



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

**EXECUTIVE ORDER No. 01**  
**Series of 2023**

**PROVIDING FOR THE CREATION AND MOBILIZATION OF THE CITY PLANNING TEAM  
FOR THE PREPARATION OF THE COMPREHENSIVE DEVELOPMENT PLAN (CDP),  
DESIGNATING ITS COMPOSITION, ROLES AND RESPONSIBILITIES,  
AND FOR OTHER PURPOSES**

\*\*\*\*\*

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that "(E)ach local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its Sanggunian. For this purpose, the development council at the city and barangay level shall assist the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction

**WHEREAS**, DILG-NEDA-DBM-DOF Joint Memorandum Circular No. 01, Series of 2007 provides guidelines on the harmonization of the Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management;

**WHEREAS**, DILG Memorandum Circular No. 2008-156 provides guidance to the formulation of Comprehensive Development Plan (CDP) for Local Government Units, its concepts and processes enunciated in the rationalized local planning system;

**WHEREAS**, DILG Memorandum Circular No. 2019-172 compels compliance of Local Government Units (LGUs) in the preparation and updating of Comprehensive Land Use Plans (CLUPs) and Comprehensive Development Plans (CDPs);

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

Section 1. Creation and Composition.

The City Planning Team for the Preparation of the Comprehensive Development Plan (CPT, for brevity) of the City of Muntinlupa is hereby created, and it shall be composed, divided into groups hereinafter indicated, of the following individuals, with their respective designations, namely:

A. Planning Core Group





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

1. Rozzano Rufino B. Biazon,  
City Mayor Chairperson;
2. Artemio A. Simundac,  
City Vice Mayor Vice Chairperson;
3. Atty. Raul R. Corro,  
Chairperson, Committee on Appropriations,  
Sangguniang Panlungsod Member;
4. Walter A. Arcilla,  
President, Liga ng mga Barangay Member;
5. Gloria C. Aguhar, CESO V,  
Department of the Interior and Local Government,  
Muntinlupa Field Operations Office Member;
6. EnP. Alvin F. Veron,  
City Planning and Development Office Member;
7. Reggie V. Salonga,  
Gender and Development Office Member;
8. Erwin O. Alfonso, Ph.D.,  
Department of Disaster Resilience and Management Member;
9. Mildred P. Andaleon,  
Muntinlupa Population and Development Office Member;
10. Lorna B. Misa,  
Environment Protection & Natural Resources Office Member.

B. Sectoral Planning Team

1. Education Sub-Sector
  - i. Jedidiah R. Presnedi,  
Chairperson, Committee on Education,  
Sangguniang Panlungsod Member;
  - ii. Jenny E. Deuda,  
Early Childhood Education Division Member;
  - iii. Carleen S. Sedilla, CESO V,  
Department of Education,  
Schools Division Office, Muntinlupa Member;
  - iv. Arian Clarence L. Caballero,  
Muntinlupa Scholarship Program Member;
  - v. Mailene S. Macaranas,  
City Public Library Member;



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- vi. Raymund P. Arcega, DBA,  
Pamantasan ng Lungsod ng Muntinlupa Member;
- vii. Teresita C. Fortuna, CESO,  
Colegio de Muntinlupa Member;
- viii. Francisco A. Santella,  
Muntinlupa City Technical Institute Member;
- ix. Atty. Marichelle de Guzman,  
Technical Education and Skills Development Authority,  
MuntiParLas-TaPat District Member;
- x. Wilfredo Abrillo,  
Association of Private School Administrators of Muntinlupa Member;
- xi. Bianca Jireh T. Sagum,  
City Planning and Development Office Member.

