

## ORGANIZATIONAL MANAGEMENT Calendar Year 2023

OFFICE OF THE MAYOR	
Personal Staff	
Vacant	Executive Assistant
Roberto Q. Roces	Admin. Aide IV (Driver II)
Administrative Staff	
Princess Diana P. Tagufa	Administrative Aide VI (Clerk III) Detailed at LCR Office
Rhea A. Manayan	Administrative Aide IV (Clerk II)
Marjorie B. Garro	Administrative Aide IV (Clerk I) – Detailed at Accounting Office
Alfredo P. Cadorna	Administrative Aide III (Driver I)
Michael L. Battung	Administrative Aide III (Driver I)
Garry A. Bilgera	Administrative Aide III (Driver I)
Melchor P. Bustillos	Administrative Assistant I (Computer Operator I) – Detailed at Office for Agricultural Services
Public Affairs Information Assistance	
Charisma A. Barut	Labor & Employment Officer II
Grace D. Acidera	Assistant Information Officer
Sherwin B. Padre	Administrative Aide II (Messenger)
Felmar S. Salvador	Administrative Aide II (Messenger) – Detailed at LCR Office
Jayson F. Hernandez	Administrative Aide II (Messenger) - Detailed at Municipal Social Welfare & Development Office
Gary P. Acosta	Sports Development Officer I
Johnny S. Caliguiran	Administrative Aide VI (Communication Equipment Operator II)
Dahlee Joy R. Manzano	Administrative Aide II (Messenger) – Detailed at Budget Office
Economic Enterprise Management	
Larry R. Madriaga	Market Inspector I
Melissa R. Morgado	Meat Inspector – Detailed at Office for Agricultural Services
Christopher T. Gabriel	Meter Reader – Detailed at Treasury Office
Johny L. Marquez	Meter Reader I
Crisostomo S. Felipe	Meter Reader I
Henry A. Casayuran	Meter Reader I
Marvin P. Montilla	Meter Reader I – Detailed at Treasury Office
Nutrition Services	
Eulador G. Tumamao, RN	Nutrition Officer I

General Services	
Rodel A. Galamay	Supply Officer I – Detailed at DAWSS
Jose R. Allapitan	Administrative Aide VI (Driver II)
Chito S. Bartolome	Administrative Aide I (Utility Worker I)
Ryan M. Saguisi	Administrative Aide I (Utility Worker I)- Detailed at Delfin Albano Memorial Hospital
Wilma M. Carnate	Administrative Aide I (Utility Worker I)
Roejohn N. Padron	Administrative Aide III (Utility Worker II) Detailed at Office for Agr'l Services
Gerino M. Inginiero	Administrative Aide I (Utility Worker I)
Mirriam T. Obedoza	Administrative Aide I (Utility Worker) – Detailed at Treasury Office
Jose P. Allapitan Jr.	Meter Reader I (Utility Worker I) – Detailed at DAWSS
Mariano D. Montilla	Administrative Aide I (Utility Worker I) – Detailed at DAMH
Security Unit	
Alexander G. Miranda	Security Guard I

The existing offices of the Local Government Unit, The Office of the Mayor has all the power to direct, control and manage the operation of offices and division in the organizational chart by virtue of Section 444 of the Local Government Code of 1991.

OFFICE OF THE SANGGUNIANG BAYAN	
Hon. Thomas “TJ” A. Pua Jr.	Municipal Vice Mayor
Hon. Maximo S. Caliguiran Jr.	Sangguniang Bayan Member
Hon. Alex M. Macarilay Jr.	Sangguniang Bayan Member
Hon. Anthony L. Albano	Sangguniang Bayan Member
Hon. Elli John G. Cañero	Sangguniang Bayan Member
Hon. Jay B. Caliguiran	Sangguniang Bayan Member
Hon. Edwin B. Badua Sr.	Sangguniang Bayan Member
Hon. Joel A. Talamayan	Sangguniang Bayan Member
Hon. Clemente S. Dumlao	Sangguniang Bayan Member
Hon. Ruben P. Furigay	Sectoral Representative
Hon. Dario S. Reyes Sr.	Liga Ng mga Barangay President
Hon. Karl Robin G. Tolentino	Sangguniang Kabataan Federation President
Herminio L. Laciste	Admin. Aide III (Driver I)
Jayson M. Salvador	Records Officer I
Carlos C. Acojido	Administrative Aide III (Driver I)
Adriano S. Acidera	Administrative Aide I (Utility Worker)

As stipulated in the Local Government Code of 1991, section 447 paragraph 2-1, the Legislative Body of the Local Government Unit is tasked in the control and disposition of funds in the municipality.

<b>OFFICE OF THE MUNICIPAL ADMINISTRATOR</b>	
Jocelyn A. Manibog	OIC-Municipal Administrator
Rizafe R. Ramos	Administrative Assistant III (Computer Operator)

Tasked to assist in coordination of the works of all the officials and employees under the supervision, direction and control of the Municipal Mayor and for this purpose, he may convene the chief of offices and other officials as the case maybe, on all other matters relative to the management and administration related program, projects and activities of the Local Government Unit.

<b>OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN</b>	
Atty. Ruben M. Dumlao	Sangguniang Bayan Secretary
Loida G. Lucero	Administrative Assistant III (Computer Operator II) – Detailed at LnB Office
Aldwin C. Balubal	Board Secretary I
Samuel V. Galiza Jr.	Local Legislative Staff Officer II
Reden Jake G. Baquing	Records Officer -Transferred to BFP 11-14-21
Jerwel B. Domingo	Local Legislative Officer I
Roderick G. Acojido	Local Legislative Staff Employee II
Maricris T. Ramos	Administrative Aide II (Messenger)
Abegail R. Aguinaldo	Administrative Aide IV (Clerk II)

Tasked to work as Secretariat and record keeping of the Sangguniang Bayan.

<b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	
Erliegy A. Butay, MPA	Municipal Government Department Head I (Municipal Human Resource Management Officer)
Rhomel G. Salvador	Administrative Officer IV (Human Resource Management Officer II)
Richmond H. Pazzibugan	Human Resource Management Assistant

Responsible for activities spanning a wide variety of core functions namely: staffing, development, compensation, safety and health and employee labor relations.

<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>	
Neil Ryan P. Gamido, EnP	Municipal Planning & Dev't Coordinator
Mary Joy D. Albano	Planning Officer I
Nomer Jay S. Macalinao	Planning Officer I
Darelle Joy B. Maduro	Administrative Aide IV (Clerk II)

Tasked in the preparation of Development Plans, Programs and Project implementation, monitoring, and evaluation.

<b>TREASURY OFFICE</b>	
Rodante R. Madriaga	Municipal Treasurer
Julius P. Barut	Local Treasury Operations Officer I
Madelaine U. Tuscano	Administrative Aide VI (Cash Clerk II)
Wendell Carl G. Agriam	Licensing Officer II
Errol M. Briones	License Inspector I
Evelyn G. Ramos	Revenue Collection Clerk I – Detailed at Rural Health Unit
Rogelio B. Agas Jr.	Revenue Collection Clerk I – Detailed at Rural Health Unit
Annavic D. Battung	Revenue Collection Clerk I -Detailed at Assessor's Office

In charge in the collections of Real Property tax, Business Tax, Licenses, and other Revenue Sources. It is the safekeeper of the financial source.

<b>ASSESSOR'S OFFICE</b>	
Arcenyrose S. Rivera, GE, REA	Municipal Assessor
Ohmar L. Amurao, EE, REA	Local Assessment Operations Officer
Charlie May S. Puducay	Assessment Clerk II
Vacant	Draftsman

In charge in the assessment of Real Property and the preparation of Tax Order for Real Owners.

<b>BUDGET OFFICE</b>	
Jocelyn A. Manibog	Municipal Budget Officer
Jovelyn M. Cañero	Administrative Assistant II (Budgeting Assistant)

Tasked in the preparation of municipal annual budget and supplemental budget.

<b>MUNICIPAL CIVIL REGISTRAR</b>	
Marlon T. Mata	Municipal Civil Registrar
Aiveeh P. Salvador	Administrative Aide VI (Clerk III)
Eunice A. Gaspar	Registration Officer I

Tasked in the registration of live, birth, marriage, death and issuance of certificates.

