



**EXECUTIVE ORDER NO. PCG-009  
SERIES OF 2022**

**AN EXECUTIVE ORDER ESTABLISHING THE PASIG CITY COMMUNITY KITCHEN UNIT,  
DEFINING ITS FUNCTIONS, COMPOSITION, AND FOR OTHER PURPOSES**

**WHEREAS**, Section 15 Article II of the 1987 Constitution states that the State shall protect and promote the right to health of the people and instill health consciousness among its constituents;

**WHEREAS**, the Coronavirus-19 (COVID-19) Pandemic and other natural or man-made emergencies have proved to be inevitable realities that our City has to face;

**WHEREAS**, to swiftly act on the support of the frontliners, first responders, and those affected by such emergencies, the Office of the City Mayor allocated personnel to a Community Kitchen to prepare food provisions in times of said emergencies;

**WHEREAS**, there is a need to institutionalize the operations of the Community Kitchen of the Office of the City Mayor;

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

**SECTION 1. ESTABLISHMENT OF PASIG CITY COMMUNITY KITCHEN.** – The Pasig City Community Kitchen (PCCK) Unit is hereby created for purposes of addressing immediate need and emergency meal preparation needs of the City.

**SECTION 2. PERSONNEL.** – The PCCK shall be composed of personnel from different departments and offices of the City Government.

The Head of the PCCK which shall manage the operations, personnel, logistics shall be a representative from the Office of the City Mayor to be appointed by a subsequent Office Order.

**SECTION 3. MANDATE.** – The PCCK shall prepare and serve ready-to-eat meals to the following during times of immediate need:

- a. City Health frontliners for health emergency operations;
- b. First responders on emergency operations;
- c. Constituents affected by emergencies;
- d. Individuals under the care of the City Government;



- e. City government employees and guests for official functions;
- f. Barangay functions, upon approval of the City Mayor; and
- g. Other organizations and individuals, upon approval of the City Mayor

**SECTION 4. PROCESS FLOW.** – The PCCK shall create their own Process Flow in processing food requests.

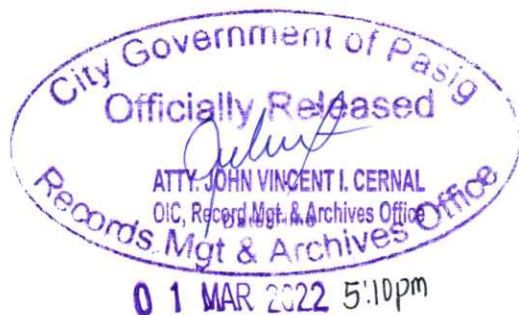
**SECTION 5. MONITORING.** – The Office of the City Mayor shall serve as the Monitoring Body of the PCCK. To this end, the PCCK shall submit to the Office of the Mayor monthly summaries of all requests and concerns received for the day.

**SECTION 6. PROCUREMENT OF GOODS AND SUPPLIES.** – The procurement of all goods and supplies needed by the PCCK shall be done through the Food Supplies Management Section of the Central Supply Office of the Office of General Services.

**SECTION 7. SEPARABILITY CLAUSE.** – Should any provision of this Order be declared unconstitutional or invalid by any court of competent jurisdiction, the provisions not offered thereby shall continue to be in full force and effect.

**SECTION 8. EFFECTIVITY CLAUSE.** – This Executive Order shall take effect immediately upon its approval and shall remain in effect.

**SIGNED** this 01<sup>st</sup> day of March 2022.



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