



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



**EXECUTIVE ORDER No. 06**  
**Series of 2019**

**PROVIDING FOR THE CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM OF THE CITY OF MUNTINLUPA, YEAR 2019, ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2019-39, and dated 13 March 2019, with subject 2019 Local Governance Transition, wherein all Local Chief Executives are directed to create a Local Governance Transition Team in their respective jurisdictions in line with the aftermath of the 2019 mid-term elections on 13 May 2019;

**WHEREAS**, Section 455 (b) (2) (iii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City mayor shall "(i)ssue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;"

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

Section 1. Creation and Composition.

The Local Governance Transition Team of the City of Muntinlupa, Year 2019, (Team, *for brevity*) is hereby created, and it shall be composed of the following individuals, namely:

- |     |  |                   |
|-----|--|-------------------|
| (a) | Jaime R. Fresnedi,<br>City Mayor   | Chairperson;      |
| (b) | Engr. Allan A. Cachuela,<br>City Administrator, and<br>Business Permits and Licensing Office | Vice Chairperson; |
| (c) | Roger John P. Smith,<br>Deputy City Administrator  | Member;           |
| (d) | Ma. Lourdes M. Ampaya,<br>Secretary to the City Mayor  | Member;           |
| (e) | Atty. Rosalina T. Tesorio,<br>Technical Assistant to the Mayor                               | Member;           |
| (f) | Atty. Roderick B. Tagnia,<br>City Human Resources and Management Department                  | Member;           |

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| (g) | Atty. Karen B. Baldonasa,<br>City Legal Office  | Member; |
| (h) | EnP. Noel A. Cadorna,<br>City Planning and Development Office, and<br>City Zoning Administration Office | Member; |
| (i) | Nancy B. Torero,<br>Management Information Systems Office   | Member; |
| (j) | Teresita V. Navarro,<br>Public Information Office   | Member; |
| (k) | Zosimo Tabajonda, Jr.,<br>Anti-Graft Division   | Member; |
| (l) | Chito C. Valerio,<br>Fixed Assets Management Office, and<br>Records Management Office                   | Member; |
| (m) | Rosemarie I. Geli,<br>Community Affairs Development Office  | Member; |
| (n) | Catherine Mary R. Biazon,<br>Gender and Development Office  | Member; |
| (o) | Anastacio L. Miñoza,<br>City Treasurer's Office   | Member; |
| (p) | Vincent Charles Albert Misa,<br>City Assessor's Office  | Member; |
| (q) | Melania M. Casanova,<br>City Accounting Office  | Member; |
| (r) | Lualhati S. Morales,<br>City Budget and Management Department;  | Member; |
| (s) | Noel Edward S. Morales,<br>Internal Audit Department  | Member; |
| (t) | Cristina G. Andres,<br>General Services Office  | Member; |
| (u) | Atty. Harley Padolina,<br>Local Civil Registry  | Member; |
| (v) | Janalodin T. Guiling,<br>Muslim Affairs Office  | Member; |
| (w) | Edgar A. Llamas,<br>Local Economic Investment Promotion Officer   | Member; |
| (x) | Glenda Z. Aniñon,<br>Public Employment Service Office   | Member; |

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| (y)  | Marilou Lobo,<br>Joint Resources Financing Program,<br>City Library   | Member; |
| (z)  | Randy I. Gracia,<br>Muntinlupa City Public Market   | Member; |
| (aa) | Lourdes E. Engo,<br>Tourism, Cultural and the Arts Department   | Member; |
| (bb) | Maricel G. Labra,<br>City Cooperative Office  | Member; |
| (cc) | Marylilabeth Deloso,<br>Department of Agriculture, Extension Services Office                                    | Member; |
| (dd) | Jerome James Arriola,<br>City Competitiveness, and<br>International Relations Office                            | Member; |
| (ee) | Engr. Dynadelle N. Aranda,<br>City Engineering Department, and<br>Office of the City Building Official          | Member; |
| (ff) | Arch. Beaudon D. Causapin,<br>City Architect's Office   | Member; |
| (gg) | Lorna B. Misa,<br>Environmental Protection and Natural Resources Office, and<br>Environmental Sanitation Center | Member; |
| (hh) | Rosalina N. Dy-Contreras,<br>Lake Management Office   | Member; |
| (ii) | Mauro de Gulan, Ed. D.,<br>Schools Division Office  | Member; |
| (jj) | Elena E. Presnedi, Ed. D.,<br>Pamantasan ng Lungsod ng Muntinlupa   | Member; |
| (kk) | Teresita Fortuna, Ph. D.,<br>Colegio de Muntinlupa  | Member; |
| (ll) | Francis A. Santella,<br>Muntinlupa City Technical Institute   | Member; |
| (mm) | Alvin Veron,<br>Muntinlupa Scholarship Program  | Member; |
| (nn) | Jenny Deuda,<br>Early Childhood Education Office  | Member; |
| (oo) | Maria Teresa R. Tuliao, MD,<br>City Health Office   | Member; |

