



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TOLOSA

OFFICE OF THE MUNICIPAL MAYOR
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EXECUTIVE ORDER NO. 12-03-2023
Series of 2023

**AN ORDER REORGANIZING THE ENHANCED MUNICIPAL DEVELOPMENT COUNCIL
(MDC) OF THE MUNICIPALITY OF TOLOSA, LEYTE**

WHEREAS, Section 16 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, provides that all local government units shall ensure the preservation and enrichment of culture, promotion of health and safety, enhancement of the right of the people to a balanced ecology; encourage and support the development of appropriate and self-reliant scientific and technological capacities; improve public morals; enhance economic prosperity and social justice; promote full employment; maintain peace and order; and preserve the comfort and convenience of their inhabitants.

WHEREAS, Section 106 of RA 7160, mandates that "Each LGU shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its Sanggunian. For this purpose, the development councils at the municipal level, shall assist the corresponding sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction."

WHEREAS, Executive Order No. 471 dated July 23, 1991 amending EO No. 319, series of 1987 provides for the "Reorganization and Strengthening of the Local Development Councils";

WHEREAS, there is a need to strengthen the mechanism for coordinating the efforts of national and local government officials and civil society organizations to accelerate economic and social growth and development at the regional and local levels; greater participation from the civil society organizations in the development planning process;

NOW, THEREFORE, I, ERWIN C. OCAÑA, Municipal Mayor of Tolosa, Leyte, by virtue of the powers vested in me by law, do hereby reorganize the Municipal Development Council of the Municipality of Tolosa, as follows:

Section 1. COMPOSITION. The Municipal Development Council shall be composed of the following:

Chairperson : **Hon. ERWIN C. OCAÑA**
Municipal Mayor

Members :
Hon. FERDINAND MARTIN G. ROMUALDEZ, *Congressman/House Speaker or his duly authorized representative*
Hon. FELICITO D. BELTRAN III, *SB Member, Committee Chair on Appropriation*
Hon. MELANIE FELISA M. VIVERO, *Liga President*
Hon. MARCO V. CONSTANTINO, *Punong Barangay, Burak*
Hon. MANNY I. RELLONA, *Punong Barangay, Canmogsay*
Hon. ALVIN G. NIRZA, *Punong Barangay, Cantariwis*
Hon. LYDIA C. SUYOM, *Punong Barangay, Capangihan*
Hon. RAZEL P. LEGASPI, *Punong Barangay, Doña Brigida*
Hon. VICTORIA A. ABAD, *Punong Barangay, Malbog*
Hon. RICHARD A. CESAR, *Punong Barangay, Olot*
Hon. NOLI U. PALAÑA, *Punong Barangay, Opong*
Hon. GERARD P. COLASITO, *Punong Barangay, Poblacion*
Hon. MIGUELITO G. ADVINCULA, *Punong Barangay, Quilao*
Hon. AQUILINA L. CANONIGO, *Punong Barangay, San Roque*
Hon. DENNIS C. SABELLE, *Punong Barangay, San Vicente*
Hon. PERLO C. RIZALDO, *Punong Barangay, Tanghas*
Hon. ALFREDO L. ROBEDILLO, JR., *Punong Barangay, Telegrafo*
JOCELYN R. RELANO, *CSO, Sta. Rita Bayanihan Homeworkers Association*
CONSOLACION P. CINCO, *CSO, Tolosa Public Market Association*
ALICIA B. COMORA, *CSO, Sitio Young Field Vegetable Growers and Rice Planters Association*

JERRY C. PEREZ, *CSO, Sacred Heart Farmers Association*
EDITA DADO, *CSO, Opong Hog Raiser's Association*
RONIE A. SONGALIA, *CSO, Tolosa Motorpot Association*
LUCIA P. FLORES, *CSO, Obrerong Magsasaka ng Capangihan*

Head Secretariat : **DESIREE V. IBAÑEZ**, *EnP., MPDC*
Members : **ELEAZAR B. BENDANILLO**, *Planning Officer, MPDO*
RHEAYAN L. REMANDABAN, *Admin Aide I, MBO*

Section 2. EXECUTIVE COMMITTEE. Pursuant to Section 111(2) of the Local Government Code, there shall be an MDC Executive Committee which shall be composed of the following:

Chairperson : **Hon. ERWIN C. OCAÑA**, *Municipal Mayor*
Members : **Hon. FELICITO D. BELTRAN III**, *SB Chairperson, Com. on Appropriation*
Hon. MELANIE FELISA M. VIVERO, *President, Liga ng mga Barangay*
JOCELYN R. RELANO, *CSO, Sta. Rita Bayanihan Homeworkers Association*

The above composition notwithstanding, the Executive Committee may call any Council members to be present and participate in any of its meetings, if and whenever necessary.

