



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 37

*Series of 2025*

#### AN ORDER AMENDING SECTION 2 OF EXECUTIVE ORDER NO. 13-A SERIES OF 2024

**WHEREAS**, Executive Order No. 13-A, Series of 2024 was issued on February 19, 2024, An Order Amending the Mayor's Action Center of the Local Government Unit of Bayambang, and the designation of Employees to Manage and Handle the Services of the Center,

**WHEREAS**, there is a need to update the functions and mandate of the **Mayor's Action Center (MAC)** to properly reflect the services rendered by the office of and to ensure that Total Quality Service is consistently delivered by the Local Government Unit of Bayambang;

**NOW THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**, Municipal Mayor of the Municipality of Bayambang, Pangasinan, by virtue of the power vested in me by law, do hereby order:

**SECTION 1.** Section 2 of EO. 13-A, series of 2024, is hereby amended to read as follows:

**"Section 2. Functions of the Mayor's Action Center (MAC).** The MAC shall have the following functions:

- a) Receive and assess requests for assistance of client/s or representative/s forwarded by the Mayor's Office, MSWDO, Rural Health Units;
- b) Evaluate all the documents and interview the client/representative to validate request and identify the needed service/s (health care, education, employment, food provision, shelter/housing, legal aid, hospitalization, financial or burial assistance
- c) Coordinate with the MSWDO, Office of the Mayor, and Office of the Municipal Administrator to ensure the assistance to be given are approved and within the law;
- d) Facilitate the swift provision of the assistance needed by client upon validation
- e) Schedule client/patient appointment with a health facility within and outside of the province;
- f) Assist/accompany client/s in the processing coordinating of educational assistance to government agencies and concerned offices;
- g) Assist/Accompany client/patient, if necessary, to government hospitals, for check-up or treatment and to government agencies for processing of financial assistance;
- h) Prepare all reports required and monitor the operation of the Center to ensure effective delivery of services; and
- i) Undertake such other functions as may be necessary to fulfill its objectives.

**SECTION 2. TRANSFERRED FUNCTIONS.** The following functions are other municipal offices/units in accordance with specific provisions of this Executive Order.

"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

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**1. Rural Health Unit**

1. Lend oxygen tanks to qualified indigent clients/patients with health issues that require their use;

**2. Municipal Treasury Office**

- 2.1 Release of monetary assistance to clients, and prepare documentation record for such; and
- 2.2 In-charge of withdrawal and liquidation of budgetary allotment for assistance.

**SECTION 3. EFFECTIVITY.** This Executive Order shall take effect immediately upon signing hereof and shall remain in full force and effect until revoked in writing by the local chief executive.

*Done in the municipality of Bayambang, Philippines this 22<sup>nd</sup> day of May 2025.*

**MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**  
Municipal Mayor

