

Republic of the Philippines
Province of Zamboanga Del Sur
MUNICIPALITY OF DUMINGAG
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 3
Series of 2026

AN EXECUTIVE ORDER RECONSTITUTING THE EXECUTIVE COMMITTEE AND THE EXPANDED EXECUTIVE COMMITTEE IN THE MUNICIPALITY OF DUMINGAG, ZAMBOANGA DEL SUR.

WHEREAS, the local government unit of Dumingag uniquely organize committees in order to empower its constituents through participation in planning, policy making and governance in a responsive and timely manner;

WHEREAS, in order for the Municipality of Dumingag to maximize the objectives of the Municipality's vision and future development plan towards excellent governance, a new executive committee is established;

WHEREAS, the composition of the reconstituted executive committee shall be imposed in order to function accordingly and effectively;

NOW THEREFORE, I **GERRY T. PAGLINAWAN**, Mayor of the Municipality of Dumingag, by virtue of the powers vested in me by law, do hereby order the adaptation of the reconstitution of the Executive Committee of the Municipality of Dumingag:

SECTION 1. COMPOSITION

Chairman: **HON. GERRY T. PAGLINAWAN**, *Municipal Mayor*
Vice Chairman: **JANICE MAE D. PAGLINAWAN**, *Municipal Administrator*
Secretariat: **FRITZIE ANN ARANAS**, *MMO Secretariat Representative*

Members:

1. **AL REY ESTILLORE**, *Municipal Planning and Development Officer*
2. **MARICEL E. LAMBAN**, *Municipal Budget Officer*
3. **MEVELL JOY N. SALAPAN**, *Municipal Treasurer*
4. **REINA B. VASQUEZ**, *Municipal Accounting Officer*
5. **EMILY GEOGRAPHIA**, *Human Resource Management Officer*
6. **MERCY FE DE GUZMAN**, *General Services Officer*
7. **ENGR. HOSPECIO ENRICUSO**, *Municipal Engineer*
8. **MYRNALINA S. ADRIAS**, *Municipal Agriculture Officer*
9. **GLEANDY DELA CRUZ**, *OIC-Municipal Social Welfare and Development Officer*
10. **JHUNAX L. CARDOZA**, *Municipal Disaster Risk Reduction Management Officer*
11. **DR. JU KANRA PANUGAO**, *Municipal Health Officer*
12. **JANUARIUS GEE D. PAGLINAWAN**, *Municipal Tourism Officer*
13. **CHERRY GIL B. SUZON**, *Dumingag Culture Office*
14. **BENJAMIN T. NINI III**, *Municipal Youth Development Officer*
15. **RUEL D. EGOS**, *Municipal Environment and Natural Resources Officer*
16. **RHEA MAE J. BESABES**, *Municipal Economic Development Officer*
17. **JESSYL PALON**, *Secretary to the Sangguniang Bayan*
18. **EDGAR T. PABIRAN**, *Municipal Assessor*
19. **CATHERINE D. CARDOZA**, *Public Employment Service Officer*
20. **ANDRELYN D. BALBASTRO**, *Municipal Civil Registrar*
21. **CHRISTINE MAPUTI**, *GAD Focal Person*

SECTION 2. EXPANDED EXECUTIVE COMMITTEE COMPOSITION

22. **VERNIEZA BALBASTRO** – *Dumingag Technological Training School Administrator*
23. **WILMER CAHAYAG** – *Dumingag Institute for Sustainable Organic Agriculture Administrator*
24. **ROMEO BAYSON** – *Ordinance Task Force (Office of the Municipal Mayor)*
25. **NILO BERONDO** – *Traffic Enforcer (Office of the Municipal Mayor)*
26. **PERLA B. MAJORENOS** – *Business Permits and Licensing Office (Office of the Municipal Mayor)*
27. **JESUS SEMINE** – *Barangay Livelihood Coordinator (Office of the Municipal Mayor)*
28. **JUDIE ROQUERO** – *Municipal Motorpool Property Custodian (Office of the Municipal Mayor)*
29. **FLORICEL DENOPOL** – *Municipal Nutrition Action Officer (Office of the Municipal Health Officer)*

30. **LLOYD SUANER** – *Persons with Disabilities Affairs Office (Municipal Social Welfare and Development Office)*
31. **EDNA E. MORPOS** – *Senior Citizen's Office (Municipal Social Welfare and Development Office)*
32. **CHERRYL COLORADO** – *Kalipi Coordinator (Municipal Social Welfare and Development Office)*
33. **JEMMA CHILE SUERTE** – *Dumingag Greenville (Municipal Economic Development Office)*
34. **CARLITO CARCUEVA, JR.** – *Municipal Slaughterhouse (Municipal Treasurers Office)*
35. **NESTOR PAGLINAWAN** – *Market Supervisor (Municipal Economic Development Office)*
36. **ENGR. ALDIN JAY G. JALALON**, *Dumingag Water District (Municipal Engineering Office)*
37. **GERALDINE G. JALALON**, *Sentro sa Pagserbisyu*

