



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 35

Series 2026

AN ORDER AMENDING EXECUTIVE NO. 54 SERIES OF 2016

WHEREAS, Executive Order No. 54, Series of 2016 was issued on July 25, 2016, An Order Creating the **Mayor's Action Center (MAC)** 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 **Section 1, Designating Employees** and **Section 2, Functions and Mandates** and to include the **Section 3. Reiteration of the Other Functions of the Mayor's Action Center** under **EO No. 116, Series of 2024**, to properly reflect the services rendered by the office 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 Bayambang, Pangasinan, by virtue of the power vested in me by the law, do hereby order:

SECTION 1. The Mayor's Action Center (MAC) shall be composed of the following:

HEAD : **JOSIE E. NIVERBA, RSW**
Social Welfare Officer III (MSWDO)

STAFF : **REGINA M. MACARAEG**
*Secretary/IQA/Procurement Officer/Liaison Officer
(RCC I – MTO)*

MARY ROSE R. SANTOS
DCC/Encoder/Liaison Officer (DCW II-MSWDO)

MARLON D. CAYABYAB
*Liaison Officer/Safety Officer/ECC Coordinator
(Admin. Aide III – Mayor's Office)*

GLORIA A. JUNIO
Liaison Officer (Admin. Aide I – Mayor's Office)

ISABELITO C. DE VERA
Liaison Officer (Administrative Assistant II-MSWDO)

MARY JANE O. ERCILLA
DCC/Liaison Officer (Admin. Aide III – Mayor's Office)

JOHN LUKE P. ORA
Driver (Admin. Aide III – Mayor's Office)

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;

"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

mayoroffice@bayambang.gov.ph



- 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 checkup 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 3. Reiteration Of the Other Functions of Mayor's Action Center. The Mayor's Action Center serves as a hub for Bayambang residents to engage with local government and access various services. Its functions include:

- 3.1 **Public Inquiries:** Addressing questions and concerns from residents about LGU services, policies, and programs.
- 3.2 **Service Requests:** Allowing Bayambang residents to report issues such as potholes, road maintenance, or other community problems that require LGU attention.
- 3.3 **Information Dissemination:** Providing information about events, programs, and initiatives, as well as resources for residents.
- 3.4 **Feedback Collection:** Gathering feedback from the community to inform planning and policy decisions.
- 3.5 **Crisis Response:** Assisting during emergencies or natural disasters by providing information and coordinating resources.
- 3.6 **Referral Services:** Directing residents to appropriate departments, units or national agencies for specific needs, such as public health or social services.
- 3.7 **Community Engagement:** Promoting civic involvement and facilitating communication between the local government and its citizens.

Section 4. Designated Employees to the Mayor's Action Center. All the employees designated in the Mayor's Action Center shall perform dutifully the functions expected in order to ensure the proper immediate delivery of service to clients in need of assistance.

Section 5. Repealing Clause. If any provisions of this Executive Order is declared or have been found invalid or unconstitutional, the other provisions not affected thereto shall remain valid and subsisting.

Section 6. 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, Pangasinan, Philippines, this 15th day of April 2026.

MARY CLARE JUDITH RHYLLIS JOSE-QUIAMBAO
Municipal Mayor

