



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

**EXECUTIVE ORDER No. 12**  
Series of 2023

**PROVIDING FOR AMENDMENTS TO  
EXECUTIVE ORDER NO. 29, SERIES OF 2017,  
EXECUTIVE ORDER NO. 19, SERIES OF 2019,  
EXECUTIVE ORDER NO. 46, SERIES OF 2021, AND  
EXECUTIVE ORDER NO. 08, SERIES OF 2022-B  
ON THE REORGANIZATION AND RECOMPOSITION OF  
THE MUNTINLUPA CITY COUNCIL FOR THE PROTECTION OF CHILDREN,  
AND ITS FUNCTIONS**

\*\*\*\*\*

**WHEREAS**, Section 13 of the Article II of the 1987 Constitution provides that "(t)he State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs;"

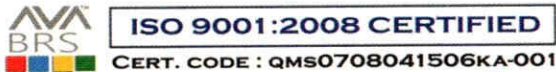
**WHEREAS**, City Ordinance No. 17-110 provides for the establishment of a New Local Council for the Protection of Children of Muntinlupa City and the creation of Inter-Agency Monitoring Task Force, thereby repealing City Ordinance No. 02-073;

**WHEREAS**, Section 3, supra, provides that "(t)he City Mayor, through an Executive Order (EO), may expand the Local Council for the Protection of Children (LCPC) composition if deemed necessary;"

**WHEREAS**, the task of child-friendly local governance and the vision of a child-caring city necessitates the evolution of the aforementioned Council towards an expanded composition of its members and a redefined organizational structure to better enforce its functions;

**WHEREAS**, Executive Order No. 29, Series of 2017, provided for the expansion of the composition and functions of the New Local Council for the Protection of Children of the City of Muntinlupa;

**WHEREAS**, the creation of a Local Early Childhood Care and Development Committee is duly mandated in accordance with Republic Act No. 10410, otherwise known as the Early Years Act, which shall institutionalize the National System for Early Childhood Care and Development (ECCD) involving the multi-sectoral and inter-agency collaboration at the national and local levels and promoting optimum growth and development of Filipino children from age zero to four;



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**WHEREAS**, pursuant to a Memorandum of Agreement (MOA) entered into between the City Government of Muntinlupa and the ECCD Council, the creation of the Muntinlupa City Local Early Childhood Care and Development Committee is indispensable, and it shall be a sub-committee of the Local Council for the Protection of Children to ensure sustainability of the program;

**WHEREAS**, Executive Order No.19, Series of 2019, provided for amendments to Executive Order No. 29 Series of 2017;

**WHEREAS**, Executive Order No. 46, Series of 2021, provided for amendments to Executive Order No. 19, Series of 2019;

**WHEREAS**, Executive Order No. 08, Series of 2022-B, provided for amendments to Executive Order No. 46, Series of 2021;

**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-organization and Composition.

The Muntinlupa City Council for the Protection of Children (*MCCPC, for brevity*) is hereby re-organized and reconstituted as follows, with their respective designations, namely:

- |    |  |                   |
|----|--|-------------------|
| a. | Rozzano Rufino B. Biazon,<br>City Mayor  | Chairperson;      |
| b. | Artemio A. Simundac,<br>City Vice Mayor  | Vice Chairperson; |
| c. | Alexson V. Diaz,<br>Chairperson,<br>Committee on Public Order, Security, and Safety  | Member;           |
| d. | Engr. Arlene D. Hilapo,<br>Chairperson,<br>Committee on Gender and Development   | Member;           |
| e. | Kenichi D. Takagi, Jr.,<br>President, Sangguniang Kabataan Federation,<br>Committee on Youth and Sports Development        | Member;           |
| f. | Engr. Allan A. Cachuela,<br>City Administrator   | Member;           |
| g. | Analyn A. Mercado, RSW,<br>Social Services Department  | Co-Chairperson;   |
| h. | Gloria C. Aguhar,<br>Department of the Interior and Local Government<br>Muntinlupa City Local Government Operations Office | Member;           |
| i. | Carleen S. Sedilla, CESO V,<br>Schools Division Office, Department of Education  | Member;           |







