



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 24 2023 Time: 2:52  
By: J. M. M. M.

**Division Advisory**

No. 004,s 2023

To: Assistant Schools Division Superintendents  
Division Chiefs and Unit Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent 

DATE: January 24, 2023

SUBJECT: **DISSEMINATION OF EXECUTIVE ORDER NO. 08 Series of 2023  
(CONSTITUTING THE LOCAL INVESTMENTS AND INCENTIVES  
BOARD OF MALAYBALAY CITY, DEFINING ITS DUTIES AND  
FUNCTIONS, PROVIDING FOR ITS SECRETARIAT AND FOR  
OTHER PURPOSES)**

1. For the information and guidance of all concerned, enclosed is a copy of Executive Order No. 08 dated January 20, 2023, titled **Constituting the Local Investments and Incentives Board of Malaybalay City, defining its duties and functions, providing for its secretariat and for other purposes.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:  
Records file  
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
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**RECEIVED**

JAN 20 2023 Time: 3:00

**CONSTITUTING THE LOCAL INVESTMENTS AND INCENTIVES BOARD OF MALAYBALAY CITY, DEFINING ITS DUTIES AND FUNCTIONS, PROVIDING FOR ITS SECRETARIAT AND FOR OTHER PURPOSES**



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BUKIDNON  
CITY OF MALAYBALAY

OFFICE OF THE  
**CITY MAYOR**

☛ Sayre Highway, Cansang  
☛ Malaybalay City, 8700  
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**WHEREAS**, the Sanggunian Panlungsod of Malaybalay City, Bukidnon passed Ordinance No. 897 series of 2019 entitled "The City of Malaybalay Local Investments Incentive Code of 2019" which details the investment policies and programs of Malaybalay City, the investment priority areas and the local incentives which may be availed by both local and foreign investors;

**WHEREAS**, Section 6, Title III of the same Code mandates the creation of the Local Investments and Incentives Board to ensure, among others, the implementation of the pertinent provisions of the Code;

**NOW THEREFORE, I, JAY WARREN R. PABILLARAN**, Mayor of Malaybalay City, Bukidnon, by virtue of the powers vested in me by law, do hereby constitute the Local Investments and Incentives Board of Malaybalay City, viz:

**SECTION 1. COMPOSITION**, The Local Investments and Incentives Board (Board for Brevity) shall be composed of the following:

**CHAIRPERSON:** JAY WARREN R. PABILLARAN, City Mayor  
**VICE CHAIR:** President, Malaybalay City Chamber of Commerce Industry

- MEMBERS:**
- Hon. Estelito R. Marabe, SP Chair on Commerce and Trade Committee
  - Hon. Christopher B. Soria, SP Chair on Ways and Means Committee
  - Hon. Brian Nelson T. Flores, SP Chair on Finance and Appropriation Comm.
  - Hon. Alan Ryann O. Legaspi, SP Chair on Agriculture Comm.
  - Hon. Bonifacio G. Valiente, Member-Local Dev't Council
  - Arlene A. Ho, City Budget Officer
  - Romeo R. Lapeciros, Jr., CEEDMO-Designate/ LEIP Officer
  - Ma. Anita L. Fernandez, CENR Officer
  - Remedios R. Sarzuelo, City Agriculturist
  - Arturo C. Callao, Licensing Officer IV
  - Juancho T. Chiong, Representative, Rural Economic Development Advocates, Inc.
  - Bienvenido L. Narciso, Jr., Representative, ABAG Kalambuan
  - Armando C. Benabaye, Representative, KBP Bukidnon Chapter, Inc.

**SECTION 2. MEETINGS AND QUORUM OF THE BOARD.** The Board shall meet at least once every quarter and upon the call of the Chairperson, whenever he deems it necessary, on such day and time as the Board may fix. Notice of meetings shall be given to all members of the Board. The presence of at least majority of the members of the Board shall constitute quorum. The affirmative vote of a majority of the quorum shall be necessary for the exercise of its powers and the performance of its duties, including the approval of all decisions and policies issued by the Board.