SECTION 3. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be the primary policy-making and coordination body of the Municipality of Dumingag. It shall have the following powers and functions:

1. **Policy Formulation and Decision-Making** – Approve and recommend policies, plans, and programs necessary for the effective governance and development of the municipality.
2. **Program and Project Endorsement** – Review and endorse programs, projects, and activities for inclusion in the Municipal Development Plan, Annual Investment Plan, and other planning documents.
3. **Budget and Resource Allocation** – Evaluate budget proposals of various offices and recommend priorities for funding in line with municipal goals.
4. **Performance Monitoring and Evaluation** – Assess the progress and performance of municipal programs, projects, and offices, and recommend corrective measures where necessary.
5. **Inter-Departmental Coordination** – Facilitate coordination among municipal offices to ensure efficient delivery of services and avoid duplication of efforts.
6. **Crisis and Emergency Management** – Act as an advisory and coordinating body during emergencies or crises, ensuring swift and organized municipal response.
7. **Legislative Liaison** – Recommend legislative measures to the Sangguniang Bayan that are necessary for the implementation of programs and policies.
8. **Conflict Resolution** – Address and mediate inter-office disputes or operational conflicts within the LGU.
9. **Strategic Planning** – Participate in the development and periodic review of the Municipality's vision, mission, and long-term development strategies.
10. **Creation of Subcommittees** – Establish specialized subcommittees or task forces to address sector-specific issues, drawing from both Executive and Expanded Executive Committee members.
11. **Oversight of Expanded Executive Committee** – Provide guidance, assign tasks, and review the recommendations of the Expanded Executive Committee.
12. **Other Functions** – Perform such other duties and responsibilities as may be assigned by the Municipal Mayor or required by law.

SECTION 4. OPERATIONAL GUIDELINES

To ensure organized, effective, and accountable operations, the following guidelines shall govern the conduct of the Executive Committee and Expanded Executive Committee:

1. **Meeting Frequency** – The Executive Committee shall meet at least once every month, and as often as deemed necessary by the Chairman for urgent matters. The Expanded Executive Committee may be convened quarterly or as needed for special agenda items.

2. **Quorum** – A quorum for Executive Committee meetings shall consist of **a simple majority of all voting members** as listed in Section 1. No official decision shall be made without a quorum.
3. **Agenda Preparation** – The Vice Chairman, in coordination with the Secretariat, shall prepare the meeting agenda, subject to the approval of the Chairman.
4. **Documentation and Reporting** – All meetings shall be documented through minutes, which shall be distributed to members within five (5) working days after the meeting. The Committee shall submit quarterly accomplishment reports to the Municipal Mayor.
5. **Authority to Create Subcommittees** – The Executive Committee may form subcommittees or task forces to address specific programs, projects, or issues. Membership may include Expanded Executive Committee members, provided that final decisions remain with the main Executive Committee.
6. **Urgent Decisions** – In urgent cases where immediate action is necessary, the Chairman may issue directives subject to ratification in the next Executive Committee meeting.
7. **Attendance and Participation** – All members are expected to attend meetings regularly. Absence without valid cause for three (3) consecutive meetings shall be reported to the Chairman for appropriate action.

SECTION 5. DECISION-MAKING AND VOTING RIGHTS

The Executive Committee shall serve as the primary decision-making body. Only members of the Executive Committee as listed in Section 1 shall have voting rights in the approval of policies, resolutions, and other matters requiring official action.

Members of the Expanded Executive Committee as listed in Section 2 shall participate in meetings, provide recommendations, and assist in the implementation of programs, but shall not possess voting rights, except when expressly authorized by the Chairman in writing.

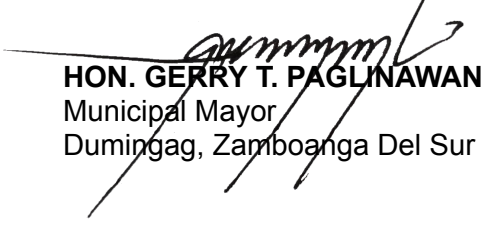
SECTION 6. REPEALING CLAUSE

All Executive Orders or issuances inconsistent with the provision of this Executive Order are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY

This Executive Order shall take effect immediately.

Done this 7th day of January, 2026 in Dumingag, Zamboanga Del Sur.



HON. GERRY T. PAGLINAWAN
Municipal Mayor
Dumingag, Zamboanga Del Sur