

**EXECUTIVE ORDER No. CMO2013 – 026**

**AN ORDER RECONSTITUTING THE TECHNICAL WORKING GROUP (TWG) THAT WILL STUDY AND RECOMMEND PROVISIONS IN THE ADMINISTRATIVE CODE OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA, IDENTIFYING ITS MEMBERS, THEIR DUTIES AND RESPONSIBILITIES AND OTHER PURPOSES.**

**WHEREAS**, the City Government of San Fernando, Pampanga, in line with its vision of becoming a Habitat of Human Excellence, is committed to realizing its City Scorecard objectives, one of which is to “*develop competent, committed and ethical public servants*”;

**WHEREAS**, the City Government of San Fernando, Pampanga recognizes the need to adopt and implement a coherent, comprehensive and integrated Administrative Code as identified and agreed during the recently concluded 11<sup>th</sup> Legislative Executive Development Advisory Council Conference (LEDACC);

**WHEREAS**, the City Government is committed to its mandate to set the direction, develop, implement and coordinate sound personnel enhancement programs within the LGU’s capabilities and authority;

**WHEREAS**, based on the above premises, the City Government is bent to recognize and reward high performing personnel, towards realizing its vision of the City of San Fernando becoming a *Habitat of Human Excellence*;

**NOW THEREFORE**, by the powers vested in me by law, I, **EDWIN D. SANTIAGO**, City Mayor of the City of San Fernando, Pampanga, hereby order the reconstitution of the ***Technical Working Group (TWG) that will study and recommend provisions in the Administrative Code*** of the City of San Fernando, Pampanga, with the following stipulations:

**SECTION 1. COMPOSITION**

Chairperson.....Engr. Fernando Limbitco, OIC-City Administrator  
and City Planning and Development Coordinator

*Members:*

SP Secretary.....Ms. Avelina Lagman  
City Information Officer.....Mr. Michael Sicat  
City Accountant.....Ms. Maria Gisel Rivera  
City Legal Officer.....Atty. Atlee Viray  
City Human Resource Development Officer.....Ms. Rachelle S. Yusi  
City Scorecard Manager.....Ms. Aileen C. Villanueva  
Praise Representative (1<sup>st</sup> level).....Ms. Hazel S. Gan  
Praise Representative (2<sup>nd</sup> level).....Mr. Louie P. Clemente

*Secretariat:*

SP Personnel.....Ms. Jenny Gonzales  
CAccO Personnel.....Ms. Moneth Nolasco  
CHRDO Personnel.....Ms. Aileen Dizon  
CHRDO Personnel.....Ms. Charlotte Jane Cunanan  
CAdminO Personnel.....Ms. Mary Luanne David

**SECTION 2. DUTIES AND RESPONSIBILITIES OF THE TWG**

1. Conduct coordination meetings and data gathering for the drafting and enactment of the City Government's Administrative Code.
2. Based on the aforesaid study, prepare and submit recommendations for a draft Administrative Code for the City Government within the fourth quarter of 2013 for the approval of the Local Chief Executive and the *Sangguniang Panlungsod*.

**SECTION 3. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT**

The Secretariat shall provide administrative and technical support services to the TWG, to wit:

1. Record and document all the proceedings of the meetings;
2. Manage all administrative requisites of the TWG;
3. Index and keep all records used and referenced by the TWG; and
4. Perform all other functions as may be deemed necessary.

**SECTION 4. EFFECTIVITY**

This Executive Order shall take effect immediately.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of San Fernando, Pampanga this 29<sup>th</sup> day of July 2013 in the City of San Fernando, Pampanga

**(SGD) EDWIN D. SANTIAGO**  
City Mayor