



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 5
Series of 2023

**AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO SIGN
REGULAR EXPENDITURES OR DISBURSEMENTS
INVOLVING REGULARLY RECURRING ADMINISTRATIVE
EXPENSES**

WHEREAS, Sangguniang Bayan ng Calasiao Resolution No. 18 Series of 2023 was issued formally designating the Municipal Administrator Ms. Romalyne Q. Macanlalay to sign disbursement vouchers regarding regularly recurring administrative expenses;

WHEREAS, to afford the local chief executive more time to attend to the more pressing concerns of the local government unit, there is a need to delegate the authority to sign the aforementioned to the Municipal Administrator;

WHEREAS, Article 480 of the Local Government Code pertinently provides that

X X X

(b) The administrator shall take charge of the office of the administrator and shall:

(1) Develop plans and strategies and upon **approval thereof by the governor or mayor, as the case may be, implement the same particularly those which have to do with the management and administration-related programs and projects** which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this Code;

X X X

NOW THEREFORE, I, KEVIN ROY Q. MACANLALAY, Municipal Mayor, by virtue of the powers vested in me by law, hereby authorize the Municipal Administrator Romalyne Q. Macanlalay, in accordance with Sangguniang Bayan ng Calasiao Resolution No. 18 Series of 2023, to sign and/ or approve disbursements vouchers involving regularly recurring administrative expenses such as payrolls for regular or permanent employees, expenses for light, water, telephone and telegraph services, remittances to government creditor agencies such as GSIS, SSS, LDP, DBP, National Printing Office, Procurement Service of the DBM and other regularly recurring administrative expenses.

OFFICE OF THE MAYOR
2nd Flr., Municipal Hall
Calasiao, Pangasinan 2418



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I hereby further give approval to the Municipal Administrator to implement plans, strategies, management and administration-related programs and projects and to sign documents implementing the same such as but not limited to the grant of Assistance to Individual Crisis Situation (AICS), the grant of Death Benefits under the programs for senior citizens, travel orders, actions relative to applications of leaves of absences filed by municipal employees, JOWs/ COSs, certifications relative to administrative support services and rendition of basic services to the inhabitants of the Municipality of Calasiao.

This executive order shall take effect immediately.

Done this 1st of February 2023 in Calasiao, Pangasinan.

HON. KEVIN ROYO Q. MACANLALAY
Municipal Mayor