



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 08-A

Series of 2026

AN EXECUTIVE ORDER DESIGNATING MS. QUENELYN A. DUCUSIN AS OFFICER-IN-CHARGE (OIC) OF THE HUMAN RESOURCE MANAGEMENT OFFICE (HRMO) TO ENSURE CONTINUITY OF HRMO OPERATIONS, PENDING THE APPOINTMENT AND ASSUMPTION TO OFFICE OF THE REGULAR HRMO HEAD

WHEREAS, the Human Resource Management Office (HRMO) plays a vital role in ensuring the efficient delivery of personnel services and the proper implementation of civil service laws, rules, and regulations;

WHEREAS, the uninterrupted operation of the HRMO is essential to ensure the timely processing of appointments, personnel actions, certifications, and other human resource-related transactions;

WHEREAS, there is a need to ensure continuity of HRMO operations, particularly in matters requiring the signature and official action of the HRMO Officer-in-Charge (OIC), in order to prevent delay and disruption in public service;

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

SECTION 1. DESIGNATION AS OIC, HRMO.

Ms. Quenelyn A. Ducusin is hereby DESIGNATED as Officer-in-Charge (OIC) of the Human Resource Management Office (HRMO), to ensure the continuous and effective operations of the office, and to sign and act on routine and necessary HRMO documents, subject to existing laws, rules, and regulations.

SECTION 2. COVERAGE AND LIMITATIONS.

The designation shall include, but shall not be limited to, the signing of HR-related documents, certifications, communications, endorsements, reports, and other routine HRMO transactions necessary for the efficient delivery of personnel services.

This authority shall be understood as an acting designation only, and shall not be construed to:

(a) dispense with, modify, or override requirements expressly prescribed by law or by Civil Service Commission rules and regulations; or

"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



(b) authorize acts that are reserved to be performed by the duly appointed HRMO Head, when such acts require the authority of a permanent appointee.

SECTION 3. NATURE OF DESIGNATION; NO APPOINTMENT; NO SECURITY OF TENURE.

This designation is temporary in nature and constitutes only the imposition of additional duties in an acting capacity. It shall not be construed as a permanent appointment to the position of HRMO Head.

The designee shall hold the OIC designation only in a temporary capacity and may be replaced, or the designation revoked, as the exigencies of the service may require.

SECTION 4. NO ADDITIONAL COMPENSATION OR ALLOWANCES UNLESS AUTHORIZED BY LAW.

This designation shall not entitle the designee to the salary, RATA, honoraria, per diems, or any other additional or double compensation or allowances attached to the position of HRMO Head, unless specifically authorized by law and by the appropriate compensation and appointment rules.

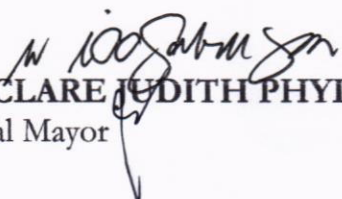
SECTION 5. EFFECTIVITY AND DURATION.

This Executive Order shall take effect immediately upon issuance and shall remain in force until the appointment of HRMO Head has been issued and she has assumed office, unless sooner revoked.

SECTION 6. REPEALING CLAUSE.

All executive orders, memoranda, rules, and other issuances inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

DONE this 27th day of January 2026, at the Municipality of Bayambang, Pangasinan, Philippines.


MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

