



**EXECUTIVE ORDER NO. PCG 03**  
**Series of 2024**

**RECONSTITUTING THE PASIG CITY LEGISLATIVE-EXECUTIVE DEVELOPMENT ADVISORY COUNCIL AND ITS EXECUTIVE-LEGISLATIVE AGENDA TEAM, DESIGNATING ITS COMPOSITION AND FUNCTIONS.**

**WHEREAS**, Sections 445 (b)(1)(iii) and (iv) of Republic Act No. 7160, or the Local Government Code of 1991, gives the Local Chief Executive authority to present the program of government and propose policies and projects for the consideration of the Sangguniang Panlungsod every calendar year, and to initiate and propose legislative measures;

**WHEREAS**, Section 106 of the Local Government Code of 1991 mandates local government units (LGUs) to prepare a comprehensive multisectoral development plan to be initiated by its Local Development Council;

**WHEREAS**, the Executive-Legislative Agenda (ELA) serves as an implementing mechanism for the Comprehensive Development Plan (CDP), and its process ensures that the plan is reflective and supportive of the sentiments of and has generated popular support from the various stakeholders in the LGU;

**WHEREAS**, DILG Memorandum Circular Nos. 2004-64, 2005-06, and 2019-114 provide the guidelines in the formulation of the ELA to be used as a tool to implement the priority agenda of both the executive and legislative departments based on the CDP process and aligned with national priorities and thrusts;

**WHEREAS**, the ELA process requires a team that will assist the Local Chief Executive in the various preparatory, consultative, and technical activities to come up with good quality and acceptable outputs;

**WHEREAS**, the ELA Term-Based Development Plan outlines the key aspirations, challenges, and concerns facing LGUs and a set of programs, projects, and policies towards the sustained socio-economic development;

**NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO**, Mayor of the City of Pasig, by virtue of the power vested in me by law, do hereby reconstitute the Legislative-Executive Development Advisory Council and Executive-Legislative Agenda Team, as follows:

**SECTION 1. COMPOSITION OF THE LEGISLATIVE-EXECUTIVE DEVELOPMENT ADVISORY COUNCIL.** – The Legislative-Executive Development Advisory Council (LEDAC) shall be composed of the following:



**Chairperson** : City Mayor

**Focal Persons**

**Legislative Department** : City Vice Mayor

Majority Floor Leader  
SANGGUNIANG PANLUNGSOD

Minority Floor Leader  
SANGGUNIANG PANLUNGSOD

Chairperson  
SANGGUNIANG PANLUNGSOD,  
COMMITTEE ON APPROPRIATIONS

President  
LIGA NG MGA BARANGAY

President  
SANGGUNIANG KABATAAN FEDERATION

**Executive Department** : City Administrator  
OFFICE OF THE CITY ADMINISTRATOR

Representative  
OFFICE OF THE CITY MAYOR

Representative  
CITY BUDGET OFFICE

Representative  
CITY ACCOUNTING OFFICE

Representative  
CITY TREASURER'S OFFICE

Representative  
CITY PLANNING AND DEVELOPMENT OFFICE

Representative  
HUMAN RESOURCE AND DEVELOPMENT  
OFFICE

**Secretariat** : Representative  
OFFICE OF THE CITY MAYOR



Representative  
SANGGUNIANG PANLUNGSOD  
SECRETARIAT

Representative  
DEPARTMENT OF THE INTERIOR AND LOCAL  
GOVERNMENT – PASIG CITY FIELD OFFICE

**SECTION 2. FUNCTIONS AND DUTIES OF THE LEDAC.** – The functions, duties, and responsibilities of the LEDAC are as follows:

1. Formulate procedure/s that will facilitate efficient coordination of the executive and legislative department;
2. Review available plans and documents, and gather data required in the development of the ELA;
3. Assist the Chairperson in public hearings and other consultation sessions with the various LGU stakeholders and affected sectors like the LGU offices, City Development Council (CDC), Sangguniang Panlungsod, and other sectoral organizations;
4. Assist the Chairperson and the CDC in drafting and finalizing the ELA to include the three (3) year Local Development Investment Plan (LDIP), current year ELA, and Annual Investment Plan (AIP);
5. Monitor and evaluate the effectiveness of the implementation of the ELA linked to the City Development Plan in consideration of all the stakeholders;
6. Assist the Chairperson in his presentation of the ELA to various stakeholders;
7. Formulate the Capacity Development Plan of the City Government of Pasig; and
8. Perform such other tasks required by the City Mayor to produce the desired outputs.

**SECTION 3. EXECUTIVE-LEGISLATIVE AGENDA TEAM.** – The ELA team shall be composed of the representative/s of the following:

1. Office of the City Mayor;
2. Office of the City Vice Mayor;
3. Sangguniang Panlungsod, Committee on Appropriations;
4. Sangguniang Panlungsod Secretariat;
5. City Planning and Development Office;
6. Human Resource and Development Office;
7. Local Economic Development and Investment Office;
8. City Environmental and Natural Resources Office;
9. City Engineer's Office;
10. Education Unit;
11. City Health Department;
12. City Social Welfare and Development Office;





13. Peace and Order Department;
14. Pasig Urban Settlement Office;
15. Public Information Office;
16. Ugnayan sa Pasig;
17. Internal Audit Service Unit;
18. City Director, Department of the Interior and Local Government – Pasig City Field Office; and
19. At least three (3) civil society organizations preferably from the business and education sector.

**SECTION 4. FUNCTIONS OF THE EXECUTIVE-LEGISLATIVE AGENDA TEAM.** – The ELA Team Secretariat shall jointly lead the Team. For this purpose, they shall perform the following functions:

1. Monitor and evaluate the effectiveness of programs and efficiency of services of the LGU thereby being able to assess both executive and legislative performances;
2. Monitor the implementation or enforcement of Ordinances approved by the Sangguniang Panlungsod to determine its effectiveness or non-effectiveness;
3. Recommend service delivery alternatives, options, or interventions to ensure responsiveness and timeliness of policies, programs, and processes;
4. Monitor the performance of the personnel manning the frontline services of the City Government;
5. Monitor the implementation of the Capacity Development Plan of the City; and
6. Conduct regular internal and external assessments.

**SECTION 5. RELATIONSHIP WITH THE CDC AND OTHER UNITS.** – The ELA Team shall work closely with the CDC as soon as it is constituted. The CDC shall act as the reference group for the ELA Team and shall participate actively, through its representatives, in all stages of the ELA process.

**SECTION 6. SUPPORT REQUIREMENT.** – The ELA Team may call upon the assistance of relevant units and/or personnel, through the respective department, office, or operation unit heads, in the implementation of various activities. Everyone is enjoined to participate in the various activities of the ELA.

**SECTION 7. DISSEMINATION.** – Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority (MMDA) for information and guidance, pursuant to Section 455 (1) (xii) of the Local Government Code of 1991, as amended.

**SECTION 8. REPEALING CLAUSE.** – All other orders, issuances, memorandum, rules, or regulations, or parts hereof inconsistent herewith are hereby repealed, amended, or modified accordingly.



**SECTION 9. EFFECTIVITY.** – The LEDAC and ELA Team shall exercise their functions and duties effective immediately until approved projects or activities are completed and considered terminated.

**DONE** this 22nd day of February 2024 at the City of Pasig, Metro Manila.

  
**VICTOR MA REGIS N. SOTTO**  
City Mayor