The Executive Committee shall be assisted by the concerned MPDC.

Section 3. FUNCTIONS. Pursuant to Section 109, 111 and 113 of RA 7160, the Municipal Development Council (MDC), the Executive Committee, and the MDC Secretariat shall assume the following duties and functions:

a.) THE MUNICIPAL DEVELOPMENT COUNCIL

1. Formulate long-term, medium-term, and annual socio-economic development plans and policies;
2. Formulate medium-term and annual public investment programs;
3. Appraise and prioritize socio-economic development programs and projects;
4. Formulate local investment incentives to promote the inflow and direction of private investment capital;
5. Coordinate, monitor, and evaluate the implementation of development programs and projects; and
6. Perform such other function as may be provided by law or competent authority.

b.) THE EXECUTIVE COMMITTEE

1. Ensure that the decision of the Council is faithfully carried out and implemented;
2. Act on matters requiring immediate attention or action by the council;
3. Formulate policies, plans, and programs based on the general principles laid down by the council; and
4. Take final action on matters that may be authorized by the MDC, except the approval of the local development plans and annual investment plans.

c.) THE SECRETARIAT

- a. Shall be responsible for providing technical and administrative support;
- b. Document proceedings and prepares reports and provide such other assistance as may be required by the Municipal Development Council.
- c. Specifically, the LDC Secretariat performs the following:
 - ✓ Collect, tabulate, and analyze data needed in planning
 - ✓ Conduct researches and other studies to provide scientific basis for planning and plan implementation
 - ✓ Prepare notice of meetings to all members of the committee, minutes of meetings/ public hearings/ other LDC activities and maintain records of the committee
 - ✓ Maintain updated data bank
 - ✓ Submit accomplishment reports required
 - ✓ Maintain updated data bank of the following:
 1. List of Civil Society Organizations operating in the locality;
 2. List of local special bodies with their members;

3. List of local ordinances and resolutions relative to planning which are passed by the Sanggunian, including executive orders, memorandum circulars affecting planning;
4. Data on professionals and vocationally-trained constituents;
5. List of public infrastructures in the locality;
6. List of business establishments;
7. Copies of previous and current Development Plans (Land Use, Medium-Term Investment Plan, Annual Investment Program, etc.);
8. Complete list of LDC members, past and present;
9. List of completed programs, projects and activities (PPAs) during the last five years

Section 4. SECTORAL and FUNCTIONAL COMMITTEES. Pursuant to Section 112, Sectoral and Functional Committees are hereby created to ensure policy coordination, uniformity in operational direction for development, investment and consultative purposes. The committees shall be composed of the following:

a.) ECONOMIC DEVELOPMENT SECTORAL COMMITTEE

Sub-Sectors:	<i>Agricultural Services</i>	<i>Commerce and Industry</i>
	<i>Tourism Services</i>	<i>Labor and Employment Services</i>
	<i>Livelihood Services</i>	
Chairpersons	: JEANA A. PARONE, OIC MAO KELLY ADRIAN P. CINCO, BPLO-Designate	
Members	: Hon. VIRMAN JESSIE O. PUNDAVELA, SB Chairperson Tourism Hon. FELIPE V. CANONIGO III, SB Chairperson – Trade & Industry Hon. IRENEO ROLANDO A. LUMBRE, SB Chairperson - Agriculture Hon. EDILBERTO R. ZABALA, JR., SB Chairperson – Market & Slaughterhouse Hon. ROLLY A. CINCO, SB Chairperson – Games & Amusement MARILOU TAPITAN, DAR – MARPO MELISSA CALAMAYA, DTI NEgosyo Center Coordinator Hon. LYDIA C. SUYOM, Punong Barangay, Capangihan Hon. DENNIS C. SABELLE, Punong Barangay, San Vicente Hon. VICTORIA A. ABAD, Punong Barangay, Malbog LUCIA P. FLORES, CSO, Obrerong Magsasaka ng Capangihan	
Secretariat	: JANDELL M. PICA, Market Supervisor Designate MARIA HERMIE G. REMANDABAN, LEDIPO Designate AIBELLE CAY T. YEPEZ, Tourism Officer Designate VANESSA ANGELICA LERIOS, PESO Designate/CTEC Designate	

b.) SOCIAL DEVELOPMENT SECTORAL COMMITTEE

Sub-Sectors:	<i>Social Welfare Services</i>	<i>Health Services</i>
	<i>Public Safety Services</i>	<i>Education Services</i>
	<i>Housing Services</i>	<i>Sports and Recreation Services</i>
Chairpersons	: DR. MA. AURORA LYN R. BENITEZ, MHO ZERAH JANETTE M. LEYSA, RSW, MSWDO DR. HEIDI MARIE LAGUNZAD, District In-Charge, DepEd Tolosa District PLT CYRUS B PAREDES, ACOP, Tolosa MPS	
Members	: Hon. MANUEL B. BALLEDO, SB Chairperson – Education, Culture and Arts/Social Services Hon. MANNY R. MARTINEZ, RN, MPRM, DPA, SB Chairperson – Health Hon. MELANIE FELISA M. VIVERO, SB Chairperson Women, Children and Family Care Hon. IRENEO ROLANDO A. LUMBRE, SB Chairperson – Police, Fire, Public Safety and Human Rights	

