



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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EXECUTIVE ORDER NO. 12
Series of 2024

RECONSTITUTING THE MUNICIPAL ADVISORY COUNCIL (MAC) FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) AND ITS TECHNICAL WORKING GROUP IN THE MUNICIPALITY OF ITOGON, PROVIDING FOR THE CREATION OF ITS FAMILY DEVELOPMENT SESSION (FDS) AND YOUTH DEVELOPMENT SESSION (SDY) TEAMS AND FOR OTHER PURPOSES.

WHEREAS, cognizant of the need to foster social justice as provided for in Article XVIII of the 1987 Constitution, the National Government launched the Pantawid Pamilyang Pilipino Program commonly known as 4Ps in 2008 which was institutionalized with the enactment of R.A. 11310, or the Pantawid Pamilyang Pilipino Act of 2019;

WHEREAS, the Pantawid Pamilyang Pilipino Program as defined in Section 4 of the law, is the national poverty reduction strategy and a human capital investment program that provides conditional cash transfer to poor households for a maximum period of seven (7) years to improve the health, nutrition and educational aspect of their lives;

WHEREAS, Section 44 of the Implementing Rules and Regulations of R.A. 11310 provides that the Provincial and City/ Municipal Advisory Councils shall be established with the LGUs to further strengthen the implementation of the Program at the local level;

WHEREAS, Section 50 of the same IRR provides for DSWD-LGU Partnership thus, "Section 50. Partnership of DSWD with the LGUs shall be coursed through the DILG and the Union of Local Authorities of the Philippines (ULAP), in the form of Memorandum of Understanding (MOU) and Specific Implementation Agreements (SIA), in order to address the supply side requirements necessary for the compliance of the qualified household -beneficiaries to program conditions, and provision of complementary support services in preparation for the households' eventual exit from the program within the 7-year maximum period;"

WHEREAS, under Memorandum of Agreement between the DSWD and Municipality in accordance with the afore-cited provision, the Local Government Unit of Itogon has a vital role of providing and ensuring an adequate supply-side of education, health, and nutrition to household beneficiaries to comply with the set conditions of the Pantawid Program;

WHEREAS, National Advisory Council Resolution No. 28 titled "Inter-agency Collaboration and Strengthening the Family Development Session (FDS)" mandates the establishment of a Family Development Session Team, while National Advisory Committee Resolution No. 34 titled "Youth Development Session (YDS)" of the Pantawid Program encourages the establishment of Youth Development Session Team in the municipality;

WHEREAS, the creation of FDS/YDS Teams shall strengthen partnerships between local partners and stakeholders in the implementation of FDS/YDS and/or other services provided through the FDS/YDS core group;

WHEREAS, a Technical Working Group is necessary to provide technical assistance to the Council in the formulation, adoption and implementation of plans, programs and policies that will complement the Pantawid Program and for the resolution of issues and concerns arising therefrom;

NOW THEREFORE, I, BERNARD S. WACLIN, Municipal Mayor of the Local Government Unit of Itogon, by virtue of the powers vested in me by the law, hereby order the reconstitution of the Municipal Advisory Council (MAC) for the Pantawid Pamilyang Pilipino Program (4Ps) and its Technical Working Group in the Municipality of Itogon, Benguet and further, creating its Family Development Session (FDS) and Youth Development Session (YDS) Teams as follows:

Section 1. The Municipal Advisory Council; Composition. The Municipal Advisory Council (MAC) for the Pantawid Pamilyang Pilipino Program (4Ps) in the Municipality of Itogon, Benguet is hereby reorganized which shall be composed of the following members:

