EXECUTIVE ORDER NO. JS2026-36

DESIGNATING JEFFREY A. RAMIREZ AS TOURISM INFORMATION ASSISTANCE DESK OFFICER AT THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, declares that every local government unit shall exercise the powers necessary, appropriate, or incidental for its efficient and effective governance and for the promotion of the general welfare of its constituents;

WHEREAS, Section 17 (b) (3) (vi) of the same Code further mandates local government units to be responsible for tourism facilities and the promotion of local tourism activities;

WHEREAS, the Municipal Government of Marilao recognizes the importance of establishing Tourism Information Assistance Desks to provide reliable, accessible, and visitor-friendly services that will support the municipality's tourism development initiatives;

WHEREAS, to ensure proper management and assistance to both local and visiting guests at the Marilao Municipal Hall, it is necessary to designate a responsible officer;

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

SECTION 1. Designation.
Mr. Jeffrey A. Ramirez is hereby designated as Tourism Information Assistance Desk Officer assigned at the Municipal Atrium, Patubig, Marilao, Bulacan.

SECTION 2. Duties and Responsibilities.
As Tourism Information Assistance Desk Officer, Mr. Jeffrey Ramirez shall:

a. Provide accurate and timely information to visitors and clients regarding the Municipality's history, culture, events, and attractions;
b. Assist in the distribution of brochures, maps, and other tourism-related materials;
c. Maintain a daily log of inquiries, visitor concerns, and feedback for submission to the Marilao Tourism Section; and
d. Perform other related functions as may be directed by the Municipal Mayor or the Marilao Tourism Section.

SECTION 3. Supervision.
The Tourism Information Assistance Desk Officer shall be under the supervision of the Municipal Tourism Section.

SECTION 4. Effectivity.
This Executive Order shall take effect immediately upon signing and shall remain in force unless otherwise amended or revoked.

DONE AND EXECUTED this **28th** day of **January 2026** in the Municipality of Marilao, Province of Bulacan.

ATTY. JEMINA M. SY
Municipal Mayor