



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019 2022

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph

EXECUTIVE ORDER NO. 050, S-2022

IMPLEMENTING GUIDELINES OF THE PASKUHANG ASINGAN 2022, DESIGNATING THE ACTIVITY FOCALS, THEIR DUTIES AND RESPONSIBILITIES, AND FOR OTHER PURPOSE

WHEREAS, Section 129 Book II Title 1 Chapter 1 of RA 7160, otherwise known as the Local Government Code of 1991, vested upon local government units the "power to create its own sources of revenue...consistent with the policy of local autonomy;"

WHEREAS, Section 21 of the same Code provides that any city, municipality, or barangay may, by a duly enacted ordinance, temporarily close and regulate the use of any local street, road, thoroughfare, or any other public place where shopping malls, Sunday, flea, or night markets, or shopping areas may be established and where goods, merchandise, foodstuff, commodities, or articles of commerce may be sold and dispensed to the general public;

WHEREAS, reunions, merrymaking, and festivities have been traditionally observed in the Municipality of Asingan, where locals, tourists, and *balikbayans* come together to celebrate the holiday season that adds dynamism and cultural flavor in the community;

WHEREAS, there is a need to establish a new identity and unifying tradition around the holiday celebration in Asingan that will feature its culture, ways of living, talents, and skills through a series of activities engaging community stakeholders and sectors. By establishing the "Paskuhang Asingan" to be held annually, people from all walks of life can come together to participate in activities, enjoy the food, sights, and sounds, and patronize small businesses and ambulant vendors that will contribute to employment and revenue generation, upliftment of the community spirit after the pandemic, and jumpstarting local economy of Asingan;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me and by expressed authority provided for by law to the Local Chief Executive, do hereby order the designation of Paskuhang Asingan as the official Christmas celebration of Asingan, Pangasinan, laying out its implementing guidelines, and the duties and responsibilities of focal persons involved.

SECTION 1. ADMINISTRATIVE PROVISIONS.

- The conduct of PASKUHANG ASINGAN 2022 is from November 21, 2022 to January 15, 2023 to coincide with the CHRISTMAS BAZAAR.
- The CHRISTMAS BAZAAR shall serve as the revenue-generating activity of the local government as supported by an enactment from Sangguniang Bayan. The Public Auditorium shall be the designated space to put up commercial stalls/booths, which shall be divided into two (2) sections:
 - Food Section – designated space for the sale of all kinds of cooked, processed, and packaged food and foodstuff, beverages and refreshments, and other ready-to-eat food. Liquors, wines, and other intoxicating beverages or drinks are strictly prohibited within the premises of the municipality and designated activity areas.
 - Dry Section – designated space for the sale of RTWs, novelty and souvenir items, clothing, apparel, and accessories, Christmas and household decors, shoes, bags, and other wearable products.
- The Market hours shall start at 6:00 PM until 11:00 PM from Monday to Sunday. On the 24th and 31st day of December, the market shall be opened for 24 hours.



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- To ensure citizen engagement, steady influx of fairgoers, and healthy commerce, series of activities shall be conducted by the local government, in partnership with the barangays, schools, CSOs, and business and private sectors (See Annex A).

SECTION 2. PASKUHANG ASINGAN TASK FORCE. A team is hereby created to oversee the planning, implementation, and monitoring and evaluation of the conduct of Paskuhang Asingan 2022 and the scheduled activities, namely:

Focal Persons: MICHAEL S. SOLIVEN – LDRMO I/Tourism & Cultural Officer
 ARJAY M. GARCIA – Planning Officer I
 CHRISTOPHER JHERONNE S. LAVARIAS – RCC I/LYDO

Members: ALL DEPARTMENT/UNIT HEADS
 ALL AGENCY HEADS

SECTION 3. DUTIES AND FUNCTIONS.

