



## Office of the Mayor

### EXECUTIVE ORDER NO. JS2026-61

#### AN EXECUTIVE ORDER DESIGNATING THE EXECUTIVE ASSISTANT AS SUPERVISING AUTHORITY FOR ALL EVENTS, PROGRAMS, AND ACTIVITIES INVOLVING THE OFFICE OF THE MAYOR, STRENGTHENING THE EVENTS COORDINATION MECHANISM, AND FOR OTHER PURPOSES

**WHEREAS**, the 1987 Philippine Constitution provides that public office is a public trust and that public officers and employees must at all times be accountable to the people and serve with utmost responsibility, integrity, loyalty, and efficiency;

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, vests upon the Municipal Mayor the authority to ensure efficient, effective, and economical governance, including the supervision and control over all programs, projects, services, and activities of the local government;

**WHEREAS**, the conduct of various events, programs, and activities involving the Office of the Mayor requires proper coordination, supervision, and alignment to ensure consistency with the priorities and directives of the Municipal Government;

**WHEREAS**, there is a need to establish a clear, centralized, and accountable coordination mechanism, including proper routing of requests and scheduling of activities, to avoid duplication, prevent lapses, and ensure smooth and efficient implementation;

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

#### SECTION 1. Supervisory Authority

**CENON M. MAYOR, Executive Assistant**, is hereby designated to supervise, oversee, and provide overall guidance in the planning, coordination, scheduling, and implementation of all events, programs, and activities involving the Office of the Mayor.

He shall serve as the central coordinating authority to ensure that all such activities are properly organized, strategically scheduled, and aligned with the direction and priorities of the Municipal Government.

#### SECTION 2. Coverage of Supervision

The supervision of the Office of the Executive Assistant shall cover:

- a) All activities initiated by the Office of the Mayor;
- b) All events, programs, or activities where the Municipal Mayor is expected to attend, deliver a message, or be officially represented; and
- c) All activities requiring logistical, financial, or administrative support from the Municipal Government of Marilao.

Activities that do not involve the participation, representation, or support of the Office of the Mayor shall remain under the direct management of the concerned office.





Republic of the Philippines  
Province of Bulacan  
**Municipality of Marilao**

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### SECTION 3. Events Coordination Team

The Events Coordination Team is hereby recognized and institutionalized to support the effective implementation of this Order.

**Team Leader:** **CENON M. MAYOR**  
Executive Assistant

**Deputy Coordinators  
for Internal / LGU-Initiated Activities:**

**JAY C. INOCENCIO**  
Project Development Officer III

**KAREN ROSE D. VICENTE**  
Municipal Information Technology Section (MITS)

**Deputy Coordinators  
for External / Partner Activities:**

**RICARDO S. MANALO**  
Culture and Arts Officer

**JOHN PAUL DELA CRUZ**  
Tourism Officer

**Members:**

**ROSALIE S. VILLADOS** - Municipal Budget Officer  
**MIRAQUEL B. LEGACION** - Municipal Treasurer  
**ELENA P. SALAZAR** - Municipal Accountant  
**VOLTAIRE B. DIZON** - OIC, MFS Training Center  
**MERCEDITA H. DEL ROSARIO** - HRMO V  
**ANN MAI C. VILLARICO** - HRMO IV  
**RHYAN DELOS REYES** - Public Information Officer  
**RICH FRANCIS D. ALVAREZ** - Supply Officer  
**AR. ARDEL J. SANTOS** - Municipal Architect  
**JEFFREY A. RAMIREZ** - Tourism Desk Officer  
**AEFRIL PANTALEON** - Sound System Team  
**MA. CECILIA Z. QUIÑONES** - MITS  
**JAMIL ORTUOSTE** - GSO Staff  
**JOHN LAWRENCE L. FERNANDEZ** - Command Center  
**ESTRELITA SAN MIGUEL** - Mayor's Office Staff  
**LUIS BANTUG** - APDO Staff  
**MAYOR JS COMMUNICATIONS TEAM**

**The Personal Assistants (PAs) of the Municipal Mayor shall ensure that all instructions, schedules, and directives from the Office of the Mayor are properly communicated and coordinated with the Office of the Executive Assistant. They shall likewise ensure that no instruction or request is acted upon without proper coordination.**

