



Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
REGION IV-A CALABARZON

5 February 2020

REGIONAL ORDER  
No. 2020 – 075

SUBJECT: **RECONSTITUTION OF STEERING COMMITTEE, AND TECHNICAL WORKING GROUP FOR THE ACQUISITION OF LOT AND CONSTRUCTION OF DILG REGION IV-A REGIONAL OFFICE COMPLEX**

In view of the plan and proposal to construct the DILG RIV-A Regional Office Complex, a Steering Committee and Technical Working Group is hereby created to be composed of the following members:

NAME	DESIGNATION
<b>STEERING COMMITTEE</b>	
ARD Noel R. Bartolabac, CESO V	Chairperson
Dr. Carina S. Cruz	Vice-Chairperson
LGOO VI Jay-ar T. Beltran	Member
LGOO VI Gilberto L. Tumamac	Member
<b>TECHNICAL WORKING GROUP</b>	
<i>Acquisition of Lot</i>	
Atty. Jordan V. Nadal	Head
LGOO V Brian B. Ballon	Member
<i>Designing and Construction of Building</i>	
LGOO II Allan A. Salvatus	Head
ITO I Maybelline M. Monteiro	Member
Engr. Angelito R. Cortuna	Member
<i>Planning, Financial and Administrative Matter</i>	
SAO Maria Concepcion A. Gonzales	Head
Acct. III Restituto B. Nañez III	Member
AO V Bezaleel O. Soltura	Member
AO IV Jorielyn S. Cubio	Member
LGOO II Judith Faye D. Torres	Member
<i>Secretariat</i>	
AO IV Hannah Grace P. Solis	Head
ADA IV Cammille T. Ronquillo	Member

Further, each technical working group shall be responsible for the following:

**A. Acquisition of Lot**

- Ocular Inspection and Receipt of Letter of Intent (Target Lots);
- Negotiation with the Sellers of the Target Lots;
- Shortlist of Target Lots including Submission of Supporting Documents (Title, Tax Declaration, Tax Clearance, Tax Receipts);
- Posting/ Publication (Provincial Bulletin and 1 Local Newspaper) of Specifications for DILG RIV-A Lot Purchase;
- Request for Landbak (Head Office) Land Valuation/Appraisal;



**"Matino, Mahusay at Maaasahan"**

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- Completion of Lot Supporting Documents (Zonal Value from BIR, Assessed Value from Assessor's Office, Market Value for LRA);
- Verification of Title from Register of Deeds;
- DENR-MGB IV-A and PHIVOLCS Certification;
- DENR Region IV-A Verification Survey/Geodetic Survey;
- Release of Landbank's Appraisal report;
- Contract to Sell; and,
- Deed of Sale/Purchase of Lot

**B. *Designing and Construction of Building***

- Coordination with DPWH re: Plans and Specifications;
- Preliminary Drawings;
- Submission of Lot Plan & Preliminary Drawing of Building to DPWH;
- Preparation, Finalization and Submission of Building Plans and Specifications and Detailed Cost Estimate;
- Building Permits Application; and,
- Monitoring of Building Construction

**C. *Planning, Financial and Administrative Matter***

- Coordination and consultation with concerned agencies/offices (COA/DBM/DILG-Central Office) as regards to fund sourcing and other technical requirements and provide update report to the Regional Management; and,
- Submission of Documents to DBM for Request of Allotment and NCA for the Lot and Building;


**D. *Secretariat***

- Prepare Minutes of Meeting and perform other administrative activities.

Moreover, the Steering Committee shall provide direction and guidance, and shall supervise the functions of each technical working group and ensure that the same are being carried out effectively.

Further, whenever necessary, the technical expertise of different agencies may be requested.

All issuances inconsistent herewith are hereby revoked, rescinded and/or modified accordingly.

  
**ELIAS F. FERNANDEZ JR.**  
OIC- Regional Director



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