



**EXECUTIVE ORDER NO. 008**  
Series of 2022

**AN ORDER DESIGNATING A LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICER (LEDIPO) IN THE MUNICIPALITY OF CABARROGUIS, QUIRINO AND IDENTIFYING A TEMPORARY OFFICE FOR THE LOCAL ECONOMIC DEVELOPMENT INVESTMENT PROMOTION**

**WHEREAS**, Pursuant to DILG Memorandum Circular No. 2020-167 dated December 9, 2020, all municipalities are encouraged to designate Local Economic Development and Investment Promotion Officer (LEDIPO) and establish/create Local Economic Development and Investment Promotion Office/Unit;

**WHEREAS**, the designation of LEDIPO and the establishment of LEDIP Office/Unit will help in bringing about and realizing economic development and opportunities in the municipality of Cabarroguis;

**WHEREAS**, due to budgetary constraint, the local government could not possibly designate a fulltime employee neither an independent office and staff complement;

**NOW THEREFORE**, I, **AVELINO N. AGUSTIN, JR.**, Municipal Mayor of Cabarroguis, Quirino, by the authority and power vested in me by law, do hereby order:

**SECTION I. DESIGNATION OF LOCAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICER (LEDIPO).** Pursuant to relevance of functions and technical expertise, Ms. Leonila D. Aure, Municipal Planning and Development Coordinator, is hereby designated as Local Economic Development and Investment Promotion Officer of the Municipality of Cabarroguis. For effective production of work, Ms. Sheryll Ann G. Jandoc, Project Development Officer I, shall be considered as the alternate focal person as Local Economic Development and Investment Promotion Officer (LEDIPO).

**SECTION II. FUNCTIONS OF THE LEDIPO.** The LEDIPO shall perform the following functions:

1. Serve as member of the advisory group that will guide the LGU for investment promotion;
2. Steer the creation of a business enabling environment to attract, retain or expand investments.
3. Advocate and promote policies and practices that will encourage local investments such as:
  - a. Preparation of LGU Economic Development aligned with the Provincial Development and Physical Framework Plan (PDPFP), Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP) and Local Investment and Incentive Code as may be applicable.
  - b. Assist on the formulation of Local Investments and Incentive Code (LIIC).
  - c. Marketing and Promotion Strategies of the LGU.
4. In close coordination with the Local Planning and Development Coordinator, identify revenue generating and enterprise development projects of the LGU which may be implemented by the private sector through Public-Private Partnership (PPP) arrangements.
5. Provide support and facilitation assistance for prospective and new investors.
6. Establish and maintain a local economic database containing relevant facts and figures on the local economy to be able to provide information about business potentials of the LGU including its services to prospective investors to attract more investment to flow in the locality.
7. Conduct mission trips in relation to promotion and marketing activities of the LGU to attract investments;



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**Office of the Mayor**

8. Assist and support local councils whose undertakings are related to economic development;
9. Assist in the promotion and development of Micro, Small and Medium Enterprises (MSMEs) in the locality, as well as all other investors, particularly in (1) securing licenses and permits, (2) identifying business or joint venture partners, raw materials suppliers and possible business sites, (3) sourcing skilled manpower and service providers, and (4) facilitating the resolution of issues and concerns encountered by business entities;
10. Establish and maintain partnership with Regional Office of National Economic Development Authority (NEDA), Public-Private Partnership (PPP) Center; Department of Trade and Industry (DTI), DTI-Board of Investments (DTI-BOI), National Competitiveness Council (NCC); Department of Science and Technology (DOST), Department of Finance (DOF) Bureaus and attached agencies such as Bureau of Internal Revenue (BIR), Bureau of Customs (BOC), Securities and Exchange Commission (SEC), and Bureau of Local Government Finance (BLGF), along with other national government regulatory agencies and with the private sector, NGOs/CSOs, academe and other stakeholders in the implementation of programs, projects and activities that will promote the business-friendliness and competitiveness of the LGU.
11. Represent the Province/City/Municipality in trade and investment meetings, conferences, and other similar activities in both domestic and foreign venues.
12. Prepare and disseminate investments promotion collaterals, e.g., brochures, and a website of the LGU for the purpose of information dissemination, including issuing reminders to Registered Enterprises, and providing information generally relevant to investors, among other information generally relevant to doing business

**SECTION III. LEDIP OFFICE.** Meanwhile that there is yet an independent office for the LEDIP, the said function shall be temporarily lodged at the Municipal Planning and Development Office which shall perform the following functions:

1. Takes charge of all activities related to LGU investment facilitation and promotion activities;
2. Local enterprise development;
3. Establishment of support mechanisms for the growth of Micro, Small and Medium Enterprises (MSMEs);
4. Provide mechanisms for business retention and expansion; and
5. Other business and economic activities to attract investments and generate employment

**SECTION IV. REPEALING CLAUSE.** All orders or issuances in contrary to the provision hereof are hereby modified, amended or repealed accordingly.

**SECTION V. EFFECTIVITY.** This order shall take effect immediately upon approval.

Done this 8<sup>th</sup> of July 2022 in the Municipality of Cabarroguis.

  
**AVELINO N. AGUSTIN, JR.**  
*Municipal Mayor*