



**EXECUTIVE ORDER NO. 165**  
Series of 2023

**AN ORDER RECONSTITUTING THE TECHNICAL WORKING GROUP FOR LIVELIHOOD (TWGL) UNDER THE LIVELIHOOD ASSISTANCE PROGRAM OF PANABO CITY**

**WHEREAS**, the City has institutionalized the grant of livelihood loan assistance from City funds and other funds available to the City by providing for uniform policies in the selection and implementation of various related-programs under the different department of the City;

**WHEREAS**, said policies are embodied in City Ordinance No. 16, Series of 2009 entitled "*Prescribing the Guidelines, Rules, and Procedures in the Grant of Assistance under the Livelihood Assistance Program of Panabo City*";

**WHEREAS**, said ordinance mandates the creation of a Technical Working Group for Livelihood (TWGL) which will be tasked with the evaluation and implementation of the Livelihood Assistance Program under the supervision of the Livelihood Program Committee (LPC);

**WHEREAS**, in view of the new term of the City Mayor and other personnel movements, there is a need to reconstitute the TWGL;

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

**SECTION 1. RECONSTITUTION.** The TWGL is hereby reconstituted and shall be composed of the following:

Team Leader: DR. SAMUEL N. ANAY  
CGDH I, CAGRO

Members: MELANIE O. SIOSON  
CGADH I, CBO

ELVIE MARIE E. CARO  
Senior Cooperative Development Specialist, CMO

KRISTINE JANE AGUIRRE  
Planning Officer I, CPDO

MITCH D. RAMOS  
Manpower Development Assistant, CADO

HEZEKIAH A. GARA  
AA, CLO



ANTONETTE MAE B. CAGUIMBAGA  
Disability Affairs Assistant, CWDO

JAMES MORAN  
Agriculturist I, CAGRO

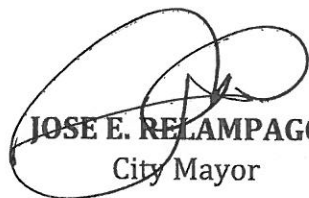
**SECTION 2. POWERS AND FUNCTIONS.** The TWGL shall have the following powers:

1. Shall serve as the Secretariat to the LPC;
2. Shall formulate rules and regulations for the efficient and effective implementation of the Program;
3. Accept, process and evaluate all applicants for Livelihood Assistant Program (LAP) or any similar programs of the City Government and submit its recommendations for action to the Chairperson of the LPC within fifteen (15) days from receipt of application;
4. Provide the necessary support to all applicants as necessary;
5. Recommend to the LPC any amendment/modification necessary to improve the services of the LAP to its client;
6. Keep records of all Funds related to Livelihood Assistance Program;
7. Submit quarterly report to the LPC;
8. Be responsible for the award of funds. Stocks, equipment and materials once the project is approved;
9. For Loan Assistance applicants, TWGL shall require the submission of post dated checks or suretyship agreement;
10. Monitor the maturity dates of the post dated checks and issue order of payment to the City Treasurer's Office (CTO) for issuance of official receipt;
11. Take necessary steps in recovering payment of loan for any post dated checks issued by the organizations that may bounce or have insufficient funds.

**SECTION 3. REPEALING CLAUSE.** All executive orders or issuances inconsistent with the provisions of this order are hereby repealed, superseded or modified accordingly.

**SECTION 4. EFFECTIVITY.** This order shall take effect immediately upon signing hereof.

Done this 10<sup>th</sup> day of February 2023 at Panabo City, Davao del Norte, Philippines.

  
**JOSE E. RELAMPAGOS**  
City Mayor 19