



**ADMINISTRATIVE ORDER NO. 42**  
**Series of 2022**

**REORGANIZING THE LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC) OF THE MUNICIPALITY OF ITOGON WHICH WILL ALSO ACT AS ECCD COORDINATING COMMITTEE.**

**WHEREAS**, DILG Memorandum Circular No. 2002-121 encourages all Local Government Units to organize their respective LCPCs pursuant to R.A. 4881, R.A. 8990 and PD 603 as amended. Likewise, Article 359 and 360 of the Civil Code of the Philippines provides that “the Government shall establish councils for the protection of children.”

**WHEREAS**, subsequent enactments such as R.A. 7610 provides for stronger deterrence and special protection against child abuse, exploitation and discrimination, and R.A. 9344 or the Juvenile Justice and Welfare Act has given more emphasis on the LCPC’s crucial role in the protection of children;

**WHEREAS**, the reorganization of the LCPC is necessary to ensure that children through designated representatives shall be included thereon, providing for their specific duties and functions;

**NOW THEREFORE, I, BERNARD S. WACLIN**, by virtue of the powers vested in as Municipal Mayor of the Municipality of Itogon, Benguet Province hereby reorganize the Local Council for the Protection of Children (LCPC) in the Municipality of Itogon, to wit;

Section 1. **Composition/Organizational Structure**. The Local Council for the Protection of Children shall be composed of the following:

|                   |   |
|-------------------|---|
| Chairperson:      | HON. BERNARD S. WACLIN<br>Municipal Mayor   |
| Vice Chairperson: | HON. DANTE ALAIN XAVIER D. GODIO<br>Municipal Vice Mayor                                    |
|                   | HON. NORBERTO I. PACIO<br>Municipal Councilor<br>Chairperson, S.B. Comm. On Social Services |
|                   | MS. CHERYL ROSE F. CARDENAS<br>MLGOO  |
|                   | ATTY. GILBERT D. AWICHEN<br>Public Attorney’s Office  |
|                   | DR. OLIVER P. GUADAÑA<br>Municipal Health Officer   |

ENGR. IMELDA F. NUGUID  
MPDC

MS. GRACE O. POCSOL  
MSWDO

MS. THELMA B. BENTRES  
Municipal Local Civil Registrar

PMAJ MATHEW T. BURGOS  
Chief of Police, Itogon PNP

FINSP. MESON P. ASING JR.  
Municipal Fire Marshall

MR. JONATHAN G. SADEY, Ed.D.  
Supervisor, Itogon District I

MS. JULIET K. BALDO  
Supervisor, Itogon District II

MS. ESTRELLITA C. APIDOS  
President, IWAI

MR. WILLIAM TOYOKEN  
Child Development. Workers President

Representative, Child and Family Service Philippines  
Partner NGO/CSO

MS. MARIA JEMINEZ  
BHW Federation President

HON. NOEL D. BILIBLI  
Liga President

MS. GHRENDY ANN G. CODLEY  
Child Representatives' Mentor

JOVAN D. ADAMME  
Child Representative

GWEN B. CATIMO  
Child Representative

Section 2. **Duties and Functions:** (a) Pursuant to DILG MC No. 2002-121, the LCPC which shall also act as ECCD Coordinating Committee shall perform the following duties and functions:

1. Formulate plans, programs and policies for children that are gender-fair, culturally relevant and responsive to the needs of diverse groups of children from 0 to below 18 years of age;

