



Republic of the Philippines  
PROVINCE OF NORTHERN SAMAR

Catarman

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## **Sangguniang Panlalawigan**

*EXCERPT FROM THE JOURNAL OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF NORTHERN SAMAR HELD ON JULY 8, 2021, AT 2:55 IN THE AFTERNOON, AT THE IBABAO HALL, PROVINCIAL CAPITOL, CATARMAN, NORTHERN SAMAR*

### **ORDINANCE NO. 11**

**Series of 2021**

**AN ORDINANCE RENAMING THE PROVINCIAL LIVELIHOOD AND DEVELOPMENT OFFICE (PLDO) INTO PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE (PEDIPO), ELEVATING THE SAME AS A SEPARATE DEPARTMENT OF THE PROVINCIAL GOVERNMENT OF NORTHERN SAMAR, SUBSEQUENTLY RE-TITLING PROVINCIAL GOVERNMENT ASSISTANT DEPARTMENT HEAD, SG 24/7 (ITEM NO. PLDO 54-13); AND PROJECT EVALUATION ASSISTANT, SG 8/1 (ITEM NO. PLDO 72-2) TO PROVINCIAL GOVERNMENT DEPARTMENT HEAD (PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICER), SG-26 (ITEM NO. PEDIPO 45-12) TO COVER THE SALARY, OTHER COMPENSATION AND BENEFITS ATTACHED TO THE POSITION UNDER THE SAID NEW DEPARTMENT, RETAINING THE VACANT PLANTILLA ITEM AS WELL AS ALL PERSONNEL AND THEIR CORRESPONDING PLANTILLA ITEMS IN THE PROVINCIAL LIVELIHOOD AND DEVELOPMENT OFFICE (PLDO) TO FORM PART OF THE ORGANIZATIONAL STRUCTURE OF THE PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE (PEDIPO)**

WHEREAS, Sections 14-16 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 prescribe the corporate existence of the Local Government Units and encourage them to enhance economic prosperity and promote full employment within their respective territorial jurisdictions;

WHEREAS, Section 18 of the same law states that Local Government Units shall have the power and authority to establish an organization that shall be responsible for the efficient and effective implementation of their development

plans, program objectives and priorities; to create their own sources of revenue and to levy taxes, fees, and charges which shall accrue exclusively for their use and disposition and which shall be retained by them;

WHEREAS, Memorandum Circular No. 2020-167 dated December 9, 2020 issued by the Department of Interior and Local Government provides the guidelines on initiating Local Economic Development and Investment Promotion and the establishment of Local Economic Development and Investment Promotions Office/Unit in all provinces, cities, and municipalities;

WHEREAS, the establishment of the Provincial Economic Development and Investment Promotions Office (PEDIPO) in the Provincial Government of Northern Samar is a crucial step towards building a Local Government Unit that could compete in the global market, develop a friendly business climate, product markets, and customers in a global context using natural and human resources to create wealth and reduce poverty;

WHEREAS, in order to harmonize the development efforts and prevent duplication of functions of various offices/units in the Provincial Government, the Provincial Livelihood and Development Office (PLDO) has to be renamed and its functions and services incorporated, transferred, and subsumed into a new department – the Provincial Economic Development and Investment Promotions Office (PEDIPO). All existing and vacant items under the PLDO shall be changed and/or converted to PEDIPO items;

WHEREAS, the creation of the Provincial Economic Development and Investment Promotions Office (PEDIPO) is a crucial step to realize the Provincial Government's thrust to build a strong enabling environment for sustainable local economic development and to encourage local and/or foreign business enterprises as well as income generating projects that will help improve the financial standing and economic status of the Province towards the realization of its vision, "*Nortehanon: Marig-on, Mainuswagon, Malipayon.*"

WHEREFORE, upon motion of Honorable Marites J. Gillamac, duly seconded, BE IT ENACTED by the Sangguniang Panlalawigan of the Province of Northern Samar, in session duly assembled:

**Section 1. RENAMING THE PROVINCIAL LIVELIHOOD AND DEVELOPMENT OFFICE (PLDO) INTO PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE (PEDIPO).** The Provincial Livelihood and Development Office (PLDO) is hereby renamed into Provincial Economic Development and Investment Promotions Office (PEDIPO) and elevates the same as a separate department with rank and structure equivalent and/or similar to existing departments of the Provincial Government of Northern Samar.

