



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 47

Series of 2026

AN ORDER AMENDING EXECUTIVE ORDER NO. 193, SERIES OF 2025, BY DESIGNATING ATTY. RODELYNN RAJINI SAGARINO-VIDAD, MUNICIPAL ADMINISTRATOR, AS THE DULY AUTHORIZED REPRESENTATIVE OF THE MUNICIPAL MAYOR FOR THE SIGNING AND APPROVAL OF ROUTINE AND FULLY COMPLIANT LOCAL BUSINESS PERMITS/MAYOR'S PERMITS, SUBJECT TO EXISTING LAW, ORDINANCES, AND ADMINISTRATIVE SAFEGUARDS

WHEREAS, Section 444(b)(3)(iv) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, vests in the Municipal Mayor the power to issue licenses and permits and to suspend or revoke the same pursuant to law or ordinance;

WHEREAS, Republic Act No. 11032 and its implementing rules require streamlining of government processes and limit the number of signatories in government-issued documents;

WHEREAS, the Municipality of Bayambang has already adopted Executive Order No. 193, Series of 2025; implementing the ARTA guidelines on the three-signatories rule and designating signatories for covered municipal transactions;

WHEREAS, there is a need to ensure continuity, dispatch, and administrative efficiency in the processing and release of routine business permits and mayor's permits, without diminishing the statutory powers of the Municipal Mayor over non-routine, contested, or enforcement-related matters;

WHEREAS, the delegation here is intended solely to facilitate the signing and approval of applications for new, renewal and closure already found complete and compliant by the concerned processing and regulatory offices, including those allowed to comply subject to undertaking, and not transfer the Municipal Mayor's discretionary power over denial, suspension, revocation, closure order, or other enforcement action;

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, Amendment. – Executive Order No. 193, Series of 2025 is hereby amended, insofar as business permit and mayor's permit transactions are concerned, to designate ATTY. RODELYNN RAJINI SAGARINO-VIDAD, Municipal Administrator, as the duly authorized representative of the Municipal Mayor for the signing and approval of routine and fully compliant Local Business Permits/Mayor's Permits.

SECTION 2. Scope of Delegated Authority. – The authority herein granted shall apply only to applications for new or renewal Local Business Permits/Mayor's Permits which:

- (a) are complete in form and supporting documents;
- (b) have undergone the prescribed assessment, verification, and routing process;
- (c) have been certified complete or subjected to undertaking and recommended for issuance by the concerned offices

"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 Bari, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
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(d) do not involve any legal objection, adverse finding, request for exemption, waiver, policy deviation, or disputed matter.

For this purpose, the Municipal Administrator may sign as follows:

FOR THE MUNICIPAL MAYOR:

ATTY. RODELYNN RAJINI SAGARINO-VIDAD

Municipal Administrator
Duly Authorized Representative

SECTION 3. Matters Reserved to the Municipal Mayor. – The following shall remain for the exclusive action and approval of the Municipal Mayor:

- (a) denial or disapproval of applications;
- (b) suspension or revocation of permits;
- (c) closure order, cease-and-decist, or similar enforcement orders;
- (d) applications with legal, factual, regulatory, or policy issues requiring the exercise of substantial discretion;
- (e) applications with protests, complaints, adverse findings, or requests for exception or special accommodation; and
- (f) such other matters as the Municipal Mayor may, in writing, reserve to herself.

SECTION 4. Condition of Valid Exercise. - No permit shall be signed under this Executive Order unless the responsible offices have first certified compliance with all applicable legal, tax, zoning, sanitary, fire safety, and other regulatory requirements, and the complete routing and compliance records are attached to the permit folder or electronic file.

SECTION 5. Conformity with Existing Law and Issuances. -This Executive Order shall be implemented in a manner consistent with Republic Act No. 7160, Republic Act No. 11032, the applicable ARTA issuances, and all other applicable laws, rules, and ordinances. In case of conflict, the higher law, ordinance, or controlling issuance shall prevail.

SECTION 6. No Transfer of Chief Executive Power. - Nothing in this Executive Order shall be construed as creating an acting mayoralty, temporary succession to the Office of the Municipal Mayor, or a blanket transfer of the Municipal Mayor's statutory powers. The authority granted herein is strictly administrative, limited, and transaction specific.

SECTION 7. Accountability. – Any permit signed or approved in violation of law, ordinance, or this Executive Order shall be deemed unauthorized, without prejudice to the administrative, civil, or criminal liability of the responsible officer or employee.

SECTION 8. Repealing or Modifying Clause. – All prior executive orders, office orders, memoranda, and administrative issuances inconsistent herewith, particularly the inconsistent portions of Executive Order No. 193, Series of 2025, are hereby modified accordingly.

SECTION 9. Effectivity. - This Executive Order shall take effect immediately upon signing.

Issued this 7th day of May 2026 at the Municipality of Bayambang, Pangasinan.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

