



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 03
Series of 2017

APPOINTING A PROJECT MANAGER TO CITY INFRASTRUCTURE PROJECT

WHEREAS, under Section 455 (b) (4) of R.A. No. 7160, or the Local Government Code of 1991, the Local Chief Executive is obliged to "Ensure the delivery of basic services and the provision of adequate facilities as provided under Section 17 of this Code;"

WHEREAS, under Section 17 (b) (4) in relation to Section 17 (b) (2) (viii) and Section 17 (b) (3) (vii), *supra*, one of the basic facilities a City is obliged to provide is "Infrastructure facilities";

WHEREAS, in order to ensure effective and efficient implementation of infrastructure projects of the City Government, there is a need to appoint a project manager thereto in line with the Local Chief Executive's power to "Exercise general supervision and control over all programs, projects, services, and activities of the city government" under Section 455 (b) (1), *supra*;

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

Section 1. Appointment of a Project Manager

A Project Manager shall be appointed to each particular infrastructure project being undertaken by the City. Said person must be chosen by the City Engineer from among the ranks of the City Engineering Department.

Section 2. Duties and Responsibilities of Project Manager

The Project Manager shall discharge the following duties and responsibilities, to wit:

- a. Inspect the site prior to estimate;
- b. Check the estimate for errors in computation, among others;
- c. Review completeness of documents, set of plans, drawings, architectural and structural plans, among others;





Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- d. Monitor bidding process, taking in coordination with winning bidder, bill of materials, construction schedule, payment, among others;
- e. Certify the percentage of completion of the project vis-à-vis the time when the contractor submits the billing for payment;
- f. Submit periodic report on the status of the infrastructure project to the City Mayor, City Administrator and City Engineer, or as required by them; and
- g. Perform other functions as may be further given.

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 7th day of MARCH, 2017 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor

AVA
BRS
ISO 9001:2008 CERTIFIED
CERT. CODE: QMS0708041506KA-001

YAN ANG TAMA YAN ANG MUNTINLUPA!