2. Health Sub-Sector

- i. Allan Rey A. Camilon,  
Chairperson, Committee on Health and Sanitation,  
Sangguniang Panlungsod Member;
- ii. Ronaldo L. Loresca,  
Punong Barangay, Buli Member;
- iii. Juancho H. Bunyi, MD, MPH,  
City Health Office Member;
- iv. Edwin L. Dimatatac, MD, LIB,  
Ospital ng Muntinlupa Member;
- v. Pamela V. Hernandez, VMD,  
Office of the City Veterinarian Member;
- vi. Rumalie Corvera, MD,  
The Ruth Foundation Member;
- vii. Charina C. Villena, MD,  
Muntinlupa Medical Society Member;
- viii. Pamela Gianne A. de Guia,  
City Planning and Development Office Member.

C. Protective Sub-Sector

- i. Alexson V. Diaz,  
Chairperson,



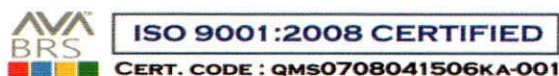
ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- Committee on Public Order, Security and Safety,  
Committee on Justice and Human Rights Member;
- ii. Paty Katy C. Boncayao,  
Committee on Communication and Public Information,  
Committee on Climate Change, Disaster Risk and Management Member;
- iii. Valentino Niefes,  
Committee on Transportation Member;
- iv. Ruben P. Baes,  
Punong Barangay, Ayala Alabang Member;
- v. Erwin O. Alfonso, Ph. D.,  
Department of Disaster Resilience and Management Member;
- vi. Danidon M. Nolasco,  
Muntinlupa Traffic Management Bureau Member;
- vii. PCol. Florocito E. Ragudo (Ret.),  
Drug Abuse Prevention and Control Office Member;
- viii. PLtCol. Cenen A. Cuaresma (Ret.),  
Public Order and Safety Office Member;
- ix. Efren A. Villanueva,  
City Security Office Member;
- x. PCol. Angel Garcillano,  
Philippine National Police,  
Muntinlupa City Station Member;
- xi. FSupt. Eugene M. Briones, MPA,  
Bureau of Fire Protection,  
Muntinlupa City Station Member;
- xii. JSupt. Glennford Q. Valdepeñas,  
Male Dorm, Bureau of Jail Management and Penology,  
Muntinlupa City Member;
- xiii. JCInsp. Stephanny F. Salazar,  
Female Dorm, Bureau of Jail Management and Penology,  
Muntinlupa City Member;
- xiv. Wilkins M. Villanueva,  
Director General,  
Philippine Drug Enforcement Agency Member;
- xv. Earl P. Saavedra,  
Executive Director,  
Dangerous Drugs Board Member;



MUNTINLUPA *the city that cares!*



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xvi. Ana Carmela Ilagan,  
City Planning and Development Office Member.
- D. Social Welfare Sub-Sector
- i. Allan Rey A. Camilon,  
Chairperson,  
Committee on Social Services and Development Member;
- ii. Ivey Rhia Arciaga-Tadefa,  
Chairperson,  
Committee on Veterans, Retirees, and the Elderly Member;
- iii. Mark Lester M. Baes,  
Chairperson,  
Committee on Persons with Disability Member;
- iv. Alexson V. Diaz,  
Chairperson, Committee on Justice and Human Rights Member;
- v. Kenichi D. Takagi, Jr.,  
President, Sangguniang Kabataan Federation Member;
- vi. Danilo R. Teves,  
Punong Barangay, Putatan Member;
- vii. Yobeth M. Balane,  
People's Coordinating Office Member;
- viii. Zenaida M. Celestino,  
Office of Senior Citizens Affairs Member;
- ix. Rosemarie I. Geli,  
Community Affairs Development Office Member;
- x. Janalodin T. Guiling,  
Muslim Affairs Office Member;
- xi. Caryl de Guzman, MD,  
Persons with Disability Affairs Office Member;
- xii. Analyn A. Mercado, RSW,  
Social Services Department Member;
- xiii. Adelfa R. de Guzman,  
Saklolo at Gabay ng Ina at Pamilya Member;
- xiv. Atty. Harley L. Padolina, Jr.,  
Local Civil Registry Member;
- xv. Cynthia B. Viacrusis,  
Youth Affairs and Sports Development Office Member;





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xvi. Patricio Boncayao III,  
LGBTQ Muntinlupa Member;
- xvii. Rosemarie C. Morada,  
Doña Rosario Bayview Homeowners Association Member;
- xviii. Cristeta R. Lucido,  
HOA Representative,  
Camella Homes 4B Neighborhood Association Member;
- xix. Marilou C. Sandoval,  
Muntinlupa Kalinga at Pagasa, Inc. Member;
- xx. Atty. Camille R. Alcaraz,  
Lingkod Muntinlupa Foundation Member;
- xxi. Bishop Jaime R. Gustilo,  
City Bible Church of Muntinlupa, Inc. Member;
- xxii. Mayrian Ness de Vera Olitoquit  
Rotaract Club of Muntinlupa Central Member;
- xxiii. Keren T. Jemina,  
Area Coordinator,  
DSWD-NCR Pantawid Pamilya Program Member;
- xxiv. Bianca Jireh T. Sagum,  
City Planning and Development Office Member.
- E. Housing Sub-Sector
- i. Engr. Mamerto T. Sevilla, Jr.,  
Committee on Urban Poor and Housing Member;
- ii. Walter A. Arcilla,  
Punong Barangay, Tunasan Member;
- iii. Alita A. Ramirez  
Urban Poor Affairs Office Member;
- iv. PCol. Avelino V. Castro (Ret.)  
Squatting Prevention and Control Office Member;
- v. Tessie Galicia-Robles  
Muntinlupa Development Foundation, Inc. Member;
- vi. Rose Anne D. Gilbean,  
Representative, Department of Human Settlements  
and Urban Development Member;
- vii. Arch. May L. Santiago,  
City Planning and Development Office Member.



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- F. Economic Development Sector
- i. Engr. Marissa Cole-Rongavilla,  
Committee on Lovestock, Market, Hawkers and Slaughterhouse,  
Committee on Environment, Natural and Aquatic Resources,  
Fisheries and Agriculture Member;
  - ii. Mark Lester M. Baes,  
Committee on Trade and Industry Member;
  - iii. Cornelio M. Martinez,  
Committee on Labor and Employment,  
Committee on Livelihood and Cooperatives Member;
  - iv. Engr. Arlene Domingo-Hilapo,  
Committee on Tourism, Culture, and Foreign Relations Member;
  - v. Christine May Abas-Ding,  
Punong Barangay, Alabang Member;
  - vi. Rainier Emmanuelle B. Bulos,  
Punong Barangay, Cupang Member;
  - vii. Engr. Allan A. Cachuela,  
Tourism, Culture, and the Arts Department,  
Local Economic Investment Promotion Office Member;
  - viii. Glenda Zamora-Aniñon,  
Public Employment Service Office Member;
  - ix. Jerome James V. Arriola,  
City Competitiveness Office Member;
  - x. Randy I. Garcia,  
Muntinlupa City Public Market Office Member;
  - xi. Marilou Ordonio-Lobo,  
Department of Agriculture – Extension Services Member;
  - xii. Atty. Nemei S. Santiago,  
City Cooperative Development Office Member;
  - xiii. Maylene Viñas,  
Joint Resource Financing Program Member;
  - xiv. Rowena D. B. San Jose,  
Division Chief – Area 2,  
Department of Trade and Industry – NCR Member;
  - xv. Alberto A. Bartolome,  
Vice President,  
Samahan ng Magtatanim ng Purok 5/6, Bayanan Member;





