



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

**EXECUTIVE ORDER No. 20**  
Series of 2023

**PROVIDING FOR THE CREATION OF THE SPORTS AND RECREATIONS  
MANAGEMENT DIVISION UNDER THE OFFICE OF THE CITY MAYOR,  
ITS ORGANIZATIONAL STRUCTURE AND RESPECTIVE FUNCTIONS**

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**WHEREAS**, Section 17 (b) (2) (vii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that a municipality shall discharge functions for the efficient and effective provision of basic services and facilities that include “(vii) *Municipal buildings, cultural centers, public parks including freedom parks, playgrounds, and sports facilities and equipment, and other similar facilities;*”

**WHEREAS**, Section 17 (b) (4), *supra*, provides that a city shall provide “*all the services and facilities of the municipality and province xxx;*”

**WHEREAS**, in recent years, the City Government of Muntinlupa (CGM) embarked on a remarkable phase of constructing and maintaining sports facilities, particularly, the Muntinlupa Aquatic Center and the Muntinlupa Track and Field Oval, which are designed to complement the existing Muntinlupa Sports Center, thereby enhancing the vision, all located in one place, of a *bona fide* Muntinlupa Sports Complex;

**WHEREAS**, the CGM, in the drafting of its new Vision Statement, envisions itself as a sports and recreational hub in Southeast Asia;

**WHEREAS**, corollary to the construction and maintenance of infrastructure projects is the promotion of healthful activities among the citizens of the City of Muntinlupa, regardless of age, social status, or any other similarly-situated demographic;

**WHEREAS**, in addition, the promotion of cultural activities and the stimulation of economic activities, thereby boosting income generation, are equally important components that these sports facilities help bring forth and make manifest;

**NOW, THEREFORE, 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 Sports and Recreations Management Division (SRMD, for brevity), under the Office of the City Mayor, is hereby created.





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

Section 2. Functions.

The SRMD shall perform the following functions, namely:

- (a) Manage the daily operations and maintenance of the sports and recreation facilities of the City Government of Muntinlupa (CGM), including
  - (i) The Muntinlupa Sports Center;
  - (ii) The Muntinlupa Aquatic Center;
  - (iii) The Muntinlupa Track and Field Oval;
  - (iv) Covered courts, parks, and playgrounds; and
  - (v) Other similarly-situated facilities founded, built, and maintained by the CGM;
- (b) Manage all equipment and necessary incidentals located within the aforementioned facilities;
- (c) Conceive, plan, fund, promote, and market sports and recreation activities and events;
- (d) Conceive, plan and carry out income-generating activities incidental and related to the foregoing; and
- (e) Perform such other functions necessary to planning, implementation, and operations of the foregoing.

Section 3. Organizational Structure.

The SRMD shall be divided into two (2) units, namely:

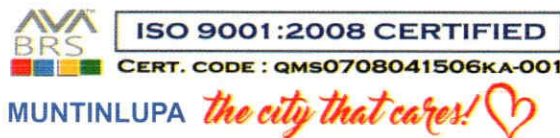
A. Finance and Administrative Services Unit.

The Finance and Administrative Services Unit (FASU, for brevity) shall perform the following functions, namely:

- (a) Undertake all activities related to budget planning and coordination;
- (b) Implement client-based satisfaction development plans;
- (c) Handle administrative and finance management;
- (d) Conceive, plan, fund, promote, market, and, if warranted, enter into partnerships, sports and recreation activities and events;
- (e) Conceive, plan and integrate into the foregoing income-generating schemes;
- (f) Perform such other functions as may be necessary to achieve the foregoing.

B. Sports and Recreation Services Unit.

The Sports and Recreation Services Unit (SRSU, for brevity) shall perform the following functions, namely:





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

- (a) Manage and maintain all sports and recreation facilities, including all pieces of equipment, materials, tools, and implements located therein;
- (b) Maintain and, if warranted, update inventory and records management of the foregoing, including all requests for purchase, replacement and related acts for the procurement of the foregoing;
- (c) Perform such other functions as may be necessary to achieve the foregoing.

Section 4. Staffing Requirements.

Below is the diagram of staffing requirements for the SRMD.



Section 5. Repealing Clause.

All orders inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.



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

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 have full force and effect.

Section 7. Effectivity Clause.

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

**DONE AND EXECUTED** on this 15<sup>th</sup> day of May 2023 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor 

