



Republic of the Philippines
OFFICE OF THE MAYOR
City of Manila

EXECUTIVE ORDER NO. 22
Series of 2022

THE 2022 MANILA EXECUTIVE-LEGISLATIVE AGENDA (ELA) GROUP

WHEREAS, *Section 106 of Republic Act No. 7160*, otherwise known as the *Local Government Code of 1991*, mandates local government units (LGUs) to formulate comprehensive development plans (CDPs) that outline key aspirations, challenges and concerns faced by the LGU; set programs, projects and policies towards sustained socio-economic development;

WHEREAS, the Department of Interior and Local Government (DILG) issued *Memorandum Circular No. 2019-114* relative to the guidelines on the formulation of the Executive-Legislative Agenda (ELA), setting out planning and policy considerations which clarifies the formulation process of the executive-legislative agenda of every local government;

WHEREAS, the formulation of the City of Manila's ELA requires an efficient team that will assist the Mayor of the City of Manila and the City Council in the various preparation, consultation, legislation, and technical activities necessary to come up with a sustainable, realistic, and attainable outputs that is compliant with *Memorandum Circular No. 2019-114*, taking into consideration the vision of the Mayor of the City of Manila to uplift the life of every Manileño;

THEREFORE, I, **MARIA SHEILAH "HONEY" H. LACUNA-PANGAN, MD, FPDS**, Mayor of the City of Manila, by virtue of the powers vested in me by the 1987 Philippine Constitution, the Local Government Code of 1991, and existing laws, hereby order the creation of the of the City of Manila's Executive-Legislative Agenda (ELA) Group composed of hard-working, efficient, wise and professional public servants in the city as follows:

Section 1. *The Executive Committee.* The City of Manila's Executive-Legislative Agenda Executive Committee shall be composed of the following:

- | | | |
|-----------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chairperson | : | Mayor of the City of Manila |
| Vice-Chairperson | : | Vice-Mayor of the City of Manila |
| Executive Directors | : | City Administrator – for the Executive
Secretary to the City Council – for the Legislative |
| Members for the Executive | : | - Head, City Planning and Development Office
- City Budget Officer
- Officer-In-Charge, City Treasurer's Office
- City Accountant
- Head, Human Resource Management Office |
| Members for the Legislative | : | - Majority Floor Leader and Chairperson, Committee on Laws, City Council
- Minority Floor Leader and Chairperson, Committee on Appropriations, City Council |

- Chairperson, Committee on Accountability of Public Officers and Investigations, City Council

Facilitator : City Director, Department of Interior and Local Government of Manila City

Section 2. *Duties and Functions of the Executive Committee.* The Executive Committee shall perform the following duties and functions:

1. Steer the Sectoral Groups and Technical Working Group members in accomplishing their assigned tasks;
2. Render a report on the progress and results of undertakings to the Mayor of the City of Manila;
3. Present the finalized ELA to the Mayor of the City of Manila for feedback and comments; and
4. Guide the Technical Working Group in the revisions and improvements, if necessary.

Section 3. *The Technical Working Group.* The Technical Working Group (TWG) of Manila's Executive-Legislative Agenda are the following:

TWG Head : Head, City Planning and Development Office

Members : - The City Administrator
- Secretary to the Mayor
- Majority Floor Leader, City Council
- Minority Floor Leader, City Council

Members : - City Budget Officer
- City Engineer
- Head, Department of Public Service
- President, Unibersidad de Manila
- President, Pamantasan ng Lungsod ng Maynila
- Officer-In-Charge, Manila Department of Social Welfare
- Chairperson, Committee on Ways and Means, City Council
- Chairperson, Committee on Environmental Protection and Ecological Preservation, City Council
- Chairperson, Committee on Engineering and Public Works, City Council
- Chairperson, Committee Social Welfare, City Council

Section 4. *Duties and Functions of the Technical Working Group.* The Technical Working Group shall perform the following duties and functions:

- a. Revisit the City of Manila's vision and mission as well as its goals and objectives guided by the principles of continuity, sustainability, and inclusivity;
- b. The Vision statement should be achievable, inspiring, easily understood, distinctive and complementary while the Mission statement must describe the general thrust of the City Manila for the next three (3) years;

- c. The Mission statement should provide a clear view of WHAT the City of Manila will accomplish FOR Manileños and HOW it can attain its purpose;
- d. Ensure that the goals and objectives of the City of Manila will translate the city's Mission into more concrete and measurable terms;
- e. The objectives set should be specific, measurable, assignable, realistic and time-related and as much as possible, responsive to the Sustainable Development Goals (SDGs) set by the City;
- f. Formulate key performance indicators in order to measure the extent of the achievement of the desired results; and
- g. Perform such other functions as may be directed by the ELA Executive Committee.

Section 5. *The Sectoral Groups*. The Sectoral Groups of the City of Manila's ELA shall be composed of the following:

A. SOCIAL SECTOR

Members from the

- Executive :
- Head, City Planning and Development Office
 - Officer-In-Charge, Manila Department of Social Welfare
 - Head, Manila Health Department
 - Chief of Police, Manila Police District
 - District Director, Bureau of Fire Protection, Manila Fire District
 - City Male Jail Warden, Bureau of Jail Management and Penology (BJMP)
 - City Female Jail Warden, BJMP
 - School Division Superintendent
 - Officer-In-Charge, Manila Youth Development and Welfare Bureau
 - Officer-In-Charge, Manila Civil Registry Office
 - Head, Manila City Library
 - Representative, Manila Muslim Affairs
 - Officer-In-Charge, Office of Senior Citizen's Affairs
 - Head, Manila Sports Council
 - Officer-In-Charge, Gat Andres Bonifacio Medical Center
 - Director, Ospital ng Maynila Medical Center
 - Officer-In-Charge, Ospital ng Sampaloc
 - Officer-In-Charge, Sta. Ana Hospital
 - Officer-In-Charge, Ospital ng Tondo
 - Officer-In-Charge, Justice Abad Santos Medical Center
 - Director, Manila North Cemetery
 - Director, Manila South Cemetery
 - President, Unibersidad de Manila
 - President, Pamantasang Ng Lungsod Ng Maynila

Members from the

- City Council :
- Chairperson, Committee on Amusement, Games And Entertainment

- Chairperson, Committee on Children's Affairs
- Chairperson, Committee on Education and Sports
- Chairperson, Committee on Family Relations, Moral Recovery and Youth Values Formation & Development
- Chairperson, Committee on Health
- Chairperson, Committee on Police, Peace and Order, Fire and Public Safety
- Chairperson, Committee on Senior Citizen and Differently-abled Persons
- Chairperson, Committee on Social Welfare
- Chairperson, Committee on Urban Poor
- Chairperson, Committee on Women and Family Relations
- Sangguniang Kabataan Federation President

B. ECONOMIC SECTOR

Members from the Executive:

- City Budget Officer
- Officer-In-Charge, Bureau of Permits
- Officer-In-Charge, Department of Tourism, Culture Arts Manila
- Head, Market Administration Office
- Executive Assistant, Public Employment Services Office
- Officer-In-Charge, City Treasurer's Office
- City Accountant
- Head, Hawkers Permit Services
- Officer-In-Charge, Department of Assessment
- Officer-In-Charge, Veterinary Inspection Board
- Director, Manila Traffic and Parking Bureau
- Head, Local Board of Tax Assessment Appeals

Member from the City Council:

- Chairperson, Committee on Arts and Culture
- Chairperson, Committee on Consumers's Affairs and Price Control
- Chairperson, Committee on Overseas, Foreign Workers and Recruitment
- Chairperson, Committee on Economic Development
- Chairperson, Committee on Labor, Employment and Human Resources
- Chairperson, Committee on Livelihood
- Chairperson, Committee on Markets, Hawkers and Slaughterhouses
- Chairperson, Committee on Trade and Industry
- Chairperson, Committee on Cooperatives
- Chairperson, Committee on Tourism
- Chairperson, Committee on Ways and Means

C. ENVIRONMENTAL MANAGEMENT SECTOR

Representatives from the Executive :

- Officer-In-Charge, Department of Public Services
- Head, Manila Disaster Risk Reduction and Management Office
- Head, Urban Settlements Office

- Head, Manila Health Department
- Officer-In-Charge, Manila Youth Development and Welfare Bureau
- Officer-In-Charge, Parks and Recreation Bureau
- Head, Parks Development Office

Representatives
from the

- City Council:
- Chairperson, Committee on Environmental Protection and Ecological Affairs
 - Chairperson, Committee on Transportation

D. INFRASTRUCTURE DEVELOPMENT SECTOR

Representatives
from the

- Executive :
- The City Engineer
 - Head, City General Services Office
 - Officer-In-Charge, Parks and Recreation Bureau
 - Head, Parks Development Office
 - Head, Urban Settlements Office

Representatives
from the

- City Council:
- Chairperson, Committee on Engineering
 - Chairperson, Committee on Utility and Franchise
 - Chairperson, Committee on Housing and Urban Development

E. INSTITUTIONAL DEVELOPMENT SECTOR

Representatives
from the

- Executive :
- Secretary to the Mayor
 - City Administrator
 - The City Legal Officer
 - Head, Human Resources Management Office
 - The City Accountant
 - Officer-In-Charge, City Treasurer's Office
 - Director, Manila Barangay Bureau
 - The City Budget Officer

Representatives
from the

- City Council:
- Secretary to the City Council
 - Chairperson, Committee on Accountability of Public Officers and Investigation
 - Chairperson, Committee on Utility and Franchise
 - Chairperson, Committee on Appropriations
 - Chairperson, Committee on Barangay Affairs
 - Chairperson, Committee on Civil Service, Appointments and Reorganization
 - Chairperson, Committee on Information and Communications Technology
 - Chairperson, Committee on International Relations
 - Chairperson, Committee on Justice and Human Rights
 - Chairperson, Committee on Patrimonial Properties
 - Chairperson, Committee on Ways and Means

Section 6. *Duties and Functions of the Sectoral Groups.* The Sectoral Groups shall perform the following duties and functions:

- a. Prioritize programs, projects and policies that will facilitate the success of the goals and objectives as well as the mission, and ultimately, the shared vision of the city;
- b. Ensure impact and relevance of the identified programs, projects and policies as well as the feasibility as to timeframe, availability of resources and the acceptability to the community;
- c. Identify the Capacity Development needs of the City of Manila;
- d. Ensure the formulation of the Capacity Development (CapDev Agenda) in response to the identified capacity needs;
- e. In preparing the CapDev Agenda, the Sectoral Groups shall make sure that the six (6) CapDev Pillars i.e. Structure, Competency, Management Systems, Knowledge and Learning, Leadership and Enabling Policies are duly considered;
- f. Identify areas requiring policy and/or legislative measures in support of the targeted development thrusts; and
- g. Perform such other functions as may be directed by the ELA Executive Committee.

Section 7. *The Monitoring and Evaluation Team.* The Monitoring and Evaluation Team shall be composed of the following:

Chairman: Head, City Planning and Development Office

Members: - The City Administrator
 - Secretary to the Mayor
 - Secretary to the City Council
 - City Director – DILG, Manila

Section 8. *Duties and Functions of the Monitoring and Evaluation Team.* The Monitoring and Evaluation Team shall perform the following duties and functions:

1. Prepare the ELA Communication Plan;
2. Develop and strengthen monitoring, inspection, and evaluation procedures;
3. Recommend further improvement of the Executive Legislative Agenda Communication Plan;
4. Monitor and evaluate overall progress on achievement of results;
5. Provide feedback to the Executive Committee on strategies and activities; and
6. Perform such other tasks as may be directed by the ELA Executive Committee and TWG.

Section 9. *The Secretariat.* The ELA Secretariat shall be composed of the following:

Chairperson: Head, City Planning and Development Office

Members: - Designated staff from the City Planning and Development Office
 - Designated staff from the Office of the City Administrator
 - Designated staff from the Department of Social Welfare
 - Designated staff from the Department of Public Service
 - Designated staff from the City Budget Office
 - Designated staff from the Department of Engineering and Public Works
 - City Director, DILG-Manila
 - Cluster Heads and Representatives from DILG-Manila

Section 10. *Duties and Functions of the Secretariat.* The Secretariat shall perform the following duties and functions:

1. Assist the ELA Executive Committee, Sectoral Group, and TWG in the conduct of ELA formulation, meetings, and other related activities;
2. Recommend and prepare the agenda and other required documents during the meetings;
3. Provide technical and administrative assistance to the ELA Executive Committee, Sectoral, and TWG;
4. Prepare resolutions of the ELA Team and the minutes of the meetings; and
5. Perform such other tasks as may be directed by the ELA Executive Committee and TWG.

Section 11. *The ELA Liaison Officer.* The Chief of Staff to the Mayor of the City of Manila shall serve as the Liaison Officer of the ELA. He will serve as conduit of the Executive and Legislative branches. He will also assist the Monitoring and Evaluation Team in the performance of its functions.


Section 12. The TWG and the Secretariat shall be guided by the Policy Content and Guidelines in formulating the ELA as provided in DILG Memorandum Circular No. 2019-114.


Section 13. All prior inconsistent orders, issuances, or directives are considered repealed or modified accordingly.

Section 14. This Order consists of only seven (7) pages and shall take effect immediately upon issuance.


Section 15. A copy of this Executive Order shall be furnished the Office of the President, Malacañang Palace, pursuant to paragraph (b)(xii), Section 455 of the Local Government Code of 1991.

Done this 11th of AUGUST 2022, in the City of Manila, Philippines.



 MARIA SHEILAH "HONEY" H. LACUNA-PANGAN MD, FPDS
 Mayor of the City of Manila 

ATTESTED BY:



 ATTY. MARLON M. LACSON
 Secretary to the Mayor