



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 58

Series of 2024

RENAMING AND RESTRUCTURING THE MOTORPOOL UNIT TO ENSURE EFFECTIVE VEHICLE MAINTENANCE AND REPAIR IN LGU BAYAMBANG

WHEREAS, Section 16 of the Local Government Code (R.A. 7160) grants local government units the powers necessary for efficient governance and the promotion of general welfare;

the efficient management and maintenance of government vehicles are essential for the **WHEREAS**, operational effectiveness of all departments in LGU Bayambang in delivering continuous service to constituents;

WHEREAS, Special Order No. 21, series 2024, transferred the Motorpool Unit from the Mayor's Office to the Municipal Engineering Office, thereby mandating all department and unit heads to take responsibility for the maintenance and repair of vehicles assigned to their respective departments;

WHEREAS, with the Motorpool Unit now under the jurisdiction of the Municipal Engineering Office, it is necessary to enhance its structure and functions, and rename it as the **VEHICLE MAINTENANCE UNIT** to deliver efficient service in the maintenance and repair of vehicles and equipment used by the Municipal Engineering Office for LGU Bayambang infrastructure projects;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, Municipal Mayor of Bayambang, Pangasinan, hereby issue the following order:

SECTION 1. RENAMING OF THE MOTORPOOL UNIT. The Motorpool Unit under the Municipal Engineering Office (MEO) is hereby renamed as the **VEHICLE MAINTENANCE UNIT (VMU)**. The VMU shall be organized to better meet the maintenance, repair, and operational needs of all vehicles and equipment of the MEO.

SECTION 2. RESPONSIBILITIES AND FUNCTIONS. The Vehicle Maintenance Unit (VMU) shall have the following responsibilities and functions:

1. Conduct regular maintenance and repairs of vehicles and equipment of the MEO to ensure they are in optimal working condition for use in all LGU Bayambang infrastructure projects.
2. Develop and implement a preventive maintenance schedule for all vehicles and equipment under the MEO.
3. Coordinate with the General Services Office (GSO) to maintain accurate records of all maintenance and repair activities of vehicles and equipment of the MEO.
4. Ensure all maintenance and repair activities comply with relevant safety and environmental regulations.
5. Provide emergency repair services for LGU vehicles as needed. Department and unit

"Baley ko, Pawilen ko, Aroen ko, tan Tulangan 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

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Municipal Hall, Roxas St. Zone II,
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heads can seek the assistance and services of the VMU for emergency and regular repairs and maintenance of vehicles assigned to their departments and units.

6. Monitor vehicle performance and usage to identify potential issues and ensure efficient operation.
7. Provide regular reports on the status and condition of the vehicle fleet to the head of the Engineering and other relevant LGU departments.

SECTION 3. STAFFING. The head of the Municipal Engineering Office shall appoint a Chief Mechanic to oversee the operations of the VMU. The Unit shall be staffed with skilled personnel, including mechanics, technicians, and support staff, selected based on their qualifications and experience in vehicle maintenance and repair.

SECTION 4. IMPLEMENTATION AND TRANSITION. The Engineering Office shall ensure a smooth transition from the Motorpool Unit to the Vehicle Maintenance Unit by coordinating with existing staff and departments involved in vehicle maintenance. All LGU departments and offices are required to cooperate with the VMU and provide necessary information and support for maintenance and repair activities.

SECTION 5. REPAIR AND MAINTENANCE OF VEHICLES ASSIGNED TO DIFFERENT DEPARTMENTS AND UNITS. The General Service Office (GSO), as provided in the Local Government Code, shall be responsible for ensuring the maintenance and repair of all vehicles assigned to their respective departments or units, except for the vehicles maintained by the VMU, and shall take over the Preventive Maintenance Procedure and Repair Procedure previously owned by the Motorpool. All departments and units shall coordinate with the GSO in maintaining and repairing their own vehicles. All expenses incurred shall be charged to their respective Maintenance and Other Operating Expenses (MOOE) budget. It is crucial to keep all vehicles in excellent condition to support the efficient delivery of services by the LGU. Regular inspections and preventive maintenance should be conducted to minimize potential disruptions by vehicle breakdown.

SECTION 6. ADHERENCE TO COA RULES AND REGULATIONS. To ensure transparency and adherence to existing financial regulations, all expenses incurred for vehicle maintenance and repair should strictly comply with rules and regulations set forth by the Commission on Audit (COA).

SECTION 7. EFFECTIVITY. This Order shall take effect immediately and will continue until amended or revoked.

DONE in the Municipality of Bayambang, Pangasinan, this 11th day of June 2024.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

