



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 36

Series of 2023

**AN ORDER ADOPTING THE DILG MEMORANDUM CIRCULAR NO. 2021-012
ON THE ESTABLISHMENT OF CIVIL SOCIETY ORGANIZATION (CSO) AND
INSTITUTIONALIZATION OF PEOPLE'S COUNCIL IN THE
MUNICIPALITY OF CALASIAO, PANGASINAN**

WHEREAS, Article 62, Rule XIII of the Implementing Rules and Regulations (IRR) of the Local Government Code of 1991 (Republic Act No. 7160) mandates Local Government Units (LGUs) to promote the establishment and operation of non-government organizations, people's organizations and private sector to make them active partners in the pursuit of local autonomy, and to directly involve them in the planning and implementation of programs and projects in the LGUs. Article 64, of the same IRR provide for the criteria for accreditation of civil society organizations (CSOs) and the procedures and guidelines for the selection of representative in the local special bodies;

WHEREAS, the participation of CSOs in government processes is a vehicle of empowering citizens by giving them opportunities to articulate their needs and to take part in the decision-making processes of their respective LGUs. An active CSO participation is vital in the pursuit of a more participatory and responsive governance;

WHEREAS, this DILG has issued several policies that provide opportunities for CSOs to engage in the implementation of government programs and to participate in the national and local governance processes. Some of these policies are: DILG Memorandum Circular (MC) No. 2018-89 (Guidelines on Engagements with Civil Society Organizations), DILG MC No. 2019-72 (General Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies), and DILG MC No. 2020-135 (Mobilization of Civil Society Organizations in the OCVID 19-Related Response And Recovery Programs in the Government).

NOW, THEREFORE, I, KEVIN ROY Q. MACANLALAY, Municipal Mayor of Calasiao, Pangasinan by virtue of the powers vested in me by law, do hereby order for the adoption of DILG MC No. 2021-012 on the establishment of Civil Society Organization (CSO) Officer Designate and its functions:

SECTION 1. CSO DESK OFFICER DESIGNATE.

1.1. **WELLA VALLO**-as CSO Desk Officer Designate,

SECTION 2. THE CSO DESK OFFICER SHALL HAVE THE FOLLOWING FUNCTIONS:

2.1 Serves as a venue to document and address the issues and concerns of CSOs in the locality;

2.2 Assist CSOs intending to apply for accreditation to a local special and/or participate in local government programs, including the People's Council; and

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2.3 Encourage the active participation of CSOs in all local governance processes from planning, implementing, monitoring and evaluating, projects, and activities, through the spirit of volunteerism.

2.4 Creation and Institutionalization of a People's Council;

2.5 Creation of the People's Council in the municipality;

2.6 Every organization seeking to join the People's Council shall submit one (1) copy of each of the following requirements to the Sanggunian, through the CSO Desk Officer:

- 2.6.1 People's Council Membership Form (Annex A);
- 2.6.2 Letter of Intent to be included as a member of the People's Council;
- 2.6.3 Proof of existence and operation in the city or municipality where it is applying, for at least one (1) year prior to the date of application for registration;
- 2.6.4 Proof of activities held in pursuit of developmental objectives or organizational activities conducted;
- 2.6.5 Program of activities planned for the year following the date of application for membership;
- 2.6.6 Copies of its Constitution, By-laws and/or Articles of Incorporation;
- 2.6.7 List of officers and members of good standing and their respective addresses;
- 2.6.8 Financial Statement and Declaration of Assets and Liabilities, if applicable; and
- 2.6.9 Certificate of Registration or Certificate of Accreditation, if applicable.

2.7 The CSO Desk Officer, in close coordination with the Sanggunian, shall evaluate all received applications on the basis of the following criteria:

- 2.7.1 Organization purposes and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity-building, and similar development objectives and considerations;
 - 2.7.2 Community-based and sectoral-based with project development and implementation track record in the city or municipality for at least one (1) year, and
 - 2.7.3 Reliability as evidenced by the preparation of annual reports and conduct of annual meetings duly certified by the board secretary of the organization.
- 2.8 Facilitate, in coordination with the DILG, the formation of People's Council in the LGU;

2.9 Mobilize and ensure participation of recognized, registered and accredited CSOs in the various processes and activities of the local government, particularly planning, budgeting, monitoring and other service delivery areas;

2.10 Help ensure the participation of the women sector through at least 40% women representative in the various local government bodies, pursuant to RA 9170 or the Magna Carta of Women of 2009;



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2.11 Coordinate with the established People's Council, the holding of regular meetings, and other relevant activities of the CSOs;

2.12 Monitor, through the People's Council, CSO participation in the programs, projects and activities of the local governments;

2.13 Coordinate with the concerned Sanggunian during the accreditation process and the selection of CSO representatives to the LSRS;

2.14 Maintain and update the local CSO database;

2.15 Prepare and submit monitoring reports to the MLGOO as stated in Section 8.0 of this Memorandum Circular, and

2.16 Perform other responsibilities as stated in Section of this Memorandum Circular and other relevant functions as may be required in the implementation of this Memorandum Circular.

SECTION 3. SEPARABILITY CLAUSE. Should any provision of the Order be declared invalid or unconstitutional, the other provisions unaffected thereby shall remain valid and subsisting.

SECTION 4. REPEALING CLAUSE. All orders, proclamations, rules, regulations, or parts thereof, which are inconsistent with any provision of the Order are hereby repealed or modified accordingly.

Done this 16th of May 2023 in the Municipality of Calasiao, Pangasinan.

HON. KEVIN BOYO MACANLALAY
Municipal Mayor