



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

**EXECUTIVE ORDER No. 02**  
**Series of 2022**

**PROVIDING FOR THE CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM OF  
THE CITY OF MUNTINLUPA, YEAR 2022, ITS COMPOSITION AND FUNCTIONS**

\*\*\*\*\*

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2022-029, and dated 10 March 2019, with subject 2022 Local Governance Transition, which was issued for the effective turnover of responsibilities to ensure continuity in local governance;

**WHEREAS**, Section 455 (b) (2) (iii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(i)ssue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;"

**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 Local Governance Transition Team of the City of Muntinlupa, Year 2022, (*LGTT 2022, for brevity*) is hereby created, and it shall be composed of the following individuals, namely:

- |     |   |                   |
|-----|---|-------------------|
| (a) | Jaime R. Fresnedi,<br>City Mayor  | Chairperson;      |
| (b) | Engr. Allan A. Cachuela,<br>City Administrator, and<br>Business Permits and Licensing Office                | Vice Chairperson; |
| (c) | Roger John P. Smith,<br>Deputy City Administrator,<br>Tourism, Culture and the Arts Department              | Member;           |
| (d) | Ma. Lourdes Milagrosa-Ampaya,<br>Secretary to the City Mayor  | Member;           |
| (e) | Atty. Rosalina T. Tesorio,<br>Technical Assistant to the Mayor  | Member;           |
| (f) | Elizabeth Agdon-Gaviola,<br>City Human Resources and Management Department and<br>Records Management Office | Member;           |
| (g) | Atty. Genesi M. Santiago,<br>City Legal Office  | Member;           |





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

|      |   |         |
|------|---|---------|
| (h)  | EnP. Noel A. Cadorna,<br>City Zoning Administration Office      | Member; |
| (i)  | EnP. Alvin F. Veron,<br>City Planning Development Office        | Member; |
| (j)  | Nancy B. Torero,<br>Management Information Systems Office       | Member; |
| (k)  | Rovi S. Vilorio,<br>Public Information Office                   | Member; |
| (l)  | Zosimo Tabajonda, Jr.,<br>Anti-Graft Division                   | Member; |
| (m)  | Maricel G. Labra,<br>Fixed Assets Management Office,            | Member; |
| (n)  | Rosemarie I. Geli,<br>Community Affairs Development Office      | Member; |
| (o)  | Charito A. Cadorna,<br>Gender and Development Office            | Member; |
| (p)  | Erwin P. Vibora,<br>City Treasurer's Office                     | Member; |
| (q)  | Atty. Genalyn C. Estrera,<br>City Assessor's Office             | Member; |
| (r)  | Melania M. Casanova,<br>City Accounting Office                  | Member; |
| (s)  | Necito M. Guico,<br>City Budget and Management Department;      | Member; |
| (t)  | Noel Edward S. Morales,<br>Internal Audit Department            | Member; |
| (u)  | Amelia Rose U. Casiguran,<br>General Services Office            | Member; |
| (v)  | Atty. Harley L. Padolina, Jr.,<br>Local Civil Registry          | Member; |
| (w)  | Janalodin T. Guiling,<br>Muslim Affairs Office                  | Member; |
| (x)  | Edgar A. Llamas,<br>Local Economic Investment Promotion Officer | Member; |
| (y)  | Glenda Zamora-Aniñon,<br>Public Employment Service Office       | Member; |
| (z)  | Maylene V. Viñas,<br>Joint Resources Financing Program          | Member; |
| (aa) | Mailene S. Macaranas,<br>City Library                           | Member; |





