



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines  
Tel Nos. (049) 530 2585 and 530 2589

**EXECUTIVE ORDER NO. 001**  
Series of 2021

**DIRECTING THE CREATION OF A TECHNICAL WORKING GROUP  
FOR THE OPERATION OF THE LOS BAÑOS DIALYSIS CENTER**

**WHEREAS**, it is the declared policy of the State to promote the ideals of good governance in all its branches, departments, agencies, subdivisions, and instrumentalities, including government-owned and/or-controlled corporations, and local government units;

**WHEREAS**, in the interest of the service and in connection with the on-going construction of the Los Baños Dialysis Center, arose the need for a creation of body to study the best option for the operationalization of the center;

**NOW, THEREFORE, I, ANTONIO L. KALAW**, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law, do hereby create a Technical Working Group for the Operation of the Los Baños Dialysis Center, to wit:

**Section 1. COMPOSITION.** The TWG shall be composed of the following:

Chairperson	Atty. Robert T. Laviña	Municipal Administrator
Vice-Chairperson	Dr. Alvin A. Isidoro	Municipal Health Officer
Members	Hon. Mark Lester B. Dizon	Municipal Councilor/ SB Committee Chair on Health
	Hon. Geronimo A. Ciceron	Municipal Councilor/ SB Committee Chair on Appropriations
	Engr. Ricky R. Estopace	Municipal Engineer
	Local Finance Committee	
	Mr. Ronell B. Alcachupas	OIC-Municipal Accountant
	Ms. Genoveva B. Poyaoan	Municipal Budget Officer
	Ms. Twila T. Torres	MPDC
	Mr. Alexander L. Bejosano	Municipal Treasurer
Secretariat	Municipal Health Office	
	Ms. Jodi Katrin Surmann	Clerk I
	Office of the Municipal Accountant	
	Ms. Minerva T. Salazar	Data Controller III

Municipal Budget Office  
Ms. Joyce Ann Mae L. Del Valle Budget Officer II

Municipal Planning and Development Office  
Ms. Lou Andie G. Diaz Project Dev't. Officer II

Municipal Treasury  
Ms. Maria Luisa G. Diaz Asst. Municipal Treasurer

**Section 2. DUTIES AND RESPONSIBILITIES.**

The TWG shall have the following duties and responsibilities as follows:

- a) Define the minimum and specific eligibility, technical and financial criteria of the lease agreement;
- b) Prepare the Terms of Reference (TOR) and draft lease contract;
- c) Preparation of selection forms to capture the required information needed to evaluate the technical and financial proposals;

The Secretariat shall serve as the main support unit of the TWG and shall have the following functions and responsibilities:


- a) Provide administrative support to the TWG;
- b) Organize and make all necessary arrangements for the TWG meetings;
- c) Prepare minutes of meetings and resolutions of the TWG;
- d) Act as the central channel of communications for the TWG with end-user or implementing unit.

**Section 3. QUORUM.** A majority of the total TWG composition shall constitute a quorum for the transaction of business.

**Section 4. MEETING.** The Chairperson or in his absence, the Vice-Chairperson shall preside at all meetings of the TWG. The decision of the majority of those present at a meeting at which there is a quorum shall be valid and binding as an act of the TWG.

**Section 5. EFFECTIVITY.** This order shall take effect immediately.

Done 26<sup>th</sup> day January, 2021 at Los Baños, Laguna

  
ANTONIO L. KALAW  
Municipal Mayor 