EXECUTIVE ORDER NO. JS2025-118

REORGANIZING THE HUMAN RIGHTS ACTION CENTER (HRAC) AND THE HUMAN RIGHTS ACTION TEAM (HRACT) IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

WHEREAS, the protection and promotion of human rights are essential to ensuring the dignity and well-being of every individual within the Municipality of Marilao;

WHEREAS, Article II, Section 11 of the 1987 Constitution of the Republic of the Philippines provides that the State values the dignity of every human person and guarantees full respect for human rights;

WHEREAS, the Department of the Interior and Local Government (DILG) and the Commission on Human Rights (CHR) Joint Memorandum Circular No. 1, Series of 2014, entitled "Mainstreaming Human Rights through Rule of Law and Access to Justice at the Level of Provinces, Cities, Municipalities and Barangays," mandates the establishment of a Human Rights Action Center (HRAC) in every province, city, and municipality;

WHEREAS, there is a need to sustain and strengthen the capacity of the Municipality of Marilao to address human rights concerns effectively and promptly, and to update the composition of its Human Rights Action Team consistent with the present municipal administration;

WHEREAS, Executive Order No. 2024-67 previously created the Human Rights Action Center (HRAC) and Human Rights Action Team (HRACT) in the Municipality of Marilao, and the change in municipal administration makes it necessary to reorganize the same while maintaining continuity of its functions;

NOW, THEREFORE, I, ATTY. JEMINA M. SY, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by the Constitution and existing laws, do hereby order:

SECTION 1. HUMAN RIGHTS ACTION CENTER (HRAC). The Human Rights Action Center (HRAC) of the Municipality of Marilao, Province of Bulacan, is hereby reorganized and shall continue to be stationed at the Office of the Municipal Legal Officer.

SECTION 2. COMPOSITION. The Human Rights Action Team (HRACT) is hereby reorganized and shall be composed as follows:

Chairperson:	**ATTY. KATHYRIN FE D. PIOQUINTO** Municipal Administrator
Co-Chairperson:	**ATTY. JOHN JOSEPH S. TOLENTINO** Municipal Legal Officer
Members:	**MR. CENON M. MAYOR** Executive Assistant
	HON. DIVINA E. REYES Chairperson, SB Committee on Justice and Human Rights
	HON. GUILLERMO T. PARAOAN, JR. ABC President
	HON. CARLO GABRIEL G. SOLIS SK Federation President
	MR. DEO P. BEÑABON Municipal Social Welfare and Development Office
	MRS. JEREMY C. FRANCISCO Municipal Planning and Development Office
	CECILIA S. MARAMBA, MD Municipal Health Office
	MR. RHYAN D. DELOS REYES Municipal Public Information Section

PLTCOL EDWIN MATEO LACOSTALES
Chief of Police, PNP-Marilao
PMSg JOSELITO TADI
Human Rights Affairs Officer, PNP-Marilao
DR. ALEXANDER I. ADONIS
DepEd District Supervisor, Marilao North District
DR. PRISCILA P. ILISCUPIDEZ
DepEd District Supervisor, Marilao South District
Representative
Barangay Human Rights Action Officers (BHRAOs) / Association
MR. DANILO QUIAMBAO
CSO, Yeshua Change Agent Association
ELAINE D. PAGDANGANAN
DILG-MLGOO

Secretariat: **MUNICIPAL LEGAL OFFICE**

The foregoing offices may designate permanent and alternate representatives, as appropriate, to ensure continuity in the performance of HRACT functions.

SECTION 3. FUNCTIONS OF THE HUMAN RIGHTS ACTION TEAM (HRACT). The HRACT shall perform the following duties and functions:

a. Develop and implement the human rights plan of the Municipality of Marilao;
b. Propose to the Sangguniang Bayan the integration of human rights programs, projects, and activities in the annual budget appropriation;
c. Recommend appropriate legislation to the Human Rights Committee of the Sangguniang Bayan;
d. Utilize available resources for human rights promotion activities at their respective LGU levels;
e. Spearhead and coordinate the implementation of human rights programs, projects, and activities;
f. Serve as hubs for the Access to Justice Network;
g. Post Human Rights Programs, Projects and Activities through communication tools such as websites, bulletin boards, and newsletters;
h. Provide legal and/or paralegal assistance to victims of human rights violations;
i. Encourage the participation of local government officials and CSOs in human rights promotion activities;
j. Mobilize sectoral groups, locally based people's organizations, and civil society organizations in the community to participate in human rights activities;
k. Publish feature articles on various human rights concerns and issues in local government websites, newsletters, and bulletin boards;
l. Reproduce and disseminate Human Rights Information, Education and Communication (IEC) materials within the municipality;
m. Serve as information centers on Human Rights Programs and Services, including referral systems;
n. Maintain and update the Directory of Human Rights Programs and Services within their respective LGU levels;
o. Organize the association of Human Rights Action Officers (HRAOs) and support their operations;
p. Strengthen linkages with the regional/field offices of CHR and DILG, other human rights service providers, and Civil Society Organizations in the implementation of human rights programs, projects, and activities;
q. Organize capacity-building on human rights for LGU officials in close coordination with the regional/field offices of CHR and DILG;
r. Establish and maintain a database of human rights situations, including monitoring the status of complaints of human rights violations referred to CHR Regional Offices and other appropriate agencies;

