



# 2018

## 1<sup>ST</sup> QUARTER

# ACCOMPLISHMENT REPORT

## DILG REGION 02



## I. INTRODUCTION

The regional strategy dubbed as **#R2GETHER: Region 2 Guarantees Every Task is Harmoniously done with Excellent Result** was conceptualized on March 2016. This strategy served as the blueprint of the region to ensure systematic and successful implementation of various Programs, Projects and Activities.

The strategy was reinforced by the **ONE BEAT** working principles which was formulated in January 2017. This paradigm served as guidepost to ensure harmonization of activities and smooth implementation of our various programs and projects of the department.

The DILG Region 02 commits to oversee, empower and nurture local government units thru continuous provision of quality services and assuring successful and excellent implementation of programs, projects and activities guided by our **RICH** (**R**esponsive, **I**ntegrity, **C**ompetence and **H**ard work) core values.

Hereunder were the highlight of accomplishments of the region for the 1<sup>st</sup> quarter.





## II. 1<sup>st</sup> QUARTER ACCOMPLISHMENTS

### *INTENSIFY THE FIGHT AGAINST CRIMINALITY, ILLEGAL DRUGS AND VIOLENT EXTREMISM*



#### **Local Peace and Order Councils (LPOCs)**

The Peace and Order and Public Safety Plan (POPS Plan), as contained in DILG Memorandum Circular No. 2015-128 is a three-year term based plan, which covers project, programs and activities addressing peace and order and public safety issues of the LGU. As of date, all LGUs have submitted hard copies of their POPS Plans and approved POPS Plans.

This year, the Bureau of Local Government and Supervision introduced the POPS Plans Policy Compliance Monitoring System (POPS PCMS) which aims to monitor the compliance and accomplishments of LGUs. Since this is the pilot year for its implementation, there have been minor glitches observed and experienced by the end-users, hence, failing to submit on time the required output i.e. semestral and annual reports. Over-all, the utilization of the on-line database and monitoring system will ease the submission of the required reports.

In cascading the program, a regional orientation was conducted in CY 2017. For this year, there is a need to review the status of compliance of the region relative to the implementation of the POPS PCMS and finally come up with the status of compliance of LGUs.

The activity on the POPS PCMS Data Completion, Status Review and On-line Generation of Semestral and Annual Reports was conducted on January 23-24 January 2018 at the Crown Pavilion, Tuguegarao City. The activity also allowed participants to clear out some technical problems experienced and still encountering on the encoding of data into the system. The region was able to track its status of compliance.

The DILG R2 initiated the activity. The activity was a huge success primarily to the support of the BLGS and thru the actual presence, guidance and technical assistance of LGOO II France Kristel Rapanut of the BLGS - Central Office.



The Participants and the Facilitators with the Resource Person



### **Strengthening of Anti-Drug Abuse Councils (ADACs)**

As one of the primordial programs of the present Administration, the campaign against illegal drugs is at the forefront in DILG R02's major programs. As the Vice Chair of the Regional Oversight Committee on Barangay Drug Clearing Program, RD Jonathan Paul M. Leusen, CESO IV requires all Field

Officers to lead in the advocacy efforts to include mobilizations of BADACs, BADACATs and BPOCs in their respective area of responsibility. Part of their varied roles is the constant monitoring of the Community-Based Rehabilitation Program of barangays with Tokhang responders.





Meetings of the Oversight Committee are often conducted for updates and to review the documents of those barangays which are due to be declared drug-cleared/free based on the parameters set under DDB Regulation No. 3 series of 2017. The DILG, PDEA, PNP and DOH have established close collaboration on this campaign and the Committee aims to attain, or even to surpass, the target set for this year.



As of date, regional data show that there are 114 barangays which were declared drug cleared while 50 barangays were declared drug free. All municipalities in the Province of Batanes while the municipalities of Sta. Teresita and Sta. Praxedes, Cagayan are declared drug-free.

### *PUSHING FOR TRANSPARENCY, ACCOUNTABILITY, AND EFFECTIVENESS OF LGU*



#### **Seal of Good Local Governance (SGLG)**

The Seal of Good Local Governance symbolizes integrity and good performance of local governments through continuing governance reform and sustained local development. It is an emerging and progressive assessment system to give distinction to remarkable local government performance across several areas, looking at existing structures, systems and processes that promote transparency, integrity and quality service delivery in compliance with existing laws and/or policies or governance performance of LGUs in general.

Part of the commitment of the Department is to monitor the conduct of the 2017 SGLG Utilization Conference utilizing the Governance Assessment Report, which is the result of the 2017 SGLG series of assessments and





validations of LGUs. Of the 98 target LGUs, 98 or 100 percent conducted the 2017 SGLG Utilization Conference.

In preparation for 2018 SGLG implementation, with proposals of shifting the 2018 SGLG assessment criteria from the previous “4+1” to “ALL IN” which means that the LGUs must pass all the seven (7) areas of governance, the **2018 SGLG UPGRADE** (*Upscaling Performance and Governance Measures Through Reviewing and Analyzing Developmental Challenges in Enhancing Potential LGU Passers*) was conducted on March 7-8, 2018 at the DILG Regional Office 02 Conference Hall. This was aimed at strengthening the DILG’s role in TA Provision using SGLG results and in formulating mandated thematic plans. The activity was attended by the DILG Cluster Officers, Program Managers and Provincial Focal Persons of the provinces of DILG Batanes, Cagayan, Isabela, Quirino and Nueva Vizcaya and the Division Chiefs, Section Chiefs and other personnel of LGMED and LGCDD.



### Comprehensive Development Plan (CDP) Review Guide

As part of the Department’s contribution to the localization of the Philippine Development Plan (PDP) 2017-2022 as well as the Sustainable Development Goals (SDGs), a series of field-level activities were conducted in FY 2017 under the ‘Strengthening Functionality of Local Development Councils (LDCs) in the Local Development Planning Process’ initiative. Said initiative aimed to align local development plans (i.e. Provincial Development and Physical Framework Plan (PDPFP) and Comprehensive Development Plan (CDP)) particularly their corresponding investment programs (i.e. Provincial Development Investment Program (PDIP) and Local Development Investment Program (LDIP)) with the national, regional, and provincial strategic priorities.

The Department, through the Bureau of Local Government Development (BLGD) intends to assess the outcomes of the said initiative by looking at the vertical alignment of national and regional development thrusts and strategies with local development priorities through their alignment with provincial plans. For this assessment, BLGD will be adopting the review tool and mechanism developed under the LGU PFM 2 project – the CDP Review Guide.

The CDP Review Guide will enable provinces to exercise their oversight functions in objectively assessing the compliance of its component cities and municipalities to the CDP formulation guidelines and also provide a mechanism



to check and inform the vertical alignment of the CDPs with the PDPFP and provincial strategic priorities to facilitate plan augmentation and complementation.

As a final preparatory activity prior to its roll-out, a pilot testing was conducted on February 28 to March 2, 2018 at Crown Legacy Hotel, Baguio City. For Luzon Cluster, the Province of Quirino and its six (6) municipalities was chosen as one of the pilot LGUs in the country. The LGU was determined based on the consideration that Quirino is strategically identified as pilot province due to 100% compliance of their respective municipalities in relation to CDP preparation. Further, the relatively smaller number of municipalities of the said province have provided for a more focused and manageable review exercises.



*OIC-Chief Catherine G. Allam Miranda presides the meeting with the members of the Provincial Review Team to discuss the strategy to be used by the team in reviewing the CDPs of the LGUs using the Review Guide*

guidelines, (2) check and inform the vertical alignment of local plans with provincial priorities, (3) solicit feedback for the refinement of the review guide and the development of the corresponding policy guidelines, and (4) eventually provide a mechanism that will support the implementation of National Budget Memorandum No. 129 as a basis for the 2019 national budget call.

The activity generally aimed to test the viability and usability of the CDP Review Guide as a tool of the Province to exercise its oversight function over its component cities and municipalities in assessing and strengthening vertical alignment of local development plans. Further, the activity aimed (1) to assess the compliance of the municipalities of Quirino to the CDP formulation



*Participants and training management after the closing ceremony*



### **Citizen Satisfaction Index System (CSIS)**

The DILG Region 02 interfaced with representatives of LRIs of Isabela State University-Echague Campus and Quirino State University on January 31, 2018 and February 1, 2018 respectively relative to the Department's partnership with LRIs in the implementation of the CSIS program to the targeted municipalities in 2018 which are the municipalities of Ivana, Batanes and Saguday, Quirino. The two targeted partner LRIs signed into a MOA with the Department and the LGUs on March 2018.

The region also hosted the Training of Local Resource Institutes for the Implementation of the 2018 Citizen Satisfaction Index System in 35 municipalities for North Luzon Cluster on February 28 to March 1, 2018 at JAPI Travellers Hotel, Cauayan City, Isabela.





## **Lupon Tagapamayapa Incentives and Awards (LTIA)**

As a result of the Regional Search for Most Outstanding Lupon Tagapamayapa conducted last year the following emerged as winners and subsequently awarded in the LGUIA Awarding Ceremony conducted on December 2017. The nominees are:

CATEGORY	NOMINEES
City	Osmena, City of Ilagan, Isabela
1st-3rd Class Municipality	Barat, Bambang, Nueva Vizcaya
4th-6th Class Municipality	La Paz, Saguday, Quirino

The region provided technical assistance to the above-named LTs in the preparation of the documentary requirements.







## **Sanggunian Kabataan (SK) Mandatory Training**

Republic Act 10742 or the SK Reform Act of 2015 provides for the mandatory training to be attended by the elected SK Officials prior to assumption of Office for the purpose of emphasizing the role of the youth in nation building and molding them to become better citizens with the values of patriotism, nationalism and honor as a Filipino.

The following series of meetings were already conducted by the Regional and Provincial Management Teams for the SK Mandatory Training purposely to plan for the effective and efficient implementation of the said SKMT:

Activity	Date	Venue
SK Mandatory Training for Service Providers	February 19-21, 2018	Waterfront Manila Pavilion Hotel, Ermita, Manila.
Regional and Provincial Management Team Meeting with the LRI Representatives	February 27, 2018	DILG RO2 Conference Hall
Follow-up Meeting with LRI Representatives relative to the Conduct of Sangguniang Kabataan (SK) Mandatory Training	March 27, 2018	DILG RO2 Conference Hall



*Regional and Provincial Management Team Meeting with the LRI Representatives*



*Follow-up Meeting with LRI Representatives relative to the Conduct of Sangguniang Kabataan (SK) Mandatory Training*



## **SIGNING OF THE MEMORANDUM OF AGREEMENT FOR THE SANGGUNIAN KABATAAN MANDATORY TRAINING**

Using the "town and gown"" principle (the town represents the community and the gown represents the academic institutions), a Memorandum of Agreement was signed between the DILG Region 02 and the five( 5) State College and Universities in the region for the conduct of the Sangguniang Kabataan Mandatory Training. This activity was attended by no less than the Batanes State College President Alfonso R. Simon, Ph.D., Cagayan State University President Urdujah A. Tejada, Ph.D., CESO II, Isabela State University President Ricmar P. Aquino, Ph.D., Nueva Vizcaya State University President Andres Z. Taguiam, Ph.D. and Quirino State University President Samuel O. Benigno, Ph.D. and Regional Director Jonathan Paul M. Leusen, Jr., CESO IV in behalf of the DILG. This activity, which was held at the DILG Regional Office on April 4, 2018, intends to further solidify the partnership of DILG Region 02 the Local Research Institutes in the conduct of the SK Mandatory Training.



*RD Jonathan Paul M. Leusen, Jr., CESO V and five (5) State University Presidents sign the Memorandum of Agreement*





## **Synchronized Barangay Assembly Day (SBAD)**

The Local Government Code of 1991 mandates that the barangay assembly shall meet at least twice a year to hear and discuss the semestral report of the barangay concerning its activities and finances as well as problems affecting the community.

The conduct of nationwide Barangay Assembly was firmed up with the issuance of Proclamation 342, series of 2003, as amended by Proclamation 260 series of 2011. The DILG has been the Lead Coordinating Agency since then.

For the First Semester of Year 2018, the Barangay Assembly was scheduled for March 31, 2018 thru Department Memorandum Circular no. 2018 -31 dated March 15, 2018

DILG Regional Office issued Regional Orders for the Creation of the following:

1. Regional Operations Center;
2. Provincial Operations Center in the Five Provinces
3. Regional Monitoring Team.

All of the ninety three (93) Cities/Municipalities of the Region identified their Showcase Barangays where Guests and Visitors were invited to grace the Assembly Program. Regional Office selected Cabulay, Santiago City as the Regional Showcase Barangay.



Among the highlights of the Program is the Reading of the Message of the DILG OIC-Secretary by the Field Officer assigned in the area. Other DILG Field Officers, likewise, delivered lectures on Federalism, Matino, Mahusay at Maasahan Advocacy Campaign for Barangay and SK Elections and Other DILG Flagship Programs.



### Performance Challenge Fund (PCF)

Better and convenient access to safe maternal and child health care is seen to flourish in Delfin Albano, Isabela through the inauguration of two (2) unit birthing facilities in Barangay Carmencita and San Isidro, Delfin Albano, Isabela last January 23, 2018.

The facilities will help in reducing or eradicating the cases of maternal and infant deaths in the Municipality by providing a 24-hour quality service to all expectant mothers with a group of well-trained health care providers to run the facilities.

The facilities were funded under Performance Challenge Fund (PCF) amounting to Php1,500,00.00 each, as incentive received by the Municipal Government for passing the 2016 Seal of Good Local Governance (SGLG) program of the Department of the Interior and Local Government (DILG).

The projects will provide the residents with constant and convenient access to safe maternal and child health care that will greatly enhance the general health condition and well-being of every household.

Nanay Rosita Calacsan, resident of Barangay Carmencita, Delfin Albano, Isabela expressed her jubilation for the construction of



*Delfin Albano, Isabela Mayor Hon. Arnold Edward P. Co, Vice-Mayor Hon. Thomas A. Pua, Jr., DILG Region 02 Regional Director Jonathan Paul M. Leusen, CESO IV, OIC-Assistant Regional Director Elpidio A. Durwin, CESO V and DILG-Isabela Provincial Director E*



health stations in their barangay. She hoped that the facility will be functional in order to cater the needs of the residents.

Julie Dumalag, resident of Barangay Bayabo, Delfin Albano, Isabela affirmed that the establishment of the facilities will be of great help not only to the residents of their barangay but also for the residents of the nearby barangays.

A total of 12,644 persons will be benefitted from the facilities.

### PROVIDING FOR THE NEEDS OF THE POOR AND THE MARGINALIZED



#### Bottom-up-Budgeting (BuB)

Department of the Interior and Local Government Region 02 (DILG R02) Regional Director Jonathan Paul M. Leusen, Jr., DILG-Isabela Provincial Director Engr. Corazon D. Toribio and Angadanan Mayor Hon. Lourdes S. Panganiban inaugurated the newly constructed evacuation center on March 01, 2018.



*DILG Region 02 Regional Director Jonathan Paul M. Leusen, Jr. encourages the people of Angadanan to actively take part of safeguarding the Evacuation Center for it will be used when calamities strike.*

The facility was constructed under the 2015 and 2016 Bottom-up Budgeting (BuB) program and municipal counterpart worth P4Million and P2Million, respectively.

The facility seated on a municipal-owned lot is free from flooding and landslide.

Through the construction of the facility, it is hoped that the capabilities of the Municipality to respond to calamities and to prevent more loss of lives will increase.



### Community Based Monitoring System (CBMS)

Continuous technical assistance was also provided by the Regional Focal Person particular on CBMS Modules in response to the request of LGUs, to wit:

Topic	LGU	Date
<b>CBMS – Non-BUB</b>		
<i>Module I</i>	<b>Nueva Vizcaya:</b> Bayombong	January 23-26, 2018
	Alfonso Castañeda	March 19-23, 2018

### ENSURING THAT LGUS ARE PREPARED AND SAFE DURING CALAMITIES AND DISASTERS



### Disaster Risk Reduction and Management (DRRM)

RA 10121 defines preparedness as the knowledge and capacities being developed to effectively anticipate, respond to, and recover from the impacts of likely, imminent, or current hazard events or conditions. Anchored on RA 10121 and the NDRRM Plan 2011, the National Disaster Preparedness Plan (NDPP) was formulated as our country's strategic plan to ensure that various government and non-government institutions and constituents work in the principle of complementarity and in coherence, to ensure avoidance or reduction of loss of lives and assets when hazards strike.

As the Vice-Chair of the Regional Disaster Risk Reduction and Management Council (RDRRMC), the DILG, together with the Regional Disaster



Preparedness Cluster, convened to localize the NDPP to strengthen our preparedness for community resilience. The meeting also reinforces the interoperability among the members of the Regional Disaster Preparedness Cluster.

The 1st Quarter Meeting was conducted on March 26, 2018 at Carmelita Hotel, Tuguegarao City.



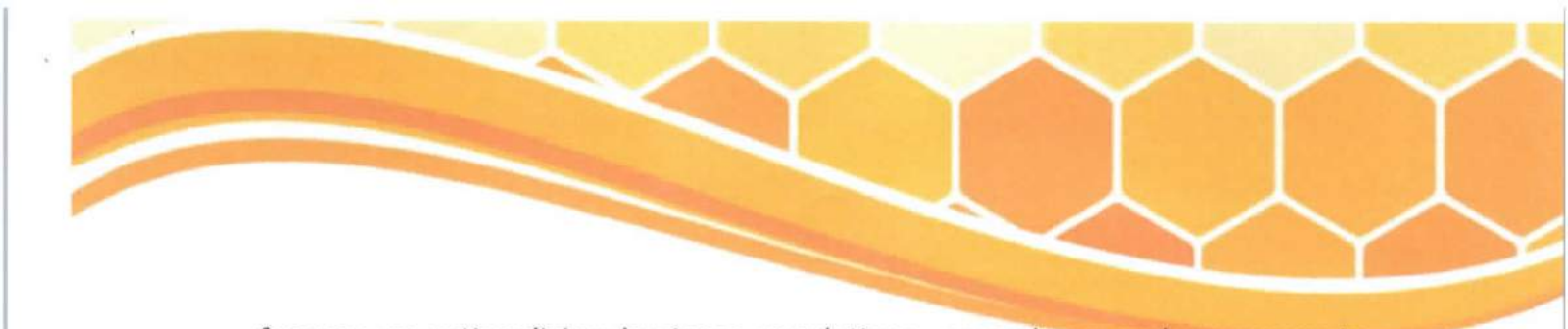
## *BUILDING BUSINESS FRIENDLY AND COMPETITIVE LGUS*



### **Improve LGU Competitiveness and Ease of Doing Business**

#### **CONDUCT OF MONITORING AND PROVISION OF COACHING ASSISTANCE ON RS4LG**

In pursuit of the government's effort to rationalize business permit process of Local Governments Units (LGUs) through the Business Permit and Licensing System (BPLS) Streamlining Project, the DILG is implementing the Regulatory Simplification for Local Governments (RS4LGs). The RS4LGs



focuses on rationalizing business regulations, procedures and processes to reduce their complexity and inefficiencies. The project aims to build LGU capacities in streamlining their business permitting and licensing system. The RS4LG is a complementary tool that involves a comprehensive review of an LGU's regulatory framework with the objective of removing unnecessary requirements in registering a business. Likewise, it intends to assist LGUs in fostering a business climate that will contribute to private sector development as well as the economic development at the local level. Also, the project is the DILG's initiative to comply with President Duterte's pronouncement during SONA 2016 which is to reduce the requirements and processing time of all government transactions.

In this light, the region monitored and provided technical assistance on RS4LG to the municipality of Lal-lo, Cagayan on March 27, 2018.

### **CITIES AND MUNICIPALITIES COMPETITIVENESS INDEX (CMCI) SURVEY FORUM**

As initiated by the Department of Trade and Industry (DTI) in partnership with the Department of the Interior and Local Government (DILG), Cities and Municipalities Competitiveness Index (CMCI) Survey Forum was conducted on March 23, 2018 at Valley Hotel, Penablanca, Cagayan.

The CMCI forum aimed to deepen the appreciation of the Local Government Units (LGUs) on the importance of the CMCI Survey as a diagnostic tool, an investment promotion tool, and a tool for research. True to its essence, building competitiveness of LGUs would tantamount to building trust with business sector and building trust would mean more investments.

Attendees to the forum are the Business Permit and Licensing Officers (BPLOs) and staff, City/Municipal Planning and Development Coordinator (CPDC) and staff, Local Disaster Risk Reduction and Management Officers (LDRRMOs) and other functionaries concerned from the eighty-four (84) cities and municipalities excluding Batanes.





*CMCI Survey Forum*



*LGDO V Baguisi convenes the eight target LGUs on RS4LG and P4 and discusses briefly the status of LGUs in compliance with the requirements of the said program*

## **STRENGTHENED INTERNAL ORGANIZATIONAL CAPACITY**

- Sixty five personnel (65) personnel were sent to 18 trainings per approved travel order filed at the Office of the Chief Administrative Officer;
- Ninety nine (99) applicants were endorsed to DILG-Central Office to take the Pre-Qualifying Examination for the 1<sup>st</sup> quarter, 2018;
- Two (2) interviews were conducted for the hiring of Contract-of-service personnel, namely Federalism Regional Focal person and Provincial coordinator on March 14, 16 and 19, 2018; and Multimedia Coordinator on March 27, 2018 to be assigned at the Information Systems Technology Management Unit;



*Interview with one of the applicants on Multi media coordinator*

- The region initiated to orient Contract-of-service personnel through an issuance of Regional Circular 2018-02 with the subject: Guidelines on the Mandatory Orientation for Contract-Of -Service (COS) Personnel of DILG RO2. In this connection, the orientation was conducted on January 24, 2018 at DILG RO2 conference hall, Regional Government Center, Carig, Tuguegarao City. It was participated in by forty (40) Contract-of-service personnel region wide.



*Orientation conducted on January 24, 2018 at DILG RO2 Conference hall*

- Regional Personnel Selection and Promotion Board convened on the following dates at DILG RO2 Conference hall, Carig, Tuguegarao City:
  - ✓ January 4-5, 2018
  - ✓ January 19, 2018
  - ✓ February 6, 2018
  - ✓ March 26, 2018







*Applicants during the interview*



*Applicants during the group dynamics*

Out of the above-mentioned activity, the following were appointed/promoted:

Name of personnel			Date appointed/promoted
<b>Budget Officer Jayson Verzon</b>			January 3, 2018
<b>ADA IV Marie Christine Taguam</b>			February 12, 2018
<b>AO IV Rose Marie G. Alfonso</b>			
<b>LG00 II Emalyn Sacdalan</b>			
<b>LG00 II Caroline Mateo</b>			
<b>LG00 II Cristi Anna F. Cielo</b>			
<b>LG00 II Jeremiah Gramata</b>			
<b>LG00 II Divina T. Cesar</b>			
<b>LG00 V Fedrick Eivanz F. Danao</b>			
<b>LG00 V Charmaine B. Gato</b>			
<b>LG00 V Judy Mar S. dela Cruz</b>			February 13, 2018
<b>LG00 II Meynard Abram M. Ventura</b>			
<b>LG00 VI Alma M. Grande</b>			February 26, 2018
<b>LG00 VI Michael G. Villamin</b>			February 28, 2018
<b>ADA IV Eric Avery D. Callangan</b>			
<b>LG00 II Regachon Earl Derrek L. Regatchon</b>			March 21, 2018



*Oath taking ceremony of LGOOs V dela Cruz, Danao and Gato on February 12, 2018*



*Oath taking ceremony of AO IV Callangan on February 28, 2018*

### ***Oath taking ceremony of personnel under Reclassified Positions***



- 5S Regional Team was reconstituted through Regional Order No. 2018-132. A meeting with the team was conducted on February 28, 2018. The main output of the meeting is Regional Circular No. 2018-01 dated March 1, 2018 with the subject: Enhanced Guidelines in the search for the cleanest and most orderly division for Regional Office and Provincial Offices;



- DILG RO2 through the Finance and Administrative Division conducted a Pasasalamat at Pagpupugay Program on January 8, 2018 in honor of AO IV Cherita Furigay;



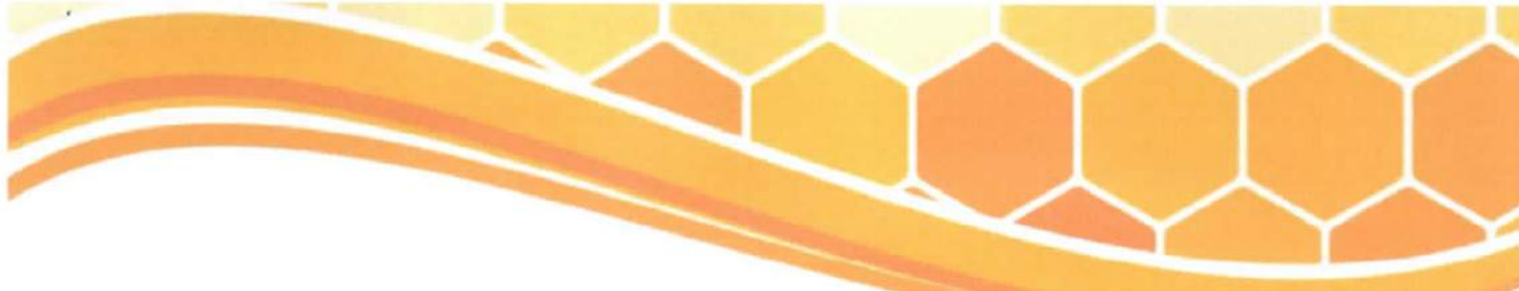
*The Regional Management with the retiree, AO IV Cherta Furigay on January 8, 2018*

- For 2017, the DILG RO2 through the Finance and Administrative Division facilitated the conduct of the Commission on Audit's Exit Conference on February 27, 2018. As highlighted by Resident Auditor Erlinda Mabunga, DILG RO2 was not issued any Notice of disallowances and Discharges for Fiscal Year 2017.



*COA exit conference with the resident auditor and DILG RO2 team on Feb 27, 2018 at DILG RO2 conference hall.*

- An inventory on Office Properties and equipment was conducted per operating unit. This resulted to the recommended disposal of



Emergency Network Patrol (ENP) equipment amounting to more than 62 Million pesos;

- The Bids and Awards Committee conducted eight (8) meetings, with the following number of meetings per month:

January-	3 meetings
February-	3 meetings
March-	2 meetings
- In compliance with RA 9485, otherwise known as the Anti-Red Tape Act of 2007, DILG-LG-Sector Freedom of Information Manual, and in order to strengthen Quality Management System implementation at DILG-Regional Office 02, all personnel assigned to man the Public Assistance and Complaints Desk as Officers-of-the-day per *Regional Order Number 2018-003* dated December 19, 2017 have the following duties and responsibilities:
  - a) At all times, be available to attend to walk-in clients even during break time;
  - b) Explain to the client the procedure in accessing public documents. Assist the walk-in client in filling up the request form; and
  - c) Request clients to accomplish the feedback form and drop filled up forms at the designated drop box.

In this connection, all regional office personnel attended an orientation on March 5, 2018 at the Regional Office.

- On Quality Management System, the region facilitated the conduct of an internal audit conducted by DILG-CO Internal Audit Service on January 15-18, 2018.





It was followed by a Management Review conducted on January 23, 2018



*A Focus Group Discussion was also conducted on March 12-16, 2018 to incorporate all audit findings and management recommendations*

- To prepare the Finance and Administrative Division personnel on the conduct of Synchronized Barangay Assembly Day on March 31, 2018 which highlighted Federalism as one of the topics, a division meeting and orientation on 5S and Federalism was conducted on March 27, 2018.



Together, we will accomplish beyond targets. Together, Every personnel Achieves More.

Prepared and consolidated by:

(sgd.)

**ARIANNE BENNEVIC B. BATUGAL**  
LGOO V/Designated Planning Officer

Approved by:

(sgd.)

**JONATHAN PAUL M. LEUSEN, JR., CESO V**  
Regional Director



