



EXECUTIVE ORDER NO. 44
Series of 2025

**DESIGNATION OF PUBLIC INFORMATION
OFFICER OF THE MUNICIPALITY OF
CONCEPCION, TARLAC**

WHEREAS, Article III, Section 7 of the 1987 Philippine Constitution guarantees the right of the people to information on matters of public concern, ensuring access to official records, documents, and research data used for policy development. This right promotes transparency, accountability, and democracy, allowing citizens to monitor government actions;

WHEREAS, the Local Government Code of 1991 (R.A. 7160) mandates local government units (LGUs) to have Public Information Officers to serve as the central points for information dissemination. They act as the communications coordinators or spokespersons for the LGU, ensuring that the public is informed about local initiatives, programs, and services;

WHEREAS, the Municipality of Concepcion, Tarlac is a first class municipality which has significantly exemplified economic strength, empowering it with better access to resources and development opportunities which it can provide to its constituents;

WHEREAS, the Municipality of Concepcion, Tarlac finds it beneficial to have an information officer who will be responsible for disseminating, managing, and facilitating the flow of information between the Municipal Government and the public, and to promote its projects, manage crises, and ensure transparent communication;

NOW, THEREFORE, I, HON. NOEL L. VILLANUEVA, Municipal Mayor of Concepcion, Tarlac, by virtue of the powers vested in me by law, do hereby order, to wit:

**SECTION 1. DESIGNATION OF PUBLIC INFORMATION OFFICER OF THE
MUNICIPALITY OF CONCEPCION, TARLAC**

MS. FRANCES SHARINA G. CORTEZ is hereby designated as Public Information Officer of the Municipality of Concepcion, Tarlac.

MS. CORTEZ shall function as such, in addition to her current functions as Senior Administrative Assistant I of the Office of the Municipal Mayor, and without additional compensation.

SECTION 2. FUNCTIONS AS DESIGNATED PUBLIC INFORMATION OFFICER

1. Information Dissemination:

- a. Gather and provide adequate & relevant information on the LGU's various programs, projects & activities to the public in coordination with different public & private mass media & other government agencies. Publicize local government achievements, projects, and programs.
- b. Provide relevant, adequate, and timely information to the local government unit and its residents;

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Republic of the Philippines
MUNICIPALITY OF CONCEPCION
Province of Tarlac



OFFICE OF THE MUNICIPAL MAYOR

BAGONG PILIPINAS

- c. Furnish information and data on local government units to government agencies or offices as may be required by law or ordinance; and non-governmental organizations to be furnished to said agencies and organizations;
2. **Crisis Communication:** Be in the frontline in providing information/provide real-time updates 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 rehabilitation.
3. **Liaison:** 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. Act as a bridge between the local government, the community, and national agencies.
4. **Media Management:** Handle social media content, news writing, and photo/video documentation.
5. **Research & Data:** Advise local officials on public sentiment and, in some cases, manage, Freedom of Information Requests.
6. **Other Functions.** Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

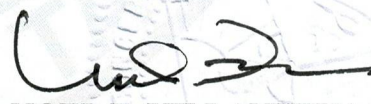
SECTION 3. REPEALING CLAUSE.

All other orders, issuances and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

SECTION 4. EFFECTIVITY DATE.

This Executive Order shall take effect immediately.

Done this 21st day of October 2025 in Concepcion, Tarlac.


NOEL L. VILLANUEVA
Municipal Mayor