s. Provide CHR with copies of plans, accomplishment reports, situationers, and other pertinent documents on human rights;
t. Provide technical inputs on human rights to the Sangguniang Bayan Human Rights Committee;
u. Consolidate Semestral Human Rights Situation Reports submitted by the BHRACTs and submit the same to the PHRACTs, and have them published in municipal websites, newsletters, and bulletin boards;
v. Assist the BHRACTs in the referral of complaints of human rights violations to CHR Regional Offices and other appropriate agencies and monitor their status; and
w. Assist the BHRACTs in the conduct of human rights advocacy, information, and education activities.

SECTION 4. FUNCTIONS OF THE HUMAN RIGHTS ACTION CENTER (HRAC). The HRAC shall perform the following duties and functions:

a. Provide subject-matter expertise and advice on human rights to the Barangay Human Rights Committee (BHRC), contributing to policy development, decision-making processes, and strategic planning;
b. Gather, consolidate, and submit biannual human rights situation reports received from Barangay HRACTs to the Municipal HRACT, ensuring their dissemination on municipal-affiliated communication platforms;
c. Coordinate victims' referrals of human rights violations to CHR regional offices and other appropriate institutions, follow up on the progress of cases, and maintain records;
d. Support Barangay HRACTs in organizing and delivering human rights educational initiatives, including seminars, workshops, and training programs for the enhancement of community awareness and engagement;
e. Serve as a facilitator for victim-assistance programs, including medical, psychological, and legal support services, ensuring a compassionate and responsive approach to those affected by human rights abuses;
f. Promote and integrate a culture of human rights among all municipal agencies and institutions through the development and implementation of human-rights-based policies and procedures;
g. Act as liaison between the local government, non-governmental organizations, and the international community to exchange best practices, seek technical assistance, and foster partnerships aimed at improving human rights standards within the municipality;
h. Create a responsive mechanism to monitor the human rights climate within the municipality, address systemic issues, and propose solutions or interventions as necessary;
i. Encourage constructive dialogue and conflict resolution within the community as a means of promoting peace and preserving human dignity;
j. Implement outreach programs to ensure vulnerable and marginalized populations within the municipality are informed of their rights and have access to justice and other essential services;
k. Develop an annual Human Rights Impact Assessment report to evaluate the effectiveness of local policies and initiatives and recommend improvements;
l. Launch proactive human rights awareness campaigns using traditional media, social media, and public events to inform and engage the public on human rights topics;
m. Regularly review local laws and regulations to ensure compatibility with national and international human rights standards and propose necessary amendments;
n. Design and maintain a comprehensive database and documentation center on human rights, including research, case studies, training materials, and statistical data available for use by the municipal administration and the public;
o. Establish specialized programs aimed at promoting and protecting women's rights within the municipality, including but not limited to addressing gender-based violence, ensuring equal access to education and healthcare, facilitating economic opportunities for women, and providing targeted support services for survivors of domestic violence and exploitation; and

p. Provide free legal counseling services, including legal aid, to individuals, with specific attention to women's rights and gender-based discrimination cases. The HRAC shall also act as a mediator and conciliator in resolving disputes related to gender discrimination and violence against women, promoting peaceful and fair resolutions.

SECTION 5. FUNCTIONS OF THE HUMAN RIGHTS ACTION CENTER (HRAC) SECRETARIAT. The HRAC Secretariat shall perform the following duties and functions:

a. Aggregate and prepare Biannual Human Rights Situation Reports from barangay HRACTs;
b. Document the proceedings of meetings;
c. Coordinate human rights matters with relevant agencies;
d. Manage a database for Human Rights reports;
e. Keep an updated contact list of HRACT members;
f. Handle logistical and administrative concerns of the HRACT; and
g. Monitor progress and deliver updates on filed complaints and referrals.

SECTION 6. FILLING OF VACANCY. Any vacancy in the membership shall be filled through appointment or designation by the Municipal Mayor, when applicable, and shall serve only for the unexpired term. Where membership is by virtue of office or position, the successor or duly designated representative shall automatically assume the corresponding membership.

SECTION 7. REPEALING CLAUSE. All other previous orders and issuances inconsistent with the provisions of this Order are hereby repealed, amended, or modified accordingly.

SECTION 8. SEPARABILITY CLAUSE. If any provision of this Order is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 9. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE AND EXECUTED this 2nd day of December 2025 in the Municipality of Marilao, Province of Bulacan.

ATTY. JEMINA M. SY
- Municipal Mayor