



## EXECUTIVE ORDER NO.06

Series of 2025

### REORGANIZING THE MUNICIPAL PEACE AND ORDER COUNCIL (MPOC), MPOC-EXECUTIVE COMMITTEE, SPECIAL ACTION COMMITTEES, AND MPOC SECRETARIAT OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS.

**WHEREAS**, Section 16 of Republic Act o. 7160 otherwise known as the Local Government Code of 1991 mandates all local government units to ensure and maintain peace and order within their respective areas of jurisdiction, among other concerns;

**WHEREAS**, Section 116 of the same Code states that a Peace and Order Council shall be established in every province, city and municipality;

**WHEREAS**, the Municipal Peace and Order Council (MPOC) was created in compliance to Executive Order No. 309 series of 1987 and Section 116 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991;

**WHEREAS**, Memorandum Circular No. 2015-130 of the Department of the Interior and Local Government (DILG) was issued on November 3, 2015 which provided guidelines on the function of the Peace and Order Councils to strengthen the peace and Order Councils pursuant to the Peace and Development Agenda;

**WHEREAS**, Executive Order No. 773 series of 2009, entitled "Further Reorganizing the Peace and Order Council" states that sub-national council shall identify strategies which will enrich peace and order and public safety within their respective areas of responsibility;

**WHEREAS**, DILG Memorandum Circular No. 2019-143 was issued on August 27, 2019, which aims to harmonize and codify existing policies affecting Peace and Order Councils, and provide additional guidelines concerning Peace and Order and Public Safety Plans (POPSP), POPSP Policy Compliance Monitoring system (POPSP-PCMS), and POC Performance Audit;

**WHEREAS**, in order to sustain the functionality of said council, there is a need to create applicable special/sub-action committees so that a more focused role is given to the proper Team/Group to readily discuss issues for proper intervention and strategic actions aimed in promoting, improving or enhancing peace and order and public safety measures;

**WHEREAS**, there is a need to further reorganize the MPOC, MPOC-Executive Committee, Special Action Committees and MPOC Secretariat to replace members who are no longer connected to the Municipal Government of Los Baños;

**NOW THEREFORE**, I, NEIL ANDREW N. NOCON, Municipal Mayor, by virtue of the powers vested in me by law, hereby order the reorganization of the MPOC, MPOC-Executive Committee, Special Action Committees and MPOC Secretariat of the Municipal Government of Los Baños as follows:

**Section 1. ORGANIZATION.** The Municipal Peace and Order Council (MPOC), Executive Committee, Special Action Committees (SACs), and MPOC Secretariat are hereby reorganized.

**Section 2. COMPOSITION.** The MPOC shall be composed of the following:

Chairperson	Hon. Neil Andrew N. Nocon	Municipal Mayor
Vice-Chairperson	Hon. Marlo PJ A. Alipon	Municipal Vice Mayor
Members	Hon. Benedicto S. Alborida	Municipal Councilor/Chair Committee on Peace and Order

Members	Hon. Gaudencio P. Macatangay Hon. Samantha Nicole A. Banasihan-Ortega  Mr. Anatoly M. Guinto Atty. Virgilio a. Tiongson Jr. Ms. Joyce Ann Mae L. Del Valle Engr. Ricky r. Estopace Dr. Alvin A. Isidoro Ms. Twila T. Torres Ms. Cheryll L. Gonzales Ms. Hanna Erika E. Laviña Ms. Gliceria A. Trinidad Ms. Cynthia N. Quintans Mr. Edilco C. Abad Mr. John Marvin S. Canaria Ms. Karen Joy B. Coronado Mr. Arthur John Paul L. Gaza Ms. Shirley D. Andrade Ms. Lizette D. Cardenas	Liga ng mga Barangay President SK Federation President EAV/Chief of Staff Municipal Administrator Acting Municipal Budget Officer Municipal Engineer Municipal Health Officer MPDC Municipal Agriculturist MSWDO Designated PESO Manager LDRRMO III Public Services Officer II PIO Head MUDHO Head LYDO ADAO Head MENRO/CCA Focal Person
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*National Government Agency Representatives:*

