



**EXECUTIVE ORDER NO. 282
Series of 2023**

**AN ORDER ORGANIZING THE DIFFERENT COMMITTEES FOR THE
CONDUCT OF OCTOBER 30, 2023 BARANGAY AND SANGGUNIANG KABATAAN ELECTION IN
PANABO CITY, DAVAO DEL NORTE**

WHEREAS, Republic Act No. 9006, otherwise known as the "Fair Elections Act" provides for the holding of free, orderly, honest, peaceful and credible elections through fair election practices;

WHEREAS, the Commission on Elections (COMELEC) issued Resolution No. 10924 which promulgated the General Guidelines and other Related Rules and Regulations for the October 30, 2023 Barangay and Sangguniang Kabataan Elections (BSKE) and All Succeeding BSKEs Thereafter;

WHEREAS, Section 37 of COMELEC Resolution NO. 10924, mandated the creation, composition and functions of the Election Registration Board (ERB);

WHEREAS, Section 7-8, Rule IV of COMELEC Resolution No. 10918 and 10946 provide for the constitution of the City Joint Security Control Center (CJSCC), Committee of Kontra Bigay and Monitoring Team at all levels, from City and Barangay;

WHEREAS, there is a need to constitute committees as mandated by the COMELEC in order to assist and provide an orderly, honest, peaceful, and credible election in the forty (40) Barangays of Panabo City, Davao del Norte;

WHEREAS, Article III, Section 8(b)(2)(c) of Republic Act No. 9015, otherwise known as the Charter of the City of Panabo, provides that the City Mayor shall "*issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances*";

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

SECTION 1. CONSTITUTION OF ELECTION REGISTRATION BOARD AND RECEIVING COMMITTEE. The Election Registration Board is hereby constituted and shall be composed of the following:

Election Registration Board

Chairperson : ATTY. NORBERTO J. SINSONA, JR.
Election Officer IV

Members : JINKY B. FIRMAN, CESO IV
Assistant Schools Division Superintendent

LIBERTAD V. REGIS, MPA
Acting City Civil Registrar

ROMEO D. CERVANTES
PPCRV Representative



The ERB shall be assisted by a Receiving Committee which is composed of the following:

SOFIA LABAWAN-PELAYO, Election Assistant II

PINKY D. MISTRANTE, Election Assistant II

JUSTINE KEZIAH S. ANTALAN, Comelec Staff

LILIBETH A. FERNAN, Comelec Staff

ROY C. LAGUNA, Comelec Staff

KURT JOHN C. GENOBIANGON, Comelec Staff

SECTION 2. DUTIES AND FUNCTIONS. The Election Registration Board (ERB) and Receiving Committee (RC) of Panabo City, Davao del Norte shall have the following duties and functions:

The ERB shall:

1. Convene to certify, verify and at the same time shall manage the EBs for the EDCVL, PCVL and PSKCVL verification that will be used for the elections;
2. Manage the EBs to certify the EDCVL, PCVL and PSKCVL;
3. Shall post the Certified List of Voters; and
4. Perform such other functions as may be directed by the Commission.

The RC shall:

1. Take charge of receiving reports and other election paraphernalia.

SECTION 3. HONORARIA. The ERB shall be entitled to an honorarium based on Article II, Chapter III of COMELEC Resolution No. 10924.

SECTION 4. CONSTITUTION OF CITY JOINT SECURITY CONTROL CENTER, COMMITTEE ON KONTRA BIGAY AND MONITORING TEAM. The City Joint Security Control Center, Committee on Kontra Bigay and Monitoring Team is hereby constituted which shall be composed of the following:

Chairperson : ATTY. NORBERTO J. SINSONA, JR.
Election Officer IV

Members : PMAJ JUN A. BAUTISTA
Acting Chief of Police

2LT PRINCESS D EMAS (AGS) PA
AFP Commanding Officer

JINKY B. FIRMAN, CESO IV
DepEd SDS

ATTY. JENNIFER NAMOC-YASOL
City Prosecutor

YOLANDA A. BALANA, MPA
CLGOO, DILG

KIRK B. SAMILLANO
City Treasurer

Secretariat : MYLENE M. HERMOSORA, CPA
City Accountant

SECTION 5. DUTIES AND FUNCTIONS. The CJSCC, Committee on Kontra Bigay and Monitoring Team of Panabo City, Davao del Norte shall have the following duties and functions:

1. Classify Category Levels in their respective areas of jurisdiction;
2. Accept, approve/ disapprove applications for the conduct of election campaigns under this Guidelines;
3. Monitor the conduct of aforesaid election campaigns;
4. Prepare reports as regards the conduct of aforesaid election campaigns;
5. Implement provisions of this Guidelines; and
6. Perform other functions as may be determined by the Commission.

SECTION 6. CONSTITUTION OF TASK FORCE TO TEAR DOWN AND REMOVE UNLAWFUL ELECTION MATERIALS OR OPERATION BAKLAS. The Task Force to Tear Down and Remove Unlawful Election Materials or Operation Baklas is hereby constituted and shall be composed of the following:

Chairperson : ATTY. NORBERTO J. SINSONA, JR.
Election Officer IV

Vice Chairperson: PMAJ JUN A BAUTISTA
Acting Chief of Police

Members : ARTURO P. LONGYAPON
District Engineer

LARRY A. ARIBONGAN
OIC-DENR

DR. JOSEPH RAYMUND A. SUMABAL, AR.ENP
CGDH I, CENRO

COMELEC Representatives:

SOFIA LABAWAN-PELAYO	-	Election Assistant II
PINKY D. MISTRANTE	-	Election Assistant II
JUSTINE KEZIAH S. ANTALAN	-	Comelec Staff
LILIBETH A. FERNAN	-	Comelec Staff
ROY C. LAGUNA	-	Comelec Staff
KURT JOHN C. GENOBIANGON	-	Comelec Staff
ROGER A. DELA CRUZ JR.	-	Comelec Staff
DANIEL M. BARNAYJA	-	Comelec Staff
MERIAH ANN D. GARCIA	-	Comelec Staff
JE ANN A. AÑANO	-	Comelec Staff

SECTION 7. DUTIES AND FUNCTIONS. The Task Force Operation Baklas shall have the following duties and functions:

1. Tear down and remove campaign propaganda materials posted in public places outside the common poster areas;
2. Tear down and remove all prohibited forms of campaign materials wherever posted or displayed in public places;

3. Monitor and watch out for persons posting or distributing said unlawful election paraphernalia; and
4. Submit report of said activities to the Office of the Regional Election Director.

SECTION 8. PREPARATION, DISTRIBUTION AND RECEIVING OF BALLOT BOXES AND OTHER ELECTION PARAPHERNALIA. The following personnel shall take charge in the preparation, distribution, and receiving of ballot boxes and other election paraphernalia:

City Treasurer Office

- Chairperson : KIRK B. SAMILLANO, City Treasurer
- Members : All City Treasurer Staff
(designated through a Memorandum Order)

Commission on Elections

- Chairperson : ATTY. NORBERTO J. SINSONA, JR., Election Officer IV

Distribution and Receiving Committee:

SOFIA LABAWAN-PELAYO	-	Election Assistant II
PINKY D. MISTRANTE	-	Election Assistant II
JUSTINE KEZIAH S. ANTALAN	-	Comelec Staff
LILIBETH A. FERNAN	-	Comelec Staff
ROY C. LAGUNA	-	Comelec Staff
KURT JOHN C. GENOBIANGON	-	Comelec Staff
ROGER A. DELA CRUZ JR.	-	Comelec Staff
DANIEL M. BARNAYJA	-	Comelec Staff
MERIAH ANN D. GARCIA	-	Comelec Staff
JE ANN A. AÑANO	-	Comelec Staff

SECTION 9. DUTIES AND FUNCTIONS. The Committee for the preparation, distribution and retrieval of Election Paraphernalia shall have the following duties and functions:

1. Distribute election paraphernalia, equipment, forms and supplies to the Electoral Board Members;
2. Receives envelope containing a copy of Election Returns, key to padlock, minutes of the Electoral proceedings and half of torn unused ballots; and
3. Receives Election Day Computerized Voters List (EDCVL) and Posted Computerized Voters List (PCVL)

SECTION 10. LOGISTICS AND ELECTRICAL SUPPORT STAFF. The following personnel shall hereby designated under the logistics and electrical support:

- Chairperson:
- | | | |
|----------------------------|---|-----------------------------|
| ENGR. RANDEL B. PANAYANGAN | - | Acting CGSO, Motorpool Head |
|----------------------------|---|-----------------------------|
- Members:
- | | | |
|-------------------------------|---|-------------|
| ENGR. BERNARDO C. RABANOZ JR. | - | CGDH I, CEO |
| ALEX RANAIN | - | Driver |

PEPITO A. BUCOG	-	Driver
JOEL S. TARZONA	-	Driver
ROBERT TITO SIAROT	-	Driver
RENE ALICABA	-	Driver
SUNY BRAGAT	-	Driver
GREMION ANUENGO	-	Driver
RIAN VERDIDA	-	Driver
TIMOTEO CABALLERO JR.	-	Driver

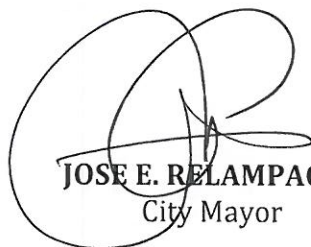
SECTION 11. HONORARIA AND OTHER ALLOWABLE EXPENSES. Under the provisions of this Executive Order, all members/personnel serving on committees whose responsibilities do not fall within the scope of their regular and permanent duties within their respective offices/agencies, shall be allowed to claim or be reimbursed for applicable cost (honoraria and/or overtime pay, actual transportation expenses and other incidental expenses) incurred in the performance of duties during the conduct of the BSKE, provided that these personnel shall deliver and submit relevant and substantial output of their functions.

SECTION 12. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations and implementation of this order shall be charged under the City Mayor's Office - Personal Services, Honoraria-COMELEC and Overtime and Night Pay-COMELEC and/or other available funds and resources of the City, all subject to the usual government accounting and auditing rules and regulations.

SECTION 13. SEPARABILITY. Should any part or provision of this order be held invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SECTION 14. EFFECTIVITY. This order shall take effect immediately upon approval.

Done this 27th day of October 2023, at the City of Panabo, Davao del Norte, Philippines.


JOSE E. RELAMPAGOS
 City Mayor