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xvi. Ana Lynn Arciaga  
Chairperson of the Board,  
Muntinlupa City Women Producers Cooperative Member;
- xvii. Christian Mark S. San Juan  
City Planning and Development Office Member.
- G. Infrastructure Sector
- i. Francis Ian T. Bagatsing,  
Committee on Engineering, Public Works and Infrastructure Member;
- ii. Engr. Mamerto T. Sevilla, Jr.,  
Committee on Land Use and Zoning Member;
- iii. Rafael T. Sevilla,  
Punong Barangay, Sucat Member;
- iv. Engr. Dynadelle N. Aranda,  
City Engineering Department,  
Office of the Building Official Member;
- v. EnP. Noel A. Cadorna,  
City Zoning Administration Office Member;
- vi. Arch. Beaudon D. Causapin,  
Office of the City Architect Member;
- vii. Engr. Isabelo C. Baleros,  
District Engineer,  
Las Piñas-Muntinlupa District Engineering Office,  
Department of Public Works & Highways - NCR Member;
- viii. Engr. Harold Lopez,  
Muntinlupa-Las Piñas Business Area -  
Maynilad Water Services, Inc. Member;
- ix. Garri M. Antioquia,  
Relationship Manager, Meralco Alabang Business Center Member;
- x. Arch. Rachele Morilla Malinao,  
Chapter President,  
United Architects of the Philippines (UAP) Alabang Chapter Member;
- xi. Jose Banzon,  
Executive Vice President, SM Development Corporation Member;
- xii. Venus Mejia,  
Senior Vice President, Filinvest Land, Inc. Member;



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xiii. Arch. May L. Santiago,  
City Planning and Development Office Member.
- H. Environmental Management Sector
- i. Engr. Marissa Cole-Rongavilla,  
Committee on Environment, Natural and Aquatic Resources,  
Fisheries and Agriculture Member;
- ii. Adorado A. San Pedro,  
Punong Barangay, Bayanan Member;
- iii. Lorna B. Misa,  
Environmental Protection and Natural Resources Office,  
Environmental Sanitation Center Member;
- iv. Herminio A. de la Cruz,  
Lake Management Office Member;
- v. Jacqueline Caancan,  
Regional Director, DENR- NCR Member;
- vi. Jaime Medina,  
General Manager, Laguna Lake Development Authority Member;
- vii. Danilo V. Villas,  
Project Manager,  
Philippine League of Local Environment and Natural Resources Officers –  
Energy Secure Philippines Activity Member;
- viii. Engr. Carl Maynard D. Bequillo  
City Planning and Development Office Member.
- I. Institutional Sector
- i. Artemio V. Simundac  
City Vice Mayor Member;
- ii. Atty. Raul R. Corro,  
Committee on Appropriations,  
Committee on Rules, Ethics, and Privileges  
Committee on Oversight Member;
- iii. Rachel Katriel Ann C. Arciaga,  
Committee on Blue Ribbon,  
Committee on Personnel Administration Member;



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- |        |  |         |
|--------|--|---------|
| iv.    | Francis Ian T. Bagatsing,<br>Committee on Games, Amusement and Entertainment                         | Member; |
| v.     | Paty Katy C. Boncayao,<br>Chairperson,<br>Committee on Communication and Public Information          | Member; |
| vi.    | Luvi P. Constantino,<br>Committee on Ways and Means  | Member; |
| vii.   | Engr. Arlene Domingo-Hilapo,<br>Committee on Gender and Development                                  | Member; |
| viii.  | Rodolfo W. Moldez, Jr.,<br>Committee on Information Technology and Telecommunications                | Member; |
| ix.    | Valentino Niefes,<br>Committee on Patrimonial Property   | Member; |
| x.     | Allen F. Ampaya,<br>Punong Barangay, Poblacion   | Member; |
| xi.    | Engr. Allan A. Cachuela,<br>Office of the City Administrator   | Member; |
| xii.   | Ma. Lourdes Milagrosa-Ampaya,<br>Office of the City Mayor  | Member; |
| xiii.  | Mildred P. Andaleon,<br>Population and Development Office  | Member; |
| xiv.   | Jerome James V. Arriola,<br>International Relations Office   | Member; |
| xv.    | Melania M. Casanova,<br>City Accounting Office   | Member; |
| xvi.   | Amelia Rose Corazon U. Casiguran,<br>General Services Office   | Member; |
| xvii.  | Atty. Genalyn C. Estrera,<br>Office of the City Assessor   | Member; |
| xviii. | Elizabeth Agdon-Gaviola,<br>City Human Resources Management Department,<br>Records Management Office | Member; |
| xix.   | Noemi M. Gonzales,<br>Public Information Office  | Member; |
| xx.    | Necito M. Guico,<br>City Budget and Management Department  | Member; |