<b>ACCOUNTING &amp; INTERNAL AUDIT SERVICES</b>	
Henry V. Dumaua, CPA	Municipal Accountant – Designated as OIC -Municipal Treasurer
Ruben C. Baquing	Administrative Officer II (Management & Audit Analyst I)
Elorde A. Carnate	Administrative Assistant III (Senior Bookkeeper)
Jessica L. Dumucloy	Administrative Aide IV (Clerk II)
Marygrace C. Pataray	Administrative Assistant II (Senior Bookkeeper) -Detailed at DAMH

Wilma M. Baquing	Administrative Aide VI (Clerk II) Detailed at Assessor's Office
Felisa R. Acosta	Administrative Aide II (Messenger)- Detailed at SB Secretary Office
Cristy M. dela Cruz	Administrative Aide Vi (Data Controller)
Bernard F. Cañero, CPA	Accountant II -Designated OIC- Municipal Accountant
Vacant	Accountant I

Tasked in accounting of municipal income and expenditures.

ENGINEERING OFFICE	
Vacant	Municipal Engineer
Elizabeth A. Puducay, CE	Engineer I
Jet-Jesoar R. Bagain	Engineer I
Boysen C. Salvador	Engineering Aide
Noel E. Acoba	Engineering Aide

In charge in the implementation of Infrastructure Projects and implementation of National Building Code.

SOCIAL WELFARE & DEVELOPMENT SERVICES	
Rosalie L. Marquez, RSW	Municipal Social Welfare & Development Officer
Haydee G. Viernes, RSW	Social Welfare Officer II
Vanessa Gay A. Acosta, RSW	Social Welfare Officer I
Fresma D. Casayuran	Social Welfare Assistant
Edissa S. Mallillin	Day Care Worker I
Delia P. Bulala	Day Care Worker I
Editha G. Marquez	Day Care Worker I
Maria A. Gazzingan	Day Care Worker I
Lucena R. Mendoza	Day Care Worker I
Nena C. Angui	Day Care Worker I
Marites B. Obedoza	Social Welfare Aide

Tasked in the implementation of social welfare services in the municipality.

OFFICE FOR AGRICULTURAL SERVICES	
Emil June B. Ranchez, DVM	Municipal Agriculturist
Ferdinand D. Balete	Agricultural Technologist
Mezthy H. Octoman	Agricultural Technologist
Emmalyn S. Ramos	Farm Worker
Rafael L. Aguinaldo	Agricultural Technologist

Tasked in the implementation of Agricultural Programs and Projects in accordance to RA 7160.

<b>RURAL HEALTH UNIT</b>	
Katrene Cay R. Acera, MD	Municipal Health Officer
Mary Rose G. Bacani, RMT	Medical Technologist II
Elgie G. Dulay, RM	Midwife II
Lilibeth R. Ilar, RM	Midwife II
Irene R. Culdong, RM	Midwife I
Hanilyn May L. Tumamao, RM	Midwife I
Rose S. Basa, RM	Midwife I
Randy B. Coloma, RN	Nurse I
Marites A. Ramirez, RN	Nurse I
Wilson M. Bilgera, RN	Nurse I
Jonard F. Cañero	Sanitation Inspector I
Erwin S. Acojido, RN	Nurse I
Sheila Rhy T. Ordinario	Nursing Attendant II
Chariss Joy A. Baysa	Radiologic Technologists I

Tasked in the implementation of health, nutrition, and sanitation services of the municipality.

<b>LOCAL DISASTER RISK REDUCTION &amp; MANAGEMENT OFFICE</b>	
Patrick B. Madrid	LDRRMO II
Ligaya A. Agcaoili	LDRRM Assistant
Richard M. Vizcara	Admin. Aide I (Utility Worker)
Rolando G. Mendoza	Admin. Aide I (Utility Worker)
Gem Mycho C. Gambalan	Admin. Aide I (Utility Worker)
Samuel D. Sagaydoro	Admin. Aide I (Utility Worker)
Cesario G. Daguio Jr.	Admin. Aide I (Utility Worker)
Jhon Eric M. Salvador	Comm. Equipment Operator II

Tasked in the design, programs and coordinates disaster risk reduction management activities and the implementation of RA10121.