



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 6
Series of 2020

**CREATING THE QUEZON CITY TASK FORCE ON NOVALICHES DISTRICT
CENTER REHABILITATION (TASK FORCE NDC REHABILITATION)**

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, mandates every Local Government Unit (LGU) to exercise powers essential to the promotion of the general welfare, and within their territorial jurisdiction ensure safety, maintain peace and order, and preserve the comfort and convenience of the inhabitants;

WHEREAS, the first point in the City Mayor's Executive Agenda clearly intends to develop a responsive, efficient, and cost-effective delivery of social services; to bring government closer to the people through decentralization;

WHEREAS, the Novaliches District Center (NDC) was created by virtue of Circular Number 1-82, s-1982, under the Office of the City Mayor with the goal of bringing the government closer to people, to deliver and implement programs and services, and to assist in enforcing city ordinances for the welfare of the general public in the area;

WHEREAS, a site visit and general inspection was conducted by the City Government to assess the current state of all front line services in NDC as well as the physical condition of the whole facility;

WHEREAS, a comprehensive report was presented to the Executive Committee on January 22, 2020 by the Head of the City General Services Department, and based on the discussion and recommendation, there is an urgent need to rehabilitate the facility and rectify the current administration of the NDC, to ensure efficient delivery of services in accordance with the goals and objectives 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 hereby order:

SECTION 1. CREATION AND COMPOSITION. There shall be created a Task Force NDC Rehabilitation under the Office of the City Mayor, and shall be composed of the following:

- 1.1 Chairperson : FE B. BASS
OIC, General Services Department
- 1.2 Co-Chairperson : ROWENA T. MACATAO
Chief of Staff, Office of the City Mayor

- 1.3 Vice Chairperson : DON FRANCIS D. JAVILLONAR
Assistant City Administrator for Fiscal Affairs
- 1.4 Members : RICARDO T. BELMONTE, JR.
Secretary to the Mayor
- DEXTER C. CARDEÑAS
OIC, Task Force for Transport & Traffic Management
- RONALD L. TAN
OIC, Human Resource Management Department
- MA. MARGARITA T. SANTOS
Head, Business Permits and Licensing Department
- ARCH. LUCILLE H. CHUA
City Architect
- ENGR. ISAGANI R. VERZOSA JR.
OIC, Department of Engineering
- EDGAR T. VILLANUEVA
City Treasurer
- RANULFO Z. LUDOVICA
Action Officer, Task Force Disiplina
- WILLIAM R. BAWAG
Action Officer, Novaliches District Center

The Chairperson may designate additional members as needed.

SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES. The Task Force NDC Rehabilitation shall have the following functions, duties and responsibilities:

- 2.1 Conduct an overall inventory report of all movable and immovable assets in Novaliches District Center. This includes a summary and recommendation for all the listed assets of NDC;
- 2.2 Manage and streamline all the existing offices, operating units, and departments delivering public service in NDC. Suggest additional services that may be offered in NDC if deemed necessary;
- 2.3 Recommend or implement improvements and renovations on processes, systems, connectivity and physical appearance;
- 2.4 Adopt measures to safeguard all city properties found in or assigned to NDC;
- 2.5 Regularly meet and conduct special meetings as necessary;
- 2.6 Perform all other functions assigned by the Chairperson or Vice Chairperson.


SECTION 3. *RESOURCE AVAILABILITY*. Funds necessary to carry out the functions of the Task Force NDC Rehabilitation shall be sourced from the available funds of the Office of the City Mayor.

SECTION 4. *SECRETARIAT*. The General Services Department shall act as the Secretariat of the Task Force.

SECTION 5. *DISSEMINATION*. A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority 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 6. *EFFECTIVITY*. This Order shall take immediately.

DONE, 4 February 2020, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor