



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



**EXECUTIVE ORDER NO. 26**  
Series of 2017

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 36, SERIES OF 2014,  
WHICH ORDAINS THE CREATION OF THE PERFORMANCE MANAGEMENT TEAM  
OF THE CITY GOVERNMENT OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS,  
AND PROVIDING, FURTHERMORE, FOR THE CREATION OF  
A TECHNICAL WORKING GROUP AND SECRETARIAT**

**WHEREAS**, Executive Order No. 36, Series of 2014 was executed and became effective on 24 November 2014, and provided for the creation of the Performance Management Team (PMT, *for brevity*) of the City Government of Muntinlupa, Its Composition and Functions;

**WHEREAS**, there is a need to amend Section 1 thereof, inasmuch as the composition has changed and the names of the members require updating;

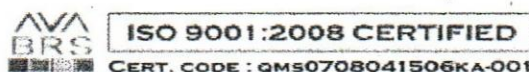
**WHEREAS**, the individuals therein named are named as members by virtue of the function of the office they occupy, respectively; henceforth, in the event of a certain member's resignation, replacement, substitution, incapacity, or similarly situated impediment, the next person to occupy such position shall automatically become a member of the PMT, without prejudice, however, to an executive decision providing otherwise;

**WHEREAS**, the creation of a Technical Working Group and the naming of the members of the Secretariat shall likewise be beneficial to the PMT in the discharge of its functions;

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

Section 1. Creation and Composition.

The Performance Management Team (PMT, *for brevity*) of the City Government of Muntinlupa shall be composed of the following individuals with the corresponding designations, namely:



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- a. Engr. Allan A. Cachuela, City Administrator : Chairperson;
- b. Noel A. Cadorna, OIC, City Planning and Development Office : Member;
- c. Atty. Roderick B. Tagnia, OIC, City Human Resources Management Department : Member;
- d. Lualhati S. Morales, Head, City Budget and Management Department : Member;
- e. Rosario G. Atayde, Representative, First Level Employees : Member; and
- f. Joel G. Señar, Representative, Second Level Employees : Member.

Section 2. Technical Working Group.

The Technical Working Group (TWG, *for brevity*) is hereby created and shall be composed of the following individuals, namely:

- a. Ma. Laarni D. Capulong, Administrative Assistant II Muntinlupa Scholarship Program;
- b. Karl James M. Casanova, Administrative Officer II, City Human Resources Management Department;
- c. Joel M. de Mesa, Administrative Officer II, City Human Resources Management Department;
- d. Erika Mae T. Malolos, Engineer II, City Engineering Department;
- e. Fatima Nikka P. Salvania, Administrative Officer II, Internal Audit Unit;
- f. Andres F. Sicam, Jr., Planning Officer I, City Planning and Development Office;
- g. Nelson E. Solicito, Administrative Assistant V, Ospital ng Muntinlupa;
- h. Margie Kristal N. Suyat, Administrative Officer II, Pamantasan ng Lungsod ng Muntinlupa.



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Section 3. Functions of the TWG.

The TWG shall perform the following functions, namely:

- a. assess and evaluate the contents of the Individual Performance and Commitment Review (IPCR, *for brevity*) of all concerned employees of the City Government, and, in the same vein, the Office Performance and Commitment Review (OPCR, *for brevity*) of all departments and offices of the City Government;
- b. recommend to the PMT the following:
  - i. the validity and feasibility of the written target outputs, and introduce changes, if warranted;
  - ii. the continuation or severance of the employment of an individual, based on the performance rating, including the attendance, tardiness and job description, as stated in the IPCR;
  - iii. the introduction of any change in the OPCR of a department or office, if necessary.

Section 4. Secretariat.

The Secretariat shall be composed of the following individuals, namely:

- a. Mildred P. Andaleon, Planning Officer V,  
City Planning and Development Office; and
- b. Maria Theresa Rowena S. Yap, Administrative Officer IV,  
City Human Resources and Development Department.

Section 5. Functions of the Secretariat.

The Secretariat shall perform the following functions, namely:

- a. issue the notice of regular or special meeting to all members;
- b. prepare the logistical requirements of said meeting;
- c. prepare, disseminate and file minutes of meeting;
- d. prepare and file correspondences;



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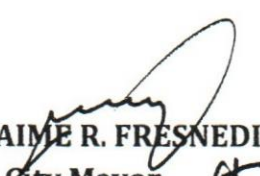


e. perform such other functions as may be needed.

Section 6. Effectivity.

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

**DONE AND EXECUTED** on this 28<sup>th</sup> day of November 2017 in the City of Muntinlupa.

  
Atty. JAIME R. FRESNEDI  
City Mayor



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