



EXECUTIVE ORDER NO. 32

Series of 2025

RECONSTITUTING THE MUNICIPAL SCHOOL BOARD OF THE MUNICIPAL GOVERNMENT OF LOS BANOS

WHEREAS, Republic Act 7160 otherwise known as the Local Government Code 1991 mandates that political subdivisions of the country shall enjoy genuine and meaningful local autonomy to enable them to attain the fullest development as self-reliant communities and make them more effective partners in the attainment of national goals;

WHEREAS, the Code further provides that every local government unit shall exercise all powers for its efficient and effective governance, and those which are essential to the promotion of the general welfare of its constituents;

WHEREAS, Sections 98 to 101 of the Code mandated the establishment of a Local School Board in every province, city or municipality;

WHEREAS, Department of Education (DepEd), Department of Budget and Management (DBM) and Department of the Interior and Local Government (DILG) issued Joint Circular (JC) No. 1, s. 2017 dated January 19, 2017 re: "Revised Guidelines on the Use of the Special Education Fund";

WHEREAS, DepEd, DBM and DILG released another issuance, JC No. 1, s. 2020 dated August 2, 2020 entitled "Addendum to DepEd-DBM-DILG JC No. 1, s. 2017 dated January 19, 2017 re: "Revised Guidelines on the Use of the Special Education Fund" in view of the passage of Republic Act No. 11037 known as the Masustansyang Pagkain Para sa Batang Pilipino Act";

WHEREAS, there is a need to reorganize the Municipal School Board due to the change in administration as a result of the May 12, 2025 National and Local Elections and the selection of new civil society organization representatives;

NOW THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby order the reconstitution of the Municipal School Board (MScB).

Section 1. COMPOSITION AND DESIGNATION. The MScB shall be composed of the following:

Chairperson	Hon. Neil Andrew N. Nocon	Municipal Mayor
Co-Chairperson	Ms. Soledad S. Villanueva	District Supervisor, Los Baños Sub-District Office Department of Education

Members	Hon. Jay G. Rolusta	Municipal Councilor/ Chair, Committee on Education
	Hon. Samantha Nicole A. Banasihan-Ortega	Sangguniang Kabataan Federation President
	Ms. Maria Luisa G. Diaz	Municipal Treasurer
	Mr. Rodel J. Guevarra	Non-Teaching Personnel Representative
	Marcelino M. Ramos	Teachers Organization President
	Mr. Franco A. Del Castillo	Public Secondary Level Representative
	Ms. Luzviminda D. Malibiran	Parents Teachers Association Federation President

Civil Society Organization Representatives

Rotary Club of Los Baños Makiling

Maria Elisa M. Ronan	Primary Representative
Aleli C. Domingo	Alternate Representative

Young Men's Christian Association of Los Baños, Incorporated

Rodolfo V. Tolentino	Primary Representative
Rolito H. Bacalangco, Jr.	Alternate Representative

Knights of Rizal - Mount Makiling

Crisologo S. Angeles	Primary Representative
Gerardo V. Tolentino	Alternate Representative

Section 2. FUNCTIONS. The MScB shall perform the following:

- a) Determine, in accordance with the criteria set by the Department of Education, the annual supplementary budgetary needs for the operation and maintenance of public schools within the municipality and the supplementary local cost of meeting such needs corresponding to its share of the proceeds of the Special Education Fund and such other sources of revenue and other laws or ordinances may provide;
- b) Authorize the municipal treasurer to disburse funds from the Special Education Fund pursuant to the budget prepared and in accordance with existing rules and regulations;
- c) Serve as an advisory committee to the Sangguniang Bayan on the educational matters such as, but not limited to, the necessity for and uses of local appropriations for educational purposes; and
- d) Recommend changes in the names of public schools within the territorial jurisdiction of the local government unit for enactment by the Sangguniang Bayan.

The Department of Education shall consult the MScB on the appointment of division superintends, district supervisors, school principals, and other school officials.

Section 3. MEETING AND QUORUM. The MScB shall meet at least once a month or as often as may be necessary. Any of the co-chairperson may call a meeting. A majority of all members shall constitute a quorum. However, when both chairperson are present in a meeting, the Local Chief Executive concerned, as a matter of protocol, shall be given preference to preside over the meeting. The District Supervisor shall prepare the budget of the School Board. Such budget shall be supported by programs, projects, and activities of the school board for the ensuing fiscal year. The affirmative vote of the majority of all the members shall be necessary to approved the budget.

Section 4. BUDGET. The annual school board budget shall give priority of the following:

- i. Construction, repair, and maintenance of school building and other facilities of public elementary and secondary schools;
- ii. Establishment and maintenance of extension classes where necessary; and
- iii. Sports activities at the division, district, municipal, and barangay levels.
- iv. And other uses allowable by law.

Section 5. COMPENSATION AND REMUNERATION. The co-chairperson and members of the Municipal School Board shall perform their duties as such without compensation or remuneration. Members thereof who are not government officials or employees shall be entitled to necessary traveling expenses and allowances chargeable against the funds of the local school board concerned, subject to existing accounting and auditing rules and regulations.

Section 6. SECRETARIAT. The Secretariat of the Council shall be the **Municipal Planning and Development Office** and headed by the most senior officer in the office and shall be assisted other personnel, to wit:

Head:	Ms. Twila T. Torres, MPDC
Assistant Head:	Ms. Lou Andie D. Reyes, Planning Officer III
Members:	Ms. Bernadine Maranan, Planning Assistant Ms. Arlaiza Marie C. Bienes, Admin Aide

The Secretariat shall handle the administrative and technical activities of the Council. The Secretariat shall also undertake liaising and coordination of activities with appropriate agencies of the government and perform such other assistance as may be required in the discharge of its functions.

Section 7. EFFECTIVITY. This order shall take effect immediately.

DONE this 9th day of September, 2025 at Los Baños, Laguna


HON. NEIL ANDREW N. NOCON
Municipal Mayor