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| Chair: | HON. BERNARD S. WACLIN, Municipal Mayor |
| Co-Chair: | HON. DANTE ALAIN XAVIER D. GODIO, Municipal Vice Mayor |
| Vice Chairman: | MS. GRACE O. POCSOL, MSWDO |
| Members: | HON. NORBERTO I. PACIO, Chairman, Committee on Social Services, Sangguniang Bayan |
| | HON. EDWIN O. ATUMPAG, Rep. of the Liga ng mga Barangay |
| | HON. ERNANI S. PIS-OY, IPMR, SB Member |
| | HON. JUDBERT ALICNAS, SKF Vice President, SB Member |
| | DR. OLIVER P. GUADÑA, Municipal Health Officer |
| | MR. BERTO O. BAYENG, Municipal Agriculturist |
| | MS. THELMA B. BENTRES Municipal Civil Registrar |
| | PMAJ MAC KENLEY A MAYOMIS, Chief Of Police, IMPS |
| | SFO4 EDGARDO R. REDUCA, OIC- Itogon Municipal Fire Station |
| | MS. JULIE C. MALIG, MLGOO-DILG |
| | MR. JONATHAN G. SADEY, Ph.D. PSDS, Itogon District I |
| | MS. JULIET K. BALDO, PSDS, Itogon District II |
| | MR. MARVIN S. PUYAO, CSO Representative |
| | HON. FREDDIE S. ALTIGA, Punong Barangay Ampucao |
| | HON. PAUL M. CAMANTILES, Punong Barangay Dalupirip |
| | HON. EDWIN E. GOLINGAB, Punong Barangay Gumatdang |
| | HON. FRANKLIN M. ALMOZA, Punong Barangay Loacan |
| | HON. MARTIN D. CHAVEZ JR., Punong Barangay Tuding |
| | HON. TONY A. PESASE, Punong Barangay Ucab |
| | HON. FLORDELIZA G. DEPAYSO, Punong Barangay Poblacion |
| | HON. NESTOR L. MARTILLANO JR., Punong Barangay Virac |
| Secretariat: | MS. IVY M. CODAMON, PDO II, DSWD-CAR |
| | MS. NOVELYN A. BALANGUI, PDO II, DSWD-CAR |

Section 2: Functions and Responsibilities:

1. Ensure the continuous availability and adequacy of essential education and health services for all program beneficiaries throughout the program's duration;
2. Accelerate the accreditation process of Rural Health Units (RHUs) to PhilHealth within the first year of the program, expanding healthcare access for constituents;

3. Convene Municipal Advisory Council meetings on a quarterly basis to ensure service convergence and effective oversight of the 4Ps implementation within the municipality;
4. Ensure that compliance reports submitted to the DSWD Field Office are comprehensive and include all required information to facilitate verification of beneficiaries' commitment to the program;
5. Promptly act on reports and recommendations of the MAC-TWG sitting as Grievance Committee in relation to the resolution of complaints and other concerns that were the subject of proceedings conducted by the latter;
6. Implement appropriate measures to ensure that the benefits of and necessary government services for the underprivileged families under the Pantawid Program are delivered in a timely manner;
7. Promote and disseminate program information to various stakeholders, fostering greater awareness and encouraging broader participation;
8. Conduct regular monitoring and provide technical assistance to municipal links, ensuring effective implementation of all activities and programs related to the Pantawid program;
9. Ensure the provision of conducive office space and other logistics support to the Pantawid staff such as but not limited to office supplies, equipment, among others for the period of the program implementation;
10. Designate permanent Local Government Unit (LGU) counterparts to support DSWD-hired Municipal Links, ensuring seamless coordination and support at the municipal level;
11. Accomplish and submit its Annual Work and Financial Plan to the Local Chief Executive and facilitate the inclusion of its various projects, programs and activities in the municipality's Annual Investment Plan, Comprehensive Development Plan, GAD Plan, Local Poverty Reduction Action Plan and in the Annual Budget;
12. Establish and maintain an efficient recording system in all health facilities to facilitate faster retrieval of compliance data and timely submission of reports;
13. Strictly adhere to the rules and regulations outlined in the 4Ps Operations Manual, ensuring consistency and compliance with program guidelines; and
14. Ensure the implementation of this Executive Order and shall conduct monitoring and evaluation to assess progress and address any emerging issues.

Section 3. MAC Technical Working Group (TWG). To provide technical assistance to the Municipal Advisory Council to effectively perform its duties and functions in pursuit of the purpose and objectives of the Pantawid Program, a Technical Working Group (MAC-TWG) is hereby created which shall be composed of the following:

Chairman	ENGR. MICHAEL G. TAULI, Exec. Asst. II/ Livelihood Coordinator
Vice Chair:	ATTY. JACQUILINE NABAYSA-GOSINGAN, Mun. Atty. III
Members:	ENGR. IMELDA F. NUGUID, MPDC

MS. FLORIDA T. VELASCO, Municipal Budget Officer
MS. APRIL P. GUITOC, Asst. Municipal Assessor
ENGR. ROGER P. CATAYAO, Engineer II, MAO
MS. ESTER G. ALFREDO, SWO I, MSWDO
HON. NORBERTO I. PACIO, S.B. Comm. On Social Services
MS. CLAUDETTE P. CARINO, Program Development Officer, MHO
MS. IVY M. CODAMON Municipal Link, DSWD