**Other personnel of the Office of the Mayor may be called upon to provide technical and administrative support as may be necessary.**

**Other offices may be included as necessary depending on the nature of the activity.**





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### SECTION 4. Monitoring and Alignment

The Office of the Executive Assistant shall monitor and ensure that all covered activities are:

- a) Aligned with the priorities, policies, and directives of the Office of the Mayor;
- b) Properly coordinated across offices to promote efficiency, avoid duplication of efforts, and prevent scheduling conflicts; and
- c) Implemented in an orderly, timely, and responsive manner consistent with standards of public service delivery.

The Executive Assistant shall likewise monitor and maintain oversight of major activities, programs, and initiatives of all departments and sections, particularly those requiring the attention, support, or reporting to the Office of the Mayor, including relevant data such as lists of beneficiaries and implementation status, for purposes of coordination, reporting, and decision-making. This shall be without prejudice to the primary responsibility of the concerned departments in the implementation of their respective programs.

### SECTION 5. Central Receiving and Routing of Requests

All letters, requests, endorsements, and communications addressed to the Municipal Mayor involving events, programs, activities, logistical support, speeches, or official participation shall be received, recorded, and routed through the Central Receiving Section of the Office of the Mayor.

No request shall be acted upon unless duly received, recorded, and appropriately referred.

Direct coordination, verbal instructions, or requests not formally routed through this process shall not be considered official and shall not bind the Office of the Executive Assistant.

### SECTION 6. Centralized Coordination through the Office of the Executive Assistant

All requests involving the participation, representation, or support of the Office of the Mayor shall be coordinated through the Office of the Executive Assistant, which shall assign and endorse the same to the appropriate Deputy Coordinator for implementation and monitoring.

### SECTION 7. Harmonization of Instructions

All instructions from the Municipal Mayor, whether directly given or conveyed through the Municipal Administrator, Special Assistant, or any authorized representative, shall be coordinated with the Office of the Executive Assistant for proper consolidation, scheduling, and implementation.

Concerned offices or personnel who directly receive such instructions are hereby directed to inform and coordinate with the Office of the Executive Assistant.

### SECTION 8. Confirmation Requirement

No activity shall be considered officially confirmed unless duly acknowledged and scheduled by the Office of the Executive Assistant.

### SECTION 9. Timeline for Requests

Requests shall be submitted at least five (5) working days prior to the scheduled activity.

Requests requiring procurement or logistical arrangements are encouraged to be submitted at least seven (7) to ten (10) working days in advance.





## **Office of the Mayor**

Requests submitted beyond the prescribed period shall be accommodated on a best-effort basis only, subject to availability of resources.

In urgent or exceptional cases, requests may be accommodated subject to immediate coordination with the Office of the Executive Assistant.

### **SECTION 10. Monitoring and Status Reporting**

The Events Coordination Team, through the Deputy Coordinators, shall provide regular status updates to the Office of the Executive Assistant until completion of the activity.

### **SECTION 11. Responsibility of Concerned Offices**

Concerned offices assigned to specific tasks shall remain responsible for the timely and proper delivery of their respective outputs.

### **SECTION 12. Support and Cooperation**

All departments and sections are hereby directed to extend full cooperation and support to the Office of the Executive Assistant and the Events Coordination Team.

### **SECTION 13. Non-Diminution of Authority**

This Executive Order shall not diminish the authority of the Special Assistants, or Department/Section Heads, but shall ensure proper coordination and alignment of activities.

### **SECTION 14. Accountability Clause**

The Office of the Executive Assistant shall not be held responsible for any lapse, delay, or deficiency arising from requests or instructions that were not properly coordinated, routed, or documented in accordance with this Order.

### **SECTION 15. Relation to Existing Issuances**

This Executive Order shall supplement Memorandum No. JS2025-40 and other related issuances.

### **SECTION 16. Repealing Clause.**

All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

### **SECTION 17. Effectivity Clause.**

This Order shall take effect immediately.

**DONE** this 31<sup>st</sup> day of March 2026, at the Municipality of Marilao, Province of Bulacan.

**ATTY. JEMINA M. SY**  
Municipal Mayor

