



Republic of the Philippines
Province of Sarangani
Municipality of Glan
Office of the Sangguniang Bayan
Ed. No. (083) 262 - 1021



EXCERPTS FROM THE MINUTES OF THE 102nd REGULAR SESSION OF THE 19TH SANGGUNIAN BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, FEBRUARY 5, 2013 AT EXACTLY 9:35AM

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PRESENT: Hon. Vivien B. Yap, M.D. - Vice Mayor, Presiding Officer
 Hon. Jose Tranquilino L. Ruiz, M.D. - Councilor
 Hon. Angelito L. Cerna - Councilor
 Hon. Isedrito P. Cañete - Councilor
 Hon. Eduardo T. Saya-ang, Sr. - Councilor
 Hon. Pedrito B. Lopez, Sr. - Councilor
 Hon. Bienvenido R. Daquigan, Sr. - Councilor
 Hon. Redempto Y. Abiso - ABC President
 Hon. Vincent Adolf Rustico B. Yap - SK Federation Vice President

ABSENT: Hon. Cyril John Rustico G. Yap, LL.B - Councilor (OB)
 Hon. Vannevar B. Alegado - Councilor

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SPECIAL ORDINANCE NO. 19-011
Series of 2013
Author: Hon. Angelito L. Cerna

AN ORDINANCE CREATING THE POSITION OF TOURISM OPERATIONS OFFICER (TOO) II,
WITH SALARY GRADE 15, LEVEL 2 FOR THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI

Whereas, on January 03, 2013 the Honorable Mayor Victor James B. Yap, Sr. wrote a certified urgent letter to the Sangguniang Bayan submitting a proposal for the immediate creation of the position of Tourism Operations Officer (TOO) II to head the Municipal Tourism Office as embodied in the Glan Tourism Master Plan which was approved by the August Body, the same being hereto attached and made integral part hereof;

Whereas, the Glan Tourism Master Plan (GTMP) is envisioned to be an integrated tourism plan that institutionalizes multi-stakeholder participation and support for its implementation, it aims to institutionalize a comprehensive five-year development plan to develop, enhance and sustain the local tourism industry;

Whereas, it shall be a collective effort in making realize the ultimate objective of making tourism as a significant component of the local economy, a tool in poverty alleviation, beneficial to all stakeholders and the community at large, rolled into one with the need to secure its sustainability, environmental protection and cultural integrity of the people;

Whereas, to develop the existing local tourism industry, enhance and ensure its sustainability it becomes imperative for the creation of Municipal Tourism Office (MTO) and maintain existing ones necessary for the continued growth of the industry;

Whereas, the Municipal Tourism Office (MTO) to be established herein will serve as a distinct and fully-functioning executive department with qualified Municipal Tourism Officer and personnel, and office space and equipment;

Whereas, pursuant to Resolution No. 97-0404 dated January 24, 1997, the Civil Service Commission repeals Memorandum Circular No. 46, s. 1993 and adopts the New Qualification Standards Manual for positions in the civil service;

Whereas, under Memorandum Circular No. 1, s. 1997 the qualification standards for Tourism Operations Officer (TOO) II, Salary Grade 15, Level 2 is as follows, viz:

- | | |
|----------------|--|
| A) Education | -Bachelor's Degree relevant to the job |
| B) Experience | -One-year of relevant experience |
| C) Training | -Four (4) hours of relevant training |
| D) Eligibility | -Career Service (Professional) Second Level Eligibility; |

Whereas, Article 163 of the RRI-Local Government Code of 1991 (RA No. 7160) provides that "Every LGU shall design and implement its own organizational structure and staffing pattern xxx xxx subject to the minimum standards and guidelines prescribed therefore by the CSC";

Whereas, it is the desire of the new administration to open its doors to interested investors with end view of promoting the tourism industry in this municipality;

Whereas, in our pursuit to trigger investment several willing investors has manifested their intention to do business with us;

Whereas, with reasons above stated it becomes imperative for the LGU of Glan to create the position of Tourism Operations Officers (TOO) II to head the Municipal Tourism Office (MTO) of this Municipality;

- page two follows -

NOW, THEREFORE:

Be it enacted by the 19th Sangguniang Bayan of Glan, in as Session duly assembled, that:

Section 1. The position of a Tourism Operations Officer (TOO) II, Salary Grade 15, Level 2, for the Municipal Government of Glan, Sarangani Province is hereby "CREATED".

Section 2. The qualifications, powers and duties of the Tourism Operations Officer (TOO) II, Salary Grade 15, Level 2 for this municipality, shall be as follows, viz:

- (A) The Tourism Operations Officer (TOO) II shall take charge of the Municipal Tourism Office;
- (B) He/She shall supervise the personnel and staff of said office, formulate program implementation guidelines and rules and regulations for the operations of the said office for the approval of the Mayor, as the case may be, in order to assist him/her in the efficient, effective and economical implementation of a tourism development/services program geared to implementation of tourism-related projects and activities;
- (C) Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Mayor, as the case may be, in carrying out activities to ensure the delivery of basic services and provision of adequate facilities relative to tourism services as provided by law;
- (D) 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 tourism programs and projects which the Mayor, is empowered to implement and which the Sanggunian is empowered to provide for under the Local Government Code of 1991;
- (E) Provide relevant, adequate, and timely information to the local government unit and its residents on matters pertaining to tourism development programs;
- (F) Establish linkage and apply for full membership with the Association of Tourism Officers of the Philippines (ATOP) to promote tourism development of this municipality;
- (G) Recommend to the Sanggunian and advise the Mayor, as the case may be, on all other matters relative to tourism development with research data as it relates to the socio-economic development of the LGU Glan;
- (H) He/She shall be a holder of Bachelor's degree relevant to the job, one year of relevant experience, four (4) hours of relevant training and career service (Professional) second level eligibility as provided under MC No. 1, s. 1997 of the CSC; and
- (I) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;

Section 3. The Local Finance Committee (LFC) of this municipality through the Municipal Budget Officer is hereby directed to incorporate in the budget of the LGU the funding requirement with this creation of the position of a Tourism Operations Officer (TOO) II, Salary Grade 15, Level 2. The amount above stated purposely for Tourism Operations Officer (TOO) II shall be appropriated to be made available as appropriation for the salary and other benefits which amount shall be provided for in the immediately succeeding budgetary proposal of the LGU of Glan after approval of this proposed special ordinance.

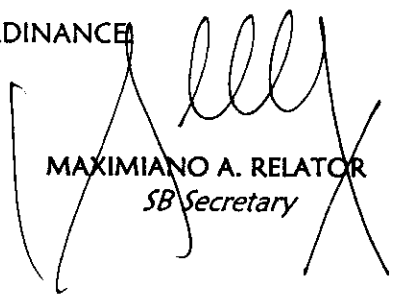
Section 4. The Human Resource Management Office (HRMO) through its officer is hereby directed to comply the appurtenant legal documents relative to this creation of a Tourism Operations Officer (TOO) II as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. The Local Chief Executive is hereby requested to create the office space for the Tourism Operations Officer (TOO) II with one (1) secretary and a messenger/utility whose positions will be in a casual basis.

Section 6. This special ordinance shall take effect immediately.

ENACTED this 5th day February, 2013 upon motion of Honorable Angelito L. Cerna which was duly seconded by Honorable Isedrito P. Cañete. .

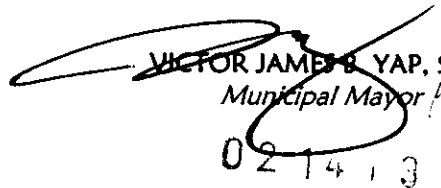
I HEREBY CERTIFY to the correctness of the foregoing SPECIAL ORDINANCE


MAXIMIANO A. RELATOR
SB Secretary

ATTESTED:


VIVIEN B. YAP, M.D.
Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

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Republic of the Philippines
Province of Sarangani
Municipality of Glan
Office of the Sangguniang Bayan
Telefax No. (083) 262 - 1021



EXCERPTS FROM THE MINUTES OF THE 117th REGULAR SESSION OF THE 20th SANGGUNIAN BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, FEBRUARY 02, 2016 AT EXACTLY 1:30PM

PRESENT: Hon. Vivien B. Yap, M.D. - Vice Mayor, Presiding Officer
Hon. Vannevar B. Alegado - Councilor
Hon. Angelito L. Cerna, DPA - Councilor
Hon. Jose Tranquilino L. Ruiz, M.D. - Councilor
Hon. Isedrito P. Cañete - Councilor
Hon. Eduardo T. Saya-ang, Sr. - Councilor
Hon. Bienvenido R. Daquigan, Sr. - Councilor
Hon. Pedrito B. Lopez, Sr. - Councilor
Hon. Joselito A. Escobar - LnB President

ABSENT: Hon. Cyril John Rustico G. Yap, LL.B. - Councilor

SPECIAL ORDINANCE NO. 20 - 021

Series of 2016

Author: Hon. Bienvenido R. Daquigan, Sr.

AN ORDINANCE DECLARING OCTOBER 5, 2016 AND EVERY YEAR THEREAFTER AS THE INDIGENOUS PEOPLE'S DAY CELEBRATION IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE AND APPROPRIATING FUNDS THEREFORE FOR ITS YEARLY COMMEMORATION

Whereas, Article XIV section 17 of the Philippine Constitution provides that the state shall recognize, respect, protect, and promote the rights of Indigenous Cultural Communities to preserve and develop their cultures, traditions, and institutions, further RA 8371 protects the rights of IP's/ICC's regardless of sex, shall equally enjoy the full measure of human rights and freedom without distinction or discrimination;

Whereas, pursuant to Proclamation No. 486 of 2003 declaring the month of October as the National Indigenous Peoples Thanksgiving Day to give due recognition to the ICC's/IP's community;

Whereas, it is more remarkable to highlight every 5th day of October as the Indigenous People's Day in the municipality of Glan in line with the commemoration of its Founding Anniversary and Lubi-lubi Festival to showcase the undying cultural heritage and practices of the IP's that are still vital today, especially the young IP generations who are in dire need of advocacy on IP values and to manifest strong recognition of IP's legitimate and collective interest and aspirations in the municipality;

NOW, THEREFORE:

BE IT ORDAINED, by the 20th Sangguniang Bayan of Glan in a Session duly assembled, THAT;

Section 1. Short Title: This municipal special ordinance shall be known and cited as the "IP Day Ordinance of the Municipality of Glan".

Section 2. Declaration of Policy: As stipulated in Section 2 (f) of RA 8371, the state recognizes its obligations to respond to the strong expression of the Indigenous Cultural Communities (ICCs)/Indigenous Peoples (IPs) participation in the direction of education, health, as well as other services of ICCs/IPs in order to render such services more responsive to the needs and desires of their communities.

Toward this end, the local government units are mandated by law to enact measures for the general welfare of the public and to ensure that the government is responding to the needs of the community.

Section 3. Objectives: This special ordinance aspires to attain the following:

- To recognize the significant existence and contribution of the Indigenous Peoples in the municipality of Glan; and
- To encourage the members of the ICCs/IPs community to participate and promote their traditions and cultures;

MAYOR'S OFFICE
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Section 4. Indigenous Peoples Day: The Indigenous People's Day celebration will be held on the *5th day of October 2016 and every year thereafter* in the Municipality of Glan, Sarangani Province. This celebration shall be intentionally created with a duty to carry out measures of recognizing the existence of indigenous people in this municipality, more importantly, enhance the IP participation and involvement in the success of Glan's Founding Anniversary and Lubi-lubi Festival.

Section 5. Participants: The celebration shall be exclusively participated by the members of the ethno-linguistic groups of Glan limited to B'laan, T'boli, Tagakaolo, Manubo and Ubo living within the municipality of Glan.

Section 6. The Management Team: There shall be a team headed by the Municipal Tribal Chieftain as the Chairman, with the members of the Municipal Tribal Council and the Chairman of the Committee on Indigenous People of the Sangguniang Bayan or the Indigenous People's Mandatory Representative (IPMR) if present/available as member whose primary functions are:

1. To stand as focal person for the IP day celebration;
2. To identify assistant coordinators thereof;
3. Coordinate with the Local Chief Executive, Sangguniang Bayan and other IP organizations for possible partnership and tasking;
4. Coordinate with LGU officials and Department Heads for possible funding assistance, lobbying of logistics and support;
5. Work in partnership with other program organizers for smooth implementation;
6. Prepare invitation for the participating groups/association;
7. Delegate and assign task to the members of the tribal council;
8. Do other functions duly needed by the Municipal Tribal Council for the success of the celebration;
9. As the need arises, additional manpower shall be hired to sustain efficiency.

Section 7. Appropriation: The municipal government, through the Executive Department shall appropriate a yearly budget amounting to *Two Hundred Fifty thousand Pesos (Php250, 000.00)* for the activities and programs that will be conducted during the celebration.

Section 8. Separability Clause: If for any reason, any part or portion of the provision of this municipal special ordinance is subsequently held unconstitutional or invalid; such declaration of the law or the provision not otherwise affected shall remain valid and enforceable.

Section 9. Repealing Clause: Any law, resolutions, rules and regulations, or parts thereof contrary to or is inconsistent with the provisions of this municipal ordinance are hereby repealed, modified, or amended accordingly.

Section 10. Effectivity Clause: This Municipal Ordinance shall immediately take effect upon its approval.

ENACTED this 2nd day of February, 2016 upon motion of Honorable Angelito L. Cerna, DPA, which Honorable Daquigan, Sr. duly seconded.

I HEREBY CERTIFY to the correctness of the foregoing SPECIAL ORDINANCE.

MAXIMIANO A. RELATOR
SB Secretary

ATTESTED:

VIVIEN B. YAP, M.D.
Vice Mayor / Presiding Officer

APPROVED:

VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: 03-01-16



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EXCERPTS FROM THE MINUTES OF THE 76th REGULAR SESSION OF THE 21ST SANGGUNIAN BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, FEBRUARY 27, 2018 AT EXACTLY 9:30AM

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PRESENT:	Hon. Angelito L. Cerna, DPA	- SB Member, Temporary Presiding Officer
	Hon. Victor James P. Yap, Jr.	- SB Member, OIC - Municipal Vice Mayor
	Hon. Jose Tranquilino L. Ruiz, M.D.	- SB Member
	Hon. Eduardo T. Saya-ang, Sr.	- SB Member
	Hon. Isedrito P. Cañete	- SB Member
	Hon. Pedrito B. Lopez, Sr.	- SB Member
	Hon. Randolph Patrick B. Alegado	- SB Member
	Hon. Joselito A. Escobar	- LnB President
ABSENT:	Hon. Vivien B. Yap, M.D.	- Vice Mayor, (O.B.)
	Hon. Bienvenido R. Daquigan, Sr.	- SB Member, (Mandatory Leave)

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SPECIAL ORDINANCE NO. 21 - 021

Series of 2018

Sponsor: Hon. Angelito L. Cerna, DPA

AN ORDINANCE CREATING THE POSITION OF SUPERVISING TOURISM OPERATIONS OFFICER WITH SALARY GRADE 22 (SG 22), LEVEL 2 UNDER THE OFFICE OF THE MAYOR, THIS MUNICIPALITY, PROVIDING FUNDS THEREFORE AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

Whereas, it is necessary to create aforesaid position considering that Glan is the Tourism Capital of the Province of Sarangani;

NOW, THEREFORE:

Be it Ordained, by the 21st Sangguniang Bayan of Glan, Sarangani Province during its regular session, THAT:

Section 1. The position of Supervising Tourism Operations Officer, Salary Grade Two (SG 22), Level 2, in the regular plantilla of personnel under the Office of the Municipal Mayor for the Municipal Government of Glan, Sarangani Province is hereby **"CREATED"**.

Section 2. Qualifications – Pursuant to the 1997 Revised Qualification Standards Manual of the Civil Service, stipulated the qualification standards for Supervising Tourism Operations Officer, Salary Grade Twenty Two (SG 22), Level 2, are as follows, *viz*:

- | | |
|----------------|---|
| a) Education | – Bachelor's Degree relevant to the job |
| b) Experience | – 3 years of relevant experience |
| c) Training | – 16 hours of relevant training |
| d) Eligibility | – Career Service Professional, Second Level Eligibility |

Section 3. Duties and Functions – The positions created under Section 1, above, shall have the following duties and functions:

- Prepares, implements, coordinates, monitors and updates local tourism development plans;
- Ensures the proper enforcement of tourism standards, laws, rules and regulations;
- Submits regularly reports on status of tourism plans and programs, tourist arrivals, employment, occupancy rates, investment and tourist products, among others, to the Department; and
- Coordinates with the Department of Tourism and its attached agencies and corporations in regard to the development and promotion of tourism in the locality;

- page two follows -

Other specific roles and functions:

- a) Producing tourist information including art work, writing press releases and copy for tourism guides/newsletters;
- b) Setting up and attending exhibitions and holiday shows;
- c) Organizing special and seasonal events and festivals;
- d) Devising and planning tours and arranging itineraries;
- e) Liaising with local operators, the media, artists, designers;
- f) Managing staff, budgets and staff training needs;
- g) Ordering products and services;
- h) Providing funding and business advice support and sending e-newsletters to local businesses;
- i) Developing e-tourism platforms including websites and constructing business databases;
- j) Writing and presenting reports for committees;
- k) Planning and writing funding applications or proposals;
- l) In charge of the product development;
- m) Giving talks to local parties, community groups and schools, and handling media inquiries;
- n) Commissioning and/or producing tourism strategies and economic impact studies for implementation;
- o) Lobbying the industry and government on strategic matters such as quality assessed, accommodation, collation of national/international statistics;
- p) Devising and coordinating marketing campaigns;
- q) Undertaking market research with members of the public and visitors to particular attractions;
- r) Providing a range of information on local resources and facilities;
- s) Supporting the local tourism industry by providing promotional opportunities;
- t) Encouraging the creation of a tourism association or council or similar body; and
- u) Managing training courses to encourage networking and economic growth in the tourism industry.

Section 4. The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

Section 6. Effectivity. This Special Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 27th day of February, 2018 upon motion of Honorable Isedrito P. Cañete, which was jointly seconded by Honorable Randolph Patrick B. Alegado and Honorable Eduardo T. Saya-ang, Sr.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE.


MARLON R. DAQUIGAN
Secretary to the Sanggunian

ATTESTED:


ANGELITO L. CERNA, DPA
SB Member/Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: 3-15-18

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 28th REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, FEBRUARY 7, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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- PRESENT:**

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, R.N.
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara

- Municipal Vice Mayor, *Presiding Officer*
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President

ABSENT:

Hon. Edwin D. Pacaldo

- SB Member, (*Sick Leave*)

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- MUNICIPAL ORDINANCE NO. 23 – 003**
Series of 2023
Author: Hon. Carlos A. Homo
- AN ORDINANCE MANDATING ALL BUSINESS ESTABLISHMENTS OPERATING WITHIN THE JURISDICTION OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE TO INSTALL CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES**
- Whereas*, Section 16 of the Local Government Code of 1991, or Republic Act No. 7160, also known as the General Welfare Clause, provides that every local government unit shall exercise powers necessary for its efficient and effective governance and those which are essential to the promotion of general welfare;
- Whereas*, Sections 447 and 458 of the said Republic Act 7160, provide in part, that the Sangguniang Bayan shall enact ordinances for the general welfare of the municipality and its inhabitants pursuant to the abovementioned Section 16 of the said law, and in this regard, enact and approve ordinances relative to the: (i) maintenance of peace and order in the municipality, (ii) suppression of lawlessness therein, and (iii) authorization of the issuance of permits or license upon conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality, regulating thereby any business which does not require government examination within the municipality and the conditions under which the license for said business may be issued or revoked;
- Whereas*, law enforcement agencies in the country have already proven that Closed Circuit Television (CCTV) systems are among the most effective tools in crime deterrence, prevention, detection and solution since there is a video recording which can be used in addition to the testimonies of witnesses;
- Whereas*, in order to intensify the municipality's drive to deter, prevent, detect, and solve criminality, and to preserve video recording as evidence, this August Body deems it proper to require the use of CCTV systems in business establishments within the municipality of Glan;
- Whereas*, the Department of the Interior and Local Government, through the Philippine National Police Anti – Cybercrime Group, has conducted a study as to the minimum technical specifications to be required of CCTVs to be installed pursuant to this ordinance;
- NOW, THEREFORE:*
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- page two follows -

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session,
THAT:

Article 1. TITLE

This Ordinance shall be known and cited as “AN ORDINANCE MANDATING BUSINESS ESTABLISHMENTS OPERATING WITHIN THE JURISDICTION OF THE MUNICIPALITY OF GLAN TO INSTALL CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES” of the Municipality of Glan.

Article 2. SCOPE AND APPLICATION

The following business establishments are required to install CCTVs:

1. Financial establishments such as banks, pawnshops, money lenders, money remittance services, money changers, and others with similar transactions;
2. Business establishments that are part of a national chain or have several branches in other parts of the country, such as restaurants/fast food chains, 24-hour convenience stores, grocery stores, drug stores, etc.;
3. Shopping Malls, Shopping centers, supermarkets, wet markets or palengke, and other similar establishments;
4. Hospitals, Laboratories, clinics, and other medical facilities;
5. Perya, arcades, internet cafes, and other places of entertainment that draw in a considerable number of customers;
6. Ports, public transportation terminals, parking lots, and other similar establishments that cater to a large number of vehicles;
7. Car dealerships, gasoline/fuel stations, vehicle maintenance/services stations; and
8. Other business establishments which the Sangguniang Bayan may deem proper considering the type of business and potential risks in their respective areas;

The CCTV shall be maintained in proper working order at all times, shall be in continuous operation, and shall meet the minimum technical specifications set by this ordinance.

Article 3. MINIMUM TECHNICAL SPECIFICATIONS

The CCTV system to be installed must meet the following minimum specifications:

1. CAMERA:

- ❖ High-Definition Analog or at least 2 Megapixel Digital Camera
- ❖ 0.1 Lux Minimum Illumination
- ❖ 2.8mm to 3.6mm Focal Length\
- ❖ Auto-Iris Focus Lens (fixed/vari-focal)
- ❖ 1/30s to 1/50,000s Shutter Speed
- ❖ $\geq$ 50-meter Infrared Range
- ❖ 120dB Wide Dynamic Range

Yf.

- ❖ Pan and Tilt adjustment of 0 degrees to 180 degrees and Rotate adjustment of 0 degrees to 360 degrees.
- ❖ Outdoor cameras must be vandal-proof with IP 66 Weatherproof Casing

2. VIDEO/AUDIO INPUT:

- ❖ Hybrid Type (accepts Digital and Analog Signal), Minimum of four (4) camera input
- ❖ Video and Audio Stream Input
- ❖ H. 264 (Advanced Video Coding) Video Compression and G.711u Audio Compression
- ❖ 30 frames-per-second (FPS) recording capability per camera
- ❖ Analog High-Definition Input (1080p@25FPS, 1080p@30FPS, 720p@25FPS, 720p@30FPS)
- ❖ Hard Disk Drive storage system with enough capacity to accommodate the prescribed retention period below. (4TB Capacity is approximately sufficient for 40 days of recording for DVR with 4 cameras at 1080p)
- ❖ Time stamping feature

3. VIDEO/AUDIO OUTPUT:

- ❖ 720p or 180p resolution
- ❖ 30 FPS
- ❖ At least 10 Megabits per second (Mbps) Video Bitrate and at least 64 Kilobits (Kbps)

4. OTHER SPECIFICATIONS:

- ❖ At least four (4) cameras covering the areas of transaction and risks. When possible, one camera must be facing the street/entrance, with the actual number of business, as determined by the LGU
- ❖ Centralized power supply for the Video Recorder and Cameras
- ❖ Uninterruptible Power Supply (UPS) to provide standard and reasonable back-up power to the Video Recorder and Cameras

Article 4. INSTALLATION GUIDE

The following Installation Guide is recommended to be followed:

- Cameras must be installed at a secure location with maximum area of coverage of entrance/ exits and areas of transaction or risk, making sure that there will be no blind spots.
- Video recorders must be mounted at secure or concealed locations to protect them from deliberate tampering.
- CCTVs should be installed in well-lit areas and with consistent lighting to pick-up identifying details, such as facial features.
- The angle of the cameras should be considered to avoid lens flare and backlighting.

The following objectives and recording distance when installing CCTV Cameras shall be determined: General Surveillance = 10 feet or greater, Facial Recognition = 5 to 7 feet, plate recognition (for parking lots) = 3 to 4 feet.

- When possible, a back-up system should be installed alongside the CCTV system to ensure that data is kept secure in the event of physical harm to the storage devices such as fires, earthquakes, any form of deliberate tampering, and other similar situations.
- When possible, dummy CCTV cameras should also be placed in a conspicuous area to deter possible criminal acts and protect the cameras.
- Signage indicating that the establishment/area is being monitored by a CCTV System must also be installed in areas that visible and obvious to the public, and must use clear, plain, and concise language.
- At least one staff or employee should be trained to operate the CCTV System.

Article 5. PRIVACY

All the establishment required to install CCTVs under Section 2 hereof shall comply with the following guidelines on privacy:

- Establishments covered shall strictly comply with the National Privacy Commission's guidelines on the use of CCTV Systems, as detailed in NPC advisory no. 2020-04.
- Video footage obtained through the CCTV System shall be retained for a maximum period of (3) weeks in order to allow investigating authorities to properly retrieve and prepare back-ups of the data relevant to any incidents that occur. Upon exceeding the prescribed period, video footage shall be permanently deleted from the prescribed period; video footage shall be permanently deleted from the system and all existing forms of back-up.

Article 6. MINIMUM COVERAGE

All the establishments mentioned under Section 2 hereof shall be required to install CCTVs as to afford a full coverage of the following:

a. From the interior of the establishment:

- (i) All entrances/exits;
- (ii) The center of business activity in the establishment (including the tellers, cashiers, cash registrar, sales counters, or areas leading to the vault/safe) according to the nature of business/operation of the establishment.

b. From the exterior of the establishment (when the establishment is not located inside a mall or building which has its own exterior cameras:

- All entrances and exits;
- (ii) From the entrances/exits, a clear view of the area to and from the street(s) abutting the establishment, including frontage thereof, taking into particular consideration the clarity of the shots in relation to the angles thereof;
- (iii) Parking lots and drive-through lanes (when applicable).

Article 7. COMPOSITION OF TECHNICAL WORKING GROUP

Technical working group shall be identified by the Local Chief Executive after the enactment of the ordinance.

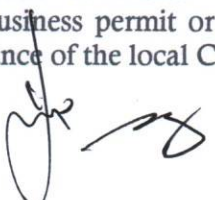
Article 8. DUTIES AND FUNCTION

The technical working group shall have the following duties and functions:

1. To conduct inspection to all establishment for the installation of CCTV.
2. To evaluate the specification and quantity of the CCTV to be installed.
3. To monitor all establishment for further compliance.
4. To recommend the establishment for the renewal of their business permit.

Article 9. IMPLEMENTING OFFICES

The Municipal Office of Public Order and Safety (OPOS) (or its equivalent), shall be responsible for the verification and determination of the relevant establishments' compliance with the directives of this Ordinance. The OPOS shall specify when compulsory inspection of the installed CCTVs shall be conducted before the necessary clearance or certification therefor may be issued, which clearance or certification shall be a mandatory requirement for the issue or renewal by the Business Permits and Licensing Office (BPLO) of a business permit or license. The OPOS may thereafter conduct inspections during reasonable business hours, to determine continued compliance with this Ordinance post-issuance or renewal of such establishment's business permit or license by the BPLO. For all these purpose, the OPOS shall seek the advice and assistance of the local Chief of Police or his duly authorized representative.



- page five follows -



Article 10. ACCESS TO RECORDINGS

If a crime has been committed, or the operator, employee, or owner of the establishment has reason to believe that a crime has been committed and has been recorded by the CCTV, the operator, employee, or owner of the establishment shall immediately contact the nearest police station and shall provide access to the pertinent recordings to the police and other investigators. The operator, employee or owner of the business establishment shall also make available the camera recordings to the law enforcement authorized or designated officer thereof with the particular time and day covered by the request therein specified.

The captured video footage or images may be used at any time to satisfy the written order or subpoena of any court or body with competent jurisdiction.

Article 11. PROHIBITION

The viewing of recorded or captured video footage or images shall be made with due respect to the privacy of individuals.

Article 12. PENALTIES

No business permit or permit to operate shall be issued to or renewed for the business establishment mentioned in Section 2 hereof unless the CCTVs as herein specified are installed and fully operational.

Further, a fine amounting to Two Thousand and Five Hundred Pesos (P2,500.00) shall be imposed on any business establishment in operation found to be in violation of this Ordinance.

Article 13. APPEAL PROCESS

Any establishment found to be in violation of this Ordinance by the OPOS may appeal the findings thereof to the Office of the Mayor with in five (5) working days from being notified of its violation by the OPOS, furnishing a copy of the appeal to the OPOS prior to the filing thereof with the Office of the Mayor. Within five (5) working days from receipt of the copy of the appeal, the OPOS shall submit its answer to the Office of the Mayor, furnishing the business establishment a copy of the same on even date. Should the OPOS fail to file its answer to the appeal with in the given period, it shall be deemed to have opposed the appeal on all its material points. The office of the mayor shall decide on the matter within five (5) working days from receipt of the answer of the parties involved. The decision of the Mayor shall be final, and no motion for reconsideration shall be entertained thereafter, subject to such remedial measures as may be then available under the law or Rules of Court.

Article 14. COMPLIANCE

Businesses covered by the scope of this Ordinance shall have an installed CCTV cameras before the renewal of business permits from the effectivity of the same within which to comply with the directives hereof.

Article 15. SEPARABILITY CLAUSE

If for any reason, any Section of this Ordinance shall be held unconstitutional or invalid, other Sections which are not affected thereby shall continue to be in full force and effect.

Article 16. REPEALING CLAUSE

All ordinances, rules and regulations or parts thereof in conflict with this Ordinance are hereby repealed, provided that the rights that are vested upon the effectivity of this Ordinance shall not be impaired.

  - page six follows - 

Article 17. EFFECTIVITY CLAUSE

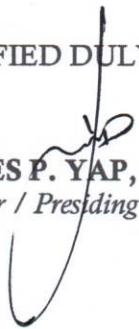
This ordinance shall take effect upon the approval of this ordinance.

Enacted unanimously, this 7th day of February, 2023, upon motion of Honorable Ricardo Q. Roque, Jr., which was duly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 28th Regular Session held on February 7, 2023.


MARION R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAR 20 2023

EXCERPTS FROM THE MINUTES OF THE 28th REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, FEBRUARY 7, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, R.N.
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara

- Municipal Vice Mayor, *Presiding Officer*
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President

ABSENT:

Hon. Edwin D. Pacaldo

- SB Member, *(Sick Leave)*

MUNICIPAL ORDINANCE NO. 23 – 004
Series of 2023

Sponsor: Hon. Ricardo Q. Roque, Jr.

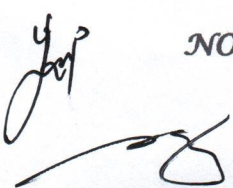
AN ORDINANCE ENACTING THE REVISED GLAN CHILDREN’S WELFARE CODE OF 2023
AMENDING FOR THE PURPOSE MUNICIPAL ORDINANCE NO. 20-010, SERIES OF 2014,
ENTITLED: “AN ORDINANCE ON THE COMPREHENSIVE AND INTEGRATED CHILDREN
AND FAMILY SUPPORT SYSTEM IN THE MUNICIPALITY OF GLAN, SARANGANI
PROVINCE OR “THE GLAN CHILDREN’S WELFARE CODE OF 2014”

Whereas, Article XIV, Section 2, paragraph 4 of the 1987 Philippine Constitution provides that, “the state shall encourage non-formal, informal and indigenous learning particularly those that respond to community needs”;

Whereas, Chapter 2, Section 16 of the Local Government Code of 1991, under the general welfare clause states that, "every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdiction, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants";

Whereas, Section 17, paragraph 2 (iv) of the same code provides that local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary. Appropriate, or incidental to efficient and effective provision of the basic services and facilities such as social welfare services which include programs and projects on child and youth welfare. Welfare of the elderly, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;

Whereas, the Municipality of Glan, Sarangani Province had been declared as Child-Friendly municipality and it is the guiding principle of Glan to give primary concern with corresponding intervention to the rights of children for survival, development, protection, and participation, to respect and support the efforts of parents, other child care and development workers, NCO's, PO's and communities that nurture and care for children from infancy, including the earliest stages of childhood to adolescence;



NOW, THEREFORE:

- page two follows -

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Article I
TITLE, POLICY, PRINCIPLES AND DEFINITION OF TERMS

Section 1. Title. – This ordinance shall be known as the Revised Comprehensive and Integrated Children and Family Support System of the Municipality of Glan, Sarangani Province or "THE GLAN CHILDREN'S WELFARE CODE OF 2023"

Section 2. Declaration of Policy. – The Municipality of Glan, Sarangani Province had been declared as Child-Friendly municipality. It is therefore, the guiding principle of the Local Government Unit to give primary concern with corresponding intervention to the rights of children for survival, protection, and participation, to respect and support the efforts of parents, other child care and development workers, and communities that nurture and care for children from infancy, including the earliest stages of childhood to adolescence.

It shall be the policy of the municipal government of Glan that allocation of resources for the achievement of goals for the survival, protection, participation and development of children is issued at all times. Therefore, it is imperative that the programs be given priority in terms of planning, budgeting and expenditures in times of economic austerity and structural adjustments.

Section 3. Definition of Terms. – For purposes of this municipal ordinance, the following terms are defined as:

- a.) **Children** – refers to persons below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of physical or mental disability or condition.
- b.) **Survival rights** – deals with the provision in relation to parental and governmental duties and abilities, adequate living standard and access to basic health services and social security.
- c.) **Development rights** – pertains to the access of a child to educational opportunities, access to relevant information, play, leisure, cultural activities and the right to freedom of thought, conscience and religion.
- d.) **Protection rights** – covers those which guard children against all forms of child abuse, exploitation and discrimination in the major areas where a child is considered extremely difficult circumstances.
- e.) **Participation rights** – includes the child's freedom to express oneself in matters affecting his/her life as part of preparation for responsible parenthood and to freedom of association.
- f.) **Child abuse** – refers to any maltreatment of a child, whether habitual or not, which includes any of the following:
 - 1. Psychological physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;
 - 2. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - 3. Unreasonable deprivation of his/her basic needs of survival such as food, clothing and shelter; or
 - 4. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his/her growth and development or permanent incapability or death.
- g.) **Circumstances which gravely threaten or endanger the survival and normal development of children** include, but not limited to the following:
 - 1. Being in a community where there is armed conflict or being affected by armed conflict-related activities;
 - 2. Working under conditions hazardous to life, safety and normal development or working without provision for their education;
 - 3. Living in or fending themselves in the streets of urban and rural areas without the care of parent or guardian or any adult supervision needed for their welfare;
 - 4. Being a member of an indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lack or has inadequate access to basic services needed for a good quality of life;



- page three follows -



5. Being with family members or guardians having psychological problems grave enough for them to commit incest, lascivious acts and other forms of physical and mental abuse;
 6. Being a victim of man-made or natural disaster or calamity;
 7. Being a victim of illegal transnational union or child trafficking; and
 8. Circumstances analogous to those above-stated which endanger the life, safety or normal development of a children.
- h.) Comprehensive children's support systems against child abuse, exploitation and discrimination** – refers to the coordinated program of services and facilities to protect children against:
1. Child prostitution and other sexual abuse;
 2. Child trafficking;
 3. Obscene publication and indecent shows;
 4. Other acts of abuse; and
 5. Circumstances which threaten or endanger the survival and normal growth and development of children or as prescribed in the UN Convention on the Rights of the child.
- i.) Comprehensive support system for the development of children** – also refers to the coordinated program of services and facilities outlined in section 3 of Republic Act 6972 and prescribed by the UN Convention on the Rights of the child.
- j.) Municipal Social Welfare and Development Office (MSWDO)** – is the office of the LGU of Glan which is responsible for the implementation of this code.
- k.) Junk Foods** – are foodstuffs which are processed with artificial flavor, coloring and preservatives and which have been found to contain carcinogenic elements harmful to the body or any food product sold beyond their expiry period.
- l.) Ambulant Vendor/s** – those who are roaming or walking around a certain area selling foods or goods.
- m.) Anti-social related activities** – are those acts against property, chastity and person which include, but not limited to the following:
1. Petty crimes such as snatching, shoplifting or misrepresentation;
 2. Using and pushing prohibited drugs, selling lewd reading materials;
 3. Pimping for young and old prostitutes and sexual perversions, doing or participating in obscene shows;
 4. Gambling of any form;
 5. Rape and incest; and
 6. Any other circumstances as defined in the existing laws.
- n.) Benefit Dance** – refers to an exploitative dance promoted in the locality wherein children identified as benefit dancers are offered to dance with any partner upon payment or promise of payment of a certain amount.
- o.) LGU** – refers to the Local Government Unit of Glan.
- p.) IP's** – refers to the Indigenous People.
- q.) PNP** – refers to the Philippine National Police.
- r.) MSWDO** – refers to the Municipal Social Welfare and Development Officer.
- s.) MNAO** – refers to Municipal Nutrition Action Officer.
- t.) BNS** – refers to the Barangay Nutrition Scholar.
- u.) PTA** – Parents-Teachers Association.
- v.) SANCTUARY** – is a place of resort for children who are abused, neglected and exploited in the Municipality of Glan, Sarangani Province.

Article II **PROTECTION RIGHTS OF CHILDREN**

Section 4. Program on Child abuse, exploitation and discrimination- There shall be a Comprehensive program to be formulated by the Municipal Social Welfare and Development Office and the Glan local council for the Protection of Children in coordination with other government agencies and private sectors concerned within one (1) year from the effectivity of this code to protect children against child prostitution and other sexual abuse, child trafficking, obscene publications, indecent shows and other acts of abuse and circumstances that endanger child survival and normal development.

Section 5. *Employment of Children* - Children below fifteen (15) years of age shall not be employed except:

- 1.) When a child works directly under the sole responsibility of his/her parents or legal guardian and where only members of his/her family are employed: *Provided, however,* That his/her employment neither endangers his/her life, safety, health, and morals, nor impairs his/her normal development: *Provided, further,* That the parent or legal guardian shall provide the said child with the prescribed primary and/or secondary education; or
- 2.) Where a child's employment or participation in public entertainment or information through cinema, theater, radio, television or other forms of media is essential: *Provided,* That the employment contract is concluded by the child's parents or legal guardian, with the express agreement of the child concerned, if possible, and the approval of the Department of Labor and Employment: *Provided, further,* That the following requirements in all instances are strictly complied with:
 - (a) The employer shall ensure the protection, health, safety, morals and normal development of the child;
 - (b) The employer shall institute measures to prevent the child's exploitation or discrimination taking into account the system and level of remuneration, and the duration and arrangement of working time; and
 - (c) The employer shall formulate and implement, subject to the approval and supervision of competent authorities, a continuing program for training and skills acquisition of the child.

In the above-exceptional cases where any such child may be employed, the employer shall first secure, before engaging such child, a work permit from the Department of Labor and Employment which shall ensure observance of the above requirements.

For purposes of this Article, the term "child" shall apply to all persons under eighteen (18) years of age."

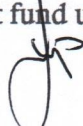
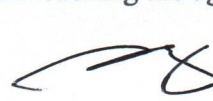
Section 5-A. *Hours of Work of a Working Child.* - Under the exceptions provided in Section 12 of this Act, as amended:

- (1) A child below fifteen (15) years of age may be allowed to work for not more than twenty (20) hours a week: *Provided,* That the work shall not be more than four (4) hours at any given day;
- (2) A child fifteen (15) years of age but below eighteen (18) shall not be allowed to work for more than eight (8) hours a day, and in no case beyond forty (40) hours a week;
- (3) No child below fifteen (15) years of age shall be allowed to work between eight o'clock in the evening and six o'clock in the morning of the following day and no child fifteen (15) years of age but below eighteen (18) shall be allowed to work between ten o'clock in the evening and six o'clock in the morning of the following day."

Section 5-B. *Ownership, Usage and Administration of the Working Child's Income.* - The wages, salaries, earnings and other income of the working child shall belong to him/her in ownership and shall be set aside primarily for his/her support, education or skills acquisition and secondarily to the collective needs of the family: *Provided,* That not more than twenty percent (20%) of the child's income may be used for the collective needs of the family.

The income of the working child and/or the property acquired through the work of the child shall be administered by both parents. In the absence or incapacity of either of the parents, the other parent shall administer the same. In case both parents are absent or incapacitated, the order of preference on parental authority as provided for under the Family Code shall apply.

Section 5-C. *Trust Fund to Preserve Part of the Working Child's Income.* - The parent or legal guardian of a working child below eighteen (18) years of age shall set up a trust fund for at least thirty percent (30%) of the earnings of the child whose wages and salaries from work and other income amount to at least two hundred thousand pesos (₱200,000.00) annually, for which he/she shall render a semi-annual accounting of the fund to the Department of Labor and Employment, in compliance with the provisions of this Act. The child shall have full control over the trust fund upon reaching the age of majority.

  - page five follows - 

Section 5-D. Prohibition Against Worst Forms of Child Labor. - No child shall be engaged in the worst forms of child labor. The phrase "worst forms of child labor" shall refer to any of the following:

- (1) All forms of slavery, as defined under the "Anti-trafficking in Persons Act of 2003", or practices similar to slavery such as sale and trafficking of children, debt bondage and serfdom and forced or compulsory labor, including recruitment of children for use in armed conflict; or
- (2) The use, procuring, offering or exposing of a child for prostitution, for the production of pornography or for pornographic performances; or
- (3) The use, procuring or offering of a child for illegal or illicit activities, including the production and trafficking of dangerous drugs and volatile substances prohibited under existing laws; or
- (4) Work which, by its nature or the circumstances in which it is carried out, is hazardous or likely to be harmful to the health, safety or morals of children, such that it:
 - a) Debases, degrades or demeans the intrinsic worth and dignity of a child as a human being; or
 - b) Exposes the child to physical, emotional or sexual abuse, or is found to be highly stressful psychologically or may prejudice morals; or
 - c) Is performed underground, underwater or at dangerous heights; or
 - d) Involves the use of dangerous machinery, equipment and tools such as power-driven or explosive power-actuated tools; or
 - e) Exposes the child to physical danger such as, but not limited to the dangerous feats of balancing, physical strength or contortion, or which requires the manual transport of heavy loads; or
 - f) Is performed in an unhealthy environment exposing the child to hazardous working conditions, elements, substances, co-agents or processes involving ionizing, radiation, fire, flammable substances, noxious components and the like, or to extreme temperatures, noise levels, or vibrations; or
 - g) Is performed under particularly difficult conditions; or
 - h) Exposes the child to biological agents such as bacteria, fungi, viruses, protozoans, nematodes and other parasites; or
 - i) Involves the manufacture or handling of explosives and other pyrotechnic products."

Section 5-E. Access to Education and Training for Working Children –

- a) No child shall be deprived of formal or non-formal education. In all cases of employment allowed in this Act, the employer shall provide a working child with access to at least primary and secondary education.
- b) To ensure and guarantee the access of the working child to education and training, the Department of Education (DEPED) shall: (1) formulate, promulgate, and implement relevant and effective course designs and educational programs; (2) conduct the necessary training for the implementation of the appropriate curriculum for the purpose; (3) ensure the availability of the needed educational facilities and materials; and (4) conduct continuing research and development program for the necessary and relevant alternative education of the working child.
- c) The DEPED shall promulgate a course design under its non-formal education program aimed at promoting the intellectual, moral and vocational efficiency of working children who have not undergone or finished elementary or secondary education. Such course design shall integrate the learning process deemed most effective under given circumstances."

Section 5-F. Prohibition on the Employment of Children in Certain Advertisements. - No child shall be employed as a model in any advertisement directly or indirectly promoting alcoholic beverages, intoxicating drinks, tobacco and its byproducts, gambling or any form of violence or pornography."



- page six follows -



Section 6. Sanctions for establishments or enterprises promoting, facilitating or conducting activities constituting child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows -the violators shall be penalized as follows:

1st offense: One thousand five hundred pesos (P 1,500.00) with corresponding warning

2nd offense: Two thousand five hundred pesos (P 2,500.00) with the cancellation of their authority or license to operate, without prejudice to their prosecution under RA 7610. Any establishment or enterprise caught promoting or facilitating child prostitution and sexual abuse, child trafficking, obscene publications and indecent shows and other acts of abuse shall be closed with due process. A signage indicating the violation shall be imposed conspicuously outside the establishments or enterprises by the Municipal Social Welfare and Development Office with the assistance of the PNP personnel for such period as the specific office shall determine.

Section 6-A. Selling Liquor, Cigarettes, 'rugby' or solvent to the child shall be unlawful- the violators shall be penalized in accordance with the provisions of RA 9211 without prejudice to further prosecution under RA 7610.

Section 7. Control on Children's Exposure to commercial video games, network games, internet pornography, computer games, billiards, pool games, cinemas and the like- the business establishments engaged in renting out electronic video games, network games, internet services, computer games, pool games, and/or cinemas shall prohibit the entry of school children during school days. However, school children engage in school sanctioned activities or research may be allowed entry upon showing of duly issued letter of authorization from the class adviser. Establishments that will be caught violating this section shall be penalized as follows:

1st offense: One thousand pesos (P 1,000.00)

2nd offense: One thousand five hundred pesos (P 1,500.00)

3rd offense: Two thousand five hundred pesos (P 2,500.00) and revocation or cancellation of license to operate.

Minors caught in the act shall be turned over to the Municipal Social Welfare and Development office for counseling.

Section 7-A. Prohibition to Loitering of Children- Children shall be prohibited to loiter in public and private places during class hours. Likewise, children are prohibited to beg alms and to sell any goods in private and public places neither they be allowed to engage in buying empty bottles, plastics, scrap irons and other similar waste materials.

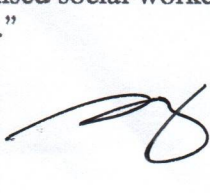
Section 8. Children involved in anti-social or related activities- Children involved in anti-social or related activities shall be registered in a rehabilitation program under the Municipal Social Welfare and Development Office. Special Office for Children's Concern, which shall assist the children, rebuild them and reintegrate into the mainstream of society.

Section 9. Establishment and Strengthening of Local Councils for the Protection of Children. - Local Councils for the Protection of Children (LCPC) shall be established in all levels of local government, and where they have already been established, they shall be strengthened within one (1) year from the effectivity of this Act. Membership in the LCPC shall be chosen from among the responsible members of the community, including a representative from the youth sector, as well as representatives from government and private agencies concerned with the welfare of children.

The local council shall serve as the primary agency to coordinate with and assist the LGU concerned for the adoption of a comprehensive plan on delinquency prevention, and to oversee its proper implementation.

One percent (1%) of the internal revenue allotment of barangays, municipalities and cities shall be allocated for the strengthening and implementation of the programs of the LCPC: *Provided*, That the disbursement of the fund shall be made by the LGU concerned.

Section 9-A. Appointment of Local Social Welfare and Development Officer. - All LGUs shall appoint a duly licensed social worker as its local social welfare and development officer tasked to assist children in conflict with the law."



- page seven follows -



Section 9-B. *Development of a Comprehensive Juvenile Intervention Program.* - A Comprehensive juvenile intervention program covering at least a 3-year period shall be instituted in LGUs from the barangay to the provincial level."

The LGUs shall set aside an amount necessary to implement their respective juvenile intervention programs in their annual budget.

The LGUs, in coordination with the LCPC, shall call on all sectors concerned, particularly the child-focused institutions, NGOs, people's organizations, educational institutions and government agencies involved in delinquency prevention to participate in the planning process and implementation of juvenile intervention programs. Such programs shall be implemented consistent with the national program formulated and designed by the JJWC. The implementation of the comprehensive juvenile intervention program shall be reviewed and assessed annually by the LGUs in coordination with the LCPC. Results of the assessment shall be submitted by the provincial and city governments to the JJWC not later than March 30 of every year.

Section 9-C. *Community-based Programs on Juvenile Justice and Welfare.* - Community-based programs on juvenile justice and welfare shall be instituted by the LGUs through the LCPC, school, youth organizations and other concerned agencies. The LGUs shall provide community-based services which respond to the special needs, problems, interests and concerns of children and which offer appropriate counseling and guidance to them and their families. These programs shall consist of three levels:

- (a) Primary intervention includes general measures to promote social justice and equal opportunity, which tackle perceived root causes of offending;
- (b) Secondary intervention includes measures to assist children at risk; and
- (c) Tertiary intervention includes measures to avoid unnecessary contact with the formal justice system and other measures to prevent re-offending.

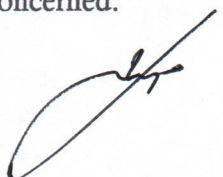
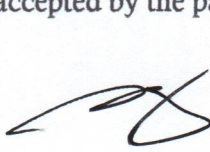
Section 9-D. *System of Diversion.* - Children in conflict with the law shall undergo diversion programs without undergoing court proceedings subject to the conditions herein provided:

- (a) Where the imposable penalty for the crime committed is not more than six (6) years imprisonment, the law enforcement officer or Punong Barangay with the assistance of the local social welfare and development officer or other members of the LCPC shall conduct mediation, family conferencing and conciliation and, where appropriate, adopt indigenous modes of conflict resolution in accordance with the best interest of the child with a view to accomplishing the objectives of restorative justice and the formulation of a diversion program. The child and his/her family shall be present in these activities.
- (b) In victimless crimes where the imposable penalty is not more than six (6) years imprisonment, the local social welfare and development officer shall meet with the child and his/her parents or guardians for the development of the appropriate diversion and rehabilitation program, in coordination with the BCPC;
- (c) Where the imposable penalty for the crime committed exceeds six (6) years imprisonment, diversion measures may be resorted to only by the court.

Section 9-E. *Stages Where Diversion May be Conducted.* - Diversion may be conducted at the Katarungang Pambarangay, the police investigation or the inquest or preliminary investigation stage and at all levels and phases of the proceedings including judicial level.

Section 9-F. *Conferencing, Mediation and Conciliation.* - A child in conflict with law may undergo conferencing, mediation or conciliation outside the criminal justice system or prior to his entry into said system. A contract of diversion may be entered into during such conferencing, mediation or conciliation proceedings.

Section 9-G. *Contract of Diversion.* - If during the conferencing, mediation or conciliation, the child voluntarily admits the commission of the act, a diversion program shall be developed when appropriate and desirable as determined under Section 30. Such admission shall not be used against the child in any subsequent judicial, quasi-judicial or administrative proceedings. The diversion program shall be effective and binding if accepted by the parties concerned.



- page eight follows -



The acceptance shall be in writing and signed by the parties concerned and the appropriate authorities. The local social welfare and development officer shall supervise the implementation of the diversion program. The diversion proceedings shall be completed within forty-five (45) days. The period of prescription of the offense shall be suspended until the completion of the diversion proceedings but not to exceed forty-five (45) days.

