



## Office of the Mayor

### EXECUTIVE ORDER NO. JS2026 - 20

#### ESTABLISHMENT OF A CIVIL SOCIETY ORGANIZATION DESK (CSO) AND DESIGNATION OF CSO DESK OFFICER IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

**WHEREAS**, Section 34 of Local Government Code of 1991 states that the Local Government Units shall promote the establishment and operation of people's non-governmental organizations to become active partners in the pursuit of local autonomy;

**WHEREAS**, DILG Memorandum Circular No. 2021-054 provides for the establishment of Civil Society Organization Desk and institutionalization of People's Council in the Local Government Units;

**WHEREAS**, there is a need to establish CSO Desk and designate CSO Desk Officer that will be responsible in handling CSO-related concerns in this municipality.

**NOW THEREFORE**, I, **ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, by virtue of the power vested in me by law, do hereby order the establishment of a Civil Society Organization (CSO) Desk and Designation of CSO Officer in the Municipality of Marilao, Province of Bulacan.

**SECTION 1. DESIGNATION OF CSO DESK OFFICER.** The Municipal Civil Society Organization (CSO) Desk Officer is **Ms. BERNADINE R. CASTILLO** of the Municipal Planning and Development Office (MPDO).

**SECTION 2. DUTIES AND FUNCTIONS.** The CSO Desk Officer shall perform the following duties and functions:

- a. Responsible for the handling of all CSO-related concerns, including but not limited to, the provision of technical and administrative support, if necessary;
- b. Serve as a venue to document and address the issues and concerns of CSOs in this Municipality;
- c. Assist CSOs intending to apply for accreditation to a local special body and/or participate in local government programs, including the People's Council;
- d. Encourage the active participation of CSOs in all governance processes from planning, implementing, monitoring and evaluation programs, projects, and activities, through the spirit of volunteerism;
- e. Take the lead in the conduct of the inventory and updating the Directory of CSOs;
- f. Ensure that all CSOs in the locality are covered by the inventory;
- g. Coordinate with the Sangguniang Bayan during the accreditation process and selection of representatives to the LSBs;
- h. Facilitate, in coordination with the concerned DILG Field Office, the CSO Conference and the orientation/meeting among accredited CSOs after the accreditation process;
- i. Keep copies of all accreditation documents submitted by the CSOs;
- j. Prepare and submit documentation on the CSO Conference, the orientation/meeting among accredited CSOs, the joint organizational meeting with the LSBs, and the CSO CapDev to the MLGOO;
- k. Submit and update reports online to the DILG on the CSO Conference, CSO CapDev, CSO Accreditation, and membership in the LSBs;
- l. Provide staff support and/or technical assistance, if necessary, on the conduct of the CSO CapDev;
- m. Mobilize and ensure participation of accredited CSOs in the LSBs; and
- n. Perform other responsibilities and relevant functions as may be required in the DILG Memorandum Circular No. 2022-083.





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**SECTION 3. ESTABLISHMENT OF CSO DESK** - The CSO Desk shall be temporarily established in the Municipal Planning and Development Office (MPDO), Marilao Municipal Hall, Brgy. Patubig, Marilao, Bulacan.

**SECTION 4. FILLING IN OF VACANCY.** Any vacancy in designation of a CSO Desk Officer shall be filled through appointment by the Municipal Mayor, if applicable and shall serve only the unexpired term. The name of the successor will be ipso facto included in Section 1 of this Order.

**SECTION 5. REPEALING CLAUSE.** All previous orders and issuances inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

**SECTION 6. EFFECTIVITY.** This Executive Order shall take effect immediately.

**DONE AND EXECUTED** this 27<sup>th</sup> day of **January 2026** in the Municipality of Marilao, Province of Bulacan.

**ATTY. JEMINA M. SY,**  
Municipal Mayor

