



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



**EXECUTIVE ORDER No. 13**  
 Series of 2019

**PROVIDING FOR THE CREATION OF THE LOCAL ZONING BOARD OF APPEALS,  
 THEREBY PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 12,  
 SERIES OF 2013, ON THE COMPOSITION OF THE LOCAL ZONING BOARD OF  
 ADJUSTMENT AND APPEALS**

\*\*\*\*\*

**WHEREAS**, Executive Order No. 12, Series of 2013, issued on 23 October 2013, provided for the Reconstitution of the Composition of the Local Zoning Board of Adjustment and Appeals;

**WHEREAS**, City Ordinance No. 17-098, the Revised Zoning Ordinance of the City of Muntinlupa, provided for the creation of the Local Zoning Board of Appeals, and, henceforth, it shall be a sub-committee of the City Development Council;

**WHEREAS**, there is a need to amend the aforementioned Executive Order in order to reflect the change introduced by the above-cited City Ordinance and to respond to all issues and concerns related to applications for variances, exemptions, non-conforming uses. Complaints and oppositions to applications, as well as to entertain appeals from the grant or denial of locational clearance issued by the City Zoning Administration Office;

**NOW, THEREFORE, I, Jaime R. Fresnedi**, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Local Zoning Board of Appeals (LZBA, *for brevity*) is hereby created, and it shall be composed of the following individuals, namely:

- (a) Jaime R. Fresnedi,  
City Mayor Chairperson;
- (b) Engr. Allan A. Cachuela,  
City Administrator Co-Chairperson;
- (c) Mamerto T. Sevilla, Jr.,  
Chairperson, Committee on Land Use and Zoning,  
Sangguniang Panlungsod Member;

**YAN ANG TAMAYAN ANG MUNTINLUPA!**





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



- |     |   |         |
|-----|---|---------|
| (d) | Atty. Karen B. Baldonasa,<br>City Legal Office  | Member; |
| (e) | EnP. Noel A. Cadorna,<br>City Zoning Administration Office  | Member; |
| (f) | Engr. Dynadelle N. Aranda,<br>City Engineering Department   | Member; |
| (g) | Vincent Charles Albert B. Misa,<br>City Assessor's Office   | Member; |
| (h) | Lorna B. Misa,<br>Environmental Protection and Natural Resources Office   | Member; |
| (i) | Erwin O. Alfonso,<br>Disaster Risk Reduction and Management Office  | Member; |
| (j) | Faustino Salvador,<br>President, Federation of Village Associations<br>Representative from the Private Sector   | Member; |
| (k) | Engr. Freddie Alcaraz,<br>Past Lieutenant Governor, Kiwanis Club of Muntinlupa,<br>Representative from a Non-Governmental Organization<br>or a Civil Society Organization | Member. |

Membership among public officials and officers in the LZBA is a function of their respective offices. As such, the resignation, removal, termination, death, incapacity, or similarly-situated circumstance of the public official or officer shall entitle the successor thereof to assume membership, without need for the issuance of another order or instrument.

Membership outside the public service shall be in accordance with the civic duty of the concerned private individual. They are, however, bound by the same standards of fidelity, honesty and integrity whilst in the service of the LZBA.

Section 2. Functions.

The LZBA shall perform the following functions, namely:

- (a) Act on applications related to, but not limited to,
  - (i) variances;
  - (ii) exemptions;
  - (iii) non-conforming uses;

**YAN ANG TAMA YAN ANG MUNTINLUPA!**





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



- (iv) complaints and/or oppositions to applications;
- (b) Act on appeals from the grant or denial of locational clearance issued by the City Zoning Administration Office;
- (c) Act on appeals regarding non-conformity to existing uses, buildings or structures on the applicable provisions of City Ordinance No. 17-098;
- (d) Decide on all cases brought before it, including all the foregoing; Provided, that the decision, to be binding and effective, shall be the result of the votes of all members.

**Section 3. Appeals.**

Subject to form and style, and all pertinent laws, rules and regulations, all appeals of the decisions of the LZBA shall be brought before the Housing and Land Use Regulatory Board (HLURB). Once a decision has been reached by the HLURB, it shall be binding to and enforceable by the City Zoning Administration Office.

**Section 4. Secretariat.**

Edgardo A. Hernandez, Jr., and Nelda M. Lagata of the City Zoning Administration Office shall act as the Secretariat of the LZBA. For this purpose, they will be joined by Arch. May Santiago of the City Planning and Development Office. They shall be responsible for the issuance of Notices of Meetings to all members and parties in interest of complaints filed before the LZBA; for logistical support to meetings; for the writing down, recording and dissemination of the Minutes of Meetings; for writing down, sending out, receiving and recording of correspondence; and all other similarly-situated functions.

**Section 5. Allowance.**

Subject to existing rules and regulations issued by relevant offices and/or agencies, members of the LZBA shall receive the amount of One Thousand Five Hundred (Php 1,500.00) Pesos for each meeting and/or inspection duly attended; Provided, however, that no more than two (2) meetings shall take place in a month, whether it be regular or special.

Members of the Secretariat, on the other hand, shall receive the amount of One Thousand (Php 1,000.00) Pesos for each meeting duly attended and facilitated.

**YAN ANG TAMAYAN ANG MUNTINLUPA!**



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





Section 6. Repealing Clause.

All prior provisions of an order, memorandum, or directive that are inconsistent with any found herein shall be deemed revoked, rescinded, amended or superseded accordingly.

Section 7. Effectivity Clause.

This Executive Order shall be effective upon signing, and it shall remain in full force and effect until revoked, rescinded, amended or superseded accordingly.

**DONE AND EXECUTED** on this 25th day of July 2019 in the City of Muntinlupa.

  
**Jaime R. Fresnedi**  
City Mayor 

**YAN ANG TAMA YAN ANG MUNTINLUPA!**