



Republic of the Philippines
Province of Capiz
MUNICIPALITY OF TAPAZ
OFFICE OF THE MAYOR



Executive Order No. 20-07-25
Series of 2020

"CREATION OF TECHNICAL WORKING GROUP FOR THE LIVELIHOOD ASSISTANCE GRANT (LAG) OF THE DSWD UNDER THE SOCIAL AMELIORATION PROGRAM"

WHEREAS, the declaration of community quarantine and the corresponding imposition of stringent social distancing measures for the prevention of Covid19 affected the population's mobility as ingress and egress to and resulted to suspension of operations or closure of business establishments, suspension of public mass transportation, imposition of curfew hours, and implementation of border restrictions of the municipality;

WHEREAS, Republic Act (R.A.) NO. 11649 or the "Bayanihan to Heal as One Act", and the JMC No. 1 of Department of Social Welfare and Development (DSWD), in coordination and collaboration with other national government agencies such as, but not limited to, Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Department of Agriculture (DA), Department of Finance (DOF), Department of Budget and Management (DBM), and Department of the Interior and Local Government (DILG) aims to provide Social Amelioration Measures for the affected and vulnerable sectors of the society;

WHEREAS, One of the component of Social Amelioration Program is the Livelihood Assistance Grants (LAG) which will be provided to Department of Social Welfare and Development-Sustainable Livelihood Program beneficiary families, in accordance with the existing guidelines of the DSWD;

WHEREAS, there exist a need to create a Technical Working Group (TWG) for the identification of priority livelihood projects based on the municipal livelihood recovery plan in the implementation of the Livelihood Assistance Grants (LAG);

NOW THEREFORE, I, ROBERTO O. PALOMAR, *Municipal Mayor* of the Municipality of Tapaz, Capiz, Philippines, by virtue of the power vested in me by law as the Local Chief Executive, do hereby order the **"CREATION OF TECHNICAL WORKING GROUP (TWG) FOR THE LIVELIHOOD ASSISTANCE GRANT (LAG) OF THE DSWD UNDER THE SOCIAL AMELIORATION PROGRAM"** to wit:

Section 1. Duties and Responsibilities. The Technical Working Group (TWG) for the Livelihood Assistance Grant (LAG) shall have the following roles, functions, and responsibilities;

1. The Technical Working Group (TWG) shall convene for the identification of priority livelihood projects based on the municipal livelihood recovery plan;
2. The TWG shall be responsible in the preparation of the Livelihood Recovery Project Proposal (LRPP) and ensure completeness of supporting documents;
3. The TWG through the concerned barangays shall generate and assess beneficiaries vis-à-vis eligibility criteria and submit for consolidation, assessment and validation to the LGU;
4. The TWG through the LSWDO shall gather, assess, and validate local data for potential beneficiary matching (eligible) of the intervention;
5. The TWG through the LSWDO shall coordinate and assist the DSWD staff in their field validation of projects and beneficiaries, as needed;

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6. The TWG through the LSWDO, shall further provide support such as transportation and security detail during pay-out of grants, and shall support the DSWD in monitoring the utilization of grants and status of projects.
7. The TWG shall provide continuous technical assistance and follow through activities such as product marketing, recommendation of innovative approach for technology advancement and placement of support to livelihood projects;
8. The TWC shall identify possible counterparts, either in cash or in-kind, to support the project especially if the said component cannot be provided by LAG fund;

Section 2. Composition. The Technical Working Group (TWG) for the Livelihood Assistance Grant (LAG) shall be composed of the following:

Chairperson : **HON. ROBERTO O. PALOMAR**
Municipal Mayor

Vice Chairperson : **HON. BOB GARDOSE**
SB Member-Chair Social Services Committee

Members

Municipal Social Welfare and Development Office	HELEN FARINAS
Municipal Disaster Risk Reduction & Management Office	BRIDGETTE ABORDO
Municipal Economic Enterprise Dev. Office	NORY JOY SUAREZ
Municipal Planning and Development Office	ENGR. RICHARD GLORIA
Municipal Agriculture Office	BENJIE GUITERRIEZ
Municipal Public Employment Office	ESTELITA GLORIA
Municipal Tourism Office	SOL MIGUELITO JIMENEZ
Liga ng mga Barangay President	ROY PALOMAR

Section 3: Focal Person. To serve as Focal Person for the Livelihood Assistance Grant, Helen Farinas is hereby designated to perform such function.

Section 4: Budget and Expenses. All expenses incurred relevant to the execution of the duties and responsibilities of the above-mentioned technical working group shall be chargeable against available funds of the LGU and other National Agencies.

FURTHERMORE, let copies of this Executive Order be furnished to all concerned for their information and guidance.

So Ordered this 7th day of July, 2020 at Tapaz Municipal Hall, Tapaz, Capiz.


ROBERTO O. PALOMAR
 Municipal Mayor