



**EXECUTIVE ORDER NO. 292  
Series of 2023**

**AN ORDER CREATING THE CITY HUMAN RIGHTS ACTION TEAM (CHRAcT)  
IN THE CITY OF PANABO**

**WHEREAS**, Article II, Section 11 of the 1987 Constitution of the Republic of the Philippines, provides that the state values the dignity of every human person and guarantees full respect for human rights;

**WHEREAS**, the Department of Interior and Local Government (DILG) and Commission on Human Rights joint Memorandum Circular No. 1 Series of 2014 with subject "Mainstreaming Human Rights through Rule of Law and Access to Justice at the level of Provinces, Cities, Municipalities and Barangays" mandates the composition of Human Rights Action Team in every province, city and municipalities to develop local policies and legislations that will address issues on human rights, rule of law and access to justice;

**WHEREAS**, the City of Panabo recognizes the need to create the City Human Rights Action Team (CHRAcT) that will ensure the mainstreaming of human rights, rule of law and access to justice in local governance; integration of human rights and access to justice principles in local legislative and executive actions; ensuring the accountability of local authorities in the promotion, protection and full realization of all human rights; and instilling greater public awareness on human rights.

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

**SECTION 1. CREATION OF CITY HUMAN RIGHTS ACTION TEAM (CHRAcT)** – The City Human Rights Action Team (CHRAcT) of the City of Panabo shall be composed of the following:

Chairperson : **PEDRITO A. MISOLES, MaEd, DST**  
City Administrator

Co-Chairperson : **ATTY. CHERVIN PACULANANG**  
City Legal Officer

Members : **MS. CHAREINA JOY G. LACUIN, MSSW, RSW**  
City Social Welfare and Development Office

**ENGR. FELIX JONASES SENAJON**  
Acting CGDH 1, City Planning and Development Office

**CIELITO MIANO**  
OIC- City Housing Section

**DR. ERANIE L. PANGILINAN**  
CGADH I, Acting City Health Officer

**MICHAEL ANGELO A. RESUENO**  
City Information Officer



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

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

**MS. CHERYL ESPINOSA**  
SLEO/PESO Manager

**MS. JEANETTE AMPOG**  
TALIKALA Executive Director

The CHRACT is a unit that acts on human rights matters, including human rights promotion and complaints of human rights violations. Thus, it is a mechanism that ensures the performance of Local Government Units of their mandated duties to respect, protect and fulfill human rights within their jurisdiction. It shall be stationed at the office of the Legal Officer.

**SECTION 2. FUNCTIONS.** The City Human Rights Action Team (CHRACTs) shall have the following functions:

1. Provide technical inputs on human rights to the City Human Rights Committees;
2. Consolidate Semestral Human Rights Situationer Reports submitted by the BHRActs and submit the same to the PHRACTs and have it published in the City websites, newsletters and bulletin boards;
3. Assists the BHRActs in referral of complaints of human rights violations to CHR Regional Offices and other appropriate agencies and monitoring their status thereof;
4. Assist the BHTActs in the conduct of human rights advocacy, information and education activities; and
5. Undertake all other relevant actions such as:
  - a. Develop and Implement the human rights plan of the local government unit;
  - b. Propose to the Sanggunian the integration of human rights programs, projects and activities in the annual budget appropriation;
  - c. Recommend appropriate legislations to the Human Rights Committee of the Sanggunian;
  - d. Utilize available resources for human rights promotion activities at their respective LGU levels;
  - e. Spearhead and coordinate the implementation of human rights programs, projects and activities;
  - f. Serve as hubs for Access to Justice Network;
  - g. Posting of Human Rights Programs, Projects and Activities by the respective LGUs in their communication tools such as websites, bulletin boards and newsletters;
  - h. Provide legal and/or paralegal assistance to victims of human rights violations;

- i. Encourage participation of local government officials and CSOs in human rights promotion activities;
- j. Mobilize sectoral groups and locally-based people's organization and civil society organizations in the community to participate in human rights activities;
- k. Publish feature articles on various human rights concerns and issues in local government websites, newsletters and bulletin boards;
- l. Reproduce and disseminate Human Rights Information, Education and Communication (IEC) materials within their respective LGU levels.
- m. Serve as information centers on Human Rights Programs and Services, including referral systems within their respective LGU levels.
- n. Maintain and update the Directory of Human Rights Programs and Services within their respective LGU levels;
- o. Organize the association of HRAOs at the Municipal, City and Provincial levels and support their operations;
- p. Strengthen linkages with the regional/field offices of CHR and DILG, other human rights service providers and Civil Society Organizations in the implementation of human rights programs, projects and activities;
- q. Organize capacity-building on human rights of all LGU officials in close coordination with regional/field offices of CHR and DILG; and
- r. Establish and maintain a database of human rights situations including the monitoring of status of complaints of human rights violations referred to CHR Regional Offices and other appropriate agencies; and,
- s. Provide CHR with copies of its plans, accomplishments reports, situationers, and other pertinent documents on human rights.

**SECTION 3. SECRETARIAT.** The JMC also creates the secretariat for the City Human Rights Action Team (CHRAcT) which shall composed of the following:

Head Secretariat : **BRENDA S. SAUPING**  
CGADH I

Members : **LOVELLA ADLAWAN**  
CGADH I, CPDO

: **SAMUEL MARLIXANDRO P. EBLAMO RSW**  
Social Welfare Officer II, CSWDO

**SECTION 4. FUNCTIONS.** The secretariat shall perform the following functions:

1. Receive, consolidate and prepare Annual Human Rights Situationer Report submitted by the BHRAcTs.

2. Prepare minutes of the meeting;
3. Assist in coordinating human rights matters with concerned agencies;
4. Establish and maintain a database of Human Rights Reports;
5. Maintain and update a directory of CHRAcTs within its jurisdiction;
6. Facilitate the administrative concerns of the CHRAcTs; and
7. Prepare updates on the complaints received and referred by BHRAcTs

**SECTION 5. MEETINGS AND QUORUM.** The CHRAcTs shall meet quarterly or as often as necessary at the instance of the Chairperson or Co-Chairperson.

To prevent disruption of proceedings and official committee meetings, the members of the CHRAcTs shall be given the discretion to designate an Alternate Member under his/her office who will attend such official meetings.

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 6. OPERATIONAL EXPENSES AND FUNDING.** All costs pertaining to the operations of the committee 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. SEPARABILITY CLAUSE.** If any provision of this Order is inconsistent with existing laws and regulations or any part thereof is declared invalid, the other parts or provision hereof shall remain in full force and effect.

**SECTION 8. EFFECTIVITY.** This executive order shall take effect immediately.

Done this 9<sup>th</sup> day of November, 2023 at City Hall, JP Laurel, Panabo City, Davao del Norte.

  
**JOSE E. RELAMPAGOS**  
City Mayor