



LALAWIGAN NG BULACAN
Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONGBAYAN

EXECUTIVE ORDER NO. 16
Series of 2017

**"AN ORDER RATIONALIZING THE CONDUCT OF COUNCIL AND
COMMITTEE MEETINGS AT THE LOCAL GOVERNMENT LEVEL"**

WHEREAS, local special bodies (LSBs), local councils and committees, as mandated by the Local Government Code of 1991 and other laws, rules and regulations, provide avenues for meaningful participation through organized representation in various decision-making processes at the local government level;

WHEREAS, the frequency of meetings required for each council or committee is provided in the law creating said council or committee or in the implementing rules and regulations;

WHEREAS, these LSBs, local councils and committees are chaired by the local chief executive and some members or representatives sit in councils or committees with the same sectoral concerns;

WHEREAS, council and committee meetings take more time from participating local authorities, time that could be used to address equally pressing concerns in their local governments;

NOW, THEREFORE, I, FERDINAND V. ESTRELLA, Mayor of the Municipality of Baliwag, by virtue of the powers vested in me by law, do hereby order the use of the "cluster-based approach" in order to rationalize the convening of these LSBs, local councils and committees.

SECTION 1. Cluster-Based Approach. The various LSBs, local councils and committees shall be clustered into the following:

**DUGONG
BALIWAG
PUSONG
BALIWAG**

Serbisyong May Malasakit

1. Economic

- Local Poverty Reduction Action Team
- Small and Medium Enterprise Development Council
- Tourism Council
- Investment and Incentive Board
- Baliwag Public-Private Partnership Board
- Other related bodies, council and committees

Secretariat support to this cluster will be provided by the Municipal Planning and Development Office (MPDO).

2. Social Protection

- Local School Board
- Baliwag Nutrition Council
- Gender and Development Council
- Local Council for the Protection of Children
- Council for Senior Citizens Affairs
- Committee on Anti-Trafficking and Violence Against Women and Children
- Urban Poor and Affairs Unit
- Local Culture and the Arts Council
- Advisory Committee for the Effective Implementation of the 4Ps
- Early Childhood Care and Development Council
- Baliwag Polytechnic College Board of Trustees
- Other related bodies, councils and committees

Secretariat support to this cluster will be provided by Dr. Editha Dela Cruz and Dr. Charie Esguerra.

3. Environmental Management and Climate Change

- Technical Working Group on Water and Climate Change Resiliency
- Technical Working Group on Septage Management System
- Baliwag Solid Waste Management Board
- Other related bodies, councils and committees

Secretariat support to this cluster will be provided by the Municipal Environment and Natural Resources Office (MENRO).

4. Peace and Order and Public Safety

- Peace and Order Council
- Disaster Risk Reduction and Management Council



- People's Law Enforcement Board
- Municipal Advisory Council on Police Transformation and Development
- Baliwag Transportation Franchising and Regulatory Board
- Konsi Power
- Association of Barangay Captains
- Associations of Barangay Tanods
- Municipal Anti-Drug Abuse Council
- Mamamayang Ayaw Sa Anomalya - Mamamayang Ayaw Sa Iligal na Droga
- Other related bodies, councils and committees

Secretariat support to this cluster will be provided by the Baliwag PNP and the Municipal Disaster Risk Reduction and Management Office (MDRRMO).

5. Infrastructure

- Electric Cooperative
- Public Works
- Water Utilities
- National Irrigation Administration
- Housing
- Telecommunications
- Transportation
- Other related groups

Secretariat support to this cluster will be provided by the Municipal Engineering Office.

SECTION 2. Exception to the Cluster-Based Approach. The Municipal Development Council, Management Committee, and the Local Finance Committee shall independently function as prescribed by law, considering that its mandate encompasses the concerns of the above clusters.

SECTION 3. Cluster and Individual Committee Meetings.

- a. Cluster meetings, regular or special, shall be conducted as may be determined by the Mayor who shall call and preside the same.

- b. Individual committee meetings, regular or special, are expected to be held as prescribed by existing laws, rules and regulations. The Mayor may designate an official to chair said regular or special meetings.
- c. A special meeting may be conducted to respond to urgent concerns involving a specific cluster or committee.

SECTION 4. **Cluster Oversight Committee**

- a. A Cluster Oversight Committee (COC) shall be created with representatives from the bodies, councils and committees within each cluster. Members of each council or committee shall select from among themselves their representative to the COC.
- b. The Mayor shall serve as chairperson of this committee, with a vice chairperson who shall be selected from among the representatives of the councils and committees within the cluster.
- c. Meetings of the committee shall be conducted to look into the status of the cluster-wide implementation of plans and programs, among other things, and ensure efficient and effective implementation of the same. Upon guidance from the chair, the vice chair may also call for COC meetings.

SECTION 5. **Cluster Secretariat Protocol.** The secretariat of each cluster shall be responsible for the following:


1. Scheduling and preparation of agenda of cluster meetings, in reference to certain provisions of laws, rules and regulations creating such bodies, councils and committees;
2. Issuance of notices of meeting to concerned council or committee members;
3. Facilitation in the conduct of the meeting;
4. Documentation of the Minutes of the Meeting;
5. Preparation of Cluster Accomplishment Reports; and
6. Monitoring of Compliance per Seal of Good Local Governance (SGLG) standing.

Each council or committee shall submit to the Secretariat their concerns, if any, for inclusion in the agenda.


SECTION 6. **Repealing Clause.** All orders, issuances and memoranda issued inconsistent herewith are deemed superseded, cancelled and/or revoked.

SECTION 7. **Effectivity.** This Executive Order shall take effect immediately.

Signed in the Municipality of Baliwag, Bulacan this 10th day of May, 2017.


FERDINAND V. ESTRELLA
Municipal Mayor

By the Mayor:


ENRIQUE V. TAGLE
Municipal Administrator

MUNICIPALITY OF BALIWAG



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