ISO 9001:2008 CERTIFIED  
CERT. CODE : QMS0708041506KA-001

MUNTINLUPA *the city that cares!* 



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xxi. Maricel G. Labra,  
Assets Management Office Member;
- xxii. Cecilia C. Lazarte,  
Secretariat, Sangguniang Panlungsod Member;
- xxiii. Noel Edward S. Morales,  
Department of Internal Audit Member;
- xxiv. Reggie V. Salonga,  
Gender and Development Member;
- xxv. Atty. Genesi M. Santiago,  
City Legal Office Member;
- xxvi. Zosimo B. Tabajonda Jr.  
Anti-Graft Board and Division Member;
- xxvii. Nancy B. Torero,  
Management Information Systems Office Member;
- xxviii. Enp. Alvin F. Veron,  
City Planning and Development Office Member;
- xxix. Erwin P. Vibora,  
Office of the City Treasurer Member;
- xxx. Efren A. Villanueva,  
Motorpool Section Member;
- xxxi. Gloria C. Aguhar, CESO V,  
Department of the Interior and Local Government,  
Muntinlupa Field Operations Office Member;
- xxxii. Atty. Aileen Marie S. Gutierrez,  
Office of the City Prosecutor Member;
- xxxiii. Atty. Romando S. Artes, CPA,  
Acting Chairperson, Metro Manila Development Authority,  
Chairman, Regional Development Council - NCR Member;
- xxxiv. Relly E. Castillo,  
Chapter Director,  
Philippine Institute of Environmental Planners - NCR Chapter Member;
- xxxv. Richard Ordoñez,  
President, Kiwanis Club of Muntinlupa Rizal Member;
- xxxvi. Arthur Simundac  
Representative, Scouts Royale Brotherhood -  
Muntinlupa Alumni and Chapters Association Member;
- xxxvii. Marlon A. Quibilan,  
Representative, Pepsi-Cola Products Philippines Inc. Member;





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- xxxviii. Lowie Irison V. Arellano,  
Representative, PLDT Inc. Member;
- xxxix. Bonifacio G. Hernandez,  
Acting Chairperson, Muntinlupa Integrity Circle Member;
- xl. Pamela Gianne De Guia,  
City Planning and Development Office Member.

Membership in the CPT, among public officials and officers, is a function of their respective offices. Hence, their resignation, removal, transfer, termination, severe incapacity, grave illness, death, or any other similarly-situated circumstance shall entitle the successor to assume membership without the need for the issuance of another order or instrument.

For members belonging to the private sector, the City Planning and Development Office (CPDO) shall submit to the City Mayor names of candidates for consideration, and the latter shall choose the successor thereof within a reasonable period of time.

In support to the functions of the members, the CPT may invite resource persons who may provide valuable inputs, insights and guidance necessary for the team to fulfill their mandates.

Section 2. Technical Working Group.

The CPT shall be assisted by the Technical Working Group, whose members are identified as follows:

- A. Education Sub-Sector
1. Arian Clarence L. Caballero,  
Education Sub-Sector Head Member;
2. Bianca Jireh Sagum,  
City Planning and Development Office Member.
- B. Health Sub-Sector
1. Juancho H. Bunyi, MD, MPH,  
Health Sub-Sector Head Member;
2. Pamela Gianne de Guia,  
City Planning and Development Office Member.





