



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



EXECUTIVE ORDER No. 15
Series of 2018

**PROVIDING FOR THE DESIGNATION OF THE PROJECT DEVELOPMENT OFFICER,
DIVISION HEAD OF THE SQUATTING PREVENTION AND CONTROL DIVISION,
AND FOR THE STAFFING REQUIREMENTS THEREOF,
PURSUANT TO CITY ORDINANCE NO. 18-174**

WHEREAS, Section 1 of City Ordinance No. 18-174 provides that "(t)here is hereby created a Squatting Prevention and Control Division (SPCD, for brevity) under the Office of the Mayor of Muntinlupa, to be headed by a Project Development Officer as Division Head, with a monthly compensation equivalent to Salary Grade-22. The SPCD shall be composed of two (2) sections, namely: (1) Administrative Section and (2) Prevention, Control and Enforcement Section;"

WHEREAS, in pursuit of the aforementioned, it is necessary to identify the Project Development Officer, Division Head and to direct such person to initiate the organizational and administrative work for the SPCD;

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

Section 1. Project Development Officer, Division Head.

Col. Avelino V. Castro (Ret.) is hereby appointed as the Project Development Officer, Division Head of the Squatting Prevention and Control Division (SPCD, for brevity).

Section 2. Functions.

Pursuant to Section 4 (I) (a) of City Ordinance No. 18-174, the Project Development Officer, Division Head of the SPCD shall perform the following functions, namely:

- a. Undertake continuous (24/7) surveillance and monitoring of new, on-going illegal settlements by informal settler families (ISFs) in danger areas and government lands within the territorial jurisdiction of the City and immediately the same without notice;



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

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For unoccupied structures whether under construction or completed, notice shall be immediately served addressed to the Punong Barangay. Dismantling of structures shall be enforced within twenty-four (24) hours;

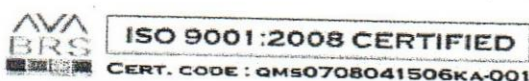
For occupied structures, notice shall be issued seven (7) days prior to actual dismantling to provide the occupants enough time to voluntarily vacate and dismantle the structures;

- b. Coordinate with Barangays and the Muntinlupa Committee Against Squatting Syndicates and Professional Squatters (MCSSPS) regarding the prevention and demolition of informal settler families (ISFs);
- c. Identify professional squatters/squatting syndicates in each Barangay;
- d. Coordinate with the Urban Poor Affairs Office (UPAO) and Office of the City Engineer (OCE) regarding census survey of ISFs and mapping of illegal structures, respectively;
- e. Prepare lists of government lands occupied by ISFs;
- f. Undertake demolition in government land in coordination with the following City Offices: UPAO, OCE, Environmental Sanitation Center (ESC), Social Services Department (SSD), City Health Office (CHO), Lake Management Office (LMO), Office of the City Attorney (OCA), Public Order and Safety Office (POSO), Muntinlupa City Traffic Management Bureau (MTMB) and Muntinlupa City Police Office (MCPO) and the barangay concerned;
- g. Perform such other functions as may be necessary.

Section 3. Personnel Positions and Qualifications.

Section 4 (II and III), *supra*, provide for the designation of other officers and staff members, namely:

<u>Position</u>	<u>Salary Grade</u>
I. <u>Administrative Section</u>	
a. Administrative Officer III	18;
b. Administrative Officer I (Records Officer I)	10;



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- c. Administrative Aide III (Clerk I) 3;
- d. Administrative Aide II (Messenger) 2;

- II. Prevention, Control and Enforcement Section
- a. Project Development Officer III 18;
- b. Project Development Officer II 15;
- c. Project Development Officer I 11.

Section 5, *supra*, provides that the required qualifications of each position shall be those that are prescribed by the Civil Service Commission.

Towards this end, the City Human Resources Management Department shall undertake the process of filling in the foregoing.

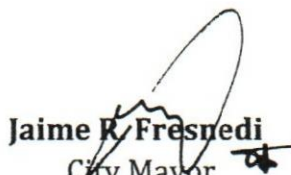
Section 4. Separability Clause.

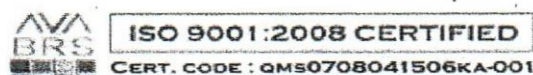
Any order, memorandum or similarly-situated directive found inconsistent with any provision hereof is deemed set aside and ineffective.

Section 5. Effectivity.

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

DONE AND EXECUTED on this 17 day of July 2018 in the City of Muntinlupa.


Jaime R. Fresneda
City Mayor



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