



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



EXECUTIVE ORDER No. 26
Series of 2018

PROVIDING FOR THE CREATION OF A TECHNICAL WORKING GROUP (TWG)
ON THE AMENDMENT OF THE CITIZEN'S CHARTER OF
THE CITY GOVERNMENT OF MUNTINLUPA IN COMPLIANCE TO
REPUBLIC ACT NO. 11032, AND ITS COMPOSITION AND FUNCTIONS

WHEREAS, the City Government of Muntinlupa has been implementing the Citizen's Charter, mandated by Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, by setting up its most current and updated service standards in information billboards located at conspicuous places in each department and office, on its website, and in the form of published written materials;

WHEREAS, Republic Act No. 9485 has recently been amended by Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, which adopts and prescribes new and simplified procedures and requirements in assessing government service to help reduce red tape and expedite business and non-business related transactions in government;

WHEREAS, Sections 9 and 10, *supra*, encompass the entire process of assessing government service from acceptance of applications and requests, actions taken thereon, and actual approval thereof, including the grant of licenses, clearances, permits, certifications and authorizations;

WHEREAS, furthermore, Sections 11 and 12, *supra*, prescribe the implementation of streamlined procedures for the issuance of local business licenses, clearances, permits, certifications and authorizations, in order to promote competitiveness and ease of doing business in the local setting;

WHEREAS, pursuant to Section 455 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the City Mayor, as Local Chief Executive, shall "exercise such powers and perform such duties and functions," including, but not limited to, the "general supervision and control of all programs, projects, services and activities" of the City Government;



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WHEREAS, Section 455, *supra*, the City Mayor is further empowered to “issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances” relative to the governance of the city;

NOW, THEREFORE, I, JAIME R. FRESNEDI, by virtue of the powers vested in by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Technical Working Group (*TWG, for brevity*) on the Amendment of the Citizen’s Charter of the City Government of Muntinlupa is hereby created, and it shall be composed of the following individuals with their respective designations, namely:

- | | | |
|----|------------------------------------------------------------------------------------------|--------------|
| a. | Engr. Allan A. Cachuela,
City Administrator,
Business Permits and Licensing Office | Chairperson; |
| b. | Atty. Roderick B. Tagnia,
City Human Resources Management Department | Member; |
| c. | Atty. Karen B. Baldonasa,
City Legal Office | Member; |
| d. | Nancy B. Torero,
Management Information Systems | Member; |
| e. | Cristina G. Andres,
General Services Office | Member; |
| f. | Atty. Ma. Esmeralda Cuevas Aguinaldo,
Pamantasan ng Lungsod ng Muntinlupa | Member; |
| g. | Ma. Socorro M. Manuel,
Ospital ng Muntinlupa | Member. |

Section 2. Functions.

The TWG shall perform the following functions, namely:

- direct, organize, and coordinate the revision of the Citizen’s Charter of all the departments and offices of the City Government;



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- b. prescribe the timetables and facilitate the timely preparation and submission of the Citizen's Charter of all the departments and offices of the City Government;
- c. review and check the content of the submitted Citizen's Charter for consistency with the requirements, procedures and periods found in Republic Act No. 11032;
- d. prescribe the uniform formats or templates, and determine the appropriate location thereof in each department and office;
- e. consolidate the Citizen's Charter of all departments and offices for purposes of reproduction in the official website of the City Government and in printed form;
- f. perform such other functions as may be directed by competent authority or in pursuit of the foregoing.

Section 3. Meetings.

The TWG shall meet on a regular basis, and may meet on special call, if so warranted. For this, Ms. Ainah Rae M. Labanta of the City Human Resources Management Department shall be responsible for issuance of notices of meeting; for logistical support; for taking down of minutes and dissemination and recording thereof; and for writing, receiving and sending correspondence.

Section 4. Repealing Clause.

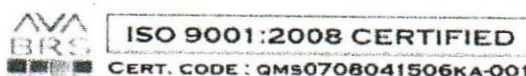
All orders and issuances inconsistent with this order are hereby repealed or modified accordingly.

Section 5. Effectivity.

This order shall take effect immediately upon signing hereof, and shall remain in full force and effect until revoked, repealed or amended accordingly.

DONE AND EXECUTED on this 11th day of December 2018 in the City of Muntinlupa.

JAIME R. FRESNEDI
City Mayor *at*



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