



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



**EXECUTIVE ORDER No. 21**  
**Series of 2017**

**PROVIDING FOR THE CREATION OF A SPECIAL TASK FORCE ON  
 COMPREHENSIVE REAL PROPERTY INVENTORY AND ASSESSMENT OPERATIONS,  
 ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, real property assessment, as a function of the City Assessor's Office, involves the location and discovery of individual units of real property in the City of Muntinlupa to ensure that the same have been assessed accordingly for real property taxation purposes;

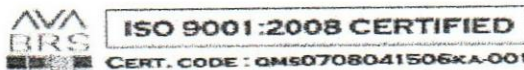
**WHEREAS**, the Bureau of Local Government Finance of the Department of Finance released its latest local treasury operations evaluation which reveals the low collection efficiency on Real Property Tax of the City of Muntinlupa, partly traced to the fact that the City Assessor's Office failed to intensify its functions of discovery, listing and appraisal of individual units of real property;

**WHEREAS**, currently, the City Assessor's Office has not completely and exhaustively assessed all units of real property in the City of Muntinlupa, which is detrimental to an effective and efficient administration of real property taxation;

**WHEREAS**, it is essential a special task force is created to conduct a thorough physical inventory of all units of real property in the City of Muntinlupa, to ascertain the precision of their classification and to assess the same for real property taxation purposes;

**WHEREAS**, Section 455 (b) (2) (iii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(i)ssue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

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



**YAN ANG TAMAYAN ANG MUNTINLUPA!**





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Section 1. Creation and Composition.

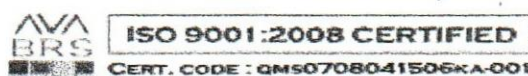
The Special Task Force on Comprehensive Real Property Inventory and Assessment Operations (*Task Force, for brevity*) is hereby created, and it shall be composed of the following individuals, namely:

- |    |                               |                   |
|----|-------------------------------|-------------------|
| a. | Atty. Glynis Lynn R. Cabansag | Chairperson;      |
| b. | Necito Guico                  | Vice Chairperson; |
| c. | Engr. Antonio T. Aniñon, Jr.  | Vice Chairperson; |
| d. | Armando Estupin               | Member;           |
| e. | Wilbert R. Roque              | Member;           |
| f. | Mylene M. Viñalon             | Member;           |
| g. | Ariel J. Perez                | Member;           |
| h. | Janina May D. Vazquez         | Member;           |
| i. | Francis E. Muñoz              | Member;           |
| j. | Joel P. Sulit                 | Member;           |
| k. | Manuel Rogelio, Jr.           | Member.           |

Section 2. Functions.

The Task Force shall perform the following functions, namely:

- conduct an intensive inventory of all units of real property situated in the City of Muntinlupa, including land, buildings, machinery and improvements, and ensure that all units of real property are discovered, listed and appraised for real property taxation purposes;
- ascertain precise classification of all units of real property, and set corrections if found erroneous;
- determine exemptions as valid, legally sound, and compliant with relevant provisions of law, and set corrections if found erroneous;
- establish all machinery actually, directly and exclusively used to meet the needs of a particular industry, business or activity have been listed and appraised for real property taxation purposes;
- confirm all existing and declared improvements have undergone upgrading or renovation, or have increased in size, quantity, quality or value, and assess the same accordingly;



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- f. issue notice, upon discovery, to owners of these units of real property, and have them declare before the City Assessor's Office the properties concerned, and in the event of refusal of the notice, failure of declaration, refutation of the facts or similarly situated negation of the facts brought forth within the prescribed period of time, proceed nonetheless with the appraisal of the unit of real property concerned, pursuant to Section 204 of Republic Act No. 7160; and
- g. perform such other acts to accomplish the foregoing.

Section 3. Reporting to and Coordination with the City Assessor.

The Task Force shall report directly to the City Mayor. All its findings shall be adequately supported with the following, namely:

- a. well founded facts and sound conclusions;
- b. an endorsement to the duly accredited and licensed concerned appraiser for the preparation of the Field Appraisal and Assessment Sheet (FAAS).

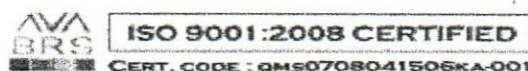
The concerned appraiser, in turn, shall endorse the FAAS for encoding and printing of tax declaration, subject for approval of the City Assessor.

Section 4. Effectivity Clause.

This order shall take effect immediately, and shall remain in full force until revoked, rescinded, amended or superseded accordingly.

**DONE AND EXECUTED** on this 22<sup>nd</sup> day of September 2017 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI  
City Mayor *af*



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