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

|      |   |         |
|------|---|---------|
| (bb) | Randy I. Gracia,<br>Muntinlupa City Public Market   | Member; |
| (cc) | Atty. Nemei S. Santiago,<br>City Cooperative Office   | Member; |
| (dd) | Marilou O. Lobo,<br>Department of Agriculture, Extension Services Office  | Member; |
| (ee) | Jerome James Arriola,<br>City Competitiveness, and<br>International Relations Office                            | Member; |
| (ff) | Engr. Dynadelle N. Aranda,<br>City Engineering Department, and<br>Office of the City Building Official          | Member; |
| (gg) | Arch. Beaudon D. Causapin,<br>City Architect's Office   | Member; |
| (hh) | Lorna B. Misa,<br>Environmental Protection and Natural Resources Office, and<br>Environmental Sanitation Center | Member; |
| (ii) | Herminio A. de la Cruz,<br>Lake Management Office   | Member; |
| (jj) | Domingo C. Idanan, Ed. D.,<br>Schools Division Office   | Member; |
| (kk) | Raymundo P. Arcega, BBA,<br>Pamantasan ng Lungsod ng Muntinlupa   | Member; |
| (ll) | Teresita C. Fortuna, Ph. D.,<br>Colegio de Muntinlupa   | Member; |
| (mm) | Francis A. Santella,<br>Muntinlupa City Technical Institute   | Member; |
| (nn) | Jenny Deuda-Mercado,<br>Early Childhood Education Office  | Member; |
| (oo) | Juancho H. Bunyi, MD,<br>City Health Office   | Member; |
| (pp) | Pamela V. Hernandez, VMD,<br>City Veterinarian's Office   | Member; |
| (qq) | Edwin L. Dimatatac, MD, LLB,<br>Ospital ng Muntinlupa   | Member; |
| (rr) | Magdalena C. Meana, MD,<br>Technical Assistant to the Mayor on Health   | Member; |
| (ss) | Erwin O. Alfonso,<br>Department of Disaster and Risk Management   | Member; |
| (tt) | Analyn A. Mercado,<br>Social Services Department  | Member; |





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

|       |   |         |
|-------|---|---------|
| (uu)  | Alita A. Ramirez,<br>Urban Poor Affairs Office  | Member; |
| (vv)  | Zenaida M. Celestino,<br>Office of Senior Citizens Affairs  | Member; |
| (ww)  | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office  | Member; |
| (xx)  | Yobeth M. Balane,<br>People's Coordinating Office   | Member; |
| (yy)  | Adelfa R. de Guzman,<br>Sagip at Gabay ng Ina at Pamilya  | Member; |
| (zz)  | PCol. Angel L. Garcillano,<br>Philippine National Police, Muntinlupa City Station   | Member; |
| (aaa) | JSupt. Glennford D. Valdepeñas,<br>Bureau of Jail Management and Penology, Muntinlupa                                       | Member; |
| (bbb) | JCInsp. Stephanny F. Salazar,<br>Bureau of Jail Management and Penology, Muntinlupa   | Member; |
| (ccc) | FSupt. Eugene M. Briones,<br>Bureau of Fire Protection, Muntinlupa City Station   | Member; |
| (ddd) | PSSupt. Florocito Ragudo (Ret.),<br>Drug Abuse Prevention and Control Office, and<br>Public Order and Safety Office         | Member; |
| (eee) | Danidon M. Nolasco,<br>Muntinlupa Traffic Management Bureau   | Member; |
| (fff) | Efren A. Villanueva,<br>City Security Office, and<br>Motorpool Section  | Member; |
| (ggg) | Col. Avelino V. Castro (Ret.),<br>Squatting Protection and Control Office   | Member; |
| (hhh) | Cecilia C. Lazarte,<br>Sangguniang Panlungsod Secretariat   | Member; |
| (iii) | Bernadette G. Ferino,<br>DILG Muntinlupa City Director  | Member; |
| (iii) | Pastor Jaime B. Gustilo,<br>City Bible Church,<br>Representative from a Religious Group,<br>City Development Council Member | Member. |

Section 2. Functions.

