



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 55
Series of 2022-B

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 08, SERIES of 2017,
ON THE REORGANIZATION OF THE BOARD OF DISCIPLINE,
ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Executive Order No. 292, Series of 1987, otherwise known as the Administrative Code of 1987, and Civil Service Commission Resolution No. 1101502, or the Revised Rules on Administrative Cases in the Civil Service ("RRACCS"), promulgated on 08 November 2011, confer jurisdiction on the City Mayor over administrative complaints concerning City Government personnel. Section 47 (2), Chapter 7, Subtitle A, Title 1, Book V, Executive Order No. 292, reads as follows:

"(2) The Secretaries and heads of agencies and instrumentalities, provinces, cities and municipalities shall have jurisdiction to investigate and decide matters involving disciplinary action against officers and employees under their jurisdiction. Their decisions shall be final in case the penalty imposed is Suspension for not more than thirty days or fine in an amount not exceeding thirty days' salary. In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department and finally to the Commission and pending appeal, the same shall be executory except when the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned;"

While Section 9 of the RRACCS provides the following:

"Section 9. Jurisdiction of Heads of Agencies. -The Secretaries and heads of agencies, and other instrumentalities, provinces, cities and municipalities shall have original concurrent jurisdiction with the Commission over their respective officers and employees. They shall take cognizance of complaints involving their respective personnel. Their decisions shall be final in case the penalty imposed is suspension for not more than thirty (30) days, or a fine in an amount not exceeding thirty (30) days salary. In case the decision rendered by a bureau or office head is appealable to the Commission, the same may be initially appealed to the department and finally to the Commission and pending appeal, the same shall be executory except when the penalty is removal, in which case the same shall be executory only after confirmation by the Secretary concerned" (underscoring supplied);

WHEREAS, the exigencies of public service require that the above jurisdiction be exercised by a collegiate body consisting of officers deemed alter egos of the City Mayor;



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28 Nov. 2022
AAC:
For your counter signature.
Thank you.
RJS

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

Section 1. Re-creation and Re-composition.

The Board of Discipline (*BOD, for brevity*) of the City Government of Muntinlupa is hereby reorganized, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|-----|---|--------------|
| (a) | Atty. Genesi M. Santiago,
Office of the City Legal Officer | Chairperson; |
| (b) | Elizabeth Agdon-Gaviola,
City Human Resources Management Department | Member; |
| (c) | Roger John P. Smith,
Office of the City Administrator | Member; |
| (d) | Allan C. Jones,
Local Civil Registry,
First Level Representative | Member; |
| (e) | Fatima Nikka P. Salvania,
Department of Internal Audit,
Second Level Representative | Member. |

The last two members are to be selected by elections or such other means to be determined and administered by the City Human Resources Management Department (CHRMD), and they shall assume their positions after the issuance of the corresponding office order without amending this executive issuance. The CHRMD is hereby tasked to conduct the immediate selection of said members.

Membership in the BOD is a function of the office which the member occupies. As such, the resignation, removal, transfer, termination, grave illness, severe incapacity, death, or any other similarly-situated circumstance shall entitle the successor to assume membership without the need for an issuance of another executive order.

Section 2. Functions.

The BOD shall have the following duties and functions, namely:

- (a) Hear and decide administrative cases filed on the grounds as provided in Section 46, Chapter 7, Subtitle A, Title I, Book V, Executive Order No. 292 and Rule X, Implementing



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- Rules of the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713);
- (b) Implement the Revised Rules on Administrative Cases in the Civil Service and Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (Republic Act No. 6713) in all proceedings before it and to promulgate such other rules and regulations not inconsistent thereto; and
 - (c) Perform such other functions and duties as may be provided by law, or as may be necessary, or proper or incidental to its powers and functions.

Section 3. Secretariat.

The Secretariat of the BOD shall be composed of

- (a) Atty. Ma. Esmeralda C. Aguinaldo, and
- (b) Karen Crizza E. Umoquit

both of the CHRMD.

All Formal Charge(s) shall be filed with the Secretariat, which, in turn, shall docket the same. The Secretariat shall also be responsible for the smooth and orderly issuance of summons, notices of hearings, orders, resolutions and other processes, recording of minutes of hearing and proceedings, coordinating with other offices and party litigants, and for maintaining the integrity of the case records.

Section 4. Funding and Compensation.

The operations of the BOD shall be financed by available funds from the Office of the City Mayor (OCM) and the CHRMD.

Membership in the BOD is a civic duty. However, subject to the grant of authority, the availability of funds and the requisite reportorial duties, each member may receive a modest amount as compensation, the determination of which will be left to proper authorities.

Section 5. Repealing Clause.

Previously issued order or directive inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.



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Section 6. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall continue to be in full force and effect.

Section 7. Effectivity Clause.

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

DONE AND EXECUTED on this 28th day of November 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor