



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 67

Series of 2026

INSTITUTIONALIZING THE USE OF THE MODERN DOCUMENT MANAGEMENT SYSTEM (MODERN DMS) FOR OFFICIAL DOCUMENT ROUTING IN THE LOCAL GOVERNMENT UNIT OF BAYAMBANG, ESTABLISHING INTEGRATED AUTHENTICATION PROTOCOLS, ASSIGNING OPERATIONAL RESPONSIBILITIES, AND PRESCRIBING COMPLIANCE MECHANISMS

WHEREAS, the Local Government Unit (LGU) of Bayambang is committed to digital transformation, administrative efficiency, and the reduction of bureaucratic red tape to better serve the public;

WHEREAS, the LGU of Bayambang has successfully developed the **Modern Document Management System (Modern DMS)**, a modernized, secure, and streamlined platform designed to replace legacy paper-based and fragmented electronic document routing processes;

WHEREAS, the transition to a unified digital ecosystem requires standardizing authentication, securing data integrity, defining clear supervisory roles, and ensuring strict compliance with existing national and local statutory mandates;

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

SECTION 1. Institutionalization and Mandatory Use

The **Modern Document Management System (Modern DMS)** is hereby recognized as the official, primary, and mandatory platform for the tracking, creation, routing, approval, and archiving of all official internal and external documents within the LGU of Bayambang.

SECTION 2. Integrated Authentication and Email Registration

To ensure accountability, non-repudiation, and a seamless single sign-on (SSO) experience, an integrated authentication model is hereby established.

- **Mandatory Registration:** All personnel (permanent, contractual, and casual) are strictly required to register and update their official corporate email addresses in the **Integrated Human Resource Information System (IHRIS)**.
- **System Linkage:** The Modern DMS shall utilize the IHRIS database as its single source of truth for user authentication. Failure to update IHRIS records will result in a lack of access to the routing system.

"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. Transition Period and Full Implementation

To ensure operational continuity and allow users to familiarize themselves with the new platform, a phased implementation timeline is structured as follows:

Period	Status	Operational Guidelines
May 27, 2026 – June 15, 2026	Transition & Parallel Run	Users are directed to test, explore, and use Modern DMS. Dual routing (physical/legacy and Modern DMS) is permitted for pilot testing.
Beginning June 16, 2026	Full Implementation	Go-Live. The use of the Modern DMS becomes absolute. Use of legacy DMS shall be discontinued.

SECTION 4. Credential Security and User Accountability

Access credentials (usernames, passwords, and multi-factor authentication tokens) are strictly personal and non-transferable.

- Users are explicitly reminded to secure their login details and refrain from sharing them under any circumstances.
- Any action, digital signature, or approval made under a user's account shall be legally presumed as the direct act of that account holder.

SECTION 5. Designated DMS Officers and Operational Responsibilities

To ensure the seamless flow of digital paperwork, every department, division, and unit within the LGU of Bayambang shall designate at least one (1) primary and one (1) alternate **DMS Officer**.

- **Monitoring and Action:** Designated DMS Officers shall be directly responsible for continuously monitoring their office's Modern DMS inbox, incoming queues, and pending tasks. They are mandated to promptly receive, log, track, and act upon or forward all routed documents to the appropriate personnel within their respective offices.
- **Turnaround Compliance:** DMS Officers must ensure that no document remains unacted upon beyond the timelines prescribed by relevant efficiency laws.

SECTION 6. Supervisory Responsibility of Department and Unit Heads

The ultimate responsibility for the successful adoption of the system lies with leadership.

- **Oversight Mandate:** All Department Heads and Unit Heads of the LGU of Bayambang shall exercise direct supervisory responsibility over their respective office's utilization of the Modern DMS.
- **Compliance Enforcement:** Heads of offices shall ensure that all personnel under their authority strictly adhere to the provisions of this Order, maintain up-to-date IHRIS profiles, and prioritize the digital routing queue. They shall be held administratively accountable for any operational bottlenecks or non-compliance occurring within their domain.

