



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



**EXECUTIVE ORDER NO. 22**  
Series of 2019

**PROVIDING FOR THE CREATION OF THE MUNTING YAKAP CITY PROGRAM  
COMMITTEE FOR THE IMPLEMENTATION OF THE MUNTING YAKAP PROGRAM OF  
THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Section 23, Article II of the 1987 Philippine Constitution, provides that "(t)he State shall encourage non-government, community-based, or sectoral organizations that promote the welfare of the nation;"

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

**WHEREAS**, Section 2 of Republic Act No. 9418, otherwise known as "Volunteer Act of 2007," provides that "(i)t shall be the policy of the State to promote the participation of the various sectors of the Filipino society, and as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. **The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time-honored tradition of bayanihan to foster social justice, solidarity and sustainable development**" (emphasis supplied);

**WHEREAS**, Section 7, *supra*, provides that "(t)he government shall coordinate, facilitate and encourage the participation of the voluntary sector in the promotion, utilization and recognition of volunteerism in national development and international cooperation. **This shall be achieved through the provision of enabling and conducive environment for volunteer work**" (emphasis supplied);

**WHEREAS**, the City Government of Muntinlupa has several programs, projects and services being enjoyed and availed of by its constituents;

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



**WHEREAS**, the City Government of Muntinlupa wishes to impress upon the beneficiaries/recipients of the different programs, projects and services that they have responsibilities and civic roles to play in the community;

**WHEREAS**, the City Government of Muntinlupa shall implement a program to be called Munting Yakap City Program (MYCP, *for brevity*) for the full implementation of the Munting Yakap Program of the City of Muntinlupa, that provides a platform for participation in the community service and promotes initiatives that inculcate social responsibility through volunteerism;

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

Section 1. Creation and Composition.

The Munting Yakap City Program Committee (MYCPC, *for brevity*) of the City of Muntinlupa is hereby created, it and shall be composed of the following individuals, namely:

- |     |  |                   |
|-----|--|-------------------|
| (a) | Engr. Allan A. Cachuela,<br>City Administrator,<br>Head, Institutional Cluster   | Chairperson       |
| (b) | Arlene Domingo Hilapo,<br>Chairperson,<br>Committee on Tourism, Culture and Foreign Relations,<br>Sangguniang Panlungsod | Vice Chairperson; |
| (c) | Allan Rey A. Camilon<br>Chairperson,<br>Committee on Social Services and Development,<br>Sangguniang Panlungsod          | Member;           |
| (d) | Walter A. Arcilla,<br>President,<br>Liga ng mga Barangay   | Member;           |

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



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|---|---------|
| (e) Cynthia B. Viacrusis,<br>Head, Social Development Cluster                 | Member; |
| (f) Lorna B. Misa,<br>Head, Environmental Cluster                             | Member; |
| (g) Gary A. Llamas,<br>Head, Economic Cluster                                 | Member; |
| (h) Engr. Dynadelle N. Aranda,<br>Head, Infrastructure Cluster                | Member; |
| (i) Teresita V. Navarro,<br>Public Information Office                         | Member; |
| (j) Catherine Mary R. Biazon,<br>Gender and Development Office                | Member; |
| (k) Atty. Nemei Santiago,<br>Representative from the Office of the City Mayor | Member; |
| (l) Amelia Hernandez,<br>Lingkod Muntinlupa Foundation                        | Member; |
| (m) Nicanor Echavez, MD,<br>Lingkod Muntinlupa Foundation                     | Member. |

Section 2. Functions.

The MYCPC shall perform the following functions, namely:

- (a) Formulate the Vision and Mission Statements, Goals, Objectives, Strategies and Guiding Principles;
- (b) Conduct mandatory information dissemination and education campaign among all stakeholders;
- (c) Coordinate with concerned agencies and individuals, whether private or public, that may be necessary to carry out the provision of paragraph (a) of this Section;
- (d) Conduct monitoring, assessment and evaluation of all activities undertaken, including the documentation thereof;
- (e) Identify partners and establish linkages, and, when grounded, institutionalize the same; and
- (f) Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by competent authority.

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



Section 3. Secretariat.

The Secretariat of the MYCPC shall be composed of the staff members of the People's Coordinating and Monitoring Office (PCMO), and Ms. Imelda Simbulan shall act as its Head. These staff members include Suzane Malaca, Rolando Bermudez, Loida Millama, Leonardo Maria Ordenes and Liezl Bumatay. The Secretariat shall write down and disseminate Notices of Meetings; set its periodic meetings, including the logistical support thereof; write down, disseminate and file the Minutes of Meeting; prepare, send out, receive and file all correspondence; manage the administrative functions; and perform such other necessary functions.

Section 4. Funding.

A reasonable amount, subject to the availability of funds and to certification from concerned departments and offices, shall be appropriated for the administrative and operational expenses of the MYCPC and its Secretariat, and such amount shall be taken from the Executive Budget of the Office of the City Mayor.

Section 5. Separability Clause.

Any provision herein found judicially illegal or infirm shall not affect untouched provisions.

Section 6. Effectivity Clause.

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

**DONE AND EXECUTED** on this 01 day of September 2019 in the City of Muntinlupa.

**JAIME R. FRESNEDI**  
City Mayor

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