2. Prepare the Annual Work and Financial Plan for children and recommend appropriations to the Sanguniang Bayan;
3. Provide coordinative linkages with other agencies and institutions in the planning, monitoring and evaluation of plans for children;
4. Provide technical assistance and recommend financial support to the Barangay Council for the Protection of Children;
5. Establish and maintain a database for children;
6. Foster education for every child;
7. Advocate for the establishment and maintenance of playgrounds, child development centers and other facilities necessary for child and youth development;
8. Recommend local legislations promoting child survival, protection, participation and development, especially on the quality of television shows, media prints and coverage, social media, which are detrimental to children, and with appropriate funding and support;
9. Assist children in need of special protection and refer cases filed against child abusers to proper agencies/institutions;
10. Conduct capability building programs to enhance knowledge and skills in handling children's programs;
11. Monitor and evaluate the implementation of the program and submit quarterly status reports to the Provincial Council for the Protection of Children and ensure that the Municipal Plans of Action for the LCPC are incorporated in the Municipal Development Plan;
12. In relation with R.A. 9344, the LCPC shall:
  - a. in coordination with concerned agencies, develop a community-based juvenile justice and welfare intervention program and oversee its proper implementation in the locality;
  - b. Establish linkages with concerned agencies, institutions, non-government organizations, civil society organizations and other sectors for the formulation, development and implementation of programs, plans and strategies related to juvenile intervention and diversion in the community level;
  - c. Assist the Sanguniang Kabataan in the formulation of their respective plans and programs for juvenile delinquency;
  - d. Assist the Punong Barangays and the Lupon Tagapamayapa in conducting diversion proceedings involving juvenile delinquents, CICL and children at risk;

(b) With the guidance of the mentor, the child representatives in the LCPC shall perform the following functions and duties:

1. Serve as official representatives of the children sector in the LCPC at different levels;
2. Convene children's associations at the barangay and municipal levels to deliberate on and prioritize children's issues that will be brought to the council for deliberation;
3. Gather evidence-based data and information that will substantiate the priority issues of children's agenda folder for each issue;

4. Seek the support of child-focused NGOs/CSOs and other stakeholders for more clarification on proposed children agenda;
5. Present the children's agenda to the LCPC at different levels for appropriate legislative or programmatic action;
6. Feedback the LCPC's actions to children's sector in appropriate forum or means.

Section 3. **The Secretariat, its Duties and Functions:** There is hereby created a secretariat to be composed of the following:

Head Secretariat: MS. JANE MERCADO  
Members: MS. GRENDY ANN G. CODLEY  
MS. GERTRUDE P. SAB-IT  
MR. NATHANIEL P. GABAO  
MR. EDWARD BENTRES JR.

**FUNCTIONS:** The LCPC Secretariat shall provide administrative support to the Council and as such, it shall perform the following duties and functions:

1. Prepare Notice of Meetings and other communications related to other activities of the LCPC and its functional committees and ensure that these are served to all members;
2. Prepare the minutes of meetings and document all activities of the LCPC;
3. Keep and maintain the records of the LCPC and make this available to all members upon request;
4. Perform other related duties and functions as may be assigned and/or delegated by the council.

Section 4. **Functional Committees:** For an efficient and effective performance of the LCPC, there is hereby created within the Council functional committees to wit:

1. **SURVIVAL COMMITTEE:** This committee shall deal on matters pertaining to rights to life and provision of basic needs for survival. It includes the performance of duties and responsibilities by both parents, community and government in ensuring that adequate living standards and access to basic health services and social security are provided for the children.

Committee Chairman: DR. OLIVER P. GUADANA, MHO  
Vice Chairman: MS. THELMA B. BENTRES, LCR  
Members: DR. MARIE JORELYN P. BAHINGAWAN  
MS. JUSTENE S. JULIANO  
MR. PRUDENCIO B. PEDRO, Ph.D.  
MS. LEONORA MELCHOR  
MS. JANE M. MERCADO, SWO III, MSWDO  
BNS Federation President  
Student Government President, Sacred Heart High School

Section 5. **Meetings and Quorum.** The LCPC shall meet once in every quarter. However, emergency or special meetings may be called upon by the Chairperson or upon request by any of its members when necessity arises. Provided further that a majority of all members present shall constitute a quorum. In the absence of the Chairman, the Vice Chairman shall preside over the meeting. In the absence of both,