

Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 57
Series of 2021

**AN ORDER ON THE ESTABLISHMENT OF A CIVIL SOCIETY
ORGANIZATION DESK (CSO)**

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 the private sector to make them active partners in the pursuit of local autonomy, and to directly involve them in the planning and implantation of programs and projects in LGUs.

WHEREAS, DILG Memorandum Circular No. 2021-012 as amended by DILG Memorandum Circular No. 2021-054, enjoins all local government units to establish their respective CSO Desks and to create and institutionalize the local People's Council in every province, city, and municipality.

WHEREAS, 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, People's Council refers to a body composed of representatives from CSOs that are, at least, recognized by the LGU, and which shall be created in every province, city, and municipality.

WHEREAS, The participation of CSO 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, SEBASTIAN Z. DUTERTE, Acting City Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION AND COMPOSITION. There is hereby created a Civil Society Organization Desk in LGU Davao.

1.1 A CSO Desk Officer shall be designated through this Executive Order.

1.2 A CSO Desk Officer shall be identified by the City Planning and Development Office. A corresponding memorandum shall be issued to the nominated personnel.

1.3 The CSO Desk Officer should preferably have prior experience in being a member or partner of a CSO and should not be related within the fourth civil degree of consanguinity or affinity to the appointing or recommending authority.

1.4 The CSO Desk Officer shall not, in anyway, unduly benefit from the program, and shall at all times adhere to Republic Act No. 2019 or the Anti-Graft and Corruption Practices Act, as amended.

SECTION 2. FUNCTIONS AND RESPONSIBILITIES. Section 6.0 and 7.2 of DILG Memorandum Circular No. 2021-054 mandates the following functions and responsibilities:

2.1 Functions of the CSO Desk:

2.1.1 Responsible for the handling of all CSO related concerns, including but not limited to, the provision of technical and administrative support, if necessary.

2.1.2 Serve as a venue to document and address the issues and concerns of CSOs in Davao City;

2.1.3 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

2.1.4 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.

2.2 Functions of the CSO Desk Officer:

2.2.1 Through the CSO Desk Officer, the Sangguniang Panlungsod shall issue a Notice of Call for the creation of People's Council to all accredited, registered, and recognized CSOs;

2.2.2 The CSO Desk Officer, in close coordination with the Sangguniang Panlungsod, shall evaluate all applications seeking to join the People's Council;

2.2.3 The CSO Desk Officer shall prepare the list of qualified CSOs;

2.2.4 Facilitate, in coordination with DILG Region XI, the formation of People's Council in LGU Davao;

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

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

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

2.2.8 Monitor, through the People's Council, CSO participation in the programs, projects and activities of LGU Davao;

2.2.9 Coordinate with the Sangguniang Panlungsod during the accreditation process and the selection of CSO representative to the LSBs;

2.2.10 Maintain and update the CSO database;

2.2.11 Perform other responsibilities as stated in section 6.0 and other relevant functions as may be required in of DILG Memorandum Circular No. 2021-054.

SECTION 3. BASIC FACILITIES AND MONITORING TOOLS. A functional CSO Desk shall have the following basic facilities and monitoring tools:

3.1 Equipment and supplies for documenting and monitoring the applications and queries received by the Desk;

3.2 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

3.3 Monitoring tools such as Referral Form, Feedback Form, and Application Form for Accreditation must be readily available.

SECTION 4. REPORTING. The CSO Desk Officer shall prepare and submit activity reports to DILG Region XI within one (1) week after the conduct of the CSO activity using CSOD Form 1 (Annex B) of DILG Memorandum Circular No. 2021-054.

4.1 The CSO Desk Officer shall also prepare the CSOD Form 2A (Annex C) of DILG Memorandum Circular No. 2021-054.

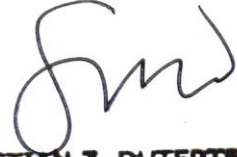
SECTION 5. BUDGETARY SUPPORT AND FUNDING. All costs pertaining to the operation of the Civil Society Organization Desk shall be charged to available funds of the City Mayor's Office and the City Planning and Development Office, subject to the usual accounting and auditing rules and regulations.

SECTION 6. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 7. REPEALING CLAUSE. All Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

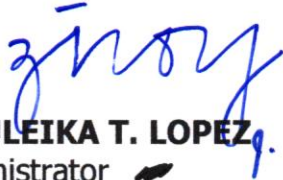
SECTION 8. EFFECTIVITY. This Executive Order shall take effect immediately.

Done on the OCT 22 2021 2021 in Davao City, Philippines.

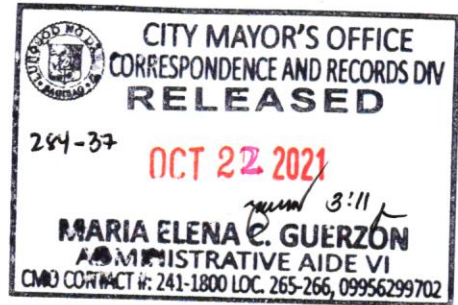


SEBASTIAN Z. DUTERTE
Acting City Mayor
SARA Z. DUTERTE
City Mayor

Attested by:



ATTY. ZULEIKA T. LOPEZ
City Administrator



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