



Republic of the Philippines  
Province of Romblon  
**MUNICIPALITY OF SANTA FE**  
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**OFFICE OF THE MAYOR**

**EXECUTIVE ORDER NO. 14, s-2019**

**CREATING AND MOBILIZING THE MUNICIPAL PLANNING TEAM (MPT) FOR THE PREPARATION OF THE COMPREHENSIVE DEVELOPMENT PLAN (CDP), DESIGNATING ITS COMPOSITION, ROLES AND RESPONSIBILITIES AND FOR OTHER PURPOSES**

**WHEREAS**, the Local Government Code of 1991 or RA 7160 mandates local government units to prepare a Comprehensive Development Plan (CDP) that outlines the key goals and objectives, challenges and concerns facing LGUs and a set of programs, projects and policies to attain its vision and mission towards a sustained socio-economic development;

**WHEREAS**, CDP contains the vision and goals of the LGU and their strategic plans for the five development project sectors namely: social, environment, economic, infrastructure and institutional;

**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;

**NOW THEREFORE, I, ELSIE D. VISCA**, Municipal Mayor of Santa Fe, Romblon, by virtue of the powers vested in me by law, do hereby create and mobilize the MUNICIPAL PLANNING TEAM (MPT), to wit:

**Section 1. COMPOSITION**

The Municipal Planning Team shall be composed of the following:

**1.1. Planning Core Group**

ELSIE D. VISCA	-	Municipal Mayor
DERRICK E. MAYOR	-	MPDC
DINAH A. ANTONIO	-	Planning Officer II
RANCEL PAUL D. RIVERA	-	Planning Assistant
CHIARA GRAZIELLA C. LOOR	-	Planning Assistant

## 1.2. Technical Working Group (per sector)

### a) SOCIAL DEVELOPMENT

EMYLOW G. MACHON	-	MSWDO
JANE F. CAWALING	-	MHO
MARY JADE M. GACA	-	Chief of Police
RICA È. MOLINA	-	SB Member
LENNIE F. CAWALING	-	SB Member
NARRY T. GUSI	-	LDC Representative
JERIX T. COCHING	-	LDC Representative
MERCEDES R. SARITO	-	Senior Citizen Representative
ROSIE A. FIEDALINO	-	DepEd District Supervisor
MARIA IMELDA F. MAYOR	-	CSO Representative

### b) ECONOMIC DEVELOPMENT

CHARLIE T. ANDRES, JR.	-	Mun. Agriculturist/LEIPO
HENRY F. MALUNES	-	MDRRMO II/Tourism Officer Designee
ABRAHAM C. VISCA	-	SB Member
W. MELWIN A. PUNZALAN	-	SB Member
PEDRO C. SANTIAGO	-	COOP Representative
ASHER C. VISCA	-	LDC Representative
HECTOR M. SIÑEL	-	LDC Representative
MILDRED V. GABAON	-	HRMA / PESO Manager Designee

### c) PHYSICAL/INFRASTRUCTURE DEVELOPMENT

RAYMOND M. MAYOR	-	Municipal Engineer
BLAS G. CRUZ	-	SB Member
MELANIA G. ALOJADO	-	LnB President
DIOLETO M. GALLANO, JR.	-	LDC Representative
FREDDIE T. MOLINA	-	LDC Representative
SOLACION T. CAHILIG	-	CSO Representative
REYNALD T. SOLANOY	-	Municipal Assessor
JOSE G. ASIS	-	BFP Representative

### d) ENVIRONMENTAL MANAGEMENT

ERLYN F. CAWALING	-	Sanitary Inspector
MARISOL G. MAGLIQUIAN	-	SWM Coordinator
MARY GRACE T. MEDINA	-	MDRRMO I
EUGENE E. MOLINA	-	LDC Representative
RONALD F. SALVADOR	-	LDC Representative
REY JOHN TRINIDAD	-	Agricultural Technologist
FERNANDO M. FERNANDO	-	SB Member
JUDITH T. DIONISIO	-	SK Federation President
EDDIE F. FRUELDA	-	MAFC Chairman
REY P. RASGO	-	Director, RSU Sta. Fe Campus

e) *INSTITUTIONAL DEVELOPMENT*

MILDRED V. GABAON	-	HRMA
R'VYL T. FEDERICO	-	MLGOO
DIOSDADO M. CAWALING	-	SB Member
GILBERT G. RUFON	-	SB Member
ROBERTO R. SOLANOY, SR.	-	LDC Representative
JOEY C. RUFON	-	LDC Representative
CARMEL V. PERFAS	-	OIC-Municipal Budget Officer
HERMELYN P. CRESPO	-	OIC - Municipal Treasurer
RUTH V. GALLOS	-	Executive Assistant I

**Section 2. ROLES AND RESPONSIBILITIES**

**Section 2.1. Municipal Planning Team (MPT)**

The MPT shall be the over-all committee responsible for coordinating all technical and administrative activities in the preparation of the CDP, including stakeholder consultations and meetings; it shall also facilitate the presentation of the draft CDP to the LDC for endorsement to the SB.

**Section 2.2. Planning Core Group (PCG)**

The PCG will coordinate the planning activities, draft and consolidate the contents of the CDP documents.

**Section 2.4. Planning Technical Working Group (PTWG)**

The PTWG on the other hand will assist the Planning Core Group for their particular sector in the following:

- Provide basic information and appropriate administrative support to the planning core group, their office/department being the main source of data and information and needed resources for profiling and target setting
- Conduct of sectoral/ inter-sectoral analysis, validation and reports
- Conduct of surveys, consultations/meetings, workshops
- Integration/ finalization of studies, research findings, and consultation/survey outputs

**Section 3. RELATIONSHIP WITH THE MUNICIPAL DEVELOPMENT COUNCIL**

The Municipal Planning Team shall act as the main technical component of the Municipal Development Council and shall work closely thru regular updates and reports with the MDC in crafting the CDP.