

Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Davao

Executive Order No. 09  
Series of 2019

760.11 ED, GMD

FILE MAYOR'S  
OFFICE

**AN ORDER AMENDING EXECUTIVE ORDER NO. 16, SERIES OF 2009 REDEFINING THE RESPONSIBILITIES OF CSSDO, HRMO AND OTHER RELEVANT OFFICES IN THE ADMINISTRATIVE CONTROL AND OVER-ALL SUPERVISION OF THE OPERATIONS OF THE CHILD MINDING CENTER**

**WHEREAS**, it is the policy of the State to promote the rights of children to survival, development and special protection with full recognition of the nature of childhood and as well as the need to provide developmentally appropriate experiences to address their needs;

**WHEREAS**, Section 31, Chapter 5, Sub-Title A, Title, Book V of Executive Order No. 292, Series of 1987 requires that provisions for employee welfare be established in the government agencies to be integrated in the career and personnel development program;

**WHEREAS**, the City Government of Davao has established the Child Minding Center as a mechanism to address the concern of working parents who have to contend daily with the difficulty of who will take care of their children while at work;

**WHEREAS**, the City Government of Davao, has included as an item in its Annual Budget for Fiscal Year 2019 under the Human Resource Management Office as appropriation to cover expenses for a Child Minding Center;

**WHEREAS**, as to date, the CSSDO and the HRMO play a major role in the operation of the Center, with CSSDO handling the supervision of assigned personnel and the educational programs and activities of the children and with HRMO exercising control on the provision of salaries and wages of some personnel as well as its operational needs;

**WHEREAS**, based on assessment, there is a need to redefine the roles and responsibilities of concerned offices to further create a smooth and efficient operations of the Center.

**NOW THEREFORE, I, SARA Z. DUTERTE**, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby declare that the full management and supervision and budgetary control of the Child Minding Center be handled by the City Social Services and Development Office.

**Section 1. Objectives**

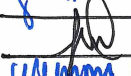
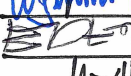

1. Provide support system for employees of the City Government of Davao;
2. Provide supplemental parental care for employees' children during their working hours;
3. Encourage employees to achieve efficiency in work by providing care to their children;

CLME RCD - 2020 - 01076

4. Contribute in the development of children by enhancing their physical-motor, socio-emotional, cognitive, language, psychological and spiritual development of young children;
5. Contribute in developing physically fit and healthy children through proper care and nutrition.

**Section 2. Creation and Composition of the Oversight Committee.**

There is hereby created a Committee on Child Minding which shall be composed of the following:

- |                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                             |
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| <p><i>f-4/30/19 2:04</i><br/> <br/> <i>4/30</i><br/> <br/> <i>4/30/19</i><br/> <br/> <i>4/30/19 1:10</i></p> | <p>Chairperson - City Mayor/ or his duly authorized representative</p> <p>Vice-Chairperson - Department Head, City Social Services &amp; Development Office</p> <p>Members - Department Head, Human Resource Management Office</p> <p>- Department Head, City Health Office</p> <p>- Department Head, City Legal Office</p> |
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Technical Staff of the Center shall be composed of the personnel from the City Social Services and Development Office, Human Resource Management Office, City Health Office and City Legal Office.

**Section 3. Functions of the Members Committee.**

To ensure the attainment of objectives and for effective Center operations, the Members of the Committee on Child Minding Center are empowered to, and shall perform the following:

*City Social Services and Development Office*

- Formulate policies and guidelines on the operations of the Child Minding Center
- Supervise the over-all operations
- Exercise administrative control and supervision of the personnel assigned to the Center
- Prepare the budget necessary to fund the operations of the personnel assigned to the Center
- Prepare the budget necessary to fund the operations of the Center
- Safe keep and maintain records
- Supervise the maintenance and/or improvement of the Center
- Develop curriculum based on the Early Childhood Care Development (ECCD) concepts and principles which will be used for the educational programs and activities of the Center
- Provide training and skills upgrading activities for the center staff
- Identify, develop and prepare materials relevant to the educational activities of the served age groups
- Recommend programs and activities relative to the improvement of the education component of the center
- Coordinate with other departments and organizations such as the City Health Office, City Legal Office, Human Resource Management Office, Department of Social Welfare and Development, among others in matters pertaining to the enhancement of the program as well as address concerns that may arise relative to its operations
- Provide report to the City Mayor on the progress and development of the Center
- Formulate internal rules and regulations to ensure the effective operations of the Center responsive to the needs of its clientele

*Human Resource Management Office*

- Assist the City Social Services and Development Office in formulating internal rules and regulations in the operations of the Center.
- Issues certificate to City Government personnel who wish to avail of the services of the Center.

*City Health Office*

- Issues medical certificate prior to the children's acceptance to the Center.
- Provides physical examination of the children accepted in the Center.
- Conduct regular (monthly) visit by assigned health professionals to monitor and assist the health needs of the children in the Center.
- Provide inputs on food and nutrition to caregivers in the Center in observance of healthy food intake.
- Recommends programs and activities relative to health promotion and protection.

*City Legal Office*

- Assist the members of the committee in the development of policies and guidelines in the operations of the center.
- Hear and settle disputes/ problems arising from the operations of the center particularly those involving, but not limited to, childcare worker relationships, if not resolved at the level and by its CMC operations.
- Provide legal advice/ opinion on matters concerning legalities relative to the operations of the center upon the formal request of the committee.
- Act as the legal counsel of the Center.

**Section 3. Funding Sources**

The appropriation of the Child Minding Center, currently under the Human Resource Management Office specifically 1032-1, will be transferred to the City Social Services and Development Office.

**Section 4. Effectivity**

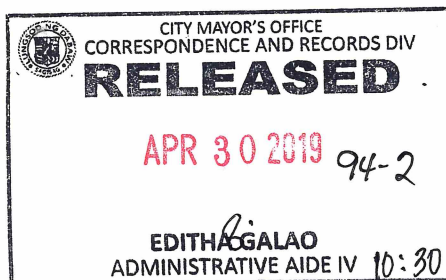
This Executive Order shall take effect immediately.

Done in the City of Davao, Philippines, this 26 APR 2019 day of \_\_\_\_\_, 2019.

  
SARA Z. DUTERTE  
City Mayor

Attested by:

  
ATTY. ZULEIKA T. LOPEZ  
City Administrator



CRMO  
- ASST. CRMO ADMIN  
- ASST. CRMO OPR  
DSWD  
SP  
- DILG  
- CIO  
CRMO

