



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 004**  
*Series of 2025*

**AN ORDER REORGANIZING FURTHER THE FACT-FINDING COMMITTEE OF  
THE CITY GOVERNMENT OF IMUS**

**WHEREAS**, pursuant to Civil Service Commission (CSC) Resolution No. 99-1936 otherwise known as the "*Uniform Rules on Administrative Cases in the Civil Service*", it is a mandate in every government agency including local governments to institute a mechanism to resolve administrative cases including disciplinary and non-disciplinary actions against its officers and employees.

**WHEREAS**, Memorandum Circular No. 19 s. 1999 re: "*Revised Uniform Rules on Administrative Cases in the Civil Service*" provides, CSC Resolution 99-1936 dated August 31, 1999 shall govern the conduct of disciplinary and non-disciplinary proceedings in administrative cases bought before the Civil Service Commission and other government agencies, except where special law provides otherwise. Further, the settlement of charges and or cases of an erring employee shall be subject to a preliminary investigation and due proves of laws and rules on the agency level.

**WHEREAS**, consistent with this administration's commitment and thrust of responsive local governance, accountability and transparency in its dealing must be upheld and a topmost priority in this administration. As such, there is a need to strengthen its existing mechanisms in the implementation of redress and bureaucratic efficiency, as such this reorganization.

**WHEREAS**, the City Government of Imus under this administration has previously created its Fact-Finding Committee through Executive Order No. 7 dated May 12, 2016 and was subsequently reorganized through Executive Order No. 12 dated April 2023. However, due to some changes brought about by the recent election, it necessitates for the reorganization of the same. Hence, this Order.

**NOW, THEREFORE, I, HON. ALEX L. ADVINCULA, City Mayor, City of Imus, by virtue of the powers vested in me by law, do hereby ORDER REORGANIZING FURTHER THE FACT-FINDING COMMITTEE OF THE CITY GOVERNMENT OF IMUS:**



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**Section 1. The Fact Finding Committee to Conduct Administrative Investigation against Employee and Officers of the City** - A Fact-Finding Committee to Conduct Administrative Investigation on complaints against employees and officers of the City is hereby created. The Committee shall immediately begin its work once it is constituted and shall accomplish its objective expeditiously.

**Section 2. Composition** - The Committee shall be composed of a chairman, vice-chairman, six (6) members and a secretary as follows:

Composition	Position
Chairman	<b>Atty. Leonard Martin E. Syjuco</b>
Member	<b>Ms. Van Carlyne Rocha</b>
Member	<b>Ms. Cecille M. Altamira</b>
Member	<b>Mr. Whelvin L. Ramos (2<sup>nd</sup> Level)</b>
Member	<b>Mr. Arnel D. Ilagan (1<sup>st</sup> Level)</b>
Consultant/ Lawyer	<b>Atty. Tricia Marie B. Villaluz-Barzaga</b>

**Section 3. Powers and Objectives** - The Committee shall have the following powers and objectives:

1. The Committee is hereby authorized to summon witnesses, administer oaths, or take testimony or evidence relevant to the investigation by *subpoena ad testificandum* and *subpoena duces tecum*, and to do such other acts necessary and incidental to its mandate.
2. The committee is hereby authorized to conduct administrative hearing and receive/admit evidence from personnel, employee and officers of the City and of private individuals in relation to the complaint against employee and officers of the City and such other matters as may be relevant to the investigation.
3. The Committee is also empowered to call upon and secure the assistance of any department, bureau, office, agency or other instrumentality of the government, including government-owned or controlled corporations, in the performance of its duties and discharge of its functions.



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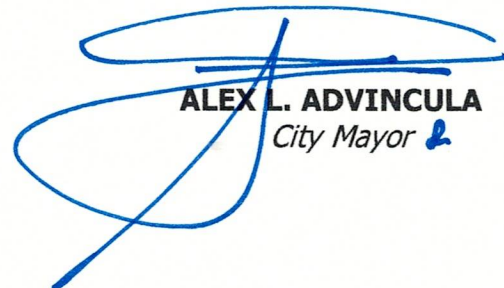
**OFFICE OF THE CITY MAYOR**

4. The Committee shall evaluate all the facts and circumstances of the case and submit its findings and recommendations to the City Mayor within thirty (30) days from the last date of hearing.
5. The recommendations shall include suggestive administrative sanction and prosecution of personnel, employee and officers of the City including prosecution of the third parties and private individuals under the consideration of the City Mayor.
6. The committee shall recommend guidelines, policies and re-organization of personnel to the City Mayor to ensure ethical values are observed by the civil servants in the City.
7. The Office of the City Mayor shall establish a Special Secretariat for the technical and staff support of the Committee.

**Section 4. Separability Clause-** If any provision of this Order shall be held invalid or unconstitutional, the remaining provisions thereof not affected thereby shall remain in full force and affect.

**Section 5. Effectivity-** This Executive Order shall take effect immediately upon the approval hereof and shall remain in full force and effect unless revoked or amended by the Local Chief Executive.

**DONE** and **SIGNED** this 20<sup>th</sup> day of January 2025, City of Imus.

  
**ALEX L. ADVINCULA**  
City Mayor &