



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. 02-2024

AN ORDER ORGANIZING THE MUNICIPAL TRAINING MANAGEMENT TEAM FOR THE BASIC ORIENTATION COURSE FOR BARANGAY NEWLY-ELECTED OFFICIALS (BNEOs) IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, the recently conducted Barangay and Sangguniang Kabataan Elections (BSKE) has ushered in a new set of barangay and SK officials in the four hundred and twenty-six barangays of Oriental Mindoro;

WHEREAS, the DILG has launched a program known as the Basic Orientation Course for Barangay Newly-Elected Officials (BNEOs), a comprehensive, term-based capacity development program that focuses on newly-elected barangay officials;

WHEREAS, the BNEOs is designed for barangay officials to gain a deeper appreciation of their newfound roles and responsibilities and improve their managerial and leadership skills in light of the recent development in the administrative, environmental, and political landscape of the country;

WHEREAS, the DILG, through the Local Government Academy as the lead institution in capacity building of local officials, issued DILG Advisory on January 4, 2024, to provide the guidelines in the conduct of the BNEOs;

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor, by the power vested in me by law, do hereby organize the Municipal Training Team for the BNEOs with the following members and duties and functions;

Section 1. COMPOSITION. The Municipal Training Team for the BNEOs shall be composed of the following:

MR. CARLO M. CRUZADO	- Municipal Local Government Operations Officer
HON. RAUL M. MICIANO	- ABC President
ENP ROSENIO A. TORIANO	- Municipal Planning and Development Coordinator
MS. ZAIDA D. MICIANO	- Municipal Budget Officer
MS. NEMIA B. MONSANTO	- MGDH-I, HRMO
MR. MARLO C. ROSALES	- MGDH-I, MDRRMO
MR. JHON DAVE M. DELOS SANTOS	- Executive Assistant II/ Public Information Officer

Section 2. ROLES AND RESPONSIBILITIES. Municipal Training Team for the BNEOs shall perform the following roles and responsibilities

1. Manage the pre-, actual, and post-training activities to induce planning and implementation of technical, administrative, and logistical requirements of the training;
2. Facilitate invitation of resource persons, guests, and participants;
3. Act as facilitators and/or resource persons during the actual conduct of the training;
4. Resolve issues that may arise during the conduct of the training;





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5. Ensure that the standards (e.g., design, objectives, minimum content, number of participants, criteria for RPs, logistics, and others) are adhered to during the implementation of the training;
6. Facilitate issuance of Certificates of Participation (signed by the DILG RD and partner organization) to the participants who comply with the requirements, and Certificates of Appearance;
7. Administer pre- and post-test, and pre- and post-activity evaluation;
8. Prepare and submit terminal report on the conduct of the training including evaluation report and recommendations to the Provincial Management Team.

Section 3. EFFECTIVITY. This order shall take effect immediately.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 11th day of **January 2024.**


ARISTEO A. BALDOS, JR.
Municipal Mayor

