



Republic of the Philippines  
**OFFICE OF THE MAYOR**  
 City of Manila

**EXECUTIVE ORDER NO. 34**  
 Series of 2022

**CREATION OF THE CITY REVENUE MONITORING COMMITTEE**

WHEREAS, under *Section 455 paragraph (b)(3) of Republic Act (R.A.) No. 7160*, otherwise known as the *Local Government Code of 1991*, the undersigned Mayor of the City of Manila has the duty to initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives and priorities of the city for the benefit of all Manilaños;

WHEREAS, there is a need to intensify the collection of taxes and revenues accruing to the City of Manila by virtue of existing laws, ordinances, rules and regulations so that priority projects to promote the Manilaños' welfare may fully be implemented;

WHEREAS, to achieve such purpose, it is imperative that a committee be formed to monitor and compare the collection of taxes, fees and assessments on a year-on-year basis as collected by various revenue generating departments, bureaus and offices of the city so that it can take appropriate steps to address any issue relative to the trend of revenue collections;

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 following:

**Section 1. Composition.** The City Revenue Monitoring Committee (CRMC) is hereby reconstituted. It shall be composed of the following:

Chairperson	:	Secretary to the Mayor
Members	:	Chief of Staff of the Mayor of the City of Manila
		City Budget Officer
		City Accountant
		Chairperson, Committee On Appropriations, City Council of Manila
		Chairperson, Committee on Ways and Means, City Council of Manila

**Section 2. Functions.** The CRMC shall have the following functions:

- a. To monitor the collection of revenues, taxes and fees by various revenue-generating agencies of the city in order to ensure that taxes, fees and assessments payable to the city are assessed and properly paid for by taxpayers within the periods allowable by law, ordinances, and other memoranda;

- b. To adopt or recommend to the City Council measures to be enacted in order to ensure efficient revenue collection in the city;
- c. To review existing policies of the city and determine their relevance or effectivity in the city's revenue collection.

Section 3. *Operational Guidelines.* The CRMC shall have the following operational guidelines:

- a. All revenue generating offices/departments shall submit to the CRMC a list of business establishments to be inspected/examined and the revenue officers or inspectors to be assigned prior to the issuance of a Letter of Authority (LOA) or Mission Order;
- b. Revenue officers and inspectors shall accomplish Data and Assessment Sheets and submit the same to the Chairman of CRMC for review and evaluation. The Chairman of CRMC shall submit his evaluation and recommendation to the Mayor of the City of Manila for approval before final assessments are issued and payments are made to the City Treasurer's Office;
- c. The City Treasurer shall designate special collection tellers to accept payments made by establishments which were earlier inspected and assessed;
- d. The special collection tellers shall submit to the CRMC, thru the Chairman, a daily collection report; and
- e. The Chairman of the CRMC shall be authorized to deputize special revenue inspectors/examiners for a particular purpose in relation to uncollected revenues and shall prepare the necessary guidelines or rules as regards the functions assigned to it.


Section 5. *Meetings and Coordination with Other Departments.* The CRMC shall immediately convene upon issuance of this Executive Order and shall meet as frequently as necessary. It may avail of the assistance of any official or employee of the City of Manila to enable it to carry out its assigned duty.

Section 6. All prior inconsistent orders, issuances, or directives are considered repealed or modified accordingly.


Section 7. This Order consists of only two (2) pages and shall take effect immediately upon issuance.

Section 8. 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 *1st* of *September* 2022, in the City of Manila, Philippines.

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

ATTESTED BY

  
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 ATTY. MARLON M. LACSON  
 Secretary to the Mayor