



**EXECUTIVE ORDER NO. PCG-32
SERIES OF 2022**

**RECONSTITUTING THE PASIG CITY LOCAL SCHOOL BOARD, DEFINING ITS FUNCTIONS,
AND FOR OTHER PURPOSES**

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates that there shall be, in every city, an established city school board;

WHEREAS, the effective and efficient delivery of quality education as a means of empowering and uplifting the lives of its constituents is one of the core priorities of the Pasig City government;

WHEREAS, there is a need to reconstitute the Pasig City Local School Board, and its Secretariat, to further develop, manage, and oversee the educational needs of the city;

NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the power vested in me by law, do hereby identify and mobilize the Local School Board, as follows:

SECTION 1. Reconstitution of the Board. –

- a. Regular Composition – pursuant to Section 98(b) of RA 7160, the Pasig City Local School Board is hereby reconstituted and shall be composed of the following regular members:

Chairperson	:	City Mayor OFFICE OF THE CITY MAYOR
Co-Chairperson	:	Schools Division Superintendent DEPED SCHOOLS DIVISION OFFICE – PASIG
Regular Members	:	Chairperson SANGGUNIANG PANLUNGSOD COMMITTEE ON EDUCATION City Treasurer CITY TREASURER'S OFFICE President SANGGUNIANG KABATAAN FEDERATION President PASIG CITY DIVISION PTA FEDERATION Representative PASIG CITY PUBLIC SCHOOL TEACHERS' ORGANIZATION (Teaching Personnel) Representative PASIG CITY PUBLIC SCHOOLS NON-ACADEMIC PERSONNEL (Non-Teaching Personnel)



Secretariat : Head
EDUCATION UNIT

Representative
OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT

- b. Expanded Composition – pursuant to the Department of the Interior and Local Government Memorandum Circular No. 2022-083 (4.4.13), and consistent with the thrust of the of Pasig City Government to provide an enabling environment for meaningful citizen participation, and to promote cooperation among all stakeholders of Pasig in promoting accessible and quality education, hereby invited are the following as honorary members of the Pasig City Local School Board:

Honorary Members

City Budget Officer
CITY BUDGET OFFICE

Representative
PRINCIPALS OF PUBLIC ELEMENTARY SCHOOLS

Representative
PRINCIPALS OF PUBLIC SECONDARY SCHOOLS

Representative
PASIG CITY PRIVATE SCHOOLS' ASSOCIATION

Principal
PASIG CITY SCIENCE HIGH SCHOOL

President
PAMANTASAN NG LUNGSOD NG PASIG

Representative
UNIVERSITY OF ASIA & THE PACIFIC

Representative
SYNERGEIA FOUNDATION

Representatives, FIVE (5) ACCREDITED CIVIL SOCIETY
ORGANIZATIONS

SECTION 2. Duties and Functions. – Pursuant to Section 99 of the Local Government Code of 1991 and other relevant issuances by the national government, the Pasig City Local School Board shall:



- a. Formulate a three (3)-year program indicating the strategic prioritization policies in the allocation of the special education fund (SEF) to schools, taking into consideration equitable sharing, priority needs, and such factors as enrollment ratio, distance of the schools, performance, drop-out rate, and location of schools, as well as the goals and objectives of the City's Comprehensive Development Plan and the expenditures, programs, projects, and activities in the City's Local Development Investment Program (LDIP) prior to the formulation and preparation of the Annual Budget;
- b. Review and approve the Annual SEF Budget for the ensuing year for the implementation of ECCD programs, kindergarten, elementary and secondary, formal and non-formal education programs, that are chargeable to their respective SEFs. The Schools Division Superintendent, with the assistance of the Pasig City Local School Board Secretariat shall prepare the Annual Budget of the Local School Board to ensure its alignment with the SIP and DEDP. Such budget shall be supported by programs, projects, and activities of the school board for the ensuing fiscal year. A majority of all Board members shall be necessary to approve the budget;
- c. Promote transparency and accountability in the allocation and utilization of the SEF by ensuring, among others: (i) that the City Budget Officer, City Accountant, and City Treasurer have a copy of the SEF Budget to serve as their basis in disbursing or certifying the availability of funds, and for recording purposes; (ii) quarterly and annual submission of the SEF Budget Accountability Form on SEF Utilization are submitted to the DepEd Central Office, copy furnished the Sangguniang Panlungsod and the Regional Offices of the Department of Budget and Management and the Department of Interior and Local Government; (iii) the posting of said SEF Budget and Utilization Report in the City's website and in at least three (3) conspicuous public places in compliance with the Full Disclosure Policy;
- d. Determine, in accordance with the criteria set by the Department of Education as well as the duly approved School Improvement Plan (SIP) and Division Education Development Plan (DEDP), the annual budgetary needs for the operation and maintenance of public schools within the city, as the case may be, 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 real property constituting the SEF and such other sources of revenue as the Code and other laws or ordinances may provide;
- e. Authorize the City Treasurer to disburse funds from the SEF pursuant to the budget prepared in accordance with applicable existing rules and regulations;
- f. Serve as advisory committee to the Pasig City Council on educational matters such as, but not limited to, the necessity for and the uses of local appropriations for educational purposes; and
- g. Recommend changes in the name of public schools within the territorial jurisdiction of the LGU for enactment by the City Council.

