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

EXECUTIVE ORDER No. 11
Series of 2023

**PROVIDING FOR THE CREATION OF THE SEAL OF GOOD LOCAL GOVERNANCE
INCENTIVE FUND PROJECT IMPLEMENTATION TEAM OF
THE CITY GOVERNMENT OF MUNTINLUPA,
ITS COMPOSITION AND FUNCTIONS**

WHEREAS, The Seal of Good Local Governance Incentive Fund (SGLG Incentive Fund), a Performance Challenge Fund, was institutionalized by virtue of Republic Act No. 11292, otherwise known as the Seal of Good Local Governance Act of 2019, and is a Local Government Development Program managed by the Seal of Good Local Governance Council (hereinafter as the Council), composed of various National Government Agencies (NGAs);

WHEREAS, the SGLG Incentive Fund is a progressive incentive system given to an eligible local government unit (LGU) in the form of a counterpart fund to finance high-impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

WHEREAS, through the SGLG Incentive Fund, the LGU is encouraged to promote effective and honest governance through an intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for the LGU to be eligible for the SGLG Incentive Fund;

WHEREAS, the City Government of Muntinlupa received a Notice of Eligibility dated 14 November 2022 from Maria Lourdes L. Agustin, CESO III, Regional Director, Department of the Interior and Local Government - National Capital Region (DILG-NCR), informing that this office passed the Seal of Good Local Governance (SGLG) FY 2022, and eligible to avail the SGLG Incentive Fund 2022 subsidy in the amount of Seven Million (Php 7,000,000.00) Pesos;

WHEREAS, one of the requirements in availing of the SGLG Incentive Fund is the creation of a Project Implementation Team to facilitate and monitor the implementation of the projects prioritized by the LGU.

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. Creation.

The Seal of Good Local Governance Incentive Fund Project Implementing Team (SGLGIF-PIT) of the City Government of Muntinlupa (CGM) is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:





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|-----|--|-----------------|
| (a) | Rozzano Rufino B. Biazon,
City Mayor | Chairperson; |
| (b) | Artemio A. Simundac,
Vice Mayor | Co-Chairperson; |
| (c) | Engr. Allan A. Cachuela,
City Administrator | Member; |
| (d) | EnP. Alvin F. Veron,
City Planning and Development Office | Member; |
| (e) | Engr. Dynadelle N. Aranda
City Engineering Department | Member; |
| (f) | Necito M. Guico,
City Budget and Management Department | Member; |
| (g) | Melania M. Casanova,
City Accounting Office | Member; |
| (h) | Erwin P. Vibora,
Office of the City Treasurer | Member; |
| (i) | Arch. Beaudon D. Causapin,
Office of the City Architect | Member; |
| (j) | Cynthia B. Viacrusis,
Youth Affairs and Sports Development Office | Member; |
| (k) | Gloria C. Aguhar, CESO V
Department of the Interior and Local
Government, Muntinlupa | Member. |

Section 2. Functions.

The SGLGIF-PIT shall perform the following functions, namely:

- Ensure that the project implementation abides with the provisions of the recent DILG issuances regarding SGLG-IF;
- Facilitate the preparation and submission of all documentary requirements for the release of the SGLG Incentive Fund Subsidy;
- Assist in the preparation of the project proposal to be submitted to the Chairperson of the SGLGIF-PIT for review and approval;
- Assist in the preparation of the Program of Works, Detailed Cost Estimate and Detailed Engineering Design in the case of an Infrastructure project;
- Prepare the project action plan and budget, subject to the approval of the City Mayor;
- Determine and approve proposed project to be funded by the SGLG Incentive Fund;





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- (g) Monitor the progress and oversee the implementation of the SGLG Incentive Fund project;
- (h) Facilitate the preparation and submission to the DILG Regional Office progress reports to the following, namely:
 - i. Monthly Submission of the Statement of Work Accomplishment (SWA) every fifth day of the ensuing month;
 - ii. Submission of Statement of Report and Disbursement (SORD), as deemed necessary, when the contractor/administrator issues a progress billing; and
 - iii. Reports on projects involving procurement of goods and services;
- (i) Submit Project Completion Report once the project is completed, and it shall be supported with photographs and accompanied by the following, namely:
 - i. Certificate of Completion;
 - ii. Certificate of Turnover and Acceptance, if the project is by contract;
 - iii. Twelve-month Warranty Certificate signed by the Contractor; and
 - iv. Final Report of Disbursements duly received and verified by the Supervising Auditor of the Commission on Audit, City of Muntinlupa Office; and
- (j) Perform such other functions related to the SGLG Incentive Fund Implementation and management as may be prescribed by competent authorities.

Section 3. SGLGIF-PIT Secretariat.

The staff members of the City Planning and Development Office (CPDO) shall perform the functions of the Secretariat for the SGLGIF-PIT.

They shall be responsible for the issuance of Notice of Meetings to all members upon instruction by the SGLGIF-PIT Chairperson; the logistical support to meetings; the taking down, recording and dissemination of Minutes of Meetings; the preparation of correspondence; the handling of administrative work; and all other similarly-situated functions.

Section 4. Meetings.

The SGLGIF-PIT shall conduct its meeting whenever it deems necessary, in order to discuss, assess, review, and evaluate any matter relative to the functions as mentioned hereof.

Section 5. Repealing Clause.

Issued orders which are 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 void or administratively declared infirm, untouched provisions shall remain 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 effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 20th day of March 2023 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor



ISO 9001:2008 CERTIFIED

CERT. CODE : QMS0708041506KA-001

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