The child shall present himself/herself to the competent authorities that imposed the diversion program at least once a month for reporting and evaluation of the effectiveness of the program.

Failure to comply with the terms and conditions of the contract of diversion, as certified by the local social welfare and development officer, shall give the offended party the option to institute the appropriate legal action.

The period of prescription of the offense shall be suspended during the effectivity of the diversion program, but not exceeding a period of two (2) years.

Section 9-H. Duty of the Punong Barangay When There is No Diversion. - If the offense does not fall under Section 23(a) and (b), or if the child, his/her parents or guardian does not consent to a diversion, the Punong Barangay handling the case shall, within three (3) days from determination of the absence of jurisdiction over the case or termination of the diversion proceedings, as the case may be, forward the records of the case of the child to the law enforcement officer, prosecutor or the appropriate court, as the case may be. Upon the issuance of the corresponding document, certifying to the fact that no agreement has been reached by the parties, the case shall be filed according to the regular process.

Section 9-I. Duty of the Law Enforcement Officer When There is No Diversion. - If the offense does not fall under Section 23(a) and (b), or if the child, his/her parents or guardian does not consent to a diversion, the Women and Children Protection Desk of the PNP, or other law enforcement officer handling the case of the child under custody, to the prosecutor or judge concerned for the conduct of inquest and/or preliminary investigation to determine whether or not the child should remain under custody and correspondingly charged in court. The document transmitting said records shall display the word "CHILD" in bold letters.

Section 9-J. Factors in Determining Diversion Program. - In determining whether diversion is appropriate and desirable, the following factors shall be taken into consideration:

- (a) The nature and circumstances of the offense charged;
- (b) The frequency and the severity of the act;
- (c) The circumstances of the child (e.g. age, maturity, intelligence, etc.);
- (d) The influence of the family and environment on the growth of the child;
- (e) The reparation of injury to the victim;
- (f) The weight of the evidence against the child;
- (g) The safety of the community; and
- (h) The best interest of the child.

Section 9-K. Formulation of the Diversion Program. - In formulating a diversion program, the individual characteristics and the peculiar circumstances of the child in conflict with the law shall be used to formulate an individualized treatment.

The following factors shall be considered in formulating a diversion program for the child:

- (a) The child's feelings of remorse for the offense he/she committed;
- (b) The parents' or legal guardians' ability to guide and supervise the child;
- (c) The victim's view about the propriety of the measures to be imposed; and
- (d) The availability of community-based programs for rehabilitation and reintegration of the child.

Section 9-L. Kinds of Diversion Programs. - The diversion program shall include adequate socio-cultural and psychological responses and services for the child. At the different stages where diversion may be resorted to, the following diversion programs may be agreed upon, such as, but not limited to:

- (a) At the level of the Punong Barangay:
 - (1) Restitution of property;
 - (2) Reparation of the damage caused;
 - (3) Indemnification for consequential damages;
 - (4) Written or oral apology;

- (5) Care, guidance and supervision orders;
 - (6) Counseling for the child in conflict with the law and the child's family;
 - (7) Attendance in trainings, seminars and lectures on:
 - (i) anger management skills;
 - (ii) problem solving and/or conflict resolution skills;
 - (iii) values formation; and
 - (iv) other skills which will aid the child in dealing with situations which can lead to repetition of the offense;
 - (8) Participation in available community-based programs, including community service; or
 - (9) Participation in education, vocation and life skills programs.
- (b) At the level of the law enforcement officer and the prosecutor:
- (1) Diversion programs specified under paragraphs (a)(1) to (a)(9) herein; and
 - (2) Confiscation and forfeiture of the proceeds or instruments of the crime;
- (c) At the level of the appropriate court:
- (1) Diversion programs specified under paragraphs (a) and (b) above;
 - (2) Written or oral reprimand or citation;
 - (3) Fine;
 - (4) Payment of the cost of the proceedings; or
 - (5) Institutional care and custody.

Section 10. Monitoring of Suspended Sentences of Children and Appropriate Assistance. - The Municipal Social Welfare and Development Office shall facilitate and process the application for suspension of sentences of children involved in anti-social activities. The office shall monitor sentences. An appropriate and responsive rehabilitation program shall be enforced from under the care of the Municipal Special Office for Children's Concern. The framework of assistance shall be designed by the same office in close coordination with the N6O's and professionals with special interests on children's rehabilitation.

Section 11. Appointment of Child and Youth Relations Officer and Police Procedures. -The PNP in the Municipality shall designate a Child and Youth Relations Officer tasked to handle cases involving children. Child-Friendly Police Procedures, as contained in the Police Handbook on cases of children in especially difficult circumstances, shall serve as the basic guidelines in dealing with cases involving children. Each PNP element shall be provided a copy of the handbook.

Section 12. Establishment of Rehabilitation Center with support facilities. - There shall be an established Rehabilitation Center for Children and Youth Offenders in the Municipality of Glan. The center shall be equipped with facilities necessary for the rehabilitation of children and youth offenders, including provisions for psycho-social interventions, home-life services and other programs and services essential to a professional, integrated and balanced rehabilitation system.

Section 13. Curfew on Minors. - Children below eighteen (18) years age shall be prohibited from loitering the public places from 10:00 o'clock in the evening until 4:00 o'clock in the morning of the following day unless they are: (1) in the company of their parents and guardians; (2) with proper identification coming from or going to required school activities with any of the proofs to be presented: (a) letter of consent and/or certification duly signed by parent, guardian and/or teacher-in-charge of the activity; (3) on emergency and/or on errand in emergency cases. Penal provision shall be the following: (R.A 10630 AMENDED- rescue, counseling).

1st offense: Violators rescued shall be turned-over to the Municipal Social Welfare and Development Office and shall be released only after having attended, together with their respective parents or guardians, a one-day seminar on appropriate subjects conducted by the same office.

However, this provision shall not apply during Christmas season, or during festivities and special family or public occasions. Christmas season for the purpose of this provision includes the whole month of December.

Section 14. Creation of Council for Indigenous People Children's Welfare. - A council for the Welfare of the Children of Indigenous People in the Municipality of Glan shall be created to facilitate planning, decision making, implementation and evaluation of government programs affecting children of the IPs.

Section 15. Children as social indicators of Local Conditions. - Children are hereby declared as social indicators of local conditions. It shall be the responsibility of the Local Government of Glan, Sarangani Province and other sectors in civil society to resolve armed conflicts in order to realize the UN Convention on the Rights of the Child.

Section 16. Rights of Children in Situations of Armed Conflict. - Children in situations of armed conflict shall have the following rights:

- (a) The right to life, survival and development;
- (b) The right of special respect and protection against any form of abuse, neglect, exploitation and violation, especially in the context of armed conflict;
- (c) The right to be treated as victims. They shall be treated in accordance with this Act and other applicable laws, consistent with the State obligations under international law, within the framework of restorative justice, social rehabilitation and promotion of their protection;
- (d) The right to be accorded with special respect and to be protected from any form of direct or indiscriminate attacks and acts of violence, especially protection from the grave child rights violations as enumerated in Section 9 of this Act;
- (e) The right to be protected from recruitment into government forces or armed groups and from participation in armed conflict including the right to be protected from torture or any cruel, inhuman or degrading practices that compel compliance or punish noncompliance with recruitment or participation in armed conflict;
- (f) The right to be protected from maiming, torture, abduction, rape and killing, especially extrajudicial killing;
- (g) The right to be immediately provided and have safe access to essential, adequate and culturally appropriate food and nutrition; basic shelter and housing; culturally appropriate clothing; water, sanitation and hygiene; basic health services including essential drugs, medicines and vaccines, minimum initial service package for reproductive health, and health professional evaluation and appropriate intervention; education, including religious and moral education; early childhood care and development programs, psychosocial support and social services. All services provided for them must be child-specific and gender sensitive and responsive;
- (h) The right to enjoy their freedom of thought, conscience, religion or belief, opinion and expression; to associate freely and participate equally in legitimate community affairs; to communicate in a language they understand even in situations of armed conflict and whether or not they have been internally displaced or are living in evacuation centers or settlements;
- (i) The right to be treated humanely in all circumstances, without any adverse distinction founded on race, color, religion or faith. Sexual Orientation, Gender Identity and Expression (SOGIE), birth, wealth or any other similar criteria;
- (j) The right not to be interned or confined in camp;
- (k) The right of the injured, the wounded and the sick, those with disabilities, those who are separated and unaccompanied, expectant and lactating mothers, to care, protection and assistance required by their condition and treatment which takes into account their special needs such as their health needs, reproductive health care, appropriate counselling, prevention of infectious diseases and Mental Health Psychosocial Support Services;
- (l) The right to be with their families, especially with their mothers, during evacuations and in evacuation centers;
- (m) The right to be reunited with their families in case of separation due to armed conflict;
- (n) The right to privacy and confidentiality in all proceedings;
- (o) The right to non-discrimination;
- (p) The right to liberty of movement and freedom to choose their residence; in particular, internally displaced children and their families have the right to move freely in and out of evacuation centers or other settlements, subject to existing rules and regulations in those centers or settlements and to other government regulations and directives;
- (q) The right especially of internally displaced children and their families to: leave the country; seek safety in another part of the country; seek other service providers; seek asylum in another country; and be protected against forcible return to resettlement in any place where their life, safety, liberty or health would be at risk;
- (r) The right to obtain necessary documents to enjoy their legal rights. The State shall have the duty to expedite services in the issuance of new documents or the replacement of documents lost in the course of displacement, without imposing unreasonable conditions and without discrimination against female child and male child, who shall have equal rights to obtain and to be issued the same in their own names;
- (s) The right of access to justice including free legal aid when filing cases against the perpetrators;
- (t) The right to the protection of their family's properties and possessions in all circumstances; and

- (u) The right to be consulted and to participate in all matters affecting them. Whenever feasible, views of children, as well as families and the communities to which these children return, should be sought in all stages of assessment, planning, implementation and evaluation activities aimed at preventing the association of children with government forces and armed groups; as well as in the development and design of policies, programs and services for the rescue, rehabilitation, and reintegration of children involved in armed conflict.

The rights enumerated in this section shall not hinder the application of other rights recognized and guaranteed in the Constitution and other existing laws in keeping with the best interests of the child.

Section 16-A. Prohibited Acts and Penalties. -

- (a) It shall be unlawful for any person to commit the following acts of grave child rights violations:

- (1) Killing of children;
- (2) Torture committed against children. For purposes of this Act, torture shall include those enumerated in Section 4 of Republic Act No. 9745, otherwise known as the "Anti-Torture Act of 2009";
- (3) Intentional maiming of children; and
- (4) Rape of children and other forms of sexual violence.

Any person found guilty of committing any of the acts enumerated in subparagraphs (1), (2), (3) and (4) of paragraph (a) of this section shall suffer the penalty of life imprisonment and a fine of not less than Two million pesos (₱2,000,000.00) but not more than Five million pesos (₱5,000,000.00).

- (b) The following acts of grave child rights violations are also hereby prohibited:

- (1) Cruel, inhuman and degrading treatment or punishment committed against children. For purposes of this Act, cruel, inhuman and degrading treatment or punishment shall include those acts enumerated in Section 5 of the "Anti-Torture Act of 2009";
- (2) Abduction of children;
- (3) Causal maiming of children;
- (4) Taking children as hostages or using them as human shield;
- (5) Recruitment, conscription or enlistment of children into government forces and other armed groups;
- (6) Acts of gender-based violence against children;
- (7) Refusal or denial of humanitarian access or assistance to children;
- (8) Use or involvement of children involved in armed conflict in any capacity as defined in Section 5 (i) of this Act; and
- (9) Attack on schools, hospitals, places of worship, evacuation centers and settlements and other public places such as recreation parks, playgrounds and malls.

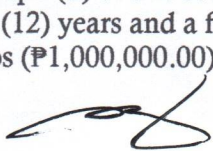
Any person found guilty of committing any of the acts enumerated in subparagraphs (1), (2), (3), (4), (5), (6), (7), (8) and (9) of paragraph (b) of this section shall suffer the penalty of imprisonment of not less than fourteen (14) years but not more than twenty (20) years and a fine of not less than One million pesos (₱1,000,000.00) but not more than Two million pesos (₱2,000,000.00).

- (c) Where the crimes committed under paragraph (b) of this section resulted in the killing, torture, maiming or rape of children as enumerated in subparagraphs (1), (2), (3) and (4) of paragraph (a), Section 9, the penalty imposed shall be that of Section 9(a) of this Act.

- (d) Likewise, it shall be unlawful for any person to commit the following acts:

- (1) Hamleting;
- (2) Food blockade;
- (3) Intentional delayed reporting of a child in custody;
- (4) False reporting of a child in custody;
- (5) False branding of children or labelling children as children involved in armed conflict; and
- (6) Arrest, arbitrary detention or unlawful prosecution of children allegedly associated with armed groups or government forces.

Any person found guilty of committing any of the acts enumerated in subparagraphs (1), (2), (3), (4), (5) and (6) of paragraph (d) of this section shall suffer the penalty of imprisonment of not less than six (6) years but not more than twelve (12) years and a fine of not less than Five hundred thousand pesos (₱500,000.00) but not more than One million pesos (₱1,000,000.00).



- page twelve follows -



(e) Parental accountability of children in situations of armed conflict are subject to the existing provisions of Presidential Decree No. 603, otherwise known as "The Child and Youth Welfare Code"; Republic Act No. 7610; Republic Act No. 9208, otherwise known as the "Anti-Trafficking in Persons Act of 2003"; Republic Act No. 9231 on the elimination of worst forms of child labor; Republic Act No. 9851, otherwise known as the "Philippine Act on Crimes Against International Humanitarian Law, Genocide, and Other Crimes Against Humanity"; and Republic Act No. 10364, otherwise known as the "Expanded Anti-Trafficking in Persons Act of 2012": *Provided*, That the involvement of the child was due to parental action or inaction; or the parent directed or ratified the involvement of the child; or the child acted as the parent's agent or servant; or the child was entrusted a dangerous weapon or instrument.

Section 17. Rights of Children Arrested for Reasons Related to Armed Conflict. - Any child who has been arrested for reasons to armed conflict, either as combatant, courier, guide or spy, is entitled to the following rights:

- a. Separate detention from adults except where families are accommodated as family rights;
- b. Immediate free legal assistance;
- c. Immediate notice of such arrest to the parents or guardians of the child; and
- d. Release of the child on recognizance within twenty four (24) hours to the custody of the parent or any responsible member of the community as determined by the court.

If after hearing the evidence in the proper proceedings the court should find that the aforesaid child has committed the acts charged against him/her, the court shall determine the imposable penalty, including any civil liability chargeable against him/her. However, instead of pronouncing judgment of conviction, the court shall suspend all further proceedings and shall commit such child to the custody of care of parent, or to any training institution operated by the government, or to duly licensed agency, or any other Children's Concern of the duly licensed agency, or the responsible individual under whose care he/she has been committed.

The aforesaid shall be subject to visitation and supervision by a Municipal Social Worker or duly licensed agency, or such other officer as the court may designate to such conditions as it may prescribe.

Section 18. Monitoring and Reporting of Children in Situations of Armed Conflict. - The Chairperson or any designated official of the barangay affected by the armed conflict shall submit the names of the children residing in the said barangay to the Municipal Social Welfare and Development Officer within twenty-four (24) hours from the occurrence of the armed conflict.

Section 19. Selective Ban on Benefit Dance. - The phrase 'BENEFIT DANCE' as defined in this ordinance shall not include the fund-raising activities for a public purpose sponsored by the officials of the barangay, sitio, Purok or any civic organization. However, use or employment of children as commodities during the "Benefit dance" is prohibited. Any person/s or organizer/s that violates this provision shall be fined as follows:

- 1st offense: One thousand pesos (P1,000.00)**
2nd offense: One thousand five hundred pesos (P 1,500.00)
3rd offense: Two thousand five hundred pesos (P 2,500.00), without prejudice to prosecution under existing laws.

Section 20. Regulating Ambulant Vendors and Vendors of Junk Foods. - the Local Government Unit of GJan shall establish an effective system to protect school children from unsanitary food, junk foods, and other food products that are considered as health risks to the children as determined by the Municipal Health Office. The LGU shall require all legal requirements such as sanitary permits and business permits to assure that all vendors within the vicinity of school campuses have complied including compliance to safety and sanitation standard. The business permit of any vendor who violates this provision shall be cancelled.

Section 21. Rights of Service Users. - Service users shall enjoy, on an equal and nondiscriminatory basis, all rights guaranteed by the Constitution as well as those recognizes under the United Nations Universal Declaration of Human Rights and the Convention on the Rights of Persons with Disabilities and all other relevant international and regional human rights conventions and declarations, including the right to:

5-d. Access to affordable essential health and social services for the purpose of achieving the highest attainable standard of mental health;

5-e. Access to mental health service at all levels of the national health care system;

5-g. Access to psychosocial care and clinical treatment in the least restrictive environment and manner;

- page thirteen follows -

5-s. Information, within the twenty-four (24) hours of admission to a mental health facility, of the rights enumerated in this section in a form and language understood by the service user;

Section 21-A. Mental Health Services at the Community Level. - Responsive primary mental health services shall be developed and integrated as part of the basic health services at the appropriate level of care, particularly at the city, municipal, and barangay level. The standards of mental health services shall be determined by the DOH in consultation with stakeholders based on current evidences.

Every local government unit (LGU) and academic institution shall create their own program in accordance with the general guidelines set by the Philippine Council for Mental Health, created under this Act, in coordination with other stakeholders. LGUs and academic institutions shall coordinate with all concerned government agencies and the private sector for the implementation of the program.

Section 21-B. Community-based Mental Health Care Facilities. - The national government through the DOH shall fund the establishment and assist in the operation of community-based mental health care facilities in the provinces, cities and cluster of municipalities in the entire country based on the needs of the population, to provide appropriate mental health care services, and enhance the rights-based approach to mental health care.

Each community-based mental health care facility shall in addition to adequate room, office or clinic, have a complement of mental health professionals, allied professionals, support staff, trained barangay health workers (BHWs) volunteer, family members of patients or service users, basic equipment and supplies and adequate stock of medicines appropriate at that level.

Section 21-C. Drug Screening Services. - Pursuant to its duty to provide mental health service and consistent with the policy of treating drug dependency as a mental health issue, each local health care facility must be capable of conducting drug screening.

Section 21-D. Suicide Prevention. - Mental health services shall also include mechanisms for suicide intervention, prevention, and response strategies, with particular attention to the concerns of the youth. Twenty-four seven (24/7) hotlines, to provide assistance to individuals with mental health conditions, especially individuals at risk of committing suicide, shall be set up, and existing hotlines shall be strengthened.

Section 21-E. Public Awareness. - The DOH and the LGUs shall initiate and sustain a heightened nationwide multimedia campaign to raise the level of public awareness on the protection and promotion of mental health and rights including, but not limited to, mental health and nutrition, stress handling, guidance and counseling, and other elements of mental health.

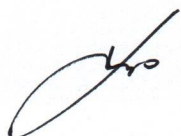
Section 22. Prohibition. - It shall be unlawful for any person to drive a two (2)-wheeled motorcycle with a child on board on public roads where there is heavy volume of vehicles, there is a high density of fast moving vehicles or where a speed limit of more than 60/kph is imposed, unless:

- (a) The child passenger can comfortably reach his/her feet on the standard foot peg of the motorcycle;
- (b) The child's arms can reach around and grasp the waist of the motorcycle rider; and
- (c) The child is wearing a standard protective helmet referred to under Republic Act No. 10054, otherwise known the "Motorcycle Helmet Act of 2009."

Section 22-A. Penalties. - Any person who operates a motorcycle in violation of Section 4 of this Act shall be fined with an amount of three thousand pesos (P3,000.00) for the first offense; five thousand pesos (P5,000.00) for the second offense; and ten thousand pesos (P10,000.00) for the third and succeeding offenses.

Moreover, for the third offense, the driver's license of the offender shall be suspended for a period of one (1) month.

Violation of these provisions beyond the third time shall result to automatic revocation of the offender's driver's license.



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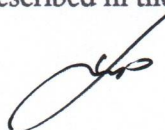
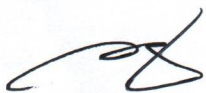


Article III
SURVIVAL AND DEVELOPMENT RIGHTS OF CHILDREN

Section 23. Under Six Program Framework. - The Local Government of Glan shall ensure to maximum extent possible the survival and development of the child through integrated, holistic and sustainable programs for pre-school children. The program on survival and development shall include the following:

- a. Monitoring of registration of births. The LGU shall implement a comprehensive registration program for un-registered births in the Municipality of Glan. For this purpose, the LGU shall embark on a massive information and dissemination campaign to convince parents to register the fact of birth of their children;
- b. Completion of the immunization series for the prevention of tuberculosis, diphtheria, pertussis, tetanus, measles, polio myelitis, and such other diseases for which vaccines have been developed for administration to children up to six (6) years of age;
- c. Growth and nutritional monitoring with nutritional feeding and supervision of nutritional intake at home;
- d. Care for children of working parents during the day and where feasible, care for children up to six (5) years of age when parents are working at night. Provided, that the day care center need not care of the children in a particular place but shall develop network of homes where adults may take care of the children up to six (6) years of age of working parents during work hours, with adequate supervision from the supervising Social Welfare Officer of the Municipality of Glan. Provided further, that where young children are left to the care of a paid domestic, an elderly relative or older children without adequate and competent adult supervision, the supervising Social Welfare Officer shall provide such training and adult supervision until the children's care meets adequate standard whereby the children under their care will develop normally as healthy, happy and loved children, even in the absence of their parents during working hours;
- e. Materials and network of surrogate parents-teachers who will provide intellectual and mental stimulation to the children, as well as supervised wholesome recreation, with a balance of supervised play, mental stimulation activities and group activities with peers;
- f. A sanctuary for abused, neglected or exploited children which will take in children in urgent need of protection due to a situation which endangers the child or which has exposed the child to cruelty and abuse. Provided, that the center with the help and support of the barangay officials and their barangay-level support systems, may call upon enforcement agencies when the child needs to be rescued from an unbearable situation, whether at home or any other places;
- g. A reproductive health care center for pregnant mothers for pre-natal and neo-natal care and in the proper case for the delivery of the infant under conditions, which will remove or minimize risks to mother and child. Provided, that high-risk mothers shall be referred to the proper tertiary or secondary care service personnel, and children who are at risk from any condition or illness will be given proper and special care. Provided further, that the Barangay Midwives are provided the needed basic training for normal delivery and are trained to recognize high risk pregnancies which should be referred to competent obstetrical and pediatric medical care for mother and child who are at risk;
- h. A barangay level network of support, monitoring and assistance from among the responsible adults of the barangay for the total development and protection of children;
- i. Unstructured, combined with structural learning exercises for children under the early childhood education shall be instituted in the children centers or day care centers respecting the participation rights of the children.

Section 24. Comprehensive Training Course on Child Health. - All health practitioners dealing with child health either in government, NGO's, or private institutions assigned by the Task force in Child Health shall be required to complete a Comprehensive Training Course on Child Health and be issued a certificate of completion on the said training course as prescribed in the Implementing Rules and Regulations of this Ordinance.



- page fifteen follows -



Section 25. Child-Friendly Hospital. - All hospitals and clinics in Glan shall set-up child-friendly units to include rooming-in facilities, pediatric-appropriate mechanisms and gadgets, and a mal-nourished ward or MalWard to cater to the rehabilitation of severely malnourished children. All hospitals and clinics shall fully comply with this section within one (1) year upon the approval of this code.

Section 25-A. The establishment of a community kitchen. - The Local Government Unit of Glan shall establish a community kitchen in identified schools in the municipality of Glan. These community kitchens shall cater to the basic nutritional needs of the school age children. For this purpose, the MNAO, BNS, and PTA shall be directly involved in the implementation of this feeding program.

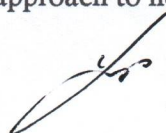
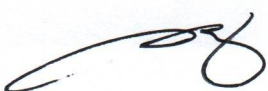
Section 26. National Feeding Program. - The National Feeding Program, hereinafter referred to as the Program, is hereby established to address under-nutrition among Filipino children.

The Program shall have the following components and coverage:

1. Supplemental Feeding Program for Day Care Children. – The DSWD, in coordination with the LGUs concerned, shall implement a supplemental feeding program for undernourished children with ages three (3) to five (5) years.

The Program shall be administered in day care centers or in any other facility which can be used for such purpose: *Provided*, That the Program shall include the provision of at least one (1) fortified meal for a period of not less than one hundred twenty (120) days in a year: *Provided, further*, That in the preparation of fortified meals, the DSWD shall work in collaboration with recognized parents' organizations;

2. School-Based Feeding Program. – The DepEd shall implement a school-based feeding program for undernourished public school children from kindergarten to grade six (6): *Provided*, That the Program shall include the provision of at least one (1) fortified meal to all undernourished public elementary school children for a period of not less than one hundred twenty (120) days in a year;
3. Milk Feeding Program. – The NGAs shall coordinate with the Department of Agriculture (DA), the National Dairy Authority, the Philippine Carabao Center and the Cooperative Development Authority for the incorporation of fresh milk and fresh milk-based food products in the fortified meals and cycle menu in accordance with Republic Act No. 8172, otherwise known as the "Philippine Food Fortification Act of 2000", utilizing, as far as practicable, locally produced milk in order to enhance its nutritional content and, at the same time, help boost livelihood opportunities for local dairy farmers and the local dairy industry;
4. Micronutrient Supplements. – The NGAs, in coordination with the DOH, shall provide micronutrient supplements to the Program beneficiaries including the use of iodized salt in accordance with Republic Act No. 8172, otherwise known as the "Salt Iodization or ASIN" law;
5. Health Examination, Vaccination and Deworming. – The NGAs, in coordination with the DOH and LGUs concerned, shall conduct simultaneous health examinations, including, but not limited to, deworming and vaccination, as the case may be, to Program beneficiaries;
6. Gulayan sa Paaralan. – The NGAs shall encourage their respective component units to devote a portion of their land or space for the cultivation of vegetables and other nutrient-rich plants as identified by the NNC: *Provided*, That component units lacking in, land shall adopt modern gardening technologies with the assistance of the DA, the Department of Science and Technology (DOST) and the city or municipal agricultural officers. Parents shall also be encouraged to maintain a similar program in their own backyards;
7. Water, Sanitation, and Hygiene (WASH). – The NGAs, in coordination with the DOH and LGUs, shall establish and maintain water and sanitation facilities, promote good hygiene and safe food preparation in all of its component units especially in areas devoted for the preparation of fortified meals under the Program; and
8. Integrated Nutrition Education, Behavioral Transformation, and Social Mobilization. – The Program shall be complemented by a public health, nutrition, and values transformation campaign to promote a holistic and integrated approach to health and nutrition education.



- page sixteen follows -



Orientation-training on the objectives and mechanics of the Program shall be held among personnel of NGAs and LGUs concerned, parent volunteers and the parent-teachers associations (PTAs) to generate support for the Program. The NGAs concerned shall also endeavor to mobilize community organizations to continue nutrition education outside of the school.

Section 27. Program Components. – The program shall include health and nutrition services and interventions provided at the different life stages. The LGUs, NGAs, concerned CSOs, and other stakeholders shall work together to ensure the delivery of these services and interventions.

Section 27-A. Prenatal Period (First Two Hundred Seventy (270) Days). – Prenatal care services at the facility and community level shall include, but not be limited to, the following:

- (1) Pregnancy tracking and enrollment to antenatal care services (ANC);
- (2) Regular follow up to complete the recommended minimum number of quality ANC care visits with proper referral for high-risk pregnancies;
- (3) Provision of maternal immunizations including tetanus and diphtheria toxoid vaccine, and other vaccines as appropriate;
- (4) Empowering women on the preparation of birth and emergency plans, and appropriate plans for breastfeeding and rooming-in, including counselling;
- (5) Counselling on maternal nutrition, appropriate infant and young child feeding practices;
- (6) Early identification and management of nutritionally at-risk pregnant women and pregnant adolescent females and provision of ready-to-use supplementary food (RUSF) in addition to dietary supplementation; (7) Provision of micronutrient supplements such as iron, folic acid, calcium, iodine and other micronutrients deemed necessary;
- (8) Promotion of the consumption of iodized salt and foods fortified with micronutrients deemed necessary;
- (9) Assessment of risk for parasitism and provision of anti-helminthic medicines;
- (10) Provision of oral health services including oral health assessment;
- (11) Counselling on proper hand-washing, environmental sanitation, and personal hygiene;
- (12) Counselling on, and utilization of, responsible parenthood and family health services;
- (13) Counselling on nutrition, smoking cessation, and adoption of healthy lifestyle practices;
- (14) Philippine Health Insurance Corporation (PhilHealth) enrollment and linkages to facility and community-based health and nutrition workers and volunteers;
- (15) Social welfare support to improve access to health and nutrition services, such as, but not limited to, dietary supplementation, healthy food products and commodities for nutritionally-at-risk pregnant women belonging to poorest of the poor families, including those with disabilities;
- (16) Maternity protection during pregnancy;
- (17) Counselling and support to parents and caregivers on parent/caregiver-infant/child interaction for responsive care and early stimulation for early childhood development;
- (18) Provision of counselling and psychosocial support to parents and caregivers with priority to high-risk pregnant women and adolescent females belonging to poorest of the poor families; and
- (19) Others as may be determined based on international and national guidelines and evidence generated locally.

Section 27-B. Assurance of women and child-friendly spaces during calamities, disasters, or other emergencies;

Section 27-C. Lactation breaks for women in the workplaces including micro, small and medium enterprises;

Section 27-D. Availability of lactation stations in the workplaces, both in government and in the private sector, informal economy workplaces, and in public places and public means of transportation as stipulated in Republic Act No. 10028, otherwise known as the "Expanded Breastfeeding Promotion Act of 2009" and its implementing rules and regulations;

Section 27-E. Assurance of women-friendly and child-friendly spaces where mothers and their infants will be able to continue breastfeeding during calamities, disasters, or other emergencies;

Section 27-F. Availment and utilization of appropriate PhilHealth benefit packages for the newborn including the preterm, low birth weight and small babies;

Section 27-G. Growth and development monitoring and promotion of all infants less than six (6) months old especially those who had low birth weight, are stunted, or had acute malnutrition;

Section 27-H. Management of moderate and severe acute malnutrition using national guidelines and proper referral to higher level health facilities as appropriate, for treatment and management, especially those with serious medical complications;

Section 28. Survey and Active Program for Differently-abled Children. - The local government unit of Glan shall make a periodic comprehensive survey on the differently-abled children in the municipality which should be child-focused and specific. The Municipal Council for the Protection of Children shall design a more systematic coordination services (health, nutrition and education) for children with special needs.

Section 29. Investment in Educators and Health Professional Training Program for Special Program on Differently-abled children. - Training program for educators and health professionals handling differently-abled children shall be one of the priorities of the local government unit of Glan, Sarangani Province.

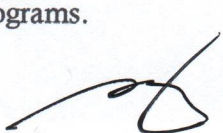
Section 30. Barangay Level Recreational and Cultural Facilities and Program. - A barangay level program for the revival of indigenous games reflective of the cultural diversity in the municipality shall be installed. The local government of Glan shall allocate space for recreation and provide recreational facilities appropriate for children's gender and age. The municipality and every barangay shall establish as soon as practicable and as soon as their resources allow a children's playground within their respective localities. A regular cultural program appropriate for each children's age group and gender shall be designed with due respect to cultural diversity.

Section 30-A. An Appropriation for a Cultural Program. - Every barangay shall appropriate reasonable funds from their regular barangay annual general fund for a cultural program either in barangay cultural activities or in the municipal level.

Section 31. Local Children's Literature. - In support to the social-cultural development of children in the Local government unit of Glan shall invest in the collection and production of local literature for children and other relevant materials. Barangays are encouraged to put up children's libraries in their localities.

Section 32. Parenting Orientation Courses. - Marriage license applicants are henceforth required to undergo the Pre-marriage counseling which is hereby included as among the requirements for the issuance of marriage license by the Municipal Civil Registrar. This course shall become an integral part of the existing Family Planning Seminars or Reproductive Health Course. The population office shall update the family planning seminar in recognizance of this ordinance which shall be composed of a team from the Municipal Health Office, Municipal Social Welfare and Development Office, Municipal Agriculture Office and Population Commission. Parent-applicants for birth certificates of their children shall also be required to undergo the parenting orientation course II before issuance of the Certificate of Live birth by the Municipal Civil Registrar without prejudice to the requirements for early registration of birth under existing laws.

The implementing guidelines for this ordinance shall be formulated by the Municipal Council for the Protection of Children in the municipality of Glan, in close coordination with NGO's engaged in child-focused programs.



- page eighteen follows -



Section 33. ECCD Service Providers. – Shall include the various professionals, paraprofessionals and volunteer caregivers who are directly responsible for the care and education of young children from age zero (0) to four (4) years through the various centers and home-based programs. They shall include, but shall not be limited to, day care workers hereinafter referred to as child development workers, child development teachers, teacher-aides, rural health midwives, social workers, community health workers, barangay nutrition scholars, parent effectiveness service volunteers, and family day care providers.

Article IV
PARTICIPATION RIGHTS OF CHILDREN

Section 34. Participation of Children in Decision-making. – Children who are part or members of a family, school, community or any other organization or institution have the right to be heard. Each child, regardless of age, sex and ethnic affiliation, has the right to express his or her opinion freely and to have the opinion taken into account in any matter or procedure affecting the child. It shall be the responsibility of the adults in such groups, to provide adequate opportunities for children to express their views obtain information and make their ideas, opinions and feelings known regardless of tribe, religion, age and sex.

Section 35. Installation of Mechanism for Participation of Children in Policy and Program Formulation in the Local Government. – The Municipality of Glan shall give utmost importance and concern to consultation with children ten to seventeen (10-17) years old shall convened through their representatives in a once-a-year basis, specifically during the National Children's Month every November. NGO's involved in the care and development of these groups of children shall be part of the process in both preparation and evaluation of the convention. The implementing rules and regulations for this convention shall be formulated by the Municipal Social Welfare and Development Office and Special Office for Children's Concern.

Article V
IMPLEMENTING MECHANISMS

Section 36. Creation of the Municipal Council for the Protection of Children. – The Municipal Council for the Protection of Children (MCPC) shall be created to beef up the capacity of the Municipal Social Welfare and Development Office in realizing the provisions of this code. It shall be the special coordinating and implementing arm of the Local Government of Glan to focus on children-specific programs and projects. It shall file complaints on cases of unlawful acts committed against children in the most expeditious manner.

The MCPC shall be composed of the following:

Chairperson:	Municipal Mayor
Vice-chairperson:	Sangguniang Bayan Member/Chairperson of the Committee on Women and Children
Members:	Municipal Administrator
	Municipal Planning and Development Officer
	Municipal Social Welfare and Development Officer
	Municipal Health Officer
	Municipal Legal Officer
	Municipal Nutrition Action Officer
	Municipal Budget Officer
	Public Employment and Services Officer
	Municipal Disaster Risk Reduction and Management Officer
	Municipal Agriculturist
	Liga ng mga Barangay President
	Sangguniang Kabataan Federation President
	Municipal Local Government Operations Officer
	MIACAT-VAWC Focal Person
	DepEd District Supervisor of the Central District
	DepEd District Supervisor of the South District
	DepEd District Supervisor of the North I District
	DepEd District Supervisor of the North II District
	Glan School of Arts and Trades
	Chief of Police
	Women and Children's Protection Desk Officer
	Civil Society Organizations
	Child Representative
	SB Chairman of the Committee on Health

Section 37. Component of the Glan Special Office for Children's Concern. - The special office shall have the following component to orchestrate its various programs and projects consistent with the provisions of this Code, related laws and ordinances, other national issuances and international covenants:

- a. Reception and Training Center;
- b. Psycho-Social Rehabilitation Center for children in extremely difficult circumstances;
- c. Children's Hospital;
- d. Children's Rights, Advocacy and Campaign;
- e. Early Childhood Care and Development Program; and
- f. Legal Assistance Program

Section 38. Role of the Sub-Committee for the Welfare of Children. - The Local Council for the Protection of Children shall be the consultative assembly of the Special Office for Children's Concern for its periodic planning and programming assessment and evaluation. It shall act as the Municipal Regulatory Body for the operation of all existing programs and projects designated for children. It shall act as the General Consultative Body in the formulation and refinement of the implementing rules and guidelines of this ordinance which shall become operative only upon the Sub-Committee's concurrence.

Section 39. The Barangay Council for the Protection of Children (BCPC). - There shall be created a Barangay Council for the Protection of Children (BCPC) in every barangay in the municipality of Glan. The Punong Barangay of the respective barangays are hereby mandated to spearhead and the creation and strengthening of the Council, with the support of the Municipal Social Welfare and Development Office, the Department of the Interior and Local Government and other concerned government and non-government agencies in the area.

Section 39-A. Composition of the Barangay Council for Children's Protection. - The Barangay Council for the Protection of Children, shall be composed of at least seven (7) responsible citizens of the community, including one (1) representative each from the youth and the network of non-government organizations concerned with the welfare of the children and youth operating in the area. Any person or association who is a resident of the barangay may nominate the other four (4) non-ex-officio members. The Barangay Development Council (BDC), which shall meet in special sessions, shall confirm the appointments of the Council members. In cases where there are more than four (4) nominees for the non-ex-officio members, the BDC decides in the same session. The Council members shall serve for three (3) years on a voluntary basis. The Punong Barangay, who represents the government, shall act as the head of the council.

Section 39-B. Roles and Functions of the Barangay Council for the Protection of Children (BCPC). - The following shall be the roles and functions of the Barangay Council for the Protection of Children:

1. Protect and assist abandoned, maltreated and abused children and report, assist and monitor cases filed involving child abuse;
2. Monitor and protect working children from abuse and exploitation;
3. Adopt a system to prevent juvenile delinquency, assist parents and children with behavioral problems and facilitate expert advice where needed;
4. Assure and encourage that every school-age child in the barangay is sent to school;
5. Support and promote the establishment of children's playground, day care centers, children's library and other child-friendly facilities in each barangay;
6. Promote good health and proper nutrition programs for children; and
7. Facilitate the arrest of any individual/s who is in the act of committing, about to commit, or has just committed an offense against the person of any minor.

Section 39-C. Barangay Appropriation for the barangay council for the protection of children. - Each barangay shall regularly appropriate one percent (1%) from its annual budget or supplemental budget to support the administrative and operational needs of the council.



Article VI
FINAL PROVISIONS

Section 40. Rules and Regulations. - Unless otherwise provided in this ordinance, the Municipal Council for the Protection of Children (MCPC), in coordination with the Municipal Legal Counsel, the Municipal Health Office, the PNP and the Municipal Trial Court, Municipal Social Welfare and Development Office, and Sangguniang Bayan, shall initiate the formulation and promulgation of the implementing rules and regulations for the effective implementation of this code.



Section 41. Appropriations. - The amount necessary to carry out the provisions of this ordinance is hereby authorized to be appropriated in the Annual Implementation Plan of the Municipal Government of Glan.

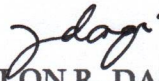
Section 42. Separability Clause. - If any provision of this code is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

Section 43. Repealing Clause. - All ordinances, local issuances or rules inconsistent with the provisions of this code are hereby repealed and/or modified accordingly.

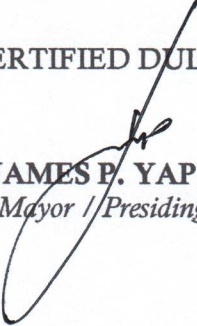
Section 44. Effectivity Clause. - This code shall take effect upon approval of the Sangguniang Panlalawigan and the compliance of posting in at least three (3) conspicuous places in all barangays of the Municipality of Glan.

Enacted unanimously, this 7th day of February, 2023, upon motion of Honorable Ricardo Q. Roque, Jr., which was duly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 28th Regular Session held on February 7, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES B. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor 8
Date: MAR 28 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

=====

ABSENT:

NONE

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- MUNICIPAL ORDINANCE NO. 23 – 005
Series of 2023
Sponsor: Hon. Ricardo Q. Roque, Jr.
- AN ORDINANCE FOR THE IMPLEMENTATION OF THE
BATCH REQUEST ENTRY SYSTEM (BREQS) IN THE MUNICIPALITY
OF GLAN, PROVINCE OF SARANGANI PROVIDING FOR FEES
AND CHARGES THEREOF AND FOR OTHER PURPOSES
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session,
THAT:
- Section 1. TITLE.** – This ordinance shall be known as the “Batch Request Entry System (BREQS) Ordinance of Glan 2023”.
- Section 2. DEFINITION OF TERMS.** – For purpose of this ordinance, the following shall mean:
- 

a. **BREQS (Batch Request Entry System)** – is a scheme where the National Statistics Office (PSA) authorizes a partner to receive request/s for PSA issued copies and certification of Civil Registry documents from the public and issue the said documents to its clientele.

b. **Serbilis Outlet** – This the place where the actual processing of the request is being undertaken, assigned to service the authorized partner (also known as the BREQS user).

c. **MCRO (Municipal Civil Registrar’s Office)** – the office responsible in the implementation of BREQS Program, whereby the services offered that can be request are the following: Copies of the birth, death and marriage documents; copies of annotated or endorsed documents; provided copies of said documents have already been issued by PSA previously; and Certificates of No Record of Marriage (CENOMAR) or “singleness”.

d. **PSA (National Statistics Office)** – national agency who shall authorize the Local Government Unit of Glan through the MCRO to receive request for authenticated and annotated civil registry documents. All request shall be filed at the MCRO which will process it on a regular weekly basis at the PSA, General Santos City.

e. **Family** – a group of persons consisting of parents and their legitimate children.
- Section 3. FEES AND CHARGES.**
- 

a. There should be a service charge of Two Hundred Pesos (₱200.00) for every single transaction which is due to the Municipal Government of Glan.

b. In addition to Section 3, the following shall be collected and shall be remitted to the National Statistics Office:

b.1. Civil Registry Documents (Marriage, Birth and Death) – ₱150.00/document

b.2. Certificate of No Marriage (CENOMAR) – ₱210.00
- page Two follows - 

Provided, that in cases of multiple request from a family, it shall be computed as a single transaction equivalent to Two Hundred Pesos (P200.00) as stipulated in Section 3.a. Provided, further, that in cases where the authenticated documents being requested will be utilized for Sports/Athletic Meets and other school competitions, regardless if they do not belong to one family, it shall likewise be treated as a single transaction. Provided, finally, that said transaction should be done in one (1) day for it to qualify as a single transaction.

Section 4. TIME AND MANNER OF PAYMENT.

The Municipal Treasurer or his authorized representative shall collect stipulated in Section 3.a. for which a corresponding official receipt shall be issued before the transaction is made at the MCRO. The fees stipulated in Section 3.b.1. and 3.b.2. shall be collected by the Municipal Civil Registrar's Office who shall issue a corresponding provincial receipt thereof and will remit the same to the NSO who will issue the official receipt upon processing at the Serbilis outlet, Glan, Sarangani Province.

Section 5. REPEALING CLAUSE. – Ordinances, Resolutions, Rules and Regulations found inconsistent with the provisions of this ordinance are hereby repealed accordingly.

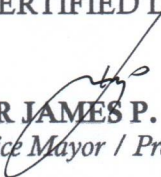
Section 6. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor 8
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 56th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 22, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
Hon. Ricardo Q. Roque, Jr.	- SB Member
Hon. Kayrud W. Alegado, RN	- SB Member
Hon. Nazarius D. Wata	- SB Member
Hon. Joselito A. Escobar	- SB Member
Hon. Elsan Faith R. Engkong	- SB Member
Hon. Lydia B. Hizoler	- SB Member
Hon. Carlos A. Homo	- SB Member
Hon. Edwin D. Pacaldo	- SB Member
Hon. Roldan R. Daquigan	- LnB President
Hon. Arla Mae T. Lara	- PPSK President
Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

MUNICIPAL ORDINANCE NO. 23 – 006
Series of 2023
Author: Hon. Carlos A. Homo

AN ORDINANCE ESTABLISHING THE COLOR SCHEME AND SIZES OF ALL TRICYCLES-FOR-HIRE IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Short Title. – This ordinance shall be known as the “Glan Sarangani Province Color Scheme and Sizes of all Tricycles-For-Hire Ordinance of 2023”

Section 2. Definition of Terms. – As used in this Ordinance, the following terms shall mean:

- a.) **Tricycle-for-hire** – is a motor vehicle composed of a motorcycle fitted with a single-wheeled sidecar operated to render transport service to the general public for a fee and granted with a franchise from the Local Government Unit of Glan (LGU).
- b.) **Color Scheme** – refers to the unified coloring of the tricycle operating for hire within the territorial jurisdiction of the municipality of Glan for the sole purpose of identification and aesthetically pleasing appearance.

Section 3. Procedures on Enforcement of Color Scheme. – All tricycles-for-hire plying in the streets of Glan, Sarangani Province, shall have one unified color of International Red in their sidecars. There shall be a 4x12 inches in size “Tour Town Glan Logo” which shall be printed and placed in front of the sidecar.

Section 4. Standard Measurement. – The standard measurement of the sidecar passenger seat shall not be less than 30 inches in width and 40 inches in length (30”x40”).

Section 5. Drivers Responsibilities.

- a. Every driver shall wear a T-shirt, long pants and shoes. He shall observe personal hygiene at all times;
- b. Wearing of sleeveless and short pants are strictly prohibited while driving; and
- c. Driver shall mean any person duly licensed to mechanically operate a motor vehicle.

Section 6. Penalty Clause. – For any violation of this Ordinance, the offender shall be punished by the following penalties, *to wit*:

- 1st Offense:** A fine of One Thousand Pesos (₱1,000.00)
- 2nd Offense:** A fine of One Thousand Five Hundred Pesos (₱1,500.00)
- 3rd Offense:** A fine of Two Thousand Five Hundred Pesos (₱2,500.00) and revocation of the franchise.

If the violator is a corporation, partnership, or cooperative, the president or manager shall be liable therefor. If the establishment is a single proprietorship, the owner or proprietor shall be held liable.

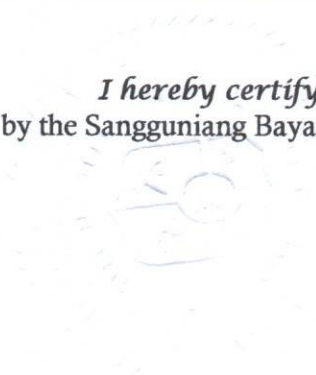
Section 7. Separability Clause. – If, for any reason, any part or provision of this Ordinance shall be found to be unconstitutional or invalid, other parts or provisions thereof which are not affected thereby, shall continue to be in full force and effect.

Section 8. Repealing Clause. – All ordinances, rules and regulations, or parts thereof, in conflict with, or inconsistent to the provisions of this ordinances are hereby modified accordingly.

Section 9. Effectivity Clause. – This Ordinance shall take effect immediately upon approval.

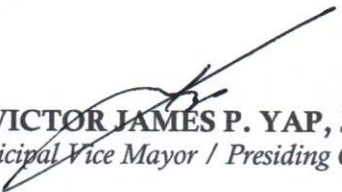
Enacted unanimously, this 22nd day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Carlos A. Homo and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 56th Regular Session held on August 22, 2023.




MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ENACTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: **AUG 30 2023**

EXCERPTS FROM THE MINUTES OF THE 56th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 22, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	NONE	
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MUNICIPAL ORDINANCE NO. 23 – 007
Series of 2023
Author: Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE PROHIBITING THE USE, SALE, DISTRIBUTION AND ADVERTISEMENT OF CIGARETTES, VAPING, ELECTRONIC CIGARETTES AND OTHER TOBACCO PRODUCTS IN CERTAIN PLACES IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE IMPOSING PENALTIES FOR VIOLATIONS THEREOF AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES AMENDING FOR THE PURPOSE MUNICIPAL ORDINANCE NO. 20-008, SERIES OF 2015

Whereas, the 1987 Constitution of the Republic of the Philippines declares that the State shall protect and promote the right to health of the people and instill health consciousness among them;

Whereas, the Republic of the Philippines, under the Framework Convention on Tobacco Control (FCTC) to which she is a party, determined to give priority to the right to protect public health and to promote measures of tobacco control based on current and relevant scientific, technical and economic considerations, and agreed to implement the measures provided in the treaty;

Whereas, the Local Government Code of 1991 (Republic Act No. 7160) accords every local government unit power and authority to promote the general welfare within its territorial jurisdiction, including the promotion of health and safety of its constituents;

Whereas, the Philippine Clean Air Act of 1999 (Republic Act No. 8749) declares the right of every citizen to breathe clean air,4 prohibits smoking inside enclosed public places including public vehicles and other means of transport, and directs local government units to implement this provision;

Whereas, the Tobacco Regulation Act of 2003 (Republic Act No. 9211) prohibits smoking in certain public places whether enclosed or outdoors; prohibits the purchase and sale of cigarettes and other tobacco products from and to minors and in certain places frequented by minors; imposes bans and restrictions on advertising, promotion and sponsorship activities of tobacco companies; and directs local government units to implement these provisions;

Whereas, the Municipality of Glan recognizes that local governments must act with urgency to denormalize the culture of smoking and tobacco consumption through comprehensive and proven effective tobacco control measures;

Whereas, the Municipality of Glan recognizes the fundamental and irreconcilable conflict between the tobacco industry’s interests and public health policy, and realizes the need to be alert to and informed of any efforts by the tobacco industry to undermine or subvert tobacco control efforts;

Whereas, scientific evidence has unequivocally established that tobacco consumption and exposure to tobacco smoke cause death, disease and disability; lead to devastating health, social, economic and environmental consequences; and places burdens on families, on the poor, and on national and local health systems;

Whereas, an increasing number of Filipinos die each year of tobacco-related diseases such as stroke, heart disease, and various cancers, among others;

Whereas, scientific evidence has shown that there is no safe level of exposure to tobacco smoke; that effective measures to protect from exposure to it requires the total elimination of smoking and tobacco smoke; and that approaches other than 100% smoke-free environments, including ventilation, air filtration and the use of designated smoking areas (whether with separate ventilation systems or not) have repeatedly been shown to be ineffective;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Title. — This Ordinance shall be known and cited as the “**Smoke-Free Ordinance of the Municipality of Glan 2023, as Amended.**”

Section 2. Purpose. — It is the purpose of this Ordinance to safeguard public health and ensure the well-being of all its constituents by protecting them from the harmful effects of smoking and tobacco consumption.

Section 3. Coverage. — This Ordinance shall apply to all persons, whether resident or not, and in all places, found within the territorial jurisdiction of Municipality of Glan.

Section 4. Definition of Terms. — As used in this Ordinance, the terms below shall have the meanings ascribed to them in this section. Any words or terms not defined shall be given their plain and customary meanings, unless the context requires otherwise, and shall be interpreted in a manner consistent with the purpose and spirit of this Ordinance.

- a. **Advertising and Promotion** – means any form of commercial communication, recommendation or action with the aim, effect or likely effect of promoting a tobacco product or tobacco use either directly or indirectly.
- b. **Civil Society Organization (CSO)** – refers to a legally constituted voluntary civic and social organization or institution created with no participation of government, including but not limited to, charities, development non-governmental organizations (NGOs), community groups, women's organizations, faith-based organizations, professional associations, coalitions and advocacy groups. As used in this Ordinance, CSO does not include organizations or associations related to or connected with the tobacco industry in any way.
- c. **Electronic Nicotine Delivery Systems** – means any device such as electronics cigarettes (e-cigarettes), electronic shisha (e-shisha), and other similar devices, whether or not it is used to deliver nicotine to the user through the act of vaping that resembles the outward appearance of real smoking products.
- d. **Enclosed or partially enclosed** – means being covered by a roof or enclosed by one or more walls or sides, regardless of the type of material used for the roof, wall or sides, and regardless of whether the structure is permanent or temporary.
- e. **Minor** – refers to any person below eighteen (18) years old.
- f. **Point-of-Scale** – refers to any location at which an individual can purchase or otherwise obtain tobacco products.

- g. **Outdoor advertisement** – refers to any sign, model, placard, board, billboard, banner, bunting, light display, device, structure or representation employed outdoors wholly or partially to advertise or promote a tobacco product to the public.
- h. **Person-in-charge** – refers to: in case of public places, public outdoor spaces and workplaces, the president/manager in case of a company, corporation or association, the owner/proprietor/operator in case of a single proprietorship, or the administrator in case of government property, office or building; in case of public conveyances, the owner, driver, operator, conductor, or the captain of the public conveyance. e.g. Point-of-sale refers to any location at which an individual can purchase or otherwise obtain tobacco products.
- i. **Public conveyances** – refers to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, ships, jeepneys buses, taxicabs, trains, light rail transits, tricycles and other similar vehicles.
- j. **Public places** – means all places, fixed or mobile, that are accessible or open to the public or places for collective use, regardless of ownership or right to access, including, but not limited to, establishments that provide food and drinks, accommodation, merchandise, professional services, entertainment or other services. It also includes outdoor spaces where facilities are available for the public or where a crowd of people would gather, such as, but not limited to, playgrounds, sports grounds or centers, church grounds, health/hospital compounds, transportation terminals, markets, parks, resorts, walkways, entrance ways, waiting areas, and the like.
- k. **Second-hand smoke** – means the smoke emitted from the burning end of a cigarette or from other tobacco products usually in combination with the smoke exhaled by the smoker.
- l. **Tobacco Products** – means products entirely or partly made of the tobacco leaf as raw material which are manufactured to be used for smoking, sucking, chewing or snuffing, such as cigarettes and cigars.
- m. **Smoking or Vaping** – refers to the act of inhaling and exhaling vapor produced by cigarette or any Electronic Nicotine Delivery System (ENDS) or other device whether or not used to deliver nicotine to the user, and mimics the act of smoking or vaping.
- n. **Workplace** – means any place used by people during their employment or work, whether done for compensation or voluntarily, including all attached or associated places commonly used by the workers in the course of their work (for example, corridors, elevators, stairwells, toilets, lobbies, lounges). Vehicles used in the course of work are considered workplaces.

Section 5. Prohibited Acts. — The following acts are declared unlawful and prohibited by this Ordinance, to wit:

- a. Smoking or vaping in enclosed or partially enclosed public places, workplaces, public conveyances, or other public places, as defined in Section 4 hereof;
- b. Selling or distributing tobacco products and electronic cigarettes in a school, public playground or other facility frequented by minors, or within 100 meters from any point in the perimeter of these places;
- c. Selling or distributing tobacco products and electronic cigarettes to minors;
- d. Purchasing tobacco products and electronic cigarettes from minors;
- e. Placing cinema and outdoor advertisements of tobacco products and electronic cigarettes;
- f. Placing, posting, or distributing advertising materials of tobacco products and electronic cigarettes, such as leaflets, posters and similar materials, outside the premises of point-of-sale establishments; and
- g. Placing, posting, or distributing advertising materials of tobacco products and electronic cigarettes, such as leaflets, posters and similar materials, even if inside the premises of point-of-sale establishments, when the establishments are not allowed to sell or distribute tobacco products, as in Section 5(b) above.

Persons-in-charge shall be held similarly liable for the above acts if they are found to have allowed, abetted, or tolerated the same.

Section 6. Duties and Obligations of Persons-in-Charge. — Persons in charge shall:

- a. Prominently post and display “No Smoking” and “No Vaping” signages in the locations most visible to the public in the areas where smoking and/or vaping is prohibited, including vehicles. At the very least, a “No Smoking” and “No Vaping” signs must be posted at the entrance to the area. The “No Smoking” and “No Vaping” signs shall be at least 8 inches x 16 inches in size and the international “No Smoking” and “No Vaping” symbols shall occupy no less than 70% of the signage. The remaining lower 30% of the signage shall show the following information:



[International No Smoking or Vaping Symbol]

STRICTLY NO SMOKING OR VAPING
as per MUNICIPAL ORDINANCE NO. 23-007
Violators can be fined up to Php2, 500.00
Report violations to (PNP Hotline)
[hotline number optional]

- b. Remove from the places where smoking or vaping is prohibited all ashtrays and any other receptacles for disposing of cigarette refuse.
- c. For persons-in-charge of schools, public playgrounds or other facilities frequented by minors, post the following statement in a clear and conspicuous manner:

SELLING OF CIGARETTES AND E-CIGARETTES OR OTHER TOBACCO PRODUCTS
IS NOT ALLOWED WITHIN 100 METERS FROM [SCHOOL/ETC.] PERIMETER

- d. For persons-in-charge of point-of-sale establishments, post the following statement in a clear and conspicuous manner:

SALE/DISTRIBUTION OF TOBACCO PRODUCTS
AND E-CIGARETTES TO MINORS IS UNLAWFUL

- e. Establish internal procedure and measures through which this Ordinance shall be implemented and enforced within the area of which he or she is in charge, including, but not limited to, warning violators and requesting them to stop smoking and vaping, and if they refuse to comply, asking them to leave the premises, and if they still refuse to comply, reporting the Incident to the [provincial/city/municipal] health officer and the nearest peace officer.
- f. Ensure that all the employees in the establishment are aware of this Ordinance and the procedure and measures for implementing and enforcing it.
- g. Allow inspectors acting under Sections 14 and 15 hereof and representatives of the designated civil society organization under Section 16 entry into the establishment during regular business hours for the purpose of inspecting its compliance with this Ordinance.
- h. For all signage required to be posted under (a), (c), and (d) above, provide for versions of them in the local language.

Section 7. Persons Liable. — The following persons shall be liable under this Ordinance, *viz*:

- a. Any person who commits any of the prohibited acts stated in Section 5 hereof.
- b. Persons-in-charge who knowingly allow, abet, or tolerate the prohibited acts enumerated in Section 5 hereof, or who otherwise fail to fulfill the duties and obligations enumerated in Section 6 hereof.
- c. Parents, guardians, elders or any person who allow minors to buy/purchase/lit cigarette or vape or buy electronic cigarette shall also be held liable.

Section 8. Penalties.—The following penalties shall be imposed on violators of this Ordinance:

a. Violation of Section 5 (a) and Section 6

- i. First Offense - P500.00
- ii. Second Offense - P1, 000.00
- iii. Third and Subsequent Offenses - P2, 500.00 or imprisonment for a period not exceeding 6 months, or both at the discretion of the court.

b. Violation of Section 5 (b), (c), and (d)

- i. First Offense - P1, 500.00
- ii. Second Offense - P2, 000.00
- iii. Third and Subsequent Offenses - P2, 500.00 or imprisonment for a period not exceeding 6 months, or both at the discretion of the court Revocation of business license or permit (*in case of a business entity or establishment*).

c. Violation of Section 5 (e), (f), and (g)

- i. First Offense - P2, 000.00
- ii. Second Offense - P2, 300.00
- iii. Third and Subsequent Offenses - P2, 500.00 or imprisonment for a period not exceeding 6 months, or both at the discretion of the court Revocation of business license or permit (*in case of a business entity or establishment*).

d. **Suspension of License.** The license to operate of any establishment or of any public conveyance covered by this Ordinance shall be suspended for at least one (1) week but not more than one (1) month.

e. **Community Service.** If a violator is unable to pay the fines imposed, he or she may choose to render community service to the municipality. For every hour of community service rendered, his outstanding fine shall be reduced by an amount equivalent to triple the hourly minimum wage of the municipality.

Section 9. Citation Ticket System. — Violators of this Ordinance shall be informed of their violation and the penalty associated with such violation by means of a Citation Ticket System with the following guidelines:

- a. Official booklets of Citation Tickets shall be issued by the Health Office to duly authorized enforcers within ninety (90) calendar days of the effectivity of this Ordinance.
- b. A Citation Ticket shall be issued to the person/s liable for any violation of this Ordinance upon finding of the violation by duly authorized enforcers.
- c. A Citation Ticket shall contain the following information.
 - 1.) a checklist of the violations under this Ordinance
 - 2.) the fines associated with each violation
 - 3.) due date for compliance with the obligations imposed by the ticket
- d. When a Citation Ticket is issued to a violator, the violator shall report to the Health Office within three (3) regular business days after such issuance, where he or she shall either pay the fine imposed or render community service under Section 8 (e) hereof.
- e. The Health Office shall keep a duplicate of all Citation Tickets issued to violators as well as all other records of violations of this Ordinance.

Section 10. Smoking Cessation Program. — The Health Officer, with the assistance of the Health Education and Promotion Officer and the CSO representative designated under Section 16 hereof, shall develop and promote a Smoking Cessation Program and encourage the participation therein of public and private facilities which may be able to provide for its requirements. Smokers who are willing to quit and/or those found violating this Ordinance may be referred to the Smoking Cessation program and its facilities.

Section 11. Finder's Fee. – A person whether of legal age or a minor shall be entitled for a Finder's Fee in the amount to be prescribed by the Smoke-free Enforcers and shall be taken from the fund provided for. The finder shall report to the any of the Smoke-free Task Force the violation committed.

ENFORCEMENT

Section 12. Smoke-free Task Force. — A Task Force shall be created to aid in the implementation, enforcement and monitoring of this Ordinance as well as to conduct educational awareness campaigns, information dissemination programs, and capacity building programs, that will inform the constituents and train enforcement officers.

The Task Force shall be composed of the following:

- a. Health Officer
- b. Health Education and Promotion Officer
- c. Legal Officer
- d. Information Officer
- e. Building Officer
- f. Business Permits and Licensing Officer
- g. Representative of the Civil Society Organization (CSO) designated by the Health Officer under Section 16 hereof
- h. Representative of the Philippine National Police (PNP)

The task force shall not include as a member any person or entity connected in any way to the tobacco industry.

Section 13. Duties and Responsibilities of the Task Force. — Other than (1) receiving, reviewing and processing reports of and complaints for violations of this Ordinance, and (2) deputizing enforcers under Sections 13 to 16 hereof, the Task Force shall have the following respective duties and responsibilities:

- a. **The Health Officer shall:**
 - 1.) Issue official Citation Tickets to the enforcers.
 - 2.) Assign a hotline or any other number to which violations of this Ordinance may be reported by telephone call or by SMS, and a person to operate the line and record reports.
 - 3.) Serve as the overall coordinator among all the [LGU] offices involved in the implementation of this Ordinance.
 - 4.) Act as agent of the Treasurer in collecting and receiving fines paid by violator.
 - 5.) Make tobacco control, including the implementation and enforcement of this Ordinance, a part of the health program to be proposed for funding by the general budget of the [LGU].
- b. **The Health Education and Promotion Officer shall:**
 - 1.) Develop and produce information, education and communication materials on the harms of second-hand smoke as well as on the provisions of this Ordinance.
 - 2.) Encourage constituents of the [LGU] to monitor and report violations of this Ordinance.
 - 3.) Assist the Health Officer in developing and promoting a smoking cessation program.
- c. **The Legal Officer shall:**
 - 1.) Assist the Health Office in reviewing reports of and complaints for violations of this Ordinance and in determining liability.
- d. **The Building Officer shall:**
 - 1.) Conduct, together with the Health Office or on its own, inspection activities as provided in this Ordinance.
 - 2.) Determine whether or not enclosed or partially enclosed public places, workplaces or other public places comply with the requirements of this Ordinance.

 - *page seven follows* - 

e. The Information Officer shall:

- 1.) Print the Citation Tickets and copies of this Ordinance for distribution to the public.
- 2.) Make a primer summarizing the provisions of this Ordinance.
- 3.) Publicize activities related to the implementation and enforcement of this Ordinance.

f. The Business Permits and License Officer shall:

- 1.) Order the suspension or revocation of permits and licenses of establishments found to have violated this Ordinance, subject to the provisions of Section 8 hereof.
- 2.) Deny renewal of permits and licenses of violators of this Ordinance.

g. The CSO Representative shall:

- 1.) Assist in preliminary inspections and in monitoring violations of this Ordinance.
- 2.) Assist in promoting awareness of this Ordinance and in encouraging public support and participation in its implementation and enforcement.
- 3.) Assist in developing and promoting a smoking cessation program.
- 4.) Assist in developing and conducting orientation seminars and training seminars for enforcers.
- 5.) Assist in evaluating the performance of the Task Force and the effectiveness of the implementation and enforcement of this Ordinance.

g. The PNP Representative shall:

- 1.) Apprehend violators in accordance with the provisions of this Ordinance.
- 2.) Assist [LGU] officials and deputized civilians in apprehending violators and in filing the appropriate complaints.

h. The PNP Representative shall:

- 1.) Apprehend violators in accordance with the provisions of this Ordinance.
- 2.) Assist LGU officials and deputized civilians in apprehending violators and in filing the appropriate complaints.

Section 14. Enforcement on Individuals. — Members of the PNP shall apprehend and issue Citation Tickets against persons caught smoking in places where such is prohibited. They shall forward copies of the tickets they issue violators to the Health Office regularly, at least thrice a week.

Section 15. Enforcement on Public Conveyances. — Members of the PNP and/or persons duly deputized by the Task Force shall inspect public conveyances during their regular hours of operation and shall issue Citation Tickets upon discovery of any violation of this Ordinance. They shall forward copies of the tickets they issue violators to the Health Office regularly, at least thrice a week.

Section 16. Enforcement on Establishments. — Ninety (90) calendar days after the effectivity of this Ordinance, an inspection team composed of representatives from the Health Office, the Engineer's Office, and the Permits and License Office, shall conduct inspections of establishments and buildings to determine their compliance with the provisions of this Ordinance.

Regular inspection shall thereafter be conducted at least once every month or simultaneously with other regular inspections done by the [LGU], whichever is more frequent, during normal hours of operation of the establishment.

The inspection team shall issue a Citation Ticket against the establishment upon finding of non-compliance with or of any violation of this Ordinance. A Citation Ticket may be issued for each day that the establishment is found to be non-compliant.

Re-inspection of the establishment shall be done on any day after the issuance of the Citation Ticket, but in no case more than ten (10) calendar days after such issuance. If the establishment fails to comply with the obligations stated in the Citation Ticket upon re-inspection, the inspection team shall recommend the suspension of the license to operate of the establishment, consistent with Section 8 (d) hereof.

In the course of inspection, the inspection team may apprehend individual violators and request the assistance of the PNP in doing so.

Section 17. Civilian Participation in Enforcement. — Within thirty (30) calendar days from the effectivity of this Ordinance, the Health Office shall designate, with the approval of the Office of the [LCE], a civil society organization (CSO) to discharge the duties and responsibilities enumerated in-Section 12 (g) hereof.

The Task Force may deputize qualified civilians to serve as enforcers of this Ordinance. Any person can file with the Task Force a report of or complaint for any violation of this Ordinance.

INFORMATION CAMPAIGN

Section 18. Information Dissemination. — Within sixty (60) calendar days of the effectivity of this Ordinance, the Health Office shall:

- a. **In coordination with the Office of the Municipal Mayor:**
 - 1) provide at least two (2) copies of this Ordinance to every PNP station or precinct in the LGU;
 - 2) provide a primer on this Ordinance for every member of the PNP member in the LGU; and
 - 3) conduct lectures to brief members of the PNP members of the provisions of this Ordinance and of their responsibilities with respect to its enforcement.
- b. **In coordination with the Permits and Licenses Office,** give a copy of this Ordinance and its primer to all existing establishments that are licensed to operate and open to the public, as well as to those applying for a new license to operate.
- c. **In coordination with the Information Office,** give a copy of this Ordinance and its primer to all public utility vehicle operators in the LGU.

Section 19. Public Billboards, Notices in Barangays. — Upon effectivity of this Ordinance, the Engineer's Office, this municipality shall put up billboards in conspicuous places in the LGU to notify the public of the restrictions and sanctions imposed by the ordinance. The Information Office shall also immediately issue for dissemination at the barangay level notices regarding the obligations of persons under the ordinance.

Section 20. Conduct of Orientation Seminars and Trainings. – Within sixty (60) calendar days from the effectivity of this Ordinance and periodically thereafter, the Health Officer, with the assistance of the Health Education and Promotion Officer and the CSO representative designated under Section 16 hereof, shall develop and conduct a series of orientation seminars and trainings for the enforcers of this Ordinance, at least one for each group, including but not limited to, deputized enforcers like barangay health workers and the barangay tanods, and the local PNP.

FINANCING

Section 21. Funding. — An initial funding to defray the expenses necessary for or incidental to the implementation of this Ordinance in the amount of **Three Hundred Thousand Pesos (Php300, 00.00)** shall be sourced from the Municipal Funds and is hereby allocated. Every year thereafter, at least the same amount shall automatically be included in the Annual Budget of the Municipality for the implementation and enforcement of this Ordinance, based on the municipal plans and programs.

The above expenses include, but are not limited to:

- a. Costs of printing copies of this Ordinance, the Citation Tickets, and information, education and communication materials pertaining to tobacco control
- b. Costs of inspection and enforcement by the Smoke-free Task Force, including allowances for meals and transportation, the amounts of which shall be set by the Office of the [LCE]
- c. Incentive or reward for private citizens who report violations of this Ordinance
- d. Institution and operating expenses of the smoking cessation program and facility
- e. Other expenses associated with the implementation and enforcement of this Ordinance

Section 22. Repealing Clause. — All ordinances contrary to, or inconsistent with this Ordinance are hereby repealed or modified accordingly.

Section 23. Separability Clause. —If, any part or provision of this Ordinance is declared unconstitutional or invalid, the same shall not affect the validity and effectivity of the other parts or provisions hereof.


- page nine follows - 

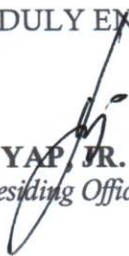
Section 24. Effectivity Clause. — This Municipal Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 22nd day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Carlos A. Homo and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 56th Regular Session held on August 22, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

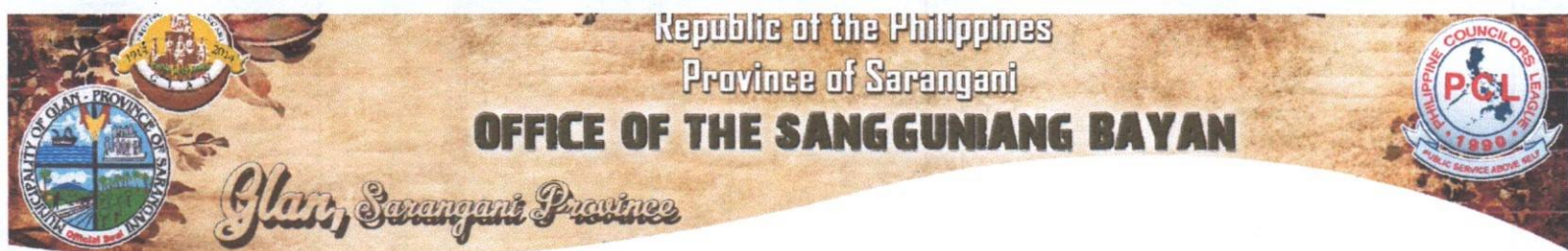
ATTESTED AND CERTIFIED DULY ENACTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: SEP 13 2023

- nothing follows -



EXCERPTS FROM THE MINUTES OF THE 57th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 29, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Official Business)

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MUNICIPAL ORDINANCE NO. 23 – 008

Series of 2023

Sponsor: Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE MANDATING ALL BUSINESSES OPERATING WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE ENGAGED IN THE MANUFACTURE, SALE, OR DISTRIBUTION OF PNP UNIFORMS, INSIGNIAS AND OTHER ACCOUTREMENTS TO SECURE PNP CERTIFICATE OF CONFORMITY AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Whereas, Section 16 of the Local Government Code of 1991, or Republic Act No. 7160, also known as the General Welfare Clause provides in part provides that, “every local government unit shall ensure and support the maintenance of peace and order within their respective territorial jurisdiction”;

Whereas, Executive Order No. 297, entitled: “Regulating the Manufacture Sale, Distribution and Use of PNP Uniforms, Insignias and Accoutrements was signed on October 4, 2000 to control and manage the unauthorized manufacture, sale and distribution of PNP uniforms, insignias and other accoutrements;

Whereas, E.O. No. 297 imposes as penalties the immediate closure of establishment; cancellation of business license or permit; condemnation, seizure and forfeiture of unauthorized items; and imposition of reasonable fines for violators of the said order, all of which could be undertaken by the local government units concerned;

Whereas, in 03 September 2020, the Philippine National Police Directorate for Research and Development (PNP-DRD) has issued DRD Standard Operating Procedure No. 2020-001 prescribing the procedures and guidelines in handling of samples of PNP uniforms and accoutrements to ensure the integrity of the submitted samples as basis for issuance of Certificate of Conformity (COC);

Whereas, the unauthorized manufacture, sale, use and distribution of PNP uniforms, insignias and other accoutrements impose serious concerns since such symbolic PNP identifiers of providing a comforting sense of security, could be used by lawless elements in the commission of crimes within the city;

Whereas, considering that the PNP National Headquarters sits within the territorial of Glan and there are number of business establishments that engaged in the manufacture, sale and distribution PNP uniforms, insignias, and other accoutrement, there is a dire need to enact a corresponding city ordinance to mitigate, or even eradicate, the proliferation of the unauthorized PNP uniforms and commission of illegal activities within Glan;

- page two follows -

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session,
THAT:

Section 1. Short Title – This Ordinance shall be known and cited as, "*The PNP Certificate of Conformity Ordinance of 2023*".

Section 2. Scope and Application. – All businesses operating within the territorial jurisdiction of Glan, whether in physical, online or in digital platforms, engaged in the manufacture, sale and distribution of Philippine National Police uniforms, insignias, and other accoutrements. It includes enterprises dealing with raw materials for the production of aforementioned items.

Section 3. Definition of Terms. – For purpose of implementation of this Ordinance, the following definitions shall be binding and controlling:

a.) **PNP uniforms, insignias and accoutrements** – these are authorized clothing, garment, distinguishing mark, emblem, merchandise, or decorations worn by bona fide members and officially acknowledged by the Philippine National Police.

b.) **PNP Certificate of Conformity (COC)** – a certification issued by the PNP through the Directorate for Research and Development (DRD) which signifies authority to manufacture, sell or distribute PNP uniforms, insignias and accoutrements.

c.) **Distributor**- an authorized agent of a supplier or manufacturer to supply or deliver PNP uniforms, insignias and accoutrements wherein the latter has a valid PNP Certificate of Conformity.

d.) **Manufacture** – act of producing or trading of fit-to-use, ready-to-wear, or ready-to-use PNP uniforms, insignias and other accoutrements.

Section 4. Requirements for PNP Certificate of Conformity – all business engaged and dealing with PNP uniforms, insignias, and accoutrements must secure a PNP Certificate of Conformity which shall be post-permit compliance to all business after issuance of a business permit.

Section 5. Coordination with the PNP – for effective implementation of this Ordinance, the PNP shall be integrated into the Online Unified Business Permit Application System (OUBPAS), through the QC Biz Easy, of the BPLD, to ensure that all covered establishments engaged in the manufacturing selling or distribution of PNP uniforms, insignias, and other accoutrements that are applying for a business permit shall be evaluated by a dedicated PNP personnel.

The PNP shall also submit to the BPLD a Negative List of registered covered establishments who failed to secure the PNP Certificate of Conformity.

Section 6. Authority To Inspect Establishments – the BPLD and the DPOS, in coordination with the PNP, shall periodically conduct joint inspection of covered business establishments requiring the presentation of its respective PNP Certificate of Conformity.

Section 7. Implementation Offices –the Business Permit and Licensing Department (BPLD) is the primary office mandated to make the Implementing Rules and Regulations (IRR) and to executive the provisions of this Ordinance, with the assistance of the Department of Public Order and safety (DPOS) and in coordination with the Philippine National Police through the Directorate of Research and Development.

Section 8. Penalties – Failure to secure a PNP Certificate of Conformity or present the same during inspection shall warrants the issuance of appropriate Notice of Violation. Upon findings that the establishment continuously violates pertinent provision of this Ordinance, the BPLD may either the suspension of the business operation, revocation of the business of the business permit, or closure of the business establishment, depending of the nature of the violation committed.



page three follows -



In case of violations found during the aforementioned inspections for failure to present competent proof of authority to deal with PNP uniforms, insignias and other accoutrements, the items found therein be seized or confiscated subject to proper disposal, without prejudice to the revocation of business permit and the filing of appropriate administrative, civil or criminal case.

Any violator of the aforementioned provisions shall be imposed of a penalty of fine not exceeding **₱2,500.00** but not less than **₱500.00** and/or imprisonment for **30 days**, at the discretion of the Court.

Section 9. Repealing Clause. – All Ordinance, rules and regulations or parts thereof in conflict with this Ordinance are hereby repealed, provided that the rights that are vested upon the affectivity of this Ordinance shall not be impaired.

Section 10. Separability Clause. – If for any reason, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

Section 24. Effectivity Clause. – This Ordinance shall be posted for three (3) consecutive weeks and shall take effect immediately upon approval after posting in three (2) conspicuous places in the municipality.

Enacted unanimously, this 29th day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Lydia B. Hizoler and Honorable Roldan R. Daquigan.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 57th Regular Session held on August 29, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: SEP 11 2023

EXCERPTS FROM THE MINUTES OF THE 57th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 29, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Ricardo Q. Roque, Jr.	- SB Member / <i>Temporary Presiding Officer</i>
Hon. Kayrud W. Alegado, RN	- SB Member
Hon. Nazarius D. Wata	- SB Member
Hon. Joselito A. Escobar	- SB Member
Hon. Elsan Faith R. Engkong	- SB Member
Hon. Lydia B. Hizoler	- SB Member
Hon. Carlos A. Homo	- SB Member
Hon. Edwin D. Pacaldo	- SB Member
Hon. Roldan R. Daquigan	- LnB President
Hon. Arla Mae T. Lara	- PPSK President
Hon. Henry L. Melchomo	- IPMR
- ABSENT:

Hon. Victor James P. Yap, Jr.	- <i>Municipal Vice Mayor, (Official Business)</i>
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MUNICIPAL ORDINANCE NO. 23 – 009
Series of 2023
Sponsor: Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE PROVIDING THE GUIDELINES FOR THE
REGISTRATION OF FISHING VESSEL WITH THREE (3) GROSS TONNAGE
AND BELOW, IN THE MUNICIPALITY OF GLAN, PROVINCE OF
SARANGANI AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Title – This Ordinance shall be known and cited as, "AN ORDINANCE PROVIDING THE GUIDELINES FOR THE REGISTRATION OF FISHING VESSEL WITH THREE (3) GROSS TONNAGE AND BELOW, IN THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI AND FOR OTHER PURPOSES"

Section 2. Scope – This ordinance shall be applicable to all fishing vessels with three (3) gross tonnage and below owned or operated by the resident of this municipality or its principal office of the operator is located in the municipality.

Section 3. Definition of Terms. – When used in this Ordinance, the following terms and phrases shall mean as follows;

- a.) **Registration** – an act/process of enlisting a fishing vessel with three (3) gross tons and below for the purpose of establishing its identity and ownership by assigning it a permanent number (recorded in the municipal registry of municipal fishing vessels).
- b.) **Ad measurement** – means the measure of the volumetric capacity of the fishing vessel to determine its gross tonnage.
- c.) **Gross Tonnage** – the product of vessel tonnage length, tonnage depth, and tonnage breadth modified by a factor of 0.70 divided by 2.83.
- d.) **License/Permit to fish** – the privilege to fish in its municipal water granted to registered fisherfolks by the LGU.
- e.) **Fishing Vessel** – any watercraft used for fishing or in support to fishing operations in municipal waters weighing three (3) gross tons and below.
- f.) **Net Tonnage** – the GT modified by a factor of 0.32.
- g.) **Register Breadth** – the transverse distance taken at a widest part of the hull, excluding rub rails from the outboard side of the skin on one side of the hull to the outboard side of the hull.
- h.) **Register Depth** – the vertical distance taken at or near mid ships from a line drawn horizontally through the gunwale of the skin of the sides of the hull (excluding the rail) to the outboard face of the bottom skin of the hull, excluding the keel.

i.) **Tonnage Length** – the length measured at the center line of the fishing vessel from the point forward where the line of the tonnage dect intersects the line of the inboard of the bottom skin of the hull.

j.) **Tonnage Depth** – measured at the center line from a point below the line of the tonnage dect. Measurement taken at right angle from the vessel center line of the vessel down to the inboard of the bottom skin of the hull.

k.) **Tonnage Breadth** – measured at the mid part from the gunwale inside of the skin of the hull to the inside of the skin on the other side of the hull.

l.) **Motorized Fishing Vessel** – a fishing vessel propelled by mechanical means.

m.) **MARINA** – Maritime Industry Authority.

n.) **PCG** – Philippine Coast Guard.

o.) **BFAR** – Bureau of Fisheries and Aquatic Resources.

p.) **Homeport** – Refers to the LGU where the fishing vessel is registered.

Section 4. Registration of Fishing Boats – No fishing boats, with three (3) gross tons or below, shall be licensed or be issued with fishing boat license without first registering the said fishing boat to the municipality or allow transient fisher folks with appropriate fishing permit to operation within the jurisdiction of the municipality without first registering the said vessel to appropriate government agency.

Section 5. Application – Application for registration shall be submitted and processed in the Municipal Agriculture Office. Application for Municipal Fishing Vessel Registration shall be in proper form (MFVR Form 1) and shall be filed under oath.

Section 6. Eligibility to Apply Vessel Registration – only Filipino citizens, single proprietorships, partnerships and/or corporation, duly registered or accredited fisher folks associations, or cooperatives are eligible to apply registration.

Section 7. General Registration Guidelines for Issuance of Certificate of Number (CN) – the applicant shall submit to the Office of the Municipal Agriculturist the following documents:

- a. Duly accomplished standard Registration Application under oath using a standard application;
- b. Certified Standard Tonnage and Measurements Form;
- c. Clearance from the PNP – Maritime Group Headquarters or Local PNP certifying that the fishing vessel is not involved in any criminal offense; and
- d. Official receipt evidencing payment of corresponding vessel registration fees.

The Office of the Municipal Agriculturist shall verify and evaluate the submitted documents and upon finding that that the registration has complied with all the documentary requirements and has paid the registration fee, the Office of the Municipal Agriculturist shall process and facilitate the issuance of the Certificate of Number for approval of the Municipal Mayor or his duly authorized representative.

Section 8. Issuance of Certificate of Number – The municipality shall issue a Certificate of number (MFVR Form 3) once all the documentary requirements are fully complied with and upon payment of the registration fee. The Certificate of number shall indicate the official serial number of the boat and its official name. The certificate of number shall serve as the proof of ownership of the boat.

Section 9. Assignment of Official Number. – The municipality shall assign an official number to a registered fishing vessel which shall correspond to the code of the province (___), followed by the zip code of the municipality and the serial number (not less than four digits) assigned to the fishing vessel (i.e. ____). The number shall be painted permanently not less three (3) inches height, on both sides of the forward portion of the fishing vessel.

Section 10. Assignment Name. – The owner/operator shall propose a name to be assigned to the fishing vessel. The municipality shall ensure that the name shall be assigned only to one (1) fishing vessel regardless of type of fishing gear being used, design or size of the vessel. If the proposed name has already been assigned to another registered vessel, the owner/operator may add letter of alphabet, any Arabic number or Roman numeral to the proposed name. The name of the fishing vessel shall be painted not less than four (4) inches in size on both sides in the mid portion of the fishing type.

Section 11. Issuance of New Certificate of Number (CN). – The municipality may issue a new CN to a fishing vessel registered to another city or municipality if the fishing vessel transfer or change in home port to this municipality. A change of home port may occur if the owner/operator of the said fishing decides to transfer its residences or its principal office to this municipality or a resident of this municipality acquired ownership of a fishing vessel registered to other LGU.

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Section 12. Re-Issuance of Certificate of Number. – In cases where the fishing vessel is already registered to the municipality, re-issuance of CN shall only be made if:

- a. The fishing vessel changes its ownership through a valid sale or any other legal means;
- b. The fishing vessel changes its engine; or
- c. The fishing vessel changes its name.

Section 13. Requirements for Re-Issuance of CN.

A. Change of Ownership

1. Duly notarized application form (MFVR Form 1)
2. Copy of duly notarized deed of absolute sale or any legal instrument for transfer of ownership.
3. Affidavit of publication executed by the Barangay Captain or Mayor that a notice had been posted for seven (7) consecutive days in the premises and that there is no opposition filed against the fishing vessel's sale or transfer of ownership.
4. Copy of notice posted in the Barangay Hall or City/Municipality Hall for seven (7) consecutive days that the fishing vessel has been sold or transferred to the new owner.
5. Copy of the original CN.
6. MFVR Form 2.
7. Payment of appropriate fees (registration and inspection fees)

B. Change of Engine

1. Duly notarized application form (MFVR form 1)
2. Copy of the original CN.
3. Copy of the official receipt of the engine purchase, and/or
4. Police clearance that the engine purchased or used is not a carnapped/stolen vehicle.
5. MFVR Form 2.
6. Payment of appropriate fees (registration and inspection fees)

C. Change of Vessel Name

1. Duly notarized application form (MFVR form 1)
2. Affidavit stating the reason for the change of name.
3. Affidavit of publication by the Barangay Captain or Mayor that a notice had been posted for seven (7) consecutive days in the premises and that there is no opposition filed against the fishing vessel's change of name.
4. Copy of notice posted in the Barangay Hall or City/Municipal Hall for seven (7) consecutive days that the fishing vessel has applied for the change of name, stating the original name of the vessel and the proposed name.
5. Copy of the original CN.
6. MFVR Form 2.
7. Payment of appropriate fees (registration and inspection fees)

Section 14. Deletion of Cancellation of Registration. – In cases of loss or decay of the fishing vessel, or its involvement in a marine/maritime incident which rendered the fishing vessel unserviceable, the owner/operator shall immediately inform the municipality and formally request for deletion of registration of the said fishing vessel.

The municipality may also cancel or delete registration of any fishing vessel, after due notice for lawful to the owner/operator have been served and appropriate process have been complied with, without prejudice to filing or separate criminal complaint to proper court of found appropriate.

Registration of the fishing vessel may be cancelled or deleted due to any of the following reasons:

1. Utilizing the fishing vessel as coastwise commercial passenger vessel;
2. Involvement in any criminal activities;
3. Failure to renew the vessel's registration for one year;
4. Giving false information in the application form; and
5. Continued failure to display the vessel's official and name in violation of Section 9 and 10 of this ordinance.

Section 15. Renewal of Vessel's Registration. – Registration of all fishing vessels registered to this municipality is subject for renewal every year. Application for registration shall be submitted and processed in the Municipal Agriculture Office (MAO) not later than the last working day of February every year.

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Applicant’s renewal of vessel’s registration shall be presented to the MAO the copy of the Certificate of Number of vessel for assessment prior to the payment of the appropriate renewal fee. Failure to renew the vessel’s registration and the prescribed deadline shall subject the owner/operator of the said vessel to pay an additional cost of 25% of the renewal fee.

Section 16. Record-keeping and Submission of Reports. – The Municipal Agriculture Office shall maintain updated records of all fishing vessel’s with three (3) gross tons and below registered to the municipality including those deleted and/or cancelled, and prepared the appropriate reports to be submitted to the regional office of the MARINA on the first week of April every year, copy furnished the Provincial Offices of PCG and BFAR.

The office of the Municipal Agriculturist shall be provided with a computer unit printer and digital camera, which shall be utilized for the documentation and vessel registration program of the Municipality.

Section 17. Registration Fees and Other Charges. – The following are the registration fees based on different categories of the fishing vessel;

- a. Fees for Initial Registration/Issuance of New CN/Re-issuance of CN:
- a.1. non-motorized vessel

-

₱100.00
- a.2. motorized vessel

-

₱2,460.00

NATURE	NEW		
	Less than One (1) Gross Tonnage	Less than two (2) Tons but not less than one (1) GT	Less than three (3) Tons but not less than two (2) GT
	0-	1-	2-
Permit Fee	₱160.00	₱400.00	₱800.00
Pump boat Reg. Fee	₱400.00	₱800.00	₱1,200.00
Plate	₱380.00	₱380.00	₱380.00
Cert./DST	₱80.00	₱80.00	₱80.00
Sticker			
Total	₱1,020.00	₱1,660.00	₱2,460.00

- b. Renewal of Registration
- b.1. non-motorized vessel

-

₱50.00
- b.2. motorized vessel

-

₱2,160.00 (no penalty)

₱2,360.00 (with penalty)

NATURE	NEW		
	Less than One (1) Gross Tonnage	Less than two (2) Tons but not less than one (1) GT	Less than three (3) Tons but not less than two (2) GT
	0-	1-	2-
Permit Fee	₱160.00	₱400.00	₱800.00
Pump boat Reg. Fee	₱400.00	₱800.00	₱1,200.00
Plate			
Cert./DST	₱80.00	₱80.00	₱80.00
Sticker	₱80.00	₱80.00	₱80.00
	₱720.00	₱1,360.00	₱2,160.00
Penalty (Feb.-Dec.)	₱40.00	₱100.00	₱200.00
Total	₱760.00	₱1,460.00	₱2,360.00

- c. Inspection Fee (including digital photos) – ₱100.00





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Section 18. Appointment of Admeasuring Officer. – The Mayor, upon approval of this ordinance shall appoint Admeasuring Officer/s who shall conduct appropriate vessel inspection, documentation and issuance of certificate of admeasurements. The Admeasuring Officer, who shall be coming from existing permanent employee of the municipality, shall be responsible in conducting an orientation seminar for the fishing vessel owners/operators prior to the issuance of CN. The Admeasuring Officer/s shall undergo the necessary training from the MARINA.

Section 19. Penalty. – Any person caught operating an unregistered fishing vessel within the jurisdiction of this municipality in violation of Section 4 of this Ordinance shall be fined by not more than ₱2,500.00 for motorized vessels, and ₱500.00 but not less than ₱200.00 for non-motorized vessels and cancellation of fishing permit for transient fisher folks. Failure to comply with the provisions in Section 9 and 10 of this ordinance within 60 days after the issuance of the CN shall be fined by not more than One Hundred Pesos (₱100.00). Provided, that the municipal mayor is hereby authorized to impose such administrative fines and penalty.

Section 20. Implementation. – The Philippine National Police – Maritime Group (PNP-MG), Philippine Coast Guard (PCG), Fishery Law Enforcers/Deputized fish wardens and all other law enforcement agents authorized by existing laws to enforce fishery law, rules and regulations are hereby empowered to enforce this ordinance.

Section 21. Repealing Clause. – Previously approved Ordinance/Resolution or parts thereof which is conflict with any provision of this ordinance are hereby repealed.

Section 10. Separability Clause. – If for any reason, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

Section 11. Effectivity Clause. – This Ordinance shall take effect after completion of posting and publication.

Enacted unanimously, this 29th day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Lydia B. Hizoler and Honorable Roldan R. Daquigan.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 57th Regular Session held on August 29, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: SEP 11 2023



Republic of the Philippines
Province of Sarangani
OFFICE OF THE SANGGUNIANG BAYAN



Glan, Sarangani Province

EXCERPTS FROM THE MINUTES OF THE 70th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, DECEMBER 12, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member, <i>Temporary Presiding Officer</i>
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Ruby Ann D. Terol	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT:	Hon. Roldan R. Daquigan	- LnB President, <i>(Official Business)</i>
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MUNICIPAL ORDINANCE NO. 23 – 010
Series of 2023
Joint Sponsorship
(Committee of the Whole)

AN ORDINANCE CONFIRMING AND RATIFYING THE TERMS AND CONDITIONS EMBODIED IN THE LOAN AGREEMENT BETWEEN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF GLAN, SARANGANI PROVINCE AND THE LAND BANK OF THE PHILIPPINES IN RELATION TO THE APPLIED LOAN OF TWO HUNDRED FIFTY MILLION PESOS (PHP 250,000,000.00) ONLY OR CONTRACT PRICE, WHICHEVER IS LOWER, INTENDED FOR THE PURCHASE OF BRAND-NEW HEAVY EQUIPMENT AND IMPROVEMENT/CONSTRUCTION OF PUBLIC TERMINAL, THIS MUNICIPALITY

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

CHAPTER I
GENERAL PROVISIONS

ARTICLE I - TITLE

SECTION 1. TITLE. This ordinance shall be known as “**CONFIRMATION AND RATIFICATION ORDINANCE OF THE TERMS AND CONDITIONS OF THE LOAN AGREEMENT BETWEEN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF GLAN (BORROWER) AND THE LAND BANK OF THE PHILIPPINES (LENDER)**”

ARTICLE II- LOAN AGREEMENT

SECTION 2. LOAN AGREEMENT. The Loan Agreement is made and executed by and between the LAND BANK OF THE PHILIPPINES, a government financial institution created and existing under and by virtue of the provisions of Republic Act No. 3844, as amended, with principal office at LandBank Plaza 1598, M.H.del Pilar corner Quintos Street, Malate, Manila, and Branch Office at 2F Vensu Bldg, National Highway, General Santos City, thru the Gensan Lending Center VP Head, Eden B. Japitana (the “Lender”) and the Municipal Local Government Unit of Glan, with principal office address at Poblacion, Glan, Sarangani Province, represented by its Municipal Mayor, Hon. Victor James B. Yap, Sr. (the Borrower), as specified in the Special Conditions.

SECTION 3. DEFINITION and CONSTRUCTION.

3.1 Common defined terms. When used in the Agreement, unless the context requires otherwise:

“**Agreement**” means the Loan agreement inclusive of the General Conditions and Special Conditions, respectively.

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“Assignment” means the assignment by the Borrower of its IRA as may be delivered pursuant to Section 7.1

“Availability Period” means the period when the Loan may be availed by the Borrower as specified in the Agreement, which begins on the date of approval of the Loan by the Lender and ending on the earliest of (i) the date the Loan is initially drawn by the Borrower, or (ii) the date the Loan is cancelled or terminated in accordance with the provisions of the Agreement.

“Banking Day” means a day, other than a Saturday, Sunday, or non-working legal holiday, on which banks and other financial institutions are open for business in Metro Manila.

“BIR” means the Bureau of Internal Revenue.

“COA” means the Commission on Audit.

“BSP” means the Bangko Sentral ng Pilipinas.

“Event of Default” means an event specified as such in Section 10.

“IRA/NTA” means the internal revenue allotment/national tax allotment of a local government unit.

“Loan” means the aggregate principal amount of the drawdowns granted by the Lender to the Borrower, hereunder or, as the context may require, the amount thereof then outstanding.

“Loan Documents” means collectively the Agreement, the Notes, the Assignment and all other agreements or documents required or contemplated hereunder, as the same may be amended from time to time.

“Note” means the promissory note of the Borrower evidencing the borrowing.

“Project” means the project or object of financing to which the loan proceeds shall be used as indicated in the Special Conditions.

“Special Conditions” means the Special Conditions stipulated in Section 12.

“Taxes” means any and all present and future taxes (including, but not limited to the documentary stamp or value added taxes), fees or charges, of any kind and nature, imposed by the Republic of the Philippines or any political subdivision or taxing authority thereof.

3.2 Construction. Unless the context otherwise requires, the capitalized terms in the Agreement shall have the meaning ascribed to them in the General Conditions or in the Special Conditions. The headings in the Agreement are inserted for convenience of reference only and shall not limit or affect the interpretation of the provisions hereof. Unless the context otherwise requires, words denoting the singular shall include the plural and vice versa, words denoting the masculine gender shall include the feminine gender and words denoting persons shall include individuals and juridical entities. Unless otherwise provided therein, all terms of accounting used herein shall be constructed in accordance with generally accepted accounting principles in the Republic of the Philippines on the date applied. Any reference to “days” shall mean calendar days unless the term “Banking Days” is used.

SECTION 4. LOAN AMOUNT AND TERMS.

4.1 Loan Amount – The Lender agrees to grant the Loan to the Borrower in the aggregate principal amount as specified in the Special Conditions.

4.2 Availability – The Loan shall be available for drawdown by the Borrower within the Availability Period. The obligation of the Lender to allow drawdown shall terminate upon expiration of the Availability Period without any drawdown being made.

4.3 Use of Proceeds – The Borrower agrees that the proceeds of the Loan shall be used exclusively for the purpose of financing the Project as specified in the Special Conditions.

4.4 Release of Proceeds – The Loan shall be released in the manner prescribed in the Special Conditions.



- page three follows - 



4.5 Notes – Each drawdown shall be evidenced by a Note which, once executed, shall be complemented by the terms and conditions of the Agreement.

4.6 Term; Repayment–

- (a) The Borrower shall repay the Loan over a term and under such number and frequency of instalments as specified in the Special Conditions.
- (b) If any payment hereunder or under the Notes would otherwise be due on a day that is not a Banking Day, such payment shall be made on the next immediately succeeding day that is a Banking Day.

4.7 Voluntary Prepayment – The Borrower may, at its option, repay, in whole or in part the Loan, together with accrued interest thereon to the date of prepayment provided, that:

- (a) Prepayment shall be made on a date required for the payment of the interest;
- (b) In case of partial prepayments, the amount prepaid shall be applied in the inverse order of maturity;
- (c) Any amount prepaid may not be reborrowed hereunder.
- (d) Where the prepayment is a result of the loan being taken out by another tank, the Borrower shall pay to the Lender a prepayment penalty of two percent (2.0%) based on the amount of the principal prepaid.

4.8 Interest

- (a) The Borrower shall pay interest on the outstanding principal amount of the Loan in arrears on the last day of each Interest Period at the rate as specified in the Special Conditions.
- (b) The determination by the Lender of the amount of interest due and payable hereunder shall be conclusive and binding on the Borrower in the absence of manifest error and bad faith in the computation thereof.
- (c) The interest shall be subject to upward or downward adjustment if, during the term of the Loan, any law rule or regulation is issued which has the effect of increasing or decreasing the Lender's cost of funds or intermediation cost, including reserve requirements, taxes, salaries or wages. Such adjustments in interest rate shall be effective upon a thirty (30) days prior written notice to the Borrower and each advice shall form part of the Agreement by reference.

4.9 Automatic Debit Authorization – The Borrower authorize the Lender to debit, without need of notice, from any deposit account being maintained with it for all such amounts that may be due the Lender under the Agreement, including those that may result from acceleration.

4.10 Application of Payments – Any payment made to the Lender shall be applied first against any advances made by the Lender, then against penalty, then against fees and charges, then against interest due on the Loan, then against the Loan due and payable.

4.11 No Counterclaims Taxes – All payments due the Lender shall be made by the Borrower without any deduction, including those for set-off, counterclaim or Tax.

SECTION 5. FEES AND CHARGES.

5.1 Payment of Fees - The Borrower shall pay to the Lender the following fees and charges:

- (a) A commitment fee computed at the rate of one-half (1/2) of one percent (1.0%) per annum of the undrawn amount of the Loan. The commitment fee shall be applicable from the approval of the Loan by the Lender until the expiration of the Availability Period, in each case calculated on the daily undrawn balance of the Loan on the basis of the actual number of days elapsed.
- (b) All other fees and charges as may be provided in the Special Conditions.



- page four follows -



5.2 Expenses – Within thirty (30) Banking Days from date of receipt by the Borrower of the statement of account submitted by the Lender, in connection with the preparation, negotiation, execution, delivery and administration of the Loan Documents, as well as the costs and expenses, if any, in connection with the notarization thereof, or its amendment, and the issuance of any consents or waivers in connection therewith, and any and all fees, stamps and other taxes. The Borrower shall hold the Lender free from any liability with respect to or resulting from any delay or omission to pay any such cost, expenses, fees or Taxes which may be payable or determined to be payable in connection with execution and delivery of the Loan Documents.

5.3 Non-Reimbursable Nature – The obligation of the Borrower to pay fees and charges is absolute and unconditional. The fees, expenses and other amounts payable by the Borrower under this Section shall be payable, and, if already paid shall not be reimbursable by the Lender, notwithstanding the failure by the Borrower to make any drawdown under the Agreement or any other failure of the transactions contemplated herein. However, if the Lender fails to allow drawdowns after the conditions for borrowing under Section 6 have been complied with, the Borrower shall no longer be liable to such Lender for the fees, expenses and other amounts payable under Section 5.1 and any such fees, expenses and other amounts already paid by the Borrower to such Lender shall be reimbursable by the latter.

SECTION 6. CONDITIONS FOR BORROWING.

6.1. Conditions for First Drawdown – The obligation of the Lender to allow the release of the initial drawdown shall be subject to the prior fulfillment of the following conditions in addition to those that may be provided in the Special Conditions.

- (a) Unless otherwise already existing as of the Agreement, the Borrower shall have established a deposit account with a branch office of the Lender through which the proceeds of drawdown shall be credited;
- (b) The Lender shall have received the following documents each in form and substance satisfactory to the Lender at least three (3) Banking Days (or such shorter period as may be acceptable to the Lender) prior to the intended date of initial drawdown;
 - (i) Certificate of the Secretary to the Sanggunian certifying to the ordinance of the Borrower's Sanggunian approving the terms and conditions of the Loan and specifically providing for the following:
 - 1. Authorizing the Local Chief Executive to negotiate and enter into the Agreement with the Lender, and to execute and deliver any and all promissory notes, deed of assignment and other necessary documents;
 - 2. Directing the Borrower's Treasurer and Accountant to enter the Loan in the appropriate books of the Borrower;
 - 3. Authorizing the assignment by the Borrower of its IRA/NTA, or any other specified collateral, as security for the Loan;
 - 4. Appropriating the amounts for the repayment of the Loan, interests and other charges in the annual budget of the Borrower, until full payment thereof; and
 - 5. Authorizing the Lender to set off or deduct amounts from any deposits or funds of the Borrower with the Lender and apply the same to the payment of the Loan, interests and other amounts due thereon.
 - (ii) Certification from the Budget Office, Accountant and Treasurer, as the case may be, of the Borrower, noted by the Local Chief Executive Officer, that:
 - 1. The Borrower's equity, amounts for repairs and maintenance of the Project, insurance premium and the principal and interest payments on the loan have been fully appropriated and that full provision has been made by the Borrower's for all its obligations;
 - 2. The amount required for the Borrower's equity, the repair and maintenance of the Project, insurance premium, the repayment of the principal, interest and other charges will be fully appropriated;
 - 3. That the proposed sources of repayment are available and not restricted by law or its other obligations; and
 - 4. That the Loan shall be entered or has been entered, as the case may be, in the Borrower's books of account.



- page five follows -



- (iii) Certificate of the Bureau of Local Government Finance showing favorable borrowing and debt servicing capacities for the Borrower.
- (iv) Opinion of the Monetary Board of the Bangko Sentral issued pursuant to Section 123 of Republic Act 7653, otherwise known as the Bangko Sentral Act.

6.2 Conditions for All Drawdowns – The obligation of the Lender to allow the release of the proceeds of all drawdowns shall be subject to the prior fulfillment of the following conditions in addition to those that may be provided in the Special Conditions:

- (a) The Borrower shall be in compliance with all terms and conditions set forth herein on its part to be observed or performed, and no Event of Default or any event which, with due notice or lapse of time or both, would become an Event of Default shall have occurred and be continuing;
- (b) The representations and warranties contained in Section 8.1 shall be true and correct on the date of drawdown as if made on and as such date;
- (c) The Lender shall have received the Note and the Disclosure Statement duly executed and signed by the Borrower at least three (3) Banking Days (or such shorter period as may be acceptable to the Lender) prior to the intended date of initial drawdown; and
- (d) The Borrower shall have paid the fees and charges specified in Section 5 hereof.

6.3 Right of Lender to Refuse Drawdowns – Without prejudice to the Lender's remedies as provided in Section 10.2 in case of an Event of Default, the Lender reserves the right to refuse drawdowns, and for which the Lender is held free and harmless from any and all consequences as a result of its inability to make funds available, in any of the following cases:

- (a) A case is filed against the Borrower or any of its officials involving the Project;
- (b) Any adverse finding on the Project; and
- (c) Withdrawal by the Borrower's Sanggunian of the authority given to the local chief executive to contract the Loan.

SECTION 7. ASSIGNMENT OF INTERNAL REVENUE ALLOTMENT/NATIONAL TAX ALLOTMENT.

7.1 Assignment. As a source of repayment and by way of security, the payment of the Loan, interest, advances, fees, penalties and other charges thereon, including those may be due to the amendment, extension or restructuring of the Loan, shall be secured by the borrower's assignment of its internal revenue allotment / national tax allotment.

SECTION 8. REPRESENTATIONS AND WARRANTIES.

8.1 Representations and Warranties – Except as otherwise disclosed to the Lender, the Borrower represents and warrants to the Lender that:

- (a) The Agreement will constitute its legal, valid and binding obligation, enforceable in accordance with their respective terms; there is no judgment, decree or order of any court or agency applicable to it which would be contravened by the execution and delivery of the Agreement, or by the performance of any provision of the Agreement.
- (b) The Project is within a duly approved local development plan or public investment program of the Borrower.
- (c) All procurements relevant to the Project have been made in accordance with applicable laws.
- (d) The audited financial statements of the Borrower as of its immediately preceding fiscal year covering and all other data furnished by it to the Lender are complete and correct, in all material respects, and such financial statements, have been prepared in accordance with government accounting and auditing standards. Since such date, there has been no change in its financial condition or results of operations sufficient to impair its ability to perform its obligations under the Agreement in accordance with the terms thereof. Except as disclosed to the Lender in writing, the Borrower has no contingent obligations, liabilities, liabilities for Taxes, or other outstanding financial obligations which are material in the aggregate.

- (e) There is no litigation, arbitration proceeding or dispute pending, or to its knowledge threatened against or affecting it or its properties, the adverse determination of which might have a material and adverse effect on its capacity to perform its obligations in the Agreement.
- (f) No event has occurred and is continuing, or would result from the making of the Agreement, which constitutes an Event of Default or which, upon the lapse of time or notice or both, would become such an Event of Default.

8.2 Survival of Representations and Warranties – The representations and warranties contained in the Agreement are true and correct as of the date of the Agreement and shall remain true and correct as long as the Loan is outstanding.

SECTION 9. COVENANTS.

9.1 Affirmative Covenants – The Borrower covenants and agrees that during the term of the Loan and until payment in full of all amounts due hereunder, unless the Lender shall otherwise consent in writing, which consent shall not be unreasonably withheld, the Borrower shall:

- (a) Use the proceeds from the Loan exclusively for the purpose as specified in the Special Conditions;
- (b) Keep the properties and business in good working condition, insured to their full insurable value with the Government Service Insurance System or such insurer as may be allowed by law against loss or damage in such manner and to the same extent as are required under existing rules and regulations applicable to local government units;
- (c) Within thirty (30) days after the COA's issuance of its report, furnish the Lender with a copy of its audited financial statements duly certified by the Treasurer or equivalent officer of the Borrower as having been prepared in accordance with generally accepted accounting principles in the Philippines and the relevant regulations of the COA, including therein a balance sheet of the Borrower as of the end of such fiscal year and statements of income and retained earnings and cash flows of the Borrower for such fiscal year.
- (d) Regularly appropriate in its annual budget full provision for the payment of the Loan or any portion thereof as they become due and all other statutory and contractual obligations of the Borrower and for its required equity, including the cost for overruns that may arise on the Project; duly pay and discharge all Taxes, assessments and governmental charges or levies imposed upon it or against it or against its properties and business prior to the date on which penalties are assessed thereto, unless and to the extent only that the same shall be contested in good faith and by proper proceedings diligently conducted, and take such steps as may be necessary in order to prevent its properties or any part thereof from being subjected to the possibilities of loss, forfeiture or sale;
- (e) Promptly, and in no case more than five (5) Banking Days after the occurrence of an Event of Default, give written notice to the Lender of any Event of Default or other event which, upon a lapse of time or giving notice or both, would become an Event of Default, specifying the details thereof and the steps which the Borrower is taking or proposes to take for the purpose of curing the occurrence or preventing the occurrence of such an Event of Default; and
- (f) Execute and deliver such instruments, documents and reports as the Lender may reasonably request to give full force and effect to the Agreement.

9.2 Negative Covenant – The Borrower covenants and agrees that during the term of the Loan and until payment in full of all amounts due hereunder, unless the Lender shall otherwise consent in writing, which consent shall not be unreasonably withheld, the Borrower shall not permit its appropriations for debt servicing to exceed twenty (20%) of its annual regular income.

SECTION 10. EVENTS OF DEFAULT.

10.1 Events of Default – Each of the following events shall constitute an Event of Default under the Agreement:

- (a) The Borrower defaults in the payment of any of the principal, interest or any other sum payable under the Agreement, as the same becomes due and payable, whether at maturity, by acceleration or otherwise;

- (b) Any representation or warranty in the Agreement, the Loan application or in any writing at anytime furnished the Lender in connection with the Agreement becomes false or misleading in any material respect;
- (c) The Borrower fails to perform or observe any covenant or other provision of the Agreement or in any other document delivered to the Lender in connection with the Agreement, or if any such document shall terminate or become void or unenforceable without the written consent of the Lender;
- (d) The Borrower defaults in the payment of any of the principal, interest or other amount due with respect to any other indebtedness for borrowed money with the Lender or a third party, whether executed prior to or after the Agreement.
- (e) The Assignment or any portion thereof shall become ineffective or ceases to be in full force and effect.
- (f) An involuntary petition is filed under any insolvency law against the Borrower, or a receiver, trustee, liquidator or conservator shall be appointed to take possession of the properties of the Borrower.
- (g) A material change in the financial circumstances or condition of the Borrower occurs which in the reasonable opinion of the Lender, would materially and adversely affect the ability of the Borrower to perform its obligations under the Agreement.
- (h) A judgment against the Borrower or any attachment or execution against the Borrower in any litigation the contingent or accrued liability of which would materially and adversely affect the Borrower's financial conditions or the Borrower's ability to perform its obligations under the Agreement is issued.

10.2 Consequences of Default

- (a) If an Event of Default has occurred and is continuing pursuant to the Agreement, the Lender may, by written notice to the Borrower, declare all or part of the Loan, together with interest accrued and unpaid thereon, and all other unpaid sums be forthwith due and payable, whereupon the same shall become immediately due and payable, without need of demand which is hereby expressly waived by the Borrower.
- (b) A declaration of default under this Section shall further result into the following consequences:
 - (i) As to any undrawn portion of the Loan, the Lender's obligation to allow drawdowns shall forthwith terminate;
 - (ii) The Lender shall have the right to exercise and enforce all rights and remedies now or hereafter available to it under the Loan Documents.

10.3 Default Interest

- (a) Without prejudice to the provisions of Section 10.2, if the Borrower fails to make payment when due of any sum payable hereunder (whether at stated maturity, by acceleration or otherwise and whether for principal, interest or otherwise), the Borrower shall pay penalty fees equivalent to twenty-four percent (24%) *per annum* computed from due date up to full payment, based on the total amount due.
- (b) The Borrower shall likewise indemnify the Lender against any actual, reasonable and documented loss of expense which it may sustain or incur as a direct consequence of the default by the Borrower in payment of the principal amount of the Loan held by the Lender or interest thereon,

SECTION 11. MISCELLANEOUS PROVISIONS.

11.1 Waiver; Cumulative Rights – No failure or delay on the part of any party in exercising any right or remedy under the Agreement and no course of dealing between them shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude the exercise of any other right under the Agreement. The rights and remedies expressly provided are cumulative.



- page eight follows - 



11.2 Governing Law; Submission to Jurisdiction

- (a) The Agreement shall be governed by, and construed in accordance with, the laws of the Republic of the Philippines.
- (b) The Borrower irrevocably agrees that any legal action, suit or proceeding arising out of or relating to the Loan Documents shall be instituted in any competent court of the city or municipality where the concerned lending center or department, as the case may be, of the Lender as provided in the Special Conditions is located, to the exclusion of all other courts.
- (c) If any legal action or other proceeding is brought in connection with any provision of the Loan Documents, the prevailing party shall be entitled to recover reasonable attorney's fee and other costs incurred in such action or proceedings.

11.3 Severability of Provisions – If any one or more of the provisions contained in the Loan Documents or any document executed in connection therewith shall be declared by any court of competent jurisdiction as invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions contained therein or such document executed in connection therewith shall not in any way be affected or impaired.

11.4 Entire Agreement – The Agreement and the documents referred to herein constitute the entire agreement of the parties with respect to the subject matter in the Agreement and shall supersede any prior expressions of intent or understanding with respect to the transaction.

11.5 Amendments and Waivers – A written consent of the parties shall be required for any amendment or any waiver of any of the provisions of the Agreement.

11.6 Successors and Assigns

- (a) The Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
- (b) The Borrower may not assign its rights or obligations hereunder without the prior consent of the Lender.

11.7 Notices

- (a) All communications and notices provided for herein shall be in writing and shall be personally delivered or transmitted by postage prepaid registered mail or facsimile transmission addressed to the other party at the addresses set forth below in the Special Conditions (or such other address, contact details or contact person as shall be designated by a party in a notice to the other party in accordance herewith);
- (b) Except as otherwise specified herein, all notices shall be deemed duly given (i) on the date of receipt, if personally delivered, (ii) seven (7) days after posting, if by registered mail, or (iii) upon receipt of the written confirmation of the facsimile, if by facsimile transmission. Any party hereto may change its address for purposes hereof by written notice to the other party.

11.8 Liability for Taxes – The Borrower agrees to pay any Taxes imposed on or with regard to the execution and notarization, of the Agreement or any other document delivered pursuant to the Agreement. In the event that the Borrower fails to pay, and the Lender is required by law to pay any such Taxes, the Borrower shall upon demand, reimburse the Lender for such Taxes paid, including penalty and other charges imposed thereon, if any.

11.9 Set-Off – The Lender shall have the right to set off and apply any credit balance on any account of the Borrower with the Lender or any of the Lender's branches, subsidiaries or affiliates, and any other indebtedness due and owing by the Lender to the Borrower, against the liabilities of the Borrower due and owing under the Loan Documents, in reduction of amounts past due thereunder.

11.10 Waiver of Confidentiality – The Borrower hereby waives its rights under applicable laws on bank secrecy and information security and issues to the Lender the following authorizations:

 - page nine follows - 



- (a) Pursuant to Bangko Sentral Circular No. 472, Series of 2005, and BIR Revenue Regulation No. 4-2005, as the same may be amended from time to time, to verify with the BIR in order to establish the authenticity of the tax returns and any accompanying financial statement and documents or information submitted by the Borrower;
- (b) To inquire into any of the deposit accounts or properties maintained by the Borrower with the Lender for the purpose of implementing the automatic debit authorization or the set-off provisions under the Agreement.
- (c) Obtain from or submit to the Credit Information Corporation, pursuant to Republic Act No. 9510, otherwise known as the Credit Information System Act, credit bureaus and other data processors, credit data pertaining to the Borrower and the Loan in the regular course of business

CHAPTER II SPECIAL CONDITIONS OF CONTRACT

SECTION 12. SPECIAL CONDITIONS OF CONTRACT. The BORROWER has applied with the LENDER for a Loan in the principal amount of **TWO HUNDRED FIFTY MILLION PESOS or CONTRACT PRICE, whichever is lower** and the LENDER is agreeable to grant the same upon and subject to the terms and conditions hereunder provided, as well as those set forth in related documents, all of which are acceptable to the BORROWER.

12.1. Amount. The LENDER grants the BORROWER a loan in the principal amount of PESOS: 250.00 Million Philippine Currency or Contract Price, whichever is lower. The **ONE HUNDRED TWENTY MILLION PESOS is intended for the Acquisition/Purchase of Brand-New Heavy Equipment for the opening, rehabilitation, and maintenance of road networks**, while the **ONE HUNDRED THIRTY MILLION PESOS is intended for the Improvement/Construction of Public Transport Terminal**.

12.2 Project to be financed. To finance the expansion of existing motor pool via Acquisition/Purchase of Brand-New Heavy Equipment for the opening, rehabilitation, and maintenance of road networks and Improvement/Construction of Public Transport Terminal.

12.3. a. Repayment (Heavy Equipment). (1) the Loan Principal shall be payable in eighteen (18) equal quarterly amortizations, to start at the end of the third quarter from the date of initial release; and, (2) the Loan Interest shall be payable quarterly in arrears to start at the end of the first quarter from date of initial release.

12.3. b. Repayment (Construction of Public Transport Terminal). (1) the Loan Principal shall be payable in thirty-two (32) equal quarterly amortizations, to start at the end of the ninth quarter from the date of initial release; and, (2) the Loan Interest shall be payable quarterly in arrears to start at the end of the first quarter from date of initial release.

12.4. Interest. At prevailing LBP rate at the time of availment, subject to annual repricing.

12.5. a. Drawdown (Heavy Equipment). Lump-sum or staggered release based on the pro-forma invoice or quotation of the equipment to be financed. Inspection/validation of FSSC and acceptance by the LGU shall be required once the equipment has been delivered to the LGU. Proceeds shall be directly credited to the LGU's account with the Bank subject to the completion of all documentary requirements and compliance to the pre-release conditions. In case, of imported items, opening of Letters of Credit shall be coursed through LANDBANK.

12.5. b. Drawdown (Construction of Public Transport Terminal). On staggered basis, based on the following mode:

- (a) Initial release of 15% of the approved loan, upon complete loan documentation and compliance to pre-release requirements;
- (b) Subsequent releases shall be via progress billing up to six (6) tranches based on project completion duly supported by the LGU's accomplishment report approved by the Local Chief Executive; and
- (c) Final release shall not be lower than 10% of the approved loan subject to 100% project completion, certified by the contractor and accepted by the LGU as validated by FSSC Appraiser.

12.6. Collateral. Assignment of 20% National Tax Allotment (NTA)



- page ten follows -



12.7. Other Terms and Conditions

1. Repricing of interest shall be on annual basis.
2. Waiver of the following fees and charges:
 - a. Handling fee of 1% of the approved loan or P2,500,000.00
 - b. Commitment fee of 1/2% of the unavailed loan balance estimated at P650,000.00
 - c. Prepayment fee of 2% based on the principal amount prepaid, except in case of loan take-out.
3. Cost overruns shall be for the account of the Borrower.
4. Penalty rate of 24% p.a. in case of non-payment shall be charged to start on the day after due date of loan amortization up to the date of settlement.
5. The object of financing shall not be included as collateral, provided that these shall not be sold, encumbered, or disposed of in any manner while the loan is outstanding.
6. The Bank reserves the right to withhold loan releases should there be:
 - a. Withdrawal by the Sangguniang Bayan of the authority given to the Mayor to contract the loan; or
 - b. A case filed against the LGU or its officials involving the project to be financed; or
 - c. An adverse finding on the project or object of financing.
7. The Borrower shall give its consent to LANDBANK to disclose credit information about the LGU to other banks, financial institutions, the Bankers Association of the Philippines Credit Bureau and other bureaus and credit institutions.

A. Pre-Release Requirements

1. Ordinance passed by the Sanggunian, and expressly:
 - i. Approving all previous representations, acts, warranties and all the terms and conditions of the loan, and authorizing the Local Chief Executive to sign documents pertaining to the loan;
 - ii. Authorizing the mortgage/assignment of certain personal and/or real properties and declaring that the properties offered as collaterals are patrimonial and not actually devoted to public use and prohibiting the conversion of said properties to public use or service;
 - iii. Authorizing the assignment of the National Tax Allotment (NTA) and other income, revenues, and collection as collateral/security to the loan obtained and declaring them to be available and not restricted by law or its other obligations;
 - iv. Directing the LGU Treasurer and Accountant to enter the loan in the appropriate books of the LGU;
 - v. Designating LANDBANK as the LGU's official depository bank of NTA and major depository bank for its other deposits, revenue and collections which designation shall not be revoked while the loan obligations remain outstanding and directing the LGU Secretary to provide copy of the Resolution to DBM or other NTA-administering office;
 - vi. Appropriating the amount for loan repayment in the LGU's annual budget until the loan, interest and other charges are fully paid;
 - vii. Authorizing LBP to deduct for set-off and/or deduct amounts from general funds or SEF of the LGU with LBP and apply the same to the payment of the loan or any portion thereof, or interest and penalties thereon as may be deemed necessary by the Bank; and
 - viii. Waiving the confidentiality of information on investment/bank deposit.
2. Certification by the Budget Officer, Accountant and Treasurer noted by the LCE that:
 - i. The amounts for equity, repairs and maintenance of the project and equipment, insurance premium and the repayment on principal, interest and other charges on the loan have been fully appropriated and that full provisions have been made;
 - ii. The sources of repayment are available and not restricted by law or other obligations;
 - iii. The contractual obligations shall be or has been entered into the appropriate LGU books of accounts;
 - iv. The loan shall be used exclusively to finance the proposed project/s;
 - v. The Local Government Unit shall annually submit to Landbank a certification on the said appropriations.
3. Joint certification by the Bids and Awards Committee (BAC) Chairperson and by the Local Chief Executive that the LGU has complied with R.A. 9184 as well as COA rules and regulations.



- page eleven follows -



4. Seal of Good Local Governance – Good Financial Housekeeping (SGLG-GH).
5. BLGF Certificate of Net Borrowing Capacity.
6. Monetary Board Opinion.
7. Provincial validation of the Municipal Ordinance.
8. For acquisition of machineries and equipment, guarantee, from the dealer/supplier as to the availability of spare parts in the local market.
9. For construction project, submission of building plans, program or works, and cost estimates.

B. Post-Release Condition – The LGU shall submit annually a certification from the Municipal Treasurer and the Municipal Budget Officer, duly noted by the Municipal Mayor, that the proposed sources of loan repayment are available and not restricted by law and its obligations are appropriated in their respective budget.

SECTION 13. AUTHORITY OF THE LOCAL CHIEF EXECUTIVE TO SIGN DOCUMENTS PERTAINING TO THE LOAN. The Local Chief Executive, Honorable Victor James B. Yap, Sr., is hereby authorized to sign documents pertaining to the Loan.

SECTION 14. REPEALING AND AMENDING CLAUSE. All ordinances, resolutions, or parts thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed or amended accordingly.

SECTION 15. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon its approval and complete publication/posting in at least three (3) conspicuous places in the municipality.

Enacted unanimously, this 12th day of December, 2023, upon motion of Honorable Carlos A. Homo, which was duly seconded by Honorable Joselito A. Escobar.

I hereby certify to the correctness of the foregoing MUNICIPAL ORDINANCE, which was duly adopted by the Sangguniang Bayan on its 70th Regular Session held on December 12, 2023.


MARLON R. DAQUIGAN, LET, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: JAN 09 2024

EXCERPTS FROM THE MINUTES OF THE 26th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JANUARY 24, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
	Hon. Elsan Faith R. Engkong	- SB Member, (Official Business)
	Hon. Carlos A. Homo	- SB Member, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 021
Series of 2023
Sponsor: Hon. Joselito A. Escobar

**AN ORDINANCE ABOLISHING PLANTILLA POSITION
OF ONE (1) EXECUTIVE ASSISTANT III, SG 20, UNDER THE
OFFICE OF THE MUNICIPAL VICE MAYOR, THIS MUNICIPALITY**

Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;

Whereas, relative to the review letter dated December 14, 2022, from the Office of the Sangguniang Panlalawigan of Sarangani addressed to the Presiding Officer, Honorable Victor James P. Yap, Jr., Municipal Vice Mayor, thru the Honorable Members of this August Body, the suggestions emphasized and highlighted by the reviewing sanggunian on the proposed creation of plantilla position were all taken into consideration;

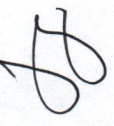
Whereas, upon thorough review and perusal of documents presented, proper deliberation by the members of the august body followed and it was found out that, pursuant to the Manual of Position Classification and Compensation Scheme in Local Government Units, Chapter 9 that 9.2.1.6 explicitly provides for the Positions under the Office of the Vice Mayor. Clearly the plantilla/position created by virtue of Special Ordinance No. 23-017, series of 2022, is completely a contravention to the above-cited law;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government. Hence, this abolition;

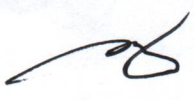
NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Abolition of Position Title. – The following position title under the Municipal Vice Mayor’s Office, this municipality pursuant to this Ordinance, is hereby ABOLISHED, to wit:



POSITION TITLE	SALARY GRADE	ITEM NO.	DEPARTMENT/OFFICE
Executive Assistant III	20	1016-09	Vice Mayor

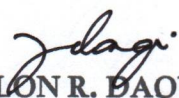


Section 2. Administrative Provision. – The Budget allocated thereof shall be utilized for the creation of other plantilla position which is essential to the office/department for the effective delivery of basic public service.

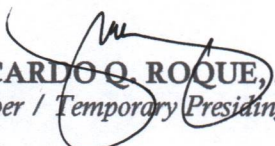
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 24th day of January, 2023, upon motion of Honorable Edwin D. Pacaldo, which was duly seconded by Honorable Arla Mae T. Lara.

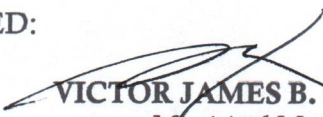
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 26th Regular Session held on January 24, 2023.


MARION R. BAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JAN 27 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 26th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JANUARY 24, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
	Hon. Elsan Faith R. Engkong	- SB Member, (Official Business)
	Hon. Carlos A. Homo	- SB Member, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 022
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE II (MESSENGER), SALARY GRADE 2, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR, THIS MUNICIPALITY, PROVIDING FUNDS THEREFORE AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that “every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission”;

Whereas, further, Section 447 (a) (1) (viii) of the same Code also provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government. Hence, this proposed creation;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of One (1) Administrative Aide II, Salary Grade 2, in the regular plantilla position under the Office of the Municipal Vice Mayor of Glan, Sarangani Province is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, stipulated that the qualification standards for the Administrative Aide II, Salary Grade 2 are as follows, viz:

- | | |
|---------------|------------------------|
| • Education | – High School Graduate |
| • Experience | – None Required |
| • Training | – None Required |
| • Eligibility | – None Required |

Section 3. Duties and Functions. – The position created under Section 1 hereof, shall have the following duties and functions:

- To act as Sports Coordinator;
- To develop sporting programs of sports with focus on the Employees and Municipal Officials;
- Coordinate and organize competitive sports opportunities;
- Assist in the organization of the various sporting events and areas within the Municipal Program;
- Organize and coordinate casual/recreational sporting activities; and
- Perform other tasks as directed by head of office/agency.

Section 4. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided for by law and shall make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

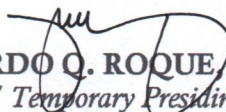
Section 3. Effectivity Clause. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 24th day of January, 2023, upon motion of Honorable Edwin D. Pacaldo, which was duly seconded by Honorable Arla Mae T. Lara.

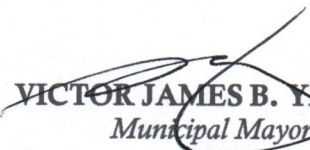
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 26th Regular Session held on January 24, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor ✕
Date: JAN 27 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 27th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE MONDAY, JANUARY 30, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Joselito A. Escobar	- SB Member / <i>Temporary Presiding Officer</i>
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, <i>(Absent)</i>
=====		

SPECIAL ORDINANCE NO. 23 – 023
Series of 2023
Author: Hon. Carlos A. Homo

AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE LOCAL GOVERNMENT UNIT OF GLAN, PROVINCE OF SARANGANI AND PROVIDING SANCTIONS FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Short Title. - This ordinance shall be known and cited as “**Drug-Free Workplace Ordinance in the Municipal Government of GLAN**”.

Section 2. Purpose. - To promote a safe and healthy drug-free work environment as well as to prevent drug abuse in the workplace through an institutionalized “Drug-Free Workplace Policy” and effective drug testing program which shall be carried out not to harass but rather, to prevent the entry of illegal drugs and the abuse thereof in the Municipal Government of Glan”.

Section 3. Policy Statement. - It is the policy of the Municipality of Glan to maintain a safe, healthy and efficient working environment by protecting its offices and employees from harmful effects of dangerous drugs and the threats created by illegal drug use in the workplace.

To this end, the LGU shall promote a drug-free workplace through the adoption and implementation of an effective anti-illegal drug use program which shall have activities to include among others, advocacy, education, training, mental health and general welfare promotion and conduct of drug testing in the workplace.

This policy outlines practices and procedures designed to correct instances of identified drug use in the workplace. Thus, the following are explicitly prohibited:

1. Use, possession, solicitation for, or sale of dangerous drugs in the workplace premises or while on official field work or travel;
2. Being impaired or under the influence of dangerous drugs away from the workplace, even if such impairment or influence does not adversely affect the employee’s work performance, the safety of the employee or of others, or puts at risk the LGU’s reputation;
3. The presence of any detectable amount of dangerous drugs in the employee’s system while at work, while on the premises of the municipal hall/ barangay hall or while on official business; and

4. Pursuant to DILG Circular No. 13, series of 2018 – Establishment and Institutionalization of a Drug-Free Workplace Policies in all Government Offices, including the conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other purposes.

Section 4. Scope and Coverage. - This ordinance shall cover all public officials, elected or appointed, including barangay officials and employees regardless of rank, status and salary including the contract of service or job order employees. However, the LGU shall reflect a drug use policy clause in their contract.

Section 5. Definition of Terms. – For the purpose of this ordinance, the following terms are defined:

- a. **Authorized Drug Testing** – The testing done by drug testing laboratories accredited by the Department of Health (DOH). It shall employ, among others, two (2) testing methods, the screening test, which will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test.
- b. **Challenge Test** – a drug test conducted as a result of a challenge filed by a public officer who tested positive for drug use in a confirmatory test in an authorized drug testing activity.
- c. **Chronic User/Drug Dependent** – a person identified for using drugs/other substances (mind-altering or not) without medical need, in an amount large enough or over a period long enough to threaten the quality of life or health and safety of the user or others.
- d. **Confirmatory Drug Test** - an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drug in a specimen, which shall likewise be done by any government laboratory or by privately-owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- e. **Contract of Service/Job Order** - refers to employment covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer - employee relationship exists, piece of work or intermittent job of short duration not exceeding six (6) months on a daily basis; all of which are not covered by Civil Service law, rules and regulations, but covered by the Commission on Audit rules; and the public officials or employees involved do not enjoy the benefits received by government employees, including but not limited to personal economic relief allowance, cost of living allowance; and representation and travel allowance.
- f. **Dangerous Drugs** - include those listed in the schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of Republic Act No. 9165 or the comprehensive Dangerous Drugs Act of 2022, as amended (the "Act").
- g. **Drug Dependency Examination** - refers to the examination conducted by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is a drug dependent or not, which include history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- h. **Drug Test** - the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test.
- i. **Drug Use** - any act of consuming either by smoking, sniffing, eating, swallowing, or injecting any illegal drugs or substance.
- j. **Mandatory Drug Testing** - compulsory submission of a public official or employee to drug testing as mandated by the Act or by the drug - free workplace program of the municipality.
- k. **"For Cause" or "Probable Cause" Drug Test** - Drug testing required when there is a "probable cause" or "reasonable ground" to believe that a person is using or is under the influence of dangerous (illegal) drugs.

- l. **Occasional User** - a person who indulges in drug use to create or enhance experience in any social setting.
- m. **Public Officials and Employees** - include any person holding or performing a public function in any public office in the government of the Republic of the Philippines, by virtue of an appointment, election, or contract.
- n. **Random Drug-testing** - where the selection process results in equal probability that any employee from a group of employees will be tested, and without any prior notice of the date and venue.
- o. **Refusal** - physically evading, escaping, refusing or making self not available.
- p. **Rehabilitation** - a dynamic process including aftercare and follow-up treatment directed towards the physical ,emotional /psychological, vocational ,social and spiritual change of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible to his/her capabilities and potentials, and become a law abiding and productive member of the community.
- q. **Screening Test** - a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- r. **Urine Drug Test-** a kind of drug using the human urine to examine the presence or absence of certain illegal drugs.
- s. **Workplace** – refers to local and national government offices in this municipality where workers or employees need to be or to go by reason of their work, to perform tasks, jobs and which are under the direct or indirect control of the employer.

Section 6. Guidelines in the Conduct of Authorized Drug-Testing

- a. The Drug-Free Workplace Policy of the LGU shall include the conduct of authorized drug testing, the purpose of which is to prevent the entry of dangerous drugs in government offices and use of dangerous drugs among personnel thereof. The frequency of such testing, which shall be conducted in a random manner, shall take into consideration, among others, the number of public officials and employees, nature of work being discharged, funding and other logistics. Subsequent random testing shall periodically be conducted in an interval not to exceed two (2) years. Contract of Service or Job Order employees shall be subject to the conduct of authorized drug testing, which shall also be reflected in the Drug-Free Workplace Policy of the LGU. All results of authorized drug testing activities shall be strictly confidential .Only the Local Chief Executive and the members of the Drug-Free Workplace Committee shall have access to such results.
- b. The conduct of drug test shall be done in accordance with the procedures set forth by the Dangerous Drugs Board, which shall be disseminated to the personnel, to include but not limited to the following:
 - 1. The drug test shall only be conducted by the government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH.
 - 2. The randomly selected public officials and employees will fill out and sign a chain of custody form issued to them.
 - 3. The urine specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible.
 - 4. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
- c. In case of negative drug test result, no further action is needed.

- d. A positive drug test result from the confirmatory test shall immediately be known to the Local Chief Executive, who shall notify the concerned public official or employee. Said public official or employee shall have fifteen (15) days from receipt of the notice to challenge the result of the confirmatory test. Using the same specimen, a challenge test shall be conducted by the government drug testing laboratory or drug testing laboratory accredited by the DOH.
- e. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory test final and the LGU shall then take the appropriate action. All expenses incurred in the conduct of the challenge test shall be borne by the concerned public official or employees.
- f. All drug test results and records shall strictly be held confidential as provided for under the pertinent provisions of RA No. 9165, and shall be attached to the 201 File of all public officials and employees.

Section 7. Pre-employment Drug Testing. Drug testing shall remain a requirement for initial entry to government service for appointive public officials and employees. Any applicant found positive for drug use shall be denied entry to government service.

Section 8. DRUG-FREE WORKPLACE PROGRAM

A. Mandatory Drug-Test

1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. lower productivity, poor decision making, increased accidents; more compensation claims; and reduced team effort which drug use and abuse may cause in the workplace), the conduct of mandatory drug test shall be required for pre-employment or the initial entry to government service. Any applicant found positive for drug use shall be denied entry to government service.
2. The LGU will tap a duly accredited drug testing center by the DOH, as its authorized drug testing laboratory.
3. The LGU may also conduct drug testing under any of the following circumstances:
 - **RANDOM TESTING:** Officers/employees may be selected at random for drug testing at any interval determined by the Human Resource.
 - **FOR-CAUSE TESTING:** The LGU may ask an official/employee to submit to a drug test at any time it feels that the official/employee may be under the influence of drugs, including but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive or unexplained absenteeism or tardiness.
 - **POST-ACCIDENT TESTING:** Any official/employee involved in "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof, of which arises out of and in the course of employment.
4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the Municipal Health Officer shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned official/employee.

5. All cost of drug testing shall be borne by the LGU.

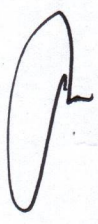
B. Procedures in the conduct of Random Testing. - The procedures in the conduct of the random drug testing are as follows:

1. The Mayor or his authorized shall order the conduct of the random test. For the barangay, the Barangay Captain shall cause the order of the random test.
2. Drug testing shall be done by a government laboratory or any of the local drug testing laboratories accredited and monitored by the Department of Health (DOH) to safeguard the quality test results.
3. The drug testing shall employ, among others, two (2) testing methods:
 - a. The screening test which will determine the positive result as well the type of drug used: and b. The confirmatory test which will confirm a positive screening test.
4. Random testing shall include, either all or a certain number of officials/employees; the means of selection shall remain confidential.
5. All information related to drug testing or the identification of persons as users of drugs shall be treated by the LGU as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the person in question.

C. Testing for "Probable Cause" or "Reasonable Ground"-Random drug test shall be conducted when certain employee/s display/s misconduct, e.g.:

1. Attendance-frequent unauthorized absences, repeated tardiness, truancy from the job.
2. Personal Appearance- slurred speech, bloodshot eyes, drastic change in appearance, etc.
3. Mental Factor- hot-headedness irritability, increased difficulty in handling assignments, etc.
4. General Performance - missed deadlines, low productivity. Increased Wastage, public complaints, frequent accidents, carelessness, etc.
5. Peer Relation- isolation, frequent quarrels with officemates, heavy borrowing, frequent mood swing, etc.

D. Intervention

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1. Public officials and employees who are found positive of dangerous drugs at the first instance after the challenge test, or after positive drug test result from a confirmatory test should the concerned public official or employee fail to challenge said result, shall undergo a Drug Dependency Examination conducted by the DOH or by any medical practitioner accredited by the DOH to conduct such examination and shall be subjected to following treatment and rehabilitation program:
 - a. Experimenter-Outpatient, guidance counselling for six (6) months.
 - b. Occasional User- Outpatient, guidance counselling and regular monthly drug testing for six (6) months which shall be at the personal expense of public official or employee concerned.
 - c. Chronic User / Drug Dependent- Mandatory continuous treatment and rehabilitation for a minimum period of six (6) months in a government rehabilitation center; a DOH- accredited private rehabilitation center, or through a community rehabilitation program sanctioned under the rules of the Dangerous Drugs Board.
 1. A public official or employee found to be an Experimenter shall shoulder the expenses of his/her guidance counselling. The same rule shall also apply to a public official or employee found to be an Occasional User, who shall undergo the guidance counselling and regular monthly drug testing, Time spent for counselling and regular monthly drug testing, if done during office hour, shall be charged against public official or employee's leave credits shall be utilized and when exhausted, vacation leave credits may be utilized for the purpose. If all leave credits are used, absence shall be on leave without pay.

Any proof of successful completion of the intervention program, a public official or employee assessed as Experimenter or Occasional User shall secure a certification of completion issued by his /her attending guidance counsellor.

2. Any public official or employee found to be a Chronic User/Drug Dependent, based on the results of the Drug Dependency Examination, and who will undergo a mandatory rehabilitation program for minimum period of six (6) months shall be considered on sick leave for the entire period of his/her rehabilitation. When the concerned public official or employee's sick leave is exhausted, his/her vacation leave credits may be utilized for the purpose. If all leave credits are used his/her absence shall be on leave without pay.

The public official or employee shall undertake the processing of his admission to a rehabilitation center in accordance with the provisions of RA No.9165 and existing rules of the Dangerous Drugs Board.

The public official or employee concerned shall shoulder the expenses of his/her rehabilitation, which shall commence within the fifteen (15) days from receipt of Drug Dependency Examination result, to give way to the processing of the necessary clearances.

The public official or employee concerned shall secure a certificate of completion of his/her rehabilitation program and clearances from his /her attending physician that he /she has been successfully rehabilitated and is now fit to return to work. Said public official or employee shall not be allowed to report back to work without first submitting said certification and clearance to his /her agency.

E. Advocacy, Education and Training

1. The HR shall undertake to increase the awareness and education of the officials and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all officials and employees.
2. All officials and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - a. Salient features of RA 9165
 - b. Adverse effects of abuse and /or misuse of dangerous drugs on the person, workplace, family and the community
 - c. Preventive measures against drug abuse; and
 - d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation
3. To encourage all officials and employees to lead a healthy lifestyle while at work and at home. The LGU shall undertake to conduct the following activities as often as possible:
 - a. Lifestyle assessment programs on health, nutrition, weight management, stress management, alcohol abuse, smoke cessation, and other indicators of risk diseases
 - b. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.)
 - c. Sports, recreational and fun-game activities; and
 - d. Other activities promoting health and wellness

F. Monitoring and Evaluation-the implementation of these policies and programs shall be monitored and evaluated periodically by the Drug-free Workplace Committee to ensure drug-free workplace.

G. Responsibility of the LGU under the Drug-Free Workplace

1. Adoption and implementation of a continuing and sustainable substance abuse awareness and prevention program and inform all officials and employees about the following:
 - Its policy of maintaining Drug-Free Workplace;

The LGU shall display a billboard or streamer in conspicuous places in the workplace with standard message like "THIS IS A DRUG-FREE WORKPLACE; LET'S KEEP IT THIS WAY!" Or such other similar importance.

- The medical and social risks associated with drug use:
- The administrative and criminal sanctions with respect drug use and violations thereof;
- 2. Distribute a copy of the policy to each employee. It shall endeavor to obtain a written acknowledgement from the employees and officials covered in this ordinance that the policy has been read and understood.
- 3. Conduct of substance abuse awareness and prevention programs.
- 4. Conduct mandatory and random drug testing. It shall maintain the confidentiality of all information relating to drug tests or the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or which such exemptions have been authorized in writing by the person concerned.
- 5. Ensure adequate funding for the implementation of the Drug-Free Workplace Policy.

H. Responsibilities of the Employees and Officials of the LGU

1. Abide by the terms of the Drug-Free Workplace Policy as a condition for continued employment;
2. Never possess and/or use drugs and other substances classified as illegal by the DDB;
3. Prohibited to sell, give, provide, or administer directly or indirectly any drugs and/or other substance classified as illegal by the DDB to his/her co-employees or others and/or to commit or abet/aid in the commission of any unlawful acts penalized under RA 9165;
4. Voluntarily seek treatment and rehabilitation if they have problems related to dangerous drugs;
5. Advocate actively against drug abuse; and
6. Help maintain drug-free workplace;
7. All officials and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

I. Responsibilities of the Human Resource Management Office

1. Actively lead the advocacy of a drug-free workplace, including but not limited to establishing and maintaining a drug-free policy, providing avenues to increase employee awareness and education.
2. Ensure fund allocation for drug testing and awareness programs by including these to the LGU Annual Plan.

J. Responsibilities of the GLAN Municipal Employees

1. Ensure that no discrimination will be felt by employees who are considered as drug dependent; and
2. Uphold the right of an employee that may have the basis to make human rights complaint related to drug dependencies in the workplace.

Section 9. Sanctions.

1. Any public official or employee who, after being tested positive of drug use, shall refuse to undergo treatment or rehabilitation, or fails to complete his/her treatment or rehabilitation program, shall be charged with the administrative offense of Grave Misconduct. The charge of Grave Misconduct shall be grounded on the fact that said public official or employee was tested positive of drug use and not on his /her refusal to undergo or failure to complete his/her treatment.
2. Any public official or employee who refuses, without any valid reason, to submit himself/herself for drug testing, shall be charged with the administrative offense of Gross Insubordination.
3. Public officials and employees found to have used dangerous drugs during the prescribed period of their intervention or rehabilitation shall be charged with the administrative offense of Grave Misconduct.

4. Public officials or employees who for the second time have tested positive in a random drug test after completion of his /her treatment and /or rehabilitation program or shall be found to have used dangerous drugs during the prescribed period of intervention or rehabilitation, shall be charged with the administrative offense of Grave Misconduct.
5. Any public official or employee found to have tampered the result of a drug test or interfered in the conduct of the drug test or in the release of drug results shall be charged with the administrative offense of Grave Misconduct.
6. Officials and employees caught using or peddling drug shall be charged with the administrative offense of Grave Misconduct, without prejudice to the filing of appropriate criminal charge/s under RA No .9165 and other pertinent laws.
7. The Casual or a Job Order employee who will have a positive result on the drug test will not be renewed in service.

Section 10. Creation of a Drug - Free Workplace Committee.

1. A Drug-Free Workplace Committee shall be created by the Municipal Mayor composed of himself as Chairperson and members coming from representative of the Municipal Health Office, Human Resource Officer, Municipal Administrator, MLGOO, representative of the Municipal Anti -Drug Abuse Council.
2. In the absence of a Municipal Legal Officer, any legal matters shall be referred to the Municipal Judge or to the Provincial Legal Officer for legal opinions.
3. The Drug -Free Workplace Committee shall formulate the Implementing Rules and Regulations of this Ordinance.

Section 11 .Funding - The LGU shall bear the expenses for the conduct of the screening and confirmatory drug test of its municipal officials and employees, subject to existing budgeting, accounting and auditing rules and regulations and shall form part of the annual budgetary appropriations. Funds for the conduct of the screening and confirmatory drug test may be sourced from the budget for employee health and wellness. The funds for subsequent drug tests shall likewise be included in the annual budget proposal for employee health and wellness.

The barangay drug testing for the barangay officials, shall be shouldered solely by the LGU-
Barangay and must be part also of their budgetary appropriation.

Section 12. Separability Clause - if any part of this Ordinance is declared not valid unconstitutional or unlawful, such declaration shall not affect or impair the remaining provisions, sections or parts thereof, which shall remain or continue to be in full force and effect.

Section 13. Repealing Clause- All previous ordinances and provisions inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

Enacted unanimously, this 30th day of January, 2023, upon motion of Honorable Lydia B. Hizoler, which was jointly seconded by Honorable Arla Mae T. Lara and Honorable Kayrud W. Alegado, RN.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 27th Regular Session held on January 30, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


JOSELITO A. ESCOBAR
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor ✕
Date: FEB 09 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 33RD REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 14, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

Hon. Kayrud W. Alegado, R.N.

- SB Member, (On Leave)

SPECIAL ORDINANCE NO. 23 – 024
Series of 2023
Sponsor: Hon. Arla Mae T. Lara

AN ORDINANCE INSTITUTIONALIZING THE CONDUCT OF THE GOVERNANCE EXEMPLARS FOR MEANINGFUL SERVICE FOR SANGGUNIANG KABATAAN (GEMS FOR SK): SEARCH FOR MOST OUTSTANDING SANGGUNIANG KABATAAN IN THE MUNICIPALITY OF GLAN, PROVIDING GUIDELINES AND FUNDS THEREFOR, AND FOR OTHER PURPOSES

EXPLANATORY NOTE

The concept of active youth participation in governance is deeply rooted in the Philippine Constitution which is evidence by various provisions in the Local Government Code of 1991 and the enactment of Republic Act No. 10742 or the SK reform Act of 2015 and Republic Act No. 11768. Despite the reforms and continuous monitoring of the Sangguniang Kabataan, many of them are still confronted by various challenges that hinders them from performing excellently. Hence, the Department of Interior and Local Government Region XII issued Regional Memorandum Circular No. 2021-07 for the Pilot Implementation of Governance Exemplars for Meaningful Services (GEMS) in CY 2021 to generate quantifiable data regarding the SK performance and identify appropriate intervention to address the gaps.

In the Municipality of Glan, it was determined that 32.25% of the SKs are highly performing, 35.50% are moderately performing and 32.25% are limitedly performing. Indeed, there is a continuing need to capacitate the Sangguniang Kabataan Officials in fulfilling its duties and responsibilities and to closely monitor their compliance with existing rules and regulations issued by various oversight agencies such as DILG, NYC, DBM, COA and COMELEC.

In order to sustain the momentum in implementing programs, projects and activities that promote patriotism, nationalism and other desirable values among the youth in the Municipality of Glan, a performance audit and granting of rewards and recognition for exceptional performance are critical and necessary.

Thus, the Municipality of Glan acknowledges the essence of institutionalizing the search for the most outstanding Sangguniang Kabataan Council to keep them motivated, committed and continue improving their programs, projects and activities to appropriately address youth concerns in their respective jurisdiction.

NOW, THEREFORE:

BE IT ORDAINED, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani, during its regular session, THAT:

Section 1. Short Title. – This Ordinance shall be known as the “GEMS for SK: Search for Most Outstanding SK in the Municipality of Glan”.



- Page 2 follows -

Section 2. Definition of Terms and Acronyms. – As used in this ordinance, the following terms and acronyms shall mean:

- a. **Annual Barangay Youth Investment Program (ABYIP)** – refers to the yearly program developed in line with the Comprehensive Barangay Youth Development Plan. It includes specific programs, projects and activities, as well as project expenses and fund flows, to approximate the release of funds in a suitable timeframe;
- b. **Comprehensive Barangay Youth Development Plan (CBYDP)** – refers to the three-year comprehensive youth development plan which is anchored on the Philippine Youth Development Plan, and the Local Youth Development Plan of the Municipal, formulated by the Sangguniang Kabataan in the Barangay in consultation and approval of its Katipunan ng Kabataan;
- c. **Disbursement** – refers to all cash paid out during a given period in currency (cash) or check with the SK Chairperson and SK Treasurer as signatories;
- d. **Fidelity Bonding** – refers to an insurance of the SK Chairperson and SK Treasurer as bondable public officers to ensure faithfully performing all the duties imposed by law on them;
- e. **Financial Independence** – refers to the autonomy of the Sangguniang Kabataan in its operation, disbursements and encashments of their funds, income and expenditures;
- f. **Full Disclosure Policy** – refers to the policy adopted by the Sangguniang Kabataan in disclosing all its transactions and documents involving public interest;
- g. **Internal Rules of Procedure** – refers to the manual and serves as a guide to all members of the Sangguniang Kabataan Council in the exercise of its powers, duties and functions;
- h. **Linggo ng Kabataan** – refers to the annual celebration of the Sangguniang Kabataan, taking the lead of this observance in the barangay;
- i. **Mandatory Training** – refers to the obligatory and continuing training programs undertaken by the National Youth Commission in coordination with the DILG;
- j. **Minutes** – refer to the official summary and record of actions of the SK Council during their sessions/meetings;
- k. **BC** – Barangay Council
- l. **MLGOO** – Municipal Local Government Operations Officer;
- m. **DILG** – Department of the Interior and Local Government;
- n. **GEMS** – Governance Exemplars for Meaningful Service;
- o. **LYDC** – Local Youth Development Council;
- p. **KK** – Katipunan ng Kabataan;
- q. **LCE** – Local Chief Executive;
- r. **LYDO** – Local Youth Development Officer;
- s. **MET** – Monitoring and Evaluation Team;
- t. **MOA** – Memorandum of Agreement;
- u. **MOU** – Memorandum of Understanding;
- v. **SB** – Sangguniang Bayan;
- w. **SK** – Sangguniang Kabataan; and
- x. **SKM (Form)** – Sangguniang Kabataan Monitoring (Form)

Section 3. Declaration of Policy. – It is the policy of the Municipality of Glan to give recognition to its 31 SK Councils and to their vital role in nation-building as youth leaders. In line with this policy is the promotion and protection of their physical, moral, spiritual, intellectual and social well-being, thereby nurturing them to become prime movers in public and civic affairs of this local government.

Section 4. Scope. – This Ordinance and its Performance Audit shall cover all the 31 SK Councils in the Municipality of Glan.

Section 5. Period Coverage. – The reckoning period for the evaluation shall be the previous calendar year's performance by the SK Councils.

Section 6. Functionality Indicators. – The functionality of SK shall be assessed based on the following indicators:

a. ORGANIZATIONAL EFFECTIVENESS

- i. Appointment of SK Secretary;
- ii. Appointment of SK Treasurer;
- iii. Presence of SK Monthly Meetings;
- iv. Conduct of Regular SK Monthly Meetings;

- v. Quality of SK Meeting Outputs; and
- vi. Quality of Office Set-up (Bonus)

b. DEVELOPMENT PLANNING

- i. Conduct of Semestral KK Assembly;
- ii. Presence of duly approved Comprehensive Barangay Youth Development Plan (CBYDP); and
- iii. Presence of duly approved Annual Barangay Youth Investment Program (ABYIP);
- iv. Establishment of Youth Database

c. FINANCIAL ADMINISTRATION

- i. Presence of Budgetary Reports;
- ii. Presence of Accountability Reports;
- iii. Financial Independence of the SK;
- iv. Status of Liquidation of Funds disbursed by SK; and
- v. Adoption of Full Disclosure Policy

d. LEADERSHIP AND INNOVATIVENESS

- i. Attendance and Participation of SK Chairperson in Sangguniang Barangay Sessions;
- ii. Attendance and Participation of SK Chairperson in SK Federation Meetings;
- iii. Submission of Annual Program Accomplishment Report;
- iv. Conduct of Linggo ng Kabataan;
- v. All programs, projects and activities implemented are based on the approved ABYIP;
- vi. Presence of at least one innovation that enhances the performance of the SK in promoting youth development, which is properly documented;
- vii. Awards received by the SK in recognition of effectiveness and efficiency in the implementation of SK Programs; and
- viii. Partnership with Private Sectors in the implementation of SK Programs, as proven by presence of MOA/MOU

Section 7. Documentary Requirements. – The SK shall submit the following documents to the Monitoring and Evaluation Team in order to examine their effectiveness, efficiency, and innovativeness in carrying out their tasks and responsibilities:

a. Organizational Effectiveness

- i. Copy of appointment papers of the SK Secretary and Treasurer;
- ii. Copy of Resolution passed by the SK concurring the appointment of SK Secretary and Treasurer;
- iii. Copy of Certificate of Completion of SK Secretary and Treasurer in SK Mandatory Training;
- iv. Copy of the duly signed Resolution adopting the Internal Rules of Procedure of the SK;
- v. Copy of the duly approved/adopted Internal Rules of Procedure of the SK;
- vi. Copy of the previous calendar year's Minutes of the SK Meetings duly certified correct by the SK Secretary, attested by the Presiding Officer, and approved by the SK Chairperson;
- vii. Copy of duly signed previous calendar year's Committee Reports during SK Regular Meeting;
- viii. Copy of attendance sheets of SK Meetings which were stamped received by the Barangay Council (BC) and the Local Youth Development Council (LYDC);
- ix. Copy of Resolutions passed by the SK in the previous year, other than the resolution adopting the IRP and Annual Budget; and
- x. ABYIP Monitoring Form (Annex I, DILG MC 2020-138)

b. Development Planning

- i. Copy of the Minutes of the previous year's KK Assemblies with Photo Documentations;
- ii. Copy of the Attendance Sheets during the conduct of KK Assemblies;
- iii. Copy of Notice of KK Meetings which must be posted in at least three (3) conspicuous spaces in the barangay at least two (2) weeks before the scheduled assembly;
- iv. Copy of the approved CBYDP which must be stamped received by the LYDO;
- v. Copy of last year's approved ABYIP; and
- vi. Copy of the Resolutions approving the ABYIP which must be stamped received by the LYDO

c. Leadership and Innovativeness

- i. Copy of Minutes of Sangguniang Barangay Sessions in the previous year with Attendance Sheets;
- ii. Copy of Minutes of SK Federation Meetings in the previous year with Attendance Sheets;
- iii. Copy of the previous calendar year Annual Accomplishment Report with transmittal stamped received by the BC, MLGOO and LYDC;
- iv. Copy of SK Resolution approving the previous year’s Annual Program Accomplishment Report;
- v. Terminal Report of the conduct of the *Linggo ng Kabataan* with Photo documentation;
- vi. ABYIP Monitoring Form (DILG MC 2020-138, Annex 1);
- vii. Copy of the Report on the Utilization of the previous fiscal year SK Funds, which must be stamped received by the DILG;
- viii. Copy of Certificates awarded to the Sangguniang Kabataan in recognition of effectiveness and efficiency in the implementation of SK Programs for the previous calendar year; and
- ix. Copy of Memorandum of Agreements/ Understandings signed by the SK Chairperson and partner from the private sectors for the implementation of SK Programs.

