



EXECUTIVE ORDER NO. 16
Series of 2024

**AN ORDER RECONSTITUTING THE MEMBERS OF THE SCREENING COMMITTEE AND
FURTHER CONSTITUTING FOR A TECHNICAL WORKING GROUP (TWG) IN THE
SEARCH FOR OUTSTANDING PANABOANS**

WHEREAS, the City of Panabo, in line with the celebration of the Araw ng Panabo City, is accepting nominations for the Search for Outstanding Panaboans who will be recognized during the *Gabi ng Parangal* as one of the main events of the Araw ng Panabo;

WHEREAS, the Search shall give due recognition to all Panaboans who had given honour and prestige to the City through excelling in their respective fields and for having contributed to the development of the City;

WHEREAS, the criteria and categories for the Search have been established already;

WHEREAS, there is a need to reconstitute the members of the Screening Committee and further constitute for a Technical Working Group (TWG) in the evaluation of nominees for the Search for Outstanding Panaboans;

NOW THEREFORE, I, JOSE E. RELAMPAGOS, City Mayor, by virtue of the power vested in me by law, do hereby order the amendment of the composition of the screening committee and its secretariat, and constitution of the technical working group.

SECTION 1. COMPOSITION. The composition of the Screening Committee, TWG and its Secretariat is hereby designated as follows:

Chairperson	:	PEDRITO A. MISOLES, MaEd, DST CGDH I, CADO
Vice- Chairperson	:	BRENDA A. SAUPING, MPA CGADH I, CADO
Members	:	CHAREINA JOY G. LACUIN, RSW, MSSW CGDH I, CSWDO ATTY. CHERVIN C. PACULANANG CGDH I, CLO JAN MARI G. CAFE, MBA CGDH I, CHRMO LIBERTAD V. REGIS, MPA Acting CGDH I, CCRO MICHAEL ANGELO A. RESUEÑO, MPA-PP Information Officer III, CIO-CMO CHERELLE B. ESPINOSA, MBA SLEO/PESO Manager, CADO JAIME M. CARLOM, MaEd Education Program Supervisor, DepEd – Panabo City





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		CHERELLE B. ESPINOSA, MBA SLEO/PESO Manager, CADO
		JAIME M. CARLOM, MaEd Education Program Supervisor, DepEd – Panabo City



TECHNICAL WORKING GROUP (TWG)

Head : **ATTY. MA. VICTORIA R. CANARIAS-DEIPARINE**
Administrative Officer IV, CADO

Members : **IVORY DAWN O. BALOGBOG**
Information Officer I, CMO-CIO

MITCH D. RAMOS
Manpower Development Officer I, CADO - PESO

ANGELICA E. MONTUYA, LPT
Licensing Officer I, CMO – BPLS

LANIE A. ALBERT-GERODIAS
Aquaculturist Technician II, CAGRO

RHEA MAE A. PARCIA, RSW
Social Welfare Officer II, CSWDO

SECRETARIAT

Head : **JENEFER D. DELLONES**
Administrative Officer II, CADO -IAS

Members : **ANALYN F. ENCARNACION**
Private Secretary I, CMO

IKENN LOUIE M. PALMA
Computer Programmer I, CADO – IT

JURELYN C. RAZ, LPT
Administrative Aide, CADO

SECTION 2. FUNCTIONS. The Screening Committee and its Technical Working Group and Secretariat shall perform the following functions:

The Screening Committee shall:

1. Formulate, approve and adopt policies for a more efficient and effective implementation of the program activity.
2. Update and amend existing guidelines and criteria for the Search for Outstanding Panaboans;
3. Accept all nominations and evaluate all qualified nominees based on the guidelines and criteria adopted for the Search for Outstanding Panaboans;
4. Present and recommend proposed nominees to the Local Chief Executive; and
5. Assist the Local Chief Executive in the conferment of awardees.

The Technical Working Group:

1. Assist the Committee in the formulation, updating, and/or, amendment of the existing guidelines and criteria for the Search for Outstanding Panaboans;
2. Assist the Committee in the search for eligible nominees for Outstanding Panaboans;

3. Assist the Committee in the screening process;
4. In charge of the write-up of accomplishments of the awardee/s;
5. In charge of the effective public information drive in the Search for the Outstanding Panaboans;
6. Perform other duties and functions as may be assigned by the Screening Committee.

The Secretariat:

1. Receive all nominations and ensure that all documentary requirements are complete and in accordance with the guidelines;
2. Assist the committee in all its meetings and activities, as well as with the recordings of its proceedings;
3. Take charge of the coordination, preparation, documentation, and other logistics concerns of the committee relative to the Search for Outstanding Panaboans; and
4. Perform other secretariat duties and functions as may be assigned by the Screening Committee.


SECTION 3. MEETINGS AND QUORUM. The Committee shall have its own schedule of meetings as determined by its internal rules and/or upon the date of which it is required or directed by the Chairperson.

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 Committee to exercise its powers and functions.

SECTION 4. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations and activities of the Committee shall be taken from the CMO-MOOE of the Araw ng Panabo budget, all subject to the usual government accounting and auditing rules and regulations.

SECTION 5. EFFECTIVITY. This executive order shall take effect immediately.

Done this 6th day of February 2024 at Panabo City, Davao del Norte, Philippines.


JOSE E. RELAMPAGOS
City Mayor