**Sec. 2. ORGANIZATIONAL STRUCTURE.** The initial staffing pattern of the Provincial Economic Development and Investment Promotions Office (PEDIPO) is enumerated below. The existing positions in the renamed Provincial

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/s/

Livelihood and Development Office (PLDO) shall be retained and shall form part of the organizational structure of the new office, as follows:

Position Titles /Name of Incumbent	Salary Grade/ Step	Old Item Number	New Item Number
<b>DEPARTMENT HEAD</b> Provincial Government Department Head (Provincial Economic Development and Investment Promotions Officer)	SG 26		PEDIPO 45-12
<b>ECONOMIC ENTERPRISE DIVISION</b> Project Evaluation Officer II (Vacant)	SG 15	PLDO 57-3	PEDIPO 57-3
<b>BUSINESS DEVELOPMENT DIVISION</b> Project Evaluation Officer II	SG 11/6	PLDO 64-2	PEDIPO 64-2
<b>INVESTMENT SERVICES DIVISION</b>			
<b>ADMINISTRATIVE SERVICES DIVISION</b> Social Welfare Aide	SG 4/6	PLDO 145-2	PEDIPO 145-2
Social Welfare Aide	SG 4/6	PLDO 145-3	PEDIPO 145-3

**Sec. 3. FUNCTIONS OF THE OFFICE.** Pursuant to DILG Memorandum Circular No. 2020-167, the Provincial Economic Development and Investment Promotion Office (PEDIPO) shall take charge of all functions related to LGU investment facilitation and promotion activities, local enterprise development, establishment of support mechanisms for the growth of Micro, Small and Medium Enterprises (MSMEs), business retention and expansion, and other business and economic activities to attract investments and generate employment. It shall also:

1. Serve as member of the advisory group that will guide the LGU for investment promotion;
2. Steer the creation of a business enabling environment to attract, retain, or expand investments;
3. Advocate and promote policies and practices that will encourage local investments such as: Preparation of LGU Economic Development aligned with the Provincial Development and Physical Framework Plan (PDPFP), Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP), and Local Investments and Incentive Code as may be

applicable; assist on the formulation of Local Investments and Incentive Code (LIIC); and Marketing and Promotion Strategies of the LGU;

4. In close coordination with the Local Planning and Development Coordinator, identify revenue generating and enterprise development projects of the LGU which may be implemented by the private sector through the Public-Private Partnership (PPP) arrangements;
5. Provide support and facilitation assistance for prospective and new investors;
6. Establish and maintain a local economic database containing relevant facts and figures on the local economy to be able to provide information about business potentials of the LGU including its services to prospective investors to attract more investment to flow in the locality;
7. Conduct mission trips in relation to promotion and marketing activities of the LGU to attract investments;
8. Assist and support local councils whose undertakings are related to economic development;
9. Assist in the promotion and development of Micro, Small, and Medium Enterprises (MSMEs) in the locality, as well as all other potential investors, particularly in (1) securing licenses and permits, (2) identifying business or joint venture partners, raw materials suppliers and possible business sites, (3) sourcing skilled manpower and service providers, and (4) facilitating the resolution of issues and concerns encountered by business entities;
10. Establish and maintain partnership with Regional Office of the National Economic and Development Authority (NEDA), Public-Private Partnership (PPP) Center, Department of Trade and Industry (DTI), DTI-Board of Investments (DTI-BOI), National Competitiveness Council (NCC), Department of Science and Technology (DOST), Department of Finance (DOF) bureaus and attached agencies such as Bureau of Internal Revenue (BIR), Bureau of Customs (BOC), Securities and Exchange Commission (SEC), and Bureau of Local Government Finance (BLGF), along with other national government regulatory agencies and with the private sector, NGOs/CSOs, academe and other stakeholders in the implementation of programs, projects, and activities that will promote the business-friendliness and competitiveness of the LGU;
11. Represent the Province in trade and investment meetings, conferences, and similar activities in both domestic and foreign venues;
12. Prepare and disseminate investment promotion collaterals, e.g., brochures and a website of the LGU 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.

#### Sec. 4. FUNCTIONS OF THE DIFFERENT DIVISIONS

##### **Economic Enterprise Division**

1. Responsible for the formulation of plans, development and implementation of proposal for the establishment of new economic enterprise;
2. Responsible for coordinating with partnering institutions/agencies/private sector associations intended for PPP projects, and for the conduct of research on PPP project possibilities from existing and new partners, including the development of a database of potential private sector partners;
3. Responsible for facilitating and assisting in the implementation of PPP programs and projects including but not limited to the following:
  - a. For PPP projects that are BOT Law variants and/or are following the BOT Law as the legal framework, serve as the LGU's PPP Unit, the local unit responsible for the planning, overseeing, and monitoring of PPP projects, as contemplated in Section 14.3 of the BOT Law Implementing Rules and Regulations;
  - b. For PPP projects that follow the joint venture (JV) arrangement, provide support to the LGU's Joint Venture Selection Committee (JV-SC) and the Contract Monitoring Unit (CMU), particularly in the fulfillment by the JC-SC and the CMU of their responsibilities as contemplated in the annex of DILG-PPPC JMC No. 2019-01;
4. Responsible for coordinating with the PPP Center of the Philippines, the main coordinating and monitoring agency of the Philippine PPP Program, on the Division's relevant tasks, including, but not limited to, the following:
  - a. Planning, identification, development and structuring of the LGU's infrastructure and development projects for the PPP implementation;
  - b. Accessing relevant PPP project development advisory or implementation monitoring resources or facilities in support of the LGU's PPP projects;
  - c. Monitoring, tracking, and documentation of the implementation of the LGU's project management office or equivalent unit;
5. Responsible for updating of the LGU's data on the LGU P4 portal developed by the DILG;

- Build-operate & Transfer

RA 6957; RA 7718 <sup>as amended</sup>

- CREATE LAW - RA 11534

- Foreign Investment Act - RA 7042



*[Handwritten mark]*

6. Responsible for the conduct of research on best LGU PPP practices, and for recommending plans, policies, and implementation guidelines related to PPP in consultation with appropriate implementing agencies and private sectors; and
7. Other functions related to PPP projects as may be determined by the local chief executive.

### **Business Development Division**

1. Responsible for the supervision of Trade and Industry functions;
2. Coordinate with Small-Medium Enterprises (SME) Development Council/Committee;
3. Conduct research and coordinate with national government agencies and entrepreneurs for local product standardization;
4. Conduct or participate in trade and exhibitions or other events in coordination with the private sector and other government entities;
5. Promote local trade by conducting/participating product national and local development seminars, trade and investment mission, livelihood seminars and marketing events;
6. Conduct research and endorsement of new technology for existing products;
7. Develop, monitor, and report performance measures on the effectiveness of trade and industry initiatives;
8. Facilitate product matching among MSMEs;
9. Conceptualize product paraphernalia and other marketing strategies for local products;
10. Monitor and analyze sales report of the trade fairs;
11. Responsible for the formulation of projects for product development;
12. Provide assistance in the conduct of research on funding possibilities from existing and new partners and donors;
13. Conduct research and development of new trends on investment promotion paraphernalia;
14. Monitor and recommend appropriate interventions for the sustainability for each industry.

### **Investment Services Division**

1. Responsible for evaluation of applications for registration and application for availment of local incentives;
2. Provide assistance to clients in identifying business or joint venture partners, sourcing out skilled manpower and service providers, and facilitating concerns encountered by investors and conduct research on possible investment areas;
3. Monitor and evaluate project implementation of registered enterprises as well new investments within the locality;
4. Formulate plans and strategies on strengthening networking relationships;
5. Prepare and disseminate investment promotion collaterals including briefing to investors;
6. Prepare adequate recommendations on the existing legislation and procedures for local investments;
7. Provide assistance in the preparation of the annual investment priority plan of the locality;
8. Develop marketing, public relations promotional and advertising plans;
9. Analyze the investment incentive application;
10. Prepare financial statements and investment briefing reports;
11. Assist investors in investment related concerns.

**Administrative Services Division**

1. Provide human resource management and records services;
2. Manage the records of the office and ensure their due safekeeping and disposition;
3. Maintain a complete file of all incoming and outgoing correspondence;
4. Formulate such policy guidelines and issuances as would ensure a sound office records management.

Sec. 5. BUDGETARY REQUIREMENTS. The funding allocation for the newly renamed/created office shall be taken from the retitled vacant plantilla positions and their respective Personal Services cost shall be utilized to cover the salary, other compensation, and benefits of the new plantilla position, as shown hereunder:

Positions to be Re-titled	Salary Grade/	Item Number	Annual Salary, Other

	Step		Compensation, and Benefits
Provincial Government Assistant Department Head	SG 24/7	PLDO 54-13	Php 1,436,267.25
Project Evaluation Assistant	SG 8/1	PLDO 72-2	302,659.50
<b>Total</b>			<b>Php 1,738,926.75</b>

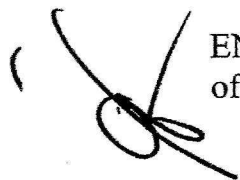
New Item/Position	Salary Grade	Item Number	Annual Salary, Other Compensation, and Benefits
Provincial Government Department Head (Provincial Economic Development and Investment Promotions Officer)	SG 26	PEDIPO 45-12	Php 1,664,604.72
<b>Total</b>			<b>Php 1,664,604.72</b>

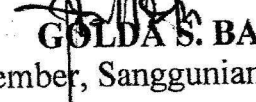
**Sec. 6. QUALIFICATION STANDARDS.** The qualification standards of the Provincial Government Department Head (Provincial Economic Development and Investment Promotions Officer) duly created in this ordinance shall follow those set forth under Rule VIII, Section 34, par 2 of Memorandum Circular No. 24, S. 2018 or the Revised Omnibus Rules on Appointments and Other Human Resource Actions, viz: "The qualification standards for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly created positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160."


**Sec. 7. REPEALING CLAUSE.** Ordinance No. 09, S. 2005 creating the Provincial Livelihood and Development Office (PLDO) is hereby repealed. All other ordinances, rules, and regulations or part thereof which provisions are in conflict with, or contrary to the provisions of this ordinance are hereby repealed, amended, or modified accordingly.

**Sec. 8. EFFECTIVITY.** This Ordinance shall take effect upon its approval.


ENACTED BY THE Sangguniang Panlalawigan in session assembled this 8<sup>th</sup> day of July 2021, Catarman, Northern Samar.

  
**MARIA ANA G. AVALON**  
 Member, Sangguniang Panlalawigan


  
**GOLDA S. BALLESTA**  
 Member, Sangguniang Panlalawigan




**FLORENCIO A. BATULA**  
Member, Sangguniang Panlalawigan



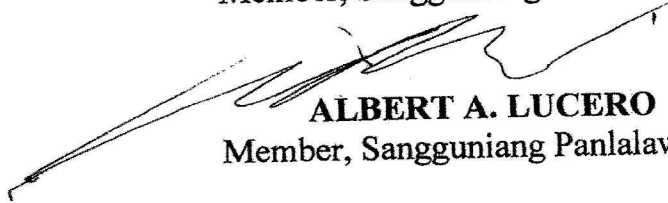
**HAZEL A. DELA ROSA**  
Member, Sangguniang Panlalawigan



**MARITES J. GILLAMAC**  
Member, Sangguniang Panlalawigan




**NEIL S. HERNANDEZ**  
Member, Sangguniang Panlalawigan



**ALBERT A. LUCERO**  
Member, Sangguniang Panlalawigan


**GINA O. SILVANO**  
Member, Sangguniang Panlalawigan

**PASCASIO JOSHUA MARIA H. VICARIO III**  
Member, Sangguniang Panlalawigan

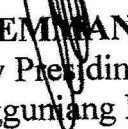


**ELCID G. ABALON**  
SK Federation President  
Member, Sangguniang Panlalawigan

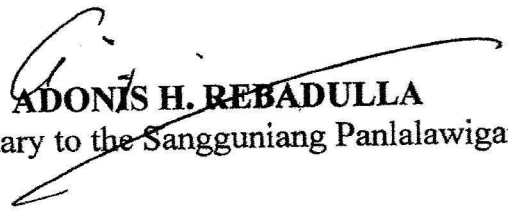
**ISIDRO S. BANDAL**  
PCL Federation President  
Member, Sangguniang Panlalawigan



**LIZA C. ESIDERA**  
President, Liga ng mga Barangay  
Member, Sangguniang Panlalawigan




**CHRISTIAN EMMANUEL W. UY**  
Temporary Presiding Officer  
Member, Sangguniang Panlalawigan



**ADONIS H. REBADULLA**  
Secretary to the Sangguniang Panlalawigan

*Approved:*



**GARY M. LAVIN**  
Acting Governor