



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612  
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**AWARDEE:**  
**2017 2019 2023**  
**2024**

MOBILE, IT  
(AIP-) TRAINING CENTER

### EXECUTIVE ORDER NO. 018, SERIES OF 2025

## PROMULGATING THE IMPLEMENTING GUIDELINES FOR THE USE OF THE MOBILE COMPUTER LEARNING TRUCK OF THE MUNICIPAL GOVERNMENT OF ASINGAN, PANGASINAN AND FOR OTHER PURPOSES

**WHEREAS**, pursuant to Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, every local government unit shall exercise the powers necessary, appropriate, or incidental to its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, Section 447(a)(5)(x) of Article III of the same Code empowers the Sangguniang Bayan to adopt measures to promote the welfare of the inhabitants and, in particular, to establish and provide for the operation of vocational and technical schools and similar post-secondary institutions;

**WHEREAS**, the Municipal Government of Asingan, Pangasinan, in its thrusts to promote inclusive, accessible, and quality digital education, acquired a Mobile Computer Learning Truck equipped with information and communication technology tools to serve various learners across the municipality;

**WHEREAS**, there is a need to establish uniform guidelines and procedures to ensure the efficient utilization, management, scheduling, and maintenance of the Mobile Computer Learning Truck;

**NOW, THEREFORE, I, ENGR. CARLOS F. LOPEZ, JR. Municipal Mayor of Asingan, Pangasinan, by virtue of the powers vested in me by law, do hereby order the following**

**SECTION 1. OBJECTIVE.** This Order aims to establish clear and uniform implementing guidelines for the use and management of the Mobile Computer Learning Truck to ensure its effective, equitable, and sustainable operation; institute a standardized and accountable procedure for the deployment and use of the MCLT; and ensure the sustainability, security, and effectiveness of the MCLT as an educational tool.

**SECTION 2. COVERAGE.** This Order shall cover the use and regulation of the MCLT in all barangays within the territorial jurisdiction of the Municipality of Asingan.

**SECTION 3. ADMINISTRATIVE CONTROL AND SUPERVISION.** The MCLT shall be under the administrative supervision of the Office of the Municipal Mayor, in coordination with the Public Information Office or its equivalent departments or committees.

**SECTION 4. MANAGEMENT AND OPERATION.** The following LGU personnel are hereby designated as Computer Literacy Facilitators, who shall render instruction, technical assistance, and support services related to the implementation of digital education programs through the MCLT:

- MARK ALLAIN MERIALES – Administrative Aide III
- GILBERT ECLERA, JR. – Administrative Aide III
- NORBERT VELASQUEZ – Job Order
- MARK DAVE SANTILLA – Job Order

**SECTION 5. FUNCTIONS OF MCLT MANAGEMENT TEAM.** The MCLT, in coordination with concerned national government agencies, instrumentalities and stakeholders, shall perform the following functions:

- (1) Oversee the technical operation, maintenance, deployment, operations, documentation, and reporting of all MCLT activities and;
- (2) Assist in teaching basic computer operations and literacy;



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**SECTION 6. SCHEDULING AND DEPLOYMENT.** The Management shall strictly adhere with schedule of barangay visitation of the MCLT to wit:

Barangay	Dates
Carosucan Sur	June 16–18, 2025
Carosucan Norte	June 24–26, 2025
Cabalitian	June 27, 30 – July 1, 2025
Sanchez	July 2–4, 2025
Baro	July 7–9, 2025
Ariston East	July 10–11, 14, 2025
Ariston West	July 15–17, 2025
Bantog	July 18, 21–22, 2025
San Vicente East	July 23–25, 2025
San Vicente West	July 28–30, 2025
Toboy	July 31, August 1, 4, 2025
Coldit	August 5–7, 2025
Bobonan	August 8, 11–12, 2025
Palaris	August 13–15, 2025
Calepaan	August 18–20, 2025
Sobol	August 22, 26–27, 2025
Macalong	August 28–29, September 1, 2025
Domanpot	September 2–4, 2025
Poblacion West	September 5, 8–9, 2025
Poblacion East	September 10–12, 2025
Dupac	September 15–17, 2025

**SECTION 7. UTILIZATION GUIDELINES.** The Management shall strictly comply with the following guidelines and rules in relation to the proper use and operation of the MCLT:

- Only officially sanctioned activities related to digital literacy, ICT education, and community-based e-learning shall be allowed;
- The MCLT may not be used for partisan political activities, private gain, or commercial purposes;
- Users must maintain the cleanliness and integrity of all equipment; and
- Any damage due to negligence or misuse shall be subject to accountability under applicable civil service and administrative laws.

**SECTION 8. MONITORING AND EVALUATION.** A quarterly review and evaluation of the MCLT operations shall be conducted by the implementing office. Recommendations for policy adjustments, if any, shall be submitted to the Sangguniang Bayan for appropriate legislative action. A regular preventive maintenance program shall be instituted for the vehicle and its ICT components and there shall be a utilization and activity report to be submitted monthly to the Office of the Municipal Mayor.



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**SECTION 9. FUNDING.** Operational expenses for the maintenance, fuel, instructional materials, and allowance of designated facilitators shall be charged to the appropriate LGU funds, subject to availability and accounting and auditing rules and regulations.


**SECTION 10. REPEALING CLAUSE.** All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

**SECTION 11. SEPARABILITY CLAUSE.** In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

**SECTION 12. EFFECTIVITY.** This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 24<sup>th</sup> day of June 2025 in the Municipality of Asingan, Pangasinan.

  
ENGR. CARLOS H. LOPEZ, JR.  
Municipal Mayor