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(pp)	Pamela V. Hernandez, VMD, City Veterinarian's Office	Member;
(qq)	Edwin Dimatatac, MD, LLB, Ospital ng Muntinlupa	Member;
(rr)	Magdalena C. Meana, MD, Technical Assistant to the Mayor on Health	Member;
(ss)	Erwin O. Alfonso, Disaster Risk Reduction and Management Office	Member;
(tt)	Analyn A. Mercado, Social Services Department	Member;
(uu)	Alita Ramirez, Urban Poor Affairs Office	Member;
(vv)	Carolina Chavez, Office of Senior Citizens Affairs	Member;
(ww)	Cynthia Viacrusis, Youth Affairs and Sports Development Office	Member;
(xx)	Yobeth Balane, People's Coordinating Office	Member;
(yy)	Adelle R. de Guzman, Sagip at Gabay ng Ina at Pamilya	Member;
(zz)	PSSupt. Gerardo L. Umayao, Philippine National Police, Muntinlupa City Station	Member;
(aaa)	CInsp. Patrick Rubio, Bureau of Jail Management and Penology, Muntinlupa	Member;
(bbb)	FSupt. Bernard T. Rosete, Bureau of Fire Protection, Muntinlupa City Station	Member;
(ccc)	PSSupt. Florocito Ragudo (Ret.), Drug Abuse Prevention and Control Office, and Public Order and Safety Office	Member;
(ddd)	Danidon M. Nolasco, Muntinlupa Traffic Management Bureau	Member;
(eee)	Efren A. Villanueva, City Security Office, and Motorpool Section	Member;
(fff)	Col. Avelino Castro (Ret.), Squatting Protection and Control Office	Member;
(ggg)	Cecilia C. Lazarte, Sangguniang Panlungsod Secretariat	Member;

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- (hhh) Silvestre Z. Barrameda, Jr., CESE,  
DILG Muntinlupa City Director Member;
- (iii) Faustino V. Salvador, Jr.,  
Intercity Homeowners Association, Inc.  
Representative from a CSO or People's Organization Member.

Section 2. Functions.

To ensure the smooth local governance transition to the newly elected or re-elected local officials on 30 June 2019, the Team shall perform the following functions, namely:

- (a) Conduct an inventory of the following properties owned and controlled by the City Government, namely:
- (i) immovable properties, such as land, buildings, infrastructure facilities and its respective improvements, and pieces of equipment and machinery made immovable;
  - (ii) movable properties, such as vehicles, office equipment, pieces of furniture, fixtures, office supply stocks, among others;
- (b) Gather, secure and preserve all official documents and/or records of all city official transactions, such as, but not limited to, the following documents, namely:
- (i) Governance Assessment Report (CY 2018);
  - (ii) COA Report (CY 2018);
  - (iii) Contracts and Loan Agreements;
  - (iv) Comprehensive Development Plan;
  - (v) Local Development Investment Plan;
  - (vi) Annual Investment Plan;
  - (vii) Comprehensive Land Use or Physical Framework Plan;
  - (viii) Capability Development Plan;
  - (ix) Executive-Legislative Agenda;
  - (x) Organizational Structure;
  - (xi) Inventory of Personnel, classified into Nature of Appointment;
  - (xii) Executive Orders; and
  - (xiii) Full Disclosure Policy Documents, including:
    - (1) Annual Budget (CY 2019);
    - (2) Statement of Debt Service (CY 2018);
    - (3) Statement of Receipts and Expenditures (CY 2018);
    - (4) Annual Procurement Plan (CY 2019);
    - (5) Annual GAD Accomplishment Report (CY 2018);

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- (6) Statement of Cash Flow (CY 2019, First Quarter);
  - (7) Bid Results on Civil Work, Goods and Services, and Consulting Services (CY 2019, First Quarter);
  - (8) Report of Special Education Fund Utilization (CY 2019, First Quarter);
  - (9) Trust Fund Utilization (CY 2019, First Quarter);
  - (10) Manpower Complement (CY 2019, First Quarter);
  - (11) Unliquidated Cash Advances (CY 2019, First Quarter);
  - (12) Supplemental Procurement Plan (CY 2019, First Quarter);
  - (13) Twenty (20%) Percent Component of the IRA Utilization (CY 2019, First Quarter); and
  - (14) Report of Local Disaster Risk Reduction Management Fund Utilization (CY 2019, First Quarter);
- (c) Turn over accountabilities using the prescribed forms;
  - (d) Organize a turnover ceremony to include a briefing on the Governance Assessment Report and key challenges that face the incoming set of local officials on 30 June 2019 in order to achieve a seamless leadership and management transition;
  - (e) Ensure the accomplishment and timely submission of Elective Local Officials Personnel Data Sheet (ELOPDS) by the incoming officials to be submitted not later than 08 July 2019 to the City Human Resources Management Department, the Sanggunian Panlungsod Secretariat, and the DILG Muntinlupa Field Office.

Section 3. Effectivity Clause.

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

**DONE AND EXECUTED** on this 8<sup>th</sup> day of April 2019 in the City of Muntinlupa.

  
Jaime R. Fresnedi  
City Mayor

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