SECTION 3. Prohibition from delegation. – The performance of the duties and responsibilities of the officials of the Pasig City Local School Board shall not be delegated.



SECTION 4. Local School Board Secretariat. – The Pasig City Local School Board Secretariat shall have the following functions:

- a. Provide administrative assistance to the Board and coordinate the schedules of the board meetings and take charge of release of notices of meetings;
- b. Prepare the minutes of the meetings of the Board;
- c. Record, compile, and report on resolutions and actions taken by the Board involving the Special Education Fund;
- d. Assist in the preparation, monitoring, and control of budget and expenditure programs for education;
- e. Review all communications, purchase requests, project proposals and reports submitted to the School and recommend appropriate action;
- f. Provide convenient liaison and coordination between and among officials of the City Government and the Division of City Schools; and
- g. Perform such other relevant tasks as may be assigned by the Local School Board.

SECTION 5. Pasig City School Board Secretariat Support Staff. – There shall be a Pasig City School Board Secretariat Support Staff to ensure the effective and efficient implementation of the duties, functions, and responsibilities enumerated above.

SECTION 6. Coordination. – Organic units of the City Government involved with the SEF transactions are hereby directed to coordinate with the School Board Secretariat in the performance of the above-mentioned functions.

SECTION 7. Technical Working Groups. – The Board may, by resolution, create Technical Working Groups composed of technical staff and resource persons as the need arises.

SECTION 8. Meetings and Quorum. – The Pasig City Local School Board shall meet at least once a month or often as necessary. The Co-Chairperson may call a meeting. A majority of all its regular members shall constitute a quorum. When the Co-Chairperson is present in a meeting, the City Mayor, as a matter of protocol, shall be given preference to preside over a meeting.

SECTION 9. Special Education Fund (SEF). – The proceeds from the additional one percent (1%) of the tax on real property accruing to the SEF shall be automatically released to the Local School Board. Provided, that the proceeds shall be allocated in accordance with Article 327, Rule XXXI, Implementing Rules and Regulations of Republic Act No. 7160, as amended, as determined by the school board.

SECTION 10. Compensation and Remunerations. – The Pasig City Local School Board shall perform its duties as such without compensation or remuneration. Members thereof shall be entitled to necessary honoraria, at the rate of Two Thousand Pesos (Php2,000.00) each monthly, based on their actual participation and attendance in the monthly meetings and activities of the Local School Board. Further, as provided in the DBM Budget Circular No. 2007-2 dated 01



October 2007, excluded from payment of honoraria are personnel detailed on full time to the Education Unit since they are already regularly compensated in the form of salaries.

SECTION 11. Funding Requirements. – The budget for the operational expenses of the Local School Board shall be prepared by the Secretariat and approved by the undersigned chargeable against any appropriate budgetary allocations in the SEF.

SECTION 12. Repealing Clause. – All other orders or issuances inconsistent herewith are hereby repealed, amended, or modified accordingly.

SECTION 13. Disseminations. – Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for information and guidance, pursuant to Section 455(1)(xii) of the Local Government Code, as amended.

SECTION 14. Effectivity. – This shall take effect immediately.

DONE this 26TH day of August 2022 at the City of Pasig, Metro Manila.


VICTOR MA. REGIS N. SOTTO
City Mayor 

