EXECUTIVE ORDER NO. 005, SERIES OF 2022

AN ORDER ESTABLISHING THE CIVIL SOCIETY ORGANIZATON (CSO) DESK AND DESIGNATING MR. RAMIL A. MARIANITO AS THE CSO DESK OFFICER OF THE CITY GOVERNMENT OF SORSOGON

WHEREAS, Article 62, Rule XIII of the Implementing Rules and Regulations (IRR) of Republic Act No. 7160 otherwise known as the "*Local Government Code of 1991*" mandates Local Government Units (LGUs) to promote the establishment and operation of non-government organizations, people's organizations and the 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;

WHEREAS, the Department of the Interior and Local Government (DILG) issued on May 18, 2021 Memorandum Circular 2021-054, enjoining all LGUs to establish their respective Civil Society Organization (CSO) Desks and prescribing guidelines thereof;

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;

NOW, THEREFORE, I, MA. ESTER E. HAMOR, Mayor of the City of Sorsogon, by the powers vested in me, do hereby issue an Order Establishing the Civil Society Organization (CSO) Desk and Designating Mr. Ramil A. Marianito as the CSO Desk Office of the City Government of Sorsogon:

Section 1. SETTING UP THE CSO DESK. An area within the City Hall shall be designated for the City Society Organization (CSO) Desk. The necessary facilities and fixtures such as, but not limited to, table, chairs, separate filing cabinet, and office supplies shall be provided.

Section 2. DUTIES AND FUNCTIONS OF THE CSO DESK. The CSO Desk shall have the following functions:

a) Serve as a venue to document and address the issues and concerns of Civil Society Organizations (CSO) in the locality;
b) 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
c) 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.

Section 3. FUNCTIONS OF CSO DESK OFFICER. The CSO Desk Officer shall perform the following functions:

a) Facilitate, in coordination with the DILG, the formation of People's Council in the LGU;

b) 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;

c) Help ensure the participation of the women sector through at least 40% women representation in the various local government bodies, boards, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009;

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

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

f) Coordinate with the *Sangguniang Panlungsod* during the accreditation process and the selection of CSO representatives;

g) Maintain and update the local CSO database;

h) Prepare and submit monitoring reports to the CLGOO; and

i) Perform other relevant responsibilities and functions as may be required.

Section 4. LGU ASSISTANCE TO CSO DESK OFFICER. All City Government Department Heads and employees are enjoined to extend the necessary assistance to the CSO Desk Officer in the performance of his functions.

Section 5. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 4th day of February, 2022 at Sorsogon City, Philippines.

MA. ESTER E. HAMOR
City Mayor