



**EXECUTIVE ORDER NO. 303**  
**SERIES OF 2023**

**AN ORDER AMENDING THE COMPOSITION OF THE  
PANABO CITY LITERACY COORDINATING COUNCIL**

**WHEREAS**, it is the highest priority of the State to adopt measures for the total eradication of illiteracy;

**WHEREAS**, the State shall encourage and nationalize the formulation of policies and the implementation of programs on non-formal, informal, and indigenous learning systems, as well as self-learning, independent, and out-of-school study programs particularly those that respond to community needs;

**WHEREAS**, Section 2 of the amended Republic Act No. 7165, otherwise known as "*An Act Creating the Literacy Coordinating Council, Defining its Powers and Functions, Appropriating Funds Thereof and for Other Purposes*" creates a Literacy Coordinating Council, to carry out the declared national policy and shall be an inter-agency body administratively attached to the Department of Education, Culture and Sports;

**WHEREAS**, Republic Act No. 10122, entitled "*An Act Strengthening the Literacy Coordinating Council by amending Republic Act No. 7165, otherwise known as "An Act Creating the Literacy Coordinating Council, Defining its Powers and Functions, Appropriating Funds Thereof and for Other Purpose"*", institutionalizes the creation of an inter-agency coordinating and advisory body to synchronize and strengthen policies and efforts towards the universalization of literacy;

**WHEREAS**, the Office of the President issued Administrative Order No. 324 which mandates all concerned government agencies and all local government units to adopt the Literacy Coordinating Council Blueprint for Action as framework or guideline in developing policies and implementing programs or projects related to literacy;

**WHEREAS**, due to personnel movements there is a need to amend the composition of the Panabo City Literacy Coordinating Council as reconstituted under Executive Order No. 69, Series of 2022;

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

**SECTION 1. AMENDED COMPOSITION.** The composition of the Panabo City Literacy Coordinating Council shall be amended by composing the following:

- Chairperson: **HON. JOSE E. RELAMPAGOS**  
City Mayor
- Co-Chairperson: **DR. JINKY B. FIRMAN, CESO VI**  
OIC Schools Division Superintendent, DepEd Panabo City Division
- Members: **HON. CHRISTIAN LEANDER M. DUJALI**  
SP Member, Committee on Education, Culture, and Scouting



**HON. JANNO PAOLO P. GENTILES**

SP Member, Committee on Good Government, Public Ethics, and Accountability

**HON. CONRAD THEODORE A. MATUTINO**

SP Member, Committee on Barangay Affairs

**YOLANDA A. BALANA, MPA**

City Local Government Operations Officer, DILG Panabo

**ENGR. FELIX JONASES P. SENAJON, EnP, MeP-ENVI**

Acting City Planning and Development Coordinator

**CHAREINA JOY G. LACUIN, MSSW**

City Social Welfare and Development Officer

**DR. ERANIE L. PANGILINAN**

Acting City Health Officer

**ATTY. CHERVIN C. PACULANANG**

City Legal Officer

**JOVEN M. SEPE, CPA**

City Budget Officer

**REYNALDO P. GULANE, CPA**

CEO, Panabo City Chamber of Commerce and Industry, Inc.

**LIBERTAD V. REGIS, MPA**

CGADH I, City Civil Registrar's Office

**MICHAEL ANGELO A. RESUEÑO, MPA**

Information Officer III / Officer-in-Charge, City Library

**JULIE MARIE P. GENTILES**

President, JCI Panabo

**KENNY ALLAN P. BENIGNO, MBA**

DNSC MPC Representative

IPMR Authorized Representative

*(to be identified after the IPMR selection process)*

**SECTION 2. FUNCTIONS OF THE CITY LITERACY COORDINATING COUNCIL.** The CLCC shall perform the following functions:

1. Act as the overall advisory and coordinating body, providing policy and program directions for all literacy endeavors in the City;
2. Formulate policies towards maximizing public and private sector support and involvement on literacy Programs, Projects, and Activities (PPAs);
3. Formulate measures on the monitoring and evaluation of the literacy situation in the City;
4. Recommend strategies in generating funds to support literacy programs, projects, and activities;
5. Prepare measures for the organization and strengthening of support structures for literacy at the local level;
6. Provide technical assistance on functional literacy efforts;

7. Undertake a massive advocacy and social mobilization program to promote literacy growth and development to ensure awareness and support of the various sectors of the community;
8. Formulate measures in adopting the National Literacy Blueprint for Action in the implementation of local programs and projects related to literacy; and
9. Perform such other functions as may be necessary in furtherance of the purpose of this order.

