



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
METROPOLITAN MANILA DEVELOPMENT AUTHORITY
(Pangasiwaan Sa Pagpapaunlad Ng Kalakhang Maynila)
ISO 9001:2015 CERTIFIED



February 8, 2022

MEMORANDUM

TO : ALL OFFICIALS, DIRECTORS, DIVISION CHIEFS AND
ALL CONCERNED
This Authority

SUBJECT : AMENDING ITEM NO. 6 "LIST OF OFFICES" OF THE MEMORANDUM
DATED SEPTEMBER 6, 2021 ENTITLED "PRESCRIBING INTERNAL
GUIDELINES FOR THE 2021 PERFORMANCE – BASED BONUS"

In the exigency and interest of the service and in line with Memorandum Circular No. 2021 – 1 dated June 3, 2021 entitled "**Guidelines on the Grant of the Performance – Based Bonus (PBB) for Fiscal Year 2021 under Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016**" issued by the Inter – Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System, Item No. 6 of the MMDA Memorandum dated September 6, 2021 is hereby amended to read as follows:

6. Grouping of Offices

The MMDA offices are grouped into the following fourteen (14) delivery units, each unit is composed of sub – groups in accordance with the similarity of their functions.

6.1 Office of the Chairman/ Deputy Chairman

- 6.1.1 Immediate Staff
- 6.1.2 Council Secretariat
- 6.1.3 Management Information System Staff
- 6.1.4 Public Affairs Staff

6.2 Office of the General Manager

- 6.2.1 Immediate Staff
- 6.2.2 Corporate Planning and Management Staff
- 6.2.3 Legal and Legislative Affairs Staff – Research Group/ Investigation Group

6.3 Office of the AGM for Finance and Administration

- 6.3.1 Immediate Staff
- 6.3.2 **Finance Service**
 - 6.3.2.1 Office of the Director
 - 6.3.2.2 Accounting Division

- 6.3.2.3 Budget Division
- 6.3.2.4 Treasury Division

6.3.3 Administrative Service

- 6.3.3.1 Office of the Director
- 6.3.3.2 General Administrative Services Division
- 6.3.3.3 Supply and Property Division
- 6.3.3.4 Records Division
- 6.3.3.5 Staff Development Division
- 6.3.3.6 Personnel Transaction Division
- 6.3.3.7 Personnel Benefits Division

6.4 Office of the AGM for Planning

- 6.4.1 Immediate Staff
- 6.4.2 Metropolitan Development Planning Service
 - 6.4.2.1 Plans and Programs Formulation Division
 - 6.4.2.2 Plans and Programs Evaluation Division
- 6.4.3 Physical Planning and Spatial Development Service
 - 6.4.3.1 Land Resource Management and Zoning Division
 - 6.4.3.2 Urban Development Division

6.5 Office of the AGM for Operations

- 6.5.1 Immediate Staff

6.6 Health, Public Safety and Environmental Protection Office (HPSEPO)

6.6.1 HPSEPO – Public Safety Environmental Protection Service Group

- 6.6.1.1 Plans and Programs Development and Monitoring Division
- 6.6.1.2 Public Safety Division
- 6.6.1.3 Smoke Belching Unit (Ad Hoc Office)

6.6.2 HPSEPO – Health and Sanitation Services Group

- 6.6.2.1 Health and Sanitation Services Coordination and Assistance Division
- 6.6.2.2 Metropolitan Social Services Office (Ad Hoc Office)

6.7 Operations Monitoring and Control Group (Metrobase)

6.8 Metro Parkway Clearing Group/Environmental Management Division

6.9 Sidewalk Clearing Operations Group

6.10 Solid Waste Management Office

- 6.10.1 Plans and Design Division
- 6.10.2 Project Monitoring Division

- 6.10.3 Site Operations Management Division I
- 6.10.4 Site Operations Management Division II
- 6.10.5 Site Operations Management Division III
- 6.10.6 Site Operations Management Division IV

6.11 Flood Control and Sewerage Management Office

- 6.11.1 Plans, Design and Project Monitoring Division
- 6.11.2 Equipment Management Division
- 6.11.3 Metro Manila Crisis Monitoring Management Center (MMCMMC)
- 6.11.4 Drainage, Floodways and Waterways
- 6.11.5 Effective Flood Control Operations System (EFCOS)
- 6.11.6 Pumping Stations and Floodgates Operations

6.12 Pasig River Ferry Service

6.13 Traffic Discipline Office – Support Group



- 6.13.1 Office of the Director for Enforcement – TDO and Immediate Staff
- 6.13.2 TDO – Administrative Section
- 6.13.3 Office of the Director – Traffic Engineering Center (TEC) and immediate staff
- 6.13.4 TEC – Traffic Signal Operations & Maintenance Division
- 6.13.5 TEC – Construction Division
- 6.13.6 TEC – Traffic Engineering Division/Fabrication and Installation Group
- 6.13.7 TEC – Plans & Design Division (TEC)
- 6.13.8 TEC – Road Safety Unit (RSU)
- 6.13.9 Traffic Education Division
- 6.13.10 TVR Management Division
- 6.13.11 Road Emergency Group
- 6.13.12 Traffic Adjudication Division
- 6.13.13 Children’s Road Safety Park
- 6.13.14 Task Force Landas – PSG
- 6.13.15 Towing and Impounding Group

6.14 TDO Enforcement Group

- 6.14.1 Northern Traffic Enforcement Division
- 6.14.2 Eastern Traffic Enforcement Division
- 6.14.3 Western Traffic Enforcement Division
- 6.14.4 Southern Traffic Enforcement Division
- 6.14.5 Central Traffic Enforcement Division I
- 6.14.6 Central Traffic Enforcement Division II
- 6.14.7 EDSA – STTZ
- 6.14.8 C-5 Special Traffic and Transport Zone
- 6.14.9 Commonwealth Special Traffic District
- 6.14.10 No Contact Apprehension Policy
- 6.14.11 Overspeeding Enforcement Group

- 6.14.12 Mobile Patrol Unit
- 6.14.13 Motorcycle Unit
- 6.14.14 Bus Management and Dispatch System
- 6.14.15 Personnel Inspection and Monitoring Group
- 6.14.16 Parking Management Team
- 6.14.17 TF Special Operations
- 6.14.18 Bike Lane Program Office

This Memorandum shall have a retroactive effect October 1, 2021.


ATTY. ROMANDÓ S. ARTES, CPA
General Manager and
Officer – in – Charge, MMDA 
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