Section 8. Monitoring and Evaluation Team and its Composition. – A Monitoring and Evaluation Team (MET) shall be created in the Municipality of Glan to validate and attest pertinent documents provided by the SK based on their functionality, which shall be composed of the following:

- Chairperson - Local Youth Development Officer
- Members - MLGOO
- Municipal Budget Officer
- Municipal Accountant
- Student Leader appointed by the LCE

Section 9. Roles of the Municipal MET.

- a. The chairperson of the MET in the Municipality of Glan shall take the lead in the implementation of this program;
- b. Retrieve required documents from the SK;
- c. Review and validate the documents submitted by the SK, and evaluate their functionality using Electronic Data Capture Form (e-DCF) 1-A, 1-B, 1-C and 1-D;
- d. Conduct meeting with concerned SK Officials for feedbacking of their assessment findings;
- e. Upload the e-DCF and consolidated report of Municipal Assessment of SKs (SKM Form 4) in Portable Data Format (PDF) in the Google Drive;
- f. Update the Data Matrices on the Performance of the Sangguniang Kabataan in the LGU and
- g. Recommend to the Municipal Mayor the awarding of the most outstanding SK in the Municipality.

Section 10. Interpretation of Results of Performance Audit. – The scores garnered by the SK Councils of the 31 Barangays in the Municipal for each of the areas shall be interpreted based on the results of the performance audit, to wit:

	Underperforming SK	Limitedly Performing SK	Moderately Performing SK	Highly Performing SK
Organizational Effectiveness	Below 7.00	7.00 – 13.00	13.01 – 19.00	Above 19.00
Development Planning	Below 8.00	8.00 – 15.00	15.01 – 23.00	Above 23.00
Financial Administration	Below 5.00	5.00 – 10.00	10.01 – 15.00	Above 15.00
Leadership and Innovativeness	Below 7.00	7.00 – 13.00	13.01 – 19.00	Above 19.00
OVERALL SCORE	Below 25.00	25.00 – 50.00	50.01 – 75.00	Above 75.00

Section 11. Calendar of Activities. – The following shall be the indicative calendar of activities in the implementation of the GEMS for SK Award for every current calendar year:

SCHEDULE	ACTIVITY	PERSON / OFFICE RESPONSIBLE
1 st Monday of April	Orientation of GEMS for SK Awards Guidelines	Focal Person Municipal DILG
3 rd Monday of April Up to the 2 nd Friday Of June	Municipal Assessment for the 31 SK Councils	MET
3 rd Friday of June	Deadline of Submission / Uploading of Accomplished e-DCF	Focal Person – Municipal DILG
Month of July	Deliberation and verification of pertinent documents of SK Councils	MET
Last day of the Linggo ng Kabataan	GEMS for SK Awarding Ceremony	MET

Section 12. Student Leader. – A Memorandum of Agreement/Understanding shall be signed by the Municipal DILG and the Head of the Educational Institutional where the student leader belong as appointed by the LCE.

Section 13. Cash Incentives. – Top 5 highly performing SK Council shall receive a cash incentives amounting to ₱10,000.00.

Section 14. Appropriation. – To effectively implement this Ordinance, the Municipal Government shall allocate funds annually in the amount of One Hundred Thousand Pesos (₱100,000.00) to cover the cost for cash incentives, plaques, mobilization expense, will be charge to the General Fund.

Section 15. Repealing Clause. – All Ordinances, Resolutions, Memorandum Orders and other similar Issuances, or parts thereof which are inconsistent with any of the provisions of this ordinance are hereby repealed or modified accordingly.

Section 16. Separability Clause. – If any provision or part of this ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

Section 17. Effectivity. – This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of local circulation within Municipality of Glan.

Enacted unanimously, this 14th day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 33rd Regular Session held on March 14, 2023.

ATTESTED AND CERTIFIED DULY ADOPTED:

VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:

VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: MAR 28 2023

MARIANNE A. LIMBAGA
AO V / OIC-Secretary to the Sanggunian

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President
- IPMR

ABSENT:

NONE
- SPECIAL ORDINANCE NO. 23 – 025**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) PHARMACIST II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Pharmacist II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005 stipulated that the qualification standards for **Pharmacist II, SG 15** are as follows, viz:
- Education
 - Experience
 - Training
 - Eligibility

- Bachelor’s Degree in Pharmacy
 - 1 year of relevant experience
 - 4 hours of relevant training
 - RA No. 1080
- Section 3. Duties and Functions.** – The plantilla position created under Section 1, above, shall have the following duties and functions:
- Review and validate prescriptions from patients;
 - Prepare and dispense medicines to patients;
- page two follows -

- Record issuance of medicines;
- Inventory of medicines and supplies;
- Receive and record incoming and outgoing medicines;
- Operate an inventory system to monitor stocks of medicines and supplies;
- Monitor expiry dates and ensure no stock outs;
- Ensure medications to be procured are consistent with the recommended medicines from clinical practice guidelines and Philippine National Drug Formulary; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

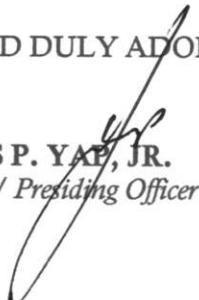
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 026

Series of 2023

Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) HEALTH PROGRAM OFFICER II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Health Program Officer II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Health Program Officer II, SG 15** are as follows, viz:

- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job, preferably allied health course |
| • Experience | – None Required |
| • Training | – None Required |
| • Eligibility | – RA No. 1080 |

Section 3. Duties and Functions. – The plantilla position created under Section 1, above, shall have the following duties and functions:

- Perform routine diseases surveillance activities, such as data collection, encoding, analysis and dissemination of surveillance data;

- Collect and complete information required in Case Investigation Form and other surveillance document;
- Coordinate with appropriate personnel or authority to ensure completeness of data;
- Perform data entry to ensure efficient and timely generating of data;
- Report to the RESU any challenges in data collection; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

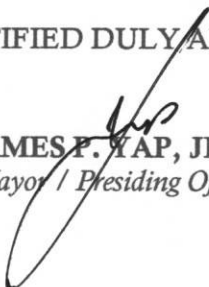
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

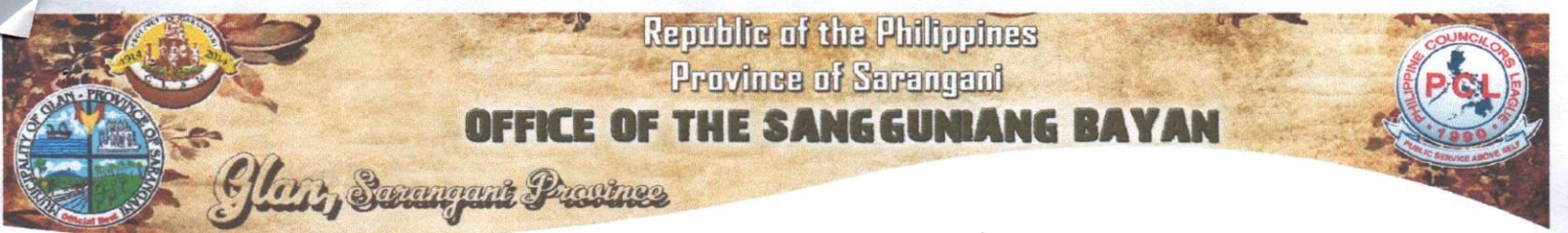
ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -



EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

- | | | |
|-----------------|-------------------------------|--|
| PRESENT: | Hon. Victor James P. Yap, Jr. | - Municipal Vice Mayor / Presiding Officer |
| | Hon. Ricardo Q. Roque, Jr. | - SB Member |
| | Hon. Kayrud W. Alegado, RN | - SB Member |
| | Hon. Nazarius D. Wata | - SB Member |
| | Hon. Joselito A. Escobar | - SB Member |
| | Hon. Elsan Faith R. Engkong | - SB Member |
| | Hon. Lydia B. Hizoler | - SB Member |
| | Hon. Carlos A. Homo | - SB Member |
| | Hon. Edwin D. Pacaldo | - SB Member |
| | Hon. Roldan R. Daquigan | - LnB President |
| | Hon. Arla Mae T. Lara | - PPSK President |
| | Hon. Henry L. Melchomo | - IPMR |

ABSENT: *NONE*

=====

SPECIAL ORDINANCE NO. 23 – 027
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) NUTRITION OFFICER III, WITH SALARY GRADE 18, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, **THAT:**

Section 1. Creation of Position. – The position of **One (1) Nutrition Officer III, SG 18** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Nutrition Health Officer III, SG 18** are as follows, *viz:*

- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job, preferably allied health course |
| • Experience | – 2 years of relevant experience |
| • Training | – 8 hours of relevant training |
| • Eligibility | – Career Service (Professional);
Second Level Eligibility |

Section 3. Duties and Functions. – The plantilla position created under Section 1, above, shall have the following duties and functions:

- Initiate regular quarterly meetings of Municipal Nutrition Committee (MNC);
- Keep and submit records of the minutes of meetings;
- Organize and leads in planning core group within Municipal Nutrition Committee (MNC);
- Conduct regular visit to barangays and assess progress of program implementation and provide technical assistance to Barangay Nutrition Committee (BNC);
- Supervises the Nutrition Committees of all barangays;
- Acts as resource person to barangay planning activities; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

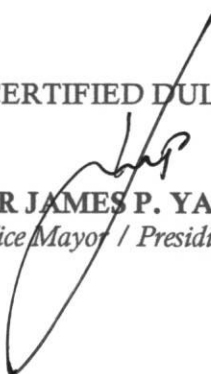
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.

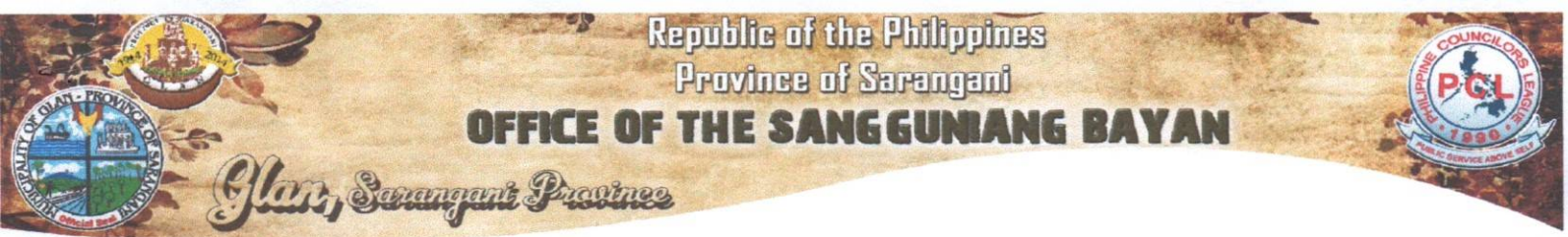

MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023



EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 028
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) RADIOLOGIC TECHNOLOGIST II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Radiologic Technologist II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Radiologic Technologist II, SG 15** are as follows, viz:

- | | |
|---------------|---|
| • Education | – Bachelor of Science in Radiologic Technology |
| • Experience | – 1 year of experience as Radiologic Technologist |
| • Training | – 4 hours of relevant training |
| • Eligibility | – RA No. 1080 |

Section 3. Duties and Functions. – The plantilla position created under Section 1, above, shall have the following duties and functions:

- Conduct performance testing and maintenance of RHU radiologic equipment;

- Daily operation of RHU radiologic equipment such as X-ray and assist in opening the Ultrasound machine;
- Follow-up results and do daily recording of patients subjected to the diagnostic equipments (X-ray and Ultrasound) of the RHU;
- Operate the X-ray machine of the Mobilie Clinic (Hospital Bus);
- Participate in the medical outreach programs of the RHU;
- Prepare quarterly reports; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

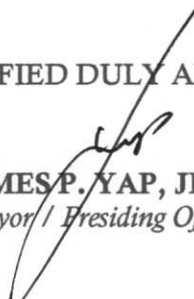
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

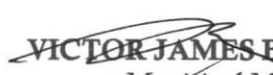
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR
- ABSENT: NONE
- =====
- SPECIAL ORDINANCE NO. 23 – 029**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING THE PERMANENT PLANTILLA POSITION OF ONE (1) MEDICAL SPECIALIST II, WITH SALARY GRADE 23, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Medical Specialist II, SG 23**, in the **regular plantilla** position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Medical Specialist II, SG 23** are as follows, viz:
- 

- Education
 - Experience
 - Training
 - Eligibility

- Doctor of Medicine/Fellow of Internal Medicine
 - 1 year of relevant experience
 - 4 hours of relevant training
 - RA No. 1080
- Section 3. Duties and Functions.** – The positions created under Section 1, above, shall have the following duties and functions:
- 7

- Assist in the supervision of the operation of LGU Hemodialysis Unit;
 - Cater to outpatient consultation;

7.
- page two follows -

- Assist in the supervision of the staff of the Municipal Health Office;
- Participate in the medical outreach activities of the LGU;
- Assist in the supervision of implementation of health programs;
- Do daily rounds in the LGU Hemodialysis Unit;
- Prepare quarterly reports; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

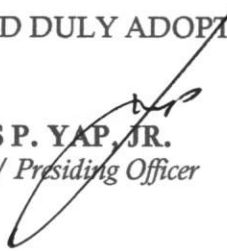
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor 
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 030**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A COTERMINOUS POSITION OF ONE (1) EXECUTIVE ASSISTANT II, WITH SALARY GRADE 17, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The coterminous position of One (1) Executive Assistant II, SG 17, in the regular plantilla under the Office of the Municipal Mayor of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for Executive Assistant II, SG 17 are as follows, viz:
- 

- Education
 - Experience
 - Training
 - Eligibility

- None Required
 - None Required
 - None Required
 - None Required
- Section 3. Duties and Functions.** – The positions created under Section 1, above, shall have the following duties and functions:
- Serves as person in-charge in the Office of the Municipal Mayor;
 - Serves as Secretary to the Mayor;
- page two follows -

- Takes dictation and transcribes notes of official and private correspondence;
- Attends social obligations of the Local Chief Executive as directed;
- Facilitates the conduct of meetings of LCE with other agencies and stakeholders;
- Transmits and follow-ups orders and requests of clients to the LCE;
- Countersigns official documents for LCE's signature; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

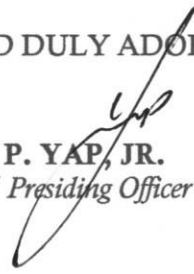
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 14 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 031
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) COOPERATIVE DEVELOPMENT SPECIALIST II, WITH SALARY
GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI
PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Cooperative Development Specialist II, SG 15**, in the regular plantilla under the **Office of the Municipal Mayor** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Cooperative Development Specialist II, SG 15** are as follows, viz:

- 
- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job |
| • Experience | – 1 year of relevant experience |
| • Training | – 4 hours of relevant training |
| • Eligibility | – Career Service (Professional); 2nd Level Eligibility |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- 4
- Formulate Local Cooperative Development Plan consistent with the National Development Plan and the Philippine Cooperative Medium-term Development Plan, to be incorporated in the Comprehensive Development Plan (CDP) and Annual Investment Plan (AIP) of the Local Government Unit of Glan;

- Ensure the provision of technical guidance, financial assistance and other services to develop cooperatives into viable and responsible economic enterprises;
- Promote the organization of cooperative and support their development within their areas of jurisdiction;
- Establish partnership and collaboration in the sharing of cooperative information and implementation of cooperative development plans and programs with CDA being the lead government agency on cooperative promotion, development and regulations;
- Assist cooperatives in the preparation of registration of documents and mandatory reports;
- Facilitate trainings for the development of cooperatives, however, provision of mandatory trainings in accordance with guidelines as prescribed by the CDA;
- Initiate and implement a localized program for cooperatives promotion and development in line with the national policy on cooperatives within the jurisdiction;
- Identify cooperatives-related best practices for possible replication by other LGUs
- Identify ways to collaborate, consolidate, or coordinate efforts, services, and other resources with other LGUs relative to cooperative promotion, organization and development;
- Assist the Local Chief Executive in the promotion of SME in the locality and to the development and promotion of Tourism in the locality; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

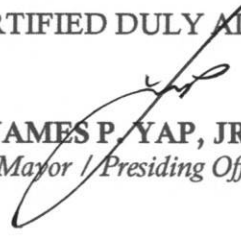
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.

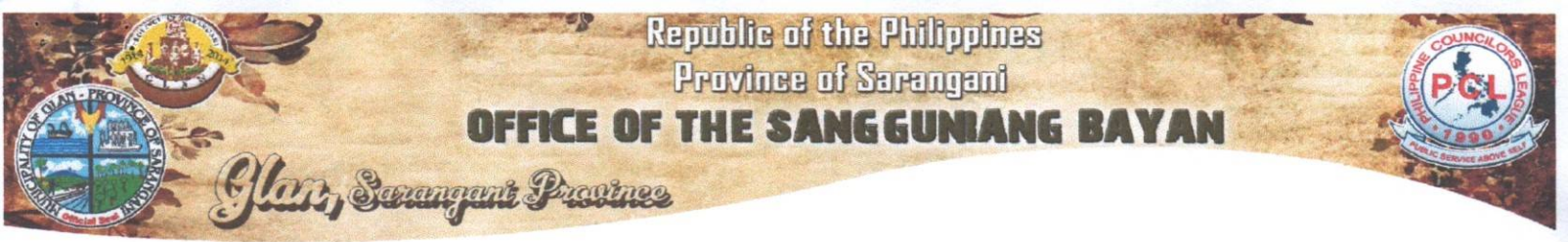

MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023



Republic of the Philippines
Province of Sarangani
OFFICE OF THE SANGGUNIANG BAYAN

Glan, Sarangani Province



EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 032
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) SUPERVISING LABOR AND EMPLOYMENT OFFICER, WITH SALARY GRADE 22 UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Supervising Labor and Employment Officer, SG 22**, in the regular plantilla under the **Office of the Municipal Mayor** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Supervising Labor and Employment Officer, SG 22** are as follows, viz:

- | | |
|---------------|--|
| • Education | – Bachelor’s Degree preferably in any of the following:
➢ Operations Management (OM);
➢ Human Resource Management (HRM);
➢ Human Resource Development (HRD); and/or allied fields |
| • Experience | – 3 years of relevant experience |
| • Training | – 16 hours of relevant training |
| • Eligibility | – Career Service (Professional); 2nd Level Eligibility |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Assists in the formulation of policies and procedures;
- Assess and monitor the implementation of rules and regulations governing private recruitment and placement for local employment;
- Provide labor and market information services, referral and placement services for local and overseas as well as private and civil service employment in accordance with the existing policies, rules and regulations;
- Provide self-employment services; and
- Maintain effective communication with the Local Chief Executive to appraise and provide recommendations for policy perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

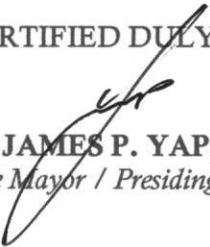
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:

VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAR 24 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

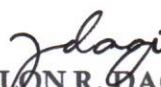
NONE
- SPECIAL ORDINANCE NO. 23 – 033
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT
PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE IV,
WITH SALARY GRADE 4 UNDER THE OFFICE OF THE MUNICIPAL
ACCOUNTANT, THIS MUNICIPALITY
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Aide IV, with Salary Grade 4 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr. thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Abolition of Position Title. – The following position title under the Office of the Municipal Accountant, this municipality, pursuant to this Ordinance, is hereby ABOLISHED, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|------------------------|--------------|----------|----------------------|
| Administrative Aide IV | 4 | 1081-05 | Municipal Accounting |
- Section 2. Administrative Provision. – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
- 

- page two follows -

Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. BAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 034**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE VI (CLERK III), WITH SALARY GRADE 6 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, THIS MUNICIPALITY**
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Aide VI, with Salary Grade 6 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr. thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Abolition of Position Title.** – The following position title under the **Office of the Municipal Accountant**, this municipality, pursuant to this Ordinance, is hereby **ABOLISHED**, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|------------------------|--------------|----------|----------------------|
| Administrative Aide VI | 6 | 1081-08 | Municipal Accounting |
- Section 2. Administrative Provision.** – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
- page two follows -

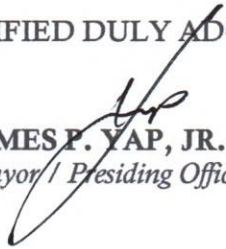
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE
- SPECIAL ORDINANCE NO. 23 – 035
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III), WITH SALARY GRADE 8 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, THIS MUNICIPALITY
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Assistant II, with Salary Grade 8 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr., thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Abolition of Position Title.** – The following position title under the **Office of the Municipal Accountant**, this municipality, pursuant to this Ordinance, is hereby **ABOLISHED**, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|-----------------------------|--------------|----------|----------------------|
| Administrative Assistant II | 8 | 1081-03 | Municipal Accounting |
- Section 2. Administrative Provision.** – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
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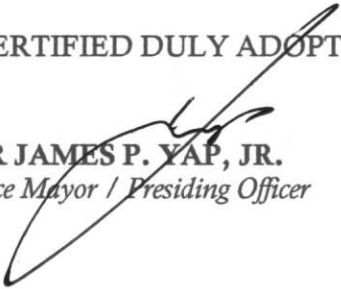
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:

Hon. Victor James P. Yap, Jr.

Hon. Ricardo Q. Roque, Jr.

Hon. Kayrud W. Alegado, RN

Hon. Nazarius D. Wata

Hon. Joselito A. Escobar

Hon. Elsan Faith R. Engkong

Hon. Lydia B. Hizoler

Hon. Carlos A. Homo

Hon. Edwin D. Pacaldo

Hon. Roldan R. Daquigan

Hon. Arla Mae T. Lara

Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- LnB President

- PPSK President

- IPMR

ABSENT:

NONE

=====

SPECIAL ORDINANCE NO. 23 – 036
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE OFFICER V (MANAGEMENT AND AUDIT ANALYST), WITH SALARY GRADE 18 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Administrative Officer V (Management and Audit Analyst)**, SG 18, in the regular plantilla under the **Office of the Municipal Accountant** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Administrative Officer V (Management and Audit Analyst)**, SG 18 are as follows, viz:

- 
- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job |
| • Experience | – 2 years of relevant experience |
| • Training | – 8 hours of relevant training |
| • Eligibility | – Career Service (Professional); 2nd Level Eligibility |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Conduct pre-audit in Municipal Transactions: check and verify the completeness of supporting documents of municipal transactions and check the correctness of computation of tax withholding;

- Preparation of Bank Reconciliation for Municipal – Special Education Fund and Trust Fund;
- Preparation of Financial Reports for Special Education Fund and Trust Fund;
- Preparation of transmittal of all Liquidation Reports of downloaded NGA's project for submission to COA;
- Preparation of Tax Withholding (for goods/services and compensation) for Remittance to BIR monthly and prepare alphalist of taxes withheld for good/services and compensation for submission to BIR; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

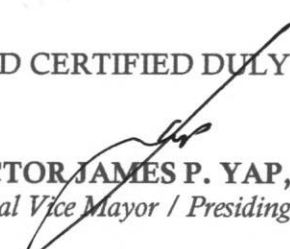
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE
- SPECIAL ORDINANCE NO. 23 – 037
Series of 2023
Sponsor: Hon. Ricardo Q. Roque, Jr.
- AN ORDINANCE FOR THE IMPLEMENTATION OF THE
BATCH REQUEST ENTRY SYSTEM (BREQS) IN THE MUNICIPALITY
OF GLAN, PROVINCE OF SARANGANI PROVIDING FOR FEES
AND CHARGES THEREOF AND FOR OTHER PURPOSES
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. TITLE. – This ordinance shall be known as the “Batch Request Entry System (BREQS) Ordinance of Glan 2023”.
- Section 2. DEFINITION OF TERMS. – For purpose of this ordinance, the following shall mean:
- a. **BREQS (Batch Request Entry System)** – is a scheme where the National Statistics Office (PSA) authorizes a partner to receive request/s for PSA issued copies and certification of Civil Registry documents from the public and issue the said documents to its clientele.
 - b. **Serbilis Outlet** – This the place where the actual processing of the request is being undertaken, assigned to service the authorized partner (also known as the BREQS user).
 - c. **MCRO (Municipal Civil Registrar’s Office)** – the office responsible in the implementation of BREQS Program, whereby the services offered that can be request are the following: Copies of the birth, death and marriage documents; copies of annotated or endorsed documents; provided copies of said documents have already been issued by PSA previously; and Certificates of No Record of Marriage (CENOMAR) or “singleness”.
 - d. **PSA (National Statistics Office)** – national agency who shall authorize the Local Government Unit of Glan through the MCRO to receive request for authenticated and annotated civil registry documents. All request shall be filed at the MCRO which will process it on a regular weekly basis at the PSA, General Santos City.
 - e. **Family** – a group of persons consisting of parents and their legitimate children.
- Section 3. FEES AND CHARGES.
- a. There should be a service charge of Two Hundred Pesos (P200.00) for every single transaction which is due to the Municipal Government of Glan.
 - b. In addition to Section 3, the following shall be collected and shall be remitted to the National Statistics Office:
 - b.1. Civil Registry Documents (Marriage, Birth and Death) – P150.00/document
 - b.2. Certificate of No Marriage (CENOMAR) – P210.00
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- [Handwritten signature]*

Provided, that in cases of multiple request from a family, it shall be computed as a single transaction equivalent to Two Hundred Pesos (P200.00) as stipulated in Section 3.a. Provided, further, that in cases where the authenticated documents being requested will be utilized for Sports/Athletic Meets and other school competitions, regardless if they do not belong to one family, it shall likewise be treated as a single transaction. Provided, finally, that said transaction should be done in one (1) day for it to qualify as a single transaction.

Section 4. TIME AND MANNER OF PAYMENT.

The Municipal Treasurer or his authorized representative shall collect stipulated in Section 3.a. for which a corresponding official receipt shall be issued before the transaction is made at the MCRO. The fees stipulated in Section 3.b.1. and 3.b.2. shall be collected by the Municipal Civil Registrar's Office who shall issue a corresponding provincial receipt thereof and will remit the same to the NSO who will issue the official receipt upon processing at the Serbilis outlet, Glan, Sarangani Province.

Section 5. REPEALING CLAUSE. – Ordinances, Resolutions, Rules and Regulations found inconsistent with the provisions of this ordinance are hereby repealed accordingly.

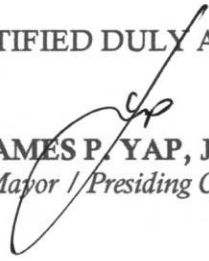
Section 6. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 35TH REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 28, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Joselito A. Escobar	- SB Member / Temporary Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	=====	
	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
=====		

SPECIAL ORDINANCE NO. 23 – 038
Series of 2023
Sponsor: Hon. Edwin D. Pacaldo

**AN ORDINANCE ESTABLISHING THE CLEAN AND GREEN PROGRAM
IN THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI
MANDATING FAMILY BACKYARD GARDENING PROVIDING
FUNDS THEREFOR AND FOR OTHER PURPOSES**

Whereas, Article 11, Section 9 of the 1987 Constitution provides that, “the State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all”;

Whereas, the Local Government Code of 1991 empowers the Local Government Unit to prepare their respective comprehensive land use plans enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources. Provided, that the requirements for food production, human settlements and industrial expansion shall be taken into consideration in the preparation of such plans;

Whereas, Section 16 of the General Welfare Clause of the Government Code of 1991, states that “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants;

Whereas, the DILG Memorandum Circular 2023-001, re: “IMPLEMENTATION OF THE HALINA’T MAGTANIM NG PRUTAS AT GULAY (HAPAG) SA BARANGAY PROJECT”, provide guidelines for the establishment of a Barangay Community Garden that will serve as a strategy to diversify the food source and contribute to ensuring food security in the community;

NOW, THEREFORE: 

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. TITLE. – This ordinance shall be known as “**GULAYAN SA MATAG-PANIMALAY**”

Section 2. DECLARATION POLICY. – It shall be the policy of the municipality to reduce incidence of hunger and malnutrition through sustainable backyard gardening at the family level and to promote ecological well-being through the promotion and adoption of organic gardening among the constituents.

Section 3. DEFINITION OF TERMS. – As used in the ordinance, the following terms shall be understood as follows:

- a. **FAMILY HOME** – shall be synonymous with the word household. It shall refer to the house where the family resides. Multiple families living under one roof shall be required to maintain one family garden.
- b. **FOOD GARDEN** – shall refer to the growing of any kind of plants that produce edible leaves, fruits, or tubers actually consumed by the concerned family. May also include medicinal herbs and plants. Fruit trees and coconut trees are excluded within the context of a food garden.
- c. **BACKYARD** – shall be used in its broad and general concept which includes any vacant land in any part of the home lot.
- d. **URBAN GARDENING** – shall refer to the gardening techniques in small spaces which includes the use of pots, bottles, etc.
- e. **SANITARY TOILET** – shall refer to the water-sealed toilet facility with a dedicated septic tank.
- f. **HYDROPONICS** – a method of growing food using mineral nutrient solutions in water without soil (soilless-bases)
- g. **VERTICAL GARDENING** – refers to a special kind of urban gardening suitable for small spaces, particularly for decorating the walls and roofs in various styles. It is an alternative method for gardening by expanding the scope of growing plants in a vertical space.
- h. **CONTAINER GARDENING** – refers to a micro model farming where a farming unit of household is producing fruits and vegetables in special containers for personal consumption.

Section 4. FAMILY CLEAN AND GREEN PROGRAM. – There is hereby established a family Clean and Green Program which consists of the following:

- a. Mandatory backyard and / or urban food garden for every family.
- b. Training and Mentoring on current technology and techniques for sustainable backyard and/ or urban gardening such as but not limited to self-watering bottle gardening, backyard plot gardening, etc.
- c. Use of organic fertilizers and pesticides.
- d. Compliance with Municipal disposal ordinance.
- e. Presence of Sanitary Toilets.

Section 5. MANDATORY BACKYARD GARDEN. – Each family residing within the Municipality of Glan is hereby mandated to establish their own backyard garden consisting of at least five (5) varieties of vegetables.

Every Barangay and its Purok shall establish its respective Community Organic Garden to be maintained, sustained and administered by Barangay Officials in accordance to rural or urban setting. It shall have at least a minimum of (20) square meters of land area.

After 4 months from the effectivity of this ordinance, all Barangays and its Puroks must have a visible backyard food garden.

Section 6. CLEANEST AND GREENEST GARDEN FAMILY. – There is hereby established a “Cleanest and Greenest Family Garden Contest” in the municipality which shall be based on the following criteria, to wit:

- a. Cleanliness of surroundings
- b. Food Garden Productivity
- c. Solid Waste Management
- d. Presence of Sanitary Toilet

Section 7. URBAN DESIGN. – Urban Gardens shall be in the form of the following:

- 
- Rooftop garden;
 - Window garden;
 - Vertical or wall garden;
 - Pots and small containers gardening;
 - Plots;
 - Hydroponics
 - Air plants

Section 8. PARTICIPATION OF ALL BARANGAYS. – The 31 Barangays in the Municipality of Glan shall encouraged to formulate its own short, medium and long-term programs with specific budget allocation from its Internal Revenue Allotment on organic gardening.

Section 9. PENALTY. – The Punong Barangay shall not issue a Barangay Certification in availing the government financial assistance such as but not limited to: 4P's, IP's, UCT and others if they did not establish their own backyard garden.

Section 10. INCENTIVES. – The Municipality shall grant incentives through annual contest, awards and financial or material support to families engage in backyard organic gardening and barangay/puroks which promote, sustain and practice community organic gardening. The Municipal Agriculturist Office shall formulate guidelines for developing incentive programs, award systems and/or financial or material support.

Section 11. GULAYAN SA MATAG-PANIMALAY CONTEST. – The Municipality may establish an annual "Gulayan sa Matag-Panimalay Contest" for rural/urban Family Backyard Gardening which may be included as one of the highlights in any milestone activity of the municipality.

Section 12. APPROPRIATION. – The Municipality of Glan shall appropriate substantial budget to ensure the implementation of this ordinance and to support the Family and Community Backyard Gardening.

Section 13. IMPLEMENTING RULES AND REGULATIONS. – The Municipal Mayor is hereby authorized to create a Technical Committee to formulate the implementing Rules and Regulations of this ordinance upon its effectivity.

Section 14. SEPARABILITY CLAUSE. – If any part of this Ordinance is declared unconstitutional, the remaining parts unaffected thereby shall continue to remain valid and in effect.

Section 3. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 28th day of March, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly and severally seconded by Honorable Nazarius D. Wata, Honorable Lydia B. Hizoler and Honorable Kayrud W. Alegado, R.N.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 35th Regular Session held on March 28, 2023.


MARION R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


JOSELITO A. ESCOBAR
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 38TH REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, APRIL 18, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	<i>Hon. Victor James P. Yap, Jr.</i>	- <i>Municipal Vice Mayor / Presiding Officer</i>
	<i>Hon. Ricardo Q. Roque, Jr.</i>	- <i>SB Member</i>
	<i>Hon. Kayrud W. Alegado, R.N.</i>	- <i>SB Member</i>
	<i>Hon. Nazarius D. Wata</i>	- <i>SB Member</i>
	<i>Hon. Joselito A. Escobar</i>	- <i>SB Member</i>
	<i>Hon. Elsan Faith R. Engkong</i>	- <i>SB Member</i>
	<i>Hon. Lydia B. Hizoler</i>	- <i>SB Member</i>
	<i>Hon. Carlos A. Homo</i>	- <i>SB Member</i>
	<i>Hon. Edwin D. Pacaldo</i>	- <i>SB Member</i>
	<i>Hon. Roldan R. Daquigan</i>	- <i>LnB President</i>
	<i>Hon. Arla Mae T. Lara</i>	- <i>PPSK President</i>
	<i>Hon. Henry L. Melchomo</i>	- <i>IPMR</i>
ABSENT:	N O N E	

=====

SPECIAL ORDINANCE NO. 23 – 039
Series of 2023
Author: Hon. Arla Mae T. Lara
Co-Authors: Hon. Lydia B. Hizoler
Hon. Nazarius D. Wata

AN ORDINANCE GRANTING BENEFITS AND INCENTIVES TO CHILD DEVELOPMENT TEACHERS (CDT) OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, at present, there are 106 Child Development Centers (CDC) as well as Child Development Teachers and 19 are under Supervise Neighborhood Program for those without CDC in the Municipality of Glan. These Child Development Teachers devoted their time, talent and skills to mold the foundation years of the little children. The Child Development Teacher/Worker also plays a vital role in developing and shaping the personality of the children. They are often called as one of the unsung heroes of their respective community;

Whereas, Republic Act No. 7160, or the Local Government Code of 1991, mandates LGUs to deliver basic social services to its constituents which include but not limited to Day Care Program. Unfortunately the Child Development Teacher/Worker being the service provider of the program mentioned had been not given benefits and privileges by the municipality in time of illnesses, separation from service due to retirement and disablement & other similar situation because of the lack of basic policy that would support their plight;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

- Section 1. Short Title.** – This ordinance shall be known and cited as “*The Child Development Teachers Incentives Program of Municipality of Glan, Sarangani Province*”
- Section 2. Declaration of Policy.** – It is a declared policy of the State to promote the rights of children for survival, development and special protection with full recognition of the nature of childhood and its special needs and to support parents in their roles as primary caregivers and as their children’s first teacher.

The State institutionalized the National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrated and sustainable through complementary strategies. The establishment of such system shall be the joint responsibility of the national government, local government units, NGOs and private organizations which are accredited to deliver the services.

Further, it is the policy of this municipality to provide its constituents with basic educational materials especially for the indigent families of this municipality. It shall promote the rights of every individual to relevant quality of education regardless of age, sex and economic status. The municipality shall promote and maintain equality of access to education as well as to basic educational materials given to the Child Development Center pupils.

Moreover, the Local Government Unit of Glan also aims to promote, provide benefits and improve the total well-being of the Child Development Teachers. In order for the Child Development Teacher to become more responsive and equipped in delivering child care-education service and program, they must be provided with training and workshops to develop skills and capabilities to become effective partners in the implementations of all child care-education and other literacy related programs and activities of the municipality.

Section 3. Objectives. – This ordinance has the following objectives, *viz*:

- a. To adopt the New Standards Set for Day Care, other ECCD Centers and Service providers;
- b. To enhance the role of the Child Development Teachers;
- c. To enhance the capabilities and improve the quality of services rendered by the Child Development Teachers and their supervisor to comply with quality standards; and
- d. To establish a mechanism for the effective and efficient discharge of the joint responsibility in the promotion of the rights of every children.

Section 4. Scope. – All Child Development Teachers who are direct service providers of Child Development Service Program of the Municipality, who have been issued an appointment by the Municipal Mayor duly endorsed by the Punong Barangay through the ECCD Coordinator of the Municipality, thereby completed all the necessary trainings and minimum number of years in service, are consequently entitled to the provisions promulgated under this ordinance.

Section 5. Definition of Terms. – For purposes of this ordinance, the following terms are hereby defined to mean as follows, *to wit*:

A. Accreditation Level

- It refers to the final performance of results and/or ratings applied in every Child Development Center and Child Development Teachers based on the five (5) areas of assessment namely:
 1. Advance of Children's Growth & Development
 2. Partnership with Families, Communities and Local Government
 3. Human Resources Development
 4. Program Management
 5. Physical Environment

B. ECCD Coordinator

- It refers to a person who provides technical supervision and monitoring to Child Development Teachers in the LGU handling three (3) to four (4) years old children in the implementation of ECCD Program.

C. Early Childhood Care Development (ECCD)

- It refers to the full range of health, nutrition, early education and social services program that provide basic holistic needs of young children, to promote their optimum growth and development.

D. Child Development Center (CDC)

- It refers to a government facility located in every barangay where a Child Development Teacher is implementing day care service and other ECCD programs (popularly known as Daycare Center).

E. Child Development Service Program

- It refers to an instrument/standards and indicators formulated by the Department of Social Welfare and Development (DSWD).
- It is used in the Accreditation/Licensing of Child Development Centers and Child Development Teachers/Workers for standardization of the day care program.
- It means provision of supplementary parental care to children whose ages are from three (3) to four (4) years which is rendered during part of the day when a child's parent cannot attend to his/her needs.

F. Child Development Teachers (CDT)

- She/he is one of those "service providers" engaged in teaching children ages 3-4 years old in the child development centers.
- She/he extends other early-childhood-education-related services in a particular Barangay (Popularly known as Day Care Workers).

G. Supervise Neighborhood Play (SNP)

- She/he is one of those “service providers” engaged in teaching children ages 3-4 years old in the supervise neighborhood.
- She/he extends other early-childhood-education-related services in a particular Barangay (Popularly known as Day Care Workers).

H. Accredited Worker

- It refers to the child development teacher and supervised neighborhood play who passed the 5 areas of accreditation level and obtain a performance accreditation of at least level 1 or 3 star.

I. Mandatory Age Retirement

- It refers to the retirement age which upon reaching, a Child Development Teachers/Workers is compelled to retire from day care services and for purposes of this ordinance is established at sixty five (65) years old.

J. Optional Age of Separation of Child Development Teacher

- It means that a Child Development Teacher/Worker may opt to separate or resign from rendering day care services in case of health-related reasons and transfer to any private or public institutions upon submission of mandatory clearance & documents to the Barangay and Child Development Center where a child development teacher/worker is rendering her/his services.

K. Performance Accreditation

- Level 1/3 star – these are mandatory compliance (minimum) which should be complied with, since absence of one would compromise the effectiveness of service implementation. Certificate of Accreditation will state that a worker is very competent.
- Level 2/4 star – are Optimal but compliance would increase the quality of service implementation to a higher level. Certificate of Accreditation will state that the worker is very competent.
- Level 3/5 star – are highest standards that, if complied, will make the facility a Center for Excellence and its Certificate of Accreditation will state that the Worker is highly competent.

Section 6. The Appointing Authority. – The appointing authority of the Child Development Teacher shall be the Municipal Mayor, provided that the Punong Barangay of the concerned Worker issued an Appointment from the Barangay level and Endorsement to the Municipal ECCD Coordinator through the Municipal Social Welfare and Development Office.

Section 7. Qualifications. – For the purpose of this ordinance, the New Child Development Worker must possess the minimum qualification stipulated herein, to wit:

- a. Preferably at least college level undergraduate of education or in any related courses;
- b. Must be a resident of the barangay where he or she intends to serve;
- c. Has relevant experience and interest in working with children;
- d. Must be physically, emotionally and mentally fit as certified by the Municipal Health Officer; and
- e. Must undergone trainings on Early Childhood Care and Development as certified by MSWDO after appointment of office.

Section 8. Term of Office. – The CDT appointment shall be effective within a period of one (1) year, renewable every year, unless earlier removed or terminated in his/her service as a Child Development Teacher, based on the following grounds:

- a. Dishonesty, misconduct and abuse of authority
- b. Neglect of duties, functions and responsibilities as stipulated in this ordinance
- c. Unauthorized absence for three (3) consecutive monthly meeting

A CDT shall not be entitled to his/her terminal benefits and other privileges as stipulated in this ordinance if he/she is proven guilty of child abuse by Proper Court.

Section 9. Duties, Functions and Responsibilities. – The following are the duties, functions and responsibilities of a CDT and SNP:

1. She/he must comply with and submit his/her Monthly Daily Time record (DTR) Monthly Progress Report (MPR) within a week of the succeeding month.
2. She/he must fill out and submit an approved leave of absence in excess of one (1) day in the CDC from Punong Barangay.

3. She/he must comply with and administer ECCD Checklist/record of all children enrolled in the child development center age 3-4 years old upon enrollment and semestral re-assessment of the ECCD-Checklist.
4. She/he must comply with, as deemed required, the On-the-Job Trainee (OJT) preparation for newly hired CDT/CDW for at least one (1) month.
5. She/he must show willingness to volunteer in cases of non-inclusion yet in the current budget year of the child development program for receiving honorarium.
6. She/he complies and submits his/her requirements prior to transfer, resignation & retirement with information from the concern Punong Barangay and MSWDO three (3) months prior to final date of transfer, resignation and retirement.
7. She/he report daily to the CDC during regular working days as prescribed by the ECCD Guidelines. Absences and tardiness is not allowed unless with valid reason as approved by the Punong Barangay and MSWDO.
8. She/he must put up a locator's board in the CDC assigned when she/he is going to transact official business in the Barangay and LGU.
9. She/he must attend the monthly meeting of the Association every 1st Monday of the month and/or as when there shall be emergency meeting.
10. She/he must attend official trainings and seminars as she/he may be called for; as authorized and approved by the Punong Barangay and MSWDO.
11. She/he must comply with the teaching schedule of at least twenty five (25) enrollees per session daily, using the provided DCS Curriculum Guide for 3-4 years old children as provided in the New Standard Training Manual for Day Care Workers (Module 5).
12. She/he must comply with and submit all monthly mandatory reports to the Punong Barangay and MSWDO, a Year-End Performance Appraisal Reports (PAS) as basis for re-appointment.
13. She/he complies with the Daily Supplementary Feeding to all children enrolled in the CDC as required by the DSWD until the completion of the program.
14. She/he complies with the conduct of DCP-Parents Orientation at the start of every school year.
15. She/he must comply with the conduct of Enhanced Parents Effectiveness Seminar (EPES) to all parents in the CDC as part of the DCS program.
16. She/he must comply with and submit all their required accreditation/licensing to all expired and new CDC's and CDT/CDW based on DSWD E.O no. 15, s-2011 (New DSWD-Standard Accreditation Tool).
17. She/he must wear his/her prescribed uniform daily as she/he reports and teaches in the child development center.
18. She/he must establish partnership with the BNS, BHW, Barangay Officials, Purok Leaders, Parents committee, GO's, NGO's, Private Sector & other community partnership in the implementation of ECCD program.

Section 10. Benefits and Incentives. – A Child Development Worker shall receive the following benefits and incentives:

- A. Monthly Honorarium** – The child development teacher is entitled to receive his/her monthly honorarium in the amount of Two Thousand Pesos (₱2,000.00). The supervise neighborhood play is entitled to receive his/her monthly honorarium in the amount of One Thousand Five Hundred Pesos (₱1,500.00). The monthly honorarium shall be increased by Five Hundred Pesos (₱500.00) after every three years subject to the availability of funds.

Additional ₱500.00 monthly honorarium after attaining three (3) star rating and additional ₱500.00 for additional star garnered. Accreditation period will be conducted every three (3) years. The expiration of the incentives will be based on the date of her/his Accreditation expiration.

During summer trainings, summer classes and early enrollment/recruitment of the enrollees, a Child Development Teacher shall be entitled his/her monthly honorarium in full, respectively.

- B. Hospitalization and Medical Assistance** – The Local Government Unit of Glan shall enroll all Child Development Teachers to Philhealth and its premium shall be charged to the allocation of the program. All Child Development workers are automatically entitled to avail the medical assistance – Red Card in any accredited hospital and other medical and hospitalization assistance program of the Local Government.

- C. Service Acknowledgement Benefits** – In case the Child Development Teacher reached the mandatory age retirement or avails the Optional Age of Separation, they shall be granted a service acknowledgement benefits based on the schedule below.

Years of Service Rendered	Amount of Benefit
10 years and one day to 15 years	₱10,000.00
15 years and one day to 20 years	₱15,000.00
20 years and one day to 25 years	₱20,000.00
25 years and one day to 30 years	₱25,000.00
30 years and above	₱30,000.00

- D. **Burial Assistance** – An immediate beneficiary of the CDT is entitled to receive a burial assistance from the Local Government Unit of Glan to CDT for his/her death due to sickness or accident. The Burial Assistance may be avail by the CDT with good record as certified by the MSWDO even if she/he is terminated from service for the reason of retirement and or disability.
- E. **Gratuity Pay** – A Child Development Teacher is entitled to receive his/her year-end bonus in the amount **₱1,500.00** yearly of which shall be released at the end of the year, provided that she/he has accumulated service and he/she is in service as of July 1 of the year.

Section 11. Continuing Education for Workers. – The Municipal Social Welfare and Development Office through the ECCD Coordinator shall design a curriculum or training plan for the Accredited Child Development Worker with the end view of upgrading the proficiency and competency of the workers. Provided, that this will be implemented once a year preferably prior to the opening of classes.

Section 12. Composition and Membership of Association of Child Development Teachers/Workers. – This association shall be composed of all the Child Development Teachers of the 31 Barangays of the Municipality of Glan.

Section 13. Mandatory Review of the Municipal Council for the Protection of Children. – All benefits and privileges provided in this Ordinance shall undergo a mandatory review every three (3) years to ensure that only the qualified workers received the same and consistent with the need of the times. Provided, that the result of the review shall immediately be forwarded to the Sangguniang Bayan for appropriate legislative action.

Section 14. Annual Search for Top 5 Outstanding CDT. – Annual selection of the Top 5 Most Outstanding Child Development Worker shall be based on the criteria's set forth in the IRR of this Ordinance. There shall be cash incentive of **Five Thousand Pesos (₱5,000.00)** to be given to the Most Outstanding CDT. The Local Chief Executive shall create a Committee who will be responsible for the selection process and the Annual Awarding Ceremony.

Section 15. Appropriation. – The Municipal Local Government Unit of Glan, through the Municipal Social Welfare and Development Office shall allocate funds for the implementation of the provisions of this Ordinance. The honorarium and other incentives shall be charged to the Gender and Development (GAD).

Section 16. Implementation Rules and Regulations. – The Municipal Council for the Protection of Children and the ECCD Coordinator within 45 days upon the approval of this Ordinance shall promulgate the rules and regulations to effectively carry out the provisions of this Ordinance subject to the approval of the Chairperson on Social Welfare and the Local Chief Executive. Notwithstanding the absence of IRR, this Ordinance shall be considered self-executory.

Section 17. Role and Responsibility of the Barangay. – In consonance with the policy of shared responsibility, every barangay shall see to it that every CDT will receive not less than **One Thousand Pesos (₱1,000.00)** monthly honorarium from the Barangay. The Barangay is mandated to provide funds for the improvement/repair of DCC and other minor needs such as electricity and payment of bills and water facility.

Section 18. Partisan Political Activities. – No locally-accredited CDT shall engage in any partisan activity or take part in any election, initiative, referendum, plebiscite or recall except to vote nor shall use his/her authority to influence to cause the performance of any political activity by any person or body.

Any worker who intends to run for public office, except in the Purok level, shall automatically be considered as resigned upon filing of his/her Certificate of Candidacy at the Commission on Election (COMELEC). Any complaint for partisan activity against the CDT/CDW that is entitled under this ordinance shall be investigated and decided by the Municipal Council for the Protection of Children.

Section 19. No Collection Policy from Parent as Counterpart for Honorarium. – No CDT shall be allowed to require, and accept, contribution from parents of day care pupils which in any way or manner, constitute as his/her honorarium.

