



**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
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**EXECUTIVE ORDER NO. 14-2025**

**AN ORDER CREATING THE TECHNICAL WORKING GROUP (TWG) FOR THE FORMULATION OF THE MUNICIPAL GOVERNMENT OF PINAMALAYAN EMPLOYEE HANDBOOK**

**WHEREAS**, Section 77 of the Local Government Code of 1991 (Republic Act No. 7160) authorizes local government units to organize their own personnel system, adopt policies on human resources, and ensure the welfare and productivity of their employees, consistent with the rules and regulations issued by the Civil Service Commission (CSC);

**WHEREAS**, the Civil Service Commission, under Executive Order No. 292 (Administrative Code of 1987), has the constitutional mandate to promote morale, efficiency, integrity, responsiveness, and progressiveness in the civil service, and to prescribe standards, guidelines, and policies applicable to all government personnel;

**WHEREAS**, the Municipal Government of Pinamalayan recognizes the importance of a comprehensive Employee Handbook that will serve as a guide for all municipal employees in understanding workplace policies, procedures, code of conduct, and employee rights and responsibilities;

**WHEREAS**, the formulation of an Employee Handbook is essential in promoting efficiency, professionalism, and consistency in public service delivery;

**WHEREAS**, there is a need to create a Technical Working Group (TWG) that will lead and facilitate the formulation, drafting, and finalization of the Municipal Government Employee Handbook, ensuring its alignment with existing national laws, civil service rules, and local government policies.

**NOW THEREFORE, I, ARISTEO A. BALDOS JR.**, Municipal Mayor of Pinamalayan, Province of Oriental Mindoro, by the power vested in me by the law, do hereby order the creation of Technical Working Group for the formulation of the Municipal Government of Pinamalayan Employee Handbook as follows:

**Section 1. COMPOSITION.** The Technical Working Group for the formulation of the Municipal Government of Pinamalayan Employee Handbook shall be composed of the following:

**TWG Head:**

**MS. NEMIA B. MONSANTO** - MGDH-I, HRMO

**Members:**

**HON. RIO S. MERCENE** - SB Member, Committee on Good Government, Public Ethics & Accountability Chairperson  
**MR. DANIEL Q. FRUELDA** - Acting Municipal Administrator  
**ENP ROSENIO A. TORIANO** - Municipal Planning and Development Coordinator  
**MS. ZAIDA D. MICIANO** - Municipal Budget Officer  
**MS. JUDY D. MORENTE** - Municipal Accountant  
**MS. LYN T. OZAR** - Administrative Officer III/Acting PIMEA President  
**MR. KEN EDWARD N. MEJICO** - Administrative Officer V  
**MR. JOHN FIEL P. PRIVADO** - Administrative Assistant I  
**MS. MICHELLE S. SULIT** - Acting Slaughterhouse Master/Second Level Employee Representative





Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**

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**MS. RIZZA S. DELA VEGA** - Administrative Aide VI/ First Level Employee  
Representative

**One (1) Representative per Department/Office**


**Section 2. DUTIES AND FUNCTIONS OF THE TECHNICAL WORKING GROUP.** The Technical Working Group shall perform the following duties and functions:

1. Review relevant national and local laws, civil service rules, and internal policies related to government employment and public personnel administration;
2. Conduct consultations, focus group discussions, or surveys with municipal employees to gather inputs and ensure inclusivity.
3. Draft the Municipal Government Employee Handbook, ensuring it includes provisions on recruitment, performance management, benefits, code of conduct, grievance mechanisms, administrative discipline, and separation from service;
4. Ensure that the contents of the handbook comply with applicable rules and standards issued by the Civil Service Commission and other oversight agencies;
5. Coordinate with relevant national agencies, including the Civil Service Commission, for guidance and legal sufficiency review;
6. Submit the final draft of the Employee Handbook to the Local Chief Executive and the Sangguniang Bayan for review and approval; and
7. Perform other duties and functions as may be required to ensure the effective and timely completion of the Employee Handbook.

**Section 3. SECRETARIAT.** The Human Resource Management Office (HRMO) shall serve as the Secretariat of the Technical Working Group. The HRMO shall provide administrative and technical support, including documentation, meeting coordination, and communication with stakeholders and agencies.

**SECTION 4. EFFECTIVITY.** This order shall take effect immediately.

Done this 6<sup>th</sup> day of May 2025 in the Municipality of Pinamalayan, Oriental Mindoro.

  
**ARISTEO A. BALDOS, JR.**  
Municipal Mayor

