



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 24

Series 2025

RECONSTITUTING THE COMPOSITION OF THE MUNICIPAL GOVERNMENT DISCIPLINARY BOARD

WHEREAS, public office is a public trust. It is a settled principle of law that municipal corporations are agencies of the State for the promotion and maintenance of local self-government and as much are endowed with the police powers in order to effectively accomplish and carry out the declared objects of its creation;

WHEREAS, on 18 November 2011, the Civil Service Commission promulgated the Revised Rules in Administrative Cases in the Civil Service (hereinafter referred to as RRACCS) providing for the rules on procedure to govern the disposition of disciplinary and non-disciplinary administrative cases in the civil service;

WHEREAS, Section 9 of RRACCS provides that the Chief Executive of the Local Government Unit shall have concurrent jurisdiction with the Civil Service Commission over complaints against local officers and employees;

WHEREAS, there is a need to create a committee to be known as the "Disciplinary Board" to be vested with powers and authority to received complaints, initiate motu proprio complaints, conduct fact-binding investigations, conduct hearings on administrative cases brought against appointive officials and employees of the Municipal Government of Bayambang, Pangasinan, and to submit its findings and recommendations to the Municipal Mayor for his consideration;

NOW THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIABAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby reconstitute the **MUNICIPAL GOVERNMENT DISCIPLINARY BOARD**:

SECTION 1. Reconstituting Municipal Government Disciplinary Board and Providing for its Composition. A board or tribunal in the Municipal Government of Bayambang to be known as the "**Municipal Government Disciplinary Board**" is hereby reconstituted to be composed of the Chairperson and six (6) Members.

The following are hereby designated as members of the Disciplinary Board:

Chairperson: **ATTY. RODELYNN RAJINI A. SAGARINO-VIDAD**
Municipal Administrator

Members: **HON. MYLVIN T. JUNIO**
Municipal Councilor
Chairperson, Sangguniang Bayan Committee on Civil Service and Personnel

"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS
April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M
April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100
mayorsoffice@bayambang.gov.ph



MS. NORA R. ZAFRA
Human Resource Management Officer

DR. PAZ F. VALLO
Municipal Health Officer

MR. DENNIS ALDRIN R. MALICDEM
President, Bayambang Employees Association

MR. EDWARD A. DULAY
Admin. Assistant I

MS. VALENTINE G. DELA CRUZ
Senior Administrative Assistant I

Secretariat:

MS. VICTORIA J. MALAGOTNOT
Administrative Officer V

MR. ARVIN CHRISTOPHER J. MALAGOTNOT
Senior Administrative Assistant I
(Stenographic Reporter IV)

SECTION 2. Powers and Functions. The Municipal Government Disciplinary Board shall exercise powers and authority to:

- a. Receive administrative complaints involving both disciplinary and non-disciplinary cases against all appointive officers and employees of the Municipal Government;
- b. Initiate motu proprio complaints against all appointive officers and employees of the Municipal Government;
- c. Conduct fact-finding investigations on all appointive officers and employees of the Municipal Government;
- d. Conduct hearings, preliminary and/or formal investigations, issue subpoena and swear in witness, and require the parties to submit affidavits and/or present documents and other evidences on administrative cases brought against appointive official and employees of the Municipal Government;
- e. Submit its findings and recommendations to the Municipal Mayor;
- f. Exercise such other inherent, implied and incidental powers and functions as may be necessary to give effect to its main powers and authority.

SECTION 3. SECRETARIAT. A Secretariat of the Municipal Disciplinary Board composed by two (2) staff designated by the Chairperson, is hereby created to assist the Board in the exercise of its functions like the recording of its proceeding, transcribing the records of the proceedings, preparation and furnishing of notices, orders, and other processes to the concerned parties, and performing such other incidental and inherent administrative functions.

SECTION 4. Compensation and Remuneration. The chairperson and members of the Board as well as its Secretariat shall perform their duties as much without any additional compensation or remuneration. However, the Municipal Budget Officer is hereby directed to allocate funds for their continuous trainings and seminars to make them adept to their designated functions.

SECTION 5. Separability Clause. If any provision of the Executive Order is declared invalid or unconditional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. Repealing Clause. All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

SECTION 7. Effectivity Clause. This Executive Order shall take effect immediately.

Let copies of this Order be furnished to the offices and Departments for their information and guidance.

DONE this 17th day of March 2025 in the Municipality of Bayambang, Pangasinan, Philippines.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

