



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 192

Series of 2025

AN ORDER DESIGNATING QUENELYN A. DACUSIN AS OFFICE CARETAKER OF THE HUMAN RESOURCE MANAGEMENT OFFICE FOR THE TRANSITION PERIOD IN PREPARATION FOR THE RETIREMENT OF NORA R. ZAFRA

WHEREAS, LGU-Bayambang recognizes the need to ensure the continuity of essential services, functions, and operations of the Human Resource Management Office (HRMO);

WHEREAS, the incumbent Head of the HRMO, NORA R. ZAFRA (Municipal Government Department Head I [HRMO]), is scheduled to retire from government service effective January 10, 2026;

WHEREAS, it is necessary to formally designate an Office Caretaker to exercise the functions and responsibilities of the Head of the HRMO for an interim period, and to manage a comprehensive turnover of accountabilities;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, MAYOR, by virtue of the authority vested in me by law, do hereby order the following:

Section 1. Designation of Office Caretaker

Ms. Quenelyn A. Dacusin, (Administrative Officer IV) of the Special Economic Enterprise (SEE) Office, is hereby designated as the **Office Caretaker of the HRMO**, effective **December 9, 2025**.

Section 2. Functions and Authority of the Office Caretaker

As Office Caretaker, Ms. Asuncion shall exercise the following functions, duties, and responsibilities, which shall include, but not be limited to:

- Assuming full administrative and operational control over the day-to-day functions of the HRMO.
- Signing personnel actions, documents, and communications that require the approval of the Head of the HRMO.
- Representing the HRMO in meetings, committees, and transactions.
- Facilitating compliance of the LGU with the CSC Program to Institutionalize Meritocracy and Excellence in HR Management.
- Ensuring the efficient and effective delivery of all human resource services.

"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 Bari, 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



Section 3. Seamless Transition and Turnover Process

The incumbent Head of the HRMO, Mrs. Zafra, shall, in coordination with the designated OIC, ensure a comprehensive and seamless transition and turnover of all office assets, accountabilities, and pending matters, specifically:

- **Turnover of Records and Documents:** The retiring Head shall lead the preparation of a complete inventory of all official documents, records, active files (physical and electronic), and policy manuals.
- **Inventory of Office Properties:** A joint inventory of all government properties, furniture, equipment, and other assets issued to the HRMO shall be conducted with the designated OIC.
- **Status of Pending Matters:** A report detailing the status of all critical and pending HR matters (e.g., recruitment, promotions, disciplinary cases, benefits claims) shall be prepared and formally turned over.
- **Formal Turnover Ceremony:** A formal turnover ceremony, including the signing of a Joint Inventory and Turnover Report, shall be conducted no later than **December 29, 2025**.

Section 4. Effectivity

This Executive Order shall take effect immediately upon signing and shall remain in force until a permanent appointment to the position of Head of the HRMO is made or until otherwise modified or revoked.

Done in the Municipality of Bayambang, Province of Pangasinan this 9th day of December 2025.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