Section 20. Separability Clause. – If, for any reason, any part or section of this Ordinance is declared invalid or unconstitutional, other parts or sections which are not affected thereby shall continue to be in full force and effect.

Section 21. Repealing Clause. – All ordinances and orders, or part thereof, which are inconsistent with any of the provision of this ordinance are hereby repealed or modified accordingly.

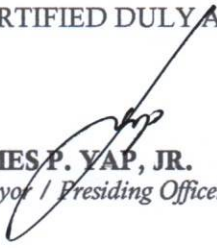
Section 22. Effectivity Clause. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 18th day of April, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Arla Mae T. Lara and Honorable Kayrud W. Alegado, RN.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 38th Regular Session held on April 18, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: **MAY 02 2023**

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:
- Hon. Victor James P. Yap, Jr.

Hon. Ricardo Q. Roque, Jr.

Hon. Kayrud W. Alegado, RN

Hon. Nazarius D. Wata

Hon. Joselito A. Escobar

Hon. Elsan Faith R. Engkong

Hon. Lydia B. Hizoler

Hon. Carlos A. Homo

Hon. Edwin D. Pacaldo

Hon. Roldan R. Daquigan

Hon. Arla Mae T. Lara

Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- LnB President

- PPSK President

- IPMR

ABSENT: NONE

SPECIAL ORDINANCE NO. 23 – 040
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) VETERINARIAN V, WITH SALARY GRADE 24, UNDER THE OFFICE OF THE EXECUTIVE DEPARTMENT OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Veterinarian V, SG 24**, in the regular plantilla under the **Executive Department** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **CREATED**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Veterinarian V, SG 24**, are as follows, viz:

- Education
 - Experience
 - Training
 - Eligibility
- Doctor of Veterinary Medicine
 - 4 years of relevant experience
 - 24 hours of relevant training
 - R.A. No. 1080

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Enforce laws and regulations for the prevention of cruelty to animals and other measures to eradicate, prevent or cure all forms of animal diseases;

- Ensure that Local Government Unit of Glan will provide safe and quality meat for human consumption through slaughterhouses regulations;
- Regulate the keeping and movement of animals;
- Regulate and inspect animal products and by products ensure the safety of the public;
- Provide veterinary related activities such as in the outbreak of highly-contagious and deadly diseases and in situations resulting in the depletion of animals for work and human consumption;
- Provide veterinary related services and supports of aftermath of man-made and natural disaster and calamities;
- Formulate and develop projects that will ensure increase livestock, poultry and other domestic animals used for work and human consumptions;
- Responsible for the delivery of livelihood supports through animal production and animal products and by products utilization;
- Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the Mayor, as the case may be, in carrying our measures to ensure the delivery of basic services;
- 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 the veterinary-related activities;
- Advise the Mayor, as the case may be, on all matters pertaining to the slaughter of animals for human consumption and the regulation of slaughterhouses;
- Regulate the keeping and movement of domestic animals;
- Recommend to the sanggunian and advise the mayor, as the case may be, on all other matters relative to veterinary services which will increase the number and improve the quality of livestock, poultry and other domestic animals used for work or human consumption; and
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

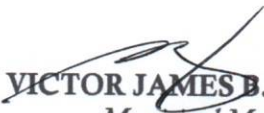
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

- PRESENT:

Hon. Victor James P. Yap, Jr.

Hon. Ricardo Q. Roque, Jr.

Hon. Kayrud W. Alegado, RN

Hon. Nazarius D. Wata

Hon. Joselito A. Escobar

Hon. Elsan Faith R. Engkong

Hon. Lydia B. Hizoler

Hon. Carlos A. Homo

Hon. Edwin D. Pacaldo

Hon. Roldan R. Daquigan

Hon. Arla Mae T. Lara

Hon. Henry L. Melchomo
- Municipal Vice Mayor / Presiding Officer

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- LnB President

- PPSK President

- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 041
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF TWO (2) LOCAL DISASTER RISK REDUCTION MANAGEMENT ASSISTANT, WITH SALARY GRADE 8, UNDER THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of Two (2) Local Disaster Risk Reduction Management Assistant, SG 8, in the regular plantilla under the Municipal Disaster Risk Reduction and Management Office of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, are hereby **CREATED**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for Local Disaster Risk Reduction Management Assistant, SG 8, are as follows, viz:

- 
 - Education
 - Experience
 - Training
 - Eligibility
- Completion of 2 years in College
 - 3 years of relevant experience on DRRM
 - 14 hours of relevant training on DRRM
 - Career Service (Sub-Professional) / First Level Eligibility

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Assists the conduct of trainings, drills, simulation exercises for the community i.e. LGU, barangays, schools, NGO, NGAs, vulnerable/marginalized sectors and coordinates the same with concerned office/org/agency;
- Prepares/monitors project proposals for community development, post-activity reports and other related documents; maintains/monitors the community competency map;
- Performs daily inventory of existing training equipment and supplies & report repair/replacement to concerned section;
- Provides logistical support to the Administration and Public Information Unit; assist in providing executive functions for the LDRRMC and act as IMT/EOC secretariat during disasters/emergencies; and
- Perform other duties and responsibilities as may be assigned from time to time.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

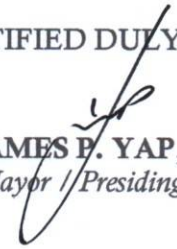
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES B. YAP, JR.
Municipal Vice Mayor // Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- | | | |
|----------|-------------------------------|--|
| PRESENT: | Hon. Victor James P. Yap, Jr. | - Municipal Vice Mayor / Presiding Officer |
| | Hon. Ricardo Q. Roque, Jr. | - SB Member |
| | Hon. Kayrud W. Alegado, RN | - SB Member |
| | Hon. Nazarius D. Wata | - SB Member |
| | Hon. Joselito A. Escobar | - SB Member |
| | Hon. Elsan Faith R. Engkong | - SB Member |
| | Hon. Lydia B. Hizoler | - SB Member |
| | Hon. Carlos A. Homo | - SB Member |
| | Hon. Edwin D. Pacaldo | - SB Member |
| | Hon. Roldan R. Daquigan | - LnB President |
| | Hon. Arla Mae T. Lara | - PPSK President |
| | Hon. Henry L. Melchomo | - IPMR |
- ABSENT: NONE
- =====

SPECIAL ORDINANCE NO. 23 – 042
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ASSISTANT PROFESSOR II (PROGRAM HEAD FOR BACHELOR OF SCIENCE IN NURSING), WITH SALARY GRADE 16, UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Assistant Professor II (Program Head for Bachelor of Science in Nursing), SG 16**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Assistant Professor II (Program Head for Bachelor of Science in Nursing), SG 16**, are as follows, viz:

- | | |
|---------------|--|
| • Education | – Master’s Degree in the area of specialization or its allied/related fields |
| • Experience | – 1 year of relevant experience |
| • Training | – 4 hours of relevant training |
| • Eligibility | – For SUC’s None Required RA 1080 (For course requiring BAR of Board Eligibility)
For Non-SUC’s (PBET/Teacher/RA 1080 |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Provide leadership and direction for the program through the implementation of the curricula of the Bachelor of Science in Nursing (BSN) Program;
- Lead in the curriculum development by planning, developing and evaluating new and existing curricula;
- Evaluate the teaching performance of the teachers who are teaching the general education subjects, as well as the Clinical Instructors teaching major and professional subjects in Bachelor of Science in Nursing (BSN);
- Prepare the subject loads of the teachers and Clinical Instructors who are teaching in the Bachelor of Science in Nursing (BSN) Program;
- Evaluate the curricular status of the Bachelor of Science in Nursing (BSN) students;
- Supervise the Clinical Instructors and the students during the related learning experience both in the hospital and the community;
- Identify the educational needs of the Bachelor of Science in Nursing (BSN) Program in general, and the teachers and students in particular; and
- Perform other duties and functions as delegated by the President.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

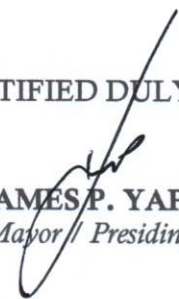
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: **MAY 12 2023**

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President
- IPMR
- ABSENT:

NONE
- =====

SPECIAL ORDINANCE NO. 23 – 042
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ASSISTANT PROFESSOR II (PROGRAM HEAD FOR BACHELOR OF SCIENCE IN NURSING), WITH SALARY GRADE 16, UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, **THAT:**

- Section 1. Creation of Position.** – The position of **One (1) Assistant Professor II (Program Head for Bachelor of Science in Nursing), SG 16**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.
- Section 2. Qualifications.** – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Assistant Professor II (Program Head for Bachelor of Science in Nursing), SG 16**, are as follows, viz:

- Education
 - Experience
 - Training
 - Eligibility

- Master’s Degree in the area of specialization or its allied/related fields
 - 1 year of relevant experience
 - 4 hours of relevant training
 - For SUC’s None Required RA 1080 (For course requiring BAR of Board Eligibility)
For Non-SUC’s (PBET/Teacher/RA 1080

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Provide leadership and direction for the program through the implementation of the curricula of the Bachelor of Science in Nursing (BSN) Program;
- Lead in the curriculum development by planning, developing and evaluating new and existing curricula;
- Evaluate the teaching performance of the teachers who are teaching the general education subjects, as well as the Clinical Instructors teaching major and professional subjects in Bachelor of Science in Nursing (BSN);
- Prepare the subject loads of the teachers and Clinical Instructors who are teaching in the Bachelor of Science in Nursing (BSN) Program;
- Evaluate the curricular status of the Bachelor of Science in Nursing (BSN) students;
- Supervise the Clinical Instructors and the students during the related learning experience both in the hospital and the community;
- Identify the educational needs of the Bachelor of Science in Nursing (BSN) Program in general, and the teachers and students in particular; and
- Perform other duties and functions as delegated by the President.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

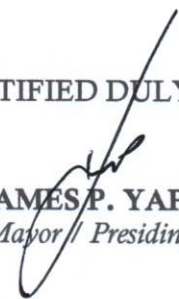
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	NONE	

SPECIAL ORDINANCE NO. 23 – 043
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF FIVE (5) INSTRUCTOR II (FULL-TIME FACULTY), WITH SALARY GRADE 13, UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **Five (5) Instructor II (Full-time Faculty), SG 13**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, are hereby **CREATED**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Instructor II (Full-time Faculty), SG 13**, are as follows, viz:

- | | | |
|---|-------------|---|
| • | Education | – Master’s Degree in the area of specialization or its allied/related fields |
| • | Experience | – None required |
| • | Training | – None required |
| • | Eligibility | – For SUC’s None Required RA 1080 (For course requiring BAR of Board Eligibility)
For Non-SUC’s (PBET/Teacher/RA 1080) |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Plan, organize, and teach in a manner that encourages the professional and personal development of the students in harmony with the institution's vision, mission, goals and objectives;
- Be responsible in the conduct assessment of student's learning, submission of grades, class records and other reports on time;
- Prepare tests on major examinations (Midterm and Final);
- Develop and/or revise syllabi of the courses handled in a particular semester;
- Make suggestions for library purchases of books in courses handled in a particular semester;
- Shall be accessible to students outside the classroom to provide ample periods of time for counseling and monitoring in matters related to academic success;
- Assist the Program Head when requested in the evaluation of faculty through classroom observation;
- Assist the Program Head when requested in the evaluation of the curricular status of the students in the Program where he/she is assigned;
- Attend the departmental and institutional meetings and activities; and
- Perform other duties and functions as delegated by the President.

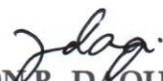
Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

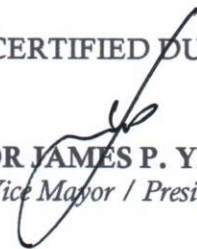
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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SPECIAL ORDINANCE NO. 23 – 043
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF FIVE (5) INSTRUCTOR II (FULL-TIME FACULTY), WITH SALARY GRADE 13, UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **Five (5) Instructor II (Full-time Faculty), SG 13**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, are hereby **CREATED**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Instructor II (Full-time Faculty), SG 13**, are as follows, viz:

- | | | |
|---|-------------|---|
| • | Education | – Master’s Degree in the area of specialization or its allied/related fields |
| • | Experience | – None required |
| • | Training | – None required |
| • | Eligibility | – For SUC’s None Required RA 1080 (For course requiring BAR of Board Eligibility)
For Non-SUC’s (PBET/Teacher/RA 1080) |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Plan, organize, and teach in a manner that encourages the professional and personal development of the students in harmony with the institution's vision, mission, goals and objectives;
- Be responsible in the conduct assessment of student's learning, submission of grades, class records and other reports on time;
- Prepare tests on major examinations (Midterm and Final);
- Develop and/or revise syllabi of the courses handled in a particular semester;
- Make suggestions for library purchases of books in courses handled in a particular semester;
- Shall be accessible to students outside the classroom to provide ample periods of time for counseling and monitoring in matters related to academic success;
- Assist the Program Head when requested in the evaluation of faculty through classroom observation;
- Assist the Program Head when requested in the evaluation of the curricular status of the students in the Program where he/she is assigned;
- Attend the departmental and institutional meetings and activities; and
- Perform other duties and functions as delegated by the President.

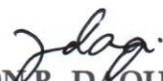
Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

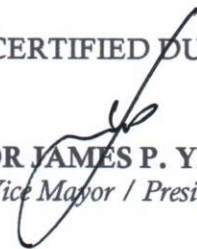
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 044
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) ADMINISTRATIVE OFFICER I, WITH SALARY GRADE 11,
UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY
OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS
THEREFOR AND FOR OTHER PURPOSES
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Administrative Officer I, SG 11**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.
- Section 2. Qualifications.** – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Administrative Officer I, SG 11**, are as follows, viz:
- Education

• Experience

• Training

• Eligibility

– Bachelor’s Degree

– None required

– None required

– Career Service (Professional) Second Level Eligibility
- Section 3. Duties and Functions.** – The positions created under Section 1, above, shall have the following duties and functions:
- Develop reliable and valid tests that measure specific psychological constructs or traits, which involves identifying the theoretical framework, selecting appropriate test items, establishing norms and standards, and ensuring that the test is culturally appropriate and unbiased;
- 1 - page two follows -



- Ensure that tests are administered properly, and that test-takers are provided with clear instructions and accommodations as needed and includes overseeing the testing environment, monitoring test-takers to prevent cheating, and addressing any technical issues that may arise during the testing process;
- Analyze test results by applying statistical tools or through the prescribed method of data analysis and provide meaningful interpretations, examine patterns of responses, identify outliers or unusual results, and determine whether scores are consistent with expectations based on established norms; prepare reports that summarize test results in a clear and understandable way and provide feedback to test-takers, interpret scores in relation to established norms, and make recommendations for further assessment or intervention as needed;
- Engage in research to improve the quality and effectiveness of psychological tests and assessments, which involves evaluating the psychometric properties of existing tests, developing new tests, or exploring the relationship between test scores and other psychological variables;
- Ensure that psychological tests and assessments are valid, reliable, and fair, and that test results are used appropriately to inform decision-making in a variety of settings;
- Identify the needs of the school in terms of the tests and assessment tools and assists in the procurement of these materials; and
- Perform other duties and functions as delegated by the President.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

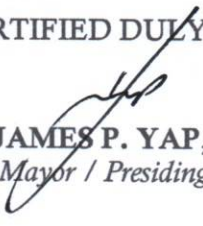
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 044**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE OFFICER I, WITH SALARY GRADE 11, UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Administrative Officer I, SG 11**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.
- Section 2. Qualifications.** – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Administrative Officer I, SG 11**, are as follows, viz:
- Education
 - Experience
 - Training
 - Eligibility

- Bachelor’s Degree
 - None required
 - None required
 - Career Service (Professional) Second Level Eligibility
- Section 3. Duties and Functions.** – The positions created under Section 1, above, shall have the following duties and functions:
- Develop reliable and valid tests that measure specific psychological constructs or traits, which involves identifying the theoretical framework, selecting appropriate test items, establishing norms and standards, and ensuring that the test is culturally appropriate and unbiased;
- 1 - page two follows -



- Ensure that tests are administered properly, and that test-takers are provided with clear instructions and accommodations as needed and includes overseeing the testing environment, monitoring test-takers to prevent cheating, and addressing any technical issues that may arise during the testing process;
- Analyze test results by applying statistical tools or through the prescribed method of data analysis and provide meaningful interpretations, examine patterns of responses, identify outliers or unusual results, and determine whether scores are consistent with expectations based on established norms; prepare reports that summarize test results in a clear and understandable way and provide feedback to test-takers, interpret scores in relation to established norms, and make recommendations for further assessment or intervention as needed;
- Engage in research to improve the quality and effectiveness of psychological tests and assessments, which involves evaluating the psychometric properties of existing tests, developing new tests, or exploring the relationship between test scores and other psychological variables;
- Ensure that psychological tests and assessments are valid, reliable, and fair, and that test results are used appropriately to inform decision-making in a variety of settings;
- Identify the needs of the school in terms of the tests and assessment tools and assists in the procurement of these materials; and
- Perform other duties and functions as delegated by the President.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

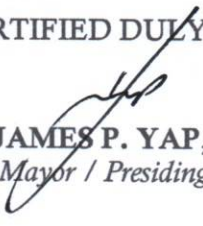
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:
- Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT: NONE

SPECIAL ORDINANCE NO. 23 – 045
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) LABORATORY TECHNICIAN II, WITH SALARY GRADE 8,
UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY
OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS
THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Laboratory Technician II, SG 8**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Laboratory Technician II, SG 8**, are as follows, viz:

- Education
 - Experience
 - Training
 - Eligibility
- Completion of years study in college
 - 1 year of relevant experience
 - 4 hours of relevant training
 - Career Service (Professional) Second Level Eligibility
Laboratory Technician (MC 11, s. 96-Cat. II) First Level Eligibility

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Set up and prepare materials, supplies and equipment to be used in the conduct of experiments;

- Design experiments and developing test procedures;
- Operate and maintain a wide range of laboratory equipment, including electronic, mechanical, and computer-based systems;
- Ensure that equipment is calibrated correctly and kept in good working order;
- Collect and analyze data from experiments and tests, then process and interpret data as basis for generating reports;
- Test products and materials to ensure they meet specific quality standards;
- Inspect products for defects and identifying areas for improvement;
- Maintain accurate records of experiments, test results, and equipment maintenance; prepare presentations, and communicate findings to engineers and scientists;
- Follow safety protocols and ensure that laboratory equipment and procedures comply with regulatory requirements;
- Train other staff members on safety procedures and compliance issues;
- Ensure that all safety guidelines are followed strictly at all times and maintain clean and orderly environment;
- Assist in the procurement of laboratory equipment, materials, and supplies; and
- Perform other duties and responsibilities as assigned.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

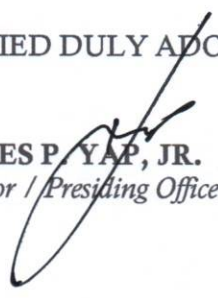
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 41st REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 9, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:
- Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT: NONE

SPECIAL ORDINANCE NO. 23 – 045
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) LABORATORY TECHNICIAN II, WITH SALARY GRADE 8,
UNDER THE GLAN INSTITUTE OF TECHNOLOGY OF THE MUNICIPALITY
OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS
THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Laboratory Technician II, SG 8**, in the regular plantilla under the **Glan Institute of Technology** of the Municipality of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Laboratory Technician II, SG 8**, are as follows, viz:

- Education
 - Experience
 - Training
 - Eligibility
- Completion of years study in college
 - 1 year of relevant experience
 - 4 hours of relevant training
 - Career Service (Professional) Second Level Eligibility
Laboratory Technician (MC 11, s. 96-Cat. II) First Level Eligibility

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Set up and prepare materials, supplies and equipment to be used in the conduct of experiments;

- Design experiments and developing test procedures;
- Operate and maintain a wide range of laboratory equipment, including electronic, mechanical, and computer-based systems;
- Ensure that equipment is calibrated correctly and kept in good working order;
- Collect and analyze data from experiments and tests, then process and interpret data as basis for generating reports;
- Test products and materials to ensure they meet specific quality standards;
- Inspect products for defects and identifying areas for improvement;
- Maintain accurate records of experiments, test results, and equipment maintenance; prepare presentations, and communicate findings to engineers and scientists;
- Follow safety protocols and ensure that laboratory equipment and procedures comply with regulatory requirements;
- Train other staff members on safety procedures and compliance issues;
- Ensure that all safety guidelines are followed strictly at all times and maintain clean and orderly environment;
- Assist in the procurement of laboratory equipment, materials, and supplies; and
- Perform other duties and responsibilities as assigned.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

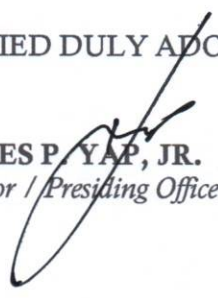
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 9th day of May, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 41st Regular Session held on May 9, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 12 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 42nd REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MAY 16, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member, Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Nazarius D. Wata	- SB Member, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 046
Series of 2023
Sponsor: Hon. Joselito A. Escobar

**AN ORDINANCE INSTITUTIONALIZING THE
PUBLIC EMPLOYMENT SERVICE OFFICE (PESO), IN
THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI**

Whereas, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balance ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants;

Whereas, in view of the effectivity of the Public Employment Service Office or PESO, pursuant to Republic Act No. 8759, or the PESO Act of 1999 in promoting employment, there is a need to institutionalize the said office in the Municipality of Glan in order to carry out full employment and equality of employment opportunities for all, to strengthen and expand the existing employment facilitation service machinery of the government particularly at the local levels;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Short Title. – This ordinance shall be known as the **“Public Employment Service Office or PESO Ordinance of the Municipality of Glan”**.

 **Section 2. Declaration of Principles and Policies.** – Republic Act No. 8759, entitled “An Act Institutionalizing a National Facilitation Service Network Through the Establishment of a Public Employment Service Office in Every Province, key City and Other Strategic Areas Throughout the Country, “otherwise known as the PESO Act of 1999”, mandates the establishment of a Public Employment Service Office or PESO to be managed and funded by the LGU as one among the strategic areas identified in cooperation of Department of Labor and Employment (DOLE) and its attached agencies. The Local Government Unit of Glan recognizes the importance and various objectives of the PESO to ensure prompt, timely and efficient delivery of employment services and provision of information on the DOLE programs. Hence, the PESO shall:

- a. Provide a venue where could avail simultaneously various employment services such as LMI, referrals, training, and entrepreneurial, reintegration, and other services;
- b. Serve as referral and information center for various services and programs of the DOLE and other government agencies present in the areas;
- c. Provide clients with adequate information on employment and labor market situation in the area; and
- d. Network with other PESO, within the region on employment for job exchange purposes.

Section 3. Scope and Coverage. – This ordinance shall cover the entire political jurisdiction of the Municipality of Glan, Province of Sarangani.

Section 4. Purpose. – This ordinance is enacted in response of the need to create a Public Employment Service Office or PESO under the Office of the Municipal Mayor which shall ensure prompt, timely, and efficient delivery of full-cycle employment facilitation services.

Section 5. Definition of Terms. – For purposes of this ordinance, the following terms are defined to mean, viz:

- a. **PESO** – free of charge multi-employment service facility or entity established, recognized or accredited pursuant to Republic Act No. 8759.
- b. **DOLE** – refers to Department of Labor and Employment.
- c. **National Facilitation Service Network (NFSN) or National Employment Service Network (NESN)** – refers to the Department of Labor and Employment (DOLE), its Regional Offices (PESOs) established at the Local Levels to provide integrated collaborative and systematic delivery of employment services to clients.
- d. **Key Cities** – refers to cities which are industrialized, centers of trade, commerce, and economic activities, and where employment opportunities exist or are accessible.
- e. **Strategic Areas** – refers to industrial centers, economic zones, agriculture, and fisheries development zones, eco-tourism, growth areas and other areas, (like local government unit), where government intervention is needed to develop human resources in order for them to complete in open employment and self-employment.
- f. **Clients** – refers to jobseekers, employees, researchers, planners, policy makers and other persons who seek the services of PESO.
- g. **Labor Market Information (LMI)** – refers to any information concerning the size, composition, functions, problems, or opportunities of the Labor Market or any part thereof, including but not limited to employment-related intention or aspirations of labor market clients.
- h. **Regional Coordinating Councils (RCC)** – refers to DOLE Regional Office and the offices of the DOLE attached agencies in the Regions.

Section 6. Institutionalization of the Public Employment Service Office (PESO). – There shall be institutionalized a Public Employment Service Office or PESO under the Office of the Municipal Mayor in the Municipality of Glan to ensure prompt, timely, and efficient delivery of full-cycle employment facilitation services.

Section 7. The Unit Head of PESO. – The PESO Manager who serves as the Unit Head of the PESO was created by the Sangguniang Bayan as a permanent item/plantilla where the Municipal Government of Glan shall recognize, the salary grade, compensation, and other details pertinent to the item.

His functions are to direct, assist in formulation of policies and procedures; assess and monitor the implementation of rules and regulations governing private recruitment and placement for local employment; provide Labor and Market Information Services, referral and placement services for local and overseas as well as private and civil service employment in accordance with the existing policies, rules and regulations; provide self-employment services; and maintain effective communication with the Local Executives to appraise and provide recommendations for policy directions.

The PESO Manager shall be provided with at least two staff members to assist him in the discharge of his functions.

Section 8. Functions of the Public Employment Service Office (PESO). – The PESO shall perform the following functions, to wit:

- a. Encourage employers to regularly submit to the PESO a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers both for local and overseas employment, and recruitment assistance to employers;

- b. Develop and administer testing and evaluation instruments in partnership with guidance counselors for effective job selection, training and counseling;
- c. Provide persons with entrepreneurship qualities access to various livelihood and self-employment programs offered by both government and non-government organizations at the provincial/cities/municipal/barangay levels by undertaking referrals for such programs;
- d. Undertake employability enhancement trainings/seminar for jobseekers as well as for those who would like to change careers or enhance their employability in coordination with the Municipal Skills Training Center;
- e. Provide employment and occupational counseling, career coaching, mass motivation and values development activities;
- f. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
- g. Provides reintegration assistance services to returning Filipino (preferably minanhons) migrant workers;
- h. Create linkages and partnerships with Non-Government Organizations (NGOs) and/or Civil Society Organizations; and
- i. Perform such other functions which wilfully carry out the objectives of this Ordinance.

Section 9. Programs and Activities of the Public Employment Service Office (PESO). –

- a. *Job Fairs* – these shall be conducted periodically to bring together in one venue job seekers and employers for immediate matching.
- b. *Livelihood and Self Employment Bazaars* – these will give clients information on the array livelihood programs they choose to avail of particularly in the rural areas.
- c. *Special Credit Assistance for Placed Overseas Workers* – this will enable poor but qualified applicants to avail of cash assistance and other opportunities for overseas employment;
- d. *Special Programs for Employment of Students and out of School Youth (SPESOS)* – this program shall endeavor to provide employment to deserving students out of school youths coming from poor families during summer and/or Christmas vacation as provided for under Republic Act No. 7323 and its implementing rules to enable them to pursue their education;
- e. *Special Recruitment Activity (SRA)* – to assist the employers in the conduct of registration recruitment and placement of worker and provide list of manpower registry;
- f. *Workers Hiring for Infrastructure Projects (WHIP)* – this program is in pursuance of Republic Act No. 6685 which requires construction companies, including the Department of Public Works and Highways and contractor government funded infrastructure projects, to hire thirty percent (30%) of skilled and fifty percent (50%) of unskilled labor requirements from the areas where the project is located;
- g. *Tulong Alalay sa Taong may Kapansanan (TULAY)* – this is to assist in the integration of persons with disability with the mainstream of society through training and employment.
- h. *Electronic Manpower and Skills Registry System* – aims to construct and maintain an updated database of manpower and skills registry.
- i. *Other programs/activities developed by the DOLE* to enhance provision of employment assistance to PESO clients particularly for special groups disadvantaged workers such as persons with disabilities (PWDs) and displaced workers.

Section 10. Appropriation. – The budget necessary to carry out the provisions of this Ordinance, following its enactment, shall be included in the ensuing Appropriation Ordinance embodying the Annual or Supplemental Budget, and every year thereafter, the same shall be included in the Annual Budget of the Local Government Unit of Glan.

The Local Government Unit of Glan shall designate permanent employees from its organic personnel to be chosen by the local chief executive through an Executive Order to handle the functions, duties and responsibilities of the PESO of LGU Glan.

Section 11. Repealing Clause. – All previous ordinances and provisions inconsistent with this ordinance shall be deemed repealed, amended, or modified accordingly.

Section 12. Separability Clause. – If for any reason, any section or provision of this ordinance shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions thereof.



Section 13. Effectivity. – This ordinance shall take effect immediately upon approval and after posting as required by law.

Enacted unanimously, this 16th day of May, 2023, upon motion of Honorable Elsan Faith R. Engkong, which was jointly seconded by Honorable Kayrud W. Alegado and Honorable Joselito A. Escobar.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 42nd Regular Session held on May 16, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAY 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 45th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JUNE 6, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, <i>Presiding Officer</i>
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

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SPECIAL ORDINANCE NO. 23 – 047
Series of 2023
Author: Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE INSTITUTIONALIZING AND IMPLEMENTING THE REGISTRATION OF OWNERSHIP OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT PURSUANT TO THE JOINT MEMORANDUM CIRCULAR NO. 201-02 OF THE DEPARTMENT OF AGRICULTURE AND THE DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT RELATIVE TO THE NATIONAL GUIDELINES FOR THE REGISTRATION OF OWNERSHIP OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. SHORT TITLE. – This ordinance shall be referred to as the "*Mandatory Registration of Ownership of Agricultural and Fishery Machineries and Equipment in the Municipality of Glan, Sarangani Province*"

Section 2. SCOPE/COVERAGE. – This Ordinance shall cover a one-time registration of ownership of both new and currently-used agricultural equipment by any whether individual owner, registered farmer-cooperatives and farmer-associations and corporations, and any other private entity, which are registered with the Securities and Exchange Commission, the Department of Trade and Industry, the Department of Labor and Employment, or the Cooperative Development Authority. The agricultural and fishery machineries and equipment shall include all machineries and equipment for the production, harvesting processing, storage, manufacture, preserving, transporting and distribution, research, extension and instructions, which shall include, but are not limited to, the agricultural and fishery machineries and equipment. Furthermore, agricultural and fishery machineries and equipment owned and operated by any government entity, including the local government units, shall likewise be subject to the mandatory registration prescribe in this Ordinance.

Section 3. DEFINITION OF TERMS. – For purpose of this Ordinance, the following terminologies are used and defined as follows:

A. *Agricultural and Fisheries Machinery* – refers to machinery and equipment for the production, harvesting, processing, storage, manufacture, preserving, transporting and distribution of agricultural and fisheries products.

These include, but not limited to tractors and their attachments, power tillers, seeders, trans planters, windmills, harvesting machines, crop protection and maintenance equipment, irrigation equipment and accessories, greenhouses and other thermal conditioning equipment, livestock equipment, meat/fishery and crop processing equipment, post-harvest machines such as milling machines, dryers, threshers, grain and other strippers, agricultural transport machinery and storage facilities including cold storage, refer vans, slaughter houses and fishing boats of three (3) gross tons or less, new agricultural and fishery machinery includes newly imported as well as one that has not been used since its date of manufacture.

- B. **Processing Complexes** – integrated system of equipment and facilities for processing of agricultural and fisheries products.

Section 4. REGISTRY OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT.

– The Municipal Department of Agriculture shall maintain and update a registry of agricultural and fishery machineries and equipment. This function shall be transferred to and assumed by the Municipal Agriculture Office the moment this Office shall have been created fully operational pursuant to the provisions of Section 29 of Republic Act No. 10601 and DA-DBM-DILG, SC Joint Memorandum Circular No. 02, series off 2020.

The Municipal Department of Agriculture shall have a trained Agricultural and Bio-System Engineer (ABE) to undertake the registration, and, in case it does not have one, shall hire at least one such Agricultural and Bio-System Engineer, and shall likewise be equipped with one QR printer.

The list of newly registered agricultural and fishery machineries and equipment with complete information shall be uploaded monthly to the server of the Philippine Center for Post-Harvest Development and Mechanization-Agricultural and Fisheries Mechanization and Engineering Resource Network (PhilMech-AFMechEm). This list shall likewise be submitted quarterly by the Municipal Department of Agriculture to the Agricultural Engineering Division of the Provincial Office (PAO).

The machinery owner shall report to the Barangay Office when the machinery and equipment is no longer operational for delisting and/or deletion from the registries of the Municipal Department of Agriculture.

Section 5. REGISTRATION OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT PRESENTLY REGISTERED BY OTHER CONCERNED NATIONAL GOVERNMENT AGENCIES.

– The registration of agricultural and fishery machineries and equipment presently being undertaken by concerned government agencies, such as by the Bureau of Fisheries and Aquatic Resources (BFAR) for fishing boats, Philippines Coconut Authority (PCA) on oil mills and other concerned national government agencies, shall be included in the registry of agricultural and fishery machineries and equipment under this ordinance.

Section 6. GENERAL GUIDELINES FOR THE ISSUANCE OF CERTIFICATE OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT REGISTRATION (CARMER).

– The owner/user of agricultural and fishery machineries and equipment shall submit to the Municipal Department of Agriculture the following documents, to wit:

- 
- A. Certificate of Location/Address of the owner of the agricultural and fishery machinery or equipment from the Barangay Office;
 - B. Duly accomplished prescribed Registration Application Form; and
 - C. Any evidence of acquisition/ownership of agricultural and fisheries machinery and equipment such as: Delivery Receipt (DR), Sales Invoice (SI), Official Receipt (OR), or Deed of Donations, Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU). In case that these documents are not available, the barangay office where the owner resides shall execute an affidavit attesting to the lawful ownership of the machinery or equipment.

The Municipal Department of Agriculture, through the Agricultural and Bio-Systems Engineer, shall verify and evaluate the submitted documents, upon finding that the owner of the machinery equipment has complied with all the documentary requirements and has paid the registration fee, the Municipal Department of Agriculture shall process and recommend the issuance of CAFMER for approval of the Municipal Mayor, or his duly authorized representative. Unless otherwise directed by the Municipal Mayor, the Municipal Business Processing and Licensing Office shall act as the representative of the Municipal Mayor for this purpose.

The registration sticker shall be issued by the Municipal Department of Agriculture after the application form has been approved, and it shall keep a copy of the approved CAFMER and ensure that the registration is uploaded to the PhilMech-AFMechERN. The data of the registered agricultural and fishery machineries and equipment shall be linked to the PhilMech-AFMechERN server upon registration.

Section 7. PROCEDURE IN CASE OF AMENDMENT TO THE CERTIFICATE OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT REGISTRATION (CAFMER). – The Office of the Municipal Mayor, through the Municipal Business Processing and Licensing Office, shall issue a Certificate and an amended CAFMER in the following instances:

- A. Transfer of Ownership of the agricultural and fishery machineries and equipment: in case of such transfer of ownership, the documentary requirement for registration shall likewise be required;
- B. Transfer of location to another city/municipality, in which case the existing registration shall be delisted and/or deleted, and the certificate so issued shall be cancelled, and a new registration shall have to be secured from the local government unit where the owner has, or the equipment has been, transferred;

The Office of the Municipal Mayor, through the Municipal Business Processing and Licensing Office, shall issue a Certificate of Clearance to the owner for submission to the city/municipality where the owner has transferred within 30 days. The portion in the application form which states "For Deletion/Cancellation of Agricultural and Fisheries machinery and Equipment Registration" must be filled up.

The Municipal Department of Agriculture shall delete the agricultural and fishery machineries and equipment in the list of registration of such machinery and equipment. The machinery owner shall likewise report to the Municipal Department of Agriculture on any non-serviceable machinery and equipment for delisting and/or deletion from the registries of such machineries and equipment in the Municipal Department of Agriculture. The owner shall undergo another registration process in the application for an amended CAFMER. For which registration fee as provided for in this Ordinance shall be paid.

In the event that such machinery or equipment is involved in any criminal or civil case regarding question of ownership as reported by the Barangay officials, no Certificate of Clearance shall be issued by the appropriate local government unit office.

Section 8. REGISTRATION FEE. – The registration fee for each agricultural and fishery machinery or equipment to be paid by the owner thereof shall be **Three Hundred Pesos (P300.00)**, inclusive of the cost of the registration plate to be issued by the Municipal Department of Agriculture to the owner.

The agricultural and fishery machineries and equipment owned by cooperatives duly registered under Republic Act No. 6810 (Magna Carta for Country and Barangay Business Enterprises, or Kalakalan 20) and Republic Act No. 6938 (Cooperative Code of the Philippines) shall be exempted from payment of registration fees pursuant to Section 133 of the Local Government Code of 1991.

Section 9. INCENTIVES FOR THE REGISTRATION OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT.

- A. Registration may be in the availment of government incentives/subsidies;
- B. Registered machinery may be used as loan collateral;
- C. Registration will facilitate the location of lost agricultural and fisheries machinery units;
- D. Availment of common Service Facilities (CSF); and
- E. Provision of insurance (e.g. Registry System for Basic in Agriculture for registered agricultural and equipment.

The Municipal Department of Agriculture shall coordinate with the Philippine Corp Insurance Corporation (PCIC) for the most appropriate insurance package for agricultural and fishery machineries and equipment, in reference to the Registry System for Basic Sectors in Agriculture (RSBSA) of the DA-ICTS.

Section 10. PUBLIC INFORMATION CAMPAIGN. – The Municipal Department of Agriculture, in collaboration with the Municipal Community Affairs Office and the Barangay Local Government Units shall undertake information campaign on the implementation of the registration of ownership of agricultural and fishery machineries and equipment.

Section 11. FUNDING. – Initial funding for the implementation of the registration of agricultural and fishery machineries and equipment, as well as for the hiring of agricultural and bio-systems engineer, purchase of registration equipment, including QR printer, and other activities on the registration of ownership of agricultural and fishery machineries and equipment, shall be sourced from any available savings that the Municipal Budget Office shall certify and for which the Municipal Mayor is hereby authorized to utilize for these purposes. For these purposes, such savings so certified and approved are hereby deemed appropriated. Thereafter, and in the succeeding years, funding therefor shall be incorporated in the maintenance and other operating expenses of the Municipal Department of Agriculture.

Section 12. REPEALING CLAUSE. – All ordinances, executive orders, rules and regulations, or other issuances, which are inconsistent herewith, are hereby deemed amended, modified or repealed accordingly.

Section 13. SEPARABILITY CLAUSE. – In the event that any part or provision this Ordinance is declared unconstitutional, ultra vires, inoperative, or otherwise illegal or unlawful, by any court of competent jurisdiction or by the Sangguniang Panlalawigan, all other remaining parts or provisions not so declared or affected shall remain valid and in full force and effect.

Section 14. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 6th day of June, 2023, upon motion of Honorable Ricardo Q. Roque, Jr., which was duly seconded by Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly adopted by the Sangguniang Bayan on its 45th Regular Session held on June 6, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JUN 14 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 39TH REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, APRIL 25, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, Official Business
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SPECIAL ORDINANCE NO. 23 – 048
Series of 2023
Author: Hon. Joselito A. Escobar

AN ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF GLAN, SARANGANI PROVINCE AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, the Municipality of Glan needs to establish its Municipal Veterinary Office (MVO) to carry out all the veterinary measures in keeping healthy domestic animals through responsible pet ownership and prevention of cruelty to animals. The office will regulate meat, poultry, milk and dairy products for public consumption and be in the frontline of veterinary-related activities in the prevention and control of disease outbreaks in animals;

Whereas, the said office to be established will implement regulatory measures in keeping domestic animals and help enforce the law on wildlife conservation and protection within the Municipality;

Whereas, the Municipal Veterinary Office, likewise, will conduct investigation, surveillance and confiscation of illegally slaughtered and processed meat as mandated under RA 9226, also known as the “Meat Inspection Code of the Philippines” and enforces the labeling and against adulteration of meat and meat products;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. TITLE. – This ordinance shall be known as the “ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF GLAN, SARANGANI PROVINCE AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES”

Section 2. LEGAL BASIS. – Section 15 of the 1987 Philippine Constitution explicitly provides that “the state shall protect and provide the right health of the people and instill health consciousness among them”;

Section 17 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 states that “Local Government Units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They also discharge the functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provisions of basic services”;

Under the Implementing Rules and Regulations (IRR) of the Local Government Code, Chapter 2, Section 443 (c) The Sangguniang Bayan may: (2) create such other offices as may be necessary to carry out the purposes of the municipal government.

  page two follows - 

Section 3. PURPOSE. – To strengthen the provision of basic services and facilities to be undertaken by the Municipality for promulgating specific policies and procedures governing the flow of poultry, livestock products through various stages of marketing and the proper preservation and inspection of such products.

Section 4. DEFINITION OF TERMS. – The following terms for the purpose of this ordinance shall mean, viz:

Animal – any member of the Kingdom Animalia, other than Homo sapiens; is defined as one or more of the following, but not limited to: domestic animal, fowl, livestock, poultry, and swine commonly consumed by people of this municipality.

Animal Welfare – pertains to the physical and psychological well-being of animals. It includes, but not limited to, the avoidance of abuse, maltreatment, cruelty and exploitation of animals by humans by maintaining appropriate standards of accommodation, feeding and general care, the prevention and treatment of disease and the assurance of freedom from fear, distress, harassment, and unnecessary discomfort and pain, and allowing animals to express normal behavior.

MVO – refers to the Municipal Veterinary Office.

Food Producing Animal – refers to all domesticated animals slaughtered for human consumption but not limited to cattle, carabaos, horses, deer, ostrich, poultry and hogs.

Food Animal Establishment – any facility or business that has custody or control of food animals.

Livestock – refers to domestic animals raised for meat and offered for sale to the public.

Meat Establishment – premises such as slaughterhouse, poultry dressing plants, meat processing plants, cold storage, warehouse, and other meat storage outlets that are approved by the National Meat Inspection Services (NMIS) in which food animals or meat products are slaughtered prepared, processed, handled, packed and stored.

Meat Handler – shall mean a person directly involved in the preparation, transport and sale of meat and meat products.

Meat Hygiene – all conditions and measures necessary to ensure the safety and suitability of meat and meat products at all stages of the food chain.

Meat Inspection – refers to an act by an official inspector to ensure compliance with the rules and regulations including but not limited to humane handling of slaughter animals ante and post mortem inspection, quality assurance program, hygiene and sanitation program, good manufacturing program, sanitation standard operating procedures, hazard analysis critical control point program, residue control program on any meat and meat product, meat establishment facilities, transport vehicles and conveyance; the examination of food, food production facilities establishments, and the management and production systems of food businesses, including examination of documents, finished product testing and registration, and of the origin and destination production inputs and outputs to verify compliance with legal requirements by agency mandated to perform food safety regulatory and/or enforcement functions.

Meat Product – any product capable of use as human food which is made wholly or in part from any meat or other portion of the carcass of any food animals excepting products which contain meat or other portions of such carcasses only in a relatively small proportion or historically have not been considered by consumers as products of the meat industry, and which are exempted from definition as meat product by the Secretary under conditions as he may prescribe to assure that the meat or other portions of such carcasses contained in products are not represented as meat.

Owner – any person or persons, firm, association, partnership or corporation, owning, keeping or harboring any animal or animals.

Poultry – refers to domestic fowls raised for meat and/or eggs and offered for sale to the public

Veterinarian – a doctor of veterinary medicine who holds a valid license to practice veterinary medicine in the Philippines.

Section 5. THE MUNICIPAL VETERINARY OFFICE (MVO). – There is hereby created under this ordinance and its primary functions of which are those stated in Section 6 of this ordinance.

5.1. This office shall constitute a new department in the administrative structure of the local government unit of Glan headed by the Municipal Veterinarian. The department will be composed of three (3) line divisions, namely: a) Administrative Unit; b) Livestock and Poultry Production Division; c) Animal Health & Regulatory Division. The functions of the divisions are as follows:

5.1.1. Administrative Unit: This division shall be responsible for the collation, preparation, management and maintenance of office data base including livestock, poultry and breeding production, animal disease and control and regulatory veterinary public health.

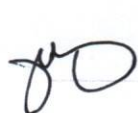
5.1.2. Livestock and Poultry Production Division: This division shall aims to increase livestock production and improve productivity to help ensure availability, accessibility and affordability of livestock products. Invigorate the rural economy by promoting enterprise development and increase farmer's income and ensure the compatibility of practices in the livestock and poultry enterprises with environmental standards.

5.1.3. Animal Health & Regulatory Division: This division shall ensure animal's health, disease-free and well looked after and to implement policies aimed at preventing – or managing – outbreaks of serious animal diseases, and in doing so support the farming industry, protect the welfare of animals and safeguard public health from animal borne diseases.

Section 6. FUNCTIONS OF MUNICIPAL VETERINARY OFFICE (MVO). – The Municipal Veterinary Office shall have the following functions:

- Conduct quarantine operations, seminars, inspection, monitoring, surveillance of meat and meat establishments, access to pertinent records and confiscation, hold order or condemnation of meat and meat items, locally sources and imported. These include meat and meat products from food animals locally slaughtered in unaccredited and/or accredited facilities, sourced from banned countries, smuggled, undocumented, whether fit or unfit for human consumption, that may pose imminent danger to public health and may carry animal diseases detrimental to the populace and our animal population itself, to any person, firm or corporation engaged in the business of storing, trading, selling, transporting, processing and preparing meat items referred above.
- Conduct monitoring and inspection of food establishment relatively using meat and meat-product as raw materials to food, to ensure that food and food-product satisfies the requirements of food laws and that the control are in place to prevent, eliminate, or reduce risk(s) to consumers.
- Conduct Animal Immunizations, Animal Impounding Operations, and Nuisance Animal Confiscations on Public and Privately Owned place, Promotion and Implementation of Animal Welfare and Protection in accordance existing National Laws and Local Regulations.
- Responsible for all veterinary activities, such as in the outbreak of highly contagious and deadly diseases and in situation resulting in the depletion of animals for work and human consumption particularly those arising from and in the aftermath of man-made and natural disasters and calamities.
- Shall monitor, conduct field inspection and may require those involved in slaughterhouse operation to submit periodic and special reports to the Municipal Mayor.
- Coordinate and recommend to the Municipal Mayor and to the Sanggunian as the case maybe on all other matters for the improvement of the quality of livestock, poultry, and other domestic animals used for work or human consumption.
- Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances.

Section 7. THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL VETERINARY OFFICE (MVO). – The Municipal Veterinary Office shall be headed by the Municipal Veterinarian, SG-24, who must be a citizen of the Philippines, a resident of Glan Sarangani Province, of good moral character, a licensed doctor of veterinary medicine. He must have practiced his profession for at least one (1) year.

 - page four follows - 

The following positions in the Municipal Veterinary Office (MVO) are also hereby created:

1. Agricultural Center Chief, SG 18
2. Veterinarian II, SG 16
3. Agriculturist II, SG 15
4. Meat Control Officer II, SG 16
5. Meat Control Officer I, SG 13
6. Agricultural Technologist, SG 10
7. Agricultural Technician II, SG 8
8. Livestock Inspector II, SG 8
9. Livestock Inspector I, SG 6
10. Meat Inspector II, SG 8
11. Meat Inspector I, SG 6
12. Data Encoder, SG 6
13. Farm Worker II, SG 4
14. Administrative Aide I, SG 1
15. Utility Worker, SG 1

Section 8. POWERS AND FUNCTIONS OF THE VETERINARIAN. – The Municipal Veterinarian shall:

- To enforce laws and regulations for the prevention of cruelty to animals and other measures to eradicate, prevent or cure all forms of animal diseases;
- Ensure that Local Government Unit of Glan provide safe and quality meat for human consumption through slaughterhouses regulations;
- Regulate the keeping and movement of animals;
- Regulate and inspect animal products and by products ensure the safety of the public;
- Provide veterinary related activities such as in the outbreak of highly-contagious and deadly diseases and in situations resulting in the depletion of animals for work and human consumption;
- Provide veterinary related services and supports of aftermath of man-made and natural disaster and calamities;
- Formulate and develop projects that will ensure increase livestock, poultry and other domestic animals used for work and human consumptions;
- Responsible for the delivery of livelihood supports through animal production and animal products and by products utilization;
- Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the Mayor, as the case may be, in carrying our measures to ensure the delivery of basic services;
- 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 the veterinary-related activities;
- Advise the Mayor, as the case may be, on all matters pertaining to the slaughter of animals for human consumption and the regulation of slaughterhouses;
- Regulate the keeping and movement of domestic animals;
- Recommend to the sanggunian and advise the mayor, as the case may be, on all other matters relative to veterinary services which will increase the number and improve the quality of livestock, poultry and other domestic animals used for work or human consumption; and
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 9. MUNICIPAL VETERINARY INSPECTION BOARD. – There is hereby established the Municipal Veterinary Inspection Board which shall be the policy-making body on veterinary matters directly related to the Municipal Veterinary Office (MVO) and shall be headed by the chairperson or any Sanggunian Member of the Committee on Agriculture with regular members coming from the Sanggunian Bayan Committee on Market, Municipal Health Office, the Municipal Veterinarian, a Representative from the National Meat Inspection Service (NMIS), Philippine National Police (PNP), a Representative from the Municipal Market Office and representative from civil society organizations. From time to time the Chair can invite other parties as deemed appropriate or when demand arises. The said Board shall only serve as a policy making body and provide advice to the Municipal Veterinary Office.

Jf.

- page five follows -

JW

[Signature]

Section 10. BUDGETARY AND FINANCIAL REQUIREMENT. – All salaries and wages of the items created under this ordinance as well as its maintenance and operations and other costs for the FISCAL YEAR 2023 shall be determined by a special committee designated by the Chief Executive for the purpose. During the succeeding years, this office shall henceforth be included as a department in the government structure and receive its corresponding share in the budget process yearly.

Section 11. INTERIM OPERATIONS. – Considering that the Municipal Veterinary Office (MVO) shall operate on its regular budget for the FISCAL YEAR 2023, an interim office shall start to function to be assumed by temporarily designated personnel to be determined by the Municipal Mayor. Upon formal assumption of the personnel appointed to the MVO, the interim appointees shall relinquish their task in favor of the regular MVO. Appointment to the newly created items, for purposes of expediency and economy may be drawn from existing municipal personnel of any department or section, who may be upgraded upon recommendation of the Personnel Selection Board (PSB) and approval by the Municipal Mayor.

Section 12. SEPARABILITY CLAUSE. – Any provision or portion of this ordinance found to be in violation of the Constitution or declared to be invalid shall not impair other provisions or part thereof which shall continue to be in force and in effect.

Section 13. REPEALING CLAUSE. – Ordinances, rules and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this ordinance, are hereby repealed or modified accordingly.

Section 14. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 25th day of April, 2023, upon motion of Honorable Nazarius D. Wata, which was jointly and severally seconded by Honorable Edwin D. Pacaldo, Honorable Lydia B. Hizoler and Honorable Roldan R. Daquigan.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 39th Regular Session held on April 25, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
Municipal Councilor / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JUN 22 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 50th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JULY 11, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
=====		
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 049
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) COLLEGE LIBRARIAN II, WITH SALARY GRADE 15, UNDER
THE GLAN INSTITUTE OF TECHNOLOGY (GIT) OF THE MUNICIPALITY
OF GLAN, SARANGANI PROVINCE, PROVIDING FUNDS
THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) College Librarian II, with Salary Grade 15 (SG 15)**, in the regular plantilla position under the **Glan Institute of Technology** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **College Librarian II, SG 15**, are as follows, viz:

- Education – Bachelor’s Degree in Library Science or Information Science or Bachelor of Science in Education/ Arts Major in Library Science
- Experience – 1 year of relevant experience
- Training – 8 hours of relevant training
- Eligibility – R.A. 1080

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Develop strategic plans to provide relevant resources, services, and programs to meet the needs of the college community, plans and coordinates library events and exhibits;
- Oversees acquisitions, cataloging, classification and processing of library materials;
- Creates and delivers workshops on information and digital literacy, citation management, and research tools that help library users develop effective research skills;
- Manages and supervises the library staff, recruits, trains and evaluates library staff and volunteers, and assigns work tasks appropriately; and
- Perform other duties and responsibilities as assigned.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO), through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

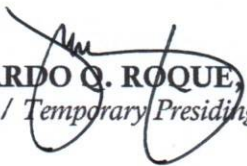
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 11th day of July, 2023, upon motion of Honorable Nazarius D. Wata, which was duly seconded by Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 50th Regular Session held on July 11, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ENACTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JUL 21 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 53rd REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 1, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Official Business)
	Hon. Arla Mae T. Lara	- PPSK President
=====		

SPECIAL ORDINANCE NO. 23 – 050
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) ARCHITECT I, WITH SALARY GRADE 12, UNDER THE
MUNICIPAL ENGINEERING OFFICE, THIS MUNICIPALITY AND
PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Architect I, with Salary Grade 12 (SG 12)**, in the regular plantilla of position under the **Municipal Engineering Office** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.

Section 2. Qualifications. – Pursuant to the Civil Service Commission Resolution No. 050320, dated March 8, 2005, under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Architect I, SG 12**, are as follows, viz:

- Education – Bachelor’s Degree in Architecture
- Experience – None Required
- Training – None Required
- Eligibility – R.A. No. 1080

Section 3. Duties and Functions. – The position created under Section 1, above, shall have the following duties and functions:

- Responsible for creating the applications for various construction permits;
- Responsible for the processing, evaluation, inspection and enforcement of architectural section of PD 1096 or the National Building Code of the Philippines;
- Responsible for producing architectural working drawings of all buildings and other applicable structures;
- Prepares three (3) dimensional presentations/perspectives using the latest software/technology available commercially in the Philippines;
- Prepares conceptual design, plans and other requirements based on initial design concept;
- Provides blow up and detailed drawings necessary and needed in the project construction phase; and
- Perform other tasks as instructed by the Municipal Engineer.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO), through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 1st day of August, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly seconded by Honorable Roldan R. Daquigan and Honorable Carlos A. Homo.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 53rd Regular Session held on August 1, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ENACTED:


RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: **AUG 11 2023**

EXCERPTS FROM THE MINUTES OF THE 57th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 29, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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- PRESENT:**

Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- SB Member / Temporary Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

Hon. Victor James P. Yap, Jr.

- Municipal Vice Mayor, (Official Business)

=====
- SPECIAL ORDINANCE NO. 23 – 051**
Series of 2023
Author: Hon. Joselito A. Escobar
- AN ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE UNDER THE EXECUTIVE DEPARTMENT AND PROVIDING FUNDS THEREFOR AMENDING FOR THE PURPOSE SPECIAL ORDINANCE NO. 23-048, SERIES OF 2023**
- Whereas*, the Municipality of Glan needs to establish its Municipal Veterinary Office (MVO) to carry out all the veterinary measures in keeping healthy domestic animals through responsible pet ownership and prevention of cruelty to animals. The office will regulate meat, poultry, milk and dairy products for public consumption and be in the frontline of veterinary-related activities in the prevention and control of disease outbreaks in animals;
- Whereas*, the said office to be established will implement regulatory measures in keeping domestic animals and help enforce the law on wildlife conservation and protection within the Municipality;
- Whereas*, the Municipal Veterinary Office, likewise, will conduct investigation, surveillance and confiscation of illegally slaughtered and processed meat as mandated under RA 9226, also known as the “Meat Inspection Code of the Philippines” and enforces the labeling and against adulteration of meat and meat products;
- NOW, THEREFORE:*
- Be it Ordained*, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. TITLE.** – This ordinance shall be known as the “**ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE UNDER THE EXECUTIVE DEPARTMENT AND PROVIDING FUNDS THEREFOR**”
- Section 2. CREATION OF THE MUNICIPAL VETERINARY OFFICE (MVO).** – There shall be created a Municipal Veterinarian Office and to be separated from the Office of the Municipal Agriculture to oversee both agricultural activities and veterinary services. This ensures focused management and expertise in both sectors, enhancing efficiency and specialized attention to their respective areas. Each office can then develop policies, regulations, and programs tailored to the unique needs of agriculture and veterinary care.
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- page two follows -



2.1. This Office shall constitute a new department in the administrative structure of the Local Government Unit of Glan, headed by the Municipal Veterinarian. The department will be composed of three (3) line divisions, namely: a.) Administrative Unit; b.) Livestock and Poultry Production Division; and c.) Animal Health & Regulatory Division. The functions of the divisions are as follows:

2.1.1 *Administrative Unit:* This division shall be responsible for the collation, preparation, management and maintenance of office data including livestock, poultry and breeding production, animal disease and control and regulatory veterinary public health;

2.1.2. *Livestock and Poultry Production Division:* This division shall aim to increase livestock production and improve productivity to help ensure availability, accessibility and affordability of livestock products. Invigorate the rural economy by promoting enterprise development and increase farmer's income and ensure the compatibility of practices in the livestock and poultry enterprises with environmental standards; and

2.1.3 *Animal Health & Regulatory Division:* This division shall ensure animal's health, disease-free and well-looked after and to implement policies aimed at preventing – or managing – outbreaks of serious animal diseases, and in doing so, support the farming industry, protect the welfare of animals and safeguard public health from animal borne diseases.

The establishment of Municipal Veterinary Office is necessary in order to provide efficient and effective delivery of services to the constituents in the Municipality of Glan.

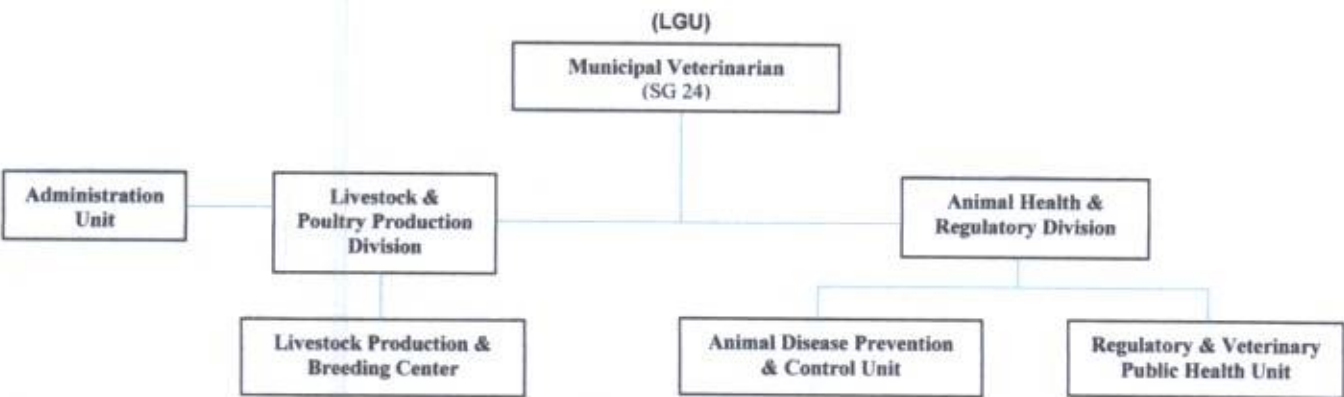
Section 3. LEGAL BASIS. – Section 16, General Welfare Clause of the Local Government Code of 1991 states that, “every Local Government Unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, Local Government Units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”;

Section 17 (a) of Republic Act No. 7160 of the same code further states that “Local Government Units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They also discharge the functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provisions of basic services”.

Section 4. PURPOSE. – To strengthen the provision of basic services and facilities to be undertaken by the Municipality for promulgating specific policies and procedures governing the flow of poultry, livestock products through various stages of marketing and the proper preservation and inspection of such products.

Section 5. THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL VETERINARY OFFICE (MVO). – In Section 76, the Organizational Structure and Staffing Pattern of the Republic Act No. 7160 states that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

The Municipal Veterinary Office shall be included in the whole organizational structure of the LGU-Glan. Hereunder is the Organizational Chart illustration:





- page three follows - 

Section 6. FUNCTIONS OF MUNICIPAL VETERINARY OFFICE (MVO). – The Municipal Veterinary Office shall have the following functions:

- 6.1.1. Conduct quarantine operations, seminars, inspection, monitoring, surveillance of meat and meat establishments, access to pertinent records and confiscation, hold order or condemnation of meat and meat items, locally sources and imported. These include meat and meat products from food animals locally slaughtered in unaccredited and/or accredited facilities, sourced from banned countries, smuggled, undocumented, whether fit or unfit for human consumption, that may pose imminent danger to public health and may carry animal diseases detrimental to the populace and our animal population itself, to any person, firm or corporation engaged in the business of storing, trading, selling, transporting, processing and preparing meat items referred above;
- 6.1.2. Conduct monitoring and inspection of food establishment relatively using meat and meat-product as raw materials to food, to ensure that food and food-product satisfies the requirements of food laws and that the control are in place to prevent, eliminate, or reduce risk(s) to consumers;
- 6.1.3. Conduct Animal Immunizations, Animal Impounding Operations, and Nuisance Animal Confiscations on Public and Privately Owned place, Promotion and Implementation of Animal Welfare and Protection in accordance existing National Laws and Local Regulations;
- 6.1.4. Responsible for all veterinary activities, such as in the outbreak of highly contagious and deadly diseases and in situation resulting in the depletion of animals for work and human consumption particularly those arising from and in the aftermath of man-made and natural disasters and calamities;
- 6.1.5. Shall monitor, conduct field inspection and may require those involved in slaughterhouse operation to submit periodic and special reports to the Municipal Mayor;
- 6.1.6. Coordinate and recommend to the Municipal Mayor and to the Sanggunian as the case maybe on all other matters for the improvement of the quality of livestock, poultry, and other domestic animals used for work or human consumption; and
- 6.1.7. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances.

Section 7. BUDGETARY AND FINANCIAL REQUIREMENT. – All salaries and wages of the items created under this ordinance as well as its maintenance and operations and other costs for the FISCAL YEAR 2023 shall be determined by a special committee and shall henceforth be included as a department in the government structure and receive its corresponding share in the budget process yearly.

Section 8. SEPARABILITY CLAUSE. – Any provision or portion of this ordinance found to be in violation of the Constitution or declared to be invalid shall not impair other provisions or part thereof which shall continue to be in force and in effect.

Section 9. REPEALING CLAUSE. – Ordinances, rules and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this ordinance, are hereby repealed or modified accordingly.

Section 11. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 29th day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Lydia B. Hizoler and Honorable Roldan R. Daquigan.



- page four follows -



I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 57th Regular Session held on August 29, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

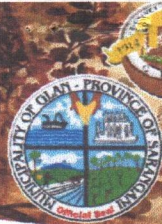
ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: OCT 24 2023

- nothing follows -



Glan, Sarangani Province

Republic of the Philippines
Province of Sarangani
OFFICE OF THE SANGGUNIANG BAYAN



EXCERPTS FROM THE MINUTES OF THE 58TH REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, SEPTEMBER 5, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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- | | | |
|-----------------|--------------------------------------|---|
| PRESENT: | <i>Hon. Victor James P. Yap, Jr.</i> | - <i>Municipal Vice Mayor / Presiding Officer</i> |
| | <i>Hon. Ricardo Q. Roque, Jr.</i> | - <i>SB Member</i> |
| | <i>Hon. Kayrud W. Alegado, R.N.</i> | - <i>SB Member</i> |
| | <i>Hon. Nazarius D. Wata</i> | - <i>SB Member</i> |
| | <i>Hon. Joselito A. Escobar</i> | - <i>SB Member</i> |
| | <i>Hon. Elsan Faith R. Engkong</i> | - <i>SB Member</i> |
| | <i>Hon. Lydia B. Hizoler</i> | - <i>SB Member</i> |
| | <i>Hon. Carlos A. Homo</i> | - <i>SB Member</i> |
| | <i>Hon. Edwin D. Pacaldo</i> | - <i>SB Member</i> |
| | <i>Hon. Roldan R. Daquigan</i> | - <i>LnB President</i> |
| | <i>Hon. Arla Mae T. Lara</i> | - <i>PPSK President</i> |
| | <i>Hon. Henry L. Melchomo</i> | - <i>IPMR</i> |

ABSENT: *NONE*

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SPECIAL ORDINANCE NO. 23 – 052
Series of 2023
Author: Hon. Ricardo Q. Roque, Jr.
Sponsor: Hon. Henry L. Melchomo

AN ORDINANCE AMENDING SECTION SEVEN (7) OF SPECIAL ORDINANCE NO. 20-021, SERIES OF 2016, ENTITLED: “AN ORDINANCE DECLARING OCTOBER 5 AS THE INDIGENOUS PEOPLE’S DAY CELEBRATION IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE AND APPROPRIATING FUNDS THEREFORE FOR ITS YEARLY COMMEMORATION”

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Amendments. – Pursuant to this Ordinance, Section 7 of Special Ordinance No. 20-021, Series of 2016, is hereby amended to read as follows:

- | | |
|--------------|--|
| FROM: | <i>“Section 7: Appropriation:</i> The municipal government, through the Executive Department shall appropriate a yearly budget amounting to <u>Two Hundred Fifty Thousand Pesos (P250,000.00)</u> for the activities and programs that will be conducted during the celebration.” |
| TO: | <i>“Section 7: Appropriation:</i> The municipal government, through the Executive Department shall appropriate a yearly budget amounting to <u>Four Hundred Thousand Pesos (P400,000.00)</u> for the activities and programs that will be conducted during the celebration. |
- The said amount is allocated for the conduct of Indigenous People’s Day and Search for *Bai de Glan*.”

Section 2. Separability Clause – If for any reason, any part or portion of the provision of this Special Ordinance is subsequently or invalid: such declaration of the law or the provision not otherwise affected shall remain valid and enforceable.

Section 3. Repealing Clause. – Any Law, Resolutions, Rules and Regulations, or parts thereof contrary to or is inconsistent with the provisions of this special ordinance are hereby repealed, modified, or amended accordingly.

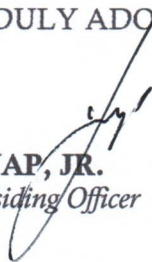
Section 4. Effectivity Clause. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 5th day of September, 2023, upon motion of Honorable Lydia B. Hizoler, which was jointly seconded by Honorable Nazarius D. Wata and Honorable Edwin D. Pacaldo.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 58th Regular Session held on September 5, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor 
Date: FEB 02 2024

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 65TH REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, OCTOBER 24, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member (Via ZOOM)
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Roldan R. Daquigan	- LnB President, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 053
Series of 2023
Author: Hon. Edwin D. Pacaldo

AN ORDINANCE GRANTING RENTAL DISCOUNT FOR THE RICE RETAILER EXCLUSIVELY SELLING OF RICE PRODUCTS WITHIN TWO (2) MONTHS FOR THE PERIOD OF NOVEMBER TO DECEMBER 2023 IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE

Whereas, Section 17 of the Local Government Code of 1991 provides that the local government units shall, in addition to those explicit powers provided for by such code, exercise such powers and discharge such other functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provisions of the basic services and facilities, which includes public markets;

Whereas, on September 1, 2023, the Office of the President issued Executive Order No. 39, series of 2023 mandating, among others, upon recommendation of the Department of Agriculture and Department of Trade and Industry to implement the fixed price ceilings on rice in the whole country;

Whereas, the DILG Memorandum Circular No. 2023-131 "Provision of assistance to the Department of Trade and Industry and the Department of Agriculture in enforcing the provisions and directives under executive order no. 39, series of 2023 relative to the imposition of price ceiling for rice. DILG urges the Local Government to enact an ordinance to help retailers and seller in order to cover part of the losses they are expected to incur;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

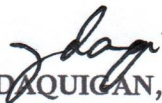
- Section 1. The collection and suspension of imposition of Public Market Fees under 162 of the Ordinance 21 008, series of 2023 all stall rice retailers exclusively selling rice product shall grants rental discounts of 50% discount of their monthly rental within two (2) months for the period of November to December 2023.
- Section 2. The grants rental discounts within the covered period stated in the immediately preceding section shall only covered rice stalls exclusively selling rice product shall grants rental discounts of 50% discount of their monthly rental within two (2) months for the period of November to December 2023.
- Section 3. All existing duties, responsibilities and obligations of all covered stallholders in Glan Public Market Fees shall continue to be imposed.

Section 4. If for any reason, any part or provision of this Ordinance shall be held to be unconstitutional or contrary to law and invalid, other parts or provisions hereof which are not affected thereby shall continue to be valid and effective.

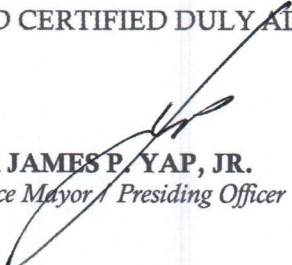
Section 5. This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 24th day of October, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly and severally seconded by Honorable Nazarius D. Wata, Honorable Lydia B. Hizoler and Honorable Edwin D. Pacaldo.

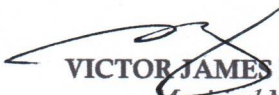
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 65th Regular Session held on October 24, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: FEB 12 2024

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 65TH REGULAR SESSION OF THE 23RD SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, OCTOBER 24, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member (Via ZOOM)
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Roldan R. Daquigan	- LnB President, (Official Business)

SPECIAL ORDINANCE NO. 23 – 054
Series of 2023

Author: Hon. Lydia B. Hizoler

AN ORDINANCE AMENDING SECTION FIVE (5) OF SPECIAL ORDINANCE NO. 23-018, SERIES OF 2022, ENTITLED: “AN ORDINANCE GRANTING A QUARTERLY HONORARIUM AMOUNTING TO TWO THOUSAND FIVE HUNDRED PESOS (P2,500.00) ONLY TO ALL WOMEN’S ASSOCIATION PRESIDENT IN THE THIRTY ONE (31) BARANGAYS OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE, PROVIDING FUND ALLOCATION FROM GENDER AND DEVELOPMENT (GAD) AND FOR OTHER PURPOSES”

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Amendments. – Pursuant to this ordinance, Section 5 of Special Ordinance No. 23-018, Series of 2022 is hereby amended to read as follows:

FROM:

Section 5. Appropriation. – The Municipal Government Unit of Glan, Province of Sarangani, through the Office of the Local Chief Executive shall incorporate with the Municipal Social Welfare and Development Office (MSWDO) an appropriation to serve as a yearly budget of **Three Hundred Ten Thousand Pesos (P310,000.00)** only for the said honorarium expenses.

TO:

Section 5. Appropriation. – The Municipal Government Unit of Glan, Province of Sarangani, through the Office of the Local Chief Executive shall incorporate with the Municipal Social Welfare and Development Office (MSWDO) an appropriation to serve as a yearly budget of **Five Hundred Fifty Eight Thousand Pesos (P558,000.00)** only for the said honorarium expenses.

Section 2. Rationale. – This Special Ordinance is purposely enacted to grant all Women’s Association President in the Municipality of Glan, Sarangani Province the new and/or adjusted Quarterly Honorarium rate of **Four Thousand Five Hundred Pesos (P4,500.00)** only, from **Two Thousand Five Hundred Pesos (P2,500.00)** only.

In recognizing the significant contributions of women in the community and in nation-building pursuant to Article II, Section 14 of the 1987 Philippine Constitution, the Local Government Unit of Glan also acknowledges the indispensable participation and role of women leaders in the community for a cohesive and impactful realization of social developments in this part of the country.

As such, the grant new/adjusted quarterly honorarium among women leaders is necessary to support the all Women Presidents in handling different members in the organization, especially in disseminating Information Education Campaign (IEC), conduct of meetings/gatherings, assisting the programs and other activities in their respective barangays and in attending meetings in the municipal level, which is among the very significant functions, as women leaders.

Section 3. Separability Clause – If for any reason, any part or portion of the provision of this Special Ordinance is subsequently or invalid: such declaration of the law or the provision not otherwise affected shall remain valid and enforceable.

Section 4. Repealing Clause. – Any Law, Resolutions, Rules and Regulations, or parts thereof contrary to or is inconsistent with the provisions of this special ordinance are hereby repealed, modified, or amended accordingly.

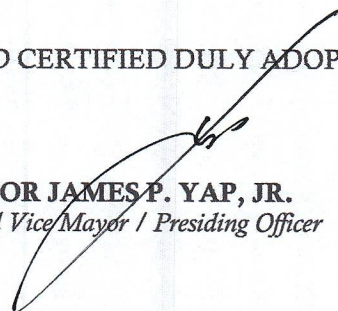
Section 4. Effectivity Clause. – This Ordinance shall take effect on January 2024.

Enacted unanimously, this 24th day of October, 2023, upon motion of Honorable Joselito A. Escobar, which was jointly and severally seconded by Honorable Nazarius D. Wata, Honorable Lydia B. Hizoler and Honorable Edwin D. Pacaldo.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 65th Regular Session held on October 24, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor ✕
Date: FEB 12 2024

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 69TH REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON FRIDAY, DECEMBER 1, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member, Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Ruby Ann D. Terol	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
=====		
ABSENT:	NONE	
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SPECIAL ORDINANCE NO. 23 – 057
Series of 2023
Author: Hon. Kayrud W. Alegado, R.N.
Sponsor: Hon. Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE ESTABLISHING MECHANISM FOR THE IMPLEMENTATION OF PHILHEALTH KONSULTA PACKAGE IN THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI

Whereas, Section 11, Article XIII of the 1987 Philippine Constitution, declares that it is the policy of the state to adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all people at affordable cost;

Whereas, Section 17 of Republic Act 7160, otherwise known as the Local Government Code of 1991, mandates all Local Government Units to ensure the efficient and effective provision of the basic services and facilities, including the delivery of health services;

Whereas, the Universal Health Care (UHC) Act of 2019 or Republic Act No. 11223, Section 2, aims to establish a people-oriented approach for the delivery of health services that is centered on people’s needs and well-being and cognizant of the differences in culture, values, and beliefs;

Whereas, PhilHealth initial step towards adopting a comprehensive approach to delivering primary care has committed through PhilHealth Board Resolution No. 2479, to expand the primary care benefit to cover all Filipinos;

Whereas, PhilHealth Circular No. 2020-0022 aims to access primary care by adopting a responsive financing mechanism for the delivery of quality primary care services and commodities;

Whereas, the Municipality of Glan through the Municipal Health Office recognizes the importance to improve its delivery of health services to the people of Glan, hence, it aims to clearly define the PhilHealth Konsulta benefit package and to provide specific guidelines on registration to primary care provider, benefit availment, applicable payment mechanism, and reports rules and performances assessment;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

CHAPTER 1 TITLE AND DECLARATION OF POLICIES

Section 1. SHORT TITLE. – This ordinance shall be known and cited as the “**GLAN PHILHEALTH KONSULTASYONG SULIT AT TAMA (KONSULTA) PACKAGE 2023**”.

Section 2. DECLARATION OF POLICIES. – It shall be the policy of the Municipality of Glan to fully support and ensure effective implementation of the Glan PhilHealth Konsultasyong Sulit at Tama (Konsulta) Package, the comprehensive outpatient benefit as mandated by the Universal Health Care Law. It shall be the policy of the Municipality of Glan to:

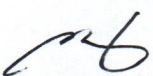
- a. Register eligible beneficiaries to avail of the PhilHealth Konsulta benefit. It shall be guided by the following:
 - a.1. RHU Glan as an accredited PhilHealth Konsulta Package Provider shall be published in the PhilHealth website;
 - a.2. Eligible beneficiaries may check the PhilHealth website for information that RHU Glan is an accredited PhilHealth Konsulta Provider, and they can opt to prefer RHU Glan as their preferred Konsulta Provider;
 - a.3. Glanians shall register with the National Health Insurance Program (NHIP) as administered by the PhilHealth prior to registration with Konsulta Provider. Glanians not yet registered with the NHIP can register in accordance with the existing PhilHealth policies and procedures;
 - a.4. Glanians registered with the NHIP may self-register to RHU Glan as an accredited PhilHealth Konsulta Provider through the PhilHealth’s online Konsulta registration system;
 - a.5. In cases where assistance is needed, such as in registering minors, persons with disabilities (PWDs) and beneficiaries with no internet access or have difficulty using information technology (IT), they may go to the nearest Local Health Insurance Office (LHIO), PhilHealth Express, or PCARES, whichever is available. LGU Glan thru the Municipal Health Office shall also conduct events in partnership with the BLGU to facilitate registration of beneficiaries to RHU Glan Konsulta Provider;
 - a.6. Registration to a PhilHealth Konsulta Provider shall be done. The registration period shall be defined by the LGU thru the Municipal Health Office and shall be announced to the barangays through an advisory or any other official issuance;
 - a.7. The conduct of the first patient encounter within the year of registration shall be the shared responsibility of the RHU Glan as an accredited Konsulta Provider and all newly registered eligible beneficiaries.
- b. Eligible beneficiaries have the responsibility to update with Glan RHU as their PhilHealth Konsulta Provider of choice, subject to the following considerations:
 - b.1. Updating of registration to RHU Glan as PhilHealth Konsulta Provider of choice will be done in the last quarter of the year;
 - b.2. Eligible beneficiaries of the RHU Glan Konsulta Provider who fail to update their PhilHealth Konsulta Provider of choice shall be automatically registered to RHU Glan Konsulta Provider;
 - b.3. Eligible beneficiaries of RHU Glan Konsulta Provider who have not used their benefit for at least 18 months, rendering them as inactive, shall be given advance notice by RHU Glan to update their registration;
 - b.4. Likewise, PhilHealth shall notify the RHU Glan Konsulta Provider within six (6) months prior to the removal of an eligible beneficiary included in the catchment population of the municipality due to inactivity;
 - b.5. Eligible beneficiaries who have not utilized their primary care benefit for two (2) years shall be removed from the registration list of RHU Glan Konsulta Provider and shall enable them to register to another Provider.

- c. Transfer from one RHU Glan PhilHealth Konsulta Provider to another shall only be allowed for the following calendar year except in the following cases:
 - c.1. Withdrawal, non-renewal or suspension of accreditation of the RHU Glan PhilHealth Konsulta Provider;
 - c.2. Closure or cancelation or revocation of the RHU Glan PhilHealth Konsulta Provider; and
 - c.3. Any other instances identified by the PhilHealth.
- d. In case of withdrawal, non-renewal, suspension of accreditation, or closure of the RHU Glan Konsulta Provider, PhilHealth shall inform the eligible beneficiary and facilitate transfer to another accredited Konsulta Provider.
- e. RHU Glan PhilHealth Konsulta Provider shall be allowed to market the benefit in ethical and non-discriminatory means. Marketing activities include but are not limited to verbal presentations, media campaigns, posting and distributions of written information, education, and communication materials. These are subject to the following considerations:
 - e.1. The RHU Glan PhilHealth Konsulta Provider shall submit the marketing plans and materials for clearance, and approval of PhilHealth.
- f. The RHU Glan PhilHealth Konsulta Provider shall not engage in “active patient seeking” or the practice of hiring seekers/recruiters for the purpose of populating the registration registry to meet the maximum catchment population.
- g. The maximum catchment population of the RHU Glan PhilHealth Konsulta Provider shall be subjected to PhilHealth assessment, and approval based on the health human resource to population ratio as stipulated in the accreditation policy of PhilHealth Konsulta Provider.
- h. RHU Glan PhilHealth Konsulta Provider shall regularly check the HCI Portal for updates on the registration list. In areas where there is slow or no internet connectivity, RHU Glan PhilHealth Konsulta registration shall be done through the Updated Primary Care Module (UPCM) at the Local Health Insurance Office (LHIO), and the encrypted softcopy of registration list shall be forwarded by the LHIO to RHU Glan PhilHealth Konsulta Provider on weekly basis.

CHAPTER 2 DEFINITION OF TERMS

Section 3. DEFINITION OF TERMS. – For the purpose of this Ordinance, the following terms shall be defined as follows:

- a. **Active patient seeking** – refers to the selective, coercive, and/or exploitative engagement of unwilling and/or ill-informed individuals in order to collect payments from PhilHealth. This can refer to either provider inducement where the provider delivers unnecessary health services to a patient to file a claim, the involuntary registration of unconsented individual to a provider, and/or deliberately targeting the registration of mostly healthy and/or low-risk individuals to maximize profit.
- b. **Catchment Population** – all registered eligible beneficiaries to a PhilHealth Konsulta Provider.
- c. **Balance Billing/Co-payment cap** – refers to the maximum amount set by PhilHealth that a Konsulta Provider can charge a patient at any given year.
- d. **Balance Billing/Co-payment schedule** – the amount charged by a PhilHealth Konsulta provider for each visit/service delivered to the eligible beneficiary. The amount should not exceed the balance billing/co-pay cap set for the year.
- e. **Electronic Konsulta (eKonsulta)** – a PhilHealth developed web-based stand-alone application which may be used by the Konsulta facility as an interim electronic reporting system. This can be used for encoding of encounter data records to include diagnosis, diagnostic tests done with corresponding results and prescribed/dispensed medicines.



- page four follows - 

- f. **Electronic Medical Record (EMR)** – is the electronic record system or the electronic documents of a patient's encounter in one health facility is being received, recorded, transmitted, stored, processed, retrieved or produced electronically through computers in other electronic devices.
- g. **Eligible Beneficiary** – refers to all Filipinos given immediate eligibility in accordance with Republic Act No. 11223 and its IRR.
- h. **First Patient Encounter** – initial episode of care whereby a primary care worker takes and/or updates the basic health data of an eligible beneficiary to identify their health risks.
- i. **Individual-based Health Services** – services which can be accessed within a health facility or remotely that can be definitively traced back to one (1) recipient. These include the provision of consultation services, diagnostics, and commodities (RA 11223).
- j. **Maximum Catchment Population** – the maximum number of registered beneficiaries in an area that can be served by a facility based on the doctor to population ratio as defined by the Department of Health.
- k. **Navigation** – refers to the function of coordinating and directing the individual to obtain health services needed to manage a wide range of health needs.
- l. **Patient encounter** – individual episodes of care provided by primary care provider which are then duly reported to PhilHealth on a regular basis.
- m. **Updating of registration** – refers to the retention or transfer of an eligible beneficiary from one PhilHealth Konsulta to another.

CHAPTER 3
PHILHEALTH KONSULTASYONG
SULIT AT TAMA BENEFIT PACKAGE CONTENT

Section 4. PHILHEALTH KONSULTA BENEFIT PACKAGE CONTENT.

- 1. The RHU Glan PhilHealth Konsulta package covers individual-based on the health services including initial and follow-up primary care consultations, health screening and assessment and access to selected diagnostic services, and medicines as stipulated in the PhilHealth Konsulta Benefit Package.
- 2. Access to select diagnostic services and medicines will be based on the health needs of the patients subject to rules of the Corporation on the benefit availment.
- 3. RHU Glan PhilHealth Konsulta Provider may implement innovations such as integration and use of telemedicine in the delivery of the services to ensure that all catchment population has access to all services. These innovations must be lawful and not contrary to existing policies of the DOH and PhilHealth. The adopted innovations shall not replace accreditation policy and shall be subjected to the same benefit availment process, and provider payment scheme provided for in this policy.
- 4. RHU Glan PhilHealth Konsulta Provider shall continually serve as the initial point of contact for the eligible beneficiary in accessing health services. They shall perform navigation and referral functions for patients depending on their health needs in accordance with accepted norms and ethical practice.
- 5. RHU Glan PhilHealth Konsulta Provider shall perform preventive health services such as health screening and assessment according to life stage and health risks of individuals in their catchment population as stipulated in the List of Preventive Health Services based on Life Stage Guarantees.
- 6. The services included in this package will be reviewed and improved periodically based on PhilHealth's benefit prioritization process and upon positive recommendation of the Health Technology Assessment Council.

CHAPTER 4
PHILHEALTH KONSULTASYONG
SULIT AT TAMA BENEFIT AVAILMENT PROCESS

Section 5. PHILHEALTH KONSULTA BENEFIT AVAILMENT PROCESS.

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1. RHU Glan PhilHealth Konsulta Provider and all eligible beneficiaries shall follow the benefit availment process set forth by the Corporation as stipulated in the PhilHealth Konsulta Benefit Availment Process.
2. RHU Glan PhilHealth Konsulta Provider shall generate the Electronic Konsulta Availment Slip (eKAS) and/or Electronic Prescription Slip (ePresS) for each patient encounter.
3. All eligible beneficiaries availing of the benefit shall provide feedback and sign the eKAS and/or ePresS after every transaction.

CHAPTER 5
PHILHEALTH KONSULTASYONG SULIT AT TAMA BENEFIT PACKAGE
PROVIDER PAYMENT SCHEME, DISPOSITION AND ALLOCATION OF CAPITATION

Section 6. PROVIDER PAYMENT MECHANISM.

1. The benefit shall be paid as an annual capitation released based on performance.
2. Capitation rates shall be set by the PhilHealth Corporation and shall be paid in tranches.
3. The capitation rate, tranches, and performance targets shall be periodically reviewed by the Corporation for modification and adjustments.
4. PhilHealth shall pay using the Auto-Credit Payment Scheme (ACPS). RHU Glan PhilHealth Konsulta Provider may charge fees for services and commodities not included in the benefit package. Provision of services and commodities outside the package with their corresponding rates shall still be encoded in the Electronic Medical Record (EMR).
5. Accredited RHU Glan PhilHealth Konsulta Provider shall comply with the obligations identified in the Health Care Professionals (HCPs) performance commitments and balance billing/co-payment rules stipulated in this issuance, its annexes, and all other applicable issuances.
 - a. RHU Glan PhilHealth Konsulta Providers shall inform their catchment population of the balance billing/co-payment schedule at visible areas on the facility; and
 - b. The no balance billing/no co-payment policy shall apply to all eligible beneficiaries registered in RHU Glan PhilHealth Konsulta Provider.
6. In case where eligible beneficiaries are transferred by a PhilHealth Konsulta Facility to RHU Glan PhilHealth Konsulta Provider facility for reasons including but not limited to the inability to provide services due to staffing shortages within the period of accreditation or change of residency, the referring facility shall cover the cost of care to the referral facility for the period of the transfer. Proof of transfer of residence from the original to the new address shall be presented. Payment arrangements shall be defined and resolved between the referring and referral facilities and shall be at no added cost to the eligible beneficiary and to PhilHealth in covering for services included in the package.
7. In case of any disagreement with the computed reimbursement, existing guidelines on appeal and motion for reconsideration shall apply.
8. Existing legislations and regulations that endow privileges and discounts to specific segments of the population, including senior citizens and PWDs, shall be applied to the balance billing/co-payment for RHU Glan PhilHealth Konsulta services.

Section 7. DISPOSITION AND ALLOCATION OF THE CAPITATION.

1. Capitation reimbursements of RHU Glan Konsulta Provider: 60% for health care facility shall be utilized to cover all essential services, medicines provided for in accordance to PhilHealth Circular No. 2020-0022, medical supplies and other operating expenses to support delivery of care including hiring of additional physicians, nurses, midwives and other personnel, internet subscription, service provider subscription fee and IT hardware. The remaining 40% performance incentive shall be shared based on the following scheme: 20% shall be allocated for the KONSULTA Package accredited physician/s, 30% for the nurses and midwives, 20% for the Barangay Health Workers, 10% Encoders and OPD staff, 10% Staff (Ancillary Services: Pharmacy, Laboratory, X-ray, Dental) and 10% other staff included in the implementation of the PhilHealth Konsulta Services. The amount to be received by the nurses, midwives and barangay health workers will be computed based on performance. The multiplier for the amount to be received will be computed as follows:

Number of eligible Konsulta clients provided with
Health services by the Barangay Health Station
 x 100 = multiplier
Total Number of Konsulta client encoded, submitted to paid by PHIC



- page six follows -



2. RHU Glan Konsulta facility shall create a ledger to account for the utilization of PhilHealth Konsulta funds.
3. For capitation reimbursements, existing PhilHealth policy on late filing of claims shall apply in handling submissions of patient encounters beyond the prescribed period.

CHAPTER 6
PHILHEALTH KONSULTASYONG SULIT AT TAMA
BENEFIT PACKAGE CONFIDENTIALITY AND DATA PRIVACY

Section 8. HANDLING HEALTH DATA.

1. All health data shall be encoded in the Konsulta compliant Electronic Medical Records (EMR) system for electronic transmission to PhilHealth. These data shall include but not limited to diagnosis, diagnostic tests done with corresponding results and prescribed/dispensed medicines, other services and commodities not currently covered by the package. This system shall be periodically upgraded to address operational issues.
2. RHU Glan PhilHealth Konsulta Provider shall submit the electronic patient record data to PhilHealth as soon as the record is available up to one week and in accordance with the prescribed format. Submissions shall include all records of encounters with eligible beneficiaries.
3. Incomplete patient encounter reports shall be automatically denied by the system.
4. RHU Glan PhilHealth Konsulta Provider shall host and safeguard electronic patient records in accordance with existing rules and regulations in managing health information and data privacy. RHU Glan PhilHealth Konsulta Provider and all its staff and all affiliated facilities and individuals shall commit to keep the members' personal information confidential, secure, private and affirm the fundamental right of all persons, natural or judicial, with particular emphasis on its members and their dependents, to privacy in compliance with the Data Privacy Act of 2012 (R.A. 10173).

CHAPTER 7
PHILHEALTH KONSULTASYONG SULIT AT TAMA
BENEFIT PACKAGE MONITORING AND EVALUATION

Section 9. MONITORING AND EVALUATION.

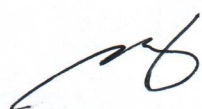
1. The LGU Glan shall allow PhilHealth, through its Healthcare Provider Performance Assessment System (HCPPAS) shall employ mechanisms to assure members of the guaranteed quality healthcare they deserve. Performance targets shall be identified to guide all concerned stakeholders of their accountability towards providing essential primary care services especially to the poor and marginalized families.
2. PhilHealth shall utilize electronic systems to facilitate the implementation of Konsulta Package including building a system to connect Konsulta with inpatient availment for monitoring purposes, an application for immediate feedback and documentation of actual patient encounter transactions, mechanism enabling access to primary care services such as the feedback application, biometrics kiosk, eKAS and ePresS.

CHAPTER 8
PHILHEALTH KONSULTASYONG SULIT AT TAMA
BENEFIT PACKAGE MISCELLANEOUS AND FINAL PROVISIONS

Section 10. PENALTY CLAUSE. – Failure to meet any of the performance targets shall be a ground for close monitoring, and subsequent sanctions and penalties. Any violation of this Ordinance and other pertinent rules and regulations shall be dealt with accordingly.

Section 11. SEPARABILITY CLAUSE. – In the event that any part or provision of this Ordinance is declared unauthorized or rendered invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

Section 12. REPEALING CLAUSE. – All other ordinances, orders, and other issuances contrary to or inconsistent with the provision of this Ordinance are hereby repealed, modified, or amended accordingly.



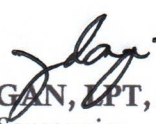
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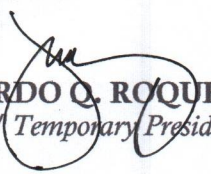
Section 13. EFFECTIVITY CLAUSE. – This Special Ordinance shall take effect immediately upon approval and compliance with the mandatory posting and publication requirement, prescribed under Republic Act 7160, otherwise known as the Local Government Code of 1991.

Enacted unanimously, this 1st day of December, 2023, upon motion of Honorable Nazarius D. Wata, which was jointly seconded by Honorable Lydia B. Hizoler and Honorable Kayrud W. Alegado, RN.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 69th Regular Session held on December 1, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:

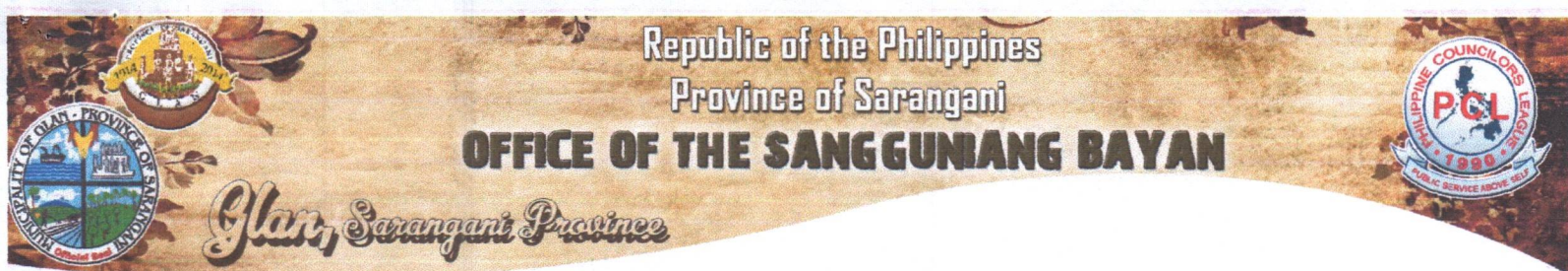

RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: **JAN 18 2024**

- nothing follows -



EXCERPTS FROM THE MINUTES OF THE 70th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, DECEMBER 12, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member, Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Ruby Ann D. Terol	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT:	Hon. Roldan R. Daquigan	- LnB President, (Official Business)
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SPECIAL ORDINANCE NO. 23 – 058

Series of 2023

Author: Hon. Lydia B. Hizoler

Sponsor: Hon. Roldan R. Daquigan

AN ORDINANCE ESTABLISHING THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO) AS DIVISION UNDER THE MUNICIPAL MAYOR'S OFFICE (MMO-PDAO), IN THE MUNICIPALITY OF GLAN, PROVINCE SARANGANI AND THE POSITIONS UNDER SAID OFFICE, DETERMINING THEIR POWERS, DUTIES AND FUNCTIONS, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Article XIII, Section 11 of the 1987 Philippine Constitution provides that, “the State shall adopt an integrated and comprehensive approach to health development which shall endeavor to make essential goods, health and other social services available to all the people at affordable cost and that there shall be a priority for the needs, of the privileged, sick, elderly, disabled, women and children”;

Whereas, Article XIII, Section 13 of the 1987 Philippine Constitution provides that “the State shall establish a special agency for persons with disabilities for their rehabilitation and self-reliance, and their integration into the mainstream of society”;

Whereas, Section 40 (b) (1) of Republic Act No. 7277, as amended by Republic Act No. 10070, “requires the organization and establishment of a Persons with Disability Affairs Office in all local government units which shall be the lead office in the enhancement of the health, physical fitness and economic and social well-being of persons with disabilities (PWDs) within the territorial jurisdiction of the establishing local government”;

Whereas, to sustain and continuously carry out the task of monitoring, evaluation, data gathering, needs assessment, planning, the establishment of production center, creation of job opportunities and advocacy in the Municipality, the need for establishing Persons with Disability Affairs Office (PDAO) as mandated by R.A. 10070, amending pertinent provisions of R.A. 7277, to serve as its structural organization for the implementation of the above mentioned purposes is hereby enacted by the Sangguniang Bayan;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. CREATION OF THE OFFICE. – There shall be created a Persons with Disability Affairs Office (PDAO) as Division under the Office of the Municipal Mayor in the Municipality of Glan, Sarangani Province.

- page two follows -

Section 2. LEGAL BASIS. – Section 40 (b) (1) of Republic Act No. 7277, as amended by Republic Act No. 10070, *“requires the organization and establishment of a Persons with Disability Affairs Office in all local government units which shall be the lead office in the enhancement of the health, physical fitness and economic and social well-being of persons with disabilities (PWDs) within the territorial jurisdiction of the establishing local government”*.

Section 3. FUNCTIONS OF PDAO. – The Persons with Disability Affairs Office shall carry out the following functions as mandated under R.A. No. 10070, *to wit:*

- a. Formulate and implement policies, plans, programs for the promotion of the welfare of PWDs in coordination with concerned national and local government agencies;
- b. Coordinate the implementation of Republic Act No. 7277, or the Magna Carta for Disabled Persons, Batas Pambansa Blg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
- c. Represent PWDs in meetings of local development councils and other special bodies;
- d. Recommend and enjoin the participation of non-government organizations (NGOs) and people's organizations (POs) in the implementation of all disability-related laws and policies;
- e. Gather and compile relevant data on PWDs in the Municipality;
- f. Disseminate information including, but not limited to, programs and activities for PWDs, statistics on PWDs, including children with disability, and training and employment opportunities for PWDs;
- g. Submit reports to the office of the local chief executive on the implementation of programs and services for the promotion of the welfare of PWDs in their respective areas of jurisdiction;
- h. Ensure that the policies, plans, and programs for the promotion of the welfare of PWDs are funded by both the national and local government;
- i. Monitor fund raising activities being conducted for the benefit of PWDs;
- j. Seek donations in cash or in-kind from local or foreign donors to implement an approved work plan for PWDs, in accordance with existing laws and regulations; and
- k. Perform such other functions as may be necessary for the promotion and protection of the welfare of the PWDs.

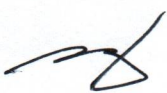
Section 4. THE ORGANIZATIONAL STRUCTURE OF THE PERSONS WITH DISABILITY AFFAIRS OFFICE (PDAO). – The Persons with Disability Affairs Office (PDAO) shall be headed by the Persons with Disability Affairs Officer, SG 18, who must be a citizen of the Philippines, a resident of Glan, Sarangani Province, of good moral character. A graduate of any Bachelor's Degree, with relevant experience and training on disability affairs, and a Career Service Professional/2nd Level Eligibility.

The following position in the Persons with Disability Affairs Office (PDAO) are also hereby created, *viz:*

- a. Disability Affairs Officer II, SG 15
- b. Disability Affairs Officer I, SG 11
- c. Disability Affairs Assistant, SG 8

Section 5. DUTIES AND RESPONSIBILITIES OF THE PDAO. – For purposes of this Ordinance, the Disability Affairs Officer III, unless a higher position shall be created in the future, shall head the PDAO. Preferably coming from the PWD Sector, shall perform the following duties and responsibilities:

- a. Manage and oversee the efficient operations of the Persons with Disabilities Affairs Office and general supervision of its personnel;
- b. Develop, promote and monitor the implementation of policies, plans, programs, and services for the development of persons with disabilities in coordination with national and local government agencies;

  - page three follows - 

- c. Ensure representation of persons with disabilities in the local development councils and other special bodies;
- d. Build the capacity of non-government organization and people's organizations to participate in the implementation of all disability-related laws and policies;
- e. Establish coordination with the province and other local government units, and ensure the inclusion of disability concerns in all local government programs and services;
- f. Network with local, national and international organizations and establish partnership on disability programs and resource mobilizations;
- g. Develop and submit to the Municipal Mayor an Annual Work and Financial Plan.

Section 6. FUNCTIONS. – Person with Disability Affairs Officer (PDAO) shall perform the following functions as stated in R.A. No. 10070, *viz*:

- a. Formulate and implement policies, plans and programs for the promotion of the welfare of persons with disabilities in coordination with concerned national and local government agencies;
- b. Coordinate and implement the provision of R.A. No. 10070, Batas Pambansa Blg. 344, otherwise known as the Accessibility Law, and other relevant laws at the local level;
- c. Represent persons with disabilities in meetings of local development councils and other special bodies;
- d. Recommend and enjoin the participation of Non-Government Organization (NGOs) and People's Organization (POs) in the implementation of all disability-related laws and policies;
- e. Gather and compile relevant data on persons with disabilities, including children with disability, and training and employment opportunities for persons with disabilities;
- f. Disseminate information including, but not limited to programs and activities for persons with disabilities, statistic on persons with disabilities, including children with disability, and training and employment opportunities for persons with disabilities;
- g. Submit reports to the office of their respective governor or city/ municipal mayor on the implementation of programs and services for the promotion of the welfare of persons with disabilities in their respective areas of jurisdiction;
- h. Ensure that policies, plans and programs for the promotion of welfare of persons with disabilities are funded by both the national and local government;
- i. Monitor fundraising activities being conducted for the benefit of persons with disabilities;
- j. Seek donations in cash or in kind from local or foreign donors to implement an approved work plan for persons with disabilities in accordance with existing laws and regulations and;
- k. Perform such other functions as maybe necessary for the promotion and protection of the welfare of persons with disabilities.

Section 7. NOMINATION AND APPOINTMENT OF THE HEAD OF PDAO AND ALL POSITIONS. – RA 10070 had provided the process for the nomination of the PDAO. However, for the purpose of this Ordinance and to give the PWD Sector full opportunity to partake in decisions that concern them, all positions indicated herein shall undergo the same process as the Head of PDAO provided in Section 11 of the said Act. Therefore, Sections 10, 11, 12 and 13 of RA 10070 are hereby adopted to guide the Local Chief Executive in appointing candidates to the said positions.

Section 8. TRANSITORY PROVISION IN HIRING. – RA 10070 had deemed the four (4) positions under the PDAO mandatory positions. However, to compliment the increase in allocation for Personnel Services, the positions created herein shall be allocated funds in tranches in the Annual Budget to be deemed duly created, in the following manner:



 - page four follows - 

POSITION	OFFICE	ALLOCATION
a. Disability Affairs Officer III, SG 18	• MMO-PDAO	
b. Disability Affairs Officer II, SG 15	• MMO-PDAO	
c. Disability Affairs Officer II, SG 11	• MMO-PDAO	
d. Disability Affairs Assistant, SG 8	• MMO-PDAO	

These positions are hereby created on the Fiscal Year stated above without the need for subsequent enactment or issuance. The said positions shall also be allocated with funds under the Annual Budget as herein prescribed.

Section 9. FUNDING REQUIREMENT. – All salaries and wages of the items created under this ordinance as well as its maintenance and operations and other costs for the FISCAL YEAR 2024 and during the succeeding years shall be determined by the special committee designated by the Local Chief Executive for the purpose.

Further, Section 4 of RA 10070 mandates that LGUs shall ensure that necessary funds from any available sources are allocated to implement PDAO activities for the benefit of the PWDs in their jurisdiction. Therefore, through the Sangguniang Bayan, the Local Chief Executive shall ensure that the necessary funds are allocated in the Annual Budget for the necessary PPA’s of the said Office.

