



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



**EXECUTIVE ORDER NO. 31**  
Series of 2018

**PROVIDING FOR FURTHER AMENDMENTS TO  
EXECUTIVE ORDER NO. 14, SERIES OF 2017, WHICH AMENDED  
EXECUTIVE ORDER NO. 15, SERIES OF 2015 AND  
EXECUTIVE ORDER NO. 14, SERIES OF 2013,  
ON THE REORGANIZED COMPOSITION OF THE  
LOCAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL OF  
MUNTINLUPA CITY AND ITS TECHNICAL WORKING GROUP, AND FUNCTIONS**

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**WHEREAS**, Executive Order No. 14, Series of 2013 created the Local Disaster Risk Reduction and Management Council of Muntinlupa City, its Technical Working Group, their composition and respective functions;

**WHEREAS**, Executive Order No. 15, Series of 2015, introduced amendments to Executive Order No. 14, Series of 2013;

**WHEREAS**, Executive Order No. 14, Series of 2017, introduced further amendments to Executive Order No. 15, Series of 2015;

**WHEREAS**, there is a need to reorganize and expand the current composition of the Council and its Technical Working Group in order to properly prepare and accomplish its list of Programs, Projects and Activities, and ensure these are aligned with the utilization of the Local Disaster Risk Reduction and Management Fund;

**WHEREAS**, the Council, in the discharge of its functions, seeks to involve the Technical Working Group in the conduct of the technical formulation, monitoring, evaluation and reporting of programs, project and activities and closely coordinate concerns of involved members of the Council;

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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 decree and order that:

Section 1. Reorganization and Expansion of the Composition of the Council.

Section 1 of Executive Order No. 14, Series of 2017 is hereby amended to read as follows, to wit:

The Local Disaster Risk Reduction and Management Council (Council, *for brevity*) of Muntinlupa City shall be composed of the following individuals with their respective designations, namely;

- |    |  |  |
|----|--|--|
| a. | Jaime R. Fresnedi,<br>City Mayor   | Chairperson;                                       |
| b. | Atty. Patricio L. Boncayao, Jr.,<br>Majority Floor Leader<br>Sangguniang Panlungsod                    | Vice Chairperson;                                  |
| c. | Grace B. Gonzaga,<br>Chairperson, Committee on Disaster Risk<br>Reduction, Mitigation and Preparedness | Senior Member;                                     |
| d. | Walter A. Arcilla,<br>President, Liga ng mga Barangay  | Senior Member;                                     |
| e. | Kenichi Takagi, Jr.,<br>Chairperson, Federation of Sangguniang Kabataan                                | Senior Member;                                     |
| f. | Engr. Allan A. Cachuela,<br>City Administrator   | Senior Member;                                     |
| g. | En.P. Noel A. Cadorna,<br>City Planning and Development Office   | Vice Chairperson for<br>Prevention and Mitigation; |
| h. | Erwin O. Alfonso,<br>Muntinlupa City Disaster Risk Reduction and<br>Management Office                  | Vice Chairperson for<br>Preparedness;              |

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| i. | Analyn A. Mercado, RSW,<br>Social Services Department  | Vice Chairperson for<br>Response;                    |
| j. | Engr. Dynadelle N. Aranda,<br>City Engineering Department and<br>Office of the City Building Official        | Vice Chairperson for<br>Recovery and Rehabilitation; |
| k. | Melania M. Casanova,<br>City Accounting Office   | Regular Member;                                      |
| l. | Lorna B. Misa,<br>Environmental Protection and Natural Resources Office and<br>Environment Sanitation Center | Regular Member;                                      |
| m. | Rosalina N. Dy-Contreras,<br>Lake Management Office  | Regular Member;                                      |
| n. | Alita A. Ramirez,<br>Urban Poor Affairs Office   | Regular Member;                                      |
| o. | Lualhati S. Morales,<br>City Budget and Management Department  | Regular Member;                                      |
| p. | Cristina G. Andres,<br>General Services Office   | Regular Member;                                      |
| q. | Mary Catherine R. Biazon,<br>Gender and Development Office   | Regular Member;                                      |
| r. | Danidon M. Nolasco,<br>Muntinlupa Traffic Management Bureau  | Regular Member;                                      |
| s. | Marie Teresa R. Tuliao, MD,<br>City Health Office  | Regular Member;                                      |
| t. | Pamela V. Hernandez, DVM,<br>City Veterinarian's Office  | Regular Member;                                      |
| u. | Marylilibeth P. Deloso,<br>Department of Education, Extension Services Office                                | Regular Member;                                      |
| v. | Teresita V. Navarro,<br>Public Information Office  | Regular Member;                                      |
| w. | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office   | Regular Member;                                      |

