



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 193

Series of 2025

AN ORDER DIRECTING THE STRICT COMPLIANCE AND IMPLEMENTATION OF THE ANTI-RED TAPE AUTHORITY (ARTA) MEMORANDUM CIRCULAR NO. 2024-05, OTHERWISE KNOWN AS THE "GUIDELINES ON THE IMPLEMENTATION OF THE THREE SIGNATORIES RULE," AND DESIGNATING SIGNATORIES PURSUANT THERETO

WHEREAS, Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, mandates all government offices and agencies, including Local Government Units (LGUs), to simplify procedures and reduce bureaucratic red tape in the delivery of public services;

WHEREAS, the Anti-Red Tape Authority (ARTA) issued Memorandum Circular (MC) No. 2024-05, otherwise known as the *Guidelines on the Implementation of the Three Signatories Rule*, pursuant to Section 9(d) of R.A. No. 11032 and Rule VII, Section 5 of Joint Memorandum Circular No. 2019-001, prescribing that no more than three (3) signatories shall be required for government transactions;

WHEREAS, the ARTA Advisory No. 2025-015, Series of 2025, dated September 4, 2025, declared that ARTA MC No. 2024-05 officially took effect on August 25, 2025, following its publication in the Official Gazette and filing with the Office of the National Administrative Register (ONAR);

WHEREAS, the Department of the Interior and Local Government (DILG) Regional and Provincial Offices, through the Memorandum dated October 6, 2025, directed all LGUs to ensure compliance with the provisions of ARTA MC No. 2024-05;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBABO, Municipal Mayor of Bayambang, Pangasinan by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. ADOPTION AND COMPLIANCE. The Municipality of Bayambang, Pangasinan hereby adopts and shall strictly comply with the provisions of ARTA Memorandum Circular No. 2024-05, or the *Guidelines on the Implementation of the Three Signatories Rule*.

SECTION 2. DESIGNATION OF SIGNATORIES. Pursuant to Rule 6.0 of ARTA Memorandum Circular No. 2024-05, the following officials are hereby designated as the authorized signatories for transactions and documents within the **Local Government Unit of Bayambang**, in accordance with the prescribed *Three Signatories Rule*.

Office: **BAYAMBANG POVERTY REDUCTION ACTION TEAM**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1	Request for poverty data	N/A	N/A

Office: **BAYAMBANG PUBLIC SAFETY OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Request for Ambulance (for emergency (cases)	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations

"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



2.	Request for Ambulance (transporting patient inter-hospital)	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations
3.	Request for Ambulance (for transporting patient outside Pangasinan)	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations
4.	Request for Patient Transport Vehicle (PTV) – checkup / and or laboratory	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations
5.	Request for Patient Transport Vehicle (PTV) – (Non-Emergency Cases)	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations
6.	CCTV Footage Request	Leonardo F. Solomon Traffic Operations Officer IV	Jimly F. De Vera BPSO Operations

Office: **BIDS AND AWARDS COMMITTEE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Preparation of Procurement Documents		
	Stamp receive the sealed bidding documents from the interested bidders	Stephany J. Caragan BAC Secretariat, Head	Sheryl Soriano BAC Staff
	Send the transparency letter to bidders thru e-mail	Stephany J. Caragan BAC Secretariat, Head	N/A
	Send the Lowest Calculated Bid letter thru e-mail	Dr. Adrienne A. Estrada BAC Chairperson	N/A
	Send the Lowest Calculated Responsive Bid letter thru e-mail	Dr. Adrienne A. Estrada BAC Chairperson	N/A
	Issuance of Notice of Award (NOA), Contract Agreement, Purchase Order (P.O.), Notice to Proceed	Hon. Mary Clare Judith Phyllis Jose-Quiambao Municipal Mayor	N/A
2.	Procurement for Alternative Methods		
	Send directly the RFQ to at least three (3) suppliers of known qualifications for Shopping B and SVP	Sheryl Soriano BAC Staff	Felma Menor BAC Staff
	Sign and approve the Abstract of Canvass	Stephany J. Caragan Head, BAC Secretariat	Felma Menor BAC Staff
	Approve the PO	Atty. Rodelynn Rajini Sagarino-Vidad Municipal Administrator	N/A

Office: **ECOLOGICAL SOLID WASTE MANAGEMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Special Garbage Collection	Ma-Lene S. Torio MENRO	Eduardo M. Angeles Jr.

			SEMS
2.	Soil Ameliorant	Ma-Lene S. Torio MENRO	Jegie A. Malicdem Supervising Agriculturist Eduardo M. Angeles Jr. SEMS
3.	Issuance of Citation ticket	Ma-Lene S. Torio MENRO	Eduard Logan II Administrative I Eduardo M. Angeles Jr. SEMS

Office: **GENERAL SERVICES OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Requisition for Logistic Services (Internal and External)	Chinita S. De Vera General Services Officer	Joel Pangilinan Admin. Aide IV
2.	Issue Requisitioned Supplies Services	Chinita S. De Vera General Services Officer	Mark C. Monderin Admin. Assistant III
3.	Acceptance and Inspection Report (AIR)	Chinita S. De Vera General Services Officer Mark C. Monderin Admin. Assistant III	Mark C. Monderin Admin. Assistant III Rex Soriano Admin. Aide I
4.	Issuance of Property Acknowledgement Receipt	Chinita S. De Vera General Services Officer	Mark C. Monderin Admin. Assistant III
5.	Issuance of Waste Material Report	Chinita S. De Vera General Services Officer Mark C. Monderin Admin. Assistant III	Mark C. Monderin Admin. Assistant III Mylin Taliño Admin. Aide IV

Office: **HUMAN RESOURCE MANAGEMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Recruitment and Selection Process	N/A	N/A
2.	Recruitment and Selection of Casual LGU Employees	N/A	N/A
3.	Recruitment and Selection of Job Orders LGU Employees	N/A	N/A
4.	Application for Leave	Nora R. Zafra MGDH I (HRMO)	Beverly J. Abalos Admin. Aide III
5.	Issuance of Various Certifications	Nora R. Zafra MGDH I (HRMO)	Sheryl R. Duquez Admin. Aide I
6.	Monetization of Leave Credits	Nora R. Zafra	Rosario I. De Leon

		MGDH I (HRMO)	Admin. Officer V (HRMO III)
7.	Application for Terminal Leave	Nora R. Zafra MGDH I (HRMO)	Rosario I. De Leon Admin. Officer V (HRMO III)
8.	GSIS, Pag-Ibig, and PhilHealth Membership Enrollment	Nora R. Zafra MGDH I (HRMO)	Rosario I. De Leon Admin. Officer V (HRMO III)

Office: **INFORMATION AND COMMUNICATION TECHNOLOGY OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Information Technology Service Requests (Non-Repair)	N/A	N/A
2.	Repair of IT Equipment	Ricky V. Bulalakaw ITO III Armando V. Junio II Admin. Aide III	Jezreel John V. Junio ITO I Lloyd Neil P. Diaz Sr. Administrative Assistant

Office: **LOCAL CIVIL REGISTRY**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Timely Registration of Civil Registry Document	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
2.	Late Registration of Civil Registry Document	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
3.	Issuance of Local Copy of Civil Registry Document	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
4.	Issuance of Certified True Copy	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
5.	Marriage License Application	Ismael D. Malicdem, Jr. Municipal Civil Registrar	N/A
6.	Endorsement of Civil Registry Documents	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
7.	Registration of Legal Instruments	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
8.	Supplemental Report	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I
9.	Registration of Court Decree	Ismael D. Malicdem, Jr. Municipal Civil Registrar	Erika Joyce B. Paragas Registration Officer I

10.	Petition for Correction of Clerical Error (R.A. 9048/R.A. 10172)	Ismael D. Malicdem, Jr. Municipal Civil Registrar	N/A
-----	--	---	-----

Office: **MUNICIPAL ACCOUNTING OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Preparation and Issuance of BIR Forms 2306 & 2307	Lady Anne Razzel M. Purisima Senior Bookkeeper	Rommel P. Torres Admin Aide
		Flexner M. De Vera Municipal Accountant	Mary Rose R. Aquino Admin Officer V
2.	Processing of Disbursement Voucher	(Certification of Disbursement of vouchers)	
		Flexner M. De Vera Municipal Accountant	Mary Rose R. Aquino Admin Officer V
		(Preparation of Accountant's Advice)	
		Lady Anne Razzel M. Purisima Senior Bookkeeper	Rommel P. Torres Admin Aide
		Flexner M. De Vera Municipal Accountant	N/A

Office: **OFFICE OF THE MUNICIPAL ADMINISTRATOR**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Incoming and Outgoing of Internal and External Communication/ Documents	Atty. Rodelynn Rajini S. Vidad Municipal Administrator	N/A
2.	Issuance of Oath of Office for Barangay Official	Atty. Rodelynn Rajini S. Vidad Municipal Administrator	N/A
3.	Issuance of Recommendation /Endorsement Letters	Atty. Rodelynn Rajini S. Vidad Municipal Administrator	N/A
4.	Issuance of Certifications for Different Purposes	Atty. Rodelynn Rajini S. Vidad Municipal Administrator	N/A
5.	Preparing of Transmittal Letters to Sangguniang Bayan Resolution for Contracts and Similar Deeds	Atty. Rodelynn Rajini S. Vidad Municipal Administrator	N/A
6.	Reservation of Balon Bayambang Events Center	N/A	N/A
7.	Issuance of Fuel Slip	Atty. Rodelynn Rajini S. Vidad	Adrian O. Beltran Admin. Assistant III

		Municipal Administrator	
8.	Preparing of Memorandum, Circulars, Executive Orders, Special Order, Office Order, and other reports and letters	N/A	N/A

Office: **MUNICIPAL AGRICULTURE OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Registry System for Basic Sector in Agriculture (RSBSA) Enrolment Assistance	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
2.	Issuance of Farmer's Certification	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
3.	Issuance of Local Product Certification	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
4.	Issuance of Land Reclassification Certification	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
5.	Issuance of Product Promotion Permit	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
6.	Animal Treatment and Deworming of Large and Small Ruminants	N/A	N/A
7.	Vaccination of Anti-Rabies to Dogs and Cats	N/A	N/A
8.	Insurance Applications (Crop, Livestock, Fishery, and Non-Crop Insurance) Assistance	N/A	N/A
9.	Issuance of Farmer's ID	N/A	N/A
10.	Securing Endorsement Letters in Accessing Support Services from DA- RFO I / BFAR/ PHILMECH/ OPAG and Other Agencies	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator

Office: **MUNICIPAL ASSESSOR'S OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Issuance of Real Property Tax Order of Payments (RPTOP)	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor	Mark Lord m. Pinto Administrative Aide I
2.	Issuance of Certified True Copy of Tax Declaration	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor Lorna M. Rebamontan LAOO I	Kathleen Fatima G. Gamboa LAOO I Eduardo M. Abalos Jr. Admin Aide III
3.	Free Patent Title Application Assistance	N/A	N/A

		(To be deleted as part of process reengineering)	(To be deleted as part of process reengineering)
4.	Transfer of Land Ownership	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor	Kathleen Fatima G. Gamboa LAOO I
5.	Assessment of Real Properties	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor	Kathleen Fatima G. Gamboa LAOO I
6.	Appraisal of Real Properties	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor	Kathleen Fatima G. Gamboa LAOO I
7.	Issuance of Certification (Landholdings/With or Without Improvements/No Properties)	Atty. Bayani B. Brillate Jr. OIC – Municipal Assessor Lorna M. Rebamontan LAOO I	Kathleen Fatima G. Gamboa LAOO I Eduardo M. Abalos Jr. Admin Aide III

Office: **MUNICIPAL BUDGET OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Preliminary Review of Barangay Budget (Annual and Supplemental Budget)	Marie Christine B. Terrado Municipal Budget Officer	Princesita R. Sabangan Admin. Officer V (Budget Officer III)
2.	Issuance of Certification of Availability on Appropriation	Marie Christine B. Terrado Municipal Budget Officer	Auralou V. Ramos Senior Administrative Assistant

Office: **MUNICIPAL COOPERATIVE AND DEVELOPMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Organization and Registration into Cooperative (Orientation)	Atty. Melinda Rose R. Fernandez Municipal Cooperative Development Officer	Jacinto T. Perez Administrative Aide I

Office: **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Disaster Response	N/A	N/A

Office: **MUNICIPAL ENGINEERING OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Issuance of Building Permit	Engr. Bernadette D. Magande Municipal Engineer	Engr. Jojo J. De Guzman Engineer III

2.	Issuance of Certificate of Occupancy	Engr. Bernadette D. Magande Municipal Engineer	Engr. Jojo J. De Guzman Engineer III
3.	Issuance of Fencing Permit	Engr. Bernadette D. Magande Municipal Engineer	Engr. Jojo J. De Guzman Engineer III
4.	Issuance of Demolition Permit	Engr. Bernadette D. Magande Municipal Engineer	Engr. Jojo J. De Guzman Engineer III
5.	Issuance of Electrical Permit for Indigenous Family Dwellings	Engr. Bernadette D. Magande Municipal Engineer	Engr. Jojo J. De Guzman Engineer III
6.	Preparation Of Detailed Engineering Design for In-house and Special Projects	Engr. Bernadette D. Magande Municipal Engineer	Engr. Genuel Mabanglo Engineer II
7.	Building Repair and Maintenance	Engr. Bernadette D. Magande Municipal Engineer	Engr. Genuel Mabanglo Engineer II

Office: **MUNICIPAL LEGAL OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Request for Legal Advice Procedure	N/A	N/A
2.	Request for Drafting of Legal Document	N/A	N/A

Office: **MUNICIPAL LIBRARY OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Borrowing of Book(s)	N/A	N/A
2.	Returning of Book(s)	N/A	N/A
3.	Accessing Internet	N/A	N/A
4.	Printing and Photocopying	N/A	N/A
5.	E-Gov Services	N/A	N/A
6.	Issuance of Library Card	Atty. Melinda Rose R. Fernandez OIC- Municipal Librarian	N/A

Office: **MUNICIPAL NUTRITION ACTION OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Review of Barangay Nutrition Plan (BNAP)	Venus M. Bueno Nutrition Officer III	Imelda P. De Guzman Asst. Nutritionist-Dietitian
2.	Provision of Additional Honorarium (LGU Counterpart) to Barangay Nutrition Scholars (BNS)	Venus M. Bueno Nutrition Officer III	Imelda P. De Guzman Asst. Nutritionist-Dietitian

3.	Enlistment of Beneficiaries for Dietary Supplementation Program, Micronutrients Supplementation, and other Nutrition Related Programs/Projects	Venus M. Bueno Nutrition Officer III	Imelda P. De Guzman Asst. Nutritionist-Dietitian
4.	Dispensing of Nutrition Items for Dietary Supplementation Programs, Micronutrient Supplementation and Other Nutrition-Related Programs/Projects	Imelda P. De Guzman Asst. Nutritionist-Dietitian	Venus M. Bueno Nutrition Officer III

Office: **MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Issuance of Locational/ Zoning Clearance/ Certificate	Sylvester C. Calderon Designated Zoning Officer/ Stat III	Eduardo G. Yusilon Administrative Assistant IV
2.	Review of Barangay Annual Investment Program (BAIP) and GAD Plan and Budget (GAD PB)	Ricky V. Bulalakaw OIC-MPDC	Zarah Jane C. Redrino Planning Officer III

Office: **MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Provision of Assistance to Individuals in Crisis Situation (AICS)	Kimberly P. Basco MSWD Officer Danny Ventura Day Care Worker I	Rica Paneda Social Worker Officer II Karen Sarmiento, Marie Paragas Administrative Aide
2.	Issuance of Case Study Report (CSR) or Certificate of Eligibility	Kimberly P. Basco MSWD Officer Rica Paneda Social Worker Officer II	Rica Paneda Social Worker Officer II Ruby Mae Dizon Administrative Aide
3.	Issuance of Certificate of Indigency	Kimberly P. Basco MSWD Officer Danny Ventura Day Care Worker I	Rica Paneda Social Worker Officer II Marie Paragas Administrative Aide
4.	Pre-Marriage Orientation and Counseling (PMOC)	Alta Grace Evangelista Population Officer II	Rica Paneda Social Worker Officer II
5.	Provision of Assistive Devices	Johnson Abalos Disability Officer Affair I	
6.	Issuance of Senior Citizen Identification Card (ID) and Purchase Booklet	Benigno De Vera OSCA Chairman	

7.	Issuance of Person with Disability Identification Card (ID) and Purchase Booklet	Johnson Abalos Disability Officer Affair I	
8.	Issuance of Solo Parent ID and Booklet	Kimberly P. Basco MSWD Office Arsenia Baniqued Admin Aide I	Rica Paneda Social Worker Officer II Karen Sarmiento Administrative Aide

Office: **MUNICIPAL TOURISM, INFORMATION AND CULTURAL AFFAIRS OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Reservation of Museum Tour	Angel P. Veloria Admin. Aide III	N/A

Office: **MUNICIPAL TREASURY OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Issuance of Business Permit (New)	Mary Grace Agas BPLO - Designate	Charmaine Rose C. Bulalakaw Acting Municipal Treasurer
2.	Issuance of Business Permit (Renewal)	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	N/A
3.	Issuance of Business Closure	Hon. Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
4.	Payment of Real Property Tax	N/A	N/A
5.	Issuance of Tax Clearance	Charmaine Rose C. Bulalakaw Acting Municipal Treasurer	Myra A. Ferrer Admin. Asst. II Jericson Malicdem Admin Aide III
6.	Registration and Branding of Large Cattle	Charmaine Rose C. Bulalakaw Acting Municipal Treasurer Melvin Amansec Admin. Asst. I	Luigi Gante Admin Aide (Job Order)
7.	Issuance of Community Tax Certificate (CTC)	N/A	N/A
8.	Payment of Regulatory Fees and Charges	N/A	N/A

Office: **PUBLIC EMPLOYMENT SERVICE OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
----	----------	-----------------------------	---------------------

1.	Issuance of Clearances, Permits, and Certifications	Hon, Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
2.	Issuance of Referral and Repatriation Documents	Hon, Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
3.	Job Requirement Activities (Job Fairs/Special Recruitment Activity/Local Recruitment Activity)	Hon, Mary Clare Judith Phyllis Jose Quiambao Municipal Mayor	Atty. Rodelynn Rajini S. Vidad Municipal Administrator
4.	Job Referral	Gernalyn J. Santos Supervising Labor and Employment Officer	Dennis P. Flores Administrative Aide I

Office: **RURAL HEALTH UNIT I**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Animal Bite Treatment Center (Ongoing Treatment or Follow-Up)	Erik Rezon Macaranas Nurse II	Mark Darius P. Gragasin Nurse I
2.	Animal Bite Treatment Center (For New Category II Cases)	Erik Rezon Macaranas Nurse II	Mark Darius P. Gragasin Nurse I
3.	Animal Bite Treatment Center (For New Category III Cases)	Erik Rezon Macaranas Nurse II	Mark Darius P. Gragasin Nurse I
4.	Tuberculosis Treatment Center	Dr. Paz F. Vallo Municipal Health Officer	Mark Kenneth Gangano Nurse I
5.	HIV Testing (Screening)	Nerisa B. Zafra Rural Sanitary Inspector IV	Carren Aquino Medical Technologist II
6.	Issuance of Burial/Transfer Permit and Signing of Death Certificate	Dr. Paz F. Vallo Municipal Health Officer	Nerisa B. Zafra Rural Sanitary Inspector IV
7.	Exhumation Permit	Dr. Paz F. Vallo Municipal Health Officer	Nerisa B. Zafra Rural Sanitary Inspector IV
8.	Issuance of Medical Certificate	Dr. Paz F. Vallo Municipal Health Officer	Dr. Adrienne Estrada Rural Health Physician
9.	Clinical Laboratory	Carren Aquino Medical Technologist II	Jhennel Ryan Custodio Medical Technologist I
10.	Maternal Delivery and Newborn Care	Dr. Paz F. Vallo Municipal Health Officer	Teresita Mangandi Midwife
11.	General Consultation (For Emergency Cases)	Dr. Paz F. Vallo Municipal Health Officer	Dr. Adrienne Estrada Rural Health Physician
12.	General Consultation (for Non-Emergency Cases)	Dr. Paz F. Vallo Municipal Health Officer	Dr. Adrienne Estrada Rural Health Physician
13.	Issuance of Health Card	Dr. Paz F. Vallo Municipal Health Officer	Nerisa B. Zafra Rural Sanitary Inspector IV

14.	Issuance of Sanitary Permit	Dr. Paz F. Vallo Municipal Health Officer	Nerisa B. Zafra Rural Sanitary Inspector IV
15.	Dental Services	Dr. Dave Francis D. Junio Dentist II	
16.	Pharmaceutical Supply Chain Management	Maridel Josephine Macaranas Pharmacist II	Shaira Mae Gomez Pharmacist

