



Republic of the Philippines
Province of Benguet

MUNICIPALITY OF LA TRINIDAD

Office of the Municipal Mayor

ADMINISTRATIVE ORDER

No. 037-2016

AN ADMINISTRATIVE ORDER REORGANIZING THE MUNICIPAL ADVISORY COMMITTEE (MAC) OF THE MUNICIPALITY OF LA TRINIDAD FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) AND THE SUSTAINABLE LIVELIHOOD PROGRAM (SLP) OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

WHEREAS, the Pantawid Pamilyang Pilipino Program and the Sustainable Livelihood Program (SLP) are programs being implemented by the Department of Social Welfare and Development to address structural inequities in society and promote human capital development for the poor;

WHEREAS, the Department of Social Welfare and Development (DSWD) and the Local Government Unit has collaborated to strengthen the Pantawid Pamilyang Pilipino Program and the Sustainable Livelihood Program of the national government;

WHEREAS, Administrative Order No. 027-2016 was issued reorganizing the Municipal Advisory Committee for the 4Ps program only;

WHEREAS, with both the 4Ps and the SLP having the same objectives and being implemented by the Department of Social Welfare and Development, merging such programs to be supervised and monitored by a single committee would be most beneficial and suitable for the achievement of the objectives of both programs;

WHEREAS, there is a need to reorganize the Municipal Advisory Council (MAC) of the Municipality of La Trinidad to include other members significant for the achievement of the objectives of the committee and to replace members who are no longer in the organization/agency they represent due to the election held last May, 2016;

NOW THEREFORE, I, ROMEO K. SALDA, by virtue of the powers vested upon me by law as the Local Chief Executive of the Municipality of La Trinidad, Benguet, do hereby reorganize the Municipal Advisory Committee of the Municipality of La Trinidad with the following:

Section 1. COMPOSITION. The Municipal Advisory Committee shall be composed of the following:

Chairperson	:	HON. ROMEO K. SALDA , Municipal Mayor
Vice Chairperson	:	MS. IRENE TAGTAG , Mun. Soc. Welfare & Dev't Officer
Members	:	HON. RODERICK C. AWINGAN , SB Chairman on Approp. HON. ESTRELLA B. ADEBAN , SB Chairman on Soc. Serv. MS. FELICITAS D. TICBAEN , Municipal Agriculturist MR. SIMEON T. CIRIACO , DOH Representative DR. EDITHA FRANCISCO , Municipal Health Officer DR. ESTHER RIVERA , Coord. Prin., DepEd LT Dist. Office ENGR. VICENTE C. PEREZ, JR. , Mun. Planning & Dev't Coord. MR. RENE VINCENT I. BALLUG , Mun. Loc. Gov't Oper. Officer MS. IMELDA E. GRUPO , Municipal Budget Officer MS. ELENGY S. BOLIDI , Labor & Employment Officer I MR. VALRED E. OLSIM , Tourism Officer I MR. ORLANDO B. PACYA , Cooperative Specialist Officer I MR. FRANCIS A. BATNAG , Legal Assistant II & LEIPO Designate DR. LOUEE PADILLA , PHSSA Representative MS. JOSEPHINE LEON , Pres. LT Women's Federation MS. JOCELYN WANSAY , PEO I MS. MELANIE SAHOY , LGU Link

Administrative Order No. 005-2013

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Secretariat

:

MR. JESPEE P. PAQUITO, PDO II

MS. LANNIE LUMERES, Social Welfare Assistant

MS. BERNICE BELLE JOSE, Social Welfare Assistant

Section 2. FUNCTIONS. The Municipal Advisory Council (MAC) shall have the following functions:

1. Oversee and facilitate the proper implementation of the programs (4Ps and SLP) in the municipal level;
2. Ensure availability of supplies and services on Health and Education at the target areas.
3. Provide necessary technical assistance and relevant information/data for program implementation;
4. Coordinate in the implementation/operationalization of sectoral activities at the Municipal level to better execute program objectives and functions;
5. Coordinate with various concerned gov't agencies at the local level, sectoral representatives, non-government organizations present at the local level to ensure implementation of the Pantawid Pamilyang Pilipino Program and Sustainable Livelihood Program;
6. Prepare reports with issues and concerns and submit it at the Provincial Advisory Committee.
7. Complement the SLP with existing programs and services of the LGU and other partner agencies and with the provision of necessary resources;

