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Caraga Region XIII
PROVINCE OF SURIGAO DEL NORTE
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OFFICE OF THE PROVINCIAL GOVERNOR

EXECUTIVE ORDER NO. 21-021
Series of 2021

AN ORDER CREATING THE PROVINCIAL EXECUTIVE ADVISORY COMMITTEE AND SECTORAL SUB-COMMITTEES OF THE PROVINCIAL GOVERNMENT OF SURIGAO DEL NORTE DEFINING THE RESPECTIVE FUNCTIONS AND DUTIES THEREOF

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, under the HEALS Plus Agenda of this Province, some of its priority programs are to ensure effective and efficient delivery of basic services to its constituents;

WHEREAS, there is an urgent need especially this time of COVID-19 pandemic to operationalize the outputs of the Provincial Committees and the Provincial Boards created under certain ordinances and/or executive orders and closely monitor the delivery of the identified targets to ensure that these translate into outcomes that directly and positively impact on the lives of Surigaonons.

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

Section 1. Creation of Provincial Executive Advisory Committee. To effectively and efficiently facilitate the implementation of HEALS Plus programs, projects and activities of this Province, the **Executive Advisory Committee (EAC)** is hereby created which shall be composed of the following:

- | | | |
|-----------------|---|---|
| Chairperson | : | DR. SOL F. MATUGAS
<i>Provincial Administrator</i> |
| Co-Chairpersons | : | ATTY. ZANDER J. PLAZA
<i>Provincial Legal Officer</i> |
| Members | : | a.) ATTY. PREMOLITO B. PLAZA
<i>OIC-Provincial Environment Management Office</i>

b.) IVONNIE B. DUMADAG
<i>Provincial Planning and Development Coordinator</i>

c.) MA. MYRLA S. PADAYHAG
<i>OIC-Provincial Budget Office</i> |

d.) ENGR. JOEY T. MARTINEZ
Provincial Engineer

e.) DR. ARLENE T. FELIZARTA
*Assistant Provincial Administrator for Health
and Hospital Concerns*

Secretariat : • ARLENE C. TONGCO
• MARY JUL E. ESCALANTE; and
• SAMSUN C. MINDAÑA

Section 2. Functions and Duties of EAC. The EAC shall have the following functions and duties:

- a. Facilitate the identification of priority areas and outcome-based targets in the Annual Investment Plan based on the recommendation of the herein sectoral sub-committees for final approval of the Provincial Governor;
- b. Recommend to the Provincial Governor detailed and measurable performance and projects roadmap that will facilitate outputs of the targets against priorities;
- c. Ensure the timely execution and monitor the significant impact of the targets under the annual performance and projects roadmap, and re-align targets when needed;
- d. Provide timely and organized information to other Provincial Committees/Boards on issues and problems submitted for decision and action; and
- e. Perform such other functions as may be necessary and incidental to the attainment of its objectives or as may be assigned by the Provincial Governor.

Section 3. Meetings of EAC. The EAC shall hold meetings at least once a month, which will be scheduled on every first Monday of the month unless moved for a valid reason. Said monthly meeting shall be held alternately in Siargao and Mainland Surigao del Norte, respectively.

Section 4. Creation of Sectoral Sub-committees. To aid the EAC to effectively and efficiently perform its functions and duties, the following sub-committees which shall hold meetings twice a month are hereby created with the following compositions, to wit:

A. Social Development Sub-committee

Chairperson : DR. ARLENE T. FELIZARTA
*Assistant Provincial Administrator for Health and
Hospital Concerns*

Co-Chairperson : Provincial Social Welfare and Development Office
(PSWDO)

Members : a.) Provincial Employment and Manpower Office
b.) Surigao del Norte Provincial Hospital (SDNPH)
c.) Provincial Disaster Risk Reduction and Management Office

B. Economic Development Sub-committee

Chairperson : MA. MYRLA S. PADAYHAG
OIC-Provincial Budget Office

Co-Chairperson : Provincial Treasurer's Office

Members : a.) Provincial Agriculture Office
b.) Provincial Economic Enterprise Development and Management Office
c.) Provincial Cooperative and Development Office

C. Infrastructure/Utilities Development Sub-committee

Chairperson : ENGR. JOEY T. MARTINEZ
Provincial Engineer

Co-Chairperson : Provincial General Services Office

Members : a.) Provincial Accounting Office
b.) Provincial Planning and Development Office
c.) Provincial Assessor's Office

D. Planning and Development Sub-committee

Chairperson : IVONNIE B. DUMADAG
Provincial Planning and Development Coordinator

Co-Chairperson : Provincial Assessor's Office

Members : a.) Provincial Environment Management Office
b.) Provincial Tourism Office
c.) Provincial Legal Office

E. Environment Management Sub-committee

Chairperson : ATTY. PREMOLITO B. PLAZA
OIC-Provincial Environment Management Office

Co-Chairperson : Provincial Planning and Development Office

Members : a.) Provincial General Services Office
b.) Chief of Civil Security Unit
c.) Provincial Disaster Risk Reduction and Management Office

F. Security and Safety Sub-committee

Chairperson : RAMON M. GOTINGA
Assistant Provincial Administrator

Co-Chairperson : Provincial Human Resource Management and Development Office

Members : a.) Chief of Civil Security Unit
b.) Provincial Social Welfare and Development Office
c.) Provincial Manpower and Employment Office

G. Public Relations Sub-committee

Chairperson : SIMEON VICENTE G. CASTRENCE
Assistant Provincial Administrator

Co-Chairperson : RONALD M. EUPEÑA
Executive Assistant IV

Members : a.) Provincial Human Resource Management and Development Office
b.) Provincial Social Welfare and Development Office
c.) Provincial Communications Network Office

Section 5. Functions and Duties of the Sectoral Sub-committees. The foregoing sectoral sub-committees shall have the following functions and duties:

- a.) Recommend to the EAC detailed and measurable performance and projects roadmap that will facilitate outputs of the targets against priorities affecting the respective sectors;
- b.) Aid the EAC in ensuring the timely execution and monitor the significant impact of the targets under the annual performance and projects roadmap;
- c.) Provide timely and organized information to EAC on issues and problems affecting the respective sectors; and
- d.) Perform such other functions as may be necessary and incidental to the foregoing functions and duties.

Section 6. Separability Clause. In the event that any provision of this order or any part thereof is declared invalid, illegal or unconstitutional, the provisions not hereby affected shall remain in force and effect.

Section 7. Repealing Clause. All other orders, rules and regulations, other issuances or part thereof which are inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 8. Effectivity. This order shall take effect immediately.

Done this 14th day of May 2021 at Kapitolyo Nan Siargao, Dapa, Surigao del Norte, Philippines.



ATTY. FRANCISCO T. MATUGAS
Provincial Governor