



Republic of the Philippines  
**PAMANTASAN NG LUNGSOD NG MAYNILA**  
(University of the City of Manila)  
General Luna Street corner Muralla Street  
Intramuros, Manila, Philippines



**OFFICE OF THE UNIVERSITY PRESIDENT**

**PAMANTASAN**  
**Administrative Order**  
**No. 12, s. 2013**

To enhance transparency and enforce accountability in the Philippine Government, the Congress has enacted Sec. 93 of RA 10155 and RA 10352, while the Executive Branch has promulgated NBC No. 542 implementing the same, thereby mandating the prominent display of the Transparency Seal in the official website of all government agencies, as well as the availability of essential information therein. The web master, together with the head of the agency, shall be directly responsible for the agency's continuous compliance thereto, while the latter shall be held accountable for non-compliance.

PLM, as a government entity and as a university, is a transparent institution. It values, as a matter of policy, (a) information as a valuable organizational resource, (b) the strong preservation of PLM's institutional memory, and (c) the public availability of apt information.

To comply with the mandates of the law, there is hereby created a high-level **Transparency Coordinating Council (TCC)** that shall assist the web master in fulfilling the responsibilities enunciated by NBC No. 542 and related laws, with the following functions:

- 1) Ensure PLM's compliance with the *Transparency Principle* under Sec. 7 of NBC No. 542, taking the lead in the "policy shift towards openness in access to government information;"
- 2) Collation and preparation of all information mandated for web publication;
- 3) Undertake steps to effect efficient information sharing for key decisions and posterity; and
- 4) Co-opt the aid of other responsible officers towards the fulfillment of its duties.

The TCC shall be composed of:

<b>Chairperson:</b>	ITC Director (Official CEP Media)
<b>Vice-Chairperson:</b>	URC Director
<b>Members:</b>	Chief, Procurement Office Chief, Physical Development & Special Projects Office Chief, Human Resource Development Office Chief, Budget & Planning Office
<b>Advisers:</b>	Executive Vice President Vice President for Academic Affairs Vice President for Administration Vice President for Finance & Planning

There is likewise created a **Support Group in Updating Institutional Information** composed of all academic and administrative office heads. Its institutionalized duty shall be similar to and shall subsume that of the then-TWG in Updating Institutional Information, which is to share and centralize institutional information appropriate for web publication or through other media.

Signed this 19th day of June 2013 in the City of Manila.

  
**RAFAELITO M. GARAYBLAS**  
Acting President