



Republic of the Philippines  
Province of Bulacan



**MUNICIPALITY OF SANTA MARIA**  
**OFFICE OF THE MUNICIPAL MAYOR**

EXECUTIVE ORDER NO. 046 – 2024

**“AN ORDER DESIGNATING MR. HANS REGINALD J. ALEJANDRO AS  
THE ACTING MUNICIPAL INFORMATION OFFICER OF THE  
MUNICIPALITY OF SANTA MARIA, BULACAN”**

**WHEREAS**, Republic Act No. 7160, known as the Local Government Code of 1991, provides for the structure, powers, and functions of local government units, including the appointment and duties of municipal officials;

**WHEREAS**, Section 443, Chapter II of Republic Act No. 7160, the mayor may appoint a municipal administrator, a municipal legal officer, a municipal agriculturist, a municipal environment and natural resources officer, a municipal social welfare and development officer, a municipal architect, and a **municipal information officer**;

**WHEREAS**, effective communication and information dissemination are essential to the efficient operation of the municipal government and the proper engagement of the community;

**NOW, THEREFORE, I, BARTOLOME R. RAMOS**, Municipal Mayor of Santa Maria, Bulacan, by virtue of the powers vested in me by existing applicable laws, do hereby designate **MR. HANS REGINALD J. ALEJANDRO AS THE ACTING MUNICIPAL INFORMATION OFFICER** of the Municipality of Santa Maria, Bulacan.

**SECTION I. DUTIES AND RESPONSIBILITIES.**

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the mayor as the case may be, in providing the information and research data required for the delivery of basic services and provision of adequate facilities and so that the public becomes aware of said services and may fully avail at the same.
2. Develop plans and strategies and, upon approval thereof by the mayor, as the case may be, implement the same, particularly those which have to do with public information and research data to support programs and projects which the mayor is empowered to provide for under this Code.
3. Provide relevant, adequate, and timely information to the local government units and its residents.
4. Furnish information and data on local government units to government agencies or offices as may be required by law or ordinance; and non-





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governmental organizations to be furnished to said agencies and organizations.

5. Maintain effective liaison with the various sectors of the community on matters and issues that affect the livelihood and the quality of life of the inhabitants and encourage support for programs of the local and national government.
6. Be in the frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to the victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitations.
7. Recommend to the sanggunian and advise the mayor, as the case may be, on all other matters relative to public information and research data as it relates to the total socioeconomic development of the local government units.
8. Exercise such other powers and performs such other duties and functions as may be prescribed by law or ordinance.

**SECTION II. SEPARABILITY CLAUSE.** If any section or part of this Order is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force and effect.

**SECTION III. REPEALING CLAUSE.** All orders, rules and regulations, issuances or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly.

**SECTION IV. EFFECTIVITY.** This Order shall take effect immediately upon signing.

**Done,** in the Municipality of Santa Maria, Bulacan, this 20th day of August in the year of our Lord Two Thousand and Twenty-Four.

  
**BARTOLOME R. RAMOS**  
*Municipal Mayor*

