



**EXECUTIVE ORDER NO. 21-028**  
Series of 2021

**CREATING AND MOBILIZING THE PROVINCIAL TEAM OF PLANNERS (PGSDN-TOP)  
FOR THE PREPARATION OF THE MANDATED/ THEMATIC/ PROGRAMMATIC/  
SYSTEMATIC PLANS, DESIGNATING ITS COMPOSITION, ROLES, AND  
RESPONSIBILITIES, AND FOR OTHER PURPOSES**

**WHEREAS**, the Local Government Code or RA 7160 mandates local government units to prepare development plans that outline the key goals and objectives, challenges, and concerns facing LGU's and a set of programs, projects, and policies to attain its vision and mission towards a sustained socio-economic development;

**WHEREAS**, RA 7160 and Executive Order No. 72 Series of 1993 provides that local government units (LGUs) shall, in conformity with existing laws, continue to prepare their respective comprehensive land use plans enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources;

**WHEREAS**, RA 7160 further provides that the Local Development Council (LDC) is the body mandated by the Local Government Code of 1991 (LGC) to prepare the multi-sectoral development plan of a local government unit (LGU); thus, it is critical to ensure that the LDC as well as its functional and sectoral committees, as providers of technical support and assistance are constituted and activated including the technical working group for that purpose;

**WHEREAS**, in view of the devolution of certain functions from the NGAs pursuant to EO No. 138, the LGUs shall formulate and prepare the LGU Devolution Transition Plan, Capacity Development Agenda, and Development of Communications Plan and Strategy;

**WHEREAS**, there is a need to harmonize the priority themes and mandates of each Department/ Division/ Office Heads with the sectoral goals stated in the Provincial Development and Physical Framework Plan;

**WHEREAS**, there the Department/ Division/ Office Heads is in dire need of the functional planning team in their respective Department/ Division/ Office due to the challenging formulations of plans considering the time constraint and bulk of paper-works;

**WHEREAS**, there is a need to create and/ or reactivate the pool of planners in the Provincial Government and form a convergence of planners to help the department/ division/ office heads discharge their function and effectively translate their mandate, plans, and strategies into holistic outcomes;

**NOW, THEREFORE, I, ATTY. FRANCISCO T. MATUGAS**, Provincial Governor, Province of Surigao del Norte, by virtue of the powers vested in me by law, do hereby create and mobilize the **PROVINCIAL TEAM OF PLANNERS (PGSDN - TOP)**, to wit:

**Section 1. COMPOSITION**

The PGSDN - TOP shall be composed of the following:

Lead Department: Provincial Planning and Development Office

Members: All Designated Planning Officers of the different Department, Division, Sub-division, and Offices of the Provincial Government of Surigao del Norte

## **Section 2. ROLES AND RESPONSIBILITIES**

### ***Section 2.1. The PGSDN – TOP and their respective Heads***

All Department/ Division/ Sub-division/ Office Heads shall designate one (1) personnel as Planning Officer of their respective Department/ Division/ Office and submit to the Provincial Planning Development Coordinator (PPDC) the name and details of their designated Planning Officer for issuance of the Designation Order.

The Designated Department/ Division/ Sub-Division/ Office Planning Officers will coordinate the planning activities, draft and consolidate the contents of their respective mandated/ thematic/ systematic/ programmatic plan documents with their respective Heads and submit it to the PPDC for consolidation.

The respective PGSDN-TOP shall perform the following activities for their department, such as but not limited to:

- Conduct of sectoral/intersectoral analysis, validation, and reports
- Conduct of surveys, consultations/ meetings, workshops
- Integration/ finalization of studies, research findings, and consultation/survey outputs

The designated Planning Officers shall be responsible for leading the conduct of their activities and for the approval/ endorsement of their respective plan, together with their respective Heads.

### ***Section 2.3. Planning Support Group***

All Department/ Division/ Sub-division/ Office Heads shall provide basic information and appropriate administrative support to the PGSDN-TOP, especially during data baselining activities and needed resources for profiling, target setting, and monitoring and evaluation.

### ***Section 2.4. Technical Working Group***

The Provincial Planning and Development Office (PPDO) shall lead the TWG of the PGSDN-TOP and provide technical assistance to capacitate the PGSDN – TOP. Also, the PPDO shall assist the PGSDN – TOP during the conduct of their sectoral activities.

## **Section 3. RELATIONSHIP WITH THE PROVINCIAL DEVELOPMENT COUNCIL**

The PGSDN – TOP shall act as the primary technical component of the Provincial Development Council (PDC) – Sectoral Committees and shall work closely thru regular updates and reports with the PDC, Provincial Land Use Committee, and Provincial Comprehensive Development Plan – Technical Assessment Committee. The PPT must turn over or provide a copy of their outputs to the Provincial Planning and Development Office (PPDO) to consolidate, mainstream, and integrate plans. The PPDO shall consolidate the PGSDN – TOP's report for mainstreaming, reporting, and enhancement purposes.

## **Section 4. SUPPORT REQUIREMENTS**

The PGSDN- TOP may call upon the assistance of relevant units and/or LGU personnel to implement various activities relative to the formulation activities through their respective department heads. Moreover, all employees are directed to participate in the conduct of various activities of the PGSDN- TOP when requested and/ or necessary.

## **Section 5. REPORTING REQUIREMENTS**

The PGSDN – TOP shall convene every quarter. Likewise, all Designated Department/ Division/ Sub-Division/ Office Planning Officers shall coordinate with the PPDO to integrate their outputs to the provincial mandated/ thematic/ programmatic/ systematic plans and update the accomplishment report of the Provincial Government of Surigao del Norte.

**Section 6. EFFECTIVITY**

The PGSDN - TOP shall exercise its duties and functions effective immediately.

Done this 16th Day of July, 2021.



**ATTY. FRANCISCO T. MATUGAS**  
Provincial Governor