



# MUNICIPAL MAYOR OF BAYAMBANG

## EXECUTIVE ORDER NO. 023 SERIES OF 2017

**AUTHORIZING THE OIC - MUNICIPAL ADMINISTRATOR, ATTY. RAYMUNDO B. BAUTISTA JR., TO ACT AS CO-SIGNATORY OF THE MUNICIPAL TREASURER ON ALL CHECKS DRAWN BY THE MUNICIPAL TREASURER FROM THE LGU-BAYAMBANG DEPOSIT ACCOUNTS WITH DEPOSITORY BANKS.**

WHEREAS, Section 345 of the Republic Act No. 7160 otherwise known as the *Local Government Code* of 1991, provides, to wit:

**“SEC. 345. Officials Authorized to Draw Checks in Settlement of Obligations.  
– Checks in Settlement of obligations shall be drawn by the local treasurer and countersigned by the local administrator. Xxxxx.”**

WHEREFORE, in compliance thereof, and in accordance with prevailing rules and regulations, and by virtue of the powers vested in me by law, I hereby authorize the OIC – Municipal Administrator – Atty. Raymundo B. Bautista Jr. (in lieu of the Municipal Mayor) to act as cosignatory of the Municipal Treasurer – Luisita B. Danan, to all checks drawn from any and all funds of the Municipality of Bayambang, Pangasinan with all the depository banks namely: Land Bank of the Philippines, Development Bank of the Philippines and Postal Bank.

WHEREOF FURTHER, in order to forestall clarity and internal control, the following additional instructions on the approving and signing authority is hereby delegated, to wit:

Transaction Amount (per transaction basis)	Documents for approval/signature
₱15,000.00 and below	Checks - Municipal Administrator and Municipal Treasurer Voucher/other accessory documents - Municipal Administrator
Over ₱15,000.00 but not more than	Checks - Municipal Administrator and Municipal Treasurer

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”*

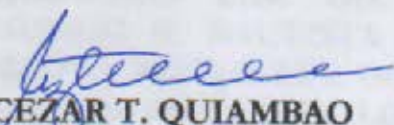


<p>₱100,000.00</p>	<p>Voucher - Municipal Mayor Other accessory documents - Municipal Administrator</p>
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Let a copy of this Order be forwarded to all Department Heads and to all concerned national and local offices for their information and guidance.

This order shall take effect immediately.

*Done this 31<sup>st</sup> day of July 2017 at Bayambang, Pangasinan.*

  
**DR. CEZAR T. QUIAMBAO**  
Municipal Mayor *T*

Approved: \_\_\_\_\_  
Municipal Administrator

Approved: \_\_\_\_\_  
Municipal Treasurer

Approved: \_\_\_\_\_  
Municipal Assessor

Approved: \_\_\_\_\_  
Municipal Engineer

Particulars	Debit	Credit	Description
₱100,000.00	✓		Municipal Administrator and Municipal Treasurer
₱15,000.00	✓		Municipal Assessor and Municipal Engineer

