



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



EXECUTIVE ORDER NO. 07
Series of 2017

**PROVIDING FOR THE CREATION OF THE METRO MANILA FILM FESTIVAL
COMMITTEE, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, the City of Muntinlupa is hosting the 2017 Metro Manila Film Festival Parade of Stars as part of its celebration of its centennial year;

WHEREAS, given the utmost importance of said event, it is desirable that a committee be formed to directly take charge over the same to ensure its success;

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 that:

Section 1. Composition.

The Metro Manila Film Festival Committee ("MMFFC") is hereby created to be composed of the following members, to wit:

- | | | | |
|----|-----------------------------------|---|-------------|
| 1. | Atty. Jojay Alcaraz | : | Chairperson |
| 2. | Engr. Allan A. Cachuela | : | Member |
| 3. | Coun. Ma. Dhesiree G. Arevalo | : | Member |
| 4. | Gary A. Llamas | : | Member |
| 5. | Catherine R. Biazon | : | Member |
| 6. | Elvie Sanchez-Quiazon | : | Member |
| 7. | Representative of Filinvest/Ayala | : | Member |
| 8. | Atty. Rosalina Tesorio | : | Member |

The above is without prejudice to the inclusion of other members as the need therefor arise.

Section 2. Duties and Responsibilities.

The MMFFC shall perform the following duties and responsibilities, to wit:

1. Coordinate, plan and act with the Metro Manila Film Festival, concerned departments and offices of the City Government, National Offices and Agencies on all matters affecting the event, including determination of the events venue and preparation and execution of the events program;





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2. Determine the manner of procurement of the needed supplies; negotiate, sign, execute and deliver all contracts with suppliers, including the owner or proprietor of the place to be determined as venue of the event;
3. Regularly meet to discuss the plans and actions to be performed and being performed in pursuit of the foregoing and immediately report its status and development to the City Mayor;
4. Perform such other functions which are inherent or may be necessary to fully effectuate the foregoing and those which may heretofore be assigned by the City Mayor.

Section 3. Appropriation.

An operational fund shall be appropriated by means of a supplemental budget to answer for the activities and expenses to be incurred by the MMFFC.

Section 4. Secretariat.

The Secretariat of the MMFFC shall come from the staff members of the Cultural and Tourism Development Office with its Head as the Secretariat Head. The Secretariat shall ensure the compliance of the MMFFC to the functions set forth under Section 2, *supra*; set its periodic meetings; provide the venue and logistical support therefor; write down, record and disseminate to all concerned the minutes of each meeting; and shall follow through with all sought assistance from related government departments, offices or agencies, or private individuals and groups.

Section 5. Effectivity.

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 19th day of April 2017 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor 

