



EXECUTIVE ORDER NO. 08  
Series of 2024

**AN ORDER CREATING THE CITY COMMUNITY-BASED MONITORING SYSTEM (CBMS) COORDINATING BOARD (CCCB) FOR THE 2024 COMMUNITY-BASED MONITORING SYSTEM ROLL-OUT (2024 CBMS) IN PANABO CITY**

**WHEREAS**, Republic Act (RA) No. 11315 otherwise known as Community-Based Monitoring System (CBMS) Act was enacted on 17 April 2019, institutionalizing the conduct of the CBMS in every city and municipality in the country;

**WHEREAS**, the CBMS is an organized technology-based system of collecting, processing, and validating necessary disaggregated data that may be used for planning, program implementation, and impact monitoring at the local level while empowering communities to participate in the process;

**WHEREAS**, Section 4 of the Act states each city and municipality is the primary data-collecting authority within its locality, and under Section 6 thereof mandates the Philippine Statistics Authority (PSA) as the lead agency in the implementation of the CBMS, and shall monitor the data collection by cities and municipalities;

**WHEREAS**, Section 14 of the Act provides for the creation of the CBMS Council composed of the PSA, Department of the Interior and Local Government (DILG), and Department of Information and Communications Technology (DICT), to be headed by the PSA, for purposes of achieving secure and efficient data sharing arrangements between and among concerned cities and municipalities and national government agencies to be used for their particular social protection and welfare programs and projects;

**WHEREAS**, the CBMS Council approves Resolution No. 06, Series of 2021 on the establishment of the Provincial and City/Municipal Coordinating Board that shall be responsible for overseeing the CBMS operations in their respective locality, ensuring logistic and other requirements are in place prior and during the CBMS operations, and resolving issues and concerns encountered in the conduct of CBMS in their jurisdiction;

**WHEREAS**, the CBMS Council approves Resolution No. 1, Series of 2022 amending the composition of the CBMS City/Municipal Coordinating Boards (C/MCB) as introduced under Resolution No. 06, Series of 2021;

**WHEREAS**, the City CBMS Coordinating Board shall be created for the 2024 Community-Based Monitoring System Roll-out (2024 CBMS) in Panabo City;

**NOW THEREFORE, I, JOSE E. RELAMPAGOS**, City Mayor of Panabo City by virtue of the power vested in me by law, do hereby order the following:

**SECTION 1. COMPOSITION OF CBMS COORDINATING BOARD.** The composition of the City Community-Based Monitoring System (CBMS) Coordinating Board (CCCB) is hereby created as follows:

**Chairperson** : **HON. JOSE E. RELAMPAGOS**  
City Mayor

**Co-Chairperson** : **MR. PEPITO D. AMOYEN**  
PSA Provincial Statistical Office



**Secretary** : **LIBERTAD V. REGIS**  
CGADH I, City Civil Registrar's Office  
*LGU CBMS Focal Person*

**Members** : **ENGR. FELIX JONASES P. SENAJON, EnP**  
CGDH I, Acting City Planning and Development Office

**CHAREINA JOY G. LACUIN, RSW, MSSW**  
CGDH I, City Social Welfare and Development Office

**ENGR. BERNARDO C. RABANOZ, JR.**  
CGDH I, City Engineering Office

**ARCH. JOSEPH RAYMUND A. SUMABAL, EnP**  
CGDH I, Acting City Environment & Natural Resources Office

**JAN MARI G. CAFE, MBA**  
CGDH I, City Human Resource and Management Office

**ATTY. CHERVIN C. PACULANANG**  
CGDH I, City Legal Office

**SAMUEL N. ANAY, RA, MSAg, DPA**  
CGDH I, City Agriculture Office

**JOVEN M. SEPE, CPA**  
CGDH I, City Budget Office

**EVELYN A. SOMOZO, MPA**  
CGDH I, City Civil Registry Office

**DR. ERANIE L. PANGILINAN, MD**  
CGDH I, Acting City Health Office

**CHERELLE B. ESPINOSA**  
Public Employment Service Office

**MICHAEL ANGELO RESUENO**  
Information Officer III, City Information Office

**ROQUEOS L. CIMA FRANCA**  
Public Order and Safety Office

**PROSPER D. DAJALOS, JR.**  
LDRRMO IV, CDDRM Office

**ALLAN ROY H. GENCIANOS**  
City Tourism Office

**BRYAN G. DELUSA**  
City Economic Investment and Promotions Office

**ELVIE MARIE C. SOLLORANO**  
Cooperative Development Office

**YOLANDA A. BALANA**  
LGOO VII, DILG – Panabo City

**DR. JINKY B. FIRMAN, CESO VI**  
Schools Division Superintendent, DepEd-Panabo City

**PMAJ JUN A BAUTISTA**  
Chief of Police, PNP-Panabo City

**LEILA P. SALIGUMBA**  
Sangguniang Panlungsod Secretary

**HON. CONRAD THEODORE A. MATUTINO**  
Association of Barangay Captains President

**MR. ROLANDO STA. ANA**  
Guardians Brotherhood, Inc.

**SECTION 2. COMPOSITION OF CBMS CORE TEAM.** The CBMS Core Team shall be composed of the following:

Team Leader	:	<b>LIBERTAD V. REGIS</b> CGADH I, CCRO <i>LGU CBMS Focal Person</i>
Members	:	<b>ENGR. FELIX JONASES P. SENAJON, EnP</b> CGDH I, Acting CPDO  <b>JO-ANNE R. CAPUYAN</b> Executive Asst. III, CMO  <b>ATTY. CHERVIN C. PACULANANG</b> CGDH I, CLO  <b>MICHAEL ANGELO A. RESUEÑO</b> Information Officer III, CMO-CIO  <b>LOVENA A. ADLAWAN</b> CGADH I, CPDO
Secretariat	:	<b>ROXANNE GUIA U. MALOLOY-ON</b> Economist II, CPDO  <b>MA. THERESA L. CABALLERO</b> Admin. Officer I, CCRO

**SECTION 3. FUNCTIONS.** The Panabo City CBMS Coordinating Board and Core Team shall perform the following functions:

**CBMS Coordinating Board**

1. Oversee the implementation of the CBMS operations in the city. Report status to the concerned Provincial CBMS Coordinating Board.
2. Resolve issues and concerns encountered in the conduct of CBMS. For issues that cannot be resolved at the city level, escalate to the Provincial CBMS Coordinating Board.
3. Facilitate the approval and timely release of funds (if any) and/or other requirements for the conduct of CBMS.
4. Issue communications, directives, instructions, and/or circulars to cooperate, mobilize, and provide support/assistance to the CBMS operations in areas but not limited to the conduct/provision of the following:
  - a. Active participation in coordination meetings and activities;
  - b. Publicity and information campaign for the conduct of CBMS;

- c. Venue for the training conduct, headquarters for the enumeration personnel, and machine processing;
  - d. Transportation facilities for the enumeration of personnel, and transport of CBMS forms, supplies, and materials;
  - e. Communication and wireless internet connection facility;
  - f. Storage area for tablets, forms, and other materials;
  - g. Health and legal services to CBMS personnel; and
  - h. Facilitation of enumeration in government-owned and private institutions, and other hard-to-reach areas.
5. Take up other matters as necessary for the successful conduct of the CBMS.

#### **CBMS Core Team**

1. Act as a Technical Working Group to the CBMS Coordinating Board;
2. Ensure adherence to the provided timetable to ensure the reliability and validity of the data.
3. Take up other matters as necessary as ordered by the CBMS Coordinating Board.

**SECTION 4. DATA PROTECTION OFFICER.** The City Government Assistant Department Head of the City Planning and Development Office, **ENGR. LOVENA A. ADLAWAN**, is designated as the Data Protection Officer (DPO) of the Panabo City CBMS. The DPO shall strictly observe the data privacy and data sharing protocols i.e. raw and processed data, CBMS geospatial datasets, pre-enumeration and post-enumeration processed maps, and other outputs from the CBMS operations and the conduct of privacy impact assessment.

**SECTION 5. MEETINGS.** The board shall meet as often as necessary upon the call of the Chairperson or Co-Chairperson. The Chairperson/Co-Chairperson, or in their absence, their authorized representative presides over board meetings. In the case that a member is unable to attend a meeting, the authorized representative will be the officer with the next highest rank.

The presence of at least a majority of its members and/or the authorized representatives shall constitute a quorum and the affirmative vote of the majority of its members and/or the authorized representatives present in a meeting shall be necessary for the board to exercise its powers and functions.

**SECTION 6. OPERATIONAL EXPENSES AND FUNDING.** All costs pertaining to the operations of the CBMS Coordinating Board shall be chargeable against available funds and resources of the City, all subject to the usual government accounting and auditing rules and regulations.

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

**SECTION 8. EFFECTIVITY.** This Executive Order shall take effect immediately upon signing hereof.

Done this 26<sup>th</sup> day of January, 2024 at Panabo City, Davao del Norte.

  
**JOSE E. RELAMPAGOS**  
City Mayor 