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Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF LOON  
**OFFICE OF THE MAYOR**

EXECUTIVE ORDER NO. 18  
Series of 2023

**CONSTITUTING THE FAMILY DEVELOPMENT SESSION (FDS) TEAM**

WHEREAS, the 1987 Philippine Constitution and relevant laws recognize the sanctity of family life, and the protection of family members from all forms of abuse, neglect, cruelty, discrimination and conditions prejudicial to their development;

WHEREAS, the Pantawid Pamilyang Pilipino Program (4Ps), a poverty alleviation intervention of the National Government is one of its responses to the challenge of meeting the Sustainable Development Goals (SDGs);

WHEREAS, in the implementation of the 4Ps, the development of the family is seen to be very important in its protection and nurturance, and in responding to the growth and educational development of the young members of the household;

WHEREAS, the Family Development Session (FDS) is deemed an important intervention in attaining the family development thrust of the 4Ps, and in investing on the human capital of families, particularly children aged 0-18 years old;

WHEREAS, the FDS aims to strengthen the capabilities of family members, particularly the parents, for them to become more responsive to the needs of the family and children, and to enable the households to become socially aware and involved in community development activities;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

**Section 1. Creation of the Family Development Session.** - The FDS is hereby constituted, as follows:

NAME	POSITION / DESIGNATION
Ma. Marnelli L. Maquindang	- <i>Municipal Social Welfare and Development Officer</i>
Oliver C. Algusar	- <i>Social Welfare Officer II - MSWD</i>
Sheila L. Castrojo	- <i>Municipal Budget Officer</i>
Alan L. Relator, CE	- <i>Municipal Planning and Development Officer</i>
Maria Victoria D. Lamparas, MD	- <i>Municipal Health Officer (RHU 1)</i>
Shannen Jaye O. Langcamon, RMT, MD	- <i>Municipal Health Officer (RHU 2)</i>
Jannes D. Cantones, Lic Agr	- <i>Municipal Agriculturist</i>
Emalinda A. Veloso	- <i>President, Liga ng mga Barangay</i>
Glenda A. Laude	- <i>Mun. Local Government Operations Officer (DILG)</i>
Maricel P. Mero	- <i>Public Schools District Supervisor, Loon South</i>
Mario L. Garcia	- <i>Public Schools District Supervisor, Loon North</i>
PCapt. Victor P. Tagsa Jr.	- <i>Chief of Police, Loon Police Station</i>
SFO4 Catalino R. Giangan	- <i>Municipal Fire Marshal, Bureau of Fire Protection</i>
Marlee S. Magallen	- <i>Parent Leader, 4Ps</i>
Maria L. Soco	- <i>Parent Leader, 4Ps</i>
Amormia D. Hora	- <i>Parent Leader, 4Ps</i>
Rosita C. Ocon	- <i>Parent Leader, 4Ps</i>

Cerina P. Duran  
Mary Grace L. Payot  
Mary Cosette C. Bodomo  
Jerome V. Madanguit  
Joy C. Lopez  
Jayby Cañete  
Luz Vigonte  
Charo P. Poligrates  
Renelia E. Derder  
Joey D. Legaspi  
Alcris Napuecas


- Project Development Officer II
- Project Development Officer II
- Project Development Officer II
- Area Coordinator - KCNCDDP
- Sustainable Livelihood Program Officer (PDO II)
- Sustainable Livelihood Program Officer (PDO II)
- Municipal Roving Bookkeeper (MRB)
- Social Welfare Officer III, DSWD
- Compliance Verification System Focal, DSWD
- Cluster 2 Grievance Officer
- Cluster 2 Beneficiary Data Management Focal

**Section 2. Duties and Responsibilities of the Family Development Session Team. -**  
The FDS Team shall perform the following duties and responsibilities:

- 2a. Plan and organize the overall conduct of Family Development Session for all covered households;
- 2b. Coordinate with the parent leader in the conduct of preparatory activities;
- 2c. Assist in organizing groups in the neighborhood, each with 25-30 household beneficiaries;
- 2d. Facilitate the conduct of FDS or serve as resource persons with the assistance of LGU Links, CSOs, and Parent Leaders;
- 2e. Prepare the needed materials and visual aids in the conduct of FDS;
- 2f. Provide other support services to household beneficiaries in coordination with the Barangay Local Government;
- 2g. Make follow-ups or conduct home visits to households with problems, such as vice, abuse, misuse of grants, and non-compliance to conditions, and refer such households to MSWDO, SWO III, and SWAD Team leader for counseling and appropriate interventions;
- 2h. Comply with the documentation and schedule of submission; and
- 2i. Hold regular meetings.

**Section 3. Effectivity. -** This Executive Order shall take effect immediately.

Done this 16th day of May 2023 in the Municipality of Loon, Bohol.

  
ELVI PETER I. RELAMPAGOS  
Mayor