



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](mailto:mayorsoffice@pinamalayan.gov.ph)

Telephone No. 043-284-7145

**EXECUTIVE ORDER NO. 053-2025**

**AN EXECUTIVE ORDER CREATING THE OVERSIGHT COMMITTEE AND TECHNICAL WORKING GROUP (TWG) FOR THE PROJECT "REVISION OF POSITION DESCRIPTION FORMS (PDFs) COVERING ALL PLANTILLA POSITIONS WITHIN THE MUNICIPAL GOVERNMENT OF PINAMALAYAN (MGOP)"**

**WHEREAS**, the Municipal Government of Pinamalayan recognizes the imperative to update, standardize, and harmonize all Position Description Forms (PDFs) to ensure that individual duties and responsibilities are aligned with existing office mandates, the approved organizational structure, the Office Performance Commitment and Review (OPCR), and the Key Result Areas (KRAs) reflected in MGOP's Budgeting Form Worksheet 1 consistent with approved Annual Investment Program;

**WHEREAS**, the Municipal Administrator's Office, Municipal Planning and Development Office, Municipal Budget Office, and Human Resource Management Office have initiated a project focused on organizational improvement, with the objective of aligning and harmonizing position duties with the Key Result Areas (KRAs) indicated in Budgeting Form Worksheet 1, consistent with the approved Annual Investment Program; ensuring coherence between individual and office performance commitments; and synchronizing workload distribution with the corresponding KRA percentages across all offices;

**WHEREAS**, the Human Resource Management Office (HRMO) has commenced with preliminary study on the proposed project "Revision of Position Description Forms (PDFs) Covering All Plantilla Positions within the Municipal Government of Pinamalayan," prompted by the observation that many existing PDFs are outdated, incomplete, or no longer reflective of present duties and functions;

**WHEREAS**, it has been further observed that most existing positions either lack official PDFs or are without such documents due to historical gaps in documentation, while others contain overlapping or duplicated functions resulting from incremental and ad hoc revisions over the years, thereby necessitating a comprehensive and systematic updating effort;

**WHEREAS**, the updating of PDFs is essential to strengthen organizational performance, promote coherence and accountability, and ensure measurable contribution across units of the Municipal Government of Pinamalayan;

**WHEREAS**, there is a need to establish an Oversight Committee and Technical Working Group to provide policy direction, technical guidance, and operational support to effectively undertake the project.

**NOW THEREFORE**, I, **RODOLFO M. MAGSINO**, Municipal Mayor by virtue of the powers vested in me by law, do hereby order the creation of Oversight Committee and Technical Working Group for the Project "Revision of Position Description Forms (PDFs) covering all plantilla positions within the Municipal Government of Pinamalayan (MGOP)" as follows:

**Section 1. CREATION OF THE OVERSIGHT COMMITTEE.** To provide project direction, policy guidance, and final validation of outputs, an Oversight Committee for the Revision of PDFs is hereby created and shall be composed of the following:

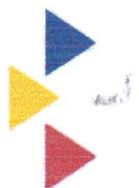
**Chairperson:**

**ENP ROSENIO A. TORIANO** -MPDC/Municipal Administrator-Designate

**Vice-Chairperson:**

**MS. NEMIA B. MONSANTO**

- Municipal Government Department Head I





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**Members:**

<b>MS. ZAIDA D. MICIANO</b>	- Municipal Budget Officer
<b>MS. PLARIDEL S. CUPIADO</b>	- Municipal Treasurer
<b>MS. JUDY D. MORENTE</b>	- Municipal Accountant
<b>MS. MA. CORAZON F. MARAYAN</b>	- Acting Secretary to the Sanggunian
<b>MR. YUAN GABRIEL T. RAMOS</b>	- Chief of Staff

**DUTIES AND FUNCTIONS:**

1. Provide overall policy direction, guidance, and approval of the revised PDFs;
2. Ensure alignment of PDFs with office mandates, organizational structure, OPCR, and Budgeting Form Worksheets
3. Resolve policy issues and concerns elevated by the Core Group and Technical Team;
4. Confirm final PDF outputs prior to endorsement to the Municipal Mayor.

