



**EXECUTIVE ORDER NO. PCG- 16
SERIES OF 2022**

**AN ORDER ESTABLISHING THE CIVIL SOCIETY ORGANIZATION (CSO) DESK,
DEFINING ITS SCOPE AND FUNCTIONS, AND FOR OTHER PURPOSES**

WHEREAS, Section 16, Article XIII of the 1987 Constitution provides that the right of the people and their organizations to effective and reasonable participation at all levels of social, political, and economic decision-making shall not be abridged;

WHEREAS, Section 34 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that local government units (LGUs) shall promote the establishment and operation of people's organizations (POs) and non-governmental organizations (NGOs) to become active partners in the pursuit of local autonomy;

WHEREAS, the Department of Interior and Local Government (DILG) has previously issued policies that provide opportunities for CSOs and POs to participate in local governance processes, such as DILG Memorandum Circular Nos. 2018-89 (Guidelines on Engagements with Civil Society Organizations); 2019-72 (General Guidelines on Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies), and 2020-135 (Mobilization of Civil Society Organizations in the COVID-19-Related Response and Recovery Programs of the Government), which policies have been observed and implemented by the City Government of Pasig;

WHEREAS, DILG Memorandum Circular No. 2021-012, as amended by DILG Memorandum Circular No. 2021-054, provides guidelines for the creation of CSO Desks in each LGU, and the subsequent institutionalization of People's Councils therein;

WHEREAS, the City Government of Pasig recognizes that the participation of POs and CSOs in government processes is crucial in providing checks and balances and exacting accountability, and that meaningful participation can only be achieved when venues for citizen empowerment and participation are coupled with capacity building and the institutionalization of such venues;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, City Mayor of Pasig, by virtue of the powers vested in me by law, do hereby order:

Section 1. Creation of Civil Society Organization Desk and Designation of a Desk Officer. The Pasig City CSO Desk is hereby constituted, with the following composition:

Chairperson : Representative, Office of the City Mayor
(CSO Desk Officer)

Co-Chairperson : Representative, City Planning and Development Office
(CSO Co-Desk Officer)

Members	:	Representative, City Social Welfare and Development Officer Representative, Pasig Urban Settlements Office Representative, <i>Ugnayan sa Pasig</i>
Ex Officio Member	:	Representative, DILG Pasig City Field Office
Secretariat	:	Office of the City Mayor

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

- 2.1. Facilitate, together with the DILG and the Sangguniang Panlungsod, the formation of a People's Council in Pasig City, with membership coming from the different sectors of accredited, registered, and recognized CSOs/POs, which shall elect from among their members their set of officers and determine their own internal rules;
- 2.2. Facilitate capacity development of recognized and accredited CSOs/POs;
- 2.3. Mobilize and ensure the meaningful participation of recognized and accredited CSOs/POs in the various processes and activities of the local government, particularly in long-term/medium-term/annual planning and project identification, budgeting, monitoring and evaluation, and other service delivery areas;
- 2.4. Document and address community issues and CSO-related concerns in Pasig City, including, but not limited to, the provision of technical and administrative support, if necessary;
- 2.5. Provide or facilitate technical assistance on community-led initiatives;
- 2.6. Coordinate with the established People's Council, the holding of regular meetings, and other relevant activities of the CSOs;
- 2.7. Encourage and monitor, through the People's Council, CSO participation in the implementation of various programs, projects, and activities of the City Government;
- 2.8. Coordinate with the People's Council and the concerned offices for the selection of the People's Council's principal and alternate representatives in various bodies, boards, councils, committees, task forces, etc.; provided that:
 - 2.8.1. representatives of the People's Council shall not exceed 25% of the membership of said bodies, boards, councils, committees, task forces, etc., unless expressly allowed by law (e.g., Section 107 of RA 7160 for Local Development Councils), Sanggunian Panlungsod Resolution, or Ordinance; and
 - 2.8.2. at least 40% of such bodies, boards, councils, committees, task forces, etc. is composed of members from the women's sector;
- 2.9. Assist CSOs and coordinate with the Sangguniang Panlungsod during the CSO accreditation processes;


- 2.10. Maintain and update a local CSO database;
- 2.11. Collaborate with and submit reports to the local DILG Field Officers on matters relating to the programs, projects, and activities of the CSOs; and
- 2.12. Perform relevant functions as provided for in pertinent laws, rules and regulations.

Section 3. Repealing Clause. All issuances inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

Section 4. Dissemination. — Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for information and guidance, pursuant to Sec. 455(1)(xii) of the Local Government Code, as amended.

Section 5. Effectivity. This Executive Order shall take effect immediately

DONE this 18th day of April 2022 at the City of Pasig, Metro Manila.


VICTOR MA. REGIS N. SOTTO
City Mayor