- Focal Persons:
 - Craft and communicate the implementing guidelines of the Paskuhang Asingan 2022 to agencies/offices/personnel involved in the conduct of the event and ensure the conduct of activities on schedule;
 - Coordinate and liaise with agencies/offices/personnel involved in the conduct of activities of the Paskuhang Asingan 2022; and
 - Provide logistical support and supervision over the members of the Task Force, partner agencies/offices/personnel.
- Office of the Municipal Mayor:
 - Issue relevant administrative orders, directives, and guidelines for the seamless conduct of the Paskuhang Asingan 2022;
 - Craft and deliver communication letters to agencies/offices/personnel involved in the conduct of activities of the Paskuhang Asingan 2022; and
 - Dispense logistical, technical, and workforce assistance to the members of the Task Force, partner agencies/offices/personnel.
- Sangguniang Bayan:
 - Craft an enactment as basis for the conduct of Paskuhang Asingan 2022 and Christmas Bazaar, setting the imposition of fees and charges and other internal rules and regulations;
 - Assist the Executive in the mobilizing active and maximum participation to events and activities; and
 - Sponsor and supervise activities to contribute to the success of the event.
- PNP Asingan:
 - Implement security measures to maintain peace and order and public safety;
 - Intervene, manage, and resolve any conflict arising during the conduct of the Paskuhang Asingan 2022; and
 - Ensure security of Municipal Officials, department/unit heads, focal persons, and organizers and provide assistance through crowd control, traffic management, patrolling, and enforcement of health protocols.
- BFP Asingan:
 - Ensure fire safety in all public offices, buildings, spaces, and place of business during the activities;
 - Conduct regular monitoring, safety orientation among involved personnel and participating business, and inspection of availability of fire extinguishers in the area; and
 - Assist the PNP in maintaining peace and order, traffic management, enforcement of health and safety protocol, emergency response, and sanitation.



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- MDRRMO, MDRRMC, BDRRMCs:
 - Coordinate with activity organizers for the conduct of short safety orientation before the start of any activity;
 - Stand-by to assist in emergency response, first aid, and enforcement of health and safety protocols; and
 - Conduct patrolling and inspection to minimize hazards, risks, and vulnerabilities.
- MENRO-SWM, SWMB, BESWMCs:
 - Ensure the availability of garbage bins and the practice of segregation in commercial stalls, activity venues, and the public parks, plaza, and places;
 - Issue citation tickets to any person, business, or institution violating environmental ordinances and directives; and
 - Maintain the general cleanliness and sanitation in activity areas.
- Municipal Health Office:
 - Spearhead the enforcement of health and safety protocols among event organizers, LGU and barangay personnel, schools, and the general public;
 - Conduct regular monitoring of cleanliness of food being served by businesses and the required sanitation in food handling; and
 - Setup first-aid stations and stand by for emergency response and ambulance service.
- Municipal Engineering Office:
 - Spearhead the installation of all power sources, outlets, and electrical wirings in all displays needing electricity such as lantern, Christmas tree, lights, and stalls;
 - Ensure the stage, temporary structures, and walkways follow the provisions of the Building Code and other relevant laws; and
 - Coordinate with the BFP in conducting inspection of electrical and building safety compliance by stall owners and concessionaires.
- MLGOO Asingan, Liga ng mga Barangay (LNB), Barangay Councils:
 - Ensure the widest engagement in activities involving and requiring barangay and DILG participation;
 - Deploy barangay personnel to augment the LGU in implementing activities such as BHWs and BNS to assist the MHO, BPATs to assist the PNP and BFP, BDRRMCs to assist the MDRRMO, and BESWMCs to assist the MENRO-SWM; and
 - Ensure observance and compliance of activities to any and all existing DILG issuances and directives;
- Human Resources Management Office (HRMO):
 - Ensure the maximum and active participation of all LGU officials, employees (regular, casual, and job order) in activities and events of Paskuhang Asingan 2022;
 - Issue separate memorandum and guidelines to complement this Order and see through its implementation; and
 - Spearhead and supervise designated activities, events, and other endeavor involving the Office.
- Public Order and Safety Group (POSG):
 - Spearhead the overall traffic management and enforcement of traffic rules;
 - Implement sound and orderly vehicle parking at designated spots and issue citation tickets to any violators of traffic or parking rules; and
 - Assist the PNP in crowd control, the BFP in safety inspections, the MDRRMO in emergency response, and any other tasks that may be assigned.



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- **Building Administrator/Maintenance:**
 - Ensure close coordination with other offices for the seamless scheduling of activities in all venues to be used during activities;
 - Provide assistance to offices/units/personnel in logistics, program flow, sound and light systems, projection, and power source; and
 - Assist the PNP in crowd control, the BFP in safety inspections, the MDRRMO in emergency response, and any other tasks that may be assigned.
- **Other Departments/Offices/Units Involved:**
 - Supervise the conduct of activities assigned to them;
 - Support the undertaking of the Paskuhang Asingan 2022 through close coordination, attendance to meetings, active participation of their subordinates, and promotion of its programs and activities; and
 - Provide technical, logistical, and workforce assistance to any activity based on the expertise and specialization of the department/office/unit or their individual personnel.

SECTION 4. 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 5. 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 6. EFFECTIVITY. This Order shall take effect immediately.

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

DONE this 4th day of November 2022 in the Municipality of Asingan, Pangasinan.

Engr.  LOPEZ, JR.
Municipal Mayor