Section 3. ROLES and RESPONSIBILITIES of STAKEHOLDERS

a. LOCAL GOVERNMENT UNIT

1. Serve as member of the Municipal Advisory Committee.
2. Make sure that the supply of schools, teachers and education materials are available at target barangays.
3. Make sure that health centers, midwives and health education materials are available at target barangays.
4. Monitor program operation particularly on compliance of conditions among beneficiaries.
5. Oversee and monitor the over-all implementation of the program in the municipality.

b. MUNICIPAL SOCIAL WELFARE OFFICE

1. Serve as member of the Municipal Advisory Committee.
2. Provide needed social services and interventions to grantees.
3. Provide logistical support in the conduct of activity at the barangay level.
4. Provide technical assistance and monitoring in the implementation of programs.
5. Assign/designate a permanent staff to form part of the Municipal Action Team.
6. Act as resource person in the FDS.

c. MUNICIPAL HEALTH SERVICES OFFICE

1. Serve as member of the Municipal Advisory Committee.
2. Ensure availability of supply and manpower to help grantees meet the conditions on health.
3. Assist in monitoring and verification of compliance by grantees.
4. Monitor the compliance of beneficiaries.
5. Ensure that the Compliance Verification Forms will be accomplished and submitted to the Municipal Link.
6. Attend MAC/MAT meetings.
7. Assign/designate a permanent staff to form part of the Municipal Action Team.
8. Act as resource person in the FDS.

d. DEPARTMENT OF EDUCATION

1. Serve as member of the Municipal Advisory Committee.
2. Make sure that supply of schools, teachers and education materials are available at target barangays.
3. Assist in the monitoring and verification of compliance by the grantees.
4. Monitor the compliance of beneficiaries.
5. Ensure that the Compliance Verification Forms will be accomplished and submitted to the Municipal Link.
6. Attend MAC/MAT meetings.
7. Assign/designate a permanent staff to form part of the Municipal Action Team.

e. BARANGAY

1. Help facilitate the 4Ps and SLP activities
2. Assist in the conduct of Community assembly and Organization of groups.
3. Assist in the conduct of verification and follow-up of compliance to program conditions.
4. Monitor 4Ps household head beneficiaries in cases such as child labor, drug abuse, gambling, violence and non-compliance to conditions.
5. Assist in the development of alternative solutions relative to operational problems encountered in the barangay.
6. Reiterate importance of awareness that release of cash grants is dependent on compliance to conditions.
7. Act as permanent liaison between the program and the grantees.

Section 4. Composition of the Municipal Action Team (MAT)

Municipal Health Officer	-	Dr. Editha Francisco
Municipal Social Welfare Officer	-	Ms. Irene Tagtag
LGU Link	-	Ms. Melanie Sahoy
	-	Ms. Jocelyn Wansay
Municipal Link	-	Ms. Catherine J. Tijares
DOH Representative	-	Dr. Mercedes S. Calpito
11 Midwives (Health Center Focal Persons)		
23 School Heads (School Focal Persons)		
16 Punong Barangays		
Community Health Teams (BHW)		

Section 5. Functions of the Municipal Action Team (MAT)

1. Receive and file cases of non-compliance to 4Ps and SLP conditionalities.
2. Provide clarifications and resolutions to any form of complaint and problems received from the beneficiaries/grantees.
3. Refer and file unsolved cases at the regional level on cases of suspension.
4. Entertain and provide clarification to queries and misunderstanding on decisions made in cases filed at the Municipal Level.

Section 6. Meeting and Quorum.

The Municipal Advisory council shall meet quarterly and as often as necessary. A majority of the members shall constitute a quorum. In the absence of the chairman, the Vice chairman shall preside. In the absence of the Chairman and Vice Chairman, any member present shall preside for such meeting only.

Section 7. Effectivity. This Administrative Order shall take effect immediately and shall be valid until revoked or amended.

Issued this 4th day of August, 2016 at La Trinidad, Benguet.


ROMEO K. SALDA
Municipal Mayor

Copy furnished :

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|------------------------------------|-----------------------------------|
| - The Provincial Governor, Benguet | - The Sangguniang Bayan, LTB |
| - DILG through the MLGOO | -OLS |
| - DSWD-CAR Regional Director | -Provincial Social Welfare Office |
| - File | |