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j.	Juancho H. Bunyi, MD, MPH, City Health Office	Member;
k.	Cynthia B. Viacrusis, Youth Affairs and Sports Development Office	Member;
l.	EnP. Alvin F. Veron, City Planning and Development Office	Member;
m.	Reggie V. Salonga, Gender and Development Office	Member;
n.	Necito M. Guico, City Budget and Management Department	Member;
o.	Atty. Genesi M. Santiago, City Legal Office, Local Civil Registry	Member;
p.	Glenda Z. Aniñon, Public Employment Services Office	Member;
q.	Noemi M. Gonzales, Public Information Office	Member;
r.	Arian Clarence L. Caballero, Muntinlupa Scholarship Program	Member;
s.	Cecilia C. Lazarte, Secretariat, Sangguniang Panlungsod	Member;
t.	Jenny D. Mercado, Early Childhood Education Division	Member;
u.	Pamela V. Hernandez, VMD, Office of the City Veterinarian	Member;
v.	Edwin L. Dimatatac, MD, LIB., Hospital ng Muntinlupa	Member;
w.	Caryl G. de Guzman, MD, Persons with Disability Affairs Office	Member;
x.	Mildred P. Andaleon, Population Development Office	Member;
y.	Erwin O. Alfonso, Ph.D, Department of Disaster Resilience and Management	Member;
z.	Alita A. Ramirez, RSW, Urban Poor Affairs Office	Member;
aa.	Col. Florocito E. Ragudo, Drug Abuse Prevention and Control Office	Member;
bb.	Danidon M. Nolasco, Muntinlupa Traffic Management Bureau	Member;
cc.	Efren A. Villanueva, City Security Office	Member;
dd.	Janalodin T. Guiling, Muslim Affairs Office	Member;
ee.	Rosemarie I. Geli, Community Affairs and Development Office	Member;



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- |     |   |         |
|-----|---|---------|
| ff. | Yobeth M. Balane,<br>People's Coordinating and Management Office  | Member; |
| gg. | Cecilia C. Lazarte,<br>Secretariat, Sangguniang Panlungsod  | Member; |
| hh. | Melania M. Casanova,<br>City Accounting Office  | Member; |
| ii. | Erwin P. Vibora,<br>Office of the City Treasurer  | Member; |
| jj. | Sarah P. Bandaña,<br>Tourism, Culture, and the Arts Department  | Member; |
| kk. | Nancy B. Torero,<br>Management Information Systems Office   | Member; |
| ll. | Engr. Dynadelle N. Aranda,<br>City Engineering Department   | Member; |
| mm. | Mailene S. Macaranas,<br>City Public Library  | Member; |
| nn. | Aileen Marie S. Gutierrez,<br>Office of the City Prosecutor   | Member; |
| oo. | PCol. Angel L. Garcillano<br>Philippine National Police, Muntinlupa City Station  | Member; |
| pp. | FSupt. Eugene M. Briones,<br>Bureau of Fire Protection, Muntinlupa City Station   | Member; |
| qq. | Geronimo Gabriel Natividad III,<br>District 1, Child Representative   | Member; |
| rr. | Leyk Jairus M. Abella,<br>District 2, Child Representative  | Member; |
| ss. | Elton John Suguran,<br>Representative, Youth Sector   | Member; |
| tt. | Clementino Quiades, Jr.,<br>Representative, Labor Union Sector  | Member; |
| uu. | Amar Jit Singh,<br>President, GPTA Federation   | Member; |
| vv. | Miriam del Rosario,<br>Executive Director, Birthright Educators Foundation<br>Representative, Non-Government Organization | Member; |
| ww. | Charina C. Villena, MD, DPPS,<br>President, Muntinlupa City Medical Society<br>Administrator, Ellearca Kidz Academy       | Member; |
| xx. | John Coffey<br>Executive Director, Enhancing, Nurturing, Disciplining,<br>Empowering, Restoring Daycare Inc.              | Member. |

Section 2.

Functions.



