



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. MNANN 2025 0043

AN ORDER CREATING THE ADMINISTRATIVE DISCIPLINE COMMITTEE (ADC) AND ITS SECRETARIAT, AND DEFINING THE RESPECTIVE POWERS, FUNCTIONS, AND DUTIES THEREOF.

WHEREAS, Section 6, Article IX-A of the 1987 Philippine Constitution implemented under Executive Order No. 292 or the Administrative Code of 1987 empowers the Civil Service Commission (CSC) to prescribe, amend and enforce rules and regulations to effectively carry into effect the provision of the Civil Service Law and other pertinent laws which includes the procedure in administrative cases in the Civil Service;

WHEREAS, pursuant to the above mandate, the CSC promulgated the 2025 Revised Rules on Administrative Cases in the Civil Service;

WHEREAS, Republic Act 7160 or the Local Government Code of 1991 (LGC) particularly Section 83 to Section 88 thereof provides that the administrative discipline and investigation of municipal government employees rest on the Municipal City Mayor and shall be in accordance with Civil Service law and rules and other pertinent laws;

WHEREAS, there is a need to create the ADC and its Secretariat to put into place an effective and impartial system to conduct proper administrative proceedings, to ensure proper observance of due process, and to avoid delay in the disposition or resolution of complaints against appointive officials and employees of the Municipal Government of Los Baños,

NOW THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of Los Baños, by virtue of the powers vested in me, do hereby order and direct:

SECTION 1. CREATION OF ADMINISTRATIVE DISCIPLINE COMMITTEE (ADC).

The ADC is hereby created and shall be composed of the following, to wit:

Chairman:	Atty. Virgilio A. Tiongson, Jr.	Municipal Administrator
Members:	Anatoly M. Guinto	Chief of Staff
	Miraflor O. Tado	HRMO Head
	Edilco C. Abad	POSO Head
	Karen Joy B. Coronado	MUDHO

SECTION 2. POWERS, FUNCTIONS AND DUTIES.

The ADC shall have the following powers and functions:

1. Conduct Preliminary Investigation, to determine the existence of *prima facie* case to warrant the filing of a formal charge pursuant to Rule 4, 5 and 8 of the 2025 Revised Rules on Administrative Cases in the Civil Service (RRACCS);
2. Conduct conferences to propound on clarificatory and relevant questions, summon all parties concerned and/or issue notices, subpoena duces tecum, subpoena ad testificandum, show-cause memoranda and other lawful processes to appropriate individuals relative to a complaint filed against appointed officials and employees of the municipal government;
3. Submit to the Municipal Mayor, upon termination of the Preliminary Investigation, an Investigation Report with recommendation and the complete records of the case;
4. Conduct Formal Investigation pursuant to Section 40 of the 2025 RRACCS and Section 86 of the LGC and thereafter submit the findings and recommendations to the Municipal Mayor upon the conclusion of the same;
5. Perform such other functions as maybe necessary to the foregoing and as the undersigned may assign from time to time relative to investigations or complaints made against employees of the Municipal Government.

SECTION 3. QUORUM AND VOTING SESSIONS. A majority or a minimum of three (3) present shall be necessary to constitute a quorum for the ADC to validly conduct any proceeding or conduct its affairs, and the same number shall be necessary for it to act and vote on a matter brought before it.

SECTION 4. SECRETARIAT. The ADC shall have its own Secretariat composed of the following persons who shall perform the respective functions indicated hereunder, to wit:

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|------------------------------|---------------------------------------|
| 1. Erica Marie B. De Mesa | HRMO |
| 2. Ms. Sitti Fatima A. Traje | Office of the Municipal Administrator |

The Secretariat shall perform all clerical functions (i.e. encoding and service of appropriate communications, recording of all proceedings etc.) necessary for the effective performance of the ADC.

SECTION 5. FUNDING/OPERATING COSTS. All costs pertaining to the operation of the ADC, including the payment of honoraria shall be taken from the available funds of the Office of the Municipal Mayor.

SECTION 6. SEPARABILITY CLAUSE. If any provision of this Executive Order declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the Municipality of Los Baños, this day of OCTOBER 18, 2025.


NEIL ANDREW N. NOCON
Municipal Mayor