EXECUTIVE ORDER NO. JS2025-03

AN EXECUTIVE ORDER AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO SIGN ALL HR-RELATED DOCUMENTS EXCEPT APPOINTMENTS, TO STREAMLINE ADMINISTRATIVE PROCESSES IN THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN

WHEREAS, Section 455(b)(1)(vi) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, grants the Municipal Mayor general supervision and control over all municipal government programs, projects, services, and activities;

WHEREAS, Section 480 of the same Code provides for the position of Municipal Administrator, who assists the Mayor in managing and administering municipal affairs;

WHEREAS, the delegation of routine administrative functions is essential for streamlining operations and enhancing the efficiency of human resource processes;

WHEREAS, routine HR-related documents such as time slips, travel authorities, and certifications are administrative in nature and do not involve the discretionary power to appoint;

WHEREAS, Section 5(b), Rule XI of the 2018 Revised Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) allows the Local Chief Executive to designate a representative to sign HR documents, excluding appointment papers;

NOW, THEREFORE, I, **ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, hereby order:

SECTION 1. AUTHORITY TO SIGN
The Municipal Administrator is hereby authorized to sign, on behalf of the Municipal Mayor, the following routine HR-related documents:

a. Daily Time Records (DTRs)
b. Locator Slips
c. Authority to Travel
d. Leave Applications
e. Overtime Requests
f. Certifications of No Pending Administrative Case (HR-related)
g. Other similar routine HR documents

This authority excludes the signing of any form of appointment (original, renewal, promotion, reassignment), which remains the exclusive prerogative of the Municipal Mayor.

SECTION 2. PRIOR REVIEW
All covered documents must be reviewed and initialed by the Executive Assistant to the Mayor prior to final signature by the Municipal Administrator to ensure alignment with the Mayor's directives.

SECTION 3. HRMO COORDINATION
The Human Resource Management Office shall coordinate with the Office of the Municipal Administrator to implement this Order in accordance with applicable Civil Service Commission rules.

SECTION 4. SEPARABILITY
If any part of this Order is declared invalid, the unaffected provisions shall remain in full force.

SECTION 5. EFFECTIVITY
This Order shall take effect immediately and remain in force until amended or revoked.

DONE this **7th day of July 2025** at Municipality of Marilao, Bulacan.

ATTY. JEMINA M. SY
Municipal Mayor