



## Office of the Mayor

### EXECUTIVE ORDER NO. 2026-67

**AN ORDER DESIGNATING MR. CENON M. MAYOR, EXECUTIVE ASSISTANT TO THE MUNICIPAL MAYOR, AS CONCURRENT BARANGAY AFFAIRS COORDINATOR - MARILAO LOCAL GOVERNMENT UNIT (BAC-MLGU) FOR BARANGAY LOMA DE GATO AND DEFINING HIS DUTIES AND FUNCTIONS**

**WHEREAS**, the Municipal Government recognizes the importance of effective coordination and administrative supervision in ensuring the efficient implementation of programs, projects, and public services at the barangay level;

**WHEREAS**, Barangay Loma de Gato currently is the biggest barangay in the Province of Bulacan and requires strengthened administrative and operational coordination in support of ongoing development initiatives, inter-office transactions, implementation monitoring, and service delivery programs of the Municipality;

**WHEREAS**, under Section 444(b)(1)(vi), Section 444(b)(1)(x), and related provisions of Local Government Code of 1991, the Municipal Mayor is authorized to ensure the proper implementation of municipal programs and supervise municipal personnel in the interest of public service;

**WHEREAS**, there is a necessity to designate a responsible coordinating officer who shall assist in administrative, operational, and inter-government coordination matters concerning the Barangay;

**WHEREAS**, Mr. CENON M. MAYOR, Executive Assistant to the Municipal Mayor, possesses the competence, experience, and administrative capability necessary to effectively perform such functions;

**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. CONCURRENT DESIGNATION

**Mr. CENON M. MAYOR**, Executive Assistant to the Municipal Mayor, is hereby given concurrent designation as **Barangay Affairs Coordinator-Marilao Local Government Unit (BAC-MLGU)** for Barangay Loma de Gato, **without prejudice to his present position, duties, and responsibilities in the Municipal Government.**

#### SECTION 2. DUTIES AND FUNCTIONS

**As Concurrent Barangay Affairs Coordinator-Marilao Local Government Unit (BAC-MLGU), Mr. Cenon M. Mayor shall:**

- a. Serve as the primary liaison and coordinating officer between the Office of the Municipal Mayor and the Barangay Government of Loma de Gato;
- b. Assist in the supervision, coordination, and monitoring of municipal programs, projects, and activities within the Barangay;





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- c. Provide technical and administrative assistance in the preparation of official communications, reports, resolutions, development plans, and related documents;
- d. Coordinate operational concerns involving public services, infrastructure projects, peace and order, disaster response, and other community concerns requiring municipal intervention;
- e. Assist in ensuring the efficient implementation of municipal policies, directives, and programs at the barangay level;
- f. Coordinate with concerned Municipal Offices, National Government Agencies, utility providers, and other stakeholders on matters affecting the Barangay;
- g. Conduct regular coordination meetings and consultations with Barangay Officials and concerned sectors whenever necessary;
- h. Submit periodic reports and recommendations to the Office of the Municipal Mayor regarding operational concerns, administrative matters, and community needs of the Barangay; and
- i. Perform such other related functions as may be assigned by the Municipal Mayor in the interest of public service.

### SECTION 3. ADMINISTRATIVE SUPERVISION

The concurrent Barangay Affairs Coordinator - Marilao Local Government Unit (BAC-MLGU) shall operate under the direct supervision and control of the Office of the Municipal Mayor.

### SECTION 4. EFFECTIVITY

This Executive Order shall take effect immediately upon signing and shall remain effective until revoked or amended accordingly.

**DONE and EXECUTED** this 7<sup>th</sup> day of May 2026, at the Municipality of Marilao, Province of Bulacan.

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