To ensure safe keeping of records and documents of the City Government of Muntinlupa (CGM) and the protection of its assets during the election period; and to ensure the smooth





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA

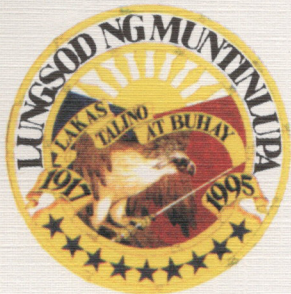


Tanggapan ng Punonglungsod

local governance transition to the newly elected or re-elected local officials on 30 June 2022, the Team shall perform the following functions, namely:

- (a) Conduct an inventory of the following properties owned and controlled by the CGM, namely:
  - (i) immovable properties, such as land, permanent structures, such as buildings, infrastructure facilities and its respective improvements, and pieces of equipment and machinery made immovable;
  - (ii) movable properties, such as vehicles, office equipment, pieces of furniture, fixtures, office supply stocks, among others;
- (b) Gather, secure and preserve all official documents and/or records of all official transactions of the CGM, such as, but not limited to, the following documents, namely:
  - (i) Governance Assessment Report (CY 2021);
  - (ii) COA Report (CY 2021);
  - (iii) Contracts and Loan Agreements;
  - (iv) Comprehensive Development Plan;
  - (v) Local Development Investment Plan;
  - (vi) Annual Investment Program (CY 2022);
  - (vii) Comprehensive Land Use Plan;
  - (viii) City Development and Physical Framework Plan;
  - (ix) Capacity Development Agenda or Program;
  - (x) Executive-Legislative Agenda;
  - (xi) Organizational Structure and Staffing Pattern;
  - (xii) Inventory of Personnel, classified into Nature of Appointment;
  - (xiii) Executive Orders, Ordinances and Resolutions;
  - (xiv) LGU Devolution Transition Plan;
  - (xv) LGU Results Matrices (for NCR LGUs);
  - (xvi) Reengineering Plan on LGU Systems and Procedures;
  - (xvii) City Citizen's Charter;
  - (xviii) Public Service Continuity Plan;
  - (xix) Gender and Development (GAD) Plan and Budget;
  - (xx) Full Disclosure Policy Documents, namely:
    - (1) Annual Budget (CY 2022);
    - (2) Statement of Indebtedness, Payments and Balances (CY 2021);
    - (3) Statement of Receipts and Expenditures (CY 2021);
    - (4) Annual Procurement Plan or Procurement List (CY 2021);
    - (5) Annual GAD Accomplishment Report (CY 2021);
    - (6) Statement of Cash Flow (CY 2022, First Quarter);
    - (7) Bid Results on Civil Work, Goods and Services, and Consulting Services (CY 2022, First Quarter);





REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

- (8) Report of Special Education Fund Utilization (CY 2022, First Quarter);
  - (9) Trust Fund Utilization (CY 2022, First Quarter);
  - (10) Human Resource Complement (CY 2022, First Quarter);
  - (11) Unliquidated Cash Advances (CY 2022, First Quarter);
  - (12) Supplemental Procurement Plan (CY 2022, First Quarter);
  - (13) Twenty (20%) Percent Component of the IRA Utilization (CY 2022, First Quarter); and
  - (14) Local Disaster Risk Reduction Management Fund Utilization (CY 2022, First Quarter);
- (c) Turn over accountabilities using the prescribed forms, in case of a new set of incoming elected local officials; and update list of accountabilities, in case of re-elected officials;
- (d) Organize a turnover ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges to be conducted on 30 June 2022;
- (e) Ensure the accomplishment and timely submission of Elective Local Officials Personnel Data Sheet (ELOPDS) by the incoming officials to be submitted not later than 11 July 2022 to the City Human Resources Management Department, the Sanggunian Panlungsod Secretariat, and the DILG Muntinlupa Field Office.

Section 3. Effectivity Clause.

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

**DONE AND EXECUTED** on this 18<sup>th</sup> day of March 2022 in the City of Muntinlupa.

  
**JAIME R. FRESNEDI**  
City Mayor