



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 17

Series of 2026

AN EXECUTIVE ORDER DIRECTING MS. QUENELYN A. DUCUSIN TO RETURN TO HER ORIGINAL ASSIGNMENT AT THE SPECIAL ECONOMIC ENTERPRISE, UPON THE APPOINTMENT AND ASSUMPTION TO OFFICE OF ATTY. MELINDA ROSE R. FERNANDEZ AS 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, through an earlier Executive Order, Ms. Quenelyn A. Ducusin was designated 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 incoming HRMO Head;

WHEREAS, Atty. Melinda Rose R. Fernandez has now been appointed and has assumed office as Human Resource Management Officer (HRMO) Head, thereby necessitating the turnover of duties, functions, and accountabilities of the HRMO from the former OIC to the duly appointed HRMO Head;

WHEREAS, consistent with Civil Service Commission (CSC) rules and regulations, the designation as Officer-in-Charge (OIC) is temporary in nature and may be terminated upon the appointment and assumption to office of the permanent appointee, and that the return to original assignment shall be without diminution in rank, status, and salary;

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. TERMINATION OF OIC DESIGNATION.

The designation of Ms. Quenelyn A. Ducusin as Officer-in-Charge (OIC) of the Human Resource Management Office (HRMO) is hereby **TERMINATED**, effective immediately upon the assumption to office of Atty. Melinda Rose R. Fernandez as the duly appointed HRMO Head.

"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
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SECTION 2. RETURN TO ORIGINAL ASSIGNMENT.

Ms. Quenelyn A. Ducusin is hereby directed to return to her original assignment at the SPECIAL ECONOMIC ENTERPRISE, effective immediately upon receipt of this Executive Order.

Such return to original assignment shall be implemented without diminution in rank, status, and salary, consistent with applicable CSC rules and regulations.

SECTION 3. TURNOVER OF DUTIES AND ACCOUNTABILITIES.

Ms. Ducusin is hereby directed to conduct the proper and complete turnover of all HRMO-related documents, records, files, reports, communications, property, and other accountabilities under her custody to Atty. Melinda Rose R. Fernandez, HRMO Head, to ensure the smooth, orderly, and uninterrupted delivery of human resource services.

The turnover shall include all pending HR actions, official transactions, and other matters requiring HRMO attention.

SECTION 4. EFFECTIVITY.

This Executive Order shall take effect immediately upon issuance.

SECTION 5. 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 16th day of February 2026, at the Municipality of Bayambang, Pangasinan, Philippines.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