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- C. Social Welfare Sub-Sector
1. Analyn A. Mercado, RSW,  
Social Welfare Sub-Sector Head Member;
  2. Bianca Jireh Sagum,  
City Planning and Development Office Member.
- D. Protective Services Sub-Sector
1. PCol. Angel L. Garcillano,  
Protective Services Sub-Sector Head Member;
  2. Ana Carmela M. Ilagan,  
City Planning and Development Office Member.
- E. Housing Sub-Sector
1. Alita A. Ramirez, RSW,  
Housing Sub-Sector Head Member;
  2. Arch. May L. Santiago,  
City Planning and Development Office Member.
- F. Economic Development Sector
1. Glenda Zamora-Aniñon,  
Economic Development Sector Head Member;
  2. Christian Mark S. San Juan,  
City Planning and Development Office Member.
- G. Environmental Management Sector
1. Lorna B. Misa,  
Environmental Management Sector Head Member;
  2. Engr. Carl Maynard D. Bequillo,  
City Planning and Development Office Member.
- H. Infrastructure Sector
1. Engr. Dynadelle N. Aranda,  
Infrastructure Sector Head Member;
  2. Arch. May L. Santiago,  
City Planning and Development Office Member.





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- I. Institutional Development Sector
  1. Roger John P. Smith,  
Institutional Development Sector Head Member;
  2. Pamela Gianne de Guia,  
City Planning and Development Office Member.

Section 3. Functions.

The CPT shall act as the overall committee for the formulation of the Comprehensive Development Plan (CDP), and, towards this end, shall coordinate all technical and administrative endeavors in its preparation, including stakeholder consultations and meetings, shall facilitate the presentation of the draft CDP, once prepared, to the City Development Council (CDC) for endorsement to the Sangguniang Panlungsod.

A. Planning Core Group

1. Oversee the preparation and process to complete the CDP;
2. Mobilize the planning activities and the attendant processes;
3. Review the draft; and
4. Consolidate the CDP contents.

B. Sectoral Planning Teams

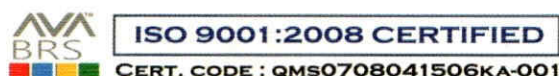
1. Provide support to the Planning Core Group in the discharge of the functions enumerated above;
2. Assist in endeavors to communicate and popularize the CDP;
3. Conduct sectoral and/or inter-sectoral analysis, validation and reports;
4. Conduct necessary surveys, consultations, meetings, workshops;
5. Integrate and finalize results of studies, research, consultations, and surveys.

C. Departments and Offices of the City Government

1. Provide relevant information and appropriate administrative support to the foregoing;
2. Provide resources for profiling and target setting.

D. Sangguniang Panlungsod

1. Issue a City Resolution expressing support to the planning process;



MUNTINLUPA *the city that cares!*



REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

2. Review and approve the CDP;
3. Identify and enact legislative measures that support and facilitate the implementation of the CDP;
4. Review, prioritize, and approve budget allocation for plan-based Programs, Projects, and Activities (PPAs);
5. Acquire a firmer grasp of development thrusts and priorities of the City Government;
6. Provide appropriate legislative actions in actualizing the City Government's Vision;
7. Harmonize Executive actions and issuances with Legislative enactments, thus unifying the objectives of the City Government;
8. Share in the responsibility and accountability for the CDP.

E. Barangay

1. Through the Punong Barangay, as member of the Sectoral Planning Team (SPT), provide relevant and updated data on the key areas of development sectors, i.e., Social, Economic, Environmental, Infrastructure, and Institutional. Information shared shall be used in ecological profiling, in accomplishing forms and templates, such as the Local Development Indicator System (LDIS).

