



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 63

*Series 2020*

#### RE-ORGANIZING THE PUBLIC ORDER AND SAFETY OFFICE (POSO) AND REDEFINING ITS FUNCTIONS

**WHEREAS**, Public Order and Safety Office was created, 1<sup>st</sup> of July, 2016 through executive order No. 3, series 2016.

**WHEREAS**, The 1987 Constitution provides that the government shall promote the quality of life of the people; furthermore, under Section 16 of the Local Government Units are mandated to implement the constitutional mandate for the adoption and implementation of programs and activities that will preserve the comfort and general welfare of their inhabitants;

**WHEREAS**, in this era of development, safety, security and public order requires strict implementation of laws, ordinances and regulations in order to achieve sustainable development.

**WHEREAS**, there is a pressing need to re-organize Public Order and Safety Office (POSO) to streamline its functions and improve existing procedures to achieve a more efficient and effective integration of programs, activities and priorities;

**WHEREAS**, there is a need for review of each and every positions based on educational attainment for their effectiveness in assigned positions in the workplace.

**WHEREAS**, good governance and anti-corruption objectives are immutable underpinnings of every policy and program of the Public Order and Safety Office (POSO);

**NOW THEREFORE, I, CEZAR T. QUIAMBAO**, Municipal Mayor of Bayambang, by virtue of the powers vested in me by law and pursuant to the mandate of the enabling law do hereby ordain the following:

#### SECTION 1: THE OFFICE OF PUBLIC ORDER AND SAFETY IS TASKED.

To organize, train and administer POSO members into a capable and responsive force multipliers in the maintenance of peace and order towards sustainable development of the municipality.

*"Baley ko, Pawilen ko, Aroen ko, tan Tubangan 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

- (a) Provide public security
- (b) Augment auxiliary services on traffic management
- (c) Continuously Formulate plans and programs that improve public safety
- (d) Undertake protective and disaster relief services
- (e) Issue traffic receipts for traffic violators in accordance with National Laws and Special Laws enacted by the Local Government Unit.
- (f) Frisking of persons with Criminal Liabilities in accordance with the presence of the local police as their assistance.

## **SECTION 2: DUTIES AND RESPONSIBILITIES OF THE POSO CHIEF.**

- a. Establish and maintain a system to monitor peace and order and other public safety concerns in Bayambang, and report the status and update thereof to the Municipal Mayor;
- b. Formulate plans, programs and activities to maintain and enhance public safety in the town and recommend the same to the Municipal Mayor and if warranted to the Sangguniang Bayan.
- c. Coordinate with, and assist, national and local law enforcement agencies, including concerned offices of the Local Government and Barangay Government, on the proper implementation of laws and ordinances, including extending assistance, as auxiliary unit, in the conduct of public safety services.
- d. Be in the front line on the delivery of quick response and services, particularly those related to situations during and in the aftermath of man-made and natural disasters and calamities.
- e. Secure facilities owned or used by the Local Government and provide civil security assistance to ensure safety of employees;
- f. Provide security coverage for town activities and other historical events;
- g. Conduct training and seminars for members to enhance knowledge and capability on law enforcement, public safety and disaster management;
- h. Undertake advocacy activities to raise community awareness on specific issues affecting public safety and order as well as engage in specific activities intended to promote public safety and order and disaster management.
- i. Perform other tasks as directed by the Municipal Mayor.

## **SECTION 3: DESIGNATION OF DEPUTY POSO.** The Deputy Chief shall:

- a. The Aid the Chief POSO in providing leadership to the POSO Department and help the Chief POSO define, establish and attain overall goals and objectives of the department.
- b. Be responsible for helping to assure compliance with all legislative and administrative policies, procedures and laws.
- c. Be responsible in helping the Chief POSO in delivering public education, rescue and emergency services to citizens.
- d. Assume command and control of all POSO Department operations in the absence of the POSO Chief.

## **SECTION 4: ORGANIZATIONAL DIVISIONS.**

In line with Human Resource Development divisions, there shall be provide the department with economical, efficient and effective services relating to personnel, authenticity of records, supplies, equipment, budgets and accomplishment reports. Attached herewith is the ORGANIZATIONAL STRUCTURE OF POSO.

## **SECTION 5: ADMINISTRATIVE DIVISION.**

### **5.a. Personnel and Record Section**

- a. Responsible for the creation, storage, retrieval and disposal of all recorder information about the department activities.
- b. Creating and maintaining database to ensure quick retrieval of information.
- c. Maintain personal files for all staff and ensure that the Personal Database is kept up to date.

### **5.b. Logistics/Budget Custodian Section**

- a. Responsible for monitoring stocks and overseeing the movement of incoming and outgoing of goods.
- b. Responsible for the planning, oversight and management and coordination of logistics support operations to ensure smooth accomplishment of projects.
- c. Ensure materials are appropriately stored.
- d. Manage the repair of vehicle
- e. Carry out annual property inventory and provide other report on his area of responsibility.

## **TRAFFIC OPERATION DIVISION**

### **1. Traffic Enforcers**

- a. Conduct traffic direction and control at their respective place of assignments.
- b. Maintain good road situation.
- c. Enforce and implement traffic laws.
- d. Relay the necessary information to the people with regards to the traffic rules and regulations.
- e. Issuance of traffic ticket if necessary to those violators of traffic
- f. Available to respond immediately during emergencies and call needed assistant.
- g. Perform other task as directed.

### **2. Municipal Hall Traffic Enforcers**

- a. Perform traffic direction and control within the Bayambang Municipal Hall compound and its immediate periphery.
- b. Perform other task as directed.

### **3. Traffic Engineering and Inspection Section**

- a. Responsible to conduct of inspection on road safety conditions, traffic signages, re-routing of traffic flow and business establishments for traffic clearances.
- b. Responsible for traffic planning as well as program needs of the department.
- c. Plan, supervise and recommend traffic associated policy, initiatives and priorities.
- d. Perform other task as required.

### **4. Education and Deputation Section**

- a. Responsible for the formulation of guidelines on training/seminar and conferences pertaining to traffic.
- b. Monitors and prepares statistics, data and reports on traffic violation, facilities and coordinates with the Bayambang Police Station for the deputation of Traffic Enforcers, barangay officials and non-government organizations.
- c. Prepares the issuance and renewal of Traffic Violation Receipts.
- d. Perform other task as directed.

## **SECTION 6. TRAFFIC OPERATIONS DIVISION.**

This division implements and enforces traffic rules and regulations as provided for under the following laws and ordinances, Republic Act 4136, An Act to compile the laws relative to Land Transportation Commission and for other purposes and chief Executive Order No. 3, Series 2016. This division has four units under it:

**A. Traffic Enforcement Section.** This section is headed by a section chief/ team leader who is responsible for the supervision and control of POSO Traffic Enforcers whose main duties and responsibilities are to conduct traffic direction and control at their respective place of assignments. The duties of the traffic enforcers are:

- a. Conduct traffic direction and control at their respective place of assignments.
- b. Maintain good road situation.
- c. Enforce and implement traffic laws.
- d. Relay the necessary information to the people with regards to the traffic rules and regulations.
- e. Issuance of traffic ticket if necessary to those violators of traffic
- f. Available to respond immediately during emergencies and call needed assistant.
- g. Perform other task as directed.

**B. Municipal Hall Traffic Unit.** This section is headed by Section Chief/Team Leader. It is composed of section enforcers who are assigned to perform traffic direction and control within the Bayambang Municipal Hall compound and its immediate periphery. The municipal Traffic Enforcers shall:

- a. Perform traffic direction and control within the Bayambang Municipal Hall compound and its immediate periphery.
- b. Perform other task as directed.

**C. Traffic Engineering and Inspection Section.** This section is tasked to conduct inspection on road safety conditions, traffic sign ages, re-routing of traffic flow and business establishments for traffic clearances. This section is headed by section chief/team leader. The Traffic Engineering and Inspection section shall:

- a. Responsible for the to conduct of inspection on road safety conditions, traffic signages, re-routing of traffic flow and business establishments for traffic clearances.
- b. Responsible for traffic planning as well as program needs of the department.
- c. Plan, supervise and recommend traffic associated policy, initiatives and priorities.
- d. Perform other task as required.

## **SECTION 7. SECURITY AND INTELLIGENCE DIVISION.**

This division is tasked and coordinates all activities involving security and intelligence networking in the municipality including inspection and investigation of complaints filed by residents pertaining to public order safety, and security. It processes business permits and working permits for security agencies and individual security guards for members/ officials of Sangguniang Bayan and Municipal's Office.