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The MCCPC shall perform the following functions, namely:

- a. Devise plans and implement these into programs and policies of the Council, through the passage of a Resolution;
- b. Recommend, and, whenever necessary, submit policy directives to departments and offices of the City Government, through the issuance of a memorandum or order, duly signed by the City Mayor, for proper action;
- c. Enforce and implement the provisions contained in Section 5 of City Ordinance No. 17-110;
- d. Conduct the regular meeting of the Executive Committee (Execom) once every two (2) months. The City Mayor, through the Co-Chairperson, may call for a special meeting, if necessary;
- e. Conduct meetings per cluster to facilitate policy, plan and program formulation;
- f. Perform such other functions as may be necessary to implement the foregoing, as may be directed by competent authority, or as may be provided for by law.

Section 3. Expansion of the Council.

Further to Section 2 of City Ordinance No. 17-110, the Composition of the Local Council for the Protection of Children (Council, *for brevity*) is expanded, and shall be broken into five (5) partitions, namely:

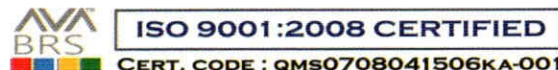
- (a) The Rights Clusters;
- (b) The Technical Management Committee;
- (c) The Inter-Agency Monitoring Task Force;
- (d) The Secretariat; and
- (e) The Local Early Childhood Care and Development Committee.

Section 3.A The Rights Clusters.

Section 3.A.1 Cluster on Right to Survival.

The Cluster on Right to Survival shall be composed of the following individuals, namely:

- a. Juancho H. Bunyi, MD, MPH  
City Health Office Member;
- b. Pamela V. Hernandez, VMD,  
Office of the City Veterinarian Member;
- c. Atty. Genesi M. Santiago,  
Local Civil Registry Member;
- d. Edwin L. Dimatatac, MD, LLB.,  
Ospital ng Muntinlupa Member;
- e. Maria Ana C. Ordenes,  
City Nutrition Focal Person Member;



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- f. Caryl G. de Guzman, MD,  
Persons with Disability Affairs Office Member;
- g. Mildred P. Andaleon  
Muntinlupa Population Development Office Member.

Section 3.A.2 Cluster on Right to Development.

The Cluster on Right to Development shall be composed of the following individuals, namely:

- a. Carleen S. Sedilla, CESO V,  
Schools Division Office, Department of Education, Member;
- b. Arian Clarence L. Caballero,  
Muntinlupa Scholarship Program Member;
- c. Mailene S. Macaranas,  
Muntinlupa City Public Library Member;
- d. Sarah P. Bendaña,  
Tourism, Culture, and the Arts Department Member;
- e. Jenny D. Mercado  
Early Childhood Education Division Member.

Section 3.A.3 Cluster on Right to Protection.

The Custer on Right to Protection shall be composed of the following individuals, namely:

- a. Analyn A. Mercado, RSW,  
Social Services Department Member;
- b. Erwin O. Alfonso, Ph.D  
Department of Disaster Resilience and Management Member;
- c. Glenda Z. Aniñon,  
Public Employment Service Office Member;
- d. Aileen Marie S. Gutierrez ,  
Office of the City Prosecutor Member;
- e. PCol. Angel L. Garcillano  
Philippine National Police, Muntinlupa City Station Member;
- f. Alita A. Ramirez, RSW,  
Urban Poor Affairs Office Member;
- g. Col. Florocito E. Ragudo,  
Drug Abuse Prevention and Control Office Member;
- h. Danidon M. Nolasco,  
Muntinlupa Traffic Management Bureau Member;
- i. FSupt. Eugene M. Briones,  
Bureau of Fire Protection, Muntinlupa City Station Member;
- j. Efren A. Villanueva,  
City Security Office Member.







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Section 3.A.4 Cluster on Right to Participation.

The Cluster on Right to Participation shall be composed of the following individuals, namely:

- |    |  |         |
|----|--|---------|
| a. | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office | Member; |
| b. | Janalodin T. Guiling,<br>Muslim Affairs Office                       | Member; |
| c. | Rosemarie I. Geli,<br>Community Affairs and Development Office       | Member; |
| d. | Yobeth M. Balane,<br>People's Coordinating and Management Office     | Member. |

Section 3.A.5 Cluster on Governance.

