



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



EXECUTIVE ORDER NO. 01
Series of 2018

**PROVIDING FOR THE CREATION OF THE TECHNICAL WORKING GROUP (TWG) FOR
THE MUSEUM OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Section 16 of Republic Act 7160, otherwise known as the Local Government Code of 1991, provides that "within their respective territorial jurisdictions, local government units shall ensure and support among other things, the preservation and enrichment of culture;"

WHEREAS, Section 455 (b) (i), *supra*, provides that the City Mayor shall "(e)xercise general supervision and control over all programs, projects, services, and activities of the city government;"

WHEREAS, the City Government of Muntinlupa is preparing for the establishment and operations of a Museum;

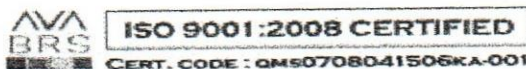
WHEREAS, a Technical Working Group (TWG) therefor is necessary to oversee, plan and develop measures, policies and strategies; develop the Museum Vision and Mission; among others;

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

Section 1. Creation and Composition.

The Technical Working Group (TWG) for the Museum of Muntinlupa is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

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| b. | Engr. Allan A. Cachuela, City Administrator | Chairperson; |
| c. | Ma. Dhesiree G. Arevalo,
Committee on Tourism, Culture and Foreign Relations | Member; |
| d. | Ma. Lourdes E. Engo,
Cultural and Tourism Development Office | Member; |
| e. | En.P. Noel A. Cadorna, City Planning and Development Office | Member; |
| f. | Arch. Beaudon D. Causapin, City Architect's Office | Member; |
| g. | Lualhati S. Morales, City Budget and Management Department | Member; |
| h. | Engr. Dynadelle N. Aranda, City Engineering Department | Member; |
| i. | Melania M. Casanova, City Accounting Office | Member; |
| j. | Atty. Roderick B. Tagnia,
City Human Resources Management Department | Member; |
| k. | Teresita V. Navarro, Public Information Officer | Member; |



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| l. | Gary A. Llamas, Local Economic and Investment Promotion Officer | Member; |
| m. | Nancy B. Torero, Management Information Office | Member; |
| n. | Roger J. P. Smith, City Administrator's Office | Member; |
| o. | Mario M. Patdu, Muntinlupa Arts Society | Member; |
| p. | Elvie Sanchez-Quiazon, Philippine Chamber of Commerce and Industry, Muntinlupa City Chapter | Member. |

In the event that any of the abovementioned member shall be replaced or removed, shall resign, shall have his or her position declared vacant, or shall become incapacitated, the succeeding individual shall be appointed to the same position without need of any further issuance of document.

Furthermore, the City Mayor, at his discretion, and when deemed necessary, may appoint the following to the TWG:

- a. other officers of the City Government of Muntinlupa; and
- b. sectoral representatives.

Section 2. Term of Office of the TWG.

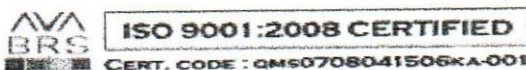
The members of the TWG shall serve until the end of March 2019, or as soon as the Museum of Muntinlupa and its staff are fully functional. However, the term may be extended based on the following conditions, namely:

- a. exercise of discretion of the City Mayor; or
- b. non-composition or non-formation of the Board of Directors of the Museum of Muntinlupa.

Section 3. Functions.

The TWG shall perform the following functions, namely:

- a. Recommend to the City Mayor the Museum Development Plan, including, but not limited to, the following, namely:
 - i. Museum Operations;
 - ii. Museum Governance;
 - iii. Museum Policies;
 - iv. Museum Vision and Mission Statements;
 - v. Museum Branding;
 - vi. Organizational Chart and Staffing Requirements;
 - vii. Design and recommend Capacity Development Plan for Museum Staff;
 - viii. Marketing Promotion and Plan;
 - ix. Approved curatorial narrative and exhibit design;



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- b. Recommend the enactment of an enabling ordinance and related legal measures necessary for effective operations;
- c. Recommend Comprehensive Traffic Management Plan;
- d. Recommend Comprehensive Museum Disaster Risk Reduction Management Plan;
- e. Recommend options for revenue initiatives and sources of additional funding;
- f. Recommend other measures to achieve the foregoing.

Section 4. Secretariat.

The Cultural and Tourism Development Office (CTDO) shall act as the Secretariat of the TWG. The Secretariat Head shall be appointed by the Officer in Charge of the CTDO. The Secretariat shall issue notices of meetings; prepare logistical requirements, and record and document all the proceedings of the meetings; manage all administrative processes of the TWG; index and keep all records used and referenced by the TWG; prepare, write, send, receive and record all correspondences; and perform other functions as may be deemed necessary.

Section 5. Meeting.

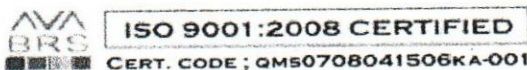
The TWG shall meet at least once a month but shall not exceed four (4) times in a month. Special meetings may be called for dependent on the urgency of the agenda.

Section 6. Allowance.

Subject to the availability of funds and other laws, rules and regulations relative to the grant of allowances, each member of the TWG shall be entitled to an allowance of One Thousand (Php 1,000.00) Pesos for every meeting duly attended. Such amount shall be chargeable against the 2018 Executive Budget and other available funds, and shall be laid open to current accounting and auditing rules and regulations.

Section 7. Separability Clause.

If any provision of this Executive Order is held illegal, invalid or unsound, the other provisions shall continue in effect.



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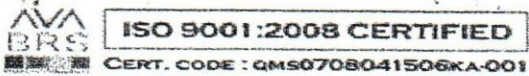
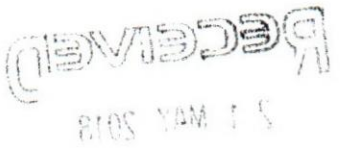


Section 9. Effectivity.

This Executive Order shall take effect immediately upon signing hereof and shall remain in full force unless revoked, repealed, amended or modified.

DONE AND EXECUTED on this 21st day of May 2018 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor



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