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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 44
Series of 2022-B

**PROVIDING FOR THE GUIDELINES IN THE IMPLEMENTATION OF
THE FIRST MUNTINLUPA PERSONS WITH DISABILITY GENERAL ASSEMBLY**

WHEREAS, Rule V, Section 12 of the Republic Act 10070, states that the purpose of the General Assembly is to ensure the participation of Persons with Disability in the Recruitment Process of the Persons with Disability Affairs Office (PDAO) Head in compliance to Article 4.3 of the UN Convention on the Rights of Persons with Disabilities, and to express the City Government of Muntinlupa's recognition of the importance of Persons with Disability Affairs Offices in the Development of the Disability Sector;

WHEREAS, Memorandum Circular 2017-119, issued by the Department of the Interior and Local Government (DILG), provides guidance for Local Government Units on the conduct of the PWD General Assembly to ensure maximum participation of PWDs in the filling up of vacant PDAO positions;

WHEREAS, Memorandum Circular 2021-041, likewise issued by the DILG, in its Item 3.1.b provides that the Local Chief Executive shall appoint a PWD Affairs Officer who shall manage and oversee the operations of the PDAO;

WHEREAS, on May 21, 2018, the 8th Sangguniang Panlungsod of Muntinlupa enacted Ordinance No. 18-167 organizing and establishing the Muntinlupa City Persons with Disability Affairs Office (MC-PDAO) in accordance with Section 40(b)(1) of Republic Act No. 7277, otherwise known as the "Magna Carta for Persons with Disability, as amended by Republic Act No. 9442 and Republic Act No. 10070;

WHEREAS, on March 11, 2019, the 8th Sangguniang Panlungsod enacted Ordinance No. 19-245 creating the regular positions of the Muntinlupa City Persons with Disability Affairs Office (MC-PDAO) and amending Section 5 of Ordinance No. 18-167;

WHEREAS, Section 2 of Ordinance 19-016 states that the Disability Affairs Officer IV, who is not necessarily a Person with Disability, shall act as Head of Muntinlupa City - Persons with Disability Affairs Office (MC-PDAO) provided that he or she has met all the minimum qualifications standard set forth by Republic Act No. 10070. However, priority in the appointment of Head of Persons with Disability Affairs Office (PDAO) shall be given to Persons with Disability (PWD) who have applied and qualified for the position;



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NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by powers vested in me by law, do hereby decree and order that:

Section 1. Creation and Composition.

The Muntinlupa Persons with Disability General Assembly Convenors for the Conduct of the First Muntinlupa Persons with Disability General Assembly is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|-----|--|---------------|
| (a) | Gloria C. Aguhar, CESO V,
DILG Muntinlupa Field Operations Office | Chairman |
| (b) | Engr. Allan A. Cachuela,
Office of the City Administrator,
Public Information Office | Vice-Chairman |
| (c) | Analyn A. Mercado, RSW,
Social Services Department | Member; |
| (d) | Atty. Genesi M. Santiago,
City Legal Office | Member; |
| (e) | EnP. Alvin F. Veron,
City Planning and Development Office | Member; |
| (f) | Noel Edward S. Morales,
Department of Internal Audit | Member; |
| (g) | Edmond Raza,
Muntinlupa Federation of Persons with Disability
Representative, Private Sector | Member. |

Membership in the General Assembly Convenors, among those from the public sector, is a function of their respective offices. As such, their resignation, removal, termination, transfer, severe incapacity, grave illness, death, or any other similarly-situated circumstance shall entitle the entitle the successor to assume membership thereto without the need for the issuance of another instrument.

On the other hand, those from the private sector, while governed by the same standards of fidelity, accountability and integrity, when under any of the above-mentioned circumstances, the successor thereof shall be chosen by the City Mayor from a list to be drawn and submitted by the remaining members of the General Assembly Convenors.



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Section 2. Functions.

The General Assembly Convenors shall perform the following functions, as provided in Section 5 of DILG Memorandum no. 2017-119, namely:

- (a) Prepare and coordinate the manpower, logistics and resources needed for the PWD General Assembly;
- (b) Delegate tasks, and follow through, as necessary, according to the concerned departments and offices of the City Government, in line with the Pro-Forma Program of the General Assembly, as reiterated in Section 5.8 of DILG Memorandum Circular No. 2017-119;
- (c) Submit the names of the three (3) qualified PDAO Head Applicants nominated from the General Assembly for consideration of the Local Selection Board and the City Mayor.

Section 3. City Human Resources Management Department.

The City Human Resources Management Department (CHRMD) shall perform the following functions, namely:

- (a) Post and publish the Job Opening following the requirements of Republic Act No. 7041 and Civil Service Commission Protocols;
- (b) Post and publish vacant positions following the requirements of Republic Act No. 7041, and its Implementing Rules and Regulations; and
- (c) Accept applications and conduct preliminary evaluations on the basis of qualification standards of the vacant position and other relevant requirements.

Section 4. Public Information Office.

The Public Information Office (PIO) shall perform the following functions, namely:

- (a) Create Disability Inclusive IECs (Information, Education and Communication Materials) for the Dissemination of the Job Opening, including the importance of having the Head of the PDAO and the roles attendant thereto; and
- (b) Disseminate information regarding the First PWD General Assembly, including the following matters, namely:
 - (i) Who can participate in the nomination process;
 - (ii) Where the venue will be;
 - (iii) When the schedule of the First PWD General Assembly will be.



