



EXECUTIVE ORDER NO. PCG-14
SERIES OF 2024

**AN EXECUTIVE ORDER TRANSFERRING THE OPERATIONS OF THE TREASURY
DEPARTMENT AT THE PASIG REVENUE OFFICE SAN ANTONIO ANNEX TO THE PASIG
CITY HALL ANNEX 1**

WHEREAS, Republic Act No. 7160, also known as the Local Government Code of 1991, states that every local government unit shall exercise the powers to ensure, support, and enhance, among others, economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants;

WHEREAS, on 23 December 2009, the Pasig Revenue Office San Antonio Annex located at Malvar St. Barangay San Antonio was inaugurated, with the aim to discharge several frontline functions to businesses and taxpayer-clients in the area, including the payment of real property taxes;

WHEREAS, in adherence to the dictates of the law, as well as in commitment to its mandate to provide efficient and uninterrupted business registration, renewal, assessment, and payment services to its constituents, especially to those residing in the nearby barangays and housing units, the City Government of Pasig entered into an Agreement with North Eastern Commercial Corporation (NECC) to establish and launch in January 2021 a Pasig Business One-Stop Shop (BOSS) at the Ayala the 30th mall located in Barangay Ugong, with the aim to provide the government services outlined in R.A. No. 11032 on a year-round, continuous, and consistent basis, with the staff officials and employees permanently stationed there to deliver the service;

WHEREAS, on September 8, 2022, the City Government of Pasig, with authority granted by the Pasig Sangguniang Panlungsod through Resolution No. 17-11, Series of 2022, entered into a Memorandum of Agreement with NECC to expand the BOSS at the Ayala the 30th premises to an additional One Hundred Sixty Four point Forty Six square meters (164.46 sqm) at the same premises;

WHEREAS, on 13 November 2023, Ordinance No. 66, Series of 2023, or An Ordinance Officially Naming the Two Currently Located Pasig City Business One-Stop Shops, As Pasig City Annex 1, and Pasig City Annex 2, effectively renaming the Business One-Stop Shop located at the Ayala 30th Mall at Barangay Ugong, Pasig City as the "Pasig City Annex 1"; and

WHEREAS, for purposes of streamlining all operations related to revenue collection, regulation, and other business and treasury operations, it is deemed more efficient to transfer all functions at the Pasig Revenue Office San Antonio Annex to the new Pasig City Annex 1, to likewise assist with greater accessibility by the transacting public;



NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO, City Mayor of Pasig, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. PERMANENT TRANSFER OF OPERATIONS, INCLUDING ALL PERSONNEL, EQUIPMENT, AND RECORDS FROM THE PASIG REVENUE OFFICE SAN ANTONIO ANNEX TO PASIG CITY ANNEX 1. – All operations and services ongoing and being discharged at the Pasig Revenue Office San Antonio Annex, located at the building situated at Malvar St. Barangay San Antonio, are hereby transferred to the Pasig City Annex 1 located in Ayala the 30th Mall at Barangay Ugong. These include but are not limited to payment of real property tax, and other business and treasury operations and services.

All employees and officers currently detailed at the Pasig Revenue Office San Antonio Annex are to transfer to the new premises at Pasig City Annex 1.

The Office of General Services (OGS) and Management Information Systems Office (MISO), as well as the respective end-users, shall likewise ensure the proper accounting and transfer of all equipment and records from the Pasig Revenue Office San Antonio Annex to Pasig City Annex 1.

SECTION 2. PASIG REVENUE OFFICE SAN ANTONIO ANNEX. – The former San Antonio Annex, though vacated, shall remain to be the property of the City Government of Pasig for utilization of the latter for any purpose deemed appropriate.

SECTION 3. DISSEMINATION AND PUBLICATION OF TRANSFER. – The Public Information Office (PIO) is directed to cause the widespread dissemination of the permanent transfer of operations so as to properly inform the transacting public.

SECTION 4. EFFECTIVITY. – The new operations shall take effect fifteen (15) days from this Order in order to give ample time for the efficient transfer of the personnel, equipment, and records, after which all frontline services related to the City Treasurer's Office will cease immediately at the San Antonio Annex.

DONE this 15th day of April 2024 at the City of Pasig, Metro Manila.


VICTOR MA REGIS N. SOTTO
City Mayor



15 APR 2024 1:32 PM

