



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 112

Series of 2026

ESTABLISHING THE MUNICIPAL HUMAN RIGHTS ACTION CENTER (MHRAC) AND CREATING THE MUNICIPAL HUMAN RIGHTS ACTION TEAM (MHRACT) OF THE MUNICIPALITY OF BAYAMBANG, PROVINCE OF PANGASINAN

WHEREAS, amidst evolving national challenges and complex socio-economic developments concerning social protection, security, and equal access to justice, the Team Quiambao-Sabangan Administration remains steadfastly committed to championing the fundamental rights, safety, and holistic welfare of all Bayambanguenos by consistently integrating compassionate, inclusive, and proactive human-centered policies into its local governance programs;

WHEREAS, *Article II, Section 11 of the 1987 Constitution of the Republic of the Philippines* provides that the State values the dignity of every human person and guarantees full respect for human rights;

WHEREAS, *Section 50 (b) (1) of the Local Government Code of 1991 (R.A. 7160)* mandates Local Government Units to create a Human Rights Committee as a standing committee of their respective Sanggunian to develop local policies and legislations addressing human rights, rule of law, and access to justice;

WHEREAS, the Department of the Interior and Local Government (DILG) and the Commission on Human Rights (CHR) issued Joint Memorandum Circular (JMC) No. 1, Series of 2014, with the subject "*Mainstreaming Human Rights through Rule of Law and Access to Justice at the Level of Provinces, Cities, Municipalities, and Barangays*," which mandates the establishment of Human Rights Action Centers (HRACs) and Human Rights Action Teams (HRACTs) in every province, city, municipality, and barangay;

WHEREAS, the establishment of the Municipal Human Rights Action Center (MHRAC) and the formal creation of its corresponding Human Rights Action Team (MHRACT) are necessary operational steps to ensure that the Municipal LGU acts on human rights matters and fulfills its mandated duty to respect, protect, and fulfill human rights within its jurisdiction;

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

Section 1. Establishment, Stationing, and Operation of the Municipal Human Rights Action Center (MHRAC)

The Municipal Human Rights Action Center (MHRAC) is hereby established as the primary unit of the Municipal Government of Bayambang tasked to act on human rights matters, including human rights promotion, education, and the processing of complaints regarding human rights violations. It serves as an institutional mechanism to ensure the performance of the Municipal LGU's mandated duty to respect, protect, and fulfill human rights within its jurisdiction.

"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



Pursuant to *Section II.B of DILG-CHR Joint Memorandum Circular No. 1, Series of 2014*, the MHRAC shall be physically stationed at the **Municipal Legal Office**. In the absence of a Municipal Legal Office or local legal officers, or in the absence of the Municipal Administrator, the MHRAC shall be stationed at the Municipal Social Welfare and Development Office (MSWDO) and shall be chaired by the Municipal Social Welfare and Development Officer. The MHRAC shall be operated and managed by the Municipal Human Rights Action Team (MHRACT) created under this Order.

Section 2. Composition of the Municipal Human Rights Action Team (MHRACT)

The Municipal Human Rights Action Team (MHRACT) of Bayambang shall ensure that the LGU's offices operate in a human rights-based manner and shall be composed of the following:

Chairperson: **ATTY. RODELYNN RAJINI SAGARINO-VIDAD**

Municipal Administrator

Co-Chairperson: **ATTY. BAYANI B. BRILLANTE, JR.**

Municipal Legal Officer

Members:

MS. KIMBERLY P. BASCO, RSW

Municipal Social Welfare and Development Officer (MSWDO)

EnP. RYAN JAMES NICHOLAI L. DIZON

Municipal Planning and Development Coordinator (MPDC)

DRA. PAZ F. VALLO, MD

Municipal Health Officer (MHO)

MR. RESTY S. ODON

Public Information Officer (PIO)

PMAJ. JADE DC. MACARAEG

PNP Human Rights Affairs Officer

THE SCHOOL DISTRICT SUPERVISOR (Bayambang I/II)

Department of Education (DepEd) District Representative

THE PRESIDENT

Bayambang Barangay Human Rights Action Officer (BHRAO) Association

CSO/NGO/PO REPRESENTATIVE(S) – *At least one (1) representative from Civil Society Organizations, Non-Government Organizations, or People's Organizations that actively advocate for human rights*

Secretariat:

ATTY. CHARLEMAGNE P. PAPIO

Assistant Municipal Legal Officer

Section 3. General Duties Common to the Municipal Human Rights Action Team (MHRACT)

Pursuant to *Section II.C.2 of DILG-CHR JMC No. 1, s. 2014*, the MHRACT of Bayambang shall perform the following common duties:

1. Develop and implement the human rights plan of the Municipality of Bayambang;
2. Propose to the Sangguniang Bayan the integration of human rights programs, projects, and activities (PPAs) in the annual budget appropriation;
3. Recommend appropriate legislation to the Human Rights Committee of the Sangguniang Bayan;
4. Utilize available resources for human rights promotion activities at the municipal level;
5. Spearhead and coordinate the implementation of human rights programs, projects, and activities;
6. Serve as local hubs for the Access to Justice Network;
7. Post human rights PPAs through LGU communication tools, including the municipal website, bulletin boards, and newsletters;
8. Provide legal and/or paralegal assistance to victims of human rights violations;
9. Encourage participation of local government officials and CSOs in human rights promotion activities;
10. Mobilize sectoral groups, locally-based people's organizations, and civil society organizations in the community to participate in human rights activities;
11. Publish feature articles on various human rights concerns and issues in local government communication platforms;
12. Reproduce and disseminate Human Rights Information, Education, and Communication (IEC) materials within the municipality;
13. Serve as information centers on Human Rights Programs and Services, including referral systems;
14. Maintain and update the Directory of Human Rights Programs and Services within the municipality;
15. Organize the association of Barangay Human Rights Action Officers (BHRAOs) at the municipal level and support their operations;
16. Strengthen linkages with regional/field offices of the CHR and DILG, other human rights service providers, and CSOs;
17. Organize capacity-building on human rights for all LGU officials in close coordination with CHR and DILG Field Offices;
18. Establish and maintain a database of human rights situationers, including the monitoring of the status of complaints referred to CHR Regional Offices and other appropriate agencies; and
19. Provide the CHR with copies of its plans, accomplishment reports, situationers, and other pertinent documents on human rights.

Section 4. Specific Duties and Responsibilities of the Municipal Human Rights Action Team (MHRACT)

Pursuant to *Section II.C.4 of DILG-CHR JMC No. 1, s. 2014*, the MHRACT shall perform the following specific responsibilities:

1. Provide technical inputs on human rights to the Sangguniang Bayan Committee on Human Rights / Committee on Rules, Laws, and Ordinances;
2. Consolidate Semestral Human Rights Situationer Reports submitted by the Barangay Human Rights Action Teams (BHRACTs), submit the same to the Provincial Human Rights Action Team (PHRACT), and publish them on municipal websites, newsletters, and bulletin boards;
3. Assist the BHRACTs in referring complaints of human rights violations to CHR Regional Offices and other appropriate agencies, and monitor the status thereof; and
4. Assist the BHRACTs in conducting human rights advocacy, information, and education activities.

Section 5. Creation, Composition, and Duties of the MHRACT Secretariat

1. **Creation and Composition:** A Municipal HRACT Secretariat is hereby created under the direction of **Atty. Charlemagne P. Papio**, Assistant Municipal Legal Officer, as Secretariat. It shall be composed of representatives from the Office of the Municipal Administrator, Office of the Municipal Planning and Development Coordinator (MPDC), and Office of the Municipal Social Welfare and Development Officer (MSWDO).
2. **Duties and Responsibilities:** Pursuant to *Section II.C.5.1 of DILG-CHR JMC No. 1, s. 2014*, the Secretariat shall:
 - o Receive, consolidate, and prepare the Annual Human Rights Situationer Report submitted by the BHRACTs;
 - o Prepare minutes of the MHRACT meetings;
 - o Assist in coordinating human rights matters with concerned agencies;
 - o Establish and maintain a secure database of Human Rights reports;
 - o Maintain and update a directory of HRACTs and BHRACTs within municipal jurisdiction;
 - o Facilitate administrative concerns of the MHRACT; and
 - o Prepare updates on complaints received and referred by the BHRACTs.

Section 6. Composition of the Barangay Human Rights Action Team (BHRACT) at the Barangay Level

Pursuant to *Section II.C.6 of DILG-CHR JMC No. 1, s. 2014*, the Barangay Human Rights Action Center (BHRAC) in each of the seventy-seven (77) barangays of Bayambang shall be manned by a Barangay Human Rights Action Team (BHRACT) composed of:

- **Chairperson:** Barangay Human Rights Committee Chairperson
- **Members:**
 1. Barangay Secretary
 2. Barangay Chief Tanod
 3. Barangay Health Worker
 4. Police Officer assigned in the barangay
 5. Barangay VAW Desk Officer
 6. One (1) representative of the Barangay Council for the Protection of Children (BCPC)
 7. One (1) representative of the Lupong Tagapamayapa
 8. One (1) representative of the Barangay Peace and Order Committee (BPOC)
 9. The Principal or representative from a public or private school within the barangay
 10. Barangay Social Welfare and Development Officer (LSWDO), where applicable
 11. At least one (1) representative of Civil Society Organizations / Non-Government Organizations / People's Organizations

In barangays where BHRAOs were selected via Barangay Assembly prior to the taking of effect of DILG-CHR JMC No. 1, s. 2014, said BHRAOs shall serve as Co-Chair of the BHRACT until the expiration of their term.