The Cluster on Governance shall be composed of the following individuals, namely:

- |    |   |         |
|----|---|---------|
| a. | Gloria C. Aguhar, CESO V,<br>Department of the Interior and Local Government,<br>Muntinlupa City Local Government Operations Office | Member; |
| b. | Engr. Allan A. Cachuela,<br>City Administrator  | Member; |
| c. | EnP. Alvin F. Veron,<br>City Planning and Development Office  | Member; |
| d. | Reggie V. Salonga,<br>Gender and Development Office   | Member; |
| e. | Noemi M. Gonzales,<br>Public Information Office   | Member; |
| f. | Atty. Genesi M. Santiago,<br>City Legal Office  | Member; |
| g. | Elizabeth A. Gaviola,<br>City Human Resources Management Department   | Member; |
| h. | Necito M. Guico,<br>City Budget and Management Department   | Member; |
| i. | Cecilia C. Lazarte,<br>Secretariat, Sangguniang Panlungsod  | Member; |
| j. | Melania M. Casanova,<br>City Accounting Office  | Member; |
| k. | Erwin P. Vibora,<br>Office of the City Treasurer  | Member; |
| l. | Nancy B. Torero,<br>Management Information Systems Office   | Member; |
| m. | Engr. Dynadelle N. Aranda,<br>City Engineering Department   | Member. |





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Section 3.A.6 Cluster of Representatives.

The Cluster of Representatives shall be composed of the following individuals, namely:

- a. Walter A. Arcilla,  
President, Liga ng mga Barangay  
Punong Barangay, Barangay Tunasan Member;
- b. Allen F. Ampaya,  
Punong Barangay, Barangay Poblacion Member;
- c. Danilo R. Teves,  
Punong Barangay, Barangay Putatan Member;
- d. Adorado P. San Pedro,  
Punong Barangay, Barangay Bayanan Member;
- e. Christine May A. Abas,  
Punong Barangay, Barangay Alabang Member;
- f. Ruben P. Baes,  
Punong Barangay, Barangay Ayala Alabang Member;
- g. Rainier Emmanuelle B. Bulos,  
Punong Barangay, Barangay Cupang Member;
- h. Ronaldo L. Loresca,  
Punong Barangay, Barangay Buli Member;
- i. Rafael T. Sevilla,  
Punong Barangay, Barangay Sucat Member;
- j. Kenichi Takagi, Jr.,  
President, Sangguniang Kabataan Federation Member;
- k. Geronimo Gabriel Natividad III,  
District 1, Child Representative Member;
- l. Leyk Jairus M. Abella,  
District 2, Child Representative Member;
- m. Elton John Suguran,  
Representative, Youth Sector Member;
- n. Clementino Quiades, Jr.,  
Representative, Labor Union Sector Member;
- o. Amar Jit Singh,  
President, GPTA Federation Member;
- p. Miriam del Rosario,  
Executive Director, Birthright Educators Foundation  
Representative, Non-Government Organization Member;
- q. Charina C. Villena, MD, DPPS,  
President, Muntinlupa City Medical Society  
Administrator, Ellearca Kidz Academy Member;
- r. John Coffey  
Executive Director, Enhancing, Nurturing, Disciplining,  
Empowering, Restoring Daycare Inc. Member.



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Section 3.A.7 Functions of Clusters.

Common to all Clusters, from Sub-Section 3.A.1. to 3.A.6, the functions are enumerated below, namely:

- a. Convene all members and conduct regular meetings to discuss resolutions, position papers, proposed programs, and recommend and submit these to the Council;
- b. Conduct special meetings, when warranted;
- c. Conduct meetings per cluster to facilitate policy, plan and program formulation;
- d. Introduce innovations in programs and services, and propose or counsel pilot programs and services to the Council;
- e. Monitor and evaluate program implementation of member-departments and offices per cluster;
- f. Perform such other functions as may be necessary to implement the foregoing, as may be directed by competent authority, or as may be provided for by law.