Ms. Soledad S. Villanueva For. Venerando U. Garcia Atty. Donna Mae M. Dado Engr. Napoleon T. Abril Mr. Venz Vladimir Hurtada	DepEd District Supervisor DENR PENRO DOJ Public Prosecutor DPWH District Engineer DTI-Negosyo Center Business Counselor PNP Chief of Police BJMP Jail Warden BFP Fire Marshal Regional Director, NICA-4 INF (GSC) PA Task Force Ugnay OIC 402 <sup>nd</sup> A Maneuver Company PNP Regional Mobile Force Batallion
PLTCOL John Eric B. Antonio JSINSP Charles Kenneth M. Maquera FSINSP Maricris C. Rodriguez RD Niño Anthony E. Balagtas BGEN COL Ernest John C. Jadloc PMAJ Elmer B. Aguila	

*Civil Society Organization (CSO) Representatives:*

Mr. Melquiades Evangelista  Ms. Teresita Natividad Mr. Celso Maligalig	Communication Organization for Peace and Security, Inc. (COPS) Rotary Club of Los Baños Makiling Los Baños Grand 103 Lions Club
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**Section 3. DUTIES AND FUNCTIONS.** The Municipal Peace and Order Council shall perform the following:

- a. Convene the Peace and Order Council quarterly, or as often as the need arise;
- b. Adopt the following resolutions on the:
  - Composition of the MPOC immediately after the assumption of the new Chairperson, and in the event that there is any change in the composition thereof;
  - Creation of Special Action Committees;
  - Schedule of the quarterly meetings;
  - Composition of the MPOC Secretariat;
  - Approval of MPOC POPS Plan; and
  - Such other resolutions, as may be necessary.
- c. Invite other concerned agencies, not included in E.O. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in POC meetings and/or activities;
- d. Formulate a 3-year MPOC Peace and Order and Public Safety (POPS) Plan, to be incorporated in the Comprehensive Development Plan (CDP);
- e. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incidence on peace and order and public safety;
- f. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by the Omnibus and other DILG Issuances on the tools and processes on POPS Planning;
- g. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within their respective areas of jurisdiction;

- h. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within their respective areas of jurisdictions;
- i. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military, and police;
- j. Formulate and adopt an effective mechanism for the coordination, cooperation, and consultation involving the local executives, citizenry, and law enforcement agencies under R. A. 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) system;
- k. Apply moral suasion to and/or recommend sanctions against local chief executives who are giving material and political support to the insurgents;
- l. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works;
- m. Serve as the convergence mechanism to support the Enhance Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial Level;
- n. Support the implementation of End Local Communist Armed Conflict (ELCAC) initiatives;
- o. Participate in the conduct of annual POC performance audit;
- p. Provide regular staff and financial assistance from the Office of the MPOC chairperson to support the MPOC Secretariat; and
- q. Perform such other functions as may be directed by law or higher authorities.

**Section 4. COMPOSITION OF THE MPOC EXECUTIVE COMMITTEE.** The MPOC Executive Committee shall be composed of the following, to wit:

Chairperson	Hon. Neil Andrew N. Nocon	Municipal Mayor
Members	Mr. Anatoly M. Guinto Dr. Alvin A. Isidoro Ms. Hanna Erika E. Laviña Ms. Cynthia N. Quintans PLTCOL John Eric B. Antonio FSINSP Maricris C. Rodriguez	EAV/Chief of Staff Municipal Health Officer MSWDO LDRRMO III PNP Chief of Police BFP Fire Marshal
		<i>CSO Representative:</i>
	Mr. Melquiades Evangelista	COPS

**Section 5. FUNCTIONS OF THE MPOC EXECUTIVE COMMITTEE.** The MPOC Executive Committee shall perform the following:

- a. Serve as governing body to take decisive action to resolve crisis or emergency incidents.
- b. Formulate crisis management policies, integration and orchestration of government and public efforts towards the control of crisis situations.

**Section 6. MPOC SPECIAL ACTION COMMITTEES (SAC).** Pursuant to DILG Memorandum Circular 2019-143 dated August 27, 2019, the following SACs shall be created under the MPOC which shall be composed of the following to perform specific functions, to wit:

**a. SAC on Anti-Insurgency**

**Composition.** The Committee shall be composed of the following:

Chairperson	BGEN COL Ernest John C. Jadloc	INF (GSC) PA Task Force Ugnay
Members	Hon. Benedicto S. Alborida Ms. Hanna Erika E. Laviña PLTCOL John Eric B. Antonio	Municipal Councilor MSWDO PNP Chief of Police

**Duties and Responsibilities**

1. Identify specific PPPSAs that will prevent and counter insurgency.
2. Identify the point persons or agencies who will take the lead for every anti-insurgency PPSAs identified.
3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
4. Initiate and implement all ELCAC initiatives and all related activities.
5. Frame each activity as part of a comprehensive approach.

6. Submit identified anti-insurgency and ELCAC activities to the POPS Plan TWG for inclusion in the POPS Plan.
7. Implement and monitor the POPS Plan funded PPSAs.
8. Closely coordinate with POC secretariat relative to the implementation of identified activities.
9. Submit the following reports:
  - a. Semestral Accomplishment Report, submit not later than 15<sup>th</sup> day of August for 1<sup>st</sup> semester and not later than the 15<sup>th</sup> day of March for the 2<sup>nd</sup> semester;
  - b. Annual Report, not later than the 15<sup>th</sup> day of March.
10. Perform such other tasks as may be directed by the Council.

**b. SAC on Anti-Criminality**

**Composition.** The Committee shall be composed of the following:

Chairperson	PLTCOL John Eric B. Antonio	PNP Chief of Police
Members	BGEN COL Ernest John C. Jadloc	INF (GSC) PA Task Force Ugnay
	Ms. Michiko R. Escalante	DILG-MLGOO
	Ms. Hanna Erika E. Laviña	MSWDO

**Duties and Responsibilities**

1. Identify specific Programs, Projects, Policies, Services and Activities (PPPSAs) that will prevent and counter criminality.
2. Identify the point persons or agencies who will take the lead for every anti-criminality identified.
3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
4. Frame each activity as part of a comprehensive approach.
5. Submit identified anti-criminality to the POPS Plan TWG for inclusion in the POPS Plan.
6. Implement and monitor the POPS Plan funded PPSAs.
7. Closely coordinate with POC secretariat relative to the implementation of identified activities.
8. Submit the following reports:
  - a. Semestral Accomplishment Report, submit not later than the 15<sup>th</sup> day of August for 1<sup>st</sup> semester and not later than the 15<sup>th</sup> day of March for the 2<sup>nd</sup> semester;
  - b. Annual Report, not later than the 15<sup>th</sup> day of March.
9. Perform such other tasks as may be directed by the Council.

**c. SAC on Public Safety**

**Composition.** The Committee shall be composed of the following:

Chairperson	Engr. Ricky R. Estopace	Municipal Engineer
Members	Dr. Alvin A. Isidoro	Municipal Health Officer
	JSINSP Charles Kenneth M Maquera	BJMP Jail Warden
	FSINSP Maricris C. Rodriguez	BFP Fire Marshal
	Ms. Michiko R. Escalante	DILG-MLGOO

**Duties and Responsibilities**

1. Identify specific public safety programs (PSPs) and other related activities.
2. Identify the point persons or agencies who will take the lead for every PSP identified.
3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities.
4. Frame each activity as part of a comprehensive approach.
5. Submit identified PSPs to the POPS Plan TWG for inclusion in the POPS Plan.
6. Implement and monitor the PSPs funded in the POPS Plan.
7. Closely coordinate with POC secretariat relative to the implementation of identified activities.
8. Submit the following reports:
  - a. Semestral accomplishment report, submit not later than the 15<sup>th</sup> day of August for 1<sup>st</sup> semester and not later than the 15<sup>th</sup> day of March for the 2<sup>nd</sup> semester;
  - b. Annual Report, not later than the 15<sup>th</sup> day of March.
9. Perform such other tasks as may be directed by the Council.

**d. Crisis Management Committee**

**Composition.** The Committee shall be composed of the following:

Chairperson:	Hon. Neil Andrew N. Nocon	Municipal Mayor
<b>Point Persons for:</b>		
Medical	Dr. Alvin A. Isidoro	Municipal Health Officer
Legal	Atty. Virgilio A. Tiongson, Jr.	Municipal Administrator
Logistics	Ms. Maria Luisa G. Diaz	Municipal Treasurer
Public Safety	Ms. Cynthia N. Quintans	LDRRMO III
Social Services	Ms. Hanna Erika E. Laviña	MSWDO
<b>Technical Advisers</b>		
	PLTCOL John Eric B. Antonio	PNP Chief of Police
	BGEN COL Ernest John C. Jadloc	INF (GSC) PA Task Force Ugnay
	RD Niño Anthony E. Balagtas	Regional Director, NICA-4

**Duties and Responsibilities**

1. Provide and mobilize available resources through an established inter-agency resource sharing protocol.
2. Coordinate inter-agency crisis management efforts
3. Ensure the operational demands during crisis are met and all actions are coordinated and complementary.
4. Establish an accessible communication lines so that reliable and timely information are received and disseminated to appropriate levels.
5. Accomplish the tasks under Predict, Prevent, Prepare, Perform and Post-Action and Assessment pursuant to the Section 1-1 of the National Crisis Management Core Manual of 2012.
6. Designate a specific office to undertake or monitor crisis management efforts.
7. Perform such other tasks as may be directed by the Council.