### **A. Investigation and Complaint Section**

- a. Tasked and coordinates all activities involving security and intelligence networking in the municipality including inspection and investigation of complaints filed by residents pertaining to public order safety and security.
- b. Processes business permits and working permits for security agencies and individual security for members/officials of Sangguniang Bayan and Municipals Office.
- c. Strictly maintained the data security, confidentiality and privacy.

### **B. Intelligence Section**

- a. Coordinate intelligence activities among the personnel under the department.
- b. Performing investigations before making conclusions.
- c. Plans, directs, coordinates and supervises implementation of the activities of all personnel and sections under the division to ensure faithful compliance with their official duties and responsibilities consistent with establish laws, policies, procedures, rules and regulations.
- d. Responsible for gathering info regarding illegal drugs and illegal activities within the Municipality of Bayambang.

## **SECTION 8. DISASTER CONTROL DIVISION.**

This division is tasked to undertake rescue and relief operations in coordination with the MDRRMC as well organizing evacuation plans in times of disasters, calamities and other civil disturbances. It Conducts seminars, dry runs and trainings on disaster preparedness drills fire and first aid techniques for barangay officials and volunteer workers, in addition to being responsible for continuous preparedness drills for fire and earthquake situations in the Bayambang Municipal Hall complex involving all departments.

## **SECTION 9. INFORMATION ACTION CENTER DIVISION**

### **A. Telephone Operator Section**

- a. Accepts calls for ambulance request and other concern from the POSO Hotlines.
- b. Logs all call request
- c. Handle emergency calls
- d. Provide communication assistance during emergency movement.

### **B. CCTV Operators Sections**

- a. Responsible for operating and maintaining surveillance equipment, watching both live and recorded surveillance footage.
- b. Reporting incidents or suspicious behavior and contacting the authorities when necessary.
- c. Tasked with deleting or archiving old footage as needed, organized old footage in an orderly fashion upon approval of POSO Chief.
- d. Ensure all the footage are correctly catalog so that it can be easily recollect at a later time.
- e. Perform other task as required.

### **C. CCTV Technician**

- a. Managing all on site installations, repair, maintenance and test tasks.
- b. Diagnosing errors or technical problems and determining proper solutions.
- c. Responsible in installing and maintaining CCTV systems.
- d. Writing daily and monthly reports regarding maintenance work provided.
- e. Perform other task as directed.

## **SECTION 10. SERVICES.**

The Public Order and Safety Office has rendered services not only to the residents of this municipality but also to the public in general. The services rendered are not limited only to the tasks embodied in the above-cited ordinances but address the following as well.

- a. Complaints and/or requests filed in this office by any citizen pertaining to peace and order, safety, security, traffic management, towing and impounding of stalled vehicles and those involved in vehicular accidents.
- b. Inspections and Investigations of business establishments
- c. Issuance of permits of walkathons, cycling competitions and any other similar activities

- d. Provision of funeral escorts. Cleaning of sidewalk of instructions and illegal vendors.
- e. Rescue and relief operations in times of disaster and calamities such as: fire, earthquake, flooding and typhoons.
- f. Issuance of temporary terminal permits to jeepneys and tricycles.

**SECTION 11. AVAILMENT OF SERVICES.**

When requesting for the services needed by this department, all you have to do is write the Public Order and Safety Office, indicating their requests and or complaints.

**SECTION 12. INFORMATION/ACTION CENTER AND EMERGENCY HOTLINES:**

The POSO shall have an information and Action Center. It shall serve as a One-Stop public assistance center and responsible in coordinating and/or referral of complaint/request with concerned departments or agencies.


**SECTION 13. SEPARABILITY CLAUSE.** If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

**SECTION 14 REPEALING CLAUSE.** All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

**SECTION 15 EFFECTIVITY CLAUSE.** This Executive Order shall take effect immediately and will continue until amended or revoked.

Let copies of this Order be furnished to all concerned departments and offices.

*Done in the Municipality of Bayambang, Pangasinan, this 10<sup>th</sup> day of December, 2020.*

  
**DR. CEZAR TOQUIAMBAO**  
*Municipal Mayor*

