



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 21
Series of 2023

QUEZON CITY SISTER CITY ADVISORY COUNCIL

WHEREAS, Section 33 Article 3, of Republic Act No. 7160 states that local government units may, through appropriate ordinances group themselves, consolidate or coordinate their efforts, services, and resources for purposes commonly beneficial to them;

WHEREAS, to date Quezon City has several national and international sister city agreements in the areas of trade and investments, human development, education, tourism and culture;

WHEREAS, it is the policy of the City to foster friendship, trade, understanding and cooperation;

WHEREAS, Quezon City has attracted potential sister cities and municipalities, thus, there is a need to set guidelines on the screening process and selection of potential sister cities.

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 Quezon City Sister City Advisory Council, defining its composition, functions and for other purposes:

SECTION I. SISTER CITY ADVISORY COUNCIL. The Advisory Council shall be composed of the following:

Chairman : City Mayor
Vice Chair : City Vice Mayor

Members:

1. City Administrator
2. Chairperson, Committee on Tourism, Cultural Affairs and Heritage;
3. Officer-in-Charge, Quezon City Tourism Department;
4. Head, Business Permits and Licensing Department;
5. City Attorney, City Legal Department;
6. Head, Information Technology and Development Department;
7. Head, City Planning and Development Department;
8. Head, Public Affairs and Information Services Department;
9. Officer-in-Charge, Quezon City Education Affairs Unit;
10. Head, Local Economic and Investment Promotion Office;
11. Head, City Budget Department;
12. Officer-in-Charge, Disaster Risk Reduction Management Office;
13. Head, Climate Change and Environmental Sustainability Department; and
14. Representative from an accredited NGO/PO relevant to the partnership agreement (e.g. NGO/PO in economics if MOU concerns economic development).

SECTION II. OBJECTIVES. The Quezon City Sister City Advisory Council shall have the following objectives:

1. To develop and encourage greater friendly relations and better understanding between the people of the sister-cities through the exchange of the following:
 - 1.1 Culture and Tourism;
 - 1.2 Technology;
 - 1.3 Education;
 - 1.4 Arts and Sciences;
 - 1.5 Climate change and environmental issues;
 - 1.6 Studies of government area development agencies;
 - 1.7 Studies of government and private organization, its forms, functions, financing and operations;
 - 1.8 Studies in commercial, industrial and agricultural fields;
 - 1.9 Information covering areas of government administration, community development;
 - 1.10 Business and trade; and
 - 1.11 And such relevant matters not mentioned above.
2. Establish relationship that would accord mutual benefits to both sister cities.
3. Assist in advancing the cause of world understanding and linking efforts in common humanitarian projects.
4. Secure the interest and enthusiasm of the citizenry in Quezon City to support this project as they may be also the beneficiaries in common humanitarian projects with the sister cities.
5. Coordinate and cooperate with other activities and service communities of International Civic, Trade, Professional and Cultural Heritage, and Scientific organizations located in Quezon City regarding international relations with their counterparts abroad.
6. Other matters/tasks that the Chairman may order.

SECTION III. SCOPE OF AUTHORITY. The scope of authority of the Advisory Council is in accordance with the provisions of Ordinance SP No. 1676, S- 2006 and Ordinance SP No. 2107, S-2011 amending Ordinance SP No. 9276, S-1972.

SECTION IV. ROLES AND RESPONSIBILITIES. The Advisory Council shall perform the following roles and responsibilities:

1. Review all the documentary requirements;
2. Set the parameters of the relationship that is mutual, realistic and feasible;
3. Develop economic, cultural, educational and other beneficial exchanges;
4. Initiate planning, goal setting and evaluation to increase the potential benefits;
5. Review every three (3) years to confirm or change the established relationship; and
6. Recommend termination of inactive sister city agreements.

SECTION V. CRITERIA. The Advisory Council shall be guided by the following criteria for establishing sister city, to wit:

1. Compatibility of potential sister city or municipality with regard to population, educational institutions, arts and culture, community-based organizations, economic and tourism linkages;
2. Opportunity for mutually beneficial cultural and educational exchanges and other activities between NGOs, POS and other civic organizations between cities or municipalities;
3. Availability of public resources that will be necessary to help develop and sustain a successful relationship; and
4. Economic opportunities for local businesses.

The presence of at least three (3) in the list of criteria shall be sufficient for the consideration of the sister city agreement.

SECTION VI. DOCUMENTARY REQUIREMENTS.

1. For cities and municipalities signifying their intent to forge sister city agreement with the Quezon City Government:
 - 1.1 Official letter addressed to the City Mayor outlining the rationale for the proposed relation;
 - 1.2 Local Government Profile;
 - 1.3 Sangguniang Resolution endorsing the affiliation initiative;
 - 1.4 Draft of Memorandum of Understanding (MOU) highlighting the proposed field of partnership and parameters of the agreement.
2. For Quezon City Government Initiated Agreement:
 - 2.1 Local Government Profile;
 - 2.2 Proposed field of partnership; and
 - 2.3 Recommendation of the Sister City Advisory Council.

SECTION VII. PROCEDURAL GUIDELINES FOR CONSIDERATION OF TWINNING AGREEMENTS.

1. Evaluation of the Sister City Advisory Council of all the documentary requirements;
2. Recommendation to the City Council with the draft Memorandum of Agreement or Memorandum of Understanding;
3. Approval of the City Council Resolution; and
4. Signing of Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) at such ceremonies and programs shall be determined by the sister city advisory council.

SECTION VIII. MEETINGS OF THE COUNCIL AND SECRETARIAT. The Advisory Council shall meet quarterly or as often as necessary at the discretion of the Chairperson or at the call of a majority of the members of the Council. The presence of a majority of the members of the council shall constitute a *quorum*.


The Quezon City Tourism Department is hereby designated as the Secretariat of the Council.

SECTION IX. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the President, the Metro Manila and Development Authority (MMDA) and the Department of Interior and Local Government (DILG) 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 X. REPEALING CLAUSE. All issuances, orders, guidelines, rules and regulations inconsistent herewith are hereby repealed, amended or modified accordingly.

SECTION XI. EFFECTIVITY. This Order shall take effect immediately.

DONE, 19 June 2023, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor