



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

**Office of the Schools Division Superintendent**

November 8, 2022

**DIVISION MEMORANDUM**  
No. 709 s. 2022

**DESIGNATION ORDER**

To: **MARJUN B. REBOSQUILLO**  
Senior Education Program Specialist

1. In the exigency of the service and in the event that the undersigned is not available due to conflict of schedules and unforeseen activities needing attendance and strict compliance, you are hereby instructed to attend on her behalf, the meetings and conferences relative to the City Community-Based Monitoring System (CBMS).
2. This shall take effect immediately upon issuance unless appropriately revised or revoked by a competent authority thru an order/memorandum/issuance.
3. Enclosed is the basic communication for your ready reference.
4. For your information and strict compliance.

**CRISTY C. EPE**  
Schools Division Superintendent

JepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: NOV 21 2022 TIME: 4:14pm

BY: [Signature]



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**Office of the Schools Division Superintendent**

November 8, 2022

**HON. JOSEF F. CAGAS**  
City Mayor  
Local Government of Digos City  
Barangay Zone III, Digos City

Sir:

This has reference to Executive Order No. 08 s. 2022 or the **Order Creating the City Community-Based Monitoring System (CBMS) Coordinating Board.**

The undersigned would like to inform your good office that, in the event where she is unavailable due to conflicting schedules and unforeseen activities needing her attendance, she will be represented by Mr. Marjun B. Rebosquillo, Senior Education Program Specialist – Planning and Research.

Thank you,

**CRISTY C. EPE**  
Schools Division Superintendent

*Enclosed: As Stated*

**OFFICE OF THE CITY MAYOR**

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**EXECUTIVE ORDER NO. 08**

Series of 2022

**AN ORDER CREATING THE CITY COMMUNITY-BASED MONITORING SYSTEM (CBMS)  
COORDINATING BOARD OF DIGOS CITY AND THEIR TERMS OF REFERENCE**

**WHEREAS**, Republic Act (RA) No. 11315 otherwise known as Community-Based Monitoring System Act (CBMS Act) was enacted on 17 April 2019, institutionalizing the conduct of the CBMS in every city and municipality in the country;

**WHEREAS**, the CBMS is an organized technology-based system of collecting, processing, and validating necessary disaggregated data that may be used for planning, program implementation, and impact monitoring at the local level while empowering communities to participate in the process;

**WHEREAS**, Section 4 of the Act states each city and municipality is the primary data collecting authority within its locality;

**WHEREAS**, Section 14 of the Act provides for the creation of the CBMS Council composed of the PSA, Department of the Interior and Local Government (DILG) and Department of Information and Communications Technology (DICT), to be headed by the PSA, for purposes of achieving secure and efficient data sharing arrangements between and among concerned cities and municipalities and national government agencies to be used for their particular social protection and welfare programs and projects;

**WHEREAS**, the CBMS will be a nationwide undertaking that taking requires cooperation of all government and private entities to ensure smooth flow of the CBMS operations at all geographic and administrative levels;

**WHEREAS** the City CBMS Coordinating Board (CBMSCB) will be responsible in overseeing the CBMS operations in their respective locality, ensuring logistic and other requirements are in place prior and during the CBMS operations, and resolving issues and concerns encountered in the conduct of CBMS in their jurisdiction.

**NOW THEREFORE**, I, **JOSEF F. CAGAS**, City Mayor of Digos by virtue of power vested in me by law, do hereby order the following:

**SECTION 1. COMPOSITION OF THE CITY CBMS COORDINATING BOARD.** The city CBMS Coordinating Board shall be composed of the following:

**Chairperson** : **JOSEF F. CAGAS, JD, RN, MPA**  
City Mayor

**Co-Chairperson** : **ATTY. MARTY R. BASUNILLO**  
City Administrator

**Vice Chairperson** : **MS. MARYLOU S. MONTEFALCON, MPA**  
CLGOO  
DILG-Digos City

**Head of Secretariat** : **EnP OJELA MAE M. ENTERO MPA, DBA**  
Digos City CBMS Focal Person

**Members** :

**EnP. ARNULFO A. LAÑAS**  
Assistant CPDO

**MS. VIVIAN FEROLINO**  
City Social Welfare and Development Officer  
OCSWDO

**ENGR. SALVADOR L. DUMOGHO, JR.**  
City Engineer  
CEO

**ENGR. ALOYSIUS G. GARCIA**  
City Environment and Natural Resources Officer  
OCENRO

**MS. MAXIMA I. SAMPILO**  
City Human Resource Management Officer  
OCIHRMO

**MS. SHANNY LOU R. SOLATORIO**  
PESO Manager  
City PESO

**ATTY. MARTY R. BASUNILLO**  
OIC-City Public Information Officer  
CPIO

**MR. JEROME S. ESCOBARTE**  
City Agriculturist  
OCCAG

**MS. CARMÍ ADLE D. ROMERO**  
OIC-City Budget Officer  
OCBO

**MS. MARISSA C. NEBRADA**  
City Civil Registrar  
Office of the City Civil Registrar (OCCR)

**DR. MILAGROS R. SUNGA, M.D**

City Health Officer II  
Office of the City Health Officer (OCHO)

