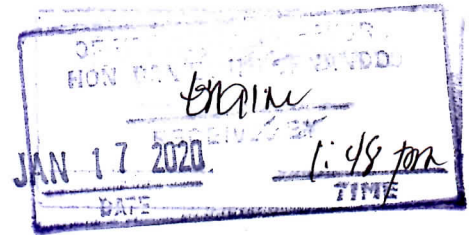




Republic of the Philippines
Province of Bulacan
City of Malolos



Office of the City Mayor

Executive Order No. 03, s. 2020

“CREATION OF MANAGEMENT STUDY GROUP FOR THE REORGANIZATION”

WHEREAS, the City Government of Malolos is presently in the process of structuring the foundation of the reorganization aimed to design, develop and implement an effective and efficient organizational structure and staffing pattern;

WHEREAS, a systematic review, evaluation and analysis of the present organization and management vis-à-vis functions, roles, responsibilities, accountabilities and performances of organizational units within the City Government from the perspective of efficiency and effectiveness in public service delivery is remarkably necessary;

WHEREAS, in order to achieve the said purpose/s and objective/s, and to create essential recommendations in the pursuance of the projected reorganization, an assembly of competent individuals is mandated in the performance of the foregoing tasks and objectives ;

NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN, City Mayor of Malolos, Bulacan, by virtue of the authority vested in me, and in order to effect a valid basis to reorganize the City Government of Malolos through appropriate procedures, systems and processes based on Article 163 of the Implementing Rules and Regulations of RA 7160, otherwise known as the Local Government Code of 1991 stating that “Every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its priority needs, service requirements, and financial capabilities consistent with the principles n simplicity, efficiency, economy, effectiveness, dynamism, and public accountability, subject to the minimum standards and guidelines prescribed therefore by Civil Service Commission”, and related circulars, do hereby order the creation of the Management Study Group (MSG) and its Secretariat with membership and functions provided in the following sections:

SECTION I: COMPOSITION OF THE MANAGEMENT STUDY GROUP (MSG) AND ITS SECRETARIAT

Chairperson : **PROFESSOR FREDELITA C. GUIZA**
Former Cabinet Secretary
Presidential Assistant on the Food Security and Agricultural Modernization

Former Undersecretary
Office of the Presidential Assistant on the Food Security and
Agricultural Modernization

Former Associate Professor and Associate Dean
Asian Institute of Management (AIM) /
Center for Development Management (CDM)

Members : **ATTY. ROBERT S. MARTINEZ**
Former Commissioner
Civil Service Commission (CSC)

Former Deputy Administrator
Subic Bay Metropolitan Authority (SBMA)

Former Director
Department of Trade and Industry (DTI)

MS. MA. GLADYS CRUZ-STA. RITA, MPA, CSEE
Former President and CEO
National Power Corporation (NPC)

Former Chairman of the Board
Philippine National Oil Corporation –
Development and Management Corporation (PNOC-DMC)

Former Consultant
United States Agency for International Development (USAID)

Former Provincial Administrator and
Provincial Planning and Development Coordinator
Province of Bulacan

HON. NINO CARLO C. BAUTISTA
Chairman
Committee on Labor and Employment - Malolos City Council

DR. MARIA RACHEL T. SANTOS-OCA, MBAH

President / Medical Director
ACSA Health Solutions, Inc.
Marilao, Bulacan

Founder / Medical Director
Manuel V. Santos Foundation, Inc.
Pandi, Bulacan

Former Vice-Mayor
Municipality of Pandi

Former Secretary General
Vice-Mayor's League of the Philippines, Bulacan

Former National Chairman
Committee on Children, Women and Family
Vice-Mayor's League of the Philippines

Former Internal Quality Auditor
Makati Medical Center

Secretariat : OFFICE OF THE CITY MAYOR
OFFICE OF THE CITY VICE MAYOR
CITY HUMAN RESOURCE MANAGEMENT OFFICE
CITY PLANNING AND DEVELOPMENT OFFICE

SECTION II: FUNCTIONS

A. Management Study Group (MSG)

- a.1. Review and conduct in depth study of the organization and management to carry out reorganization of the City Government;
- a.2. Evaluate individual organizational structure, functions, responsibilities and performance;
- a.3. Conduct dialogue-consultations with departments/employees o collectively discuss, deliberate and analyze present condition, with the end in view of arriving at measures to address inadequacies and gaps in the unit;
- a.4. Prepare and present to the Local Chief Executive an action plan, specific measures, recommendations for the implementation of the reorganization including details and timetable of activities.

B. Secretariat

- b.1. To assist an facilitate the essential requirements and documents needed by the MSG;
- b.2. To document the proceedings of the meetings, consultations and updates on the progress of the reorganization;
- b.3. To perform additional tasks required.

SECTION III: SOURCE OF FUND

Expenses to complete the Reorganization Plan such as honorarium and other expenses necessary to the program shall be sourced from any available fund subject to accounting and auditing rules.

IN WITNESS WHEREOF, I have hereunto set my hands this 17th day of January, 2020, in the City of Malolos, Bulacan.

This Executive Order shall take effect immediately upon signing.


ENGR. GILBERT T. GATCHALIAN
City Mayor