Section 7. Specific Duties and Responsibilities of the Barangay Human Rights Action Team (BHRACT)

Pursuant to *Section II.C.7 of DILG-CHR JMC No. 1, s. 2014*, each BHRACT shall:

1. Consolidate human rights reports from both barangay-based institutions (e.g., Lupon Tagapamayapa, VAW Desks, BCPC) and non-government entities (e.g., sectoral CSOs, purok leaders) in the community;
2. Submit semestral Barangay Human Rights Situationer Reports to the MHRACT; and
3. Receive complaints of human rights violations and refer the same to the nearest CHR Regional Office and other appropriate agencies, copy furnished the MHRACT, and monitor their status.

Section 8. Data Gathering, Report Consolidation, and Submissions to DILG and CHR

1. **Centralized Data Coordination:** The Municipal Legal Office, as the primary station of the MHRAC, shall be tasked with gathering, receiving, and consolidating all human rights records, complaint logs, directories, and semestral situationers across all 77 barangays.
2. **Reporting Compliance and Cut-Off Dates:** To comply with Section III of DILG-CHR JMC No. 1, s. 2014, all constituent Barangay Human Rights Action Teams (BHRACs) shall submit their Semestral Barangay Human Rights Situationer Reports to the MHRACT Secretariat on or before **June 15** (for the First Semester) and **December 15** (for the Second Semester) of every year.
3. **External Transmission:** Upon consolidation, the MHRACT through its Secretariat shall regularly submit required reports to the DILG and CHR, including:
 - o **Semestral Municipal Human Rights Situationer Reports** to the PHRACT and DILG Regional Office;
 - o **Updated Directories** of functional Barangay Human Rights Committees, BHRACs, and trained local government officials; and
 - o **Updated rosters** of the Municipal Association of Barangay Human Rights Action Officers (BHRAOs).

Section 9. Scheduled Meetings and Quorum

1. **Regular Scheduled Meetings:** To ensure the timely submission of reports and operational oversight, the MHRACT shall convene for its regular semestral meetings on or before **June 15** and **December 15** of every year. These meetings shall serve to review, consolidate, and finalize the semestral human rights situationer reports prior to official transmission to the Provincial Government, DILG, and CHR Region I.
2. **Special Meetings:** Special meetings may be called by the Chairperson or Co-Chairperson whenever urgent human rights concerns, systemic violations, or special LGU directives so warrant.
3. **Quorum:** A simple majority (50% + 1) of the total membership of the MHRACT shall constitute a quorum to officially convene, transact business, and approve recommendations or resolutions.

Section 10. Continuity and Succession. In the event of transfer, retirement, relief, reassignment, or removal from office of any official or representative named herein, their official successor in office shall automatically assume membership in the MHRACT.

Section 11. Funding Source and Budgetary Provision

1. **Operational Budget Allocation:** The Municipal Government of Bayambang shall allocate necessary operational and logistical funds from its annual budget, as evaluated and

recommended by the Local Finance Committee, to support the administrative, technical, and referral operations of the MHRAC and MHRACT.

2. **Capacitation and Capacity-Building:** Specific budget allocations shall be set aside for the continuous capacitation of LGU and barangay personnel on human rights-based local services delivery and governance. This shall include funding for formal training programs, paralegal seminars, and capacity-building activities specifically organized for:
 - o Members of the Municipal Human Rights Action Team (MHRACT);
 - o Members of the Sangguniang Bayan Committee on Human Rights / Committee on Rules, Laws, and Ordinances; and
 - o Members of the constituent Barangay Human Rights Action Teams (BHRACTs) across all 77 barangays.
3. **Program Mainstreaming:** Human rights programs, projects, activities (PPAs), and capability-building workshops shall be integrated into the LGU's Annual Investment Program (AIP) and across relevant sectoral budget allocations, including Gender and Development (GAD) and Local Council for the Protection of Children (LCPC) funds, where applicable.

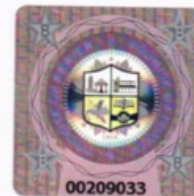
Section 12. Repealing Clause. All prior municipal executive orders, administrative rules, or guidelines inconsistent herewith are hereby repealed, amended, or modified accordingly.

Section 13. Effectivity. This Executive Order shall take effect immediately upon its signing.

Done in the Municipality of Bayambang, Province of Pangasinan, this 22nd day of July 2026.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO

Municipal Mayor



Cc: **OFFICE OF THE GOVERNOR / PROVINCIAL HUMAN RIGHTS ACTION TEAM (PHRACT)**
Province of Pangasinan
COMMISSION ON HUMAN RIGHTS (CHR) REGIONAL OFFICE NO. I
City of San Fernando, La Union
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)
Bayambang Field Office / Attn: LGOO VI Arianne B. Peralta, MLGOO
THE HONORABLE SANGGUNIANG BAYAN
Municipality of Bayambang, Pangasinan
ALL MHRACT MEMBERS & SECRETARIAT
ALL SEVENTY-SEVEN (77) PUNONG BARANGAYS / BHRACTs
Municipality of Bayambang, Pangasinan