**MR. SAMULE J. MIRALLES**

LDRRM Officer IV  
Office of the City Disaster Risk Reduction Management  
Services

**MS. PERLA MAY G. GRIFIN**

City Tourism Officer  
Office of the City Tourism Officer (OCTO)

**MS. JOY S. SALAO, CPA**

City Investment and Promotion Officer  
OCIPO

**SONNY TIBURON**

OIC-City Cooperative  
OCCO

**ARISTOTLE S. ERASMO**

Disability Affairs Officer IV  
PDAO

**PETER NIEL ARENDAIN**

Community Affairs Officer III  
CHRSP

**DR. FERMIN G. VERALLO, DVM**

City Veterinarian  
OCVET

**ENGR. JANET TORRES**

OIC-City Assessor  
UCASS

**MS. CRISTY C. EPE, CESE**

City Schools Superintendent  
DepEd-Digos City

**PLTCOL. HAMLET M. LERIOS**

Officer-in-Charge  
PNP-Digos City

**HON. MICHAEL R. LATASA**

Sangguniang Panlungsod (SP) Member  
Chairperson Committee on Public Works, Infrastructure,  
Housing, Rural and Urban Development

**HON. JUANITO O. MORALES**

SP Member-FABC President

**CJC BROTHER POLYCARP INSTITUTE FOR COMMUNITY DEVELOPMENT FOUNDATION, INC.**

Representative/s, Civil Society Organizations, and the Private sector

**FEDERATION OF BARANGAY NUTRITION SCHOLAR ASSOCIATION OF REGION XI**

Representative/s, Civil Society Organizations, and the private sector

**SECTION 2. TERMS OF REFERENCE FOR THE CITY CBMS COORDINATING BOARD.** The City CBMS Coordinating Board shall be responsible in:

1. Oversee the implementation of the CBMS operation in the city/municipality. Report status to the concerned Provincial CBMS Coordinating Board.
2. Resolve issues and concerns encountered in the conduct of CBMS. For issues that cannot be resolved at the city level, escalate to the Provincial CBMS Coordinating Board.
3. Facilitate the approval and timely release of funds (if any) and/or other requirements for the conduct of CBMS.
4. Issue communications, directives, instructions, and/or circulars to cooperate, mobilize, and provide support/assistance to the CBMS operations in areas but not limited to the conduct/provision of the following:
  - a. Active participation in coordination meetings and activities
  - b. Publicity and information campaign for the conduct of CBMS
  - c. Venue for the training conduct, headquarters for the enumeration personnel, and machine processing
  - d. Transportation facilities for the enumeration personnel, and transport of CBMS forms, supplies, and materials
  - e. Communication and wireless internet connection facility
  - f. Storage area for tablets, forms, and other materials
  - g. Health and legal services to CBMS personnel
  - h. Facilitation of enumeration in government-owned and private institutions, and other hard-to-reach areas.
5. Take up other matters as necessary for the successful conduct of the CBMS.

**SECTION 3. ALLOWANCES/TRAVELLING EXPENSES**

- a. The private individuals / sector/ non-government organizations/ civil society organizations representatives who are members of the City CBMS Coordinating Board are hereby authorized to claim allowances or travelling expenses or an honoraria of One Thousand Pesos (Php1,000.00) per meeting/while in the performance of their duties, functions, and responsibilities as members.

**SECTION 4. SECRETARIAT**

**Head Secretariat:** EnP OJELA MAE M. ENTERO MPA, DBA  
Digos City CBMS Focal Person

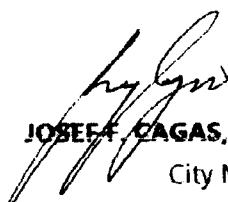
**Alternate:** EnP. JULYND A H. SARAGENA  
Project Evaluation Officer III  
Designate Statistician

The **SECRETARIAT** of the CBMS Coordinating Board shall be headed by the Digos City-CBMS Focal Person, Statistician, and the rest of the staff at the Office of the City Planning and Development Coordinator who shall be responsible for providing technical and administrative support, documentation or proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions.

**SECTION 5. EFFECTIVITY CLAUSE.** The Executive Order shall take effect immediately upon signing hereof.

Done this 5<sup>th</sup> of September 2022 at the Office of the City Mayor, Digos City, Davao del Sur.

**SO ORDERED.**

  
**JOSEF CAGAS, JD, RN, MPA**  
City Mayor

ATTESTED BY:

  
**ATTY. MARTY R. BASUNILLO**  
City Administrator