



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



EXECUTIVE ORDER No. 04
Series of 2019

PROVIDING FOR THE RE-INSTITUTION OF THE CORE TEAM ON
THE INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO) FOR THE
RE-CERTIFICATION THERETO OF THE CITY GOVERNMENT OF MUNTINLUPA,
ITS COMPOSITION AND FUNCTIONS

WHEREAS, Section 455 (b) (1) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(e)xercise general supervision and control over all programs, projects, services, and activities of the City Government;"

WHEREAS, Chapter 7 of the Philippine Development Plan 2011-2016 promotes the effective and good governance by enhancing and standardizing the quality of and the delivery of public service consistent with the requirements of the International Organization for Standardization (ISO);

WHEREAS, Executive Order No. 605, signed by Executive Secretary Eduardo R. Ermita for President Gloria Macapagal-Arroyo, and dated 23 February 2007, provides that "(A)dministrative Order No. 161 directs the Departments of Budget and Management-Bureau of Product Standards (DTI-BPS) and the Development Academy of the Philippines (DAP) to constitute a committee to formulate the necessary institutional structure, mechanisms and standards to implement the Government Quality Management Program (GQMP), in consultation with relevant Constitutional bodies such as the Civil Service Commission (CSC) and the Commission on Audit (COA);"

WHEREAS, the second paragraph of Section 1, *supra*, provides that "(l)ocal government units, xxx are also encouraged to develop ISO-Quality Management System (ISO-QMS) and pursue certification;"

WHEREAS, the City of Muntinlupa has adopted, in its Vision Statement, that it aims to be "one of the leading investment hubs in the country," and in its first Mission Statement, that

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it "promotes broad-based economic growth and business friendly environment for sustainable development;"

WHEREAS, the City of Muntinlupa received the ISO Certification in 2001, and from thereon, witnessed a remarkable increase in the number of new business operating within its jurisdiction;

WHEREAS, the City of Muntinlupa lost the same certification sometime in 2008, and from thereon, experienced a plateau in new investment flows, at best, and negative growth, at worst, thereby prejudicing its rightful claim as an attractive investment site in Metropolitan Manila, in particular, and in the Philippines, in general;

WHEREAS, it is imperative for the City of Muntinlupa to receive the ISO Re-Certification in order to achieve its plans and projects for continuous and sustainable growth;

NOW, THEREFORE, I, Jaime R. Fresnedi, by virtue of the powers vested in me by law, do hereby decree and order that:

Section 1. Re-Institution and Composition.

The Core Team on the International Organization for Standardization (ISO) Re-Certification of the City Government of Muntinlupa is hereby re-instituted, and it shall be composed, from hereon, of the following individuals, with their respective designations, namely:

- | | | | |
|----|---|---|------------------------------------|
| a. | Atty. Roderick B. Tagnia
City Human Resources Management Department | : | Quality Management Representative; |
| b. | Roger J. P. Smith
Office of the City Administrator | : | Member; |
| c. | Glenda Zamora - Aniñon
Public Employment Service Office | : | Member; |
| d. | Christopher Malorre Calaquian,
Deputy Director for Quality Management
Ospital ng Muntinlupa | : | Member; |

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- e. Elena E. Presnedi, Ed. D.,
Pamantasan ng Lungsod ng Muntinlupa : Member;
- f. Maria Teresa R. Tuliao, MD,
City Health Office : Member;
- g. Cecilia C. Lazarte,
Sangguniang Panlungsod Secretariat : Member;
- h. Francis A. Santella,
Muntinlupa City Technical Institute : Member;
- i. Noel A. Cadorna,
City Planning and Development Office : Member;
- j. Ma. Lourdes A. Ampaya,
Office of the City Mayor : Member;
- k. Erwin P. Vibora
City Treasurer's Office : Member;
- l. Noel Edward S. Morales
Internal Audit Department : Member;
- m. Mary Anne I. Simon,
Office of the City Mayor : Member;
- n. Teresita C. Fortuna,
Colegio de Muntinlupa : Member;
- o. Lualhati S. Morales
City Budget and Management Department
Administrative & Finance Cluster : Member;
- p. Teresita V. Navarro
Public Information Office
Technical Services Cluster : Member;
- q. Cynthia T. Meneses
Pamantasan ng Lungsod ng Muntinlupa
Education Cluster : Member;
- r. Lorna B. Misa
Environmental Sanitation Center
Environment Cluster : Member;

