



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



**OFFICE OF THE MUNICIPAL MAYOR**

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

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Telephone No. 043-284-7145

**EXECUTIVE ORDER NO. 018-2025**

**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**, Section 34 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates every local government unit (LGU) to promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy and development;

**WHEREAS**, the Department of the Interior and Local Government (DILG), through Memorandum Circular No. 2021-012, as amended by DILG Memorandum Circular No. 2021-054, enjoins all LGUs to establish their respective Civil Society Organization (CSO) Desks and to institutionalize the Local People's Council (LPC) in every province, city, and municipality;

**WHEREAS**, the establishment of a CSO Desk serves as a dedicated mechanism to strengthen collaboration, communication, and engagement between the LGU and accredited civil society organizations, enabling participatory governance and promoting transparency and accountability in local administration;

**WHEREAS**, the designation of a CSO Desk Officer is essential to operationalize the functions of the CSO Desk, including the facilitation of accreditation processes, maintenance of a CSO database, provision of technical support to CSOs, and coordination of LPC-related activities and capacity-building initiatives;

**WHEREAS**, the Municipality of Pinamalayan fully supports the principles of participatory governance and recognizes the important role of civil society in advancing inclusive, transparent, and accountable development;

**NOW THEREFORE, I, RODOLFO M. MAGSINO.**, 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 be strategically situated at the Ground Floor of the Mayor's Office, Municipal Compound Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro, to ensure accessibility and efficient coordination with various LGU offices and stakeholders.

**Section 2. DESIGNATION.** **MS. MARY ANN JOYCE B. FRASDILLA**, Cooperative Development Specialist I, 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;





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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 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 the 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.** All executive orders, memoranda, and other issuances or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed, amended, or modified accordingly.

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

Done this 4<sup>th</sup> day of August 2025 in the Municipality of Pinamalayan, Oriental Mindoro.

RODOLFO M. MAGSINO  
Municipal Mayor

