



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



**Executive Order No. 23**

Series of 2018

**PROVIDING FOR THE RECONSTITUTION OF THE CITY DEVELOPMENT COUNCIL (CDC) OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS.**

**WHEREAS**, Section 106 of Republic Act No. 7160, otherwise known as the Local Government Code (LGC) of 1991, mandates the creation of development council in each local government unit, which shall assist the Sanggunian in setting the direction of economic and social development, and in coordinating development efforts within its territorial jurisdiction;

**WHEREAS**, a Joint Memorandum Circular No. 1 Series of 2007, dated March 8, 2007, was issued by the Department of Interior and Local Government (DILG), National Economic and Development Authority (NEDA), Department of Budget and Employment (DBM), and the Department of Finance (DOF), for the purpose of setting the guidelines on the harmonization of local planning, investment programming, revenue administration, budgeting and expenditure management;

**WHEREAS**, there is a need to ensure the continued collaboration and coordination of efforts among the City Government of Muntinlupa, the civil society and the business sector, as the City carries on with its vision of becoming "one of the leading investment hubs in the country, with educated, healthy and God-loving people, living peacefully and securely in a climate change-adaptive and disaster-resilient community, under the rule of transparent, caring and accountable leadership".

**NOW THEREFORE, I, Atty. JAIME R. FRESNEDI**, by the powers vested in me by law, do hereby ordain and decree that:

**Section 1. Composition**

The City Development Council (*CDC, for brevity*) is hereby reconstituted and shall be composed of the following members, namely:

- |   |   |             |
|---|---|-------------|
| 1. Atty. Jaime R. Fresnedi, City Mayor  | : | Chairperson |
| 2. Rozzano Rufino B. Biazon, Representative,<br>Lone Congressional District of Muntinlupa | : | Member      |
| 3. Atty. Patricio L. Boncayao, Jr.<br>Chairman, Committee on Appropriation                | : | Member      |

4. Walter A. Arcilla, President, Liga ng mga Barangay	:	Member
5. Allen F. Ampaya, Barangay Captain, Barangay Poblacion	:	Member
6. Danilo R. Teves, Barangay Captain, Barangay Putatan	:	Member
7. Adorado P. San Pedro, Barangay Captain, Barangay Bayanan	:	Member
8. Christine May Abas, Barangay Captain, Barangay Alabang	:	Member
9. Rainier Emmanuelle Bulos, Barangay Captain, Barangay Cupang	:	Member
10. Ruben P. Baes, Barangay Captain, Barangay Ayala Alabang	:	Member
11. Ronaldo Loresca, Barangay Captain, Barangay Buli	:	Member
12. Rafael T. Sevilla, Barangay Captain, Barangay Sucat	:	Member
13. EnP. Noel A. Cadorna, Head, City Planning and Development Office	:	Member
14. Muntinlupa Development Foundation	:	Member
15. Gising Muntinlupa	:	Member
16. Acacia Muntinlupa Homeowners Assn.	:	Member
17. Sto. Niño Village Senior Citizens Org.	:	Member
18. Sweethearts of Christ	:	Member

## **Section 2. Functions**

The City Development Council shall perform the following functions, as provided in Section 109 of LGC, namely:

- a. Formulate long-term, medium-term, and annual socioeconomic development plans and policies;
- b. Formulate the medium-term and annual public investment programs;
- c. Appraise and prioritize socio-economic development programs and projects;
- d. Formulate local investment incentives to promote the inflow and direction of private investment capital;
- e. Coordinate, monitor, and evaluate the implementation of development programs and projects; and
- f. Perform such other functions as may be provided by law or competent authority, or as may be warranted to accomplish the foregoing.

## **Section 3. Meetings**

Pursuant to Section 110 of the LGC, the CDC shall meet at least once every six (6) months or as often as may be necessary.

#### **Section 4. Executive Committee**

The CDC shall, by resolution and within three (3) months from the date of its reorganization, create an Executive Committee to represent it and act in its behalf when it is not in session, pursuant to Section 111 of the LGC.

#### **Section 5. Composition**

The Executive Committee of the CDC shall be have the City Mayor for its Chairperson, and shall be composed of the following members, namely:

1. Chairman, Committee on Appropriations, Sangguniang Panlungsod;
2. President, Liga ng mga Barangay; and
3. Muntinlupa Development Foundation.

#### **Section 6. Power and Functions**

The Executive Committee shall perform the following powers and functions, as provided in Section 111 of the LGC.

- a. Ensure that the decision of the CDC are faithfully carried out and implemented;
- b. Act on matters requiring immediate attention or action by the CDC;
- c. Formulate policies, plans, and programs based on the general principles laid down by the CDC; and
- d. Act on other matters that may be authorized by the CDC.

#### **Section 7. Meetings**

The Executive Committee shall hold its meetings at least once a month. Special meetings may be called by the Chairperson of the CDC or by a majority of its members.

