




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

DA 2024-01-003  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JAN 17 2024 Time: 4:11  
By:                     

**Division Advisory**

No. 003,s 2024

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:   
**ALIENA S. DAJAY, PhD., CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DATE: January 17, 2024

SUBJECT: **DISSEMINATION OF EXECUTIVE ORDER NO. 05 Series of 2024 (AN EXECUTIVE ORDER CREATING THE CITY COMMUNITY - BASED MONITORING SYSTEM COORDINATING BOARD IN THE CITY OF MALAYBALAY)**

1. For the information and guidance of all concerned, enclosed is a copy of Executive Order No. 05 dated January 15, 2024, titled an **Executive Order creating the City Community - Based Monitoring System coordinating board in the City of Malaybalay.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:  
Records file  
AO file



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"Cool Place. Warm People"

REPUBLIC OF THE PHILIPPINES  
PROVINCES OF BUKIDNON  
CITY OF MALAYBALAY

OFFICE OF THE  
CITY MAYOR

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Malaybalay City, 8700

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Local Numbers:

📞 City Mayor's Office: 107

📞 Executive : 108

📞 Community Affairs: 109

📞 Mayor's Hotline

088-458-1777

EXECUTIVE ORDER NO. 05  
Series of 2024

DEPED MALAYBALAY CITY DIVISION

RECEIVED

DATE: JAN 16 2024 Time: 2:24  
By: [Signature]

**AN EXECUTIVE ORDER CREATING THE CITY COMMUNITY-BASED MONITORING SYSTEM COORDINATING BOARD IN THE CITY OF MALAYBALAY**

**WHEREAS**, Republic Act No. 11315, otherwise known as the Community-Based Monitoring System Act, institutionalized the conduct of the Community-Based Monitoring System (CBMS) in every city and municipality in the country;

**WHEREAS**, pursuant to the same the CBMS Council issued Resolution No. 06, series of 2021 approving for the establishment of the Provincial and City/Municipal CBMS Coordinating Boards and their Terms of Reference;

**WHEREAS**, there is a need to create the City Community-Based Monitoring System Coordinating Board to ensure proper implementation of the CBMS in the City of Malaybalay;

**NOW THEREFORE, I, JAY WARREN R. PABILLARAN**, City Mayor of the City Government of Malaybalay, by virtue of the powers vested in me by law, do hereby order the creation of the City Community-Based Monitoring System Coordinating Board, *to wit*:

**Section 1. Composition.**

Chairperson: Jay Warren R. Pabillaran, *City Mayor*  
Co-Chairperson: Ms. Hensyll R. Cabugsa, *CBMS Provincial Chairperson*

Secretary: Engr. Adrian R. Gamboa, *CPDC*  
Members: Atty. Anna Marie R. Bergado, *City Administrator*  
Ms. Maria Rosarion G. Saldua, *Asst. CPDC*  
Ms. Jessie G. Suson, *OIC-CENRO*  
Engr. Leo Rustan L. dela Cerna, *City Engineer*  
Ms. Ivy Amor C. Urbina, *CSWDO*  
Ms. Magnolia O. Improgo, *CHRMO*  
Engr. Richard B. Leono, *OIC-CAGO*  
Ms. Grace B. Alenton, *OIC-City Budget Office*  
Mr. Arnel S. Alagenio, *OIC-City Civil Registrar*  
Dr. Dennis B. Sangalang, *CHO*  
Ms. Ma. Jonah Grace C. Ronolo, *PSO IV*  
Mr. Alan J. Comiso, *CDRRMO*  
Ms. Honolu C. Cruzin, *STOO*  
Mr. Romeo R. Lapeciros, Jr., *CEEDMO Designate*  
Ms. Amalia A. Propia, *CLGOO*  
Dr. Cherry Mae Limbaco Reyes, *DepEd Malaybalay*  
Lt. Col. Julius Clark Prisco M. Macariola, IV, *PNP Malaybalay*  
Hon. Cromwell Kiril D. Dinlayan, *City Councilor*  
Hon. Julius N. Manghano, *Liga ng mga Barangay President*  
Ms. Marjorie Jimeno, *MCUPwD*  
Mr. Edgardo Catane, *MACUPA, Inc.*

**Section 2. Functions.** The members of the board shall perform the following functions:



1. Oversees the implementation of the CBMS operations in the City's jurisdiction. Report the status to the Provincial CBMS Coordinating Board;
2. Conducts at least four (4) meetings during the duration of the CBMS operations;
3. Resolves issues and concerns encountered in the conduct of CBMS. Issues that cannot be resolved in the city level shall be escalated to the Provincial CBMS Coordinating Board;
4. Facilitates the approval and timely release of funds (if any) and/or other requirements for the conduct of CBMS;
5. Issues 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. Training venue and headquarters for the enumeration personnel, and machine processing;
  - d. Transportation facilities for the enumeration personal, and transport of CBMS forms, supplies, and materials;
  - e. Communication and wireless internet connection facility, if possible;
  - 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.
6. Takes up other matters as necessary for the successful conduct of the CBMS.

**Section 3. Effectivity.** This Order shall take effect immediately upon signing hereof.

Done this 15<sup>th</sup> day of January 2024 at Malaybalay City, Bukidnon.

**JAY WARREN R. PABILLARAN**  
City Mayor