SECTION 7. Mandatory Scanning and Document Upload Protocols

To maintain the integrity and clarity of the digital repository, all physical documents entering the system must comply with the following digitalization rules:

- **Mandatory Scanning:** All physical or paper-based documents intended for routing must be scanned in high resolution, ensuring all text, stamps, and signatures are completely legible before being uploaded to the Modern DMS.
- **Partial Page Updates (Efficient Upload Rule):** For multi-page documents where only a single page or specific pages undergo changes, revisions, or receive signatures, users are **not required** to re-scan the entire file. Instead, users shall upload **only the specific page that was updated or signed**, linking it chronologically to the existing digital document thread to conserve system storage and optimize processing bandwidth.

SECTION 8. Business Continuity and Contingency Protocols

To prevent any disruption to public service during unexpected infrastructure downtimes, the following contingency rules shall apply:

- **Temporary Logbook Use:** In the event that the Modern DMS is technically inaccessible or a specific LGU office loses internet connectivity, the affected office may temporarily resort to using a physical logbook to track and route urgent documents.
- **Mandatory Post-Resumption Upload:** This manual workaround is strictly temporary. Once internet access is restored or system availability resumes, the office must immediately upload and route the respective documents through the Modern DMS to ensure records remain complete and uniform.

SECTION 9. Paper Reduction and Green Governance Mandate

In line with efforts to reduce operational waste and promote an eco-friendly office environment, the printing and routing of physical papers shall be drastically limited:

- **Information-Only Routing:** Any document routed essentially for informational, notation, or reading purposes—where no official action or signature is required

from the receiving office—shall be distributed exclusively as a soft copy through the Modern DMS. No physical paper copies shall be generated or routed for this purpose.

- **Restricted Printing:** The printing of hard copies shall be limited strictly to essential documents required for financial transactions, legal binding, and audit compliance (e.g., Commission on Audit requirements).

SECTION 10. Authority to Issue Implementing Rules and System Adjustments

The **Information and Communications Technology Office (ICTO)** of the LGU of Bayambang is hereby authorized and mandated to oversee the technical administration and continuous evolution of the platform.

- **Implementing Rules and Regulations (IRR):** The ICTO shall craft, issue, and implement the necessary rules, guidelines, and technical protocols to effectively carry out the provisions of this Executive Order.
- **System and Policy Adjustments:** To ensure the system remains agile, optimized, and aligned with evolving organizational workflows, the ICTO is authorized to make technical adjustments to the Modern DMS software architecture and its accompanying usage policies. All such adjustments and rules shall be subject to applicable national and local laws, regulations, and cybersecurity standards.

SECTION 11. Legal Compliance and Data Governance

The operation of the Modern DMS and the behavior of its users must strictly align with national and local frameworks. Specifically:

- **Data Privacy:** In compliance with the **Data Privacy Act of 2012 (R.A. 10173)**, all personal, sensitive, and privileged information processed within the Modern DMS must be heavily safeguarded. Unauthorized disclosure or mishandling of data shall be met with severe penalties.
- **Cybercrime Prevention:** System manipulation, unauthorized access, or malicious disruption of the Modern DMS will be prosecuted under the **Cybercrime Prevention Act of 2012 (R.A. 10175)**.
- **Ease of Doing Business:** Routing workflows built into the system must comply with prescribed processing times under the **Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (R.A. 11032)** to prevent digital bottlenecks.
- **Public Records Management:** Document deletion and archiving must follow the guidelines set by the **National Archives of the Philippines (R.A. 9470)**. No official document shall be purged without authorized disposal schedules.

SECTION 12. Administrative Sanctions

Any deliberate refusal to comply with this Order, failure to route documents through the prescribed system after the transition deadline, failure to log backlogged records after connectivity recovery, or negligence resulting in compromised system credentials shall constitute neglect of duty and will be subject to administrative disciplinary proceedings, without prejudice to applicable civil and criminal liabilities.

SECTION 13. Separability Clause

If any provision of this Order is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

SECTION 14. Repealing Clause

All previous internal memoranda, executive orders, or circulars inconsistent herewith are hereby repealed or modified accordingly.

SECTION 15. Effectivity

This Executive Order shall take effect immediately upon its signing.

***DONE**, this 1st day of June 2020, at the Municipality of Bayambang, Pangasinan.*


MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