Hon. CATHERINE BENJAMIN, *SB Chairperson – Youth & Sports Development*
 Ms. IMELDA P. CANEJA, *MLGOO*
 BASILIO C. RAZ, *Municipal Civil Registrar*
 JOSELITO P. LABATA, *MDRRMO*
 Hon. RAZEL P. LEGASPI, *Punong Barangay, Doña Brigida*
 Hon. GERARD P. COLASITO, *Punong Barangay, Poblacion*
 Hon. RICHARD A. CESAR, *Punong Barangay, Olot*
 EDITA DADO, *CSO, Opong Hog Raiser's Association*

Secretariat : ROSALINDA N. APEJAS, *MSWDO Staff*
 REY GIOVANNI S. CERRO, *Sanitary Inspector*
 RHODORA M. MARTINEZ, *PHN*

c.) ENVIRONMENT DEVELOPMENT SECTORAL COMMITTEE

Sub-Sectors: *Liquid/Solid/Hospital/Industrial Wastes*
Forests Air
Water Others – Burial Grounds

Chairpersons : RODEL L. JAYME, *MENRO Designate*
 JOSELITO P. LABATA, *MDRRMO*
 Ar. ANDREW M. ADVINCULA, *GSO-Designate*
 RODEL L. JAYME, *MENRO-Designate*

Members : Hon. VIRMAN JESSIE O. PUNDAVELA, *SB Chairperson – Environmental Protection*
 Hon. MANNY I. RELLONA, *Punong Barangay, Canmogsay*
 Hon. NOLI U. PALAÑA, *Punong Barangay, Opong*
 Hon. MIGUELITO M. ADVINCULA, *Punong Barangay, Quilao*
 JERRY C. PEREZ, *CSO, Sacred Heart Farmers Association*

Secretariat : FELIX CANTOS, *MENRO Staff*

d.) INFRASTRUCTURE DEVELOPMENT SECTORAL COMMITTEE

Sub-Sectors : *Transportation Communication Services*
Water Services Power Services

Chairpersons : Engr. WILFREDO G. CAÑAS, Jr., *MEO*
 DESIREE V. IBAÑEZ, *EnP., MPDC*

Members : Hon. VIRMAN JESSIE O. PUNDAVELA, *SB Chairperson – Housing & Land Use*
 Hon. IRENEO ROLANDO A. LUMBRE, *SB Chairperson – Public Works & Infrastructure*
 CONSOLACION P. CINCO, *CSO, Tolosa Public Market Association*
 Hon. ALVIN G. NIRZA, *Punong Barangay, Cantariwis*
 Hon. MARCO V. CONSTANTINO, *Punong Barangay, Burak*
 Hon. PERLO C. RIZALDO, *Punong Barangay, Tanghas*

Secretariat : JERVER PICA, *MEO Staff*

e.) INSTITUTIONAL DEVELOPMENT ADMINISTRATION

Sub-Sectors : *Municipal Personnel Administration*
Finance Administration

Chairperson : CHRISTINE G. BENDANILLO, *CPA, Municipal Accountant*

Members : Hon. FELICITO D. BELTRAN III, *SB Chairperson, Com. on Appropriation.*
 Hon. MANNY R. MARTINEZ, *RN, MPRM, DPA, SB Chairperson, Rules, Ordinances, Public Accountability, and Good Government*
 Engr. BEATRIZ B. TANGPUZ, *MASSO*
 LOIDA A. PALAÑA, *MBO*
 KARLONE M. DACLIZON, *Actg. MTO*

MARIA HERMIE G. REMANDABAN, *HRMO-Designate*
IMELDA P. CANEJA, *MLGOO*
ALICIA B. COMORA, *CSO, Sitio Young Field Vegetable Growers and Rice Planters Association*

Secretariat : MAC BRUEN S. IBAÑEZ, *CB, MICB, OIC Municipal Accountant/CMCI Focal Person*
MARIA NANCY C. IBAÑEZ, *HRMO Staff*

Section 5. SECTORAL and FUNCTIONAL COMMITTEES FUNCTIONS. The Sectoral and Functional Committees shall perform the following duties and functions:

1. Provide the LDC with data and information essential to the formulation of plans, programs and activities;
2. Define sectoral or functional objectives, set targets and identify programs, projects, and activities for the particular sector or function;
3. Collate and analyze data of the sector and conduct related studies;
4. Conduct public hearings on vital issues affecting the sector or function;
5. Coordinate planning, programming, and implementation of programs, projects and activities within each sector;
6. Monitor and evaluate programs and projects;
7. Perform such other functions as may be assigned by the LDC.

