



**REGIONAL ORDER**  
NO. 2013 08

**SUBJECT : AMENDMENT TO REGIONAL ORDER NO. 2011-45 RE:  
FORTIFYING THE LOCAL GOVERNANCE REGIONAL  
RESOURCE CENTER (LGRRC) - XIII**

**DATE : January 21, 2013**

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Since its operation, the Local Governance Regional Resource Center (LGRRC) has periodically revised its systems and procedures to conform to the changing dynamics of management, implementation strategies and demands multi-stakeholdership. To facilitate a cohesive effort towards the attainment of the LGRRC's value proposition and goals, the following composition of core services and its responsibilities are hereby amended as follow:

**LGRRC Management Team:**

LGRRC Manager: OIC-Asst. Regional Director Donald A. Seronay  
Members:  
LGCCD Chief Charissa T. Guerta (LGRRC Overall Coordinator)  
LGMED Chief Ray Gregory F. Jaranilla

Responsibilities:

1. Oversee the over-all LGRRC operation
2. Set mechanisms/strategies on the implementation of the LGRRC Core Services
3. Ensure that the services are operationalized by the core team
4. Coordinate with the Core Teams in the implementation of LGRRC plans and strategies;
5. Prepare the LGRRC status/assessment for the Regional Director's information and policy direction.

**LGRRC Administrator: ITO Jose Miguel Siao**

Responsibilities:

1. Manage and maintain the equipment and facilities in the center according to the existing office processes and procedures;
2. Ensure that information and data posted in the DILG-LGRRC 13 Website is coordinated with the concerned Division/Unit Chiefs and Regional/ Provincial/ City anchor persons;
3. Establish system for use of the facility including the knowledge products in the center;
4. Manage the processes of selecting, acquiring and weeding of library materials;
5. Establish database of knowledge products;
6. Provide technical assistance and referral services relative to DILG webpage administration upon request and in coordination with the divisions/units, field operating units, and LGRRC Core teams;
7. Establish office in the LGRRC and act on all calls, queries, requests and referrals on LGRRC concerns; and,
8. Document periodic usage of the LGRRC;
9. Submit regular reports to LGA
10. Perform other duties as directed



## **LGRRC CORE TEAMS**

### **A. Multimedia Knowledge and Information Services**

Leader: LGOO V Lolita H. Savaria  
Members: LGOO V Jeffrey E. Ramo  
ITO Jose Miguel A. Siao  
LGOO II Arvin R. Silvosa

#### Responsibilities:

1. Package replicable/best practices documented by the technical staff from the operating units/field offices;
2. Coordinate with the Public Education on Good Governance, Development and Citizenship Services Core Team on the preparation and implementation of the Communications Plan for DILG Programs and LGRRC Operation;
3. Assist in maintaining IT facilities based on established policies and procedures;
4. Ensure that the DILG and LGRRC products, services and programs are integrated in the DILG 13 website.

### **B. Capacity Development Services**

Leader: LGOO VI Jocelyn C. Jayoma  
Members: LGOO V Emmylou P. Burias  
LGOO II Bryan F. Edulzura  
AO V Eunice Arcilla R. Enrera  
Stat II Luth Edmund M. Apresto

#### Responsibilities:

1. Manage technical assistance and referral services in coordination with the division/units and field operating units;
2. Develop capacity development materials and modules in coordination with the regional anchor staff/coaches;
3. Disseminate and promote knowledge exchange/sharing; and,
4. Monitor and evaluate capacity development interventions;

### **C. Linkage and Networking Services**

Leader: LGOO VI Cecilia B. Besona  
Members: LGOO V Annabelle Ivy R. Boquiren  
LGOO V Mariles S. Oclarit  
LGOO V Renelou F. Jaranilla

#### Responsibilities:

1. Facilitate network building with CSO partners, LRIs, foreign donors and other institutions;
2. Develop directory of experts/local resource institutes;
3. Link with MSAC members/partner agencies re LGRRC activities;
4. Lead in brokering programs/projects with appropriate concerned agencies





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**D. Public Education on Good Governance, Development and Citizenship Services**

Leader: Atty. Anthony P. Vitor  
Members: LGOO V Melinda A. Laguna  
LGOO II Florian Faith P. Bayawa, Jr.  
Stat II Don Manuelo O. Patrimonio

Responsibilities:

1. Establish partnership with Media for public education;
2. Develop tools and systems that enhances capacity development among provinces, cities, municipalities and barangays;
3. Promote and facilitate citizen education and advocacy on best practices on local governance administration;
4. Prepare communication plan;
5. Prepare update and reproduce information materials like flyers, gazette, publication and others on DILG 13 PPAs along local governance on a regular basis in coordination with the divisions/units and field operating units;

Each core team must prepare and submit reports or updates on a quarterly basis to the LGRRC Management Team through the LGRRC Administrator. Reports/updates shall be the basis for policy decision of the Regional Director and Multi-stakeholder Advisory Committee (MSAC).

This order supersedes Regional Memorandum No. 01-2010 dated 10 March 2010, Office Order No. 2010-06 dated 18 March 2010 and supplements Regional Order No. 2011-41 dated June 27, 2011.

Made of Record.

  
**LILIBETH A. FAMACION, CESO IV**  
Regional Director