



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

EXECUTIVE ORDER No. 57
Series of 2023

**PROVIDING FOR THE CREATION OF THE SECRETARIAT,
PURSUANT TO EXECUTIVE ORDER NO. 43, SERIES OF 2023,
ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Executive Order No. 43, Series of 2023, was issued on 15 August 2023, and provided for the Creation of a Technical Working Group on the Imposition of Restrictions to and Safeguards for Minors in Entering Places of Hospitality, Its Composition and Functions;

WHEREAS, Section 2 (g), *supra*, provides for the functions to be performed by the Technical Working Group, specifically "(C)reate a Secretariat, members of which may come from the staff members of the above-mentioned offices, to document the TWG's meetings and perform other related activities;"

WHEREAS, as lead office to implement the aforementioned Executive Order, the Social Services Department has identified the individuals who will compose the Secretariat;

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

Section 1. Creation and Composition.

The Secretariat to the Technical Working Group (TWG, for brevity), subject of Executive Order No. 43, Series of 2023, is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:

- | | | |
|-----|--|-------------|
| (a) | Caridad G. Molo, RSW
Social Services Department | Head; |
| (b) | Jhanine Zaira SAVEDIA Foronda,
Office of the City Attorney | Member; |
| (c) | Adelfa R. de Guzman, RSW,
SAGIP Muntinlupa | Member; |
| (d) | Bianca Jireh T. Sagum,
City Planning and Development Office | Member; |
| (e) | Sarah P. Bendaña,
Tourism, Culture and the Arts Department | Member; and |
| (f) | Louisa D. Catempohan,
Gender and Development Office | Member. |





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

Section 2. Functions.

The Secretariat shall perform the following functions, namely:

- (a) Issue Notices of Meeting, whether the meeting is regular or special;
- (b) Handle administrative and logistical requirements of meetings;
- (c) Write down, record, and disseminate Minutes of Meeting;
- (d) Write down, record and send correspondences;
- (e) Handle administrative requirements of the TWG in support of the discharge of its functions; and
- (f) Perform such other functions as may be necessary to accomplish the foregoing, or as may be directed by competent authority.

Section 3. Funding.

In order to ensure the smooth and orderly discharge of the functions of the Secretariat, the Social Services Department (SSD) shall ensure the availability of funds.

Section 4. Integral Part.

This Executive Order shall form an integral part of Executive Order No. 43, Series of 2023.


Section 5. Separability Clause.

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

Section 6. 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 28th day of December 2023 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor



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

MUNTINLUPA *the city that cares!* 