



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

EXECUTIVE ORDER
(No. 05 Series of 2023)

AN ORDER ESTABLISHING THE LOCAL HOUSING OFFICE UNDER THE OFFICE OF THE MAYOR FOR THE SOCIALIZED HOUSING PROGRAM OF THE LOCAL GOVERNMENT OF BONGABONG, ORIENTAL MINDORO AND DEFINING ITS ROLES, FUNCTIONS AND OTHER DUTIES

WHEREAS, The Local Government of Bongabong has a socialized housing programs located at Sitio Panlanao, Barangay Sagana, Sitio Sto. Nino, Barangay Malitbog, etc.;

WHEREAS, it is a policy of the government to promote and encourage the development of economic and socialized housing projects, primarily by the private sector in order to make available adequate economic and socialized housing units for average and low-income earners in urban and rural areas;

WHEREAS, there is a need to establish Local Housing Office (LHO) to implement the project;

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 establishment of the Local Housing Board under the Office of the Mayor for the Socialized Housing Program of the Local Government of Bongabong, Oriental Mindoro;

SECTION 1. COMPOSITION.

The Local Housing Board shall be composed of the following persons, to wit:

Administrative and Record Division:

NAME	DESIGNATION
Leader:	
Maeryl Gagoni	Statistician Aide- MPDO
Members:	
Rodnell Dela Cruz	Job Order- MPDO
Mhel John Gadon	Job Order- MPDO

Community Affairs and Development Division:

NAME	DESIGNATION
Leader:	
Jay Ann Delin	Planning Assistant- MPDO
Members:	

Jeomar Seno	Job Order- MPDO
Jovita G. Montano	CSO Focal Person- MPDO
Francis Kenneth Dalag	Job Order- MPDO

Technical Division:

NAME	DESIGNATION
Leader:	
Engr. Olivia Coronel	OIC, Municipal Engineer
Members:	
Archt. Mark Hedwig	COS- MEO
Engr. Vincent Galiga	Draftsman III
Jerry Salac	MEO Personnel
Anita Famisaran	Draftsman Aide
Melvin Angeles	Zoning Officer I- MPDO
Carlito Frias	Draftsman- MASSO

Financial and Legal Services:

NAME	DESIGNATION
Leader:	
Gregorio S. Reyes, EnP	Municipal Planning and Development Coordinator
Members:	
Sarah Anne Mae B. Comia	OIC, Municipal Treasurer
Atty. Eduardo Magsino	Secretary to the Sangguniang Bayan
Sharon Angeles	OIC, Municipal Budget Officer
Rechelle Anne Magsino, CPA	Municipal Accountant

SECTION 2. FUNCTIONS AND DUTIES

The Administrative and Records Division of the Local Health Board shall have the following functions and duties:

1. Implement policies, guideline, and procedures related to the accreditation, monitoring, and evaluation of participating community associations and housing beneficiaries;
2. Handle the documentation of all socialized housing projects;
3. Keep the records or file of all documents and personnel'
4. Be the custodian of all properties acquired for safekeeping;
5. Take charge of the procurement and delivery of all supplies and equipment needs;
6. Be in charge of the preparation of Deeds of Sale and the monitoring of the same.
7. 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 Technical Planning and Development Division shall have the following duties and functions:

1. Identify prospective sites for projects related to shelter development and land acquisition;
2. Prepare and formulate plans and programs for the upgrading of specific and existing projects and/or programs;
3. Undertake the demolition of illegally constructed housing units on government and private properties and along danger zones;
4. Prepare plans, lot surveys, on-site inspection, and (partially) supervise projects to ensure that these conform to the approved specifications and existing regulations as embodied in the local development plan.
5. 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 Financial and Legal Services Division shall have the following duties and functions:

1. Provide all services in connection with the collection and servicing of loan accounts;
2. Prepare contracts and all other documents pertinent to the award to qualified beneficiaries;
3. Be accountable for all payments made for updating debts by giving clearance certificates to fully paid beneficiaries.
4. 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 Community Affairs and Development Division shall have the following duties and functions:

1. Conduct census of potential beneficiaries of the projects;
2. Render assistance to families and associations in relation to meeting their basic needs by giving self-employment or self-help projects and cooperatives, through livelihood training and seminars;
3. Prepare plans and programs/projects for the communities, NGOs and GOs in line with the administration's activities for the under-privileged.
4. Perform all integral tasks in the implementation of policies and guidelines on the utilization and individualization of titles and housing loans.
5. 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. 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 4. 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 5. 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 14th of February, 2023.

ELEGIO A. MALALUAN, O.D.
Municipal Mayor