



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 38

Series of 2026

"AN ORDER ESTABLISHING THE POSITION OF BARANGAY COORDINATOR FOR THE OFFICE OF SENIOR CITIZENS AFFAIRS (OSCA), DEFINING ITS FUNCTIONS, AND PROVIDING GUIDELINES FOR ITS OPERATION"

WHEREAS, Republic Act No. 9994, the "Expanded Senior Citizens Act of 2010," mandates the State to establish mechanisms that maximize the contributions of senior citizens and fully protect their rights and privileges;

WHEREAS, the Municipality of Bayambang acknowledges the indispensable role of senior citizens in nation-building and is deeply committed to promoting their welfare and ensuring their active participation in community life;

WHEREAS, the growing population of senior citizens across the seventy-seven (77) barangays of Bayambang has led to increasing demands upon the Municipal OSCA for the efficient delivery of programs, services, and benefits;

WHEREAS, to ensure that these services reach every senior citizen effectively, there is an urgent need to institutionalize a support system at the grassroots level, thereby strengthening the organizational structure of the Municipal OSCA;

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 the following:

SECTION 1. CREATION OF POSITION. The position of Barangay OSCA Coordinator is hereby established in each of the seventy-seven (77) barangays of the Municipality of Bayambang. The Coordinator shall act as the direct liaison to the Municipal OSCA and shall assist its Head in the effective implementation of all plans, programs, and services for senior citizens at the barangay level.

SECTION 2. QUALIFICATIONS. An appointee for the position of Barangay OSCA Coordinator must possess the following qualifications:

- a. Must be a bona fide senior citizen;
- b. Must be a Filipino citizen and a resident of the barangay for at least one (1) year immediately preceding the appointment;
- c. Must be a registered voter of the barangay where they shall serve;
- d. Must be able to read and write Filipino or English;
- e. Must be physically and mentally fit to perform the duties of the office;
- f. Must be of good moral character and must not have been convicted of any crime involving moral turpitude.

"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



SECTION 3. CONFLICT OF INTEREST AND DISQUALIFICATION. To ensure impartiality and prevent conflict of interest, the following shall be disqualified from being appointed as Barangay OSCA Coordinator:

a. Any person currently holding an elective position at the barangay, municipal, provincial, or national level.

b. Any incumbent officer of the Federation of Senior Citizens Associations of Bayambang (FSCAB) at the municipal level. An FSCAB officer who wishes to be appointed as a Coordinator must first resign from their position in the association to focus on their administrative duties.

SECTION 4. NOMINATION AND APPOINTMENT PROCESS.

a. General Assembly: The Punong Barangay, in coordination with the Municipal OSCA and the Municipal Social Welfare and Development Office (MSWDO), shall convene a General Assembly of all registered senior citizens in the barangay.

b. Nomination: The General Assembly shall nominate a minimum of one (1) and a maximum of three (3) qualified candidates for the position.

c. Endorsement: The list of nominees shall be formally endorsed by the General Assembly through a resolution, which shall be submitted to the Municipal OSCA.

d. Appointment: The Municipal Mayor shall appoint one (1) Barangay OSCA Coordinator for each barangay from the list of endorsed nominees.

SECTION 5. TERM OF OFFICE. The Barangay OSCA Coordinator shall serve a term of three (3) years, coterminous with the term of the appointing authority, unless sooner removed for a valid cause. Re-appointment is permissible at the discretion of the Municipal Mayor.

The first appointed OSCA Barangay Coordinators shall serve a term concluding on June 30, 2028, to align with the end of the current Mayor's term of office.

SECTION 6. DUTIES AND RESPONSIBILITIES. The Barangay OSCA Coordinator shall perform the following functions:

- a. Establish and maintain a comprehensive and regularly updated registry of all senior citizens within the barangay, noting specifically those who are bedridden, persons with disabilities, or have critical health conditions.
- b. Serve as the official link and representative of the barangay's senior citizens to the Municipal OSCA.
- c. Facilitate and assist senior citizens in accessing services, including the application process for OSCA IDs and purchase booklets, and the validation of indigent senior citizens for the social pension program.
- d. Assist the Municipal OSCA and the Municipal Treasurer's Office during the conduct of social pension payouts and the distribution of other benefits within the barangay.
- e. Disseminate information regarding programs, activities, and benefits for senior citizens.

- f. Prepare and submit a Monthly Accomplishment Report to the Municipal OSCA Head.
- g. Attend all mandatory meetings, trainings, and capacity-building activities as required by the Municipal OSCA, MSWDO, or the Mayor's Office.
- h. Perform other related functions as may be assigned by the Municipal Mayor or the Municipal OSCA Head.

SECTION 7. SUPERVISION AND COORDINATION. The Barangay OSCA Coordinators shall be under the direct administrative supervision of the Head of the Municipal Office for Senior Citizens Affairs (OSCA).

SECTION 8. ELECTIVE OFFICERS. To ensure the efficient delivery of services to all senior citizens in the barangay, The OSCA Barangay shall elect the following officers from among its members:

- Secretary
- Treasurer
- Auditor
- Public Relations Officer
- Business Manager
- Such other officers as the general membership may deem necessary.

SECTION 9. HONORARIUM. In recognition of their services, Barangay OSCA Coordinators shall receive an honorarium in the fixed amount of **Three Thousand Pesos (₱3,000.00) per quarter**. The release of this honorarium shall be processed quarterly and is contingent upon the timely submission of all required accomplishment reports. All disbursements are subject to the availability of funds and shall be governed by standard government accounting and auditing rules and regulations.

SECTION 10. FUNDING. The funds necessary for the implementation of this Executive Order, including the provision of honoraria, shall be sourced from the annual budget of the Municipality of Bayambang, specifically under the Office for Senior Citizens Affairs.

SECTION 11. VACANCY. In the event of a permanent vacancy in the position of Barangay OSCA Coordinator due to resignation, disability, death, or removal from office, the Municipal Mayor shall appoint a successor from the remaining nominees from the last General Assembly, if any. If none are available, a new nomination process as prescribed in Section 4 shall be conducted. The successor shall serve the unexpired portion of the term.

SECTION 12. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SECTION 13. REPEALING CLAUSE. All previous executive orders, rules, regulations, and issuances, or parts thereof, which are inconsistent with this Executive Order, are hereby repealed, amended, or modified accordingly.

SECTION 14. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE in the Municipality of Bayambang, Pangasinan, this 23rd day of April, 2026.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

