



Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF BONGABONG  
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER  
(No. 04 Series of 2023)

AN ORDER CREATING THE HEART OFFICE IN THE LOCAL GOVERNMENT UNIT  
OF BONGABONG, ORIENTAL MINDORO, DEFINING ITS KEY RESULT AREAS,  
KEY OBJECTIVES, AND FOR OTHER PURPOSES

**WHEREAS**, Section 16 of the Local Government Code provides that every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, with the assumption of the new Mayor of the Municipality of Bongabong, the common masses expect a government of the people where they are afforded paramount concern, preference, and participation;

**WHEREAS**, to address such public clamor, the provincial government is pushing and gearing towards the creation, development, and implementation of a people-centered HEART Office which will address and resolve the needs, grievances, and complaints of every and all Bongabonenses;

**WHEREAS**, said center will primarily focus on the basic needs of the people in the realm of disaster preparedness, community development, environmental protection and social services delivery;

**NOW, THEREFORE I, ELEGIO A. MALALUAN**, Municipal Mayor of Bongabong, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the organization of the Municipal Sustainability Inspection Team (MSIT) of KALAHI-CIDSS of the Local Government Unit of Bongabong, Oriental Mindoro;

SECTION 1. CREATION AND MANDATE.

The HEART Office shall be created shall be composed of the following persons, to wit:

NAME	DESIGNATION
<b>Chairperson:</b>	
Hon. Elegio A. Malaluan, O.D.	<b>Municipal Mayor</b>
<b>Members:</b>	
Gregorio S. Reyes, EnP	<b>Municipal Planning and Development Office</b>
Engr. Olive Coronel	<b>Municipal Engineer</b>
Sharon Angeles	<b>Municipal Budget Officer, OIC</b>
Rechelle Anne S. Magsino, CPA	<b>Municipal Accountant</b>

## **SECTION 2. FUNCTIONS AND DUTIES**

The Municipal Sustainability Inspection Team (MSIT) shall have the following functions and duties:

1. Conduct the Sustainability Assessment (SE) through the administration of the SE tool (SET)
2. Present and discuss finding with the organization/community
3. Jointly analyze causes of problems and come up with agreements and recommendations;
4. Facilitate Action Plan Preparation to address the findings;
5. Conduct actual inspection of the sub projects to assess the physical condition;
6. Perform such other duties and functions necessary to carry out its mandated functions and responsibilities as authorized by law or ordinance and or/ as directed by the Municipal Mayor.

The Secretariat shall have the following duties and functions:

1. Prepare official communication to MSIT members, O&M and stakeholders;
2. Prepare logistics and coordinate activity;
3. Ensure reports and transmittal;
4. Prepare or assist in the preparation of the process documentation;
5. Other related specific functions;
6. Perform such other duties and functions necessary to carry out its mandated functions and responsibilities as authorized by law or ordinance and or/ as directed by the Municipal Mayor.

## **SECTION 3. MEETING AND QUORUM**

The MSIT shall meet whenever necessary. A majority of all its members shall constitute quorum.

## **SECTION 4. REPEALING CAUSE**

All rules and regulations, executive orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion thereof, are hereby repealed or modified accordingly.

## **SECTION 5. SEPARABILITY CLAUSE**

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

## **SECTION 6. EFFECTIVITY**

This Executive Order shall take effect immediately and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

**DONE** in the Municipality of Bongabong, Oriental Mindoro, this 14<sup>th</sup> of February, 2023.

**ELEGIO A. MALALUAN, O.D.**  
Municipal Mayor

