



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 9
Series of 2020

**PROVIDING FOR THE CREATION OF THE
BUSINESS CONTINUITY PLAN FORMULATION STEERING COMMITTEE AND
TECHNICAL WORKING GROUP OF THE CITY OF MUNTINLUPA,
THEIR RESPECTIVE COMPOSITION, FUNCTIONS AND FUNDING**

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "(e)very local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. xxx;"

WHEREAS, Section 2 (g) of Republic Act No. 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010, provides that it shall be the policy of the State to "(m)ainstream disaster risk reduction and climate change in development processes such as policy formulation, socio-economic development planning, budgeting, and governance, particularly in the areas of environment, agriculture, water, energy, health, education, poverty reduction, land-use and urban planning, and public infrastructure and housing, among others;

WHEREAS, Section 2 (l), *supra*, provides that the policy of the State also includes to "(r)ecognize and strengthen the capacities of LGUs and communities in mitigating and preparing for, responding to, and recovering from the impact of disasters;"

WHEREAS, the City Government of Muntinlupa is fully cognizant of the fact that it needs all stakeholders involved in the disaster management plan in order for its people to adequately plan and prepare, cope and endure, and rise above any disaster event that may befall upon them;

WHEREAS, the passage and approval of a Business Continuity Plan becomes, based on the foregoing, imperative, for it shall support and become an integral part of the Disaster Risk Reduction and Management Plan of the City Government of Muntinlupa;

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WHEREAS, a Steering Committee and a Technical Working Group of the Business Continuity Plan Formulation shall be created for this purpose;

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

Section 1. Creation and Composition of the Business Continuity Plan Formulation Steering Committee.

The Business Continuity Plan Formulation Steering Committee (*Steering Committee, for brevity*) of the City Government of Muntinlupa is hereby created, and it shall be composed of the following individuals with their respective designations, namely:

- | | | |
|----|---|--------------|
| a. | Engr. Allan A. Cachuela,
City Administrator | Chairperson; |
| b. | Atty. Rosalina T. Tesorio,
Office of the City Mayor | Member; |
| c. | Erwin O. Alfonso,
Disaster Risk Reduction and Management Office | Member; |
| d. | EnP. Noel A. Cadorna,
City Planning and Development Office | Member; |
| e. | Melania M. Casanova,
City Accounting Office | Member; |
| f. | Lualhati S. Morales,
City Budget and Management Department | Member; |
| g. | Lorna B. Misa,
Environmental Protection and Natural Resources Office, and
Environmental Sanitation Center | Member; |
| h. | Engr. Dynadelle N. Aranda,
City Engineering Department | Member; |
| i. | Atty. Karen B. Baldonasa,
City Legal Office | Member; |
| j. | Elisa M. Hilapo,
Business Permits and Licensing Office | Member; |
| k. | Anastacio L. Miñosa,
City Treasurer's Office | Member. |

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Section 2. Creation and Composition of the Technical Working Group.

In order to facilitate and assist in the functions of the Steering Committee, the Technical Working Group is hereby created, and it shall be composed of the following individuals with their respective designations, namely:

- | | | |
|----|---|---------|
| a. | Roger John P. Smith,
Office of the City Administrator | Head; |
| b. | Sharlyn B. Dulay,
Office of the City Mayor | Member; |
| c. | Marife T. Pondoc,
Disaster Risk Reduction and Management Office | Member; |
| d. | Ana Carmela M. Ilagan,
City Planning and Development Office, | Member; |
| e. | Pacita S. Serrano,
City Accounting Office | Member; |
| f. | John Jover L. Medina,
City Budget and Management Department | Member; |
| g. | Engr. Andrei M. Argana,
Environmental Protection and Natural Resources Office, | Member; |
| h. | EnP. Jayson M. Villeza,
Environmental Sanitation Center | Member; |
| i. | Jeaneth S. Bergantin,
City Engineering Department, | Member; |
| j. | Arch. Arnold D. Castrillo,
Office of the City Building Official | Member; |
| k. | William N. Eusores,
City Legal Office | Member; |
| l. | Abigail S. Garcia,
Business Permits and Licensing Office | Member; |
| m. | Erwin P. Vibora
City Treasurer's Office | Member. |

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Section 3. Succession.

For both the Steering Committee and Technical Working Group, membership of public officials therein is a function of the office each occupies. Hence, the death, incapacity, severe illness, resignation, removal, termination, transfer or any similarly-situated circumstance thereof shall entitle the successor to assume membership thereto without the need for the issuance of another order or directive; provided, that the Head to which the member of the Technical Working Group belongs shall submit the name of the successor to the Steering Committee for concurrence.

Section 4. Functions of the Steering Committee.

The Steering Committee shall perform the following functions, namely:

- a. Cause the conduct of relevant research and data gathering, and cause its storage and accessibility under the auspices of a responsible department or office or more of the City Government of Muntinlupa;
- b. Decide on the pertinence, accuracy and relevance of documents produced, and cause the production of written texts, manuscripts and records that will form part of the Business Continuity Plan of the City Government of Muntinlupa;
- c. Order the trial of the veracity and efficacy of the Business Continuity Plan in order to ensure full its applicability;
- d. Direct and instruct the Technical Working Group on the courses of action necessary to effectively carry out the formulation and implementation of the Business Continuity Plan; and
- e. Submit to the Office of the City Mayor for endorsement to the Sangguniang Panlungsod the Business Continuity Plan.

Section 5. Secretariat.

John Mark O. Sandoval of the Muntinlupa City Disaster Risk Reduction and Management Office (MCDRRMO), who shall act as Head, and select members of the same office shall form the Secretariat. They shall be responsible for the issuances of Notice of Meeting, whether special or regular; logistical support to meetings; writing down, recoding and dissemination of Minutes of Meeting; correspondence; presentation, collation and recording of all documents, records and information presented to the body for its consideration and appreciation; and other functions as may be directed or necessary to achieve the foregoing.

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Section 6. Funding.

All expenses related to the conduct of all of the functions enumerated above shall be coursed through the MCDRRMO and the CPDO, whenever applicable.

Section 7. Repealing Clause.

Any order or directive inconsistent with any provision found herein shall be deemed revoked, rescinded or amended accordingly.

Section 8. Separability Clause.

Any provision herein judicially found illegal or infirm shall not affect untouched provisions.

Section 9. Effectivity Clause.

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

DONE AND EXECUTED on this 10th day of March 2020 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor

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