Section 3.B. The Technical Management Committee.

Section 3.B.1. Composition.

The Technical Management Committee shall be composed of the following individuals, namely:

- a. Roger John P. Smith,  
Deputy City Administrator  
Office of the City Administrator Member;
- b. Cherry Hermano Navidad, MD,  
City Nutrition Focal Office, City Health Office Member;
- c. Bernadette G. Ferino,  
DILG Muntinlupa Local Government Operations Office Member;
- d. Venus S. Padua,  
Social Services Department Member;
- e. Adelfa R. de Guzman,  
SAGIP ng Muntinlupa Member;
- f. Joylyn A. Jana,  
Early Childhood Education Division, SSD Member;
- g. Lilibiosa B. Palce,  
Schools Division Office Member;
- h. Noemi M. Gonzales,  
Public Information Office Member;
- i. Jerry Ledda,  
Youth Affairs and Sports Development Office Member;
- j. Daniel Chito C. Valerio,  
Local Civil Registry Member;



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- k. PSI Esther Arandia,  
Women's and Children Protection Desk  
PNP Muntinlupa City Station Member;
- l. Jericson D. Luna,  
City Budget and Management Department Member;
- m. Engr. Romar U. Dagupan,  
City Engineering Department Member.

Section 3.B.2 Functions.

The Technical Management Committee shall perform the following functions, namely:

- a. Conduct regular meetings, and special meetings, when warranted, and submit recommendations or position papers to the Council;
- b. Act as knowledge base and provide technical assistance to the compliance of the City of Muntinlupa to the Child-Friendly Local Governance Audit of DILG;
- c. Ensure compliance to all legal requirements and processes;
- d. Perform such other functions as may be necessary to implement the foregoing, as may be directed by competent authority, or as may be provided for by law.

Section 3.C. The Inter Agency Monitoring Task Force.

Section 3.C.1. Composition.

The Inter Agency Monitoring Task Force shall be composed of the following individuals, namely:

- a. Gloria C. Aguhar, CESO V,  
DILG Muntinlupa Local Government Operations Office Chairperson;
- b. Analyn A. Mercado, RSW,  
Social Services Department Co-chairperson;
- c. EnP. Alvin F. Veron,  
City Planning and Development Office Member;
- d. Juancho H. Bunyi, MD, MPH  
City Health Office Member;
- e. Reggie V. Salonga,  
Gender and Development Office Member;
- f. Carleen S. Sedilla, CESO V,  
Schools Division Office Member;
- g. Miriam del Rosario,  
Executive Director, Birthright Educators Foundation,  
Representative, Non-Government Organization Member.

Section 3.C.2. Functions.







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The Inter Agency Monitoring Task Force shall perform the following functions, namely:

- a. Convene regularly or specially, when warranted;
- b. Monitor the operating functionality of the Barangay Council for the Protection of Children, through the conduct of the Annual Assessment using the evaluation tools and procedures in accordance with DILG Memorandum Circular No. 2008-126;
- c. Ensure compliance of all implementing departments and offices on standards and policies set forth;
- d. Perform such other functions as may be necessary to implement the foregoing, as may be directed by competent authority, or as may be provided for by law.

Section 3.D. The Secretariat.

Section 3.D.1. Composition.

The Secretariat shall be composed of the following individuals, namely:

- a. James Christopher Fadrilan,  
DILG Muntinlupa Local Government Operations Office Member;
- b. Louisa D. Catempohan,  
Gender and Development Office Member;
- c. Bianca Jireh T. Sagum,  
City Planning and Development Office Member;
- d. Shelly E. Diego,  
Muntinlupa Population Development Office Member;
- e. Janet D. Eulin,  
Social Services Department Member.

Section 3.D.2. Functions.

