



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



**EXECUTIVE ORDER No. 25**  
 Series of 2020

**PROVIDING FOR THE CREATION OF THE PERFORMANCE CHALLENGE FUND -  
 PROJECT IMPLEMENTATION TEAM OF THE CITY GOVERNMENT OF MUNTINLUPA,  
 ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, the Performance Challenge Fund (PCF) is a performance-based reform program of the Department of the Interior and Local Government (DILG) that seeks to rationalize inter-governmental transfers of the National Government to Local Government Units (LGUs) and encourage the convergence of local development initiatives with national development agenda and priorities under the Philippine Development Plan (PDP) 2017-2022 and Sustainable Development Goal (2017-2030) as part of international commitments. It is a subsidy given to eligible LGUs under the Local Governance Performance Management Program of the Department to support high-impact, local development projects identified as a priority by the LGU;

**WHEREAS**, the PCF is a progressive incentive system given to an eligible LGU in the form of a counterpart fund to finance high impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

**WHEREAS**, through the PCF, the LGU is encouraged to promote effective and honest governance through intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for the LGU to be eligible for the PCF;

**WHEREAS**, the City Government of Muntinlupa received a Notice of Eligibility dated 11 November 2019 from Maria Lourdes L. Agustin, CESO III, Regional Director, National Capital Region, DILG, informing that this office passed the Seal of Good Local Governance (SGLG) FY 2019, and eligible to avail the Performance Challenge Fund (PCF) 2019 subsidy in the amount of Three Million and Five Hundred (Php 3,500,000.00) Pesos;

**WHEREAS**, one of the requirements in availing the PCF is the creation of a Project Implementation Team (PIT) to facilitate and monitor the implementation of the projects prioritized by the LGU;

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**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 Performance Challenge Fund - Project Implementation Team (PCF-PIT, *for brevity*) of the City of Muntinlupa is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

- |    |  |                 |
|----|--|-----------------|
| a. | Jaime R. Fresnedi,<br>City Mayor   | Chairperson;    |
| b. | Artemio A. Simundac,<br>City Vice Mayor  | Co-Chiarperson; |
| c. | Engr. Allan A. Cachuela,<br>City Administrator                                   | Member;         |
| d. | EnP. Alvin F. Veron,<br>City Planning and Development Office                     | Member;         |
| e. | Melania M. Casanova,<br>City Accounting Office                                   | Member;         |
| f. | Anastacio L. Miñoza,<br>City Treasurer's Office                                  | Member;         |
| g. | Necito M. Guico,<br>City Budget and Management Department                        | Member;         |
| h. | Engr. Dynadelle N. Aranda,<br>City Engineering Department                        | Member;         |
| i. | Arch. Beaudon D. Causapin,<br>City Architect's Office                            | Member;         |
| j. | Lorna B. Misa,<br>Environmental Protection and Natural Resources Office          | Member;         |
| k. | Bernadette G. Ferino,<br>DILG Muntinlupa City Local Government Operations Office | Member.         |

Membership in the PCF-PIT is a function of the office which the individual member occupies. Hence, the resignation, removal, transfer, incapacity, illness, death or any similarly-situated circumstance of said individual shall entitle the successor to automatically assume membership thereat with no need for the issuance of an enabling order or directive.

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Section 3. Functions.

The PCF-PIT shall perform the following functions, namely:

- a. Ensure that the project implementation abides by the provisions on DILG Memorandum Circular No. 2019-202, issued on 22 November 2019;
- b. Facilitate the preparation and submission of all documentary requirements for the release of the PCF Subsidy;
- c. Assist in the preparation of the project proposal to be submitted to the Chairperson of the PCF-PIT for review and approval;
- d. Assist in the preparation of the Program of Works, Detailed Cost Estimates and Detailed Engineering Design in the case of an infrastructure project;
- e. Prepare the project action plan and budget, subject to the approval of the City Mayor;
- f. Determine and approve the proposed project subject of funding by the PCF;
- g. Monitor the progress and oversee the implementation of the PCF-funded project;
- h. Facilitate the preparation and submission to the DILG Regional Office progress reports of the following, namely:
  - i. Monthly submission of the Statement of Work Accomplished (SWA) every fifth day of the ensuing month;
  - ii. Submission of Statement of Report and Disbursements (SORD), as deemed necessary, when the contractor/administration issues a progress billing;
  - iii. Reports on projects involving procurement of goods and services;
- i. Submit Project Completion Report once the project is completed, and it shall be supported with photographs and accompanied by the following, namely:
  - i. Certificate of Completion;
  - ii. Certificate of Turnover and Acceptance, if the project is by contract;
  - iii. Final Report of Disbursements duly received and verified by the Supervising Auditor of the Commission on Audit, City of Muntinlupa Office;
- j. Perform such other functions related to the PCF implementation and management as may be prescribed by competent authorities.

Section 4. Secretary.

Mr. Jayson Villeza of the Environmental Sanitation Center shall perform the function of the Secretary of the PCF-PIT. He shall be responsible for the issuance of Notice of Meetings; the

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logistical support for every meeting; correspondence; minutes of the meeting preparation, dissemination and recording; and all other administrative functions inherent in the functions of a Secretary.

Section 5. Meetings.

The PCF-PIT shall conduct its meeting whenever it deems necessary, in order to discuss, assess, review and evaluate any matter relative to the functions mentioned in the preceding paragraph.

Section 6. Repealing Clause.

Previous orders or directives, or any part thereof, inconsistent with any provision of this Executive Order are hereby repealed, amended, modified or superseded accordingly.


Section 7. Separability Clause.

If any section or provision of this Executive Order is judicially declared void, ineffective or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way affect the validity of the remaining sections and provisions, which shall remain in full force and effect.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately upon the date hereof and upon its signing, and it shall remain in effect until repealed, rescinded, or amended.

**DONE AND EXECUTED** on this 30<sup>th</sup> day of June 2020 in the City of Muntinlupa.

  
**JAIME R. FRESNEDI**  
City Mayor

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