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- s. Arch. Beaudon D. Causapin,
City Architect's Office
Infrastructure Cluster : Member;
- t. Col. Florocito E. Ragudo,
Drug Abuse Prevention and Control Office
Protective Services Cluster : Member;
- u. Analyn A. Mercado
Social Services Department
Social Services Cluster : Member.

Membership in the ISO Core Team Re-Certification of Muntinlupa is a privilege extended by the Office of the City Mayor. However, in the interest of continuity and constancy, the death, resignation, removal or transfer from office, or any similarly-situated circumstance of any of the above-named individuals shall entitle the successor to assume membership herein, without need for the issuance of an order or instrument. The Secretariat shall ensure a smooth and orderly transition for the concerned officer or staff member.

Section 2. Functions of the Core Team.

- a. Coordinate with the Development Academy of the Philippines on all modules, trainings, systems, techniques and procedures on the organization, structure and organic set up of each department and office in the City Government of Muntinlupa in conformity with the principles set by the International Organization for Standardization (ISO);
- b. Recommend to the City Mayor and to concerned heads of departments and offices measures to be undertaken to comply with the aforementioned principles;
- c. Organize, upon approval of the City Mayor, other groupings to support the Core Team, and seek assistance of experts, both within the city government and outside, on matters that require technical, scientific or other particular expertise;
- d. Ensure compliance of all departments and offices on the procedures and mechanisms set; and
- d. Perform other functions as may be directed by competent authority or as may be necessary to achieve the foregoing.

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Section 3. Secretariat.

The Secretariat shall be composed of the following individuals, namely:

- a. Ainah Rae Labanta-Banzon
City Human Resources Management Department : Head Secretariat;
- b. Paul Jimenez
City Human Resources Management Department : Head Secretariat;
- c. Remar Aquino
City Human Resources Management Department : Member;
- d. Christine Noemi Santos
City Human Resources Management Department : Member;
- e. Myra Gail Icasiano
City Accounting Office : Member;
- f. William Kristoffer Eusores
City Legal Office : Member;
- g. Engr. Ma. Eloisa Cortes
City Engineering Department : Member;
- h. Rica Rose Patuga
City Treasurer's Office : Member.

Section 4. Functions of the Secretariat.

- a. Prepare, issue, disseminate and record all Notices of Meetings;
- b. Prepare logistical requirements of meetings;
- c. Write down, disseminate and record Minutes of Meetings;
- d. Receive, prepare, send out and record all correspondence;
- e. Inform the Core Team on all developments related to the work at hand, especially directives from the private and public trainers and related agencies;
- f. Prepare all documents related to the release of funds for the smooth and orderly discharge of the functions of the Core Team;
- g. Coordinate with all departments and offices, including individuals and outside agencies on the preparation of documents and materials necessary;
- h. Perform other functions as may be directed by competent authority or as may be necessary to achieve the foregoing.

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Section 5. Budget.

All related expenses of the project shall be taken from the Office of the City Mayor.

Section 6. Repealing Clause.

Any order, memorandum or directive which is contrary to any provision contained herein is deemed amended, rescinded, suspended or revoked accordingly.

Section 7. Separability Clause.

Any provision found judicially illegal or infirm shall not affect untouched provisions of Executive Order.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately upon signing thereof, and shall remain in effect and subsisting until amended, rescinded, suspended or revoked accordingly.

DONE AND EXECUTED on this 25th day of March 2019 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor 

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