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

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**EXECUTIVE ORDER NO. 21-031**  
Series of 2021

**AN ORDER CREATING AND MOBILIZING THE PROVINCIAL DEVOLUTION  
TRANSITION COMMITTEE (PDTC) TO ADDRESS THE FULL DEVOLUTION OF  
CERTAIN FUNCTIONS OF THE EXECUTIVE BRANCH TO LOCAL  
GOVERNMENTS**

**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**, Section 17 of RA No. 7160 mandates the devolution of basic services and facilities to LGUs;

**WHEREAS**, starting FY 2022, the LGUs shall be primarily and ultimately responsible and accountable in implementation and delivery of devolved functions and services;

**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**, the Devolution Transition Plans (DTPs) of provincial governments shall include their oversight and functional support to their component cities and municipalities in accordance with Sections 3, 29, and 465 (XIII) of the LGC;

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

**WHEREAS**, the Implementing Rules and Regulations (IRR) of Executive Order No. 138 s. 2021 provided guidance for the Full Devolution of Certain Functions of the Executive Branch to Local Governments, Creation of a Committee on Devolution, and /or Other Purposes.

**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 DEVOLUTION TRANSITION COMMITTEE (PDTC)**, to wit:

**Section 1. PREPARATION OF DEVOLUTION TRANSITION PLANS BY THE LGUS**

In view of the full devolution and pursuant to Section 10 of EO No. 138, all provinces, cities, municipalities, and barangays shall prepare their DTPs in close coordination with the NGAs concerned, especially on devolved functions and services critical to them, to guide them towards the full assumption of the devolved functions and services, as well as serve as a guide on the monitoring and performance assessment of the LGUs by the NGAs concerned, the DBM and DILG.

The Local Chief Executive (LCE) concerned shall spearhead the preparation of the LGU DTP and ensure that it is approved within the prescribed timeframe. The LCE shall organize the LGU DTC which shall be responsible for the preparation of the LGU DTP and in the monitoring of the implementation thereof. The Local Sanggunian (Barangay/Bayan/Panlungsod/Panlalawigan)s review and approve the LGU DTP through a Sanggunian Resolution.

**Section 2. COMPOSITION**

The Provincial Devolution Transition Committee of the Provincial Government of Surigao del Norte is composed of the following:

**2.1. Executive Committee**

- a) Chair: Provincial Governor
- b) Co-Chair: Provincial Administrator
- c) Members:
  - 1. Chairman of Sanggunian Committee for Finance, Budget, and Appropriations
  - 2. President of the Liga ng mga Barangay
  - 3. President, Mayor's League of the Province of Surigao del Norte
  - 4. Provincial Planning and Development Coordinator
  - 5. Provincial Treasurer
  - 6. Provincial Budget Officer
  - 7. Representative, Rural Enterprise Assistance Center Foundation, Inc. (REACH)
  - 8. Representative, Surigao Economic Development and Microfinance Foundation, Incorporated (SEDFMI)

**2.2. Provincial Core Group**

- a) Department of Interior and Local Government Unit - Chairman
- b) Provincial Development Coordinator Sectoral Chairmen
- c) All Department/ Division/ Office Heads
- d) All Designated Department/ Division/ Office Planning Officers

**2.3. Planning Support Group (PSG)**

- a) Provincial Governor's Office
- b) Sanggunian Panlalawigan
- c) Provincial Planning and Development Office
- d) Provincial Accounting Office
- e) Provincial Budget Office
- f) Provincial Treasurer's Office
- g) Executive Advisory Committee Members

**2.4. Technical Working Group (per sector/ committee)**

- a) PDC and its sub-sector members
- b) PPOC/ PADAC members
- c) PDRRMC members

## **2.5. Communication Development Committee**

- a) All Department/ Division/ Office Heads
- b) All Designated Department/ Division/ Office Planning Officers
- c) Local Finance Committee

## **Section 3. ROLES AND RESPONSIBILITIES**

The PDTC shall discharge and perform the following functions:

### **Section 3.1. Provincial Devolution Transition Executive Committee (PDTEC)**

The PDTEC shall be comprised of a narrative report containing the state of devolved functions, services, and facilities; capacity development agenda; organizational structure and staffing pattern; local revenue forecast and resource mobilization strategy; phasing of full assumption of devolved functions and services, and the corresponding performance targets for such.

The PDCs, through the NEDA ROs, may participate in the provision of technical assistance to provinces in the formulation of the DTSPs, upon request, particularly in identifying programs and activities relative to the devolved services and functions, and aligning LGU priorities with the national and regional development plans and investment programs.

### **Section 3.2. Planning Core Group (PCG)**

The Planning Core Group consists of the respective Department/ Division/ Office Head and the Department/ Division/ Office Planning Officers.

The Department/ Division/ Office Head shall designate one (1) personnel as Planning Officer of their respective Department/ Division/ Office and submit to the Provincial Planning Development Coordinator the details of their PCG.

The Designated Department/ Division/ Office Planning Officers will coordinate the planning activities, draft and consolidate the contents of their respective mandated/ thematic/ systematic/ programmatic plan documents.

The respective Planning Core Group 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 PCG shall be responsible for leading the conduct of their activities and for the approval/ endorsement of their respective plan.

The PCG shall be the Overall committee responsible for coordinating all technical and administrative activities in preparing the provincial development plans, including stakeholder consultations and meetings; it shall also facilitate the presentation of those development plans for endorsement to the Sanggunian Panlalawigan.

### **Section 3.3. Planning Support Group (PSG)**

The PSG shall provide basic information and appropriate administrative support to the planning core group; their Department is the main source of data and information and needed resources for profiling and target setting.

The PSG shall also extend on helping the financial and institutional mechanism of the PPT.

#### ***Section 3.4. Planning Technical Working Group (PTWG)***

The PTWG shall assist the Planning Core Group for their particular sector's needs to conduct analysis, validation, reports, surveys, and interpretation. The TWG shall conduct capacity building activities and training to enhance the expertise of the PCG and effectively discharge their function including the devolved functions in effect of the Mandanas – Garcia SC ruling.

#### ***Section 3.5. Communication Development and Strategy Committee (CDSC)***

The CDSC shall perform the following:

- a. Develop and approve the communications plan, including the key messages, brand design, and information, education, and communication (IEC) materials (e.g., audio visual presentations, public service announcements, social media cards, and press releases, among others);
- b. Coordinate with other NGAs concerned and the LGUs for the effective dissemination of the IEC materials to the target audience;
- c. Ensure that the NGA/LGU communications strategy is aligned with the national communications strategy;
- d. Conduct communications and outreach activities such as workshops, dialogues, and media engagements to advocate for the full devolution;
- e. Identify the communication challenges and information gaps of the NGAs, LGUs, and other relevant stakeholders, which may be addressed by the Communications Strategy;
- f. Submit a quarterly report of its proceedings and accomplishments to the ComDev Secretariat for monitoring and evaluation purposes; and
- g. Perform other functions

### **Section 4. RELATIONSHIP WITH THE PROVINCIAL DEVELOPMENT COUNCIL**

The PDTC shall act as the main technical component of the Provincial Development Council (PDC) 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 PDTC 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 PDTC report and mainstream to the Provincial Development and Physical Framework Plan or plans necessary for updating. Likewise, all Designated Department/ Division/ Office Planning Officers shall coordinate with the PPDO to integrate their outputs to the provincial mandated/ thematic/ programmatic/ systematic plans.

### **Section 5. SUPPORT REQUIREMENTS**

The PDTC may call upon the assistance of relevant units and/or LGU personnel, through the respective department heads, to implement various activities relative to the formulation activities.

Moreover, everyone is enjoined to participate in the various activities of the PDTC when requested.

The DBM shall primarily be responsible for the review and approval of the NGA DTSPs, while the DILG shall primarily be responsible for guiding and monitoring the submissions of the LGU DTSPs.

The Local Finance Committee and the Executive Advisory Committee shall act as the DTC's Steering Committee to determine and monitor the establishment of the Growth Equity Fund (GEF). They are expected to work closely with the PDTC and the NGAs, in line with Section 6 (a). Rule IV of this IRR on the ComDev function to oversee and monitor the implementation of administrative and fiscal decentralization goals of EO No. 138, the Steering Committee shall, among others, periodically provide the PDTC with the status of the implementation of the GEF. It shall likewise work with the PDTC to inform the latter's policies, decisions, and actions relative to the equity grants extended to marginalized local governments.

#### **Section 6. SUBMISSION OF THE LGU DTSPS**

The PDTC shall submit the approved DTP within the timelines as prescribed in the guidelines on the preparation of the LGU DTSPs, jointly issued by the DILG and DBM based on Local Budget Memorandum No. 137, Executive Order 138 and its IRR, Joint Memorandum Circular No. 2021-1, and other relevant and succeeding laws, orders and amendments.

An online submission mechanism shall be adopted to monitor compliance and to enable access to the Provincial Devolution Transition Plan as basis for future actions and decision making.

#### **Section 7. REPORTING REQUIREMENTS**

The PDTC shall convene as needed to meet the timelines set in the Executive Order (EO) No. 138 dated 01 June 2021.

#### **Section 8. EFFECTIVITY**

The PDTC shall exercise its duties and functions effective immediately.

Done this 24th Day of August, 2021.



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