



Republic of the Philippines
Province of Sorsogon
OFFICE OF THE PROVINCIAL GOVERNOR
Sorsogon Capitol Compound



EXECUTIVE ORDER NO. 19 - 2023

GUIDELINES FOR THE DISBURSEMENT OF FUNDS TO INDIVIDUALS, INFORMAL GROUPS, NGOs/POS's, LOCAL GOVERNMENT UNITS, AND NATIONAL GOVERNMENT AGENCIES IN NEED OF ASSISTANCE AND FOR OTHER PURPOSES

WHEREAS, the Provincial Government, in consonance with its mandate to give priority to education, science and technology, arts, culture, and sports, to promote the youth's well-being, to encourage their involvement in public and civic affairs, and to encourage non-governmental, community-based or sectoral organizations in the promotion of the welfare of the nation, shall apply resources and assets for the attainment of said mandate;

WHEREAS, Republic Act 11291 or the Act Providing for a Magna Carta of the Poor mandates that the State shall promote livelihood among the poor by providing them technical and administrative support to establish their livelihood enterprises;

WHEREAS, considering that the attainment of this mandate cannot be achieved without the participation of the people that the Provincial Government serves, it is imperative that the Provincial Government involve them;

WHEREAS, the Provincial Government has allocated funds for disbursement to individuals, informal groups, People Organizations, Non-Government Organizations, Local Government Units, National Government Agencies, and other groups who want to help the Provincial Government to deliver on its mandate;

WHEREAS, considering that the government funds shall be utilized in accordance with the appropriation authorized for the purpose, the Provincial Government deemed it proper to formally issue the herein guidelines to comply with the rules and regulations in the utilization of government funds; and

WHEREAS, the office primarily responsible for the assessment of the amount of assistance that will be given to the beneficiaries shall be the "Abot Kamay" of the Province under the Office of the Governor;

NOW, THEREFORE, I, EDWIN "BOBOY" B. HAMOR, Governor of the Province of Sorsogon, by virtue of the power vested in me by law, do hereby order the following:

Section 1. Coverage. – Disbursement shall cover the following but is not limited to:

- 1) Cultural Activities
- 2) Sports Athletics Activities
- 3) Educational, Science, and Technology Research Activities
- 4) Programs related to Gender and Development
- 5) Projects related to Youth
- 6) Productivity Development and Food Security Projects
- 7) Projects and Programs related to Livelihood

An amount up to one hundred thousand pesos (Php 100,000.00) may be disbursed to individuals, Informal Groups, People' Organizations, Non-Government Organizations, Local Government Units, and National Government Agencies needing assistance in the conduct of their activities. An amount exceeding the maximum of one hundred thousand pesos (Php 100,000.00) may be extended subject to the approval of the Governor based upon the assessment and favorable recommendation of the assigned officer at the Abot Kamay.

Section 2. Requirements. – The following shall be the requirements for the availment of any financial assistance under this Order:

Individuals

- 1) Letter Request
- 2) Valid ID
- 3) Program of Work of Project Proposal

Informal Groups

- 1) Letter Request
- 2) Valid ID
- 3) Program of Work of Project Proposal

People's Organizations and Non-Governmental Organizations

- 1) Letter Request
- 2) SEC/COA registration
- 3) Accreditation with the Bids and Awards Committee or the SanggunianPanlalawigan of the Provincial Government
- 4) Resolution of the Board or Officers
- 5) Valid ID of the President or any member of the Board of Officers authorized by the Board to receive the disbursement.
- 6) Program of Work
- 7) Certification or document showing that the PO/NGO has 20% equity equivalent of the total project cost
- 8) Audited financial statement for the past three (3) years preceding to date of disbursement
- 9) Memorandum of Agreement (MOA) with the Provincial Government
- 10) SanggunianPanlalawigan Resolution authorizing the Governor to enter into MOA

Local Government Units (LGUs)

- 1) Letter Request
- 2) Resolution of the SanggunianPanlalawigan/Bayan/Barangay of the LGU requesting assistance
- 3) Program of Work of Project Proposal
- 4) Memorandum of Agreement (MOA) with the Governor
- 5) SanggunianPanlalawigan resolution authorizing the Governor to enter into MOA

National Government Agencies

- 1) Letter Request
- 2) Program of Work of Project Proposal
- 3) Memorandum of Agreement (MOA) with the Governor
- 4) SanggunianPanlalawigan resolution authorizing the Governor to enter into MOA

Section 3. Frequency. – The Beneficiaries may avail of the assistance once in six (6) months. However, in exceptional cases, appropriate assistance may be extended within the prescribed period subject to proper liquidation processes and the approval of the Governor based upon the assessment and favorable recommendation of the assigned officer.

Section 4. Submission of Reports. – For proper recording, monitoring, and evaluation all disbursements and their respective documents shall be maintained and copies of thereof should be submitted to the office of the Governor, Office of the Administrator, and Provincial Internal Audit Unit on a monthly basis.

Section 5. Incorporation Clause. – All laws, legal order, rules and regulations that have been issued and/or will be issued by the duly constituted authorities of the Republic of the Philippines are hereby incorporated herein and made an integral part hereof. In case of conflict, such laws, legal order, rules and regulations shall have precedence over provisions of this Executive Order.

Section 6. Repealing Clause. – Any Administrative Order or Executive Order previously issued that is inconsistent with the provisions of this Executive Order shall be considered repealed, amended, or modified accordingly.

Section 7. Effectivity. – This Executive Order shall take effect immediately upon its issuance as stated hereunder.

DONE, this 9th day of **May, 2023** in the City of Sorsogon, Province of Sorsogon.




EDWIN "BOBOY" B. HAMOR
Governor