



Republic of the Philippines  
Province of Zamboanga del Norte  
**MUNICIPALITY OF LA LIBERTAD**

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 21-003**  
**Series of 2021**

**CREATION OF MUNICIPAL COORDINATING TEAM IN THE IMPLEMENTATION OF THE KALAHI –CIDSS: AF DROP IN THE MUNICIPALITY OF LA LIBERTAD, ZAMBOANGA DEL NORTE**

**WHEREAS**, the DSWD herein referred to as the “Department”, envision of society where the poor, vulnerable and disadvantaged individuals, families and communities are empowered for an improved quality of life, and takes protection of the poor and marginalized member of society as its main mission, hereafter referred to as “social protection”;

**WHEREAS**, the DSWD and Municipality of La Libertad are willing to partner with each other to deliver a package of services to address poverty empower citizen and promote inclusive growth to the local constituents;

**WHEREAS**, the need to create a Municipal Coordinating Team to help in implementing the program effectively arises;

**NOW THEREFORE**, I **ALVIN G. ZAMORA**, Acting Municipal Mayor of La Libertad, Zamboanga del Norte, and by virtue of the powers vested in me by law do hereby order:

**Section 1. MUNICIPAL COORDINATING TEAM (MCT).** The Municipal Coordinating Team that will take lead in the implementation of KALAHI-CIDSS: AF DROP with technical assistance given by the ACT members shall be composed of the following:

- MUNICIPAL AREA COORDINATOR
- MUNICIPAL COMMUNITY TECHNICAL FACILITATOR
- MUNICIPAL ROVING BOOKKEEPER
- MUNICIPAL COMMUNITY EMPOWERMENT FACILITATOR
- MUNICIPAL DATABASE ENCODER

**Section 2. FUNCTIONS.** The MCT shall perform the following functions:

**1. MUNICIPAL AREA COORDINATOR (MAC)**

- Conduct ACT-MCT interfacing activity and mobilized activity and mobilized MCT in undertaking project priorities.
- Responsible for Municipal level activities with the help of the Deputy Area Coordinator (DAC) and Municipal Financial Analyst (MFA)
- Supervise MCT member
- Performs other related task assigned from time to time.
- The rate will be P300.00 per day.

**2. MUNICIPAL DEPUTY AREA COORDINATOR (DAC)**

- The DAC shall provide assistance to ACT and MCT members as well as community volunteers of the different barangays on the implementation of the Community Empowerment Activity Cycle and ensuring that community infrastructure built and manage by volunteers meet KC- prescribed design.
- The rate will be P300.00 per day.

**3. MUNICIPAL ROVING BOOKKEEPER (MRB)**

- Builds the capabilities of the barangay volunteers in recording financial transactions and preparing financial reports.
- Provides primary technical assistance on community finance management and fiduciary control.
- The rate will be P300.00 per day.

**4. COMMUNITY EMPOWERMENT FACILITATOR (CEF)**

- The CEF implement the Community Empowerment Activity Cycle (CEAC) at the barangay level.
- The CEF ensure that the barangay and community level development processes and activities conducted along the CEAC are facilitated efficiently with the direct participation, inclusion and engagement of all stakeholders.
- Build capacities of the communities on Participatory Situational Analysis (PSA), community planning, project development and implementation.
- Performs other related task assigned from time to time.
- The rate will be P300.00 per day.

**5. MUNICIPAL DATABASE ENCODER (MDE)**

- The KC municipal encoder will be in charge of encoding and consolidating data gather by the MCT and ACT through KC supports forms. He will ensure the quality and timely provision of support to the M / ACT on management of KC monitoring and evaluation of data reports.
- Ensuring the accuracy, quality and completeness of encoded data.
- Ensure maintenance of the computer and equipment assigned to KC-NCCDP by the LGU.
- Performs other related task assigned from time to time.
- The rate will be P300.00 per day.

**Section 3. EFFECTIVITY.** This order shall take effect immediately and shall remain in force and effective as agreed in the General Memorandum of Agreement signed by both parties.

Done this 10<sup>th</sup> of June, 2021 in La Libertad, Zamboanga del Norte.

  
**ALVIN G. ZAMORA**  
Acting Municipal Mayor