



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER NO. 03
Series of 2016

**PROVIDING FOR THE CREATION OF THE DOCUMENTATION COMMITTEE ON THE
MILESTONES AND BEST PRACTICES OF THE EARLY CHILDHOOD CARE AND
DEVELOPMENT PROGRAM OF THE CITY OF MUNTINLUPA,
ITS COMPOSITION AND FUNCTIONS.**

WHEREAS, Section 3 (2), Article XV of the 1987 Philippine Constitution provides that "(t)he State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development;"

WHEREAS, the Early Childhood Education Division of the City Government of Muntinlupa is in charge of the implementation of the Early Childhood Care and Development Programs for children aged 0 to 4 years;

WHEREAS, there is an urgency and necessity for the City Government of Muntinlupa to create a Documentation Committee that will assist in the preparation of documentaries and audio-visual presentations for the promotion of Early Childhood Care and Development Programs, including, but not limited to, its milestones, best practices, challenges and aspirations toward the realization of local, national and global goals, beneficial to stakeholders and constituents of the City of Muntinlupa, SEAMEO-INNOTECH Programs, Early Childhood Care and Development Congress, Asia-Pacific Regional Network for Early Childhood (ARNEC), ISO, Seal of Child-Friendly Local Governance, among others;

NOW, THEREFORE, I, ATTY. JAIME R. FRESNEDI, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby ordain and decree that:

Section 1. Creation and Composition.

The Documentation Committee on the Milestones and Best Practices of the Early Childhood Care and Development Program of the City of Muntinlupa (Documentation Committee, *for brevity*) is hereby created and established, and shall be composed of the following individuals, namely:

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|----|--|---|-------------------|
| a. | Maricel G. Labra, Social Services Department | : | Chairperson; |
| b. | Noel Cadorna, City Planning and Development Office | : | Vice Chairperson; |
| c. | Teresita V. Navarro, Public Information Office | : | Member; |
| d. | Analyn Mercado, Social Services Department | : | Member; |



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- e. Glenda Z. Aniñon, City Human Resources Management Department : Member;
- f. Magdalena Meana, MD, City Health Office : Member;
- g. Lualhati S. Morales, City Budget and Management Office : Member.

Section 2. Functions.

The Documentation Committee shall have the following duties and functions, namely:

- a. Develop documentary and other mechanisms pertaining to the dissemination of information including, but not limited to, policies, programs, projects, activities, accomplishments and research of the city's early childhood programs;
- b. Ensure the accuracy and consistency of all information from the Early Childhood Education Division and other departments and offices concerned;
- c. Recommend to the City Mayor such acts that promote and implement the foregoing; and
- d. Perform such other functions as may be necessary to accomplish the foregoing.

Section 3. Secretariat.

The Secretariat shall be headed by the Planning Officer of the Early Childhood Education Division and shall be composed of the staff members of the same office. It shall be responsible for calling the Documentary Committee to every meeting, preparing the minutes thereof, filing all records and taking care of all logistical requirements for every meeting.

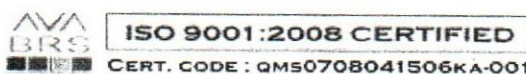
The Documentation Committee shall meet at least once a month or as often as may be necessary. Moreover, a majority of the members of the board shall constitute a quorum in order to validate any decision achieved by majority vote and reached thereat.

Section 4. Compensation and Remuneration.

The (a) Social Services Department (Early Childhood Education Division) and the (b) Gender and Development Office (GAD) shall include in their respective annual budget plans and appropriations the funds necessary for the effective discharge of the functions above-enumerated, and shall be responsible for the liquidation of expenses, including compliance to sound auditing rules and practices.

Section 5. Effectivity.

This Executive Order shall take effect immediately, and shall remain valid and subsisting unless revoked, rescinded, amended or superseded accordingly. *Provided, however*, in the event that



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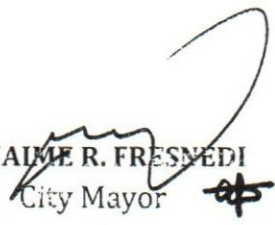
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any member of the Documentation Committee is replaced or removed, the individual subject of replacement shall be authorized in an office or committee order duly signed by the City Mayor which shall be an integral part hereof.

DONE AND EXECUTED on this 03rd day of February, 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor 



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