



Republic of the Philippines
MUNICIPALITY OF LINGAYEN
Province of Pangasinan

Office of the Mayor

EXECUTIVE ORDER NO. 05, SERIES OF 2023

DESIGNATION OF MUNICIPAL ADMINISTRATOR FOR THE LOCAL GOVERNMENT UNIT OF LINGAYEN

WHEREAS, Section 76, Title III of the Local Government Code of 1991 or R. A. No. 7160 states that “Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guideline prescribed by the Civil Service Commission”.

WHEREAS, in the exigency of the service and to oversee the Management and Operation of the Office of Municipal Administrator and to ensure the said office functions effectively and efficiently.

WHEREAS, in addition to your duties and function as Executive Assistant V, you are to perform the following functions in the absence of an appointee to the said position to wit;

1. Develop plans and strategies on management and programs and projects and implement them upon approval thereof by the mayor;
2. Assist in coordinating the work of all the officials of the LGU under the supervision, direction and control of the Municipal Mayor for this purpose, he may convene the chiefs of offices and other officials of the LGU;
3. Establish and maintain a sound personnel program for the LGU Designed to promote career development and uphold the merit principle in the local government service;
4. Conduct a continuing organizational development of the LGU with the end in view of instituting effective administrative reforms;
5. Be in the frontline of the delivery of administrative support services particularly those related to situations during and in the aftermath of manmade and natural disasters and calamities;
6. Recommend to the Sangguniang and advise the Municipal Mayor as case may be on all matters relative to the management and administration of the LGU;
7. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.





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Office of the Mayor

NOW, THEREFORE, I, LEOPOLDO N. BATAOIL, Municipal Mayor of the Municipality of Lingayen, Province of Pangasinan, by virtue of the powers vested in the by law, do hereby order the designation of **MR. ROBERTO DG. SYLIM**, as **Municipal Administrator - Designate**.

This Executive Order shall take effect immediately and shall remain in effect unless otherwise revoked in writing.

All previous **ORDERS** inconsistent herewith are hereby revoked or amended accordingly.

SO ORDERED.

Done this 11TH day of January 2023 in the Municipality of Lingayen, Province of Pangasinan.



LEOPOLDO N. BATAOIL
Municipal Mayor