**Section 2. CREATION OF TECHNICAL WORKING GROUP.** A Technical Working Group shall be created and shall be composed of the following:

**A. Core Group**

**Head:**

**MS. EUNICE P. MAGCULANG** - Administrative Officer V/HRMO III

**Members:**

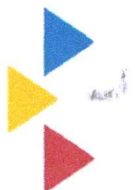
<b>MS. MA. CORAZON P. DINGLASAN</b>	- Administrative Officer IV
<b>MS. CATHERINE O. SAPUSAO</b>	- Administrative Officer IV
<b>MS. LYN T. OZAR</b>	- Administrative Officer III
<b>MS. JULIE ANN G. ABLING</b>	- Administrative Officer III
<b>MR. JAN-NEIL H. EVANGELISTA</b>	- Senior Administrative Asst. II
<b>MR. NORMAN T. DELA CRUZ</b>	- Zoning Officer I/OIC Zoning Division
<b>MS. ANNE MARIELLE G. ABRENICA</b>	- Administrative Officer II
<b>MR. JHON FIEL P. PRIVADO</b>	- Administrative Assistant I
<b>MS. RIZZA S. DELA VEGA</b>	- Administrative Aide VI

**DUTIES AND FUNCTIONS:**

1. Conduct detailed review and assessment of existing PDFs, noting outdated, missing, or overlapping functions;
2. Facilitate technical sessions, consultations, and orientations with office Focal Persons;
3. Provide templates, guidelines, and parameters for PDF preparation;
4. Ensure harmonization of individual duties with KRAs, OPCR entries, and Budgeting Form Worksheet 1;
5. Submit consolidated drafts to the Oversight Committee for review and approval.

**B. PDF Preparation Focal from Various Offices**

<b>MR. JHON FIEL P. PRIVADO</b>	- Administrative Assistant I, MO
<b>MS. ANA LIZA S. MAHAGUAY</b>	- Legislative Staff Officer I, OVM
<b>MS. LYN T. OZAR</b>	- Administrative Officer III, MAdO
<b>MR. JAN-NEIL H. EVANGELISTA</b>	- Senior Administrative Asst. II, MPDO
<b>MS. MARIA ANNA S. AGUILAR</b>	- Administrative Aide IV, MBO
<b>MS. JULIE ANN G. ABLING</b>	- Administrative Officer III, MAccO
<b>ENGR. HIDY C. FLORES</b>	- Engineer III, MAgO
<b>MS. ROFEL D. CONDE</b>	- Market Supervisor I





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ENGR. HIDY C. FLORES	- Engineer III, MAgO
MR. AEVAN HAESEN A. PALUSTRE	- Administrative Aide II, MTO
MR. EMIL JAY M. MAMBA	- Administrative Officer II, MSWDO
MS. MARIA JENNEZA C. MAGADIA	- Administrative Officer I, MassO
MR. MICHAEL P. NAADAT	- Nurse III, MHO
MS. EUNICE P. MAGCULANG	- Administrative Officer V/HRMO III, HRMO
MS. SCHIENY MAE U. MENDEZ	- Administrative Aide VI, MCR
MS. RIZZA S. DELA VEGA	- Administrative Aide VI, BPLO
MS. ANGELICA J. LONTOC	- Administrative Aide IV, GSO
MS. REHELLE P. BAUTISTA	- Labor Employment Officer I, SCO
MR. NORMAN T. DELA CRUZ	- Zoning Officer I/OIC Zoning Division
ENGR. MAY ANNE B. MACANDILI	- Environmental Mgt. Specialist I, MENRMD
MR. RON-RON M. SARIA	- Tourism Operations Officer I
MR. DANIEL Q. FRUELDA	- MGADH I, MDRRMO
ENGR. RHEA ANNE C. DIMACULANGAN	- Engineer III
MS. MICHELLE S. POPOVA	- Market Specialist I

**DUTIES AND FUNCTIONS:**

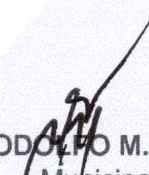
1. Lead the drafting, updating, and refinement of PDFs for all plantilla positions within their assigned offices;
2. Ensure that the duties and functions indicated in the PDFs are accurately aligned with existing office mandates, approved organizational structure, the Office Performance Commitment and Review (OPCR), and Key Result Areas (KRAs);
3. Coordinate and collaborate with the Core Group for guidance, technical assistance, and compliance with prescribed formats and standards;
4. Participate in technical sessions, workshops, and capacity-building activities relative to the preparation and harmonization of PDFs; and
5. Submit completed and validated PDFs within the prescribed timelines set by the Oversight Committee or the Core Group.

**Section 3. SECRETARIAT.** The Human Resource Management Office (HRMO) shall serve as the Secretariat for this special project. They shall provide administrative and logistical support to both the Oversight Committee and the Core Group.

**Section 4. FUNDING.** Expenses necessary for the effective implementation of this Executive Order shall be charged to available funds of the Municipal Government, subject to existing accounting and auditing rules and regulations.

**Section 5. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval.

Done this 28<sup>th</sup> day of November 2025 in the Municipality of Pinamalayan, Oriental Mindoro.

  
RODOLFO M. MAGSINO,  
Municipal Mayor