#### **Section 8. Sectoral or Functional Committees**

The CDC shall form Sectoral or Functional Committees to assist them in the performance of their functions. The following Committees shall be formed and shall be composed of the following members, namely:

##### **A. Social Development Sector**

1. Head, City Health Office
2. Head, City Veterinary Office
3. Director, Ospital ng Muntinlupa
4. Head, Joint Resources Financing;
5. Superintendent, Division Office, DepEd
6. Head, Early Childhood Education Division
7. Head, Muntinlupa City Technical Institute
8. Head, Muntinlupa Scholarship Program

9. Pamantsan ng Lungsod ng Muntinlupa
10. Community Affairs and Development Office
11. Director, Gender and Development Office
12. Local Civil Registry
13. Muslim Affairs Office
14. Office for Senior Citizens Affairs
15. Muntinlupa Sports Complex
16. People's Coordinating Office
17. Head, Social Services Department
18. Disaster Risk Reduction and Management Office/Rescue
19. Head, Urban Poor Affairs Office
20. Youth Affairs and Sports Development Office
21. Bureau of Fire Protection – Muntinlupa
22. Bureau of Jail Management and Penology
23. City Security Office
24. Drug Abuse Prevention and Control Office
25. Muntinlupa Traffic Management Bureau
26. Philippine National Police – Muntinlupa
27. Public Order and Safety Office
28. Member, Sangguniang Panlungsod
29. Member, Sangguniang Panlungsod
30. Member, Sangguniang Panlungsod
31. Member, Sangguniang Panlungsod
32. Member, Sangguniang Panlungsod
33. Member, Sangguniang Panlungsod
34. Member, Sangguniang Panlungsod
36. Member, Sangguniang Panlungsod
37. City Planning and Development Office
38. City Planning and Development Office

**B. Economic Development Sector**

1. Public Employment Services Office;
2. City Cooperative Office;
3. Department of Agriculture – Extension Services Office
4. City Competitiveness Office
5. Local Economic and Investment Promotions Office
6. Cultural and Tourism Development Office
7. Muntinlupa City Public Market
8. Joint Resource Financing (JRF) Program
9. Member, Sangguniang Panlungsod
10. Member, Sangguniang Panlungsod
11. City Planning and Development Office

**C. Infrastructure Development Sector**

1. Head, Architect's Office
2. City Engineering Office
3. City Zoning Administration

4. Office of the City Building Official
5. Member, Sangguniang Panlungsod
6. Member, Sangguniang Panlungsod
7. City Planning and Development Office

**D. Environmental Management Sector**

1. Environmental Protection and Natural Resources Office
2. Environmental Sanitation Center
3. Lake Management Office
4. Member; Sangguniang Panlungsod
5. City Planning and Development Office

**E. Institutional Development Sector**

1. City Administrator
2. Office of the City Administrator
3. Secretary to the City Mayor
4. Office of the City Mayor
5. Secretariat, Sangguniang Panlungsod
6. Anti-Graft Division
7. Head, City Budget and Management Office
8. Internal Audit Unit
9. Records Management Office
10. Fixed Assets Management Office
11. City Accounting Office
12. City Treasurer's Office
13. City Attorney's Office
14. City Planning and Development Office
15. DILG Muntinlupa City Director
16. General Services Office
17. City Human Resources Management Department
18. Business Permits and Licensing Office
19. International Relations Office
20. Management Information Systems Office
21. Motorpool Section Office
22. City Prosecutor's Office
23. Public Information Office
24. City Assessor's Office
25. Member, Sangguniang Panlungsod
26. Member; Sangguniang Panlungsod
27. Member; Sangguniang Panglungsod
28. City Planning and Development Office

## **Section 9. Functions**

To ensure policy coordination and uniformity in operational directions, the Sectoral or Functional Committees shall directly establish linkages with the National Government Agencies (NGAs) and such sectoral and functional committees organized by the government for development, investment and consultative purposes. Consistent with national policies and standards, all committees enumerated above shall perform the following functions, namely;

- a. Provide the CDC with data and information essential to the formulation of plans, programs, and activities;
- b. Define sectoral or functional objectives, set targets, and identify programs, projects and activities for the particular section or function;
- c. Collate and analyze information and statistics and conduct related studies;
- d. Conduct public consultations on vital issues affecting the sector or function;
- e. Coordinate planning, programming, and implementation of programs, projects, and activities within each sector;
- f. Monitor and evaluate programs and projects; and
- g. Perform such other functions as may be assigned by the CDC.

## **Section 10. Secretariat**

A Secretariat is hereby constituted, headed by the City Planning and Development Office, which shall be responsible for providing technical and logistical support, documentation of proceedings, preparation of reports and such other assistance as may be required in the discharge of its functions, pursuant to Section 113 of the LGC.

## **Section 11. Budget**

The city Budget and Management Office shall furnish the CDC information on financial resources and budgetary allocations applicable to its jurisdiction to guide it in its planning functions, as provided in Sections 115 of the LGC.

## **Section 12. Effectivity**

This Executive Order shall take effect immediately and shall remain in force unless otherwise revoked, rescinded or suspended.

Issued this 21<sup>st</sup> day of November 2018 in the City of Muntinlupa.

Atty. **JAI ME R. FRESNEDI**  
City Mayor 