



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 018-2020

AN ORDER CREATING SUPPORT GROUP FOR THE REVISION OF 2017 CITIZEN'S CHARTER OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Republic Act No. 11032 also known as **Ease of Doing Business and Efficient Government Service Delivery Act of 2018** mandates all government offices and agencies including local government units (LGUs), Government-Owned or -Controlled Corporations (GOCCs) and other government instrumentalities to provide services covering business and non-business related transactions, which adopts simplified procedures that will reduce red tape and expedite transactions in government;

WHEREAS, Anti-Red Tape Authority Memorandum Circular No. 2019-002 series of 2019 provides guidelines on the implementation of the Citizen's Charter in Compliance with Republic Act 11032;

WHEREAS, to continuously adapt the best practices in providing excellent service, the revision of the 2017 Citizen's Charter is necessary for the promotion of good local governance through clear, transparent, accountable and responsible public service;

WHEREAS, there is a need to create Support Group for the revision of Citizen's Charter to ensure compliance on the guidelines set by Anti-Red Tape Authority;

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order and direct the creation of Support Group for the revision of 2017 Citizen's Charter of the Municipal Government of Pinamalayan, Oriental Mindoro:

Section 1. COMPOSITION. The Support Group shall be composed of the following:

MS. EUNICE P. MAGCULANG	HRMO II/ Administrative Officer IV
MS. MARICEL M. RODIL	Social Welfare Officer III
MS. ANNE MARIELLE GALVEZ	Administrative Officer II
MR. NORMAN DELA CRUZ	Administrative Officer II
MS LYN T. OZAR	Administrative Assistant II
MR. RANDY S. RODIL	Audio-Visual Aids Technician I
MR KANE PATRICK LINGON	Administrative Aide IV
MS. MICHELLE SULIT	Administrative Aide III

Section 2. FUNCTIONS. The Support Group shall be responsible in assisting all Department Heads and Chiefs-of Office in the review of Citizens Charter and in consolidation of all Citizens' Charters submitted by all departments/offices.:

Section 3. EFFECTIVITY. This Executive Order take effect immediately.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 25th day June 2020.


ARISTEO A. BALDOS, JR.
Municipal Mayor