



## **EXECUTIVE ORDER NO. 012**

**Series of 2021**

### **DIRECTING THE REORGANIZATION OF THE MUNICIPAL SCHOOL BOARD OF THE MUNICIPALITY OF LOS BAÑOS**

**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;

**NOW THEREFORE, I, ANTONIO L. KALAW**, 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 reorganization of the Municipal School Board.

#### **SECTION 1. COMPOSITION AND DESIGNATION.** The following shall compose the Municipal School Board:

Chairperson	Hon. Antonio L. Kalaw	Municipal Mayor
Co-Chairperson	Dr. Allan G. Hostalero	District Supervisor, Department of Education
Members	Hon. Rodora P. Loares	Municipal Councilor/Chair, Committee on Education
	Hon. Jozylyn N. Manansala	Sangguniang Kabataan Federation President
	Mr. Alexander L. Bejosano Mr. Angel G. Rosales, Jr.	Municipal Treasurer Non-Teaching Personnel Representative
	Mr. Emmanuel M. Surban	Teachers Organization President
	Ms. Evelyn P. Navia	Public Secondary Level Representative
	Mr. Melchor H. Espinosa	Parents Teachers Association Federation President

#### **SECTION 2. FUNCTIONS OF THE MUNICIPAL SCHOOL BOARD.** The Municipal School Board shall perform the following:

- a) Determine, in accordance with the criteria set by the Department of Education, Culture and Sports, 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, which shall be reflected in the form of an annual school board budget corresponding to its share of the proceeds of the special levy on the real property constituting the Special Education Fund and such other sources of revenue as this Code 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 sanggunian concerned 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 sanggunian concerned.

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

### **SECTION 3. MEETING, QUORUM AND BUDGET.**

- a) The Municipal School Board shall meet at least once a month or as often as may be necessary.
- b) Any of the co-chairperson may call a meeting. A majority of all is members shall constitute a quorum. However, when both chairmen 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 division superintendent, city superintendent or district supervisor, as the case may be, shall prepare the budget of the school board concerned. Such budget shall be supported by programs, projects, and activities of the school board for the ensuring fiscal year. The affirmative vote of the majority of all the members shall be necessary to approved the budget.
- c) 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.

**SECTION 4. 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 5. SECRETARIAT.** The Secretariat of the Board shall be the Municipal Planning and Development Office.

Head	:	Ms. Twila T. Torres	MPDC
Members	:	Ms. Lou Andie D. Reyes	Project Development Officer II
		Ms. Bernardine Maranan	Clerk II

The Secretariat shall be responsible for providing technical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.

**SECTION 6. EFFECTIVITY.** This order shall take effect immediately.

Done this 15<sup>th</sup> day of February, 2021 at Los Baños, Laguna

HON. ANTONIO L. KALAW  
Municipal Mayor