ways to utilize skills for improving the organizations performance.





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MLGRC Coordinator:

1. Coordinates with the other LGRC on matters pertaining to the Knowledge Management (KM) initiatives and undertakings and is in charge of maintaining link with MSAC (Multi-sectoral Advisory Committee) members; and
2. Ensures that the functions of each Service Facility are undertaken and delivered.

MLGRC IT Officer:

1. Responsible in marketing and popularizing the MLGRC through publications, brochures, flyers, media and social networks; and
2. Provides the necessary administrative and technical support in the operation of the MLGRC.

MLGRC FOUR SERVICE FACILITY AND THEIR FUNCTION

I. Multimedia Knowledge and Information Component

1. Maintain and upgrade existing database system;
2. Manage and continuously enhance website;
3. Procure/acquire relevant books and other knowledge products in printed and electronics version;
4. Compile and publish best practices in local governance;
5. Develop and produce information materials in video or CD featuring best practices in local governance;
6. Install needed equipment and other devices to make the Multimedia facility functional;
7. Conduct inventory of equipment, supplies, furnishings at the MLGRC;
8. Procure equipment and other furnishings needed for the smooth operation; and
9. Conduct regular monitoring and assessment of equipment installed in the MLGRC to ensure functionality.

II. Capacity Development Facility Component

1. Conduct trainings to popularize the use of various tools in assessing LGU performance;
2. Conduct facilitator's training on methods, process and techniques in the formulation of capacity development agenda;
3. Continuous enhancement and development of training modules, methodologies and other presentation materials for the LGU trainings;
4. Design new and relevant courses and conduct modules development workshop in local governance;
5. Monitor and assess effectiveness of intervention provided to the MLGUs that would be inputs for decreasing on training programs.

III. Public Education on Good Governance, Development & Citizen

1. Conduct for a round table discussion with various citizens group to discuss issues and concerns affecting local governance;
2. Develop campaign strategy that promotes good local governance practices in such areas like solid waste management, water and sanitation and environmental protection, etc.; and
3. Develop and publish materials about good local governance that features exemplary achievement of ordinary citizens and its contribution in the improvement of the quality life of the people in the community to be reproduced in printed and electronic form.





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IV. Linkage Facility Component

1. Establish the forge partnership with various institutions and partners that play a key role in the operation of the MLGRC;
2. Conduct regular multi-sectoral stakeholders meeting to ensure support of partners and as venue for sharing;
3. Conduct learning events to be facilitated in by LRIs and other partners in LG capacity building to include international participants and establish links with other national government stakeholders and leagues of local governments; and
4. Maintain a directory or resource person or "pool experts" in various areas of local governance to be updated every six months or as necessary.

Section 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the Municipality of Pinamalayan, Oriental Mindoro this **23rd** day of **August 2023**.


ARISTEO A. BALDOS, JR.
Municipal Mayor

