

## **GUIDELINES AND PROCEDURES FOR THE SELECTION OF PRIVATE SECTOR REPRESENTATIVES TO THE CALABARZON REGIONAL DEVELOPMENT COUNCIL**

### **I. BACKGROUND/RATIONALE**

Executive Order No. 325, s. 1996 which reorganized the Regional Development Councils (RDCs) calls for the representation of the private sector in the RDC. Specifically, it mandates that 25 percent of the total RDC membership should come from the private sector.

### **II. PURPOSE**

To provide guidelines for the selection of the sectoral and geographic private sector representatives to the CALABARZON RDC in accordance with the guidelines by the National Economic and Development Authority (NEDA) Board and CALABARZON RDC Ground Rules and Regulations approved on June 9, 2022.

### **III. DEFINITION OF TERMS** (as provided in the Implementing Rules and Regulations of EO 325)

A Private Sector Representative (PSR) refers to a person who represents the private sector for the purpose of socioeconomic development by rendering service or providing assistance to the public.

Basic sector refers to the disadvantaged sector of Philippine society, namely: farmer-peasants, artisanal fisherfolks, workers in the formal sector and migrant workers, workers in the informal sector, indigenous peoples and cultural communities, women, differently-abled person, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor as defined by the National Anti-Poverty Commission (NAPC).

A Private Sector Organization (PSO) refers to an organization created or formed by private persons for purposes of socioeconomic development, rendering service or providing assistance to the public. These include among others:

- non-governmental organizations (NGOs), defined as private, non-profit voluntary organizations that are committed to the task of socioeconomic development and established primarily for service
- business organizations
- people's organizations
- industry associations
- religious organizations
- cultural associations
- professional organizations
- civic clubs
- cooperatives
- labor organizations

Registration is a mandatory process by law for the purpose of bestowing legal personality to organizations.

Accreditation refers to the action or process of officially recognizing an organization by government agencies or local government units (LGUs) for purposes of program participation or eligibility for development assistance.

#### **IV. ROLES OF THE PRIVATE SECTOR REPRESENTATIVES**

- Articulate the concerns and perspectives of the private sector on regional development.
- Participate and provide inputs on regional development planning, investment programming and budgeting, and monitoring and evaluation of programs and projects.
- Participate in the discussion/deliberation of issues during regular/special meetings and activities of the RDC, Sectoral Committee (SecCom), and other RDC-created bodies.

#### **V. SELECTION GUIDELINES/PROCEDURES**

##### **A. Determination of Number of PSRs**

- The PSRs shall comprise 25 percent of the total membership of the fully constituted Council. Specifically, the PSRs shall be composed of the following:
  - ✓ Five geographic PSRs selected and endorsed to the RDC by the Provincial Development Councils from among its members. The Provincial Development Councils are also requested to undergo a selection/election process similar to the RDC-PSRs selection to ensure a proper and timely selection of geographic PSRs and avoid biased or partisan appointments by local chief executives.
  - ✓ One Labor Sector Representative selected and duly endorsed to the RDC by the Regional Tripartite Wage and Productivity Board;
  - ✓ One Basic Sector Representative selected and duly endorsed to the RDC by NAPC from among its NAPC basic sectors' representatives;
  - ✓ Sectoral representatives for the remaining slots to complete the 25 percent PSR allocation. They shall be selected through an election based on the provisions in this Guidelines.
- The sectoral PSRs shall represent the following sectors and sub-sectors:
  1. Social – education; health and nutrition; family planning; technical vocation; social welfare and protection; community development, culture and arts; religious and human rights, housing and resettlement; and women and children, migration, basic and informal sector, urban poor, education and manpower development.

2. Economic – agriculture and fisheries; agrarian reform; trade and industry; tourism and services; environment and natural resources; science and technology; labor and employment; cooperatives; money and banking;
3. Infrastructure – transportation; water resources; power generation and electrification; social infrastructure; information and communications technology;
4. Governance and Development Administration – macroeconomy and governance; development administration; peace, order and safety; law enforcement and administration of justice; disaster management; productivity and employment; development planning and programming; fiscal administration; statistical and database management; capacity building; communication development;

## **B. Shortlisting of Qualified Private Sector Organizations**

1. The qualified PSOs that may participate in the sectoral PSR election shall be determined from the PSOs duly accredited by the regional line agencies (RLAs) and LGUs (provinces and cities).
2. The RDC Secretariat shall request the RLAs and LGUs (provinces and cities) to submit their updated list of duly accredited PSOs.
3. The RDC Secretariat shall update the list of accredited PSOs in the region and determine the sectoral coverage of the PSO.
4. The RDC Secretariat shall evaluate the qualifications of the accredited PSOs in coordination with concerned RLAs and LGUs based on the following criteria:
  - a. The PSO must be registered with any government office which registers organizations for the purpose of bestowing legal personality e.g. Securities and Exchange Commission, Cooperative Development Authority, etc.;
  - b. The PSO must have conducted socioeconomic projects/activities for at least three years from the date of registration in the region;
  - c. The PSO must be a Filipino-managed organization. Organizations managed by foreigners, whose officers and members are primarily composed of foreign nationals, or are considered branches or affiliates of foreign organizations are not eligible to participate;
  - d. The PSO preferably must be a regional leader with broad-based membership and coverage of at least two provinces. It must also cover specific or multi-sector representations;
  - e. Organizations which have government officials and employees as ex-officio members of the Governing Board or whose operations are funded by the government are not eligible to participate; and