The LDC may avail of the services of any CSO or educational or research institutions for its purpose.

Section 6. MEETINGS. The MDC shall hold regular meetings, on a day and time that may be agreed upon by the Council during its initial meeting. However, it may call special meetings as the need arises.

- ✓ The MDC shall meet at least once every six (6) months or as often as may be necessary;
 - ✓ The Executive Committee shall hold meeting at least once a month;
 - ✓ Special meetings may be called by the Chairperson, or by a majority of its members.
- Authorized representative of Congressperson may be allowed to participate during meetings on a non-voting status.

Section 7. LOCAL PROJECT MONITORING COMMITTEE COMPOSITION. The Local Project Monitoring Committee (LPMC) shall be composed of the following:

Chairperson : Hon. MELANIE FELISA M. VIVERO, *ABC President*

Members : IMELDA P. CANEJA, *MLGOO*
Hon. GERARD P. COLASITO, *Punong Barangay*
Hon. MANNY I. RELLONA, *Punong Barangay*
Hon. RAZEL P. LEGASPI, *Punong Barangay*
Pastor RONALD ALLAN L. LEYSA, *CSO, Blest Community Christian Fellowship Incorporated*
EDGAR N. OCAÑA, *CSO, Brigida Motorcab Operator Driver Association*
JOCELYN R. RELANO, *CSO, Sta. Rita Bayanihan Homeworkers Association*

Secretariat : DESIREE V. IBAÑEZ, *EnP., MPDC*
ELEAZAR B. BENDANILLO, *Planning Officer I*

Section 8. ROLES AND RESPONSIBILITIES. The Local Project Monitoring Committee (LPMC) shall have the following functions and responsibilities, to wit:

- a. Local Project Monitoring Committee functions, to wit:
 1. Provide the list and schedule of all projects to be monitored to NGOs involved in project monitoring;
 2. Collect the process reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and next higher level PMC;
 3. Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC;
 4. Provide feedback on the remedial actions of the LDC and follow up implementation;
 5. Prepare and disseminate periodic project monitoring report on the status of project implementation to the Regional PMC (RPMC); and

6. Elevate to higher level bodies (e.g. National PMC (NPMC), RPMC) issues and problems which are not resolved at LPMC level.
- b. Local Project Monitoring Committee Secretariat functions, to wit:
 1. Prepare the M&E work program to be undertaken by the PMC during the any given fiscal year which will include the list of the projects and schedule of implementation based on submission of implementing agencies;
 2. Provide the Local Chief Executive with information on the projects to be monitored by the PMC; and
 3. Facilitate inter-agency, inter-governmental, and field headquarters coordination, if necessary.

Section 9. RELATION OF THE MUNICIPAL DEVELOPMENT COUNCIL TO THE SANGGUNIAN AND REGIONAL DEVELOPMENT COUNCIL.

- a. The policies, programs and projects proposed by the MDC shall be submitted to the Sangguniang Bayan for their appropriate action;
- b. The Local Development Plan approved by the Sangguniang Bayan shall be integrated into the development plan of the higher LDC;

Section 10. LOCAL DEVELOPMENT PLANNING PROCESS. The DILG shall, in coordination and consultation with NEDA and the league of LGUs, formulate the operational guidelines of the local development process.

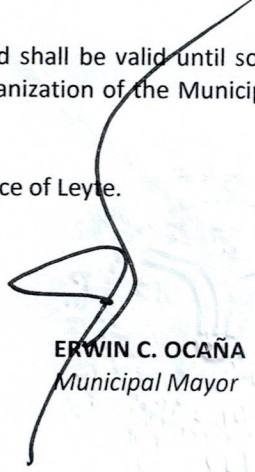
Section 11. BUDGET INFORMATION. The DBM and other national agencies shall furnish the MDC information on financial resources and budgetary allocations applicable to their respective jurisdiction to guide them in their planning functions.

Section 12. SEPARABILITY. If any provisions of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 13. REPEALING. All orders, or part or parts thereof which are inconsistent with any of the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 14. EFFECTIVITY. – This Order shall take effect immediately and shall be valid until sooner revoked or amended. It further supersedes all previous orders relative to the reorganization of the Municipal Development Council.

DONE this 19th day of December 2023 in the Municipality of Tolosa, Province of Leyte.


ERWIN C. OCAÑA
Municipal Mayor