



EXECUTIVE ORDER NO. 40

Series of 2025

ESTABLISHING THE HUMAN RIGHTS ACTION CENTER (HRAC) AND CREATION OF THE HUMAN RIGHTS COMMITTEE (HRC) OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS

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 Interior and Local Government (DILG) and Commission on Human Rights Joint Memorandum Circular No. 1 Series of 2014 with subject "Mainstreaming Human Rights through Rule of Law and Access to Justice at the level of Provinces, Cities, Municipalities and Barangays" mandates the establishment of Human Rights Action Center (HRACs) in every province, city and municipal LGU;

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

WHEREAS, there is a need to enhance the capacity of the Municipal Government of Los Baños to address human rights concerns effectively and promptly;

WHEREAS, the establishment of the Human Rights Action Center (HRAC) and the Human Rights Committee (HRC) are necessary to respond more efficiently to human rights issues within the municipality;

NOW, THEREFORE, I, HON. NEIL ANDREW N. NOCON, Municipal Mayor, Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. ESTABLISHMENT OF HUMAN RIGHTS ACTION CENTER (HRAC). The Human Rights Action Center is hereby established at the Office of the Municipal Social Welfare and Development Office to act on human rights matters, including human rights promotion and complaints of human rights violations.

Section 2. CREATION OF HUMAN RIGHTS COMMITTEE (HRC). The Human Rights Committee is hereby created to ensure that the Municipal Government of Los Baños operates in a human rights-based manner.

Section 3. COMPOSITION OF THE HUMAN RIGHTS COMMITTEE (HRC). The HRC shall be composed of the following:

Chairperson	ATTY. VIRGILIO A. TIONGSON, JR. Municipal Administrator
Co-Chairperson	Ms. Hanna Erika E. Lavina Municipal Social Welfare and Development Officer
Members	Dr. Alvin A. Isidoro Municipal Health Officer

Members

Ms. Twila T. Torres
Municipal Planning and Development Officer

Ms. Karen L. Mercado
Designated GAD Officer

Mr. John Marvin S. Canaria
Public Information Office Head

PLTCOL John Eric B. Antonio
PNP chief of Police

Ms. Soledad S. Villanueva
District Supervisor
DepEd Los Banos sub-District Office

Ms. Nenita G. Lapitan
Pederasyon ng Kababaihan Lingkod
Bayan sa Pilipinas Incorporated

Secretariat

Municipal Social Welfare and Development Office
Municipal Planning and Development Office

Section 4. ROLES AND FUNCTIONS.

a. The HRC shall have the following positions:

- i. Develop and implement the human rights plan of the local government unit;
- ii. Propose to Sangguniang Bayan the integration of human rights programs, projects and activities in the annual budget operations;
- iii. Recommend appropriate legislations to the Human Rights Committee or counterpart of the Sanggunian;
- iv. Utilize available resources for human rights promotion activities at their respective LGU Levels;
- v. Spearhead and coordinate the implementation of human rights programs, projects and activities;
- vi. Serve as hubs for access to justice network:
- vii. Posting of Human Rights Programs, Projects, and Activities by the respective LGUs in their communication tools such as websites, bulletin, boards and newsletter;
- viii. Provide legal and/or paralegal assistance to victims of human rights violations;
- ix. Encourage participation of local government officials and CSOs in human rights promotion activities;
- x. Mobilize sectoral groups and locally based peoples' organizations and civil society organizations in the community to participate in human rights activities;
- xi. Publish feature articles on various human rights concerns and issues in the local government websites, newsletter and bulletin board.
- xii. Reproduce and disseminate Human Rights Information, Education, and Communication materials within their respective LGU levels.
- xiii. Serve as information centers on Human Rights Programs and Services including referral systems within respective LGU levels
- xiv. Maintain and update the directory of human rights programs and services in the LGU
- xv. Organize the association of HRAO at the Municipal level and support their operations;
- xvi. Strengthen linkages with the regional field officers of the Commission on Human Rights and DILG and other human rights services providers and Civil Society Organizations in the implementation of Human Rights Programs, Project, and Activities;

- xvii. Organize capacity building on human rights of all LGU officials in close coordination with CHR and DILG Field;
- xviii. Establish and maintain database of human rights situationers including monitoring of status of complaints of human rights violations referred to the CHR Regional Offices and other appropriate agencies;
- xix. Provide CHR with copies of its plans, accomplishment reports, situationers, and other pertinent documents on human rights.
- xx. Provide technical inputs on human rights to the Municipal Human Rights Committees;
- xxi. Consolidate semestral Human Rights Situationers Reports submitted by BHRACs and submit the same to the PHRACTS and have it published in the municipal websites, newsletter and bulletin board.
- xxii. Assist the BHRACs in referral of complaints of human rights violations to CHR Regional Offices and other appropriate agencies and monitoring their status thereof; and
- xxiii. Assist BHRACs in the conduct of human rights advocacy, information and education activities.

b. The HRC Secretariat shall have the following positions:

- i. Receive, consolidate and prepare Annual Human Rights Situationer Report submitted by the BHRACs;
- ii. Prepare minutes of the meetings;
- iii. Assist in coordinating human rights matters with concerned agencies;
- iv. Establish and maintain database of Human Rights reports;
- v. Maintain and update a directory of HRAC within its jurisdictions;
- vi. Facilitate the administrative concerns of the HRAC and
- vii. Prepare updates on the complaints received and referred by BHRACs;

Section 5. CONTINUITY. In the event of transfer, retirement, relief or removal and the like of the person named herein, the successor shall automatically become the member to represent such office or agency. Additional Members may be named as exigencies of the service warrant.

Section 6. FUNDING. The Municipal Government shall allocate a determined amount, to be decided by the Local Finance Committee, for the logistical support of all Local Special Bodies in the Municipal Government of Los Baños.

Furthermore, the lead agencies responsible for the PPAs of any local special bodies are directed to include support for them in their annual budgets.

Section 7. REPEALING CLAUSE. All Executive Orders, Rules and Regulations and other issuances or parts thereof inconsistent with this Executive Order hereby repealed and modified.

Section 8. EFFECTIVITY. This Executive Order shall take effect immediately upon its approval.

DONE this 14th day of October, 2025 at Los Baños, Laguna.


/HON. NEIL ANDREW N. NOCON
Municipal Mayor