**SECTION 3. POWERS AND FUNCTIONS OF THE BOARD.** Pursuant to Section 9, Title III of the Malaybalay Local Investments Incentive Code of 2019 the Board is vested with the following powers:

1. Promulgate rules and regulation as may be necessary to implement the intert and provisions of the Code for Brevity;
2. Every two (2) years, review the Local Investment Priority Areas (LIPAs) eligible for incentives, taking into consideration and development needs of the City of

Malaybalay, relevant economic and technical factors of the City, available resources, prospects of an industry, among other relevant considerations;

3. Decide controversies concerning the implementation of the Code;
4. Adopt an investments promotion program;
5. Act on applications for registration of projects and availment of local incentives as well as suspend or cancel, as appropriate and consistent with the Code, the enjoyment of incentives so granted after hearing and with due notice to the Registered Entity;
6. Recommend to the *Sanggunian* any amendments to the Code;
7. Supervise the operations of the Local Economic and Investments Promotion Division of the City Mayor's Office;
8. Establish cooperative undertakings with the other local government units (LGUs), the private sector, non-government organizations (NGOs) or other institutions as may be necessary;
9. Establish the trade and investment satellite offices in such other places as may be necessary to effectively carry out its mandate;
10. Decide controversies concerning the implementation of the Code that may arise between the registered enterprise and the City Government of Malaybalay or other government agencies within sixty (60) days after the controversy has been submitted for decision;
11. Coordinate and consult with Local Development Council (LDC) in the identification of LIPAs and the formulation of local incentives;
12. Perform such other tasks necessary and incidental to the performance of its functions.

**SECTION 4. POWERS AND FUNCTIONS OF THE CHAIRPERSON.** The Chairperson shall have the following powers and functions:

1. Preside over the regular and special meetings of the Board;
2. Sign the Certificate of Registration in accordance with the rules and regulations of the Code;
3. Render a semi-annual report to the *Sanggunian* regarding the result of the operation of the Board and its on-going efforts to implement Code;
4. Exercise such other powers and perform such other duties as the Board may direct her to perform and carry out the objectives of the Code;

**SECTION 5. POWERS AND FUNCTIONS OF THE VICE-CHAIRPERSON.** The Vice-Chairperson shall have the following powers and duties:

1. Preside over the regular and special meetings of the Board in the absence of the Chairperson;
2. Perform such other duties and function as may be necessary for and in behalf of the Chairperson;
3. Exercise such other powers and perform such other duties as the Board may direct it to perform to carry out the objective of the Code

**SECTION 6. SECRETARIAT.** The Local Economic Investments Promotion Division of the Office of the City Mayor shall serve as the technical secretariat of the Board. It shall have the following duties and responsibilities:

1. Prepare and implement, in coordination with the Local Development Council, the annual investments promotion plan as approved by the Board;
2. Receive, process and evaluate applicants for registration and applications for the availment of local incentives and submit its recommendation to the Board within a specified period from the official receipt of the application;
3. Assist in securing licenses and permits; identifying business or joint venture partners, raw materials suppliers and possible business sites; sourcing skilled manpower and service providers; and facilitating the resolution of issues and concerns encountered by business enterprises, among others;

4. Render after-care services to Registered Enterprises as well as to investors in general;
5. Monitor and supervise compliance of Registered Enterprises with their undertakings and the terms of their Certificate of Registration, as well as properly administer the grant of incentives to investors;
6. Prepare and disseminate investments promotion collaterals, e.g., brochures and a website or specific pages of the website of the City for the purpose of information dissemination, including issuing reminders to Registered Enterprises, and providing information relevant to investors, among other information generally relevant to doing business in the City;
7. Conduct briefing to potential investors;
8. Represent the City in trade and investments meetings, conferences, for conventions and other similar gatherings in both domestic and foreign venues as directed by the Board;
9. Collate, analyze and compile pertinent data and studies concerning areas that have been or may be declared as Investment Priority Areas;
10. Establish cooperative undertakings with other LGUs, the private sector, NGAs/NGOs, or other institutions as may be necessary, useful, and incidental to the effective and efficient implementation of the Code;
11. Perform such other functions as may be necessary to implement the intent of the Code.

**SECTION 7. FUNDING/ OPERATING COSTS.** All costs pertaining to the operation of the Local Investments and Incentives Board shall be taken from the General Fund of the City, subject to the usual accounting and auditing rules and regulations.

**SECTION 8. AUTOMATIC ASSUMPTION** – Should any member of the Board cease to hold his/her office by reason of permanent incapacity, removal, resignation or the like, the person who succeed or appointed in the particular office/position shall automatically become a member hereof.

Reassumption of office by incumbent officials of their original office shall also operate as automatic assumption of the membership of the Board.

**SECTION 9. EFFECTIVITY.** This Order shall take effect immediately.

Done this 20th day of January 2023 in Malaybalay City, Bukidnon.

  
**JAY WARREN R. PABILLARAN**  
City Mayor