Section 4. Duties and Functions of the MAC-TWG. The MAC-TWG shall perform the following:

1. Provide technical assistance to the Municipal Advisory Council in the formulation of localized guidelines and policies relative to proper implementation of the Pantawid Program;
2. Shall act as a local Grievance Committee consistent with the Grievance Redress System of the Pantawid Program. It shall receive, assess and resolve concerns or complaints from individuals or groups in relation to the implementation of the Pantawid Program. Relatively, it shall formulate rules and procedures for an effective grievance mechanism to address issues and concerns that may arise at the course of program implementation;
3. Assist in the formulation of plans and policies that will equip the member-beneficiaries them with new mind set and skills to facilitate a transition into productive activities and to ensure the sustainability of their health, nutrition and educational needs including post-program interventions for graduated 4Ps beneficiaries; and
4. Perform other related functions as may be required by the Local Chief Executive, the Municipal Advisory Council, or pursuant to law, ordinance or national issuances.

Section 5. Family Development Session (FDS) and Youth Development Session (YDS) Teams; Composition. There is hereby created a Family Development Session and Youth Development Session Teams, the composition of which shall be as follows:

Team Leader:	-MS. GRACE O. POCSOL, MSWDO
Asst. Team Leader:	-DR. MARIE JORELYN P. BAHINGAWAN, RHP
Members:	-MR. LINCOLN P. PONASI, MDRMO I, LYDO-Designate
	-HON. JUDBERT ALICNAS, SKF Vice President, SB Member
	-MS. ROXANNE T. CATAYAO, Records Officer I, LCRO
	-MS. JULIET C. MARCELINO, Budget Officer I, MBO
	-MS. IVY M. CODAMON, PDO II, DSWD
	-MS. NOVELYN A. BALANGUI, PDO II, DSWD
	-PMAJ MAC KENLEY A MAYOMIS COP, Itogon MPS
	-SFO4 EDGARDO R. REDUCA, Itogon Municipal Fire Station
	-MR. JONATHAN G. SADEY, Ph.D., PSDS, Itogon District I
	-MS. JULIET K. BALDO PSDS, Itogon District II
	-MR. ROMEO CASILLA, Chairman, MAFC
	-MR. MARVIN S. PUYAO, CSO Representative
	-The respective Punong Barangay of the locality where Family Development Session activity is to be conducted.
	-The elected parent group leader of the barangay where FDS will be conducted.

Section 6. FDS/YDS Teams' Functions and Responsibilities. The Family Development Session aims to enhance the skills and knowledge of household grantee and parents in responding to their parental roles and responsibilities particularly on the health and nutrition, education and psychological needs of children; promote positive family values; and strengthen marital relationships to promote involvement, participation, volunteerism, and leadership for strengthened community empowerment. Towards this end, the FDS/YDS Team shall perform the following functions:

1. Conduct thorough assessments to identify the needs and concerns of partner beneficiaries within the designated area, ensuring tailored support and interventions.
2. Create a comprehensive database of resource speakers and technical experts relevant to the program's objectives, facilitating efficient collaboration and knowledge-sharing.
3. Develop and maintain a monthly Family Development Session (FDS) schedule, ensuring regular and consistent engagement with partner beneficiaries.
4. Monitor the conduct of FDS sessions, assessing their impact on partner beneficiaries, and prepare detailed reports in accordance with set templates and timelines, providing valuable insights for program improvement.
5. Propose enhancements and developments to FDS policies and materials based on ongoing assessments and feedback from beneficiaries, fostering continuous improvement and relevance.
6. Hold regular meetings for strategic planning and follow-up actions, ensuring effective coordination and alignment of efforts among team members and stakeholders.
7. Facilitate networking and collaboration with other organizations and agencies to leverage additional resources and support for the benefit of partner beneficiaries.
8. Provide ongoing support and guidance to partner beneficiaries, addressing their concerns and needs appropriately and effectively.
9. Ensure compliance with program guidelines, policies, and regulations, maintaining integrity and accountability in all activities and initiatives.

Section 7. Repealing Clause. All Executive Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

Section 8. Separability Clause. If for any reason, parts of this Executive Order is declared invalid or unconstitutional by court or other offices of competent authorities, other parts not affected by such declaration shall remain in full force and effect.

Section 9. Effectivity. This Order shall take effect immediately.

Done this 8th day of July 2024 at Poblacion, Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- Office of the Provincial Governor
Benguet Provincial Capitol, LTB
- DSWD-CAR
- All concerned
- file