



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



EXECUTIVE ORDER No. 10
Series of 2018

PROVIDING FOR THE CREATION OF THE
PROGRAM AND PROJECT DOCUMENTATION COMMITTEE,
ITS COMPOSITION AND FUNCTIONS

WHEREAS, Section 455 (b)(1) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 provides that the City Mayor shall "(e)xercise general supervision and control over all programs, projects, services, and activities of the city government;"

WHEREAS, Section 455 (b)(1)(i), *supra*, provides that the City Mayor, further, shall "(d)etermine the guidelines of city policies;"

WHEREAS, the City Government of Muntinlupa formulates and implements programs and projects that also need to be assessed, measured, and documented in order to improve service standards and the efficiency of the delivery of services;

WHEREAS, the City Government needs a technical group that will ensure that programs and projects are well documented through gathering, sorting, and organizing of existing data. The interpretation of these data is equally important in the identification of gaps and areas of improvement and for the packaging of a cohesive and uniform information material for purposes deemed necessary;

WHEREAS, the formation of the Program and Project Documentation Committee will help in the centralization of research, data gathering and analysis, interpretation and packaging of the key programs of the City Government;

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

Section 1. Creation and Composition.

The Program and Project Documentation Committee (PPDC, *for brevity*) is hereby created, and it shall have eleven (11) clusters, namely:

- (1) Local Governance;
- (2) Business and Livelihood;



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- (3) Infrastructure;
- (4) Education and Scholarship;
- (5) Peace and Order;
- (6) Environmental Protection;
- (7) Child-Friendliness;
- (8) Sports and Youth Development;
- (9) Information Technology;
- (10) Disaster Preparedness; and
- (11) Tourism, Culture and the Arts.

Each cluster shall be composed of the following individuals, who occupy the position based on their office. Hence, the departure, resignation, incapacity, or similarly-situated cessation from office shall entitle the replacement or the next officer to assume membership of the committee, namely:

a. Engr. Allan A. Cachuela,
City Administrator Chairperson

b. Members, from various offices of the City Government:

Local Governance

Alvin Veron*
Mark Daniel Tarre
Sharlyn Dulay
Ron James Ortiz

Business and Livelihood

Jowelyn Roberto
Ethel Roxanne Gemeniano
Hannah Grace Vargas
Rinalyn Quiambao
Alvin Veron*
Rovi Vilorio*

Infrastructure

Arch. Loisa Isabel Dooc
Engr. Paolo Montenegro
Edgar Hernandez
Florante Landicho
Aileen Cortez

Education and Scholarship

Bianca Jireh Sagum
Bianca Kristine Flores
Tammara Arielle Verdan
Jinky Labarda
Charito Cabantog
Dennis Yoro
Ivy Romano

Peace and Order

Amelia Rosa Casiguran
Jay Alfred Gutierrez
Andres Sicam, Jr.

Environmental Protection

Engr. Andrei Argana
Ana Carmela Ilagan
Cyril Marie Marfil



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Josephine Suitado
Buboy Buenavidez
Cherry Wagwag
PO3 Michael Magpantay

Vania Martinez
Jayson Villeza
Christine Joaquin
Ma. Christabel Loresca

Child Friendliness

Alma Sta. Maria
Paul Kenneth Benavidez
Venus Padua
Efril Dawn Yabut
Camille Atanante*
Mahalia Divinasflores*
Jinky Labarda*
Bianca Jireh Sagum*

Sports and Youth Development

Joshua Robert Cosare
Mahalia Divinasflores*
Ricardo Gutierrez
Herlie Bacal
Normita Ty
Marvin Malahito
Camille Atanante*

Information Technology

Alyssa Marie Cuaño
Rovi Viloría*
Christian Pascua
Joshua Apolinar
Alexon Eirroll Gregorio
Raffy Rodriguez
Amiel Pili

Tourism, Culture and the Arts

Sher Antoinette Guico
Precious Aeryk Iñosa
Karl James Casanova
Kyle Gundaya
Angelie Oboy
Arch. May Santiago

Disaster Preparedness

Engr. Efraim Trozado
Janessa Joy Mendoza

The heads of offices and departments concerned in each cluster shall only function as consultants to the members whose names are listed above.

Section 2. Functions.

The PPDC shall perform the following functions, namely:

- a. Attend regular and special meetings;
- b. Receive, review, and process all directives, orders, memoranda and similarly situated issuances pertaining to the gathering of documents containing data and information



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- related to a specific program or cluster of similar programs, and the packaging thereof;
- c. Collect, organize, and package available data from various offices and reconcile discrepancies in order to present accurate and relevant information;
 - d. Identify key programs that meet the qualification standards and requirements of award-giving bodies, audits, and similar entities, and provide technical assistance in the preparation of documentary requirements;
 - e. Submit recommendations and plans to the Office of the City Mayor, through the Office of the City Administrator; and
 - f. Perform such other functions as may be directed by the authority and as may be necessary to achieve the aforementioned functions.

Section 3. Secretariat.

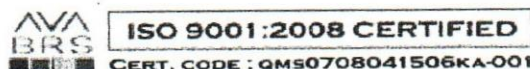
The Secretariat shall be headed by Mark Daniel G. Tarre from the Office of the City Administrator. It shall be responsible for the issuance of notices of meetings; preparation of venue for the meetings and other logistical requirements; writing, filing and dissemination of minutes of the meetings; writing correspondence; general coordination with all clusters, concerned offices and agencies; and other matters related thereto.

Section 4. Meetings and Reports.

The PPDC shall regularly meet at least twice every month. A quorum shall be essential before any matter may be taken and decided upon. A special meeting may be called for, especially in instances when an urgent matter is brought before the attention of the PPDC. The Secretariat shall be responsible for determining the venue of the regular meeting. All clusters shall prepare and submit monthly reports indicating the progress of activities and recommendations. Written reports shall be submitted to the Chairperson, through the Secretariat.

Section 5. Repealing Clause.

Any order, memorandum or similar directive inconsistent with any provision of this Executive Order shall be deemed amended or repealed accordingly.



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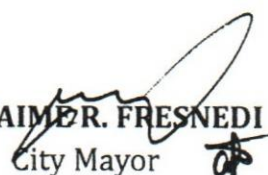
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Section 6. Effectivity Clause.

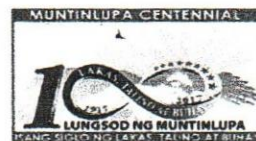
This Executive Order shall take effect immediately upon signing and shall remain in full force and effect until repealed, amended, superseded or rescinded accordingly.

DONE AND EXECUTED on this **25th** day of May 2018 in the City of Muntinlupa.

Atty. **JAIMER. FRESNEDI**
City Mayor 



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