



Republic of the Philippines
Caraga Region XIII
PROVINCE OF SURIGAO DEL NORTE
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OFFICE OF THE PROVINCIAL GOVERNOR

EXECUTIVE ORDER NO. 21-008
Series of 2021

**AN ORDER REORGANIZING THE PROVINCIAL INFORMATION CENTER
OF THE PROVINCIAL GOVERNMENT OF SURIGAO DEL NORTE**

WHEREAS, Section 16 of the Local Government Code of the Philippines mandates every local government unit to exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance.

WHEREAS, the chief executive of every local government unit is responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon under **Section 77 of the Local Government Code of the Philippines.**

WHEREAS, there is a need to reorganize the Provincial Information Center, which is under this Office, for it to become an effective and efficient conduit by which the programs, projects, activities and plans of the provincial government can be clearly conveyed to the constituents especially this time of COVID-19 pandemic.

NOW, THEREFORE, I, FRANCISCO T. MATUGAS, Provincial Governor, this Province, by virtue of the powers vested in me by law, do hereby order as follows:

Section 1. Reorganization of PIC. The Provincial Information Center (PIC), this Province, is hereby reorganized with the following objectives:

- a.) To promote the activities of the provincial government through information dissemination via all forms of media;
- b.) To keep the constituents informed of all services intended by the provincial government so that they could avail of such services;
- c.) To develop plans and strategies and upon approval thereof by the Governor, implement the same, particularly those which have to do with public information and research data to support programs and projects which the Governor is empowered to implement and which the Sanggunian is empowered to provide for; and
- d.) To provide relevant, adequate and timely information to the local government unit and its residents.

Section 2. Nature and Functions. The PIC shall be under the direct control and supervision of the Provincial Governor's Office. It shall be composed of selected provincial personnel from the different offices of this Provincial Government performing the following functions:

- a.) Furnish information and data on all processes and related requirements of the different departments or office of the provincial government to the public and

97

- to local government units, government agencies or office as may be required by law or ordinance; and non-governmental organizations to be furnished to said agencies and organizations;
- b.) Provide response to all public inquiries on matters within the jurisdiction of the provincial government;
 - c.) Be in frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to the victims to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;
 - d.) Recommend to the sanggunian and advise the Governor on all other matters relative to public information and research data as it relates to the total socio-economic development of the province;
 - e.) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;
 - f.) Maintain radio program and social media platforms for information dissemination;
 - g.) Take charge of press releases for the provincial government, and Submit monthly reports on the activities of the staff to the Governor for his information and reference; and
 - h.) Do such other duties and responsibilities as may be assigned by the undersigned.

Section 3. Composition. Reorganized PIC shall be composed of the following:

Head	:	SHIELA L. TORRES
Asst. Head for Information Monitoring	:	ARLENE C. TONGCO <i>Executive Secretary of the Provincial Administrator / OIC-Assistant Tourism Officer</i>
Asst Head for Information Coordination	:	JONATHAN A. LITANG <i>Assistant Provincial Planning and Development Coordinator</i>
Siargao Information Coordinator	:	JOVEN M. JUMAO-AS <i>Dental Aide I</i>
Writer, special concerns	:	JANET A. PONTILLO <i>Administrative Officer II</i>
Writer, Provincial Governor's activities	:	CATHERINE A. BALOMAGA <i>Project Evaluation Officer II</i>
Writer, support information	:	KARINA E. BORJA <i>Project Evaluation Officer I</i>
Associate writer	:	MARY JUL E. ESCALANTE
Media Coordinator	:	ROBERTO PARADA, JR
Photographer	:	MAXIMINO L. ASIS, JR. <i>Craft and Trade Helper</i>
Siargao Graphic Artist	:	IKE T. CONTE
Siargao Graphic Artist	:	MARK JESHON O. RACHO
Graphic Artist	:	LEONILA. JUMANDOS

Audio Video Editor, Graphic Artist	:	DRAKE DARYL B. CREENCIA
Audio Video Editor, Graphic Artist	:	FRANCIS ANICETO L. PELONIO
Data Organization, Assist Graphic Artist	:	RHAFFY P. PAGNANAWON
Audio Video Editor	:	MIGUEL S. PACILLOS II
Audio Video Editor	:	ALBERT C. BANAC <i>Administrative Aide I (Regular)</i>
News Caster Trainee	:	LOVELYN L. SECLON
News Caster Trainee	:	JEMARSU G. MALINOG
Information Associate	:	CULLAMAR C. JAYSON
Information associate on Monitoring	:	JAN RICMERT G. ESTOY
Information associate on admin matters	:	MARY ROSE E. CONTAMINA
Information Associate	:	ERLIE MAE C. LESACA
Information Associate	:	MARIBETH T. ESTALOZA
Information Associate on Technical Matters	:	REYMARK F. SORIANO
Information Associate on Technical Matters	:	KENT T. LESACA
Information Associate on Technical Matters	:	VON RYAN M. MURILLO

Section 4. Preferred Duties and Functions. The provincial personnel mentioned in **Section 3** of this Order shall immediately report to the newly reorganized Provincial Information Center, and **shall carry out their duties and functions as a matter of priority over their existing duties and responsibilities.**

Section 5. Repealing Clause. All provisions of prior orders, rules and regulations, other issuances or part thereof which are inconsistent with the provision/s of this order are hereby repealed or modified accordingly.

Section 6. Effectivity. This order shall take effect immediately

So ORDERED.

Done this 5th day of February at the Provincial Capitol, Surigao City,
Surigao del Norte, Philippines.


ATTY. FRANCISCO T. MATUGAS
Provincial Governor