



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 59

*Series of 2024*

#### ENHANCING THE MANAGEMENT OF VEHICLE REPAIRS, MAINTENANCE, AND BUILDINGS IN THE LOCAL GOVERNMENT UNIT OF BAYAMBANG, PANGASINAN

**WHEREAS**, efficient management of government assets, such as vehicles and buildings, is crucial for the effective delivery of public services;

**WHEREAS**, the General Services Office (GSO) is responsible for managing government properties and assets within the Local Government Unit (LGU) and maintaining accurate records of vehicles and buildings for accountability and optimal resource utilization;

**WHEREAS**, to ensure accountability, serviceability, and safety, there is a need to establish a vehicle, building, and other properties records system within the GSO;

**WHEREAS**, the GSO will now also be responsible for the management of the Bayambang Public Plaza, which was previously under the Special Economic Enterprise (SEE);

**WHEREAS**, the Commission on Audit has recommended the implementation of a pre-inspection and post-inspection record system for vehicle repairs and maintenance;

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

**SECTION 1. ESTABLISHMENT OF A VEHICLE, BUILDING, AND OTHER PROPERTIES RECORDS SYSTEM.** The GSO shall establish a Records System for vehicles, buildings, and other properties of the LGU. This system will enhance the capacity of the GSO to collect, maintain, and manage records pertaining to government-owned assets.

**SECTION 2. RECORDING OF VEHICLE REPAIRS AND MAINTENANCE.** The GSO shall assign staff to:

1. Maintain a centralized database of government vehicles, including acquisition details, usage, maintenance records, and current status.
2. Log all vehicle maintenance and repairs, including pre-inspection and post-inspection records.
3. Record vehicle procurement details, such as cost, specifications, and supplier information.
4. Manage vehicle registration, licensing, and insurance records.
5. Monitor and record vehicle usage, including mileage and fuel consumption.

*"Baleg 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 Sani, Bayambang  
Pangasinan, Philippines

OFFICE OF THE MAYOR  
Municipal Hall, Roxas St. Zone II,  
Bayambang 2423 Pangasinan  
(075) 633-1000 Loc. 100

6. Ensure compliance with relevant laws and regulations regarding vehicle records.
7. Provide regular reports to the head of the GSO and other relevant LGU departments.

**SECTION 3. COORDINATION AND SUPPORT.** All LGU departments, offices, and units shall obtain a Pre-Inspection and Post-Inspection Slip from the GSO for vehicles requiring maintenance services. The Municipal Engineering Office shall assign a trained vehicle mechanic to the GSO to assist with proper vehicle handling and repairs. The Local Finance Committee shall ensure adequate funding for the implementation of this Executive Order.

**SECTION 4. REMINDERS FOR VEHICLE REGISTRATION AND MAINTENANCE SCHEDULE.** The GSO shall send memos to all department and unit heads to remind them of the registration and maintenance activities due for the vehicles assigned to their respective departments or units. This will ensure that all vehicles are properly maintained and in road-worthy condition for efficient service delivery.

**SECTION 5. BUILDING RECORDS, MAINTENANCE, AND REPAIRS.** The GSO shall be responsible for recording, maintaining, and repairing buildings and other properties. This includes archival and record management, cleanliness and orderliness of government facilities, power and water-related maintenance, painting and repainting, air-conditioning unit repairs and cleaning, installation and maintenance of street lighting, and other duties as prescribed by law or ordinance.

**SECTION 6. TRANSFER OF MANAGEMENT OF PUBLIC PLAZA TO GSO.** The Municipal Public Plaza, previously managed by the SEE, will now be under the jurisdiction of the GSO. However, the salaries of personnel in charge of the public plaza will continue to be charged to the SEE's budget, as per budgetary considerations. The Local Finance Committee shall ensure compliance with all financial rules and regulations during the transfer.

**SECTION 7. EFFECTIVITY.** This Order shall take effect immediately and shall remain in effect until amended or revoked.

*DONE in the Municipality of Bayambang, Pangasinan, this 11<sup>th</sup> day of June 2024.*

**HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**  
*Municipal Mayor*