**Section 7. COMPOSITION OF THE MPOC SECRETARIAT.** The Secretariat of the Municipal Peace and Order shall be headed by the most senior DILG Officer stationed in the municipality and shall be assisted by the identified municipal personnel, to wit:

Head:	Ms. Michiko R. Escalante	DILG-MLGOO
Members:	Ms. Shirley D. Andrade	ADAO Head, Mayor's Office
	Ms. Bernadine Maranan	Clerk II, MPDO
	Ms. Cathleen Joy M. Belleza	Administrative Aide, DILG

**Section 8. SPECIFIC DUTIES AND FUNCTIONS OF THE MPOC SECRETARIAT.**

1. Ms. Michiko R. Escalante as the MPOC Head Secretariat shall:

- a. Cause the reorganization of the MPOC upon assumption of the new POC Chairperson after a national and local election through the following:
  - Convene the prospective members of the MPOC;
  - Call for CSO nomination for MPOC representation;
  - Review CSO profiles; and
  - Endorse and recommend CSO nominees to the MPOC Chair.
- b. Assist the Chairperson and Vice-Chairperson in the conduct of MPOC meetings.
- c. Provide technical assistance to the MPOC.
- d. Propose PPSAs contributing to the furtherance of peace and order and public safety situation at the provincial level, consistent to national thrusts.
- e. Recommend MPOC agenda.
- f. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force, and other peace and order and public safety related programs in the region; and

2. Ms. Shirley D. Andrade as MPOC Secretariat Member shall:

- a. Provide administrative assistance to the MPOC.
  - Prepare minutes of the meeting and resolutions.

- b. Encode status report in the POPSP-PCMS.
  - c. Prepare and submit the following accomplishment reports through the POPSP-PCMS, based on the timeline provided in 7.1.4:
    - Reporting Forms 1 (Semestral) and 2 (Annual);
    - MPOC Secretariat Semestral Accomplishment Report
3. Ms. Bernadine Maranan as MPOC Secretariat Member shall:
  - a. Monitor status of MPOC Fund
  - b. Prepare Annual Investment Program, Annual Program Plan, Project Procurement Management Plan and other budgetary requirements of the MPOC
  - c. Prepare documents for disbursement of fund related to MPOC PPAs included in the POPSP and other PPAs chargeable to other available and existing local funds.
4. Ms. Cathleen Joy M. Belleza as MPOC Secretariat Member shall:
  - a. Prepare notices of meeting, agenda, attendance and other related documents.
  - b. Prepare venue for meetings.
  - c. Routing of documents for signature of MPOC and other concerned local authorities.
  - d. Deliver notices of meetings and other related documents.
  - e. Prepare audio-visual/power point presentations

Perform such other tasks as may be directed by law, the RPOC Chairperson or the NPOC Chairperson.

**Section 9. MEETINGS AND QUORUM.** The MPOC shall meet every last Tuesday of the first month of every quarter at 10:00 in the morning or as often as may be necessary at the Conference Room, 3<sup>rd</sup> Floor, Municipal Hall.

The specific dates of the MPOC meetings are as stated below:

First Quarter	-	January 22, 2025
Second Quarter	-	April 23, 2025
Third Quarter	-	July 29, 2025
Fourth Quarter	-	October 28, 2025

A majority of all members shall constitute a quorum.

The Special Action Committees herein created may conduct their own meetings as often as necessary and provide their report to the Chairperson/Council.

**Section 10. BUDGET/FUNDING.** Funding for programs and projects of the MPOC shall be chargeable against existing local funds appropriated for the purpose.

**Section 11. SUPPORT TO COMPONENT POCs.** The MPOC shall provide necessary financial and technical assistance to the POCs of the fourteen barangays of Los Baños as provided by DILG Memorandum Circular No. 2019-143;

**Section 12. REPEALING CLAUSE.** All prior issuances on the organization and function of the MPOC inconsistent herewith shall be deemed superseded by this Order.

**Section 13. EFFECTIVITY.** This Resolution shall take effect immediately.

DONE this 15<sup>th</sup> day July, 2025 at Los Baños, Laguna.

  
HON. NEIL ANDREW N. NOCON  
Municipal Mayor