



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 5
Series of 2020

**CREATING THE CITY REAL ESTATE MANAGEMENT AND
CONTROL COMMITTEE, PROVIDING FOR ITS FUNCTIONS AND
FOR OTHER PURPOSES**

WHEREAS, there is a need to continue the efforts of transferring all forfeited real properties, whether land, improvement and machineries, in favor of the city government.

WHEREAS, it is equally important to identify, inventory and consolidate all other real properties due to the city government subject or feasible for judicial or administrative reconstitution;

WHEREAS, on September 30, 2019, the 21st City Council enacted Ordinance No. SP 2872, S-2019, creating the City Real Estate Management Control Office. However, pending approval of the said ordinance by the Department of Budget and Management (DBM), a committee specifically assigned to facilitate and prepare for the transfer of titles acquired by the city government either by way purchase, donation, forfeiture or expropriation is of paramount importance to ensure the speedy and efficient transfer of the same in order to address the vital programs and projects of the city government.

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do order:

SECTION 1. CREATION. - The City Real Estate Management and Control Committee ("Committee") is hereby reconstituted and shall be composed of the following:

Chairperson : ATTY. SHERRY R. GONZALVO
City Assessor

Members : ALBERTO H. KIMPO
Assistant City Administrator for Operations

ATTY. JOHN THOMAS S. ALFEROS III
Secretary to the *Sangguniang Panlungsod*

ATTY. ORLANDO PAOLO F. CASIMIRO
City Attorney

EDGAR T. VILLANUEVA
City Treasurer

ATTY. MARK DALE DIAMOND P. PERRAL
OIC, Department of Building Official

MARIAN C. ORAYANI
City Budget Officer

ATTY. ELBERT T. QUILALA
Registrar of Deeds - Quezon City

SECTION 2. MEETINGS OF THE COUNCIL. - The Committee shall meet monthly or as often as necessary at the discretion of the Chairperson or at the call of majority of the members thereof.

SECTION 3. FUNCTIONS. - The Committee shall perform the following functions:

- 3.1 In coordination with the City General Services Department, initiate the conduct of a comprehensive inventory of all real properties of the city government, record systematically the values of lands, buildings and improvements owned by the city inclusive of its physical conditions; reconcile the same with the records of the Accounting Department; and submit monthly report to the City Mayor;
- 3.2 Facilitate and process the acquisitions and recoveries of real properties by way of purchases, donations, forfeitures, expropriations, exchanges, assignments and other forms of conveyances in favor of the city government;
- 3.3 Cause the filing of petitions in proper Court, in coordination with the City Legal Department, for all real estate cases inclusive of judicial reconstitutions, recovery of possessions, cancellations of titles for properties forfeited in favor of the city, issuance of new owner's duplicate of title, expropriation, and other similar proceedings whether judicial or administrative in nature;
- 3.4 Secure and consolidate all supporting documents necessary for judicial and administrative processing of ownership in favor of the city government for all modes of acquisitions and dispositions of real properties of the city;
- 3.5 Prepare and facilitate the approval of plans and technical descriptions needed for partitions, subdivisions resurveys, or consolidations of real properties as documentary support issuance of titles necessary for acquisitions and disposal of properties for city government projects;
- 3.6 Formulate legal instruments and agreements for acquisitions, utilizations or dispositions of city's real properties and those properties owned by the other party subject of agreement to be indorsed to the City Council for the City Mayor's authority;
- 3.7 Submit recommendations to the City Mayor on the utilization, disposal or sale of properties forfeited, acquired or recovered by the city government;

3.8 Perform other functions as the City Mayor may deem proper from time to time.

SECTION 4. SECRETARIAT. - To assist the **Committee**, a Secretariat is hereby created and shall be composed of the following:

One (1) representative from the City General Services Department

One (1) representative from the City Legal Department

One (1) representative from the City Planning and Development Department

Additional member of the Secretariat may be appointed by the **Committee** as the need arises.

SECTION 5. OPERATIONAL FUND. - The operational fund of the **Committee** shall be sourced from available funds of the Office of the City Mayor subject to usual accounting and auditing rules and regulations.

SECTION 6. DISSEMINATION. - A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority (MMDA) for information and guidance, pursuant to Section 455 (1) (xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

SECTION 7. TRANSITORY PROVISION. - Within thirty (30) days from the operation of City Real Estate Management and Control Office enacted pursuant to Ordinance No. 2872, S-2019, the **Committee** created herein shall turn-over all documents, papers and pertinent records to the former. Immediately after the turn-over and its acceptance, the **Committee** shall be deemed dissolved for all legal intents and purposes.

SECTION 8. REPEALING CLAUSE. - All issuances, orders, guidelines, rules and regulations inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION 9. EFFECTIVITY. - This Order shall take immediately.

ISSUED, this 3 FEBRUARY 2020, Quezon City.



MA. JOSEFINA G. BELMONTE
City Mayor