



EXECUTIVE ORDER NO. 5
Series of 2022

**ESTABLISHMENT OF CIVIL SOCIETY ORGANIZATION DESK IN THE PROVINCE OF
OCCIDENTAL MINDORO, PROVIDING FOR ITS FUNCTIONS AND FOR
OTHER PURPOSES**

WHEREAS, the 1987 Philippine Constitution and the Local Government Code (LGC) mandated the local government units to *“encourage non-governmental, community-based, or sectoral organizations that promote the welfare of the nation”* and *“promote the establishment and operation of people’s and non-governmental organizations to become active partners in the pursuit of local autonomy.”*

WHEREAS, Section 34 of the LGC provides that local government units (LGUs) shall promote the establishment and operation of people’s and non-governmental organizations to become active partners in the pursuit of local autonomy. Section 36 of the same Code states that an LGU may, through its local chief executive and with the concurrence of the Sanggunian concerned, provide assistance, financial or otherwise, to such people’s and non-governmental organizations for economic, socially-oriented, environmental, or cultural projects to be implemented within its territorial jurisdiction.

WHEREAS, the DILG MC No. 2021-012 as amended by MC No. 2021-054, mandates the LGUs to *“create a CSO Desk to be headed by a designated or appointed CSO Desk Officer who shall facilitate and promote people’s participation in governance within the LGU”*;

WHEREAS, the Civil Society Organization (CSO) refers to a non-state and non-profit association that works to improve society and the human condition. Basic types of CSOs include non-governmental organization, people’s organization, civic organization, community-based organization, faith-based organization, cooperative, social movement, professional group, and business group;

WHEREAS, the Provincial Government of Occidental Mindoro (PGOM) has seen the importance of civil society organization in its participation and augmentation in the delivery of the basic and supplemental services to the people;

WHEREAS, the PGOM sees the need to create a centralized office for proper administration of the CSO;

WHEREAS, in adherence to the mandate of the Constitution, Local Government Code and pertinent memorandum circulars, the Provincial Government of Occidental Mindoro deems it best to establish a Civil Society Organizations Desk.

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order and direct the following:

SECTION 1. Establishment of a Civil Society Organization Desk.

There is hereby established the Civil Society Organization (CSO) Desk which shall be responsible for the handling of all CSO-related concerns in the province of Occidental Mindoro, including but not limited to, the provision of technical and administrative support, if necessary. The CSO Desk shall be headed by a CSO Desk Officer.



SECTION 2. Functions of Civil Society Organization Desk.

The CSO Desk shall have the following functions:

1. Serve as a venue to document and address the issues and concerns of CSOs in the locality;
2. 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
3. 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.

A functional CSO Desk shall have the following basic facilities and monitoring tools:

1. Equipment and supplies for documenting and monitoring the applications and queries received by the Desk;
2. Furniture such as separate cabinet or designated storage place where files could be safely kept and maintained. Access to its contents must be controlled by the CSO Desk Officer; and
3. Monitoring tools such as a Referral Form, Feedback Form, and Application Form for Accreditation must be readily available.

SECTION 3. Civil Society Organization Desk Officer.

Mr. Lord Priam V. Cordova, Project Development Officer II of the Provincial Planning Development Office, is hereby designated as the Civil Society Organization Desk Officer for the Provincial Government of Occidental Mindoro who shall perform functions as provided in the succeeding sections of this Executive Order.

SECTION 4. Functions of Civil Society Organization Desk Officer.

The CSO Desk Officer shall have the following functions:

1. Facilitate, in coordination with the DILG, the formation of People's Council in the LGU;
2. Mobilize and ensure participation of recognized, registered and accredited CSOs in the various processes and activities on the local government, particularly in planning, budgeting, monitoring and other service delivery areas;
3. Help ensure the participation of the women sector through at least 40% women representation of the various local government bodies, board, councils, committees, task forces, special government bodies, pursuant to RA 9710 or the Magna Carta of Women of 2009;
4. Coordinate with the established People's Council, the holding of regular meetings, and other relevant activities of the CSOs;
5. Monitor, through the People's Council, CSO participation in the programs, projects and activities of the local governments;



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6. Coordinate with the concerned Sanggunian during the accreditation process and the selection of the CSO representatives to the LSBs;
7. Maintain and update the local CSO database;
8. Prepare and submit monitoring reports to the MLGOO as stated in Section 6; and
9. Perform other responsibilities such as assist in the creation of and selection for the People's Council and other relevant functions as may be required in the implementation of this Executive Order.

SECTION 5. Reporting Requirements.

1. The CSO Desk Officer shall prepare and submit activity reports to the respective DILG provincial and municipal field office within one (1) week after the conduct of the CSO activity using CSOD Form 1; and
2. The CSO Desk Officer shall also prepare the CSOD Form 2A for municipalities and CSOD Form 2B for provinces. The accomplished forms shall be submitted to the DILG Provincial Office.

SECTION 6. Funds.

The budgetary requirements shall be charged to any available local funds of the Provincial Government.

SECTION 7. Repealing Clause.

All executive issuances, orders, rules and regulations or part thereof, inconsistent with this Executive Order are hereby revoked or modified accordingly.

SECTION 8. Effectivity.

This Executive Order shall take effect immediately.

Done in the Provincial Capitol, Province of Occidental Mindoro, this 14th day of February 2022.


EDUARDO B. GADIANO
Governor