



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 31
Series of 2019

**PROVIDING FOR THE PLACEMENT OF THE OFFICE OF THE CITY ASSESSOR UNDER
THE DIRECT CONTROL AND SUPERVISION OF THE OFFICE OF THE CITY MAYOR**

WHEREAS, Vincent Charles Albert B. Misa, Acting Head of the Office of the City Assessor, submitted a Notice of Early Retirement effective 01 February 2020, through a letter addressed to the Office of the City Mayor, and dated 14 June 2019;

WHEREAS, in order to avoid disruption in the effective and continuous service of the Office of the City Assessor as a result of the ensuing vacuum in the leadership therein, there is a necessity to immediately appoint an individual as Head of the said office after the date mentioned in the preceding paragraph;

WHEREAS, considering the importance of the Office of the City Assessor as a major income-generating office, and the load factor of the head thereof, the appointment of an understudy, pending the appointment of a permanent Head, who shall absorb and understand the intricate processes of the daily operations of the office, and manage customer relations vis-à-vis target collections, becomes imperative;

WHEREAS, as this leadership vacuum is being addressed, the Office of the City Assessor is also undergoing organizational restructuring in order to prepare and train its personnel to meet the ever changing demands of the times and its customer base, which further necessitates the edification of the future permanent head thereof;

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. Placement.

The Office of the City Assessor, effective immediately, and shall remain effective until revoked in writing, shall be placed under the direct supervision and control of the Office of the City Mayor, pending eventual appointment of a permanent Head of the Office of the City Assessor.

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Section 2. Functions.

The Acting Head or the Officer in Charge of the Office of the City Assessor shall perform the following functions, namely:

- (a) Report directly to the City Mayor on the day-to-day operations of the Office of the City Assessor, particularly on innovations on and improvement of revenue collection, and receive instructions on proper courses of action to be taken, should the need arises;
- (b) Ensure the fulfillment of the mandates set out by law for the Office of the City Assessor, and align revenue collection targets with those set by other income-generating departments and offices;
- (c) Perform such other functions as may be directed by the City Mayor or by competent authority.

Section 3. Repealing Clause.

Any order inconsistent with the provisions found herein shall be considered revoked, rescinded, amended or superseded accordingly.

Section 4. Seperability Clause.

Any provision judicially found illegal or infirm shall not affect untouched provisions.

Section 5. Effectivity Clause.

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

DONE AND EXECUTED on this 12th day of December 2019 in the City of Muntinlupa.


JAIMER. FRESNEDI
City Mayor

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