- f. The PSOs must be endorsed by the head of accrediting agencies, organizations or LGUs.
5. The prequalified PSOs shall then be requested to submit the Private Sector Organization Profile Sheet (Form 1) for pre-screening purposes and endorsement of head of accrediting agencies, organization or local government units.
6. The RDC Secretariat shall evaluate the submitted forms. A meeting among NEDA IV-A, RLAs and provincial planning and development coordinators shall be conducted to screen, validate and come up with a shortlist of qualified PSOs who will be invited to the PSRs Election.
7. Concerned agencies and LGUs are encouraged to conduct a fair, objective, and timely selection or election process for the PSR to be endorsed to the RDC.

### **C. Nomination Process**

- The RDC Secretariat shall request the qualified PSOs to formally nominate only one of its members as a sectoral PSR. The qualified PSO and its subsidiaries and affiliates shall be counted as one PSO only except in cases where such affiliates or subsidiaries have distinct and separate legal personalities.
- Qualified PSOs shall submit the following forms: (a) PSR Nominee Information Sheet (Form 2); and (b) PSR and Voter's Nomination Form (Form 3).
- The PSR nominees will be subjected to background checking. They will be requested to provide character references and certification of non-affiliation with terrorist groups signed by their organization.

### **D. Qualification of PSR Nominees**

- Filipino citizen of legal age, not otherwise disqualified by law
- Must have been formally nominated by the board authorized representative or by the head of a qualified PSO, in the absence of a board
- Must not hold any government position, whether appointive or elective, and must not receive any remuneration from the government while serving as PSR to the RDC
- Must have a proven track record in socio-economic development in the region
- Must be willing and able to participate in all RDC activities on a voluntary basis and
- Must attend at least 75 percent of meetings of the RDC Full Council, PSRs, and his/her assigned SecCom per year.

**E. Sectoral PSRs Voting and Proclamation Process**

1. The PSRs elections shall be held for the purpose of electing the sectoral representatives to the RDC. The RDC Secretariat shall prepare the list of official nominees and convene the official voters and nominees of the qualified PSOs.
2. The RDC Secretariat shall orient the nominees and the official voters on the structure and functions of the RDC, rationale and processes for the PSR selection, as well as duties and responsibilities of the PSRs.
3. The participating PSOs' official voters shall introduce their respective nominees.
4. Each voter shall elect the exact number of sectoral PSRs required in the RDC through secret voting. A pen and paper and/or online voting system may be adopted for physical and virtual/blended meetings. The RDC Secretariat shall determine the required number of PSRs to be elected based on the government sector membership of the Section 5 of the RDC GRR, and present the appropriate voting system during the meeting. Special non-voting members will not be considered in the determination of the total number of RDC-PSRs.
5. The RDC Secretariat shall tally the votes and proclaim the winners.
6. The elected RDC-PSRs shall take their oath of office and shall be confirmed by the RDC through a resolution.

**F. PSRs membership to the RDC and its Committees**

- The elected RDC-PSRs will be assigned to only one SecCom based on their qualifications and preferred priority sectors to ensure substantial participation;
- The PSRs shall select their top two priority sectors, which will be the basis of the Secretariat in determining the PSRs' membership to the Sectoral Committees. Moreover, they will be requested to select up to three special/sub-committees other than their assigned SecCom;
- If a PSR is interested to attend other SecCom meetings, his/her participation shall be on a voluntary basis and shall not have voting rights. Their attendance shall be subject to the approval of the concerned SecCom; and
- The PSR appointed as RDC Chair/Co-Chair may voluntarily attend any SecCom meetings, but shall not have voting rights in SecComs that they are not a member of.
- PSRs cannot be represented by any member of their organization during RDC, SecCom, and special/affiliate committee meetings.

## **VI. GOVERNING POLICIES**

### **A. PSRs Term of Office**

- The term shall coincide with the regular term of local elective officials. All confirmed PSRs shall serve for a period of three years, without prejudice to reappointment through the process of nomination and confirmation as provided for in the NEDA Board Guidelines for the Selection of PSRs to the RDC. The term of office of the PSRs shall commence upon confirmation of the RDC.
- The term of office of the RDC Chairperson/Co-Chairperson who comes from the private sector is co-terminus with his/her term as PSR.

### **B. Termination**

The RDC membership of the following PSRs shall be terminated:

- PSRs considered remiss in the performance of their duties or who commit acts inimical to the RDC may be terminated on motion of a member and upon approval of the majority of the members present during a full council meeting.
- PSRs who filed Certificate of Candidacy and Certificate of Nomination and Acceptance for local and national elections and those who are elected or appointed to any government position during their term shall be automatically terminated.
- PSRs with three consecutive absences in RDC Full Council meetings will be terminated on motion of a member and upon approval of the majority RDC members who are present during a full council meeting. Subsequently, the said PSR will be removed as a member of the SecCom.
- PSRs with three consecutive absences in SecCom meetings will not be terminated but will be dropped from the determination of a quorum.

### **C. Vacancy**

In case a vacancy occurs in the PSR seat of the Council either through resignation, recall or ineligibility due to appointment/election to public office, incapacity, permanent disability or death, the Council may determine the manner in which the vacancy may be filled up.