



Republic of the Philippines  
Province of Bulacan  
City of Malolos

## OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 61  
Series of 2020

### AN ORDER CREATING THE MANAGEMENT STUDY GROUP OF THE CITY GOVERNMENT OF MALOLOS

**WHEREAS**, Section 76 of the Local Government Code of 1991 provides that “Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.”

**WHEREAS**, on 5 November 2020, the City Council by virtue of Kapasiyahang Panlungsod Blg. 246 – 2020 grants the City Mayor the authority in order for the City Government to embark on a Reorganization;

**WHEREAS**, Kapasiyahang Panlungsod Blg. 246 -2020 further grants the City Mayor the authority to create a Management Study Group (MSG);

**WHEREAS**, pursuant to Section 455, (2) (iii) of the Local Government Code of 1991, the City Mayor as the Chief Executive of the city government has the power to issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

**NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN**, City Mayor of the City of Malolos, Bulacan, by virtue of the powers vested in me by law, do hereby order:

**SECTION I. CREATION OF THE MANAGEMENT STUDY GROUP:** The Management Study Group of the City Government of Malolos is hereby created with the following composition:

CHAIRPERSON : ATTY. RAYMOND C. REYES  
City Legal Office - OIC

MEMBERS : ATTY. ROBERT S. MARTINEZ  
Former Commissioner  
Civil Service Commission

HON. NIÑO CARLO C. BAUTISTA  
City Councilor  
Chairman, Committee on Labor and Employment

HON. DENNIS D. SAN DIEGO  
City Councilor  
Chairman, Committee on Ethics and Good Government

MS. MARIBELLE FAJARDO  
City Human Resource and Management Officer – OIC

MR. LUISITO ZUÑIGA, LLB  
Acting City Administrator

MS. LEILANI O. MACLANG  
City Budget Officer

MS. CRISTINA GUTIERREZ, EnP  
Secretary to the Sangguniang Panlungsod

ATTY. VLADIMIR MIKHAIL C. REYES  
Attorney IV – City Legal Office

MR. ERICK FERNANDEZ, LLB  
Executive Assistant IV

ATTY. LOUIE BELLE C. TAGULAO – CASTRO  
Chief of Staff

SECRETARIAT : The City Human Resource Management Office  
The City Legal Office

## **SECTION II. FUNCTIONS OF THE MANAGEMENT STUDY GROUP.**

1. Review the organizational structure of the City Government, the Departments, Divisions, and Offices therein; and determine the present needs of the City Government in order to improve its level of service to its Constituents;
2. On the basis of the said review, propose the modifications necessary in accordance with the relevant law, rules, and regulations; and
3. Submit to the Local Chief Executive its proposed modifications on the organizational structure of the City Government.

## **SECTION III. FUNCTIONS OF THE SECRETARIAT.**

1. Ensure proper facilitation of the needs and requirements of the Management Study Group;
2. Document and prepare the Minutes of the Meetings to be had by the Management Study Group; and
3. Perform other tasks as may be necessary.

**SECTION IV. FUNDING.** All cost that may be required in order to ensure the implementation of this Executive Order shall be sourced from the available funds subject to relevant accounting and auditing rules.

**SECTION V. EFFECTIVITY.** This Order shall take effect immediately upon signing thereof.

Done this 6<sup>th</sup> day of November 2020, hereat the City of Malolos, Province of Bulacan.

  
ENGR. GILBERT T. GATCHALIAN  
City Mayor