



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER NO. 037, SERIES OF 2016

CREATING GENERAL SERVICES OFFICE OF THE MUNICIPALITY OF BAYAMBANG UNDER THE OFFICE OF THE MAYOR AND PROMULGATING ITS ROLES AND FUNCTIONS

WHEREAS, under Article 20 of Republic Act 7160 or also known as the Local Government Code, the General Services Office manages the acquisition, maintenance, safekeeping, utilization and disposal of properties of the Municipality of Bayambang.

WHEREAS, Article 20 of R.A. 7160 further states that General Services Office supervises the proper collection and disposal of household waste and the maintenance of municipal building's, public plaza, public cemetery and public market.

WHEREAS, pursuant to the Local Government Code of 1991, the creation of general services office is important in order to promote cleanliness, orderliness and the effective and efficient management of all physical resources, facilities, properties, records and archives of the Municipality of Bayambang geared towards a progressive and peaceful municipality.

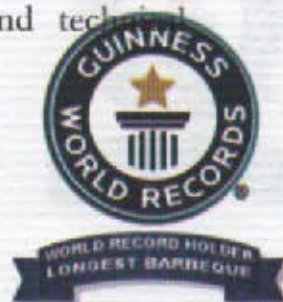
NOW THEREFORE, I, **CEZAR T. QUIAMBAO**, Municipal Mayor of Bayambang, Province of Pangasinan, by virtue of powers vested in my by law, do hereby order:

The general services office shall take charge of the following duties and responsibilities:

- a) Formulate measures to ensure the delivery of basic services and provision of adequate facilities which require general services expertise and technical support services;

Office of the Mayor
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 632-23-61 Loc. 116

"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"





MUNICIPAL MAYOR OF BAYAMBANG

- b) Develop plans and strategies and upon approval thereof by the mayor, implement the same, particularly those which have to do with general services supportive of the welfare of the inhabitants of the municipality;
- c) Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
- d) Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property, whether owned or leased by the local government unit;
- e) Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
- f) Perform archival and record management with respect to records of the offices and departments of the local government unit;
- g) Perform all other functions pertaining to supply and property management and enforce policies on record creation, maintenance, and disposal;
- h) Be in the front line of the general services related activities, such as the possible or imminent destruction, or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural disasters and calamities;

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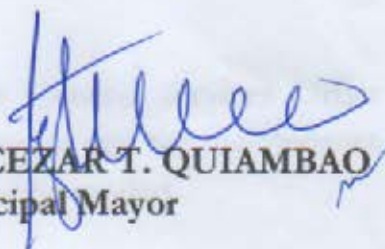


MUNICIPAL MAYOR OF BAYAMBANG

- i) Recommend to the Sanggunian and advise the Municipal Mayor on all other matters relative to general services; and
- j) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Effectivity— This Executive Order shall take effect immediately and any other prior issuances is hereby repealed, modified and amended accordingly.

Done in the Municipality of Bayambang, Province of Pangasinan, and this 1st day of July, 2016.


DR. CEZAR T. QUIAMBAO
Municipal Mayor

WHEREAS, pursuant to the Local Government Code of 1991, the creation of general services offices is important in order to promote efficiency, effectiveness and the effective and efficient management of all physical resources, facilities, properties, records and archives of the Municipality of Bayambang and towards a progressive and peaceful municipality;

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