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Section 5. Persons with Disability Affairs Office.

The Persons with Disability Affairs Office (PDAO) shall perform the following functions, namely:

- (a) Provide human resource and logistical support to the convenors;
- (b) Ensure venue accessibility, Filipino Sign Language Interpretation, Audio Technology for the Blind and Visually Impaired, and personal assistance to Persons with Disability (PWDs) are included in the conduct of the First General Assembly to fortify the City Government's efforts on disability inclusion; and
- (c) Coordinate with the Barangay Focal Persons for Persons with Disability in the Information Dissemination of this event to the Muntinlupa PWD Community and gather all resources for the transportation and various assistance that maybe available to PWDs and their parents, guardians, or companions, as the case may be.

Section 6. Management and Information Systems Office.

The Management Information Systems (MIS) Office shall perform the following functions, namely:

- (a) Provide technical assistance to the dynamic and specialized needs of the First PWD General Assembly;
- (b) Ensure the veracity and quality of the Nomination Data for the selection of the Head of PDAO;
- (c) Help the General Assembly Convenors in finalizing the Nominees to be submitted for consideration of the Local Selection Board and the City Mayor; and
- (d) Assist in the Pre-Registration and Walk-In Registration Process.

Section 7. Social Services Department and the Early Childhood Education Division.

The Social Services Department (SSD) and the Early Childhood Education Division (ECED) shall perform the following functions, namely:

- (a) Provide event support for the First PWD General Assembly;
- (b) Act as the Counting Team for the Nomination Process;
- (c) Secure and guarantee the sanctity of the ballots and ballot boxes; and
- (d) Particular to the ECED, assist in the Walk-In Registration Process.



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Section 8. Qualification of the Head of Persons with Disability Affairs Office.

- (a) Bachelor's Degree Holder
- (b) Two to three (2-3)-year relevant experience on disability affairs (Experience);
- (c) Sixteen (16) hours of relevant training on disability affairs (Training); and
- (d) Career Service Professional, i.e., Second Level Eligibility (Eligibility).

Section 9. Qualifications of Nominees in the First PWD General Assembly.

- (a) All interested and qualified applicants, with complete documents pursuant to the requirements stated in the publication, and they shall be physically present in the General Assembly; No Proxies or Representatives will be allowed.
- (b) Qualified women with disabilities shall be encouraged to apply; and
- (c) All Qualified PDAO Head Applicants shall physically present in the conduct of the First PWD General Assembly, in order for their proper introduction thereto. Their absence in the First PWD General Assembly forfeits his or her chance for nomination.

Section 10. Qualifications of Participants and Nominators in the First PWD General Assembly.

- (a) The First PWD General Assembly shall be open to all persons with disabilities, with or without organizational membership, representatives of civil society organizations working on disability within the City of Muntinlupa, and parents or representatives of children with disabilities;
- (b) Adults with disabilities, or Parents/Guardians/Representatives of Children with Disabilities, who shall be possessors of PWD IDs, which shall be genuine, unexpired and duly registered), shall be the only individuals permitted to nominate;
- (c) All eligible nominators, i.e., the PWDs themselves or their respective parents or guardians, shall pre-register with the PDAO within an announced specified period if they plan to participate in the conduct of the First PWD General Assembly. This shall be essential in planning and preparing for the logistical needs of this event;
- (d) Eligible nominators, who failed to pre-register, shall have a special lane on the day of the First PWD General Assembly and shall be registered on-site; and
- (e) Pre-registered eligible nominators shall be entertained with priority and shall be ushered directly to the reserved allotted seating in the venue.

Section 11. Nomination Process of the Head of PDAO.

- (a) Eligible nominators shall physically attend and participate in the First PWD General Assembly;



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- (b) Eligible nominators shall nominate in duly designated nomination booths. Authorized personnel from the SSD and ECED shall be in charge of these nomination booths;
- (c) Eligible nominators shall choose of their nominee through a computer-aided system and cast them in the duly designated machines; and
- (d) Any nomination issue, concern and/or diffisssculty shall be decided upon by the General Assembly Convenors, and all their decisions shall be final and executory.

Section 12. Submission to the Personnel Selection Board.

The General Assembly Convenors shall submit the list of the three (3) qualified nominees to the Personnel Selection Board (PSB).

Section 13. Personnel Selection Board Endorsement of the Qualified Nominees to the City Mayor.

Upon completion of the requirements and processes set by the PSB, the names of the shortlisted nominees, with ranking, shall be submitted to the City Mayor for consideration.

Section 14. Selection of the Qualified Head of the PDAO.

The City Mayor shall select the most qualified and appropriate nominee for the position of Head of the PDAO.

Section 15. Posting of the Appointed Head of the PDAO.

The Head of the CHRMD shall post a notice announcing the appointment issued by the City Mayor in three (3) conspicuous places within the premises of City Hall within fifteen (15) days from signing.

Section 16. Repealing Clause.

Any order which is inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

Section 17. Separability Clause.

Any provision found herein judicially decided illegal or administratively declared infirm shall not affect untouched provisions, which shall continue to have full force and effect.



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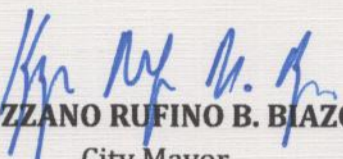


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Section 18. Effectivity Clause.

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

DONE AND EXECUTED on this 17th day of October 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor *et*