F. National Government Agencies

1. Through the NGA members in the respective SPTs, ensure the consistency of the National Development Plan and Regional Development Plan to the City Development Plan;
2. Share knowledge on the sectoral planning process with members of their respective SPTs, including, but not limited, to the following:
  - i. General and specific analyses of sectoral data sets;
  - ii. Sectoral plans required by law through the mediation of the NGA concerned;
  - iii. Formulation of sectoral goals, objectives, and targets;
  - iv. Identification of appropriate sectoral strategies, programs and projects.

G. Civil Society Organizations

Civil Society Organizations (CSOs) are vital in the planning development process and the implementation thereof. In this regard, they shall supplement or augment the efforts of the City Government in the preparation process through:

1. Bridge information gaps during the plan preparation;





REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

2. Serve as monitors for the implementation of the CDP;
  3. Provide the City Government, through its decision makers, unfiltered information;
  4. Rally support for the implementation of the CDP, especially touching on those dependent on participation and cooperation from the citizenry;
  5. Augment, whenever applicable and available, the resources earmarked for the preparation, revision, and implementation of the CDP;
  6. Link the implementation of the CDP with resource organizations.
- H. Technical Working Group

While providing assistance to the CPT and the SPTs, the Technical Working Group (TWG) shall likewise:

1. Serve as a focal person of each development sector of the City Government in information dissemination, consolidation of data, templates and pertinent documents as bases for the completion of the CDP;
2. Assess and evaluate the SPT's workshop output during planning activities;
3. Perform such other functions as may be directed by competent authority.

Section 4. Secretariat and Its Functions.

The City Planning and Development Office (CPDO) shall act as the Secretariat of the City Planning Team (CPT), and it shall create a Core Team for the CDP preparation.

The Core Team shall be composed of the following staff members, namely:

- a. Arch. May L. Santiago;
- b. Christian Mark S. San Juan;
- c. Bianca Jireh T. Sagum;
- d. Ana Carmela M. Ilagan;
- e. Pamela Gianne A. de Guia;
- f. Christine S. Joaquin;
- g. Engr. Carl Maynard D. Bequillo;
- h. Engr. Edmarc P. Arnigo; and
- i. Arch. Francis Vincent C. Manila.

The Secretariat shall perform the following functions, namely:







REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

- a. Issue the notices of meeting, whether regular or special, to all members;
- b. Assist in the completion of sectoral development plans;
- c. Prepare the logistical requirements of said meeting;
- d. Prepare, disseminate and file the Minutes of the Meeting;
- e. Prepare, send out and file correspondences;
- f. Prepare the materials in connection with the presentation of the Work Plan and Budget to the City Mayor and to the SP;
- g. Monitor the implementation of the approved work plan and budget;
- h. Provide the City Mayor recommendations necessary for the effective management of the Planning Team and its activities;
- i. Elevate to the City Mayor unresolved problems and issues encountered by the Planning Team;
- j. Ensure the proper documentation and management of the Planning Team's activities, working papers and outputs; and
- k. Perform such other functions as may be needed.

Section 5. Relationship with the City Development Council.

The CPT shall act as the main technical component of the City Development Council (CDC), and it shall work closely through regular updates and reports with the CDC in crafting the CDP.

Section 6. Support Requirements.

The CPT may call upon the assistance of relevant units and staff members of the City Government, through the respective Department Heads, in the implementation of various activities relative to the formulation of the CDP.

Section 7. Repealing Clause.

All previously issued orders or similar directives that run counter to any provision herein found shall be deemed repealed, revoked or amended accordingly.

Section 8. Separability Clause.

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



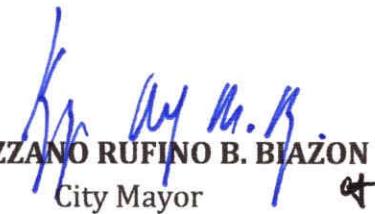


REPUBLIC OF THE PHILIPPINES  
CITY GOVERNMENT OF MUNTINLUPA  
CITY OF MUNTINLUPA  
Office of the City Mayor

Section 9. Effectivity.

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 9<sup>th</sup> day of January 2023 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor

