



Republic of the Philippines
MUNICIPALITY OF BALAOAN
Province of La Union
Telefax No. (072) 607-0069
Email Address: balaoan_2517@yahoo.com.ph
Website: www.balaoanlaunion.gov.ph

Office of the Mayor

SPECIAL ORDER NO. 2017-09-020A
Series of 2017

September 27, 2017

SUBJECT: DESIGNATING MS. DYAN GRACE N. CONCEPCION, MUNICIPAL ADMINISTRATOR AND MR. RALEIGH P. DOMONDON, SB SECRETARY AS MEMBERS OF THE SECRETARIAT OF THE MUNICIPAL PEACE AND ORDER COUNCIL (MPOC)

WHEREAS, Section 116 of Republic Act No. 7160, or the "Local Government Code of 1991", and Executive Order No. 773, s. 2009, which calls for the further reorganization of the Peace and Order Council, every Province, City, and Municipality is mandated to create a Peace and Order Council (POC);

WHEREAS, Department of the Interior and Local Government (DILG) Memorandum Circular No. 2015-130 provides the guidelines on the functions of the Peace and Order Councils, Barangay Peace and Order Committees and the Peace and Order Council Secretariats;

WHEREAS, there shall be a Peace and Order Council Secretariat which shall handle the administrative and technical activities of the Peace and Order Council that is organized in the various administrative levels of government;

NOW THEREFORE, I, ATTY. ALELI U. CONCEPCION, Municipal Mayor of Balaoan, La Union, by virtue vested in me by law, do hereby order the DESIGNATION OF MS. DYAN GRACE N. CONCEPCION, MUNICIPAL ADMINISTRATOR AND MR. RALEIGH P. DOMONDON, SB SECRETARY AS MEMBERS OF THE SECRETARIAT OF THE MUNICIPAL PEACE AND ORDER COUNCIL (MPOC):

Section 1: Duties and Functions.

- 1.1. Assist the Chairperson in the conduct of MPOC meetings;
- 1.2. Provide technical assistance in the performance of administrative and technical tasks of the MPOC;



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- 1.3. Recommend and prepare MPOC agenda and other required documents during POC meetings;
- 1.4. Prepare resolutions of the Council and the minutes of the meeting;
- 1.5. Prepare and submit semestral MPOC Accomplishment Report to the NPOC, through the PPOC and RPOC Secretariats;
- 1.6. Prepare and submit quarterly MPOC Secretariat Accomplishment Report to the NPOC, through the PPOC and RPOC Secretariats;
- 1.7. Monitor municipal peace and order situation and submit a quarterly report to the NPOC, through the PPOC and RPOC Secretariats;
- 1.8. Monitor functionality of the BPOC and submit annual Functionality Report;
- 1.9. Provide technical support or assistance to activities related to CLIP, PAMANA, regional Task Forces, and other programs concerned with peace and public safety of the municipality; and
- 1.10. Perform such other tasks as may be directed by the Council.

Section 2. Effectivity. This order shall take effect immediately.

DONE in Balaoan, La Union, Philippines this 27th day of September 2017.


ATTY. ALELI U. CONCEPCION
Municipal Mayor