Section 10. SUPERVISION OVER PDAO. – The Municipal Social Welfare and Development Office shall initially supervise the PDAO to ensure that the previous PPAs for the sector handled by the former shall be appropriately turned over to the latter. Thereafter, supervision of PDAO shall be lodged in the Office of the Local Chief Executive as provided under the Act.

Section 11. SEPARABILITY CLAUSE. – Should any provision, Section or part of this Ordinance be declared as invalid by any court of competent jurisdiction, such judgment shall not affect or impair the remaining provisions, sections or parts hereof which shall continue to be in full force and effect.

Section 12. REPEALING CLAUSE. – All ordinances, rules and regulations or any part thereof found in conflict or inconsistent with any provisions of this Ordinance are hereby repealed and modified accordingly.

Section 13. EFFECTIVITY CLAUSE. – This ordinance shall take effect immediately upon approval and its posting in 3 conspicuous places in the municipality.

Enacted unanimously, this 12th day of December, 2023, upon motion of Honorable Lydia B. Hizoler, which was duly seconded by Honorable Edwin D. Pacaldo.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 70th Regular Session held on December 12, 2023.

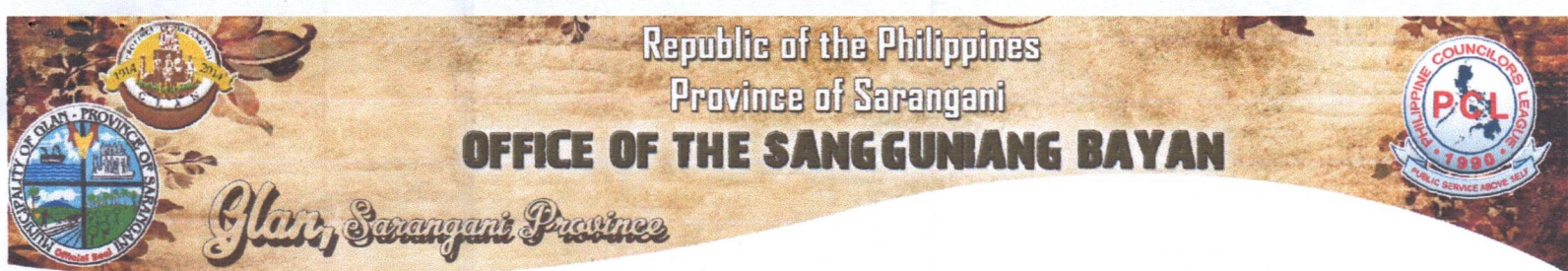

MARLON R. DAQUIGAN, IPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:

VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JAN 18 2024



EXCERPTS FROM THE MINUTES OF THE 70th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, DECEMBER 12, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member, Temporary Presiding Officer
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Ruby Ann D. Terol	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT:	Hon. Roldan R. Daquigan	- LnB President, (Official Business)
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SPECIAL ORDINANCE NO. 23 – 059
Series of 2023

Author: Hon. Lydia B. Hizoler
Sponsor/s: Hon. Roldan R. Daquigan
Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE GRANTING LIVELIHOOD ASSISTANCE TO VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) AND HUMAN TRAFFICKING, THIS MUNICIPALITY

Whereas, Section 40 of Republic Act 9262 known as “Anti-Violence Against Women and their Children Act of 2004” mandates the Department of Social Welfare and Development (DSWD) and Local Government Units (LGUs) to provide counseling Psycho-Social Services and/or Recovery Rehabilitation Program, and Livelihood Assistance;

Whereas, Section 17 (b) (4) of Republic Act 7160 otherwise known as Local Government Code of 1991 mandates Social Welfare Services to provide programs and projects that promote the rights and welfare of vulnerable sectors;

Whereas, the Municipality of Glan recognizes the need to protect the family and its member particularly women and children from violence and threats to their personal safety and security;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. SHORT TITLE. – This ordinance shall be known and cited as the “**GRANTING LIVELIHOOD ASSISTANCE TO VICTIMS OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) AND HUMAN TRAFFICKING, THIS MUNICIPALITY**”.

Section 2. DECLARATION OF POLICY. – It shall be the policy of the Municipality of Glan to provide Women and Children and Human Trafficking with utmost support and assistance necessary to protect them against all forms of neglect, abuse, cruelty and other acts prejudicial to their welfare and development.

Section 3. COVERAGE. – This ordinance shall provide livelihood assistance to victims of Violence Against Women and Children (VAWC) and victims of Human Trafficking, in the Municipality of Glan, Sarangani Province;

[Signature]

[Signature]

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[Signature]

Section 4. DEFINITION OF TERMS. – For purposes of this Ordinance the following acts of Violence and Trafficking as defined under Republic Act 9262, otherwise known as the Anti-Violence Against Women and their Children Act of 2004 and Republic Act No. 9710, otherwise known as the Magna Carta of Women are hereby adopted, to wit:

4.1 Battered Woman Syndrome – refers to a scientifically defined pattern of psychological and behavioral symptoms found in women living in battering relationship as a result of cumulative abuse.

4.2 Economic Abuse – acts that make or attempts to make a woman financially dependent upon her abuser, which includes but not limited to the following:

4.2.1 Withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity except in cases wherein the other spouse/partner objects in valid serious and moral grounds as defined in ARTICLE 73 OF THE FAMILY CODE.

4.2.2 Deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owner in common.

4.2.3 Destroying household property.

4.2.4 Controlling the victim's own money or properties or solely controlling the conjugal money or properties.

4.3 PHYSICAL VIOLENCE – refers to acts that include bodily or physical harm;

4.4 PSYCHOLOGICAL VIOLENCE – refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicules or humiliation, repeated verbal abuse and mental infidelity.

4.5 SEXUAL VIOLENCE – an act which is sexual in nature, committed against a woman or her child such as but not limited to:

4.5.1 Rape, Sexual harassment, acts of lasciviousness, treating a woman or her child as a sexual object making demeaning and sexually suggestive remarks, physically attacking the sexual part of the victim's body, forcing her/him to watch obscene publication and indecent shows or forcing the woman and her child to do indecent acts and/or make film, thereof, forcing the wife and mistress women to live in the conjugal home or sleep together in the same room with the abuser;

4.5.2 Acts causing or attempting to cause victim to engage in any sexual activity by force, threat of force, physical or other harm or coercion;

4.5.3 Prostituting the woman or child;

4.5 VIOLENCE AGAINST WOMEN AND CHILDREN – refers to any act or series of acts committed by any person against a woman who is his wife, or against a woman with whom the person has or had a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering or economic abuse including threats of such, battery, assaults, collations, harassment or arbitrary deprivation of liberty.

Section 5. IMPLEMENTING OFFICE. – It shall be the responsibility or MSWD Office to implement the provisions stipulated in this ordinance.

Section 6. REQUIREMENTS FOR THE GRANT OF LIVELIHOOD ASSISTANCE. – The following requirements shall be submitted to the Municipal Social Welfare and Development Office, viz:

6.1 Barangay Indigency Certification

6.2 Police Affidavit

6.3 Case Summary with favorable recommendation from the MSWDO for availment of livelihood assistance under this ordinance

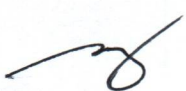
6.4 Any valid ID/certificate of residency from the barangay

Section 7. REGULATIONS FOR THE GRANT OF LIVELIHOOD ASSISTANCE. – The beneficiary may avail of the livelihood assistance provided that the following regulations are observed:

7.1 The applicant has not availed of any other livelihood benefits under the VAWC program of the government nor assistance from any NGO;

7.2 The livelihood assistance shall only be availed once;

7.3 The victims has filed VAWC case in the Prosecutors Office or a Temporary/Permanent Protection order from the court.



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Section 8. SOURCE OF FUNDS. – The amount necessary to fund this program shall be provided under the Gender and Development Fund in the Annual Budget or from any available, source in the General Fund of this municipality subject to the existing laws, rules and issuances.

Section 9. REPEALING CLAUSE. – All other ordinances, resolutions, memorandum order and other issuance inconsistent with the provision of this ordinance are hereby repealed and modified accordingly.

Section 10. SEPARABILITY CLAUSE. – if from certain reasons some provision of this ordinance are found to be invalid or unconstitutional, all other provision hereby not affected thereby shall remain in full force and effect.

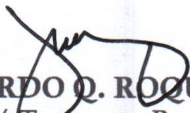
Section 11. EFFECTIVITY CLAUSE. – this ordinance shall take effect after its approval.

Enacted unanimously, this 12th day of December, 2023, upon motion of Honorable Lydia B. Hizoler, which was duly seconded by Honorable Edwin D. Pacaldo.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 70th Regular Session held on December 12, 2023.


MARLON R. DAQUIGAN, LPT, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: JAN 18 2024

EXCERPTS FROM THE MINUTES OF THE 26th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JANUARY 24, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
	Hon. Elsan Faith R. Engkong	- SB Member, (Official Business)
	Hon. Carlos A. Homo	- SB Member, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 021
Series of 2023
Sponsor: Hon. Joselito A. Escobar

**AN ORDINANCE ABOLISHING PLANTILLA POSITION
OF ONE (1) EXECUTIVE ASSISTANT III, SG 20, UNDER THE
OFFICE OF THE MUNICIPAL VICE MAYOR, THIS MUNICIPALITY**

Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;

Whereas, relative to the review letter dated December 14, 2022, from the Office of the Sangguniang Panlalawigan of Sarangani addressed to the Presiding Officer, Honorable Victor James P. Yap, Jr., Municipal Vice Mayor, thru the Honorable Members of this August Body, the suggestions emphasized and highlighted by the reviewing sanggunian on the proposed creation of plantilla position were all taken into consideration;

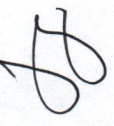
Whereas, upon thorough review and perusal of documents presented, proper deliberation by the members of the august body followed and it was found out that, pursuant to the Manual of Position Classification and Compensation Scheme in Local Government Units, Chapter 9 that 9.2.1.6 explicitly provides for the Positions under the Office of the Vice Mayor. Clearly the plantilla/position created by virtue of Special Ordinance No. 23-017, series of 2022, is completely a contravention to the above-cited law;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government. Hence, this abolition;

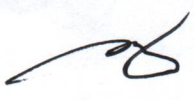
NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Abolition of Position Title. – The following position title under the Municipal Vice Mayor’s Office, this municipality pursuant to this Ordinance, is hereby ABOLISHED, to wit:



POSITION TITLE	SALARY GRADE	ITEM NO.	DEPARTMENT/OFFICE
Executive Assistant III	20	1016-09	Vice Mayor

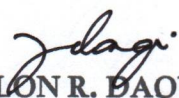


Section 2. Administrative Provision. – The Budget allocated thereof shall be utilized for the creation of other plantilla position which is essential to the office/department for the effective delivery of basic public service.

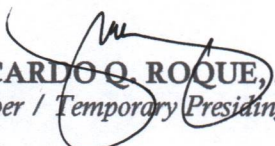
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 24th day of January, 2023, upon motion of Honorable Edwin D. Pacaldo, which was duly seconded by Honorable Arla Mae T. Lara.

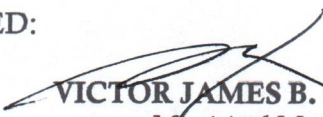
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 26th Regular Session held on January 24, 2023.


MARION R. BAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JAN 27 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 26th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JANUARY 24, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Ricardo Q. Roque, Jr.	- SB Member / Temporary Presiding Officer
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
	Hon. Elsan Faith R. Engkong	- SB Member, (Official Business)
	Hon. Carlos A. Homo	- SB Member, (Official Business)
=====		

SPECIAL ORDINANCE NO. 23 – 022
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE II (MESSENGER), SALARY GRADE 2, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR, THIS MUNICIPALITY, PROVIDING FUNDS THEREFORE AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that “every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission”;

Whereas, further, Section 447 (a) (1) (viii) of the same Code also provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government. Hence, this proposed creation;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of One (1) Administrative Aide II, Salary Grade 2, in the regular plantilla position under the Office of the Municipal Vice Mayor of Glan, Sarangani Province is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, stipulated that the qualification standards for the Administrative Aide II, Salary Grade 2 are as follows, viz:

- | | |
|---------------|------------------------|
| • Education | – High School Graduate |
| • Experience | – None Required |
| • Training | – None Required |
| • Eligibility | – None Required |

Section 3. Duties and Functions. – The position created under Section 1 hereof, shall have the following duties and functions:

- To act as Sports Coordinator;
- To develop sporting programs of sports with focus on the Employees and Municipal Officials;
- Coordinate and organize competitive sports opportunities;
- Assist in the organization of the various sporting events and areas within the Municipal Program;
- Organize and coordinate casual/recreational sporting activities; and
- Perform other tasks as directed by head of office/agency.

Section 4. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided for by law and shall make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

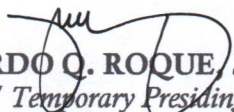
Section 3. Effectivity Clause. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 24th day of January, 2023, upon motion of Honorable Edwin D. Pacaldo, which was duly seconded by Honorable Arla Mae T. Lara.

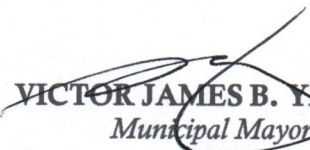
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 26th Regular Session held on January 24, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor ✕
Date: JAN 27 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 27th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE MONDAY, JANUARY 30, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Joselito A. Escobar	- SB Member / <i>Temporary Presiding Officer</i>
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- <i>LnB President</i>
	Hon. Arla Mae T. Lara	- <i>PPSK President</i>
	Hon. Henry L. Melchomo	- <i>IPMR</i>
=====		
ABSENT:	Hon. Victor James P. Yap, Jr.	- <i>Municipal Vice Mayor, (Absent)</i>
=====		

SPECIAL ORDINANCE NO. 23 – 023
Series of 2023
Author: Hon. Carlos A. Homo

AN ORDINANCE INSTITUTIONALIZING A DRUG-FREE WORKPLACE IN THE LOCAL GOVERNMENT UNIT OF GLAN, PROVINCE OF SARANGANI AND PROVIDING SANCTIONS FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Short Title. - This ordinance shall be known and cited as “**Drug-Free Workplace Ordinance in the Municipal Government of GLAN**”.

Section 2. Purpose. - To promote a safe and healthy drug-free work environment as well as to prevent drug abuse in the workplace through an institutionalized “Drug-Free Workplace Policy” and effective drug testing program which shall be carried out not to harass but rather, to prevent the entry of illegal drugs and the abuse thereof in the Municipal Government of Glan”.

Section 3. Policy Statement. - It is the policy of the Municipality of Glan to maintain a safe, healthy and efficient working environment by protecting its offices and employees from harmful effects of dangerous drugs and the threats created by illegal drug use in the workplace.

To this end, the LGU shall promote a drug-free workplace through the adoption and implementation of an effective anti-illegal drug use program which shall have activities to include among others, advocacy, education, training, mental health and general welfare promotion and conduct of drug testing in the workplace.

This policy outlines practices and procedures designed to correct instances of identified drug use in the workplace. Thus, the following are explicitly prohibited:

1. Use, possession, solicitation for, or sale of dangerous drugs in the workplace premises or while on official field work or travel;
2. Being impaired or under the influence of dangerous drugs away from the workplace, even if such impairment or influence does not adversely affect the employee’s work performance, the safety of the employee or of others, or puts at risk the LGU’s reputation;
3. The presence of any detectable amount of dangerous drugs in the employee’s system while at work, while on the premises of the municipal hall/ barangay hall or while on official business; and

4. Pursuant to DILG Circular No. 13, series of 2018 – Establishment and Institutionalization of a Drug-Free Workplace Policies in all Government Offices, including the conduct of Authorized Drug Testing for Elective Local Officials and Appointive Public Officers and for other purposes.

Section 4. Scope and Coverage. - This ordinance shall cover all public officials, elected or appointed, including barangay officials and employees regardless of rank, status and salary including the contract of service or job order employees. However, the LGU shall reflect a drug use policy clause in their contract.

Section 5. Definition of Terms. – For the purpose of this ordinance, the following terms are defined:

- a. **Authorized Drug Testing** – The testing done by drug testing laboratories accredited by the Department of Health (DOH). It shall employ, among others, two (2) testing methods, the screening test, which will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test.
- b. **Challenge Test** – a drug test conducted as a result of a challenge filed by a public officer who tested positive for drug use in a confirmatory test in an authorized drug testing activity.
- c. **Chronic User/Drug Dependent** – a person identified for using drugs/other substances (mind-altering or not) without medical need, in an amount large enough or over a period long enough to threaten the quality of life or health and safety of the user or others.
- d. **Confirmatory Drug Test** - an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drug in a specimen, which shall likewise be done by any government laboratory or by privately-owned and operated drug testing laboratories accredited and monitored by the DOH having confirmatory test capabilities.
- e. **Contract of Service/Job Order** - refers to employment covered by a contract pertaining to lump sum work or services such as janitorial, security, or consultancy services where no employer - employee relationship exists, piece of work or intermittent job of short duration not exceeding six (6) months on a daily basis; all of which are not covered by Civil Service law, rules and regulations, but covered by the Commission on Audit rules; and the public officials or employees involved do not enjoy the benefits received by government employees, including but not limited to personal economic relief allowance, cost of living allowance; and representation and travel allowance.
- f. **Dangerous Drugs** - include those listed in the schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of Republic Act No. 9165 or the comprehensive Dangerous Drugs Act of 2022, as amended (the "Act").
- g. **Drug Dependency Examination** - refers to the examination conducted by the DOH to evaluate the extent of drug use of a person and to determine whether he/she is a drug dependent or not, which include history taking, intake interview, determination of criteria for drug dependency, mental and physical status, and the detection of dangerous drugs in body specimens through laboratory procedures.
- h. **Drug Test** - the process undertaken to determine the presence of dangerous drugs in a person's system, to include both screening test and confirmatory test.
- i. **Drug Use** - any act of consuming either by smoking, sniffing, eating, swallowing, or injecting any illegal drugs or substance.
- j. **Mandatory Drug Testing** - compulsory submission of a public official or employee to drug testing as mandated by the Act or by the drug - free workplace program of the municipality.
- k. **"For Cause" or "Probable Cause" Drug Test** - Drug testing required when there is a "probable cause" or "reasonable ground" to believe that a person is using or is under the influence of dangerous (illegal) drugs.

- l. **Occasional User** - a person who indulges in drug use to create or enhance experience in any social setting.
- m. **Public Officials and Employees** - include any person holding or performing a public function in any public office in the government of the Republic of the Philippines, by virtue of an appointment, election, or contract.
- n. **Random Drug-testing** - where the selection process results in equal probability that any employee from a group of employees will be tested, and without any prior notice of the date and venue.
- o. **Refusal** - physically evading, escaping, refusing or making self not available.
- p. **Rehabilitation** - a dynamic process including aftercare and follow-up treatment directed towards the physical ,emotional /psychological, vocational ,social and spiritual change of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible to his/her capabilities and potentials, and become a law abiding and productive member of the community.
- q. **Screening Test** - a rapid drug test performed to establish potential or presumptive positive result. It refers to the immunoassay test to eliminate a "negative" specimen i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.
- r. **Urine Drug Test-** a kind of drug using the human urine to examine the presence or absence of certain illegal drugs.
- s. **Workplace** – refers to local and national government offices in this municipality where workers or employees need to be or to go by reason of their work, to perform tasks, jobs and which are under the direct or indirect control of the employer.

Section 6. Guidelines in the Conduct of Authorized Drug-Testing

- a. The Drug-Free Workplace Policy of the LGU shall include the conduct of authorized drug testing, the purpose of which is to prevent the entry of dangerous drugs in government offices and use of dangerous drugs among personnel thereof. The frequency of such testing, which shall be conducted in a random manner, shall take into consideration, among others, the number of public officials and employees, nature of work being discharged, funding and other logistics. Subsequent random testing shall periodically be conducted in an interval not to exceed two (2) years. Contract of Service or Job Order employees shall be subject to the conduct of authorized drug testing, which shall also be reflected in the Drug-Free Workplace Policy of the LGU. All results of authorized drug testing activities shall be strictly confidential .Only the Local Chief Executive and the members of the Drug-Free Workplace Committee shall have access to such results.
- b. The conduct of drug test shall be done in accordance with the procedures set forth by the Dangerous Drugs Board, which shall be disseminated to the personnel, to include but not limited to the following:
 - 1. The drug test shall only be conducted by the government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the DOH.
 - 2. The randomly selected public officials and employees will fill out and sign a chain of custody form issued to them.
 - 3. The urine specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible.
 - 4. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.
- c. In case of negative drug test result, no further action is needed.

- d. A positive drug test result from the confirmatory test shall immediately be known to the Local Chief Executive, who shall notify the concerned public official or employee. Said public official or employee shall have fifteen (15) days from receipt of the notice to challenge the result of the confirmatory test. Using the same specimen, a challenge test shall be conducted by the government drug testing laboratory or drug testing laboratory accredited by the DOH.
- e. Failure to file a challenge within the prescribed period shall make the positive drug test result from the confirmatory test final and the LGU shall then take the appropriate action. All expenses incurred in the conduct of the challenge test shall be borne by the concerned public official or employees.
- f. All drug test results and records shall strictly be held confidential as provided for under the pertinent provisions of RA No. 9165, and shall be attached to the 201 File of all public officials and employees.

Section 7. Pre-employment Drug Testing. Drug testing shall remain a requirement for initial entry to government service for appointive public officials and employees. Any applicant found positive for drug use shall be denied entry to government service.

Section 8. DRUG-FREE WORKPLACE PROGRAM

A. Mandatory Drug-Test

1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. lower productivity, poor decision making, increased accidents; more compensation claims; and reduced team effort which drug use and abuse may cause in the workplace), the conduct of mandatory drug test shall be required for pre-employment or the initial entry to government service. Any applicant found positive for drug use shall be denied entry to government service.
2. The LGU will tap a duly accredited drug testing center by the DOH, as its authorized drug testing laboratory.
3. The LGU may also conduct drug testing under any of the following circumstances:
 - **RANDOM TESTING:** Officers/employees may be selected at random for drug testing at any interval determined by the Human Resource.
 - **FOR-CAUSE TESTING:** The LGU may ask an official/employee to submit to a drug test at any time it feels that the official/employee may be under the influence of drugs, including but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive or unexplained absenteeism or tardiness.
 - **POST-ACCIDENT TESTING:** Any official/employee involved in "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof, of which arises out of and in the course of employment.
4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the Municipal Health Officer shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned official/employee.

5. All cost of drug testing shall be borne by the LGU.

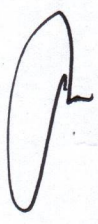
B. Procedures in the conduct of Random Testing. - The procedures in the conduct of the random drug testing are as follows:

1. The Mayor or his authorized shall order the conduct of the random test. For the barangay, the Barangay Captain shall cause the order of the random test.
2. Drug testing shall be done by a government laboratory or any of the local drug testing laboratories accredited and monitored by the Department of Health (DOH) to safeguard the quality test results.
3. The drug testing shall employ, among others, two (2) testing methods:
 - a. The screening test which will determine the positive result as well the type of drug used: and b. The confirmatory test which will confirm a positive screening test.
4. Random testing shall include, either all or a certain number of officials/employees; the means of selection shall remain confidential.
5. All information related to drug testing or the identification of persons as users of drugs shall be treated by the LGU as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the person in question.

C. Testing for "Probable Cause" or "Reasonable Ground"-Random drug test shall be conducted when certain employee/s display/s misconduct, e.g.:

1. Attendance-frequent unauthorized absences, repeated tardiness, truancy from the job.
2. Personal Appearance- slurred speech, bloodshot eyes, drastic change in appearance, etc.
3. Mental Factor- hot-headedness irritability, increased difficulty in handling assignments, etc.
4. General Performance - missed deadlines, low productivity. Increased Wastage, public complaints, frequent accidents, carelessness, etc.
5. Peer Relation- isolation, frequent quarrels with officemates, heavy borrowing, frequent mood swing, etc.

D. Intervention

- 
1. Public officials and employees who are found positive of dangerous drugs at the first instance after the challenge test, or after positive drug test result from a confirmatory test should the concerned public official or employee fail to challenge said result, shall undergo a Drug Dependency Examination conducted by the DOH or by any medical practitioner accredited by the DOH to conduct such examination and shall be subjected to following treatment and rehabilitation program:
 - a. Experimenter-Outpatient, guidance counselling for six (6) months.
 - b. Occasional User- Outpatient, guidance counselling and regular monthly drug testing for six (6) months which shall be at the personal expense of public official or employee concerned.
 - c. Chronic User / Drug Dependent- Mandatory continuous treatment and rehabilitation for a minimum period of six (6) months in a government rehabilitation center; a DOH- accredited private rehabilitation center, or through a community rehabilitation program sanctioned under the rules of the Dangerous Drugs Board.
 1. A public official or employee found to be an Experimenter shall shoulder the expenses of his/her guidance counselling. The same rule shall also apply to a public official or employee found to be an Occasional User, who shall undergo the guidance counselling and regular monthly drug testing, Time spent for counselling and regular monthly drug testing, if done during office hour, shall be charged against public official or employee's leave credits shall be utilized and when exhausted, vacation leave credits may be utilized for the purpose. If all leave credits are used, absence shall be on leave without pay.

Any proof of successful completion of the intervention program, a public official or employee assessed as Experimenter or Occasional User shall secure a certification of completion issued by his /her attending guidance counsellor.

2. Any public official or employee found to be a Chronic User/Drug Dependent, based on the results of the Drug Dependency Examination, and who will undergo a mandatory rehabilitation program for minimum period of six (6) months shall be considered on sick leave for the entire period of his/her rehabilitation. When the concerned public official or employee's sick leave is exhausted, his/her vacation leave credits may be utilized for the purpose. If all leave credits are used his/her absence shall be on leave without pay.

The public official or employee shall undertake the processing of his admission to a rehabilitation center in accordance with the provisions of RA No.9165 and existing rules of the Dangerous Drugs Board.

The public official or employee concerned shall shoulder the expenses of his/her rehabilitation, which shall commence within the fifteen (15) days from receipt of Drug Dependency Examination result, to give way to the processing of the necessary clearances.

The public official or employee concerned shall secure a certificate of completion of his/her rehabilitation program and clearances from his /her attending physician that he /she has been successfully rehabilitated and is now fit to return to work. Said public official or employee shall not be allowed to report back to work without first submitting said certification and clearance to his /her agency.

E. Advocacy, Education and Training

1. The HR shall undertake to increase the awareness and education of the officials and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all officials and employees.
2. All officials and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - a. Salient features of RA 9165
 - b. Adverse effects of abuse and /or misuse of dangerous drugs on the person, workplace, family and the community
 - c. Preventive measures against drug abuse; and
 - d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation
3. To encourage all officials and employees to lead a healthy lifestyle while at work and at home. The LGU shall undertake to conduct the following activities as often as possible:
 - a. Lifestyle assessment programs on health, nutrition, weight management, stress management, alcohol abuse, smoke cessation, and other indicators of risk diseases
 - b. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.)
 - c. Sports, recreational and fun-game activities; and
 - d. Other activities promoting health and wellness

F. Monitoring and Evaluation-the implementation of these policies and programs shall be monitored and evaluated periodically by the Drug-free Workplace Committee to ensure drug-free workplace.

G. Responsibility of the LGU under the Drug-Free Workplace

1. Adoption and implementation of a continuing and sustainable substance abuse awareness and prevention program and inform all officials and employees about the following:
 - Its policy of maintaining Drug-Free Workplace;

The LGU shall display a billboard or streamer in conspicuous places in the workplace with standard message like "THIS IS A DRUG-FREE WORKPLACE; LET'S KEEP IT THIS WAY!" Or such other similar importance.

- The medical and social risks associated with drug use:
- The administrative and criminal sanctions with respect drug use and violations thereof;
- 2. Distribute a copy of the policy to each employee. It shall endeavor to obtain a written acknowledgement from the employees and officials covered in this ordinance that the policy has been read and understood.
- 3. Conduct of substance abuse awareness and prevention programs.
- 4. Conduct mandatory and random drug testing. It shall maintain the confidentiality of all information relating to drug tests or the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or which such exemptions have been authorized in writing by the person concerned.
- 5. Ensure adequate funding for the implementation of the Drug-Free Workplace Policy.

H. Responsibilities of the Employees and Officials of the LGU

1. Abide by the terms of the Drug-Free Workplace Policy as a condition for continued employment;
2. Never possess and/or use drugs and other substances classified as illegal by the DDB;
3. Prohibited to sell, give, provide, or administer directly or indirectly any drugs and/or other substance classified as illegal by the DDB to his/her co-employees or others and/or to commit or abet/aid in the commission of any unlawful acts penalized under RA 9165;
4. Voluntarily seek treatment and rehabilitation if they have problems related to dangerous drugs;
5. Advocate actively against drug abuse; and
6. Help maintain drug-free workplace;
7. All officials and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

I. Responsibilities of the Human Resource Management Office

1. Actively lead the advocacy of a drug-free workplace, including but not limited to establishing and maintaining a drug-free policy, providing avenues to increase employee awareness and education.
2. Ensure fund allocation for drug testing and awareness programs by including these to the LGU Annual Plan.

J. Responsibilities of the GLAN Municipal Employees

1. Ensure that no discrimination will be felt by employees who are considered as drug dependent; and
2. Uphold the right of an employee that may have the basis to make human rights complaint related to drug dependencies in the workplace.

Section 9. Sanctions.

1. Any public official or employee who, after being tested positive of drug use, shall refuse to undergo treatment or rehabilitation, or fails to complete his/her treatment or rehabilitation program, shall be charged with the administrative offense of Grave Misconduct. The charge of Grave Misconduct shall be grounded on the fact that said public official or employee was tested positive of drug use and not on his /her refusal to undergo or failure to complete his/her treatment.
2. Any public official or employee who refuses, without any valid reason, to submit himself/herself for drug testing, shall be charged with the administrative offense of Gross Insubordination.
3. Public officials and employees found to have used dangerous drugs during the prescribed period of their intervention or rehabilitation shall be charged with the administrative offense of Grave Misconduct.

4. Public officials or employees who for the second time have tested positive in a random drug test after completion of his /her treatment and /or rehabilitation program or shall be found to have used dangerous drugs during the prescribed period of intervention or rehabilitation, shall be charged with the administrative offense of Grave Misconduct.
5. Any public official or employee found to have tampered the result of a drug test or interfered in the conduct of the drug test or in the release of drug results shall be charged with the administrative offense of Grave Misconduct.
6. Officials and employees caught using or peddling drug shall be charged with the administrative offense of Grave Misconduct, without prejudice to the filing of appropriate criminal charge/s under RA No .9165 and other pertinent laws.
7. The Casual or a Job Order employee who will have a positive result on the drug test will not be renewed in service.

Section 10. Creation of a Drug - Free Workplace Committee.

1. A Drug-Free Workplace Committee shall be created by the Municipal Mayor composed of himself as Chairperson and members coming from representative of the Municipal Health Office, Human Resource Officer, Municipal Administrator, MLGOO, representative of the Municipal Anti -Drug Abuse Council.
2. In the absence of a Municipal Legal Officer, any legal matters shall be referred to the Municipal Judge or to the Provincial Legal Officer for legal opinions.
3. The Drug -Free Workplace Committee shall formulate the Implementing Rules and Regulations of this Ordinance.

Section 11 .Funding - The LGU shall bear the expenses for the conduct of the screening and confirmatory drug test of its municipal officials and employees, subject to existing budgeting, accounting and auditing rules and regulations and shall form part of the annual budgetary appropriations. Funds for the conduct of the screening and confirmatory drug test may be sourced from the budget for employee health and wellness. The funds for subsequent drug tests shall likewise be included in the annual budget proposal for employee health and wellness.

The barangay drug testing for the barangay officials, shall be shouldered solely by the LGU-
Barangay and must be part also of their budgetary appropriation.

Section 12. Separability Clause - if any part of this Ordinance is declared not valid unconstitutional or unlawful, such declaration shall not affect or impair the remaining provisions, sections or parts thereof, which shall remain or continue to be in full force and effect.

Section 13. Repealing Clause- All previous ordinances and provisions inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

Enacted unanimously, this 30th day of January, 2023, upon motion of Honorable Lydia B. Hizoler, which was jointly seconded by Honorable Arla Mae T. Lara and Honorable Kayrud W. Alegado, RN.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 27th Regular Session held on January 30, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


JOSELITO A. ESCOBAR
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor ✕
Date: FEB 09 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 45th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, JUNE 6, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

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PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, R.N.
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor, *Presiding Officer*
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President
- IPMR

ABSENT: NONE

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SPECIAL ORDINANCE NO. 23 – 047
Series of 2023
Author: Hon. Ricardo Q. Roque, Jr.

AN ORDINANCE INSTITUTIONALIZING AND IMPLEMENTING THE REGISTRATION OF OWNERSHIP OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT PURSUANT TO THE JOINT MEMORANDUM CIRCULAR NO. 201-02 OF THE DEPARTMENT OF AGRICULTURE AND THE DEPARTMENT OF INTERIOR AND LOCAL GOVERNMENT RELATIVE TO THE NATIONAL GUIDELINES FOR THE REGISTRATION OF OWNERSHIP OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE AND FOR OTHER PURPOSES

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. SHORT TITLE. – This ordinance shall be referred to as the "*Mandatory Registration of Ownership of Agricultural and Fishery Machineries and Equipment in the Municipality of Glan, Sarangani Province*"

Section 2. SCOPE/COVERAGE. – This Ordinance shall cover a one-time registration of ownership of both new and currently-used agricultural equipment by any whether individual owner, registered farmer-cooperatives and farmer-associations and corporations, and any other private entity, which are registered with the Securities and Exchange Commission, the Department of Trade and Industry, the Department of Labor and Employment, or the Cooperative Development Authority. The agricultural and fishery machineries and equipment shall include all machineries and equipment for the production, harvesting processing, storage, manufacture, preserving, transporting and distribution, research, extension and instructions, which shall include, but are not limited to, the agricultural and fishery machineries and equipment. Furthermore, agricultural and fishery machineries and equipment owned and operated by any government entity, including the local government units, shall likewise be subject to the mandatory registration prescribe in this Ordinance.

Section 3. DEFINITION OF TERMS. – For purpose of this Ordinance, the following terminologies are used and defined as follows:

A. *Agricultural and Fisheries Machinery* – refers to machinery and equipment for the production, harvesting, processing, storage, manufacture, preserving, transporting and distribution of agricultural and fisheries products.



- page two follows -



These include, but not limited to tractors and their attachments, power tillers, seeders, trans planters, windmills, harvesting machines, crop protection and maintenance equipment, irrigation equipment and accessories, greenhouses and other thermal conditioning equipment, livestock equipment, meat/fishery and crop processing equipment, post-harvest machines such as milling machines, dryers, threshers, grain and other strippers, agricultural transport machinery and storage facilities including cold storage, refer vans, slaughter houses and fishing boats of three (3) gross tons or less, new agricultural and fishery machinery includes newly imported as well as one that has not been used since its date of manufacture.

- B. **Processing Complexes** – integrated system of equipment and facilities for processing of agricultural and fisheries products.

Section 4. REGISTRY OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT.

– The Municipal Department of Agriculture shall maintain and update a registry of agricultural and fishery machineries and equipment. This function shall be transferred to and assumed by the Municipal Agriculture Office the moment this Office shall have been created fully operational pursuant to the provisions of Section 29 of Republic Act No. 10601 and DA-DBM-DILG, SC Joint Memorandum Circular No. 02, series off 2020.

The Municipal Department of Agriculture shall have a trained Agricultural and Bio-System Engineer (ABE) to undertake the registration, and, in case it does not have one, shall hire at least one such Agricultural and Bio-System Engineer, and shall likewise be equipped with one QR printer.

The list of newly registered agricultural and fishery machineries and equipment with complete information shall be uploaded monthly to the server of the Philippine Center for Post-Harvest Development and Mechanization-Agricultural and Fisheries Mechanization and Engineering Resource Network (PhilMech-AFMechEm). This list shall likewise be submitted quarterly by the Municipal Department of Agriculture to the Agricultural Engineering Division of the Provincial Office (PAO).

The machinery owner shall report to the Barangay Office when the machinery and equipment is no longer operational for delisting and/or deletion from the registries of the Municipal Department of Agriculture.

Section 5. REGISTRATION OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT PRESENTLY REGISTERED BY OTHER CONCERNED NATIONAL GOVERNMENT AGENCIES.

– The registration of agricultural and fishery machineries and equipment presently being undertaken by concerned government agencies, such as by the Bureau of Fisheries and Aquatic Resources (BFAR) for fishing boats, Philippines Coconut Authority (PCA) on oil mills and other concerned national government agencies, shall be included in the registry of agricultural and fishery machineries and equipment under this ordinance.

Section 6. GENERAL GUIDELINES FOR THE ISSUANCE OF CERTIFICATE OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT REGISTRATION (CARMER).

– The owner/user of agricultural and fishery machineries and equipment shall submit to the Municipal Department of Agriculture the following documents, to wit:

- 
- A. Certificate of Location/Address of the owner of the agricultural and fishery machinery or equipment from the Barangay Office;
 - B. Duly accomplished prescribed Registration Application Form; and
 - C. Any evidence of acquisition/ownership of agricultural and fisheries machinery and equipment such as: Delivery Receipt (DR), Sales Invoice (SI), Official Receipt (OR), or Deed of Donations, Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU). In case that these documents are not available, the barangay office where the owner resides shall execute an affidavit attesting to the lawful ownership of the machinery or equipment.

The Municipal Department of Agriculture, through the Agricultural and Bio-Systems Engineer, shall verify and evaluate the submitted documents, upon finding that the owner of the machinery equipment has complied with all the documentary requirements and has paid the registration fee, the Municipal Department of Agriculture shall process and recommend the issuance of CAFMER for approval of the Municipal Mayor, or his duly authorized representative. Unless otherwise directed by the Municipal Mayor, the Municipal Business Processing and Licensing Office shall act as the representative of the Municipal Mayor for this purpose.

The registration sticker shall be issued by the Municipal Department of Agriculture after the application form has been approved, and it shall keep a copy of the approved CAFMER and ensure that the registration is uploaded to the PhilMech-AFMechERN. The data of the registered agricultural and fishery machineries and equipment shall be linked to the PhilMech-AFMechERN server upon registration.

Section 7. PROCEDURE IN CASE OF AMENDMENT TO THE CERTIFICATE OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT REGISTRATION (CAFMER). – The Office of the Municipal Mayor, through the Municipal Business Processing and Licensing Office, shall issue a Certificate and an amended CAFMER in the following instances:

- A. Transfer of Ownership of the agricultural and fishery machineries and equipment: in case of such transfer of ownership, the documentary requirement for registration shall likewise be required;
- B. Transfer of location to another city/municipality, in which case the existing registration shall be delisted and/or deleted, and the certificate so issued shall be cancelled, and a new registration shall have to be secured from the local government unit where the owner has, or the equipment has been, transferred;

The Office of the Municipal Mayor, through the Municipal Business Processing and Licensing Office, shall issue a Certificate of Clearance to the owner for submission to the city/municipality where the owner has transferred within 30 days. The portion in the application form which states "For Deletion/Cancellation of Agricultural and Fisheries machinery and Equipment Registration" must be filled up.

The Municipal Department of Agriculture shall delete the agricultural and fishery machineries and equipment in the list of registration of such machinery and equipment. The machinery owner shall likewise report to the Municipal Department of Agriculture on any non-serviceable machinery and equipment for delisting and/or deletion from the registries of such machineries and equipment in the Municipal Department of Agriculture. The owner shall undergo another registration process in the application for an amended CAFMER. For which registration fee as provided for in this Ordinance shall be paid.

In the event that such machinery or equipment is involved in any criminal or civil case regarding question of ownership as reported by the Barangay officials, no Certificate of Clearance shall be issued by the appropriate local government unit office.

Section 8. REGISTRATION FEE. – The registration fee for each agricultural and fishery machinery or equipment to be paid by the owner thereof shall be **Three Hundred Pesos (P300.00)**, inclusive of the cost of the registration plate to be issued by the Municipal Department of Agriculture to the owner.

The agricultural and fishery machineries and equipment owned by cooperatives duly registered under Republic Act No. 6810 (Magna Carta for Country and Barangay Business Enterprises, or Kalakalan 20) and Republic Act No. 6938 (Cooperative Code of the Philippines) shall be exempted from payment of registration fees pursuant to Section 133 of the Local Government Code of 1991.

Section 9. INCENTIVES FOR THE REGISTRATION OF AGRICULTURAL AND FISHERY MACHINERIES AND EQUIPMENT.

- A. Registration may be in the availment of government incentives/subsidies;
- B. Registered machinery may be used as loan collateral;
- C. Registration will facilitate the location of lost agricultural and fisheries machinery units;
- D. Availment of common Service Facilities (CSF); and
- E. Provision of insurance (e.g. Registry System for Basic in Agriculture for registered agricultural and equipment.

The Municipal Department of Agriculture shall coordinate with the Philippine Corp Insurance Corporation (PCIC) for the most appropriate insurance package for agricultural and fishery machineries and equipment, in reference to the Registry System for Basic Sectors in Agriculture (RSBSA) of the DA-ICTS.

Section 10. PUBLIC INFORMATION CAMPAIGN. – The Municipal Department of Agriculture, in collaboration with the Municipal Community Affairs Office and the Barangay Local Government Units shall undertake information campaign on the implementation of the registration of ownership of agricultural and fishery machineries and equipment.

Section 11. FUNDING. – Initial funding for the implementation of the registration of agricultural and fishery machineries and equipment, as well as for the hiring of agricultural and bio-systems engineer, purchase of registration equipment, including QR printer, and other activities on the registration of ownership of agricultural and fishery machineries and equipment, shall be sourced from any available savings that the Municipal Budget Office shall certify and for which the Municipal Mayor is hereby authorized to utilize for these purposes. For these purposes, such savings so certified and approved are hereby deemed appropriated. Thereafter, and in the succeeding years, funding therefor shall be incorporated in the maintenance and other operating expenses of the Municipal Department of Agriculture.

Section 12. REPEALING CLAUSE. – All ordinances, executive orders, rules and regulations, or other issuances, which are inconsistent herewith, are hereby deemed amended, modified or repealed accordingly.

Section 13. SEPARABILITY CLAUSE. – In the event that any part or provision this Ordinance is declared unconstitutional, ultra vires, inoperative, or otherwise illegal or unlawful, by any court of competent jurisdiction or by the Sangguniang Panlalawigan, all other remaining parts or provisions not so declared or affected shall remain valid and in full force and effect.

Section 14. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 6th day of June, 2023, upon motion of Honorable Ricardo Q. Roque, Jr., which was duly seconded by Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly adopted by the Sangguniang Bayan on its 45th Regular Session held on June 6, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JUN 14 2023

- nothing follows -

PRESENT: Hon. Ricardo Q. Roque, Jr. - SB Member / Temporary Presiding Officer
Hon. Kayrud W. Alegado, RN - SB Member
Hon. Nazarius D. Wata - SB Member
Hon. Joselito A. Escobar - SB Member
Hon. Elsan Faith R. Engkong - SB Member
Hon. Lydia B. Hizoler - SB Member
Hon. Carlos A. Homo - SB Member
Hon. Edwin D. Pacaldo - SB Member
Hon. Roldan R. Daquigan - LnB President
Hon. Arla Mae T. Lara - PPSK President
Hon. Henry L. Melchomo - IPMR

ABSENT: *Hon. Victor James P. Yap, Jr.* - *Municipal Vice Mayor, (Official Business)*

Sponsor: Hon. Josecito A. Escobar

- page two follows -

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Develop strategic plans to provide relevant resources, services, and programs to meet the needs of the college community, plans and coordinates library events and exhibits;
- Oversees acquisitions, cataloging, classification and processing of library materials;
- Creates and delivers workshops on information and digital literacy, citation management, and research tools that help library users develop effective research skills;
- Manages and supervises the library staff, recruits, trains and evaluates library staff and volunteers, and assigns work tasks appropriately; and
- Perform other duties and responsibilities as assigned.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO), through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

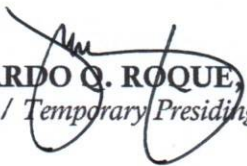
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 11th day of July, 2023, upon motion of Honorable Nazarius D. Wata, which was duly seconded by Honorable Lydia B. Hizoler.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 50th Regular Session held on July 11, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ENACTED:


RICARDO Q. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: JUL 21 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE
- SPECIAL ORDINANCE NO. 23 – 025**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) PHARMACIST II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Pharmacist II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby **“CREATED”**.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005 stipulated that the qualification standards for **Pharmacist II, SG 15** are as follows, viz:
- Education
 - Experience
 - Training
 - Eligibility

- Bachelor’s Degree in Pharmacy
 - 1 year of relevant experience
 - 4 hours of relevant training
 - RA No. 1080
- Section 3. Duties and Functions.** – The plantilla position created under Section 1, above, shall have the following duties and functions:
- Review and validate prescriptions from patients;
 - Prepare and dispense medicines to patients;
- page two follows -

- Record issuance of medicines;
- Inventory of medicines and supplies;
- Receive and record incoming and outgoing medicines;
- Operate an inventory system to monitor stocks of medicines and supplies;
- Monitor expiry dates and ensure no stock outs;
- Ensure medications to be procured are consistent with the recommended medicines from clinical practice guidelines and Philippine National Drug Formulary; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

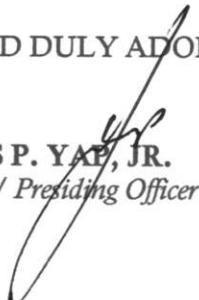
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

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<i>PRESENT:</i>	<i>Hon. Victor James P. Yap, Jr.</i>	<i>- Municipal Vice Mayor / Presiding Officer</i>
	<i>Hon. Ricardo Q. Roque, Jr.</i>	<i>- SB Member</i>
	<i>Hon. Kayrud W. Alegado, RN</i>	<i>- SB Member</i>
	<i>Hon. Nazarius D. Wata</i>	<i>- SB Member</i>
	<i>Hon. Joselito A. Escobar</i>	<i>- SB Member</i>
	<i>Hon. Elsan Faith R. Engkong</i>	<i>- SB Member</i>
	<i>Hon. Lydia B. Hizoler</i>	<i>- SB Member</i>
	<i>Hon. Carlos A. Homo</i>	<i>- SB Member</i>
	<i>Hon. Edwin D. Pacaldo</i>	<i>- SB Member</i>
	<i>Hon. Roldan R. Daquigan</i>	<i>- LnB President</i>
	<i>Hon. Arla Mae T. Lara</i>	<i>- PPSK President</i>
	<i>Hon. Henry L. Melchomo</i>	<i>- IPMR</i>

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<i>ABSENT:</i>	<i>NONE</i>
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SPECIAL ORDINANCE NO. 23 – 026

Series of 2023

Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) HEALTH PROGRAM OFFICER II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Health Program Officer II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Health Program Officer II, SG 15** are as follows, viz:

- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job, preferably allied health course |
| • Experience | – None Required |
| • Training | – None Required |
| • Eligibility | – RA No. 1080 |

Section 3. Duties and Functions. – The plantilla position created under Section 1, above, shall have the following duties and functions:

- Perform routine diseases surveillance activities, such as data collection, encoding, analysis and dissemination of surveillance data;

- Collect and complete information required in Case Investigation Form and other surveillance document;
- Coordinate with appropriate personnel or authority to ensure completeness of data;
- Perform data entry to ensure efficient and timely generating of data;
- Report to the RESU any challenges in data collection; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

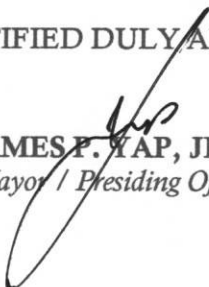
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

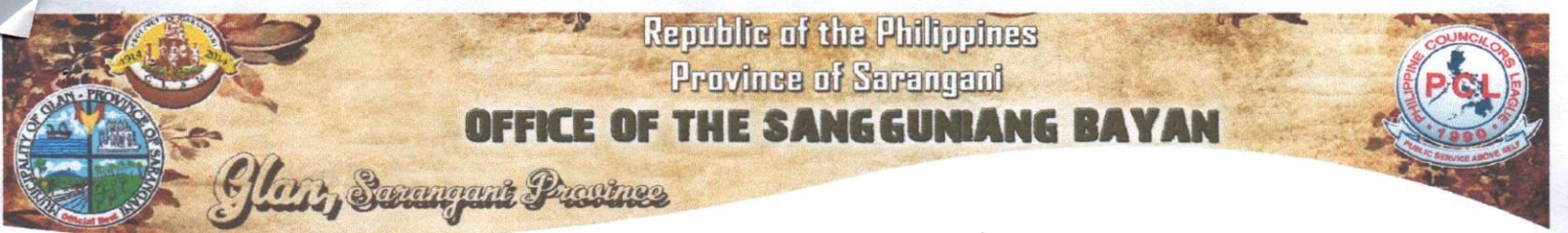
ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -



EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 027
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) NUTRITION OFFICER III, WITH SALARY GRADE 18, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Nutrition Officer III, SG 18** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Nutrition Health Officer III, SG 18** are as follows, viz:

- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job, preferably allied health course |
| • Experience | – 2 years of relevant experience |
| • Training | – 8 hours of relevant training |
| • Eligibility | – Career Service (Professional);
Second Level Eligibility |

Section 3. Duties and Functions. – The plantilla position created under Section 1, above, shall have the following duties and functions:

- Initiate regular quarterly meetings of Municipal Nutrition Committee (MNC);
- Keep and submit records of the minutes of meetings;
- Organize and leads in planning core group within Municipal Nutrition Committee (MNC);
- Conduct regular visit to barangays and assess progress of program implementation and provide technical assistance to Barangay Nutrition Committee (BNC);
- Supervises the Nutrition Committees of all barangays;
- Acts as resource person to barangay planning activities; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

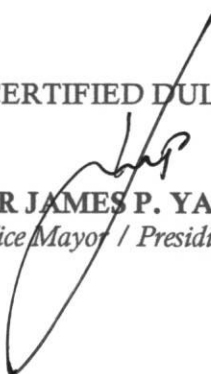
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR
- ABSENT: NONE
- =====
- SPECIAL ORDINANCE NO. 23 – 028
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) RADIOLOGIC TECHNOLOGIST II, WITH SALARY GRADE 15, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The position of **One (1) Radiologic Technologist II, SG 15** in the **regular** plantilla position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Radiologic Technologist II, SG 15** are as follows, viz:
- Education
 - Experience
 - Training
 - Eligibility

- Bachelor of Science in Radiologic Technology
 - 1 year of experience as Radiologic Technologist
 - 4 hours of relevant training
 - RA No. 1080
- Section 3. Duties and Functions.** – The plantilla position created under Section 1, above, shall have the following duties and functions:
- Conduct performance testing and maintenance of RHU radiologic equipment;
- 
- page two follows -
- 

- Daily operation of RHU radiologic equipment such as X-ray and assist in opening the Ultrasound machine;
- Follow-up results and do daily recording