



EXECUTIVE ORDER NO. 3
Series of 2021

CREATING THE TASK FORCE ON THE PROCEDURES OF PROCESSING
MONETARY CLAIMS BY THIRD PARTIES TO THE QUEZON CITY
GOVERNMENT.

WHEREAS, making Quezon City a model for good governance as prioritized in the City Mayor's 14-Point Agenda. There is a need to re-assess the current procedures concerning processing monetary claims of third parties to the Quezon City Government.

WHEREAS, this Executive Order shall cover monetary claims by third parties to the Quezon City Government.

WHEREAS, the necessity to implement a stream lined process for the aforementioned monetary claims would be beneficial to the internal and external stakeholders of the Quezon 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 constitute the creation of the Task Force for the System of Processing Monetary Claims by Third Parties to the Quezon City Government.

Section 1. Creation. There is hereby created the Task Force covering the System of Processing Monetary Claims by Third Parties to the Quezon City Government, hereinafter the Task Force (TF) on the Process Flow.

Section 2. Composition. The TF on the Process Flow shall be composed of the following:

- 2.1. Lead Agency : Internal Audit Service, Office of the City Mayor
- 2.2. Co-Lead Agency: Office of the City Administrator
- 2.3. Members : City Accounting Department
City Budget Department
City General Services Department
City Treasurer's Office
Procurement Department

The City Mayor may designate additional members, as needed.

Section 3. Duties and Responsibilities. The TF on the Process Flow shall craft the proposed inter-departmental procedures for processing of monetary claims by third parties to the Quezon City Government for approval of the City Mayor. With the end in view of stream lining the processing time and implementation of best practices by all departments involved.

The TF on the Process Flow shall submit to the City Mayor the proposed inter-departmental procedures for processing of monetary claims by third parties to the Quezon City Government within forty-five (45) days from effectivity of this Executive Order.

Section 4. Separability Clause. If any provision or part of this Executive Order is declared invalid, other provisions or parts affected thereby shall remain in full force and effect.

Section 5. Repealing Clause. All issuances and Executive Orders which are inconsistent with any of the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 6. Dissemination. A copy of this Executive Order shall be furnished to the Office of the President and the Metropolitan Manila Development Authority (MMDA) for information and guidance, pursuant to Section 455 (b) (1) (xii) of Republic Act No. 7160, as amended, and shall be posted on the official website of the Quezon City Government.

Section 7. Effectivity. This Order shall take effect immediately upon its approval.

Issued 21 January 2021, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor