



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Email: mayorsoffice@pinamalayan.gov.ph
Telephone No.043-284-3146

EXECUTIVE ORDER 014-2025

AN ORDER RECONSTITUTING THE DISCIPLINARY AND INVESTIGATING COMMITTEE OF MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, Section 84 of the Local Government Code of 1991 provides that the investigation and adjudication of administrative complaints against appointive local officials and employees, as well as their suspension and removal, shall be in accordance with the Civil Service Law, rules, and other pertinent laws;

WHEREAS, on 18 November 2011, the Civil Service Commission (CSC) promulgated the 2017 Revised Rules on Administrative Cases in the Civil Service (2017 RRACCS), which prescribes the rules and procedures governing the disposition of disciplinary and non-disciplinary administrative cases in the civil service;

WHEREAS, Section 9 of the 2017 RRACCS provides that the Local Chief Executive shall exercise concurrent jurisdiction with the Civil Service Commission over administrative complaints filed against local government officers and employees;

WHEREAS, Section 86 of the Local Government Code authorizes a person or committee duly designated by the Local Chief Executive to conduct administrative investigations;

WHEREAS, in view of the foregoing provisions and to ensure the faithful observance of administrative due process, there is a need to reconstitute the Disciplinary and Investigating Committee of this Local Government Unit to effectively implement the rules and promote a culture of discipline, integrity, and accountability among its officers and employees;

NOW, THEREFORE, I, RODOLFO M. MAGSINO, Local Chief Executive of Municipality of Pinamalayan, by virtue of the powers vested in me by law, do hereby order the reconstitution of Disciplinary and Investigating Committee of the Municipal Government of Pinamalayan, Oriental Mindoro, as follows:

Section 1. COMPOSITION. The Disciplinary and Investigating Committee shall be composed of the following:

Chairperson:

ENP ROSENIO A. TORIANO

- MPDC/Municipal Administrator-
Designate

Members:

HON. MA. THERESA H. TESNADO

- SB Committee on Good Government,
Ethics and Accountability, Chairperson

MS. NEMIA B. MONSANTO

- MGDH I, HRMO

MS. JUDY D. MORENTE

- Municipal Accountant

MS. MARIA CORAZON F. MARAYAN

- Acting Secretary to the
Sangguniang Bayan

MR. DANIEL Q. FRUELDA RN, MMPA

- MGADH-I - MDRRMO

MS. MICHELLE M. JOSOL

- Market Specialist III

MS. CATHERINE O. SAPUSAO

- Admin. Officer IV/Second Level
Representative

MR. EDCEL L. MARMOL

- Administrative Aide V/ First Level
Representative





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SECTION 2. POWERS AND FUNCTIONS. The Disciplinary and Investigating Committee shall exercise powers and authority to:

1. Receive administrative complaints involving both disciplinary and non-disciplinary cases against the officers and employees of the Municipal Government of Pinamalayan;
2. Initiate motu-proprio complaints against any appointive officers and employees of the Municipal Government of Pinamalayan;
3. Conduct fact-finding investigation on all appointive officers and employees of the Municipal Government of Pinamalayan;
4. Conduct hearings, preliminary/format investigation, subpoena and swear in witnesses, and require the parties to submit affidavits and/or present document and other evidences on administrative cases brought against appointive official and employees of the Municipal Government of Pinamalayan;
5. Submit its findings and recommendations to the Mayor;
6. The Disciplinary/Investigating Committee shall likewise exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

SECTION 3. SECRETARIAT. The Secretariat of the Committee shall be composed of the following staff:

MS. ANA LIZA S. MAHAGUAY	- Legislative Staff Officer I
MS. MARIA JENNEZA C. MAGADIA	- Administrative Officer I, MAssO
MS. ANA ROSE E. MORALES	- Administrative Assistant II, MAdO

The Secretariat shall assist the committee in the exercise of its functions like the recording of its proceedings, transcribing the records of the proceedings, preparation and furnishing of notices, orders, and other processes to the interested parties, and performing such other incidental and inherent administrative functions.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 14th day of July, 2025 in the Municipality of Pinamalayan, Province of Oriental Mindoro.

RODOLFO M. MAGSINO
Municipal Mayor

