



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



EXECUTIVE ORDER NO. 19
Series of 2018

**PROVIDING FOR THE CREATION OF THE JOINT INSPECTION TEAM OF
THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

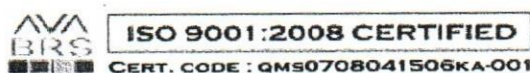
WHEREAS, Section 5, Article II of the 1987 Philippine Constitution provides that *“(t)he maintenance of peace and order, the protection of life, liberty, and property, and the promotion of the general welfare are essential for the enjoyment by all the people of the blessings of democracy;”*

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 local government units shall enhance economic prosperity and social justice, maintain peace and order, and preserve the comfort and convenience of their inhabitants;”*

WHEREAS, Section 5 of Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, provides that *“(a)ll offices and agencies which provide frontline services are hereby mandated to regularly undertake time and motion studies, undergo evaluation and improvement of their transactions systems and procedures and re-engineer the same if deemed necessary to reduce bureaucratic red tape and processing time;”*

WHEREAS, as an integral part of the monitoring, inspection and evaluation of economic operations within the City of Muntinlupa, there is a necessity to create a Joint Inspection Team, as provided by Joint Memorandum Circular No. 01, Series of 2016, issued by the Department of the Interior and Local Government (DILG), the Department of Trade and Industry (DTI), and the Department of Information and Communications Technology (DICT), and dated 30 August 2016, to ensure that business activities are carried out within the standard legal parameters, and to protect the interests of the consuming public;

WHEREAS, a Joint Inspection Team, under paragraph 4.7, *supra*, refers to *“a composite team whose members come from the various city departments implementing business-related regulations and local units of national agencies created and authorized by the City through an Executive Order or Ordinance to conduct joint inspection of business enterprises instead of individual/separate inspection;”*



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NOW, THEREFORE, I, JAIME R. FRESNEDI, by virtue of the powers vested in me by law, do hereby ordain and decree the following, to wit:

Section 1. Creation and Composition.

The Joint Inspection Team (JIT, *for brevity*) of the City of Muntinlupa is hereby created, and it shall be composed of the following department and offices of the City Government, namely:

- a. Office of the City Administrator;
- b. Business Permits and Licensing Office;
- c. City Engineering Department;
- d. Office of the City Building Official;
- e. City Planning and Development Office;
- f. City Zoning Administration Office;
- g. Environmental Protection and Natural Resources Office;
- h. Environmental Sanitation Center;
- i. City Health Office;
- j. City Veterinarian's Office;
- k. Lake Management Office;
- l. Muntinlupa City Disaster Risk Reduction Management Office;
- m. Bureau of Fire Protection, Muntinlupa City Station;
- n. Philippine National Police, Muntinlupa City Station;
- o. Liga ng mga Barangay, Lungsod ng Muntinlupa.

Section 2. Functions.

The JIT shall perform the following functions, namely:

- a. Assign the Head of the Department or Office, or the duly designated representative, to attend all meetings, whether regular or special, of the JIT. In no case shall representation in the meetings surpass two, *i.e.*, either the Head or the duly designated representative only;
- b. Assign a permanent representative to participate in the joint inspection;
- c. Devise the schedule on a quarterly basis, plan the itinerary and implement the joint inspection of all business establishments within the City of Muntinlupa with regard to their respective compliance to pertinent laws, rules and regulations, and issuances. While individual inspection conducted by singular employee or representative shall not be allowed, the JIT may delegate an individual representative to perform the same, if so warranted and on written authority;



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- d. Formulate and institutionalize the parameters and guidelines of the monitoring and inspection;
- e. Verify the information declared by the applicant in all forms submitted for the issuance of permits;
- f. Identify unregistered business entities or those operating without the requisite permits, fees and licenses;
- g. Monitor the compliance of business entities with generally accepted safety standards provided by laws, rules and regulations, and issuances, whether local or national;
- h. Submit a periodic report to the City Mayor on the conduct of the inspection of the appointed individuals and on the accomplishments thereof;
- i. Perform such other functions as may be directed by the City Mayor or as may be necessary to achieve the foregoing.

Section 3. Secretariat.

Section 3.A. Creation and Composition.

The Secretariat of the JIT is hereby created, and it shall be composed of the following, namely:

- | | | | |
|----|----------------------|---|---------|
| a. | Christian C. Navarro | : | Head; |
| b. | Jecela C. Diaz | : | Member; |
| c. | Rileth R. Rivadelo | : | Member; |
| d. | Olivia R. Cascalla | : | Member. |

Section 3.B. Functions.

The Secretariat shall perform the following functions, namely:

- a. Issue notices of regular meeting, and issue notices of special meetings, if necessary, to all members;
- b. Set the venue, the logistical and other requirements, of the meeting;
- c. Take down, file, record and disseminate the minutes of the meeting;
- d. Prepare, disseminate and file all correspondence and reports; and
- e. Coordinate with concerned individuals, offices and agencies, whether local or national, including the preparation of budget for all its operational needs.

Section 4. Succession.

In the event of resignation, cessation of employment, transfer, incapacity or similarly situated circumstance of an official or employee included in the JIT or in the Secretariat, the



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successor thereof shall assume membership in the vacant position, without need for the issuance of another instrument or order. However, the City Mayor, upon consultation with the City Administrator and Head of the Business Permits and Licensing Office, may appoint another person to assume membership thereto.

Section 5. Coverage.

This Order shall only apply to business entities or commercial establishments operating within the City of Muntinlupa.

Section 6. Resources.

The JIT shall submit, through the Business Permits and Licensing Office, its operational requirements for consideration, adoption and inclusion in the Annual Investment Plan and Annual Budget, including tools, equipment, gadgets, and vehicles, for a systematized information gathering and conduct of inspection.

Section 7. Restrictions and Limitations.

The JIT shall authorize and deploy the individuals to conduct the inspection, which shall be conducted under strict rules and its supervision, as provided under Section 2.d. hereof.

Section 8. Separability.

Should any provision herein be found infirm, illegal or invalid, the other untouched provisions shall remain valid and subsisting.

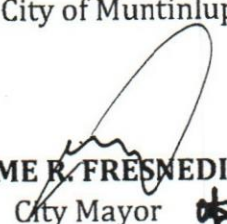
Section 9. Repealing Clause.

All other orders, memoranda, directives or issuances which are inconsistent with this Order shall be deemed repealed, revoked, modified or superseded accordingly.

Section 10. Effectivity.

This Order shall take effect immediately upon signing.

DONE AND EXECUTED on this 21st day of September 2018 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor 



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