**SECTION 3. TECHNICAL WORKING GROUP.** The Technical Working Group of the City Literacy Coordinating Council shall be composed of the following:

Head: **PEDRITO A. MISOLES, MAEd, DST**  
City Administrator

Members: **JO-ANNE R. CAPUYAN**  
Executive Assistant III, City Mayor's Office

**JAIME C. CARLOM**  
Education Program Supervisor, DepEd – Panabo City Division

**JOY S. MAGNO**  
Education Program Specialist, DepEd – Panabo City Division

**ROSEBETH C. CANDELASA**  
Education Program Specialist, DepEd – Panabo City Division

**ATTY. JUNE EREK C. YLANAN**  
Acting CGADH I, City Legal Office

**ENGR. JOANNE L. MAZO**  
CGADH I, City Engineering Office

**CHERELLE B. ESPINOSA, MBA**  
Senior Labor & Employment Officer, CADO-PESO

**CIELITO N. MIANO, EnP**  
OIC City Housing Section

**LORELIE R. ORIOL**  
Population Program Officer III, City Health Office

**HAROLD JAMES D. MORAN, RA**  
Agriculturist I, City Agriculture Office

**RHEA MAE PARCIA, RSW**  
Social Worker Officer I, City Social Welfare and Development Office

**RECSON B. ENGALGADO**  
Environmental Management Specialist II, CENRO

**ROQUEOS L. CIMA FRANCA**  
Administrative Officer V, City Mayor's Office-Public Order and Safety Section

**PROSPER D. DAJALOS, JR, LLb**  
Local Disaster and Risk Reduction Mgt Officer IV, City Mayor's Office-CDRRMO

**JULIE C. APDUA**  
Administrative Officer IV – City Budget Office

**ANNIE FE BATILONG**

Administrative Officer IV, City General Services Office

**KRISTINE JANE A. AGUIRRE**

Planning Officer I, City Planning and Development Office

**DIANE L. LAMINTAC**

Planning Officer I/CMO-Gender and Development Section

**MITCH D. RAMOS**

Manpower Development Assistant, CADO-PESO

**SECTION 4. FUNCTIONS OF THE TECHNICAL WORKING GROUP.** The Technical Working Group of the City Literacy Coordinating Council shall perform the following functions:

1. Act as focal persons and facilitators for offices that have functions that are directly or incidentally related to the education/literacy initiatives or PPAs of the City;
2. Collect, process, validate, and/or visualize pertinent office data;
3. Document activities at the office level relative to the City's literacy/education initiatives;
4. Prepare reports regarding their offices' performance for purposes of policy formulation/development, as requested by the Council;
5. Act as focal persons and facilitators for special events and national awarding contests related to literacy/education such as the Regional or National Literacy Coordinating Council Awards; and
6. Perform other functions as may be assigned and/or requested by the Council.

**SECTION 5. SECRETARIAT.** The Secretariat shall be charged with keeping the minutes, drafting and delivering official correspondence, logistics affairs, and other relevant tasks as may be assigned by the Council and TWG from time to time. The CLCC Secretariat shall be comprised of the following personnel:

Department of Education:	<b>JOY S. MAGNO</b> Education Program Specialist
City Mayor's Office:	<b>EAJEAN JOY PRINCESS N. CEPADA</b> Admin. Officer IV
	<b>JETCYREL JAYLO</b> Admin. Aide I
City Administrator's Office:	<b>ELAINE SOLDIA</b> Admin. Aide I

**SECTION 6. MEETINGS, QUORUM AND REPRESENTATIVES.** The Council shall conduct meetings at the instance of the City Mayor or the Co-Chairperson. Furthermore, in the absence of the Council Member, he or she is charged with assigning a duly authorized representative to attend Council meetings. The TWG will also designate a substitute in the event that he/she is unable to attend a meeting.

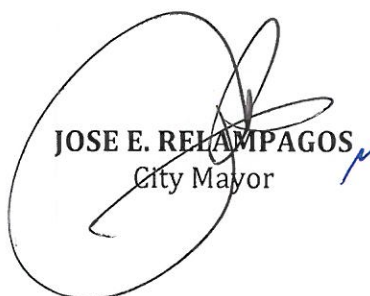
The presence of the majority, fifty percent (50%) plus one (1) of its members and/or authorized representatives shall constitute a quorum and the affirmative vote of the majority of its members and/or the authorized representatives present in a meeting shall be necessary for the Board to exercise its powers and functions.

**SECTION 7. FUND SOURCE.** All expenses pertaining to the operations of the City Literacy Coordinating Council shall be defrayed from available funds and resources of the City, all subject to the usual government accounting and auditing rules and regulations.

**SECTION 8. REPEALING CLAUSE.** All other issuances, orders, and directives which are inconsistent with this Order are hereby repealed and/or modified accordingly.

**SECTION 9. EFFECTIVITY.** This order shall take effect immediately upon signing thereof.

Done this 27<sup>th</sup> day of November 2023 at Panabo City, Davao del Norte, Philippines.

  
**JOSE E. RELAMPAGOS**  
City Mayor