



Republic of the Philippines
CITY GOVERNMENT OF TARLAC

OFFICE OF THE CITY ADMINISTRATOR

1. Being the alter-ego of the Honorable Maria Cristina C. Angeles, City Mayor, and in support to the administration's plans and programs, the following are some of the Executive Orders (E.O.) drafted by this office:

- An order reconstituting the Bids and Awards Committee of Tarlac City;
- An order establishing the Updated Guidelines for the Management of Covid-19 in Tarlac City in light of the spread of the Omicron Variant and other Variants of concern of SARS-Cov-2;
- An order establishing the updated guidelines for the Management of Covid-19 in Tarlac City in light of the spread of the Omicron Variant and other Variants of concern of SARS-CoV-2, and the implementation of alert level 3;
- An order adopting the Suspension of Classes on January 17-21, 2022 declared by the Tarlac City Schools Division to Foster Academic Ease; and enjoining all Public and Private Schools in Tarlac City to observe the said suspension;
- An order amending the alternative work arrangement of the City Government of Tarlac;
- An order establishing the Updated Guidelines for the Management of COVID-19 in Tarlac City in light of the implementation of Alert Level 1;
- An order reconstituting the Tarlac City Disaster Risk Reduction and Management Council (TCDRRMC);

- An order creating the Tarlac City Community-Based Management System (CBMS) Steering Committee;
- An order establishing the Team that will Monitor and Evaluate the Operations of all Water Refilling Stations, Water Sellers, Bulk Water Delivery Tankers, and other establishments providing drinking water for public consumption within Tarlac City;

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- An order authorizing the temporary closure of the roads along the route of the BBM-SARA Uniteam Rally in Tarlac City from 12:00 AM to 1:00 PM on April 2, 2022 (Saturday);
- An order implementing the Temporary Ban on the Entry into and the Selling within Tarlac City of Live Ducks (Bibe, Itik) and Quails in light of confirmed cases of Avian Influenza in nearby Provinces;
- An order Institutionalizing a Drug-Free Workplace Policy in the City Government of Tarlac, Tarlac, and Appropriating Funds for the Implementation thereof;
- An order creating Tarlac City Inventory Committee and Providing for its Duties and Functions;
- An order establishing the Guidelines for the Implementation of the "First Time Jobseekers Assistance Act" in the issuance of Mayor's Clearance by the City Government of Tarlac;
- An order creating the Executive Committee on the Lot Properties being donated to the City Government of Tarlac;
- An order Establishing the Mental Health Program of the City Government of Tarlac;
- An order Reconstituting the People's Law Enforcement Board (PLEB) of Tarlac City;
- An order Reconstituting the Tarlac City Nutrition Committee;
- An order Reconstituting the Tarlac City Solid Waste Management Board (TCSWMB), and defining its composition, function, duties and responsibilities;
- An order Declaring certain Tangible and Intangible Properties as Local Cultural Properties of Tarlac City;
- An order Reconstituting the Retooled Community Support Program (RCSP) Team and Core Team of the City of Tarlac;
- An order Assigning the Tarlac City Health Office as Ambulance Service Provider to the Ten (10) City Health Centers of Tarlac City;
- An Order Granting Access to the Tarlac City Pharmacy to the Ten (10) City Health Centers of Tarlac City;

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- An order Reconstituting the City Anti-Drug Abuse Council (CADAC) of Tarlac City;
 - An order Reconstituting the City Peace and Order Council of Tarlac City;
 - An order Reconstituting the City Inspection, Inventory and Monitoring Team, from Core Group to Technical Working Group, and Secretariat of the Manila Bay Clean-Up, Rehabilitation and Reservation;
 - An order creating the Public Financial Management Assessment Team (PFMAT) of the City of Tarlac;
 - An order Prescribing for the Allocation, for locally-produced goods and services, of at least ten percent (10%) of the Total Procurement Value of the City Government of Tarlac, National Government Agencies (NGA's), Regional Line Agencies (RLAs), and other Government Agencies holding offices in Tarlac City and their Mandatory Promotion thereof;
 - An order Authorizing the Temporary Closure of Roads along the Vicinity of the Tarlac City Uptown Public Market to facilitate the fencing thereat;
 - An order Assigning City Health Center (CHC) IV-San Isidro Dental Clinic as Oral Health Service Provider for the City Government of Tarlac's Ten (10) City Health Centers (CHCs);
 - An order creating the Tarlac City Inter-Agency Committee on Waterways to provide an overall direction for the relocation of affected Informal Settler Families in Tarlac City;
 - An order Reconstituting the Tarlac City Council for the Protection of Children;
2. The Office of the City Administrator consists of different sections that are of vital importance to achieve the efficient administrative support to the Local Chief Executive and to the different departments/divisions of the City Government. Furthermore, the City Administrator has assigned competitive staff/personnel who will attend to the needs of our clientele particularly those who are seeking for assistance in securing permits and/or documents to be signed for and on behalf of

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the Local Chief Executive, as well as to all concerns/requests being referred to this office for appropriate action, the following are the services rendered, to wit:

A. *Signed various documents for and on behalf of the City Mayor*

1. Applications for Leave
2. Case Study Reports
3. Travel Orders/Itinerary

B. *Take actions to all concerns being referred by the Office of the City Mayor*

1. Request for service vehicles
2. Prepares memorandum, endorsement letters
3. Issuance of the necessary permits (streamers/tarpaulins, use of the Plazuela, motorcade/fun run/parade)
4. Meetings to be convened and other activities/events to be represented by the City Administrator

C. *Issuance of Various Permits*

Permits issued	January to June 2022	July to December 2022
Tarpaulins	1	2
Use of Plazuela	5	1
Motorcade/Fun Run	17	6
Product Promo	2	2
Wedding Dance Party	-	-
Total	25	11

D. *Issuance of Mayor's Clearance*

Period covered	Total of Mayor's Clearance issued
January to June 2022	973
July to December 2022	1112
Grand Total	2,085

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E. Incoming Communications and Outgoing Communications

Period covered	Incoming	Outgoing
January to June 2022	590	344
July to December 2022	626	692

3. The office of the undersigned maintains good coordination and continuous communication with the other department heads and division chiefs in order to deliver and to achieve efficient and effective services to the constituents of the city.

Thank you.

Truly yours,

ATTY. NUMER P. LOBO
City Administrator

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