



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 10

*Series of 2024*

#### AN ORDER CREATING AN AD HOC COMMITTEE TO HEAR ADMINISTRATIVE CASES AGAINST APPOINTED OFFICIALS AND EMPLOYEES OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, AND DEFINING ITS DUTIES AND FUNCTIONS

**WHEREAS**, Section 444 paragraph (x) of R.A. 7160 otherwise known as the Local Government Code of 1991, provides among others, the powers of the Municipal Mayor, to wit: “Ensure that all executive officials and employees of the municipality faithfully discharge their duties and functions as provided by law and this Code, and **cause to be instituted administrative or judicial proceedings against any official or employee of the municipality who may have committed an offense in the performance of his official duties**”;

**WHEREAS**, Section 86 of the Local Government Code states that “**Administrative investigation may be conducted by a person or a committee duly authorized by the local chief executive.** Said person or committee shall conduct and submit their findings and recommendations to the local chief executive concerned within fifteen (15) days from the conclusion of the hearings. The administrative cases herein mentioned shall be decided within ninety (90) days from the time the respondent is formally notified of the charges”;

**WHEREAS**, Section 87 of the Local Government Code states that “Except as otherwise provided by law, **the local chief executive may impose the penalty of removal from service, demotion in rank, suspension for not more than one (1) year without pay, fine in an amount not exceeding six (6) months' salary, or reprimand and otherwise discipline subordinate officials and employees under his jurisdiction.** If the penalty imposed is suspension without pay for not more than thirty (30) days, his decision shall be final. If the penalty imposed is heavier than suspension of thirty (30) days, the decision shall be appealable to the Civil Service Commission, which shall decide the appeal within thirty (30) days from receipt thereof.”

**WHEREAS**, to address some complaints regarding malfeasance, misfeasance and nonfeasance of Municipal officials and employees and to afford the parties particularly the respondent(s), protection of his/their constitutional rights, this ad hoc committee to hear administrative cases shall be constituted;

*“Baley ko, Pawilen ko, Aroen ko, tan Tubungan ko”*



THE LONGEST BARBEQUE  
**8.016 KILOMETERS**  
April 4, 2014  
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE  
**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

**NOW THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**, Municipal Mayor of the Municipality of Bayambang, Pangasinan, by virtue of the power vested in me by law, do hereby ordain:

**Section 1. CREATION.** An ad hoc committee or hereinafter referred to as the “Committee”, is hereby created to hear all administrative cases against appointed Municipal officials and employees;

**Section 2. LEGAL BASIS.** The 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) outline the prevailing framework concerning disciplinary and non-disciplinary proceedings in administrative cases in the service. Administrative cases filed before the committee shall be heard and decided in accordance with the 2017 RACCS. The committee’s findings and decisions shall be recommendatory in nature and may either be adopted, reversed or set aside by the concerned appointing and/or disciplining authority.

**Section 3. COMPOSITION.** The Committee, whose integrity, probity, sincerity and credibility are considered, shall be composed of the following:

Chairman : **ATTY. BAYANI B. BRILLANTE JR.**  
*Municipal Legal Officer*

Members :

**ATTY. RODELYNN RAJINI SAGARINO-VIDAD**  
*Municipal Administrator*

**DR. RAFAEL L. SAYGO**  
*Head, Municipal Tourism Information Culture and Arts*  
*Head, Bayambang Poverty Reduction Action Team*  
*President, Bayambang Polytechnic College*

**MRS. NORA R. ZAFRA**  
*Head, Human Resource Management Office*

**HEAD OF THE DEPARTMENT/UNIT CONCERNED.**

**Section 4. MEMBERSHIP DISQUALIFICATION.** It is hereby provided that in the event that a department head or any one of the committee members is the complainant or respondent in the administrative case thus filed, he/she shall be automatically disqualified to sit as a member of the committee.

A committee member may, for just and valid reasons, petition the disqualification/inhibition of a fellow sitting committee member from hearing and deciding an administrative case. Said petition shall be decided upon via absolute majority vote of all the committee members excluding the member being petitioned.