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|-----|--|-----------------|
| x.  | Atty. Karen B. Baldonasa,<br>City Legal Office   | Regular Member; |
| y.  | Caryl de Guzman, MD,<br>Persons with Disability Affairs Office   | Regular Member; |
| z.  | Silvestre Barrameda, Jr.,<br>Department of the Interior and Local Government<br>Muntinlupa City Office   | Regular Member; |
| aa. | Mauro C. de Gulan, ED. D.,<br>Pamantasan ng Lungsod ng Muntinlupa  | Regular Member; |
| bb. | PSSupt. Gerardo L. Umayao,<br>Philippine National Police, Muntinlupa Station   | Regular Member; |
| cc. | FSupt. Bernard T. Rosete,<br>Bureau of Fire Protection, Muntinlupa Station   | Regular Member; |
| dd. | Eduardo P. Gogorza,<br>Bureau of Corrections   | Regular Member; |
| ee. | Charles Kenneth M. Maquera,<br>Bureau of Jail Management and Penology  | Regular Member; |
| ff. | Shirley C. Nabor,<br>Philippine Red Cross, Muntinlupa City Chapter   | Regular Member; |
| gg. | PO2 Marvin L. Bote,<br>Philippine Coast Guard, Alabang Sub-Station   | Regular Member; |
| hh. | Elvie Sanchez-Quiazon,<br>Philippine Chamber of Commerce and Industry,<br>Muntinlupa Chapter<br>Representative from Private Sector                 | Regular Member; |
| ii. | Loreto J. Colcol,<br>Association of Born Again Christians<br>Representative from Faith-Based Organizations<br>Civil Society Organization           | Regular Member; |
| jj. | Dawn Heline Delantar,<br>Elected by Boys and Girls Little Officials,<br>Representative from Child-Care Organizations<br>Civil Society Organization | Regular Member; |
| kk. | Jaypee O. Ledda,<br>Barangay Sucat Youth Federation,<br>Representative from the Youth Sector<br>Civil Society Organization                         | Regular Member; |

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- kk. Faustino V. Salvador,  
Intercity Homeowners Association,  
Representative from Homeowners Associations  
Civil Society Organization Regular Member;
- ll. Henry T. M. Hernia,  
Association of Safety and Security Advocates of the Philippines  
Representative from Security Advocates  
Civil Society Organization Regular Member;
- mm. Archele C. Llorca,  
Philippine Long Distance Telephone Company  
Representative from Telecommunications Regular Member;
- nn. Marion Adrian Alexis T. Isidro,  
Maynilad Water Services, Inc.,  
Representative from Water Services Regular Member;
- oo. Leslie Anne D. de Grano,  
Manila Electric Company  
Representative from the Power Sector Regular Member;
- pp. Patrick A. Pamintuan,  
United Kabalikat Civicom Volunteers  
Representative from Communications Group Regular Member;
- qq. Loella A. Empleo,  
Gilas Express Riders of Muntinlupa  
Representative from Volunteer Group Regular Member.

Membership in the Council, for those in the public service, is an attribute of the office which each holds. Henceforth, the death, resignation, removal from office, termination, transfer, or similarly-situated circumstance shall enable the successor to assume membership in the Council without need for the issuance of another Executive Order. However, in the case of those from the private sector, remaining members of the Council shall submit a list of prospective replacements to the Office of the City Mayor. The City Mayor shall decide and appoint the new member not later than thirty (30) days from the date of departure of the predecessor.

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Section 2. Functions of the Council.

Section 2 of Executive Order No. 14, Series of 2013, is hereby retained, hence:

- a. approve, monitor and evaluate the implementation of the Local Disaster Risk Reduction and Management Plan (LDRRMP), and annually review, test and develop the plan consistent with other national and local planning programs;
- b. ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
- c. recommend the implementation of forced or pre-emptive evacuation of local residents, if necessary; and
- d. convene the local Council as provided by City Ordinance No. 13-077 and Republic Act No. 10121, and its Implementing Rules and Regulations.

