



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



**EXECUTIVE ORDER NO. 08**  
 Series of 2017

**PROVIDING FOR THE REORGANIZATION OF THE BOARD OF DISCIPLINE, ITS  
 COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Executive Order No. 292, Series of 1987, otherwise known as the Administrative Code of 1987, and Civil Service Commission Resolution No. 1101502 promulgated on November 8, 2011, or the Revised Rules on Administrative Cases in the Civil Service ("RRACS"), confer jurisdiction on the City Mayor over administrative complaints concerning the City personnel. Section 47(2), Chapter 7, Subtitle A, Title I, Book V, EO 292 reads as follows:

"(2) The Secretaries and heads of agencies and instrumentalities, provinces, cities and municipalities shall have jurisdiction to investigate and decide matters involving disciplinary action against officers and employees under their jurisdiction. Their decisions shall be final in case the penalty imposed is suspension for not more than thirty days or fine in an amount not exceeding thirty days' salary. In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department and finally to the Commission and pending appeal, the same shall be executory except when the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned."

While Section 9 of the RRACS provides the following:

"Section 9. Jurisdiction of Heads of Agencies. -The Secretaries and heads of agencies, and other instrumentalities, provinces, cities and municipalities shall have original concurrent jurisdiction with the Commission over their respective officers and employees. They shall take cognizance of complaints involving their respective personnel. Their decisions shall be final in case the penalty imposed is suspension for not more than thirty (30) days or fine in an amount not exceeding thirty (30) days salary. In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department and finally to the Commission and pending appeal, the same shall be executory except when the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned."

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**YAN ANG MUNTINLUPA!**







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**WHEREAS**, the exigencies of public service require that the above jurisdiction be exercised by a collegiate body consisting of officers deemed alter egos of the City Mayor;

**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. Creation and Composition.

The Board of Discipline ("BOD", for brevity) of the City Government of Muntinlupa is hereby reorganized and shall be composed of the following:

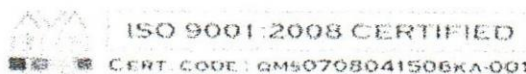
1. Atty. Roderick B. Tagnia, *OIC*  
*City Human Resources Management Department* : Chairperson;
2. Atty. Genesi M. Santiago, *Asst. Dept. Head II*  
*Office of the City Administrator* : Member;
3. Atty. Genalyn C. Estrera, *OIC*  
*Office of the City Attorney* : Member;
4. Sec. Cecilia C. Lazarte, *Secretary*  
*Sangguniang Panlungsod* : Member;
5. \_\_\_\_\_, *Representative*  
*First Level Employee* : Member;
6. \_\_\_\_\_, *Representative*  
*Second Level Employee* : Member.

The last two members are to be selected by elections or such other means to be determined and administered by the City Human Resources Management Department and shall assume their positions after the issuance of the corresponding office order without amending this executive issuance. The City Human Resources Management Department is hereby tasked to conduct the immediate selection of said members.

Section 2. Functions.

The BOD shall have the following duties and functions, namely:

1. To hear and decide administrative cases filed on the grounds provided in Section 46, Chapter 7, Subtitle A, Title I, Book V, EO 292 and Rule X, Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713);
2. To implement the Revised Rules on Administrative Cases in the Civil Service and Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) in all proceedings before it and to promulgate such other rules and regulations not inconsistent thereto; and







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3. To perform such other functions and duties as may be proved by law, or as may be necessary, or proper or incidental to its powers and functions.

Section 3. Secretariat.

The Secretariat of the BOD shall come from the staff members of the City Human Resources Management Department with its Head as the Secretariat Head. All Formal Charge(s) shall be filed with the Secretariat which shall docket the same. The Secretariat shall also be responsible for the smooth and orderly issuance of summons, notices of hearings, orders, resolutions and other processes, for recording of minutes of hearing and proceedings, for coordinating with other offices and party litigants and for maintaining the integrity of the case records.

Section 4. Funding and Compensation.

The operations of the BOD shall be financed by available funds from the Office of the City Mayor and the City Human Resources Management Department.

Membership in the BOD is a civic duty. However, subject to availability of funds and the requisite reportorial duties, each member may receive a modest amount as compensation, the determination of which will be left to proper authorities.

Section 5. Effectivity.

This Executive Order shall take effect immediately.

**DONE AND EXECUTED** on this 26<sup>th</sup> day of April 2017 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI  
City Mayor

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**ISANG SIGLO NG LAKAS, TALINO AT BUHAY**  
**YAN ANG MUNTINLUPA!**

