



# Pamahalaang Bayan ng Baliwag

TANGGAPAN NG PUNONG BAYAN  
LALAWIGAN NG BULACAN

Administrative Order No. 6  
Series of 2016

## CREATING THE MUNICIPAL GOVERNMENT OF BALIWAG MANAGEMENT COMMITTEE AND CLUSTERING OF OFFICES

I, FERDINAND V. ESTRELLA, by virtue of the powers vested in me by law as Mayor of Municipality of Baliwag, do hereby order the organization of the Municipal Government of Baliwag Management Committee or ManCom, as follows:

**SECTION 1:** Composition of the Management Committee. The Management Committee shall be composed of the following:

Chairman: Municipal Mayor  
Vice-Chairman: Municipal Administrator  
Municipal Legal Officer  
Municipal Budget Officer  
Municipal Treasurer  
Municipal Assessor  
Municipal Health Officer  
Municipal Engineer  
Municipal Planning and Development Coordinator  
Municipal Civil Registrar  
Municipal Accountant  
Municipal Social Welfare and Development Officer  
Municipal Economic Enterprise Manager  
College President  
Sangguniang Bayan Secretary  
Municipal Government Assistant Department Head I (Assistant MPDC)

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Assistant Municipal Budget Officer  
Municipal Government Assistant Department Head I (Accountant IV)  
Assistant Municipal Assessor  
Assistant Municipal Treasurer  
Assistant Municipal Economic Enterprise Manager  
Municipal Government Assistant Department Head I (Assistant  
Municipal Engineer)  
Municipal Agriculture Officer  
Municipal Environment and Natural Resources Office

Other members are heads of the following offices:

Mayor's Office  
Human Resource Management Office  
Public Information Office  
Management Information Technology Office  
Community Affairs Office  
Municipal Disaster and Risk Reduction Management Office  
Nutrition Office  
Population Commission  
Business Permit & Licensing Office  
General Services Office  
Public Employment Service Office  
Tourism Office  
Municipal Library  
Traffic Management Office  
Sports Development Office

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**SECTION 2.** Functions of the Management Committee. The Management Committee shall have the following functions:

- a) The ManCom shall ensure effective implementation of all matters that were discussed during the meeting.
- b) The ManCom shall regularly meet every 1<sup>st</sup> Wednesday of the month. All members are expected to submit their activities for agenda one (1) week before the scheduled ManCom Meeting.
- c) The municipal mayor or municipal administrator may call for a special ManCom meeting if the need arises.

**SECTION 3.** The Secretariat.

- a) A Secretariat shall be organized to assist the ManCom in the handling of its records, documents and correspondences. It shall be under the Office of the Municipal Administrator.
- b) The Secretariat shall prepare the ManCom resolution that should be signed and disseminated 5 days after the ManCom meeting.
- c) All matters that are of highly importance that need resolution should be signed by the heads of municipal offices.
- d) Presence of resource persons during the ManCom meeting shall be allowed.

**SECTION 3.** Composition of the Clusters. The Clusters shall be the following:

**a. FINANCE CLUSTER**

Municipal Administrator, Municipal Budget, Municipal Accountant, Municipal Treasurer, Municipal Assessor, BPLO Head, Municipal Planning and Development Coordinator, MEEM

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### **b. ADMINISTRATIVE CLUSTER**

Municipal Administrator, Chief-of-Staff, Human Resource Management Officer, Information Technology Officer, Public Information Officer, General Services Officer

### **c. ECONOMIC CLUSTER**

Municipal Assessor, Local Civil Registrar, Municipal Treasurer, BPLO Head, MEEM, Public Employment Service Officer

### **d. DATA & INFORMATION CLUSTER**

Chief-of-Staff, Municipal Administrator, Public Information Officer, Information Technology Officer, Municipal Planning Development Coordinator, Municipal Librarian, Municipal Engineer

### **e. SOCIAL & HEALTH CLUSTER**

Municipal Social Welfare and Development Officer, Community Affairs Officer, Barangay Affairs Officer, Nutrition-Population Commission Officer, Municipal Health Officer, Sports Development Officer, Public Employment Service Officer

### **f. PEACE & ORDER CLUSTER**

Municipal Administrator, PNP, MDRRMO, BTMO, MENRO, BFP, BJMP

### **g. SPECIAL PROJECTS CLUSTER**

Chief-of-Staff, Municipal Administrator, Human Resource Management Officer, Information Technology Officer, Public Information Officer, Tourism Officer

#### **SECTION 4. Functions of the Clusters. The Clusters shall have the following functions:**

- a) All clusters shall convene to identify their plans and programs to have a more effective implementation of systems and processes.
- b) All clusters shall meet at least once a month to discuss matters that were raised and/or are for agenda in the ManCom meeting.
- c) All clusters shall elect their respective head, secretariat and information officer.

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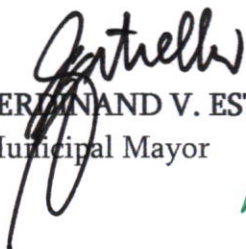

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**SECTION 5.** Repealing Clause. All other order, issuances and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 6.** Effectivity. This Administrative Order shall take effect immediately.

Done this 8<sup>th</sup> day of September, 2016 at Baliwag, Bulacan.

  
FERDINAND V. ESTRELLA  
Municipal Mayor 

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