Additionally, the following shall be functions of the Council, namely:

- e. plan and institutionalize effective, comprehensive and proper monitoring mechanisms in order to ensure that budget utilization of the LDPPMP and related budgetary allocations are utilized correctly and attuned to existing rules imposed by the Commission on Audit, the City Accounting Office, among others;
- f. invite and ingratiate public sector involvement in all works of the MCDDRRMO, whether undertaken on its own or as passed down by competent authority, in order to ensure public buy-in of all programs, projects and activities;
- g. perform such other functions as may be directed by competent authority, or as may be necessary to accomplish the foregoing.

Section 3. Creation and Composition of the Council Technical Working Group.

The Technical Working Group of the Local Disaster Risk Reduction and Management of Council of Muntinlupa City (Council TWG, *for brevity*) is hereby created, and it shall be composed of one (1) representative from the following offices, namely:

- a. Roger John P. Smith,  
Office of the City Administrator;

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- b. Cyril D. Gonzaldo,  
Muntinlupa City Disaster Risk Reduction and Management Office;
- c. Jose David E. Adriano,  
City Planning and Development Office;
- d. Heddy Yell A. Cojuangco,  
City Budget and Management Department;
- e. Andrei M. Argana,  
Environmental Protection and Natural Resources Office;
- f. Rowena B. Balunsay,  
Urban Poor Affairs Office;
- g. Beverly H. Ponce,  
Lake Management Office;
- h. Enrico M. Alipit,  
Office of the City Building Official;
- i. Mario D. Rodriguez,  
City Engineering Department;
- j. Alma T. Santa Maria,  
Social Services Department;
- k. Eduardo B. Dionisio, Jr.,  
City Health Office;
- l. Jayson M. Villeza,  
Environmental Sanitation Office;
- m. Insp. Arcadio F. Vite,  
Bureau of Fire Protection, Muntinlupa City Station.

**Section 4. Functions of the Council TWG.**

The Council TWG shall have the following functions, namely:

- a. organize technical meetings of the Council and the Council TWG;
- b. generate Programs, Projects and Activities (PPAs) that are aligned with the Local Disaster Risk Reduction and Management Fund (LDRRMF);
- c. establish procedures and indicators, and assess, monitor and evaluate accomplishment results of PPAs in the utilization of the LDRRMF;

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- d. assist in the implementation of the Disaster Risk Reduction and Management Plan;
- e. serve as technical resource persons of the Council;
- f. perform such other functions as may be directed by competent authority, or as may be necessary to accomplish the foregoing.

Section 5. Secretariat.

The Secretariat shall be composed of Cyril D. Gonzalodo, Caroleen O. Oñez, Manuel S. Flor, Jr., of the Muntinlupa City Disaster Risk Reduction and Management Office (MCDRRMO), the Head of which shall be Erwin O. Alfonso, the Head of the MCDRRMO. The Secretariat shall be responsible for issuance of notices of meetings; logistical support for meetings; writing down, dissemination and filing of minutes of meeting; preparation, sending and recording of correspondence; liaison with concerned individuals and groups, whether from the private or public sector, among others.

Section 6. Allowance.

Subject to existing rules and regulations and availability of funds, proper documentation, reportorial requirements, and documented attendance, each member of the Council shall receive an allowance in the amount of Two Thousand Five Hundred (Php 2,500.00) Pesos for every meeting attended, which shall not exceed two (2) meetings for every quarter.

Each member of the Council TWG shall receive an allowance in the amount of Two Thousand (Php 2,000.00) Pesos for every meeting attended, which shall not exceed three (3) meetings for every quarter.

Section 7. Repealing Clause.

All orders, memoranda, and other similarly-situated directives inconsistent with any provision contained is hereby repealed, revoked, rescinded or amended accordingly.

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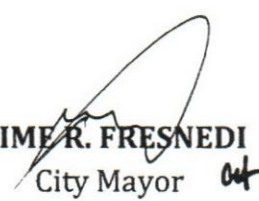
Section 8. Separability Clause.

Any provision herein found judicially or administratively declared unlawful or infirm shall not affect untouched provisions, which shall remain in full and effect.

Section 9. Effectivity Clause.

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

**DONE AND EXECUTED** on this 28<sup>th</sup> day of December 2018 in the City of Muntinlupa.

  
**JAIME R. FRESNEDI**  
City Mayor *af*

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