



EXECUTIVE ORDER NO. 019

Series of 2025

**DESIGNATING THE NEW CSO DESK OFFICER AND UPDATING THE
FUNCTIONS OF THE CSO DESK AND THE CSO DESK OFFICER**

WHEREAS, Department of the Interior and Local Government (DILG) Memorandum Circular No. 2021-054, issued on May 18, 2021, amended DILG Memorandum Circular No. 2021-012, providing updated guidelines on the establishment of Civil Society Organization Desks and the institutionalization of People's Councils in Local Government Units, including specific functions for the CSO Desk and the CSO Desk Officer;

WHEREAS, to align with the updated guidelines from the Department of the Interior and Local Government and to further enhance the effectiveness of the Naga City Civil Society Organization Desk, it is imperative to amend the functions outlined in Executive Order No. 2021-003;

WHEREAS, there is need to appoint a new CSO Desk Officer to lead and coordinate the conduct of activities outlined under said DILG Memorandum;

NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. FUNCTIONS OF THE NAGA CITY CIVIL SOCIETY ORGANIZATION DESK. The Naga City Civil Society Organization Desk shall have the following functions:

- a. Serve as a venue to document and address the issues and concerns of CSOs in the locality;
- b. Assist CSOs intending to apply for accreditation to a local special body and/or participate in local government programs, including the People's Council; and
- c. Encourage the active participation of CSOs in all local governance processes from planning, implementing, monitoring and evaluating programs, projects, and activities, through the spirit of volunteerism.



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The CSO Desk shall be headed by Mr. Dave Bercasio, Interim Executive Director of the JMR Center for Good Governance.

SECTION 2. DESIGNATION AND FUNCTIONS OF THE CSO DESK OFFICER. The CSO Desk Officer shall have the following functions:

- a. Facilitate, in coordination with the DILG, the formation of the People's Council in the LGU;
- b. Mobilize and ensure participation of recognized, registered and accredited CSOs in the various processes and activities of the local government, particularly in planning, budgeting, monitoring and other service delivery areas;
- c. Help ensure the participation of the women sector through at least 40% women representation in the various local government bodies, boards, councils, committees, task forces, special government bodies, pursuant to Republic Act No. 9710 or the Magna Carta of Women of 2009;
- d. Coordinate with the established People's Council, the holding of regular meetings, and other relevant activities of the CSOs;
- e. Monitor, through the People's Council, CSO participation in the programs, projects and activities of the local governments;
- f. Coordinate with the concerned Sanggunian during the accreditation process and the selection of CSO representatives to the Local Special Bodies (LSBs);
- g. Maintain and update the local CSO database;
- h. Prepare and submit monitoring reports to the City/Municipal Local Government Operations Officer (C/MLGOO) as stated in Section 8.0 of DILG Memorandum Circular No. 2021-054; and
- i. Perform other responsibilities as stated in Section 6.0 of DILG Memorandum Circular No. 2021-054 and other relevant functions as may be required in the implementation of said Memorandum Circular.

SECTION 3. COORDINATION AND PARTNERSHIP. The CSO Desk Officer shall work closely with the Sangguniang Panlungsod Committee on People Empowerment, the Naga City People's Council (NCPC), and the Department of the Interior and Local Government (DILG) – Naga City.



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SECTION 4. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

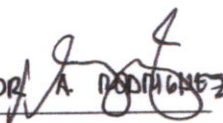
SECTION 5. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

SECTION 6.. EFFECTIVITY. This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

DONE in the City of Naga, this 21st day of July, 2025.


MARIA LEONOR GERONA ROBREDO
City Mayor

Attested by: _____


RAYNOR A. RODRIGUEZ