

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

EXECUTIVE ORDER NO. 53
SERIES OF 2021

AN ORDER CREATING THE MADRASAH COMPREHENSIVE DEVELOPMENT AND PROMOTION UNIT UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR ITS ORGANIZATIONAL STRUCTURE AND FUNCTIONS

WHEREAS, the 1987 Philippine Constitution states in Article XIV, Section 2 thereof that the State shall establish, maintain, and support a complete, adequate, and integrated system of education relevant to the needs of the people and society and encourage non-formal, informal, and indigenous learning systems particularly those that respond to community needs;

WHEREAS, then President Gloria Macapagal-Arroyo issued Executive Order No. 283, Series of 2004 entitled "Creating a Madrasah Development Coordinating Committee" to effectively manage the available financial assistance to the madrasah system from local, bilateral, and multilateral institutions;

WHEREAS, then President Gloria Macapagal-Arroyo issued another Executive Order No. 368, Series of 2004 entitled "An Act Abolishing the Madrasah Development Coordinating Committee and Transferring its Functions to the Department of Education";

WHEREAS, the City Government of Davao, through the Office of the City Mayor, created the Madrasah Comprehensive Development and Promotion Program to be the lead agency in delivering basic government services in Muslim Communities all over Davao City especially in providing educational opportunities;

WHEREAS, madrasah development is hampered by constraints which necessitates the support of the local government in order to help in the provision of adequate educational assistance;

WHEREAS, it is imperative that there will be an institutionalization of madrasah development in the city;

NOW, THEREFORE, I, SARA Z. DUTERTE, City Mayor, this City, by virtue of the powers vested in me by law, do hereby order the following:

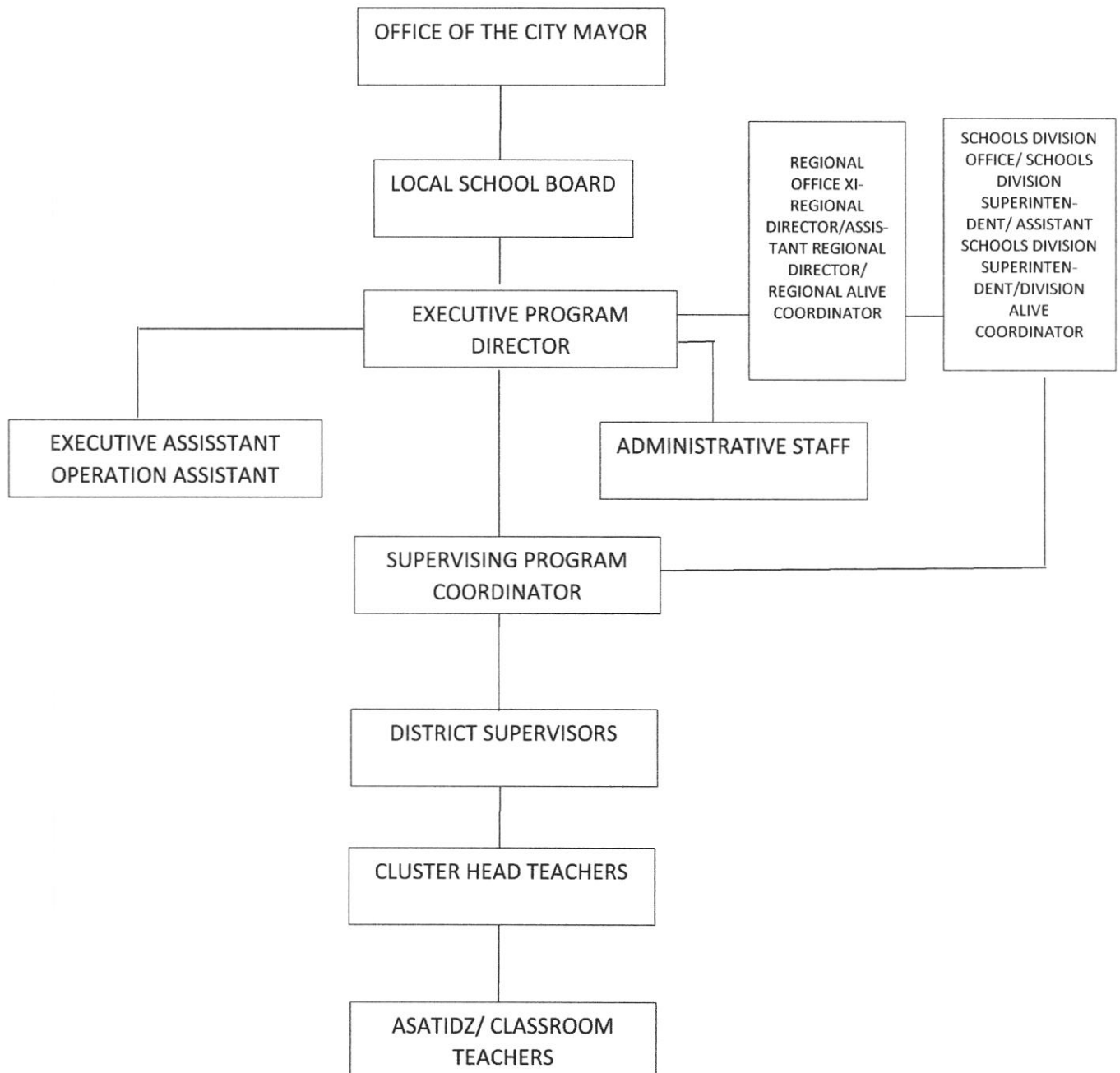
SECTION 1. CREATION. There shall be created a Madrasah Comprehensive Development and Promotion Unit under the Office of the City Mayor which shall have the following functions:

- Educate Muslim children with "true values", history, Arabic writing and reading, science and teachings of Islam to become a law-abiding citizen contributive to social and moral development;
- Formulate plans and programs for the growth of Madrasah Education in Davao City;

- Supervise the implementation of the Madrasah Program in Davao City;
- Spearhead community outreach programs;
- Initiate and develop programs promoting Eid or Islamic Festivals and develop unique feat of various Muslim tribes in Davao City;
- Render assistance to the Muslim constituents in Davao City; and
- Promote Davao City as a peaceful city where all cultures and religions harmoniously co-exist.

The unit shall have the organizational structure reflected below:

TRADITIONAL MADRASAH ORGANIZATIONAL STRUCTURE



SECTION 2. COMPOSITION AND FUNCTIONS. The Madrasah Comprehensive Development and Promotion Unit shall be composed of the following with its corresponding responsibilities:

1. LOCAL SCHOOL BOARD

- Shall serve as the policy making body of the unit.

2. EXECUTIVE PROGRAM DIRECTOR

- Should be the manager of all operational and functional work in the implementation of the Madrasah Programs including curricular development; and
- Oversees the planning, implementation and evaluation of the organization's programs and services and special projects, monitors the day-to-day delivery of the programs and services of the organization to maintain or improve quality service.

3. OPERATIONS ASSISTANT/EXECUTIVE ASSISTANT

- Provides assistance to the Operations Manager Officer (Executive Program Director) in doing administrative duties and clerical functions; and
- Does other related functions as directed by the Operations Manager Officer (Executive Program Director).

4. SUPERVISING PROGRAM COORDINATOR

- Oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, staffing, leading and controlling program activities.

5. DISTRICT SUPERVISORS

- Supervise the activities of the Cluster Head Teachers in their respective Districts;
- Assist the Executive Program Director in the preparation of Arabic educational program; and
- Monitor and evaluate the performance of the Madrasah teachers.

6. CLUSTER HEAD TEACHERS

- Supervise the different Madrasah centers within their cluster by checking classrooms, lesson plans and class records. In emergency cases, the cluster head teachers will act as classroom teachers of the centers.

7. ARABIC TEACHERS

- Identify clear teaching and learning objectives specifying how they will be taught and assessed;
- Prepare lesson plans, lecture materials and be actively involved in developing curriculum;
- Include Islamic Integration in lesson plans wherever possible;
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught; and
- Check the students work efficiently and thoroughly.

8. ADMINISTRATIVE STAFF

- They should be under the control and supervision of the Executive Assistant and Administrative Officer whose main functions will be records management, payroll preparation, monitoring, reproduction and other administrative function.

SECTION 3. FUNDING AND OPERATING COSTS. All costs pertaining to the operations and programs of the Office shall be chargeable against the Special Education Fund subject to the evaluation of the Local School Board and usual accounting and auditing rules.

SECTION 4. SEPARABILITY. In the event that any provision in this Order or any part hereof is declared invalid, illegal or unconstitutional, the provisions not hereby affected shall remain in force and effect.

SECTION 5. REPEAL. All orders, rules and regulations and other issuance or parts thereof that are inconsistent with the provisions of this Order, are hereby repealed or modified accordingly.

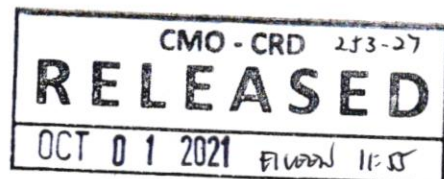
SECTION 6. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this OCT 01 2021 in Davao City, Philippines.


SARA Z. DUTERTE
City Mayor

Attested by:


ATTY. ZULEIKA T. LOPEZ
City Administrator



Ref. no. CRD100121-6