



**EXECUTIVE ORDER NO. PCG-16  
SERIES OF 2023**

**AN EXECUTIVE ORDER CONSTITUTING THE PASIG CITY INTERNAL CONTROLS COMMITTEE, DEFINING ITS SCOPE AND FUNCTIONS, AND FOR OTHER PURPOSES.**

**WHEREAS**, under Section 109 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, local government units (LGUs) are responsible for the monitoring and evaluation of development programs and projects implemented within their jurisdiction;

**WHEREAS**, there is a need to develop and strictly implement internal control policies for the City, ensuring that all operations are in compliance with relevant laws and regulations;

**NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO**, City Mayor of Pasig, by virtue of the powers vested in me by law, do hereby constitute the Pasig City Internal Controls Committee ("ICC") and define its scope and functions as follows:

**Section 1. COMPOSITION.** - The ICC is hereby constituted and composed of the following:

- Chairperson : City Administrator  
OFFICE OF THE CITY ADMINISTRATOR
- Members : Representative/s  
OFFICE OF THE CITY MAYOR
- City Planning and Development Officer  
CITY PLANNING AND DEVELOPMENT OFFICE
- City Budget Officer  
CITY BUDGET OFFICE
- City Treasurer  
OFFICE OF THE CITY TREASURER
- City Accountant  
CITY ACCOUNTING OFFICE
- City General Service Officer  
OFFICE ON GENERAL SERVICES
- Human Resources Development Officer  
HUMAN RESOURCES DEVELOPMENT OFFICE



Internal Auditor  
INTERNAL AUDIT SERVICES

Procurement Management Officer  
PROCUREMENT MANAGEMENT OFFICE

City Legal Officer  
CITY LEGAL OFFICE

**Section 2. DUTIES AND RESPONSIBILITIES.** - The ICC has the overall responsibility in the implementation of this Executive Order and the following duties:

- (i) monitoring and ensuring compliance to laws, rules, regulations, and other issuances of National Government Agencies;
- (ii) in coordination with the City of Pasig's Project Monitoring Committee, the identification, prioritization, implementation, monitoring, and evaluation of development programs, projects and activities in the City. The ICC may create Resolutions containing internal controls and processes as may be necessary for the fulfillment of the foregoing; AND
- (iii) evaluation of the effectiveness of the City Government's internal policies, ensuring that such policies are in line with the City's vision and goals.

**Section 3. MEETINGS.** - The ICC shall hold monthly meetings and conduct regular inspections of all projects and processes of each department or office in the City of Pasig for the fulfillment of the purpose of this Executive Order.

**Section 4. REPEALING CLAUSE.** -All executive issuances inconsistent with this Executive Order are herein repealed or modified accordingly.

**Section 5. EFFECTIVITY.** - This order shall take effect immediately.

DONE this 09 day of May 2023 at the City of Pasig, Metro Manila.

  
VICTOR MA. REGIS N. SOTTO  
City Mayor



09 MAY 2023