



**EXECUTIVE ORDER NO. PCG-010
SERIES OF 2022**

**AN EXECUTIVE ORDER INTEGRATING THE PASIG CITY COMMUNITY KITCHEN TO THE
CENTRAL SUPPLY MANAGEMENT DIVISION OF THE PASIG CITY OFFICE OF GENERAL
SERVICES.**

WHEREAS, Section 2.3 of Ordinance No. 28, Series of 2020 provides that:

*"2.3 The Central Supply Office is hereby upgraded into a DIVISION to be known as the CENTRAL SUPPLY MANAGEMENT DIVISION, which shall have three (3) sections, namely: Supplies Management and Inventory Section (SMIS),... **FOOD SUPPLIES MANAGEMENT SECTION (FSMS)**; and Central Printing Section (CPS).(Emphasis supplied)."*

WHEREAS, Section 3.4.3 of the same Ordinance, provides that:

"3.4.3. CENTRAL SUPPLY MANAGEMENT DIVISION.

x x x

6. Establish the policy and procedures for the centralized procurement of food to support the various activities of the City Government;

7. Formulate and develop plans and programs on centralized procurement of food and its implementation in conformity with existing laws, rules and regulations; and

8. Keep records of the issuances/food consumption of the Pasig City Government;"

WHEREAS, on 16 March 2020, at the onset of the COVID-19 Pandemic, there is a need to immediately swiftly and efficiently supply the food provisions of medical frontliners, peace and order personnel, individuals that are in quarantine. The Office of the City Mayor initiated a program establishing the Pasig City Community Kitchen (PCCK), a community kitchen that manages donated raw materials and supplies that were processed by volunteer kitchen personnel. The PCCK provided pack meals and snacks for quarantine facilities of the City government and for quick response to natural calamities, including rescue and relief operations;

WHEREAS, since the PCCK performs duties and responsibilities that are similar or intimately related to the functions of the FSMS, as prescribed under Section 3.4.3 of Ordinance No. 28, 2020, it is imperative that the operations of PCCK be integrated with the Office of General Services (OGS);

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 and direct the following:



SECTION 1. INTEGRATION OF THE PASIG CITY COMMUNITY KITCHEN WITH THE FOOD SUPPLIES MANAGEMENT SECTION OF THE CENTRAL SUPPLY MANAGEMENT DIVISION. –

The PCCK is hereby integrated with the FSMS of the Central Supply Management Division.

SECTION 2. COMPOSITION OF THE FOOD SUPPLIES MANAGEMENT SECTION. –

The Composition of the FSMS shall be constituted by a subsequent Office Order from the Office of the City Mayor.

SECTION 3. DUTIES AND FUNCTIONS OF THE FOOD SUPPLIES MANAGEMENT SECTION.

– In relation to mandate of the Office of General Services and Ordinance No. 28, Series of 2020; the FSMS shall perform the following duties and functions:

1. Formulate policies, plans and programs that standardize procurement for food supplies and the utilization thereof;
2. Prepare the appropriate documentation requirements, both for procurement, delivery and consumption;
3. Coordinate with the Asset Management Division for the inspection and delivery of food supplies;
4. Ensure that requests for food provision under allowable purposes are timely met;
5. Adopt all the procurement activities and processes of the PCCK; and
6. Perform all other tasks necessary for the exercise of their powers and functions.

SECTION 4. SEPARABILITY CLAUSE. – If any part of or provision of this Order is held invalid or unconstitutional, other provisions not affected thereby shall remain in effect.

SECTION 5. REPEALING CLAUSE. – All other orders, rules and regulations or any parts thereof, which are inconsistent with the provisions of this Order are hereby repealed, amended or modified accordingly.

SECTION 6. DISSEMINATION. – Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for their information and guidance, pursuant to Sec. 455 (I) (xii) of the Local Government Code, as amended.

SECTION 7. – This Order shall take effect immediately until revoked.

DONE this 01st day of March 2022 in the City of Pasig, Metro Manila.




VICTOR MA. REGIS N. SOTTO
City Mayor