



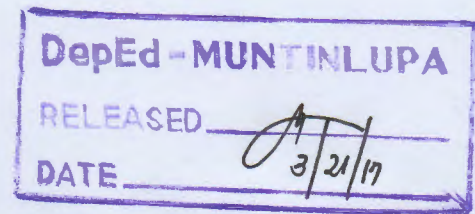
Republic of the Philippines  
Department of Education  
National Capital Region

## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

March 16, 2017

### MEMORANDUM


To: OIC - Asst. Schools Division Superintendent  
Chief, CID/ SGOD  
Education Program Supervisors/ Coordinators/ District Supervisors  
Public Elementary and Secondary School Heads/ OICs  
Administrative Officer  
All Others Concerned



### DESIGNATION OF JANALODIN T. GUILING AS OFFICE DIRECTOR OF THE MUNTINLUPA CITY MUSLIM AFFAIRS OFFICE

Attached is a Memorandum from the Office of the City Mayor Hon. Mayor **JAIME R. FRESNEDI**, dated 14 March 2017 designating **Mr. Janalodin T. Guiling**, as Office Director of the Muntinlupa City Muslim Affairs Office effective March 16, 2017.

Immediate and wide dissemination of this Memorandum is desired.

  
**MAURO C. DE GULAN, Ed. D.**  
Schools Division Superintendent







Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



OFFICE ORDER No. 11  
Series of 2017

To : All Departments and Offices of the City Government  
Date : 14 March 2017  
Subject : Designation of Janalodin T. Gulling as Office Director of the Muntinlupa City Muslim Affairs Office

DIVISION OF CITY SCHOOLS  
RECEIVED \_\_\_\_\_  
DATE 3/15/17  
TIME 3:20  
CITY OF MUNTINLUPA

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Effective immediately, MR. JANALODIN T. GUILING is hereby designated Office Director of the Muntinlupa City Muslim Affairs Office (MCMAO), which was created by virtue of Executive Order No. 16, Series of 2016. Likewise, the same Executive Order provides for the functions of the Office Director, namely:

1. Draw a list of all Muslim residents of the City of Muntinlupa, indicating thereon their respective complete names; age; status; residential address; profession and/or business enterprise, if any; and other personal data. The same shall be filed for safekeeping with the MCMAO;
2. Identify the various Muslim associations in the City of Muntinlupa, indicating thereon the respective names and personal details of each officer and the principal offices. The same shall be filed, likewise, for safekeeping with the MCMAO;
3. Identify the locations of mosques, masjid and other places of Islamic worship in the City of Muntinlupa, together with their respective imams or persons in charge;
4. Encourage the officers and members of the Muslim associations mentioned in Item 2 and endorse them to the Community Affairs Development Office (CADO) for accreditation and proper coordination;
5. Prepare and implement activities, projects and programs for the welfare of the Muslim residents and associations in the City of Muntinlupa and submit the same to the Office of the City Mayor for approval;
6. Coordinate, whenever necessary, with the heads of the departments and offices of the City Government, on matters involving, but not limited to, health care; employment opportunities; livelihood prospects; trade and business; social services; housing; culture; and customs and traditions;
7. Ensure the preservation of peace and order within Muslim associations and communities, in coordination with relevant departments and offices of the City Government;
8. Render periodic reports to the City Administrator's Office on all activities, projects and programs undertaken;
9. Coordinate with agencies of the national government on matters that promote their welfare and well being; and
10. Perform other functions necessary to achieve the foregoing.

Atty. JAIME R. FRESNEDI  
City Mayor

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CERT. CODE: QMS0708041506KA-001



YAN ANG MUNTINLUPA!