Office: **RURAL HEALTH UNIT II**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Animal Bite Treatment Center (Ongoing Treatment or Follow-Up)	Dr. Adrienne A. Estrada Rural Health Physician	Josephine Aquino Nurse
2.	Animal Bite Treatment Center (For New Category II Cases)	Dr. Adrienne A. Estrada Rural Health Physician	Josephine Aquino Nurse
3.	Animal Bite Treatment Center (For New Category III Cases)	Dr. Adrienne A. Estrada Rural Health Physician	Josephine Aquino Nurse
4.	Tuberculosis Treatment Center	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
5.	Issuance of Death Certificate	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
6.	Issuance of Medical Certificate	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
7.	Clinical Laboratory	Susana Sison Medical Technologist II	Dr. Angel Grace F. Beralde Medical Technologist
8.	Maternal Delivery and Newborn Care	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
9.	General Consultation (For Emergency Cases)	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
10.	General Consultation (for Non-Emergency Cases)	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
11.	Issuance of Health Card	Dr. Adrienne A. Estrada Rural Health Physician	Dr. Paz F. Vallo Municipal Health Officer
12.	Dental Services	Dr. Alma Bandong Rural Health Dentist I	Dr. Dave Francis Junio Rural Health Dentist
13.	Pharmaceutical Supply Chain Management	Dr. Adrienne A. Estrada Rural Health Physician	Aira Patricia Espanol Pharmacist II

Office: **RURAL HEALTH UNIT III**

No	Services	Authorize/Regular Signatory	Alternate Signatory
----	----------	-----------------------------	---------------------

1.	Animal Bite Treatment Center (Ongoing Treatment or Follow-Up)	N/A	N/A
2.	Animal Bite Treatment Center (For New Category II Cases)	N/A	N/A
3.	Animal Bite Treatment Center (For New Category III Cases)	Mira Joy Rebamontan Nurse/ Casual Roland M. Agbuya Rural Health Physician	Myla Catalan, RN LLSO 1/ Nurse Angel Grace Beralde Medical Technologist I
4.	Tuberculosis Treatment Center	Roland M. Agbuya Rural Health Physician	
5.	Signing of Death Certificate	Roland M. Agbuya Rural Health Physician	N/A
6.	Issuance of Medical Certificate	Roland M. Agbuya Rural Health Physician	N/A
7.	Issuance of Health Card	Russel Valdez Sanitary Inspector I Roland M. Agbuya Rural Health Physician	N/A
8.	General Consultation (For Emergency Cases)	Roland M. Agbuya Rural Health Physician	N/A
9.	General Consultation (for Non- Emergency Cases)	Roland M. Agbuya Rural Health Physician	N/A

Office: **SPECIAL ECONOMIC ENTERPRISE OFFICE**

No	Services	Authorize/Regular Signatory	Alternate Signatory
1.	Public Market Stall Collection	Mercedes J. Serafica Admin Asst. IV	Sharmaine Ann Cayabyab Admin Aide IV
2.	Issuance and Securing Market Certification	Mercedes J. Serafica Admin Asst. IV	Atty. Justine S. Alvarez OIC-SEE/ Attorney II
3.	Market Stall Leasing Reservation, Application and Awarding	Mercedes J. Serafica Admin Asst. IV	Atty. Justine S. Alvarez OIC-SEE/ Attorney II
4.	Market Stall's Contract of Lease (Renewal)	Atty. Justine S. Alvarez OIC-SEE/ Attorney II Charmain Rose C. Bulalakaw Acting Mun. Treasurer Hon. Mary Clare Judith Phyllis Jose Qioambao Municipal Mayor	N/A
5.	Calibration Of Weight Scale	Hipolito Perlac Admin Asst. IV Jermy Salo RCC 1	Manuel A. Roldan Admin Aide III
6.	Impounding of Livestock	Lloyd M. Junio	Luz Cayabyab

		Admin Aide I	EMS II
7.	Slaughtering of Livestock	Lloyd M. Junio Admin Aide I	Luz Cayabyab EMS II

SECTION 3. COMMITTEE ON ANTI-RED TAPE (CART).

The existing CART is hereby directed to oversee the implementation and compliance of this Order, ensure the observance of the Three Signatories Rule, and facilitate submission requirements as mandated by ARTA and DILG.

SECTION 4. DISSEMINATION AND MONITORING. All department heads, division chiefs, and barangay officials are directed to disseminate this Executive Order to their personnel and ensure adherence to the Three Signatories Rule. Monitoring and compliance reports shall be submitted to the Office of the Mayor through the CART.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately upon approval.

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

MARY CLARE JUDITH PHYLLIS JOSE - QUIAMBAO
Municipal Mayor


