



Republic of the Philippines
OFFICE OF THE MAYOR
City of Manila

EXECUTIVE ORDER NO. 05
Series of 2022

**RECONSTITUTION OF THE COMMITTEE ON THE SETTLEMENT
OF CLAIMS FOR RETIREMENT, GRATUITY, AND TERMINAL
LEAVE PAYS**

WHEREAS, under Section 455 paragraph (b)(1)(viii) of R.A. 7160 otherwise known as the Local Government Code of 1991, the Mayor of the City of Manila has the duty to determine the time, manner, and place of payment of salaries or wages of the officials and employees of the city, in accordance with law or ordinance;

WHEREAS, under Section 455 paragraph (b) (1) (xiv) of R.A. 7160 otherwise known as the Local Government Code of 1991, the Mayor of the City of Manila shall also act on leave applications of officials and employees appointed by her and the commutation of the monetary value of their leave credits in accordance with law;

WHEREAS, there is a need to continue to attend to claims for retirement, gratuity, and terminal leave pays of employees in the different departments, offices and bureaus of the city;

WHEREAS, to allow the Mayor of Manila to focus on more pressing matters concerning the city and concentrate on more important duties as such, it is more expedient to delegate the power to attend to the settlement of claims for retirement, gratuity, and terminal leave pays to a committee organized for the purpose;

THEREFORE, I, MARIA SHEILAH "HONEY" H. LACUNAPANGAN, 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:



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Section 1. The Committee on the Settlement of Claims for Retirement Gratuity and Terminal Leave Pays is hereby reconstituted and shall be composed of the following:

Chairperson : Human Resource Management
Officer

Members : City Legal Officer
City Budget Officer
City Accountant

Section 2. The Committee shall designate its own secretary to ensure that all its deliberations and reports are in order.

Section 3. The Committee is hereby directed to immediately act on all claims pending before it and all other claims which may be filed by city officials and employees, pursuant to existing policies on the matter.

Section 4. To this end, the Committee is likewise directed to submit to the Mayor of the City of Manila its annual periodic estimates of all claims for retirement gratuity and terminal leaves for budgetary appropriation purpose.




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Section 5. All prior inconsistent orders, and issuances, or directives are considered repealed or modified accordingly.

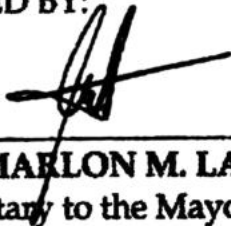
Section 6. This Order consists of only three (3) pages and shall take effect immediately upon issuance.

Done on 01 July 2022, in the City of Manila, Philippines



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

ATTESTED BY:



ATTY. MARLON M. LACSON
Secretary to the Mayor