The Secretariat shall perform the following functions, namely:

- a. Coordinate the formulation and implementation of plans, programs, and policies issued by the Council, the Technical Management Committee, and the Inter Agency Monitoring Task Force;
- b. Mobilize resources, including those of City Government departments and offices, of individuals or agencies, whether private or public, among others, and channel these resources, whenever allowed by law, to the needs of the Council;
- c. Facilitate innovative and engaging pilot programs and services approved by the Council and the Inter Agency Monitoring Task Force;
- d. Issue notices of meetings and provide logistical support in the conduct of meetings, whether regular or special; write, file, and disseminate minutes of meeting; write, file, and send correspondences; and keep records updated;



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- e. Perform such other functions as may be necessary to implement the foregoing, as may be directed by competent authority, or as may be provided for by law.

Section 3.E. Local Early Childhood Care and Development Committee.

Section 3.E.1. Composition.

The Local Early Childhood Care and Development Committee shall be composed of the following individuals, namely:

- |    |  |              |
|----|--|--------------|
| a. | Rozzano Rufino B. Biazon,<br>City Mayor  | Chairperson; |
| b. | Walter A. Arcilla,<br>Punong Barangay, Barangay Tunasan  | Member;      |
| c. | Allen F. Ampaya,<br>Punong Barangay, Barangay Poblacion  | Member;      |
| d. | Danilo R. Teves,<br>Punong Barangay, Barangay Putatan  | Member;      |
| e. | Adorado P. San Pedro,<br>Punong Barangay, Barangay Bayanan   | Member;      |
| f. | Christine May A. Abas,<br>Punong Barangay, Barangay Alabang  | Member;      |
| g. | Ruben P. Baes,<br>Punong Barangay, Barangay Ayala Alabang  | Member;      |
| h. | Rainier Emmanuelle B. Bulos,<br>Punong Barangay, Barangay Cupang   | Member;      |
| i. | Ronaldo L. Loresca,<br>Punong Barangay, Barangay Buli  | Member;      |
| j. | Rafael T. Sevilla,<br>Punong Barangay, Barangay Sucat  | Member;      |
| k. | Analyn A. Mercado, RSW,<br>Social Services Department  | Member;      |
| l. | Juancho H. Bunyi, MD, MPH,<br>City Health Office   | Member;      |
| m. | Jenny D. Mercado,<br>Early Childhood Education Division  | Member;      |
| n. | Charina C. Villena, MD, DPPS,<br>President, Muntinlupa City Medical Society<br>Administrator, Ellearca Kidz Academy<br>Representative, Non-Government Organization | Member.      |

Section 3.E.2. Functions.

The functions of the Local Early Childhood Care and Development Committee shall be as follows, namely:







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- a. Ensure the integrated delivery of programs and services in the National Child Development Center (NCDC), Child Development Centers (CDC), and Private Learning Centers (LCs);
- b. Provide support in the implementation of NCDC and CDC Improvement Plan;
- c. Support the implementation of the policies, plans, programs and projects developed by ECCD Council in the community;
- d. Resolve issues that may arise in the implementation of such programs and services;
- e. Promote awareness on ECCD through trainings, seminars, and campaigns;
- f. Documentation or data banking of related ECCD data and best practices for national and local policy formulation and monitoring of outcomes.

Section 4. Succession.

Each member in any of the above-identified groupings assumes membership because of the office he or she occupies. As such, in the event of removal, resignation, termination, transfer, severe incapacity, grave illness, death, or any similarly-situated circumstance of an official, officer or employee above-named, the successor thereof shall assume membership in the vacant position, without need for the issuance of another instrument or order.

For members belonging to the private sector, his or her successor shall be named by the City Mayor from a list of individuals prepared and endorsed by the remaining members of the grouping, as the case may be.

Section 5. Allowance.

Following Section 9 of Executive Order No. 29, Series of 2017, "permanent and expanded members of the Council shall be entitled to at least One Thousand (Php 1,000.00) Pesos allowance for every meeting attended, subject to the usual accounting and auditing laws, rules, and regulations."

Section 6. Repealing Clause.

Any order or directive issued in the past inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

Section 7. Separability Clause.

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



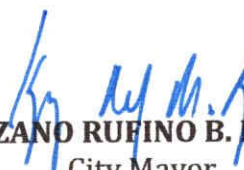


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Office of the City Mayor

Section 8. 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 20<sup>th</sup> day of March 2023 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor *at*



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

MUNTINLUPA *the city that cares!* 