

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NO. 34 Series of 2022

#### AN EXECUTIVE ORDER RESTRUCTURING THE MANAGEMENT OF THE LANGUAGE SKILLS INSTITUTE (LSI), REORGANIZING ITS PROGRAM MANAGEMENT COMMITTEE AND SUPPORT UNITS, DEFINING THEIR FUNCTIONS, AND FOR OTHER PURPOSES

**WHEREAS**, the Language Skills Institute (LSI) is a training facility established by the Provincial Government of Oriental Mindoro (PGOM) on – September 2008 to implement its language learning programs and other related projects;

**WHEREAS**, Executive Order (EO) No. 15, Series of 2010 created the LSI management structure to direct and oversee the operations and implementation of PGOM's language learning programs and other related projects;

**WHEREAS**, on 22 January 2020, EO No. 05, Series of 2020 reconstituted the composition of the LSI management structure and program management committees

**WHEREAS**, the reorganization of the LSI's Program Management Committee and its Support Units will facilitate the provision of improved language learning programs and enable the LSI's continued operations;

**NOW THEREFORE, I, HUMERLITO A. DOLOR, MPA, Ph. D.**, by virtue of the powers vested in me as Provincial Governor by Section 465 (b)(2)(iii), Article 1, Chapter 3, Title 4, Book 3 of RA 7160 or the Local Government Code of 1991, do hereby promulgate this Executive Order as follows:

**SECTION 1. Reorganization of the LSI Program Management Committee (PMC).** The Program Management Structure of the LSI is hereby reorganized to be composed of the following:

**Chairperson** : **GOVERNOR HUMERLITO A. DOLOR, MPA, Ph. D.**

**Vice-Chairperson** : **VICE-GOVERNOR EJAY L. FALCON**

**Members** : **ATTY. ROLANDO H. RUGA**  
Chairperson, *Sangguniang Panlalawigan* Committee on Education, Science and Technology, History, Culture and Arts, and Values Formation

**DR. HUBBERT CHRISTOPHER A. DOLOR, MPA, MHA, PAR**  
Provincial Administrator

**MR. ANTONIO M. MAGNAYE, JR.**  
Officer-in-Charge, Provincial Public Employment Services Office

**SECTION 2. Functions of the LSI Program Management Committee.** The LSI PMC shall have the following functions:

- a. Set the direction of PGOM's language learning program/s and define their respective policies and objectives;
- b. Review and approve plans, investment requirements, and budget for said programs;
- c. Oversee the implementation of PGOM language learning programs and other related projects conducted by the LSI; and
- d. Perform other functions which may be necessary.

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**SECTION 3. Support Units.** To ensure the effective implementation and sustainability of the Language Learning and Other Related Programs conducted at the Language Skills Institute of Oriental Mindoro, the following support units of the LSI shall also be reorganized to be composed of the following:

- a. **Finance Team** :
- MS. ALTHEA F. AGUTAYA**  
Provincial Accountant
  - MS. ASTRONICA G. SALCEDO**  
Provincial Treasurer
  - EnP LYDIA MUÑECA S. MELGAR**  
Provincial Planning and Development Coordinator
  - MS. MAY ANNE JOY M. YLAGAN**  
OIC-Provincial Budget Officer
- b. **Operations Group (OPG).** The Operations Group, which shall serve as the lynch pin between the management and operation. It shall be headed by Olivia L. Palomaria as Center Manager/Administrator, who shall sit as an ex-officio member of the PMC.

**SECTION 4. Functions of Support Units.** The following shall be the duties and responsibilities of the LSI Support Units:

**SECTION 4a.** The Finance Team shall:

- a. Recommend the best expenditure and fiscal plans and policies for the LSI's operations;
- b. Review proposed program investment plan and other budget proposals for the LSI; and
- c. Recommend measures to sustain financial viability of the LSI's projects.

**SECTION 4b.** The Operations Group (OPG) shall manage the day-to-day affairs of the institute, and shall maintain a training and an administrative support staff. The OPG, which performs the heart of the operation, shall:

- a. Identify and coordinate with potential partners and participating institutions;
- b. Undertake preliminary negotiations with partners for sponsorship/joint agreement;
- c. Identify and implement promotional strategies to encourage the people's participation and awareness in the LSI's Programs;
- d. Identify and source out resource requirements for the LSI's Programs;
- e. Recruit, engage, and monitor trainees and program users;
- f. Conduct training programs and facilitate the delivery of program services;
- g. Prepare post-training and terminal reports and documents;
- h. Assess trainees' and trainers' performances; and
- i. Provide administrative services to support the program's operation and management.

**SECTION 5. Pool of Training Program Trainers and Facilitators.** The LSI shall maintain a pool of competent practitioners who shall serve as resource persons for its Programs. They shall be on call as trainers/facilitators for the conduct of the various training programs.

**SECTION 6. Partner and Participating Institutions.** The LSI shall establish partnerships and enjoin the participation of other government agencies, offices, and private institutions in the implementation of its objectives.

**Section 6a. Partners.** A partner is a government, non-government, or private office, agency, or institution which collaborates with the LSI in the provision and implementation of a language learning program and other related projects. Partners of the LSI shall:

- a. Provide support, funds, logistics, and other resources which will enable the effective implementation of language learning programs implemented by the LSI;
- b. Co-manage a project with the LSI;
- c. Monitor, oversee, and evaluate a project or program implemented in collaboration with the LSI; and
- d. Review and recommend changes to existing program policies, subject to the LSI PMC's approval.

**SECTION 6b. Participating Institutions.** A participating institution may be a government, non-government, or private agency or institution whose members/students/employees are the identified participants of the LSI's Programs. Participating institutions shall:

- a. Identify and encourage the participation of their members/students/employees to the LSI's training programs;
- b. Pre-screen, assess, and endorse trainees to the LSI and its OPG;
- c. Enjoin the active participation of their endorsed trainees to the LSI's training programs;
- d. Conduct post-training assessment on the LSI trainees; and
- e. Review and recommend changes to existing program policies, subject to the partner's and the LSI PMC's approval.


**SECTION 7. Authority to Enter into Agreements with Partners and Participating Institutions.** The Governor shall enter into agreements with Program Partners and Participating Institutions in behalf of the LSI, pursuant to an authority from the *Sangguniang Panlalawigan*.

**SECTION 8. Separability Clause.** If any portion of this Executive Order is declared unconstitutional or invalid, other parts of the provision thereof which are not affected shall continue to remain in full force and effect.

**SECTION 9. Repealing Clause.** All executive orders, rules, regulations, and other issuances, including other parts thereof inconsistent with the provisions of this Executive Order are hereby amended or repealed accordingly.

**SECTION 10. Effectivity.** This Executive Order shall take effect immediately upon its approval.

**DONE IN THE CITY OF CALAPAN, ORIENTAL MINDORO,** this 5<sup>th</sup> day of October in the year of our Lord, Two Thousand and Twenty-Two.

  
**HUMELITO A. DOLOR, MPA, Ph. D.**  
Provincial Governor