



Republic of the Philippines
Quezon City

OFFICE OF THE MAYOR

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Diliman, Quezon City
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EXECUTIVE ORDER NO. 8 Series of 2019

CREATING THE INVESTMENT AFFAIRS OFFICE (IAO) UNDER THE OFFICE OF THE CITY MAYOR, PROVIDING FOR ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES, SUPPORT STAFF SYSTEM AND PROVIDING FOR ITS OPERATIONAL FUNDS AND FOR OTHER PURPOSES

WHEREAS, Quezon City recognizes the strategic importance of collaboration with the private sector in the pursuit of its goals, and recognizes that this partnership can best be cultivated by creating conditions conducive to the growth and competitiveness of this sector;

WHEREAS, to maximize the potential for inclusive growth and development embodied in the City's various policies and planning documents to offer an attractive combination of both fiscal and non-fiscal incentives in tandem with a strong business friendly climate, there is a need to create an investment affairs office that will be more directly responsive to the thrust of the present administration.

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

SECTION 1. CREATION. There shall be created an Investment Affairs Office (IAO) under the Office of the City Mayor.

SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES. The Investment Affairs Office shall discharge and exercise the following functions, duties and responsibilities:

- a) Provision of liaison services and technical assistance in projects of the Quezon City Government with international non-profit and charitable institutions and the like, such as the World Bank, the Asian Development Bank, International Finance Corporation, Japan International Cooperation Agency, Canadian International Development Agency, and similar institutions; as well as in special projects involving foreign cities, as assigned by the City Mayor;
- b) Advise the City Mayor on specific projects and activities that can be initiated through Public-Private Partnership (PPP), Build-Operate-

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Transfer (BOT), joint ventures or other modalities that will result in value for money, on-time delivery of quality services to the public, achievement of government policy goals, all within sustainable and integrated development whether national or local, and serve as the primary liaison and representative of the City Mayor in the planning and execution thereof;

- c) Serve as the primary liaison and representative of the City Mayor between the private sector and the local government for multilateral and socioeconomic development-focused entities including but not limited to private enterprises, foreign and local investors;
- d) Coordinate with the QC Education Affairs Unit, local School Board (LSB), QC University Board, Community Colleges and other education and training related entities or offices to ensure an integrated human resource development and city economic investment promotion planning; and
- e) Perform such other related duties and responsibilities as may be assigned or delegated by the City Mayor or as may be required by law or ordinance.

SECTION 3. COMPOSITION. The Investment Affairs Office shall be composed of the following:

- a) IAO Head
- b) Executive Assistant
- c) Investment Specialist
- d) Information Technology Specialist
- e) Legal Analyst
- f) Human Resource Development Officer
- g) Two (2) Researchers
- h) Two (2) Technical Staff
- i) Utility
- j) Messenger/Driver

SECTION 4. TECHNICAL WORKING GROUP (TWG). The Investment Affairs Office shall direct an Investment Affairs Technical Working Group (TWG) composed of the following members: the IAO Head as chairman; one (1) representative from the Investment Affairs Office; one (1) representative from the City Planning and Development Department; one (1) representative from the Housing, Community Development and Resettlement Department; and one (1) representative from the City Administrator's Office. The concerned departments or offices are directed to promptly submit to the Office of the City Mayor the names of their designated members.

Depending on the nature of the projects assigned, the IAO Head may request further assistance or support from the Office of the City Mayor and the City

Administrator for additional staffing that may be needed. From time to time, the IAO Head may also request any other offices, departments, or units of the city government to provide liaison, technical or other assistance as needed to enable this office to fulfill its responsibilities for the city government.

SECTION 5. CONFIDENTIALITY. The Investment Affairs Office shall respect the confidentiality of information acquired in the course of performing its duties and functions. Unless there is legal or professional right or duty to disclose, the Investment Affairs Office shall not use or disclose any such information without proper and specific authority. The Investment Affairs Office's duty of confidentiality shall include the prohibition on the use of information for personal advantage or for the advantage of a third party.

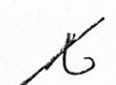
SECTION 6. OPERATIONAL FUND. The City Budget Department is hereby directed to identify and program the funds needed by the Investment Affairs Office for its operations and to fund the required outputs, and source the same from the budget of the City Mayor.

SECTION 7. 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 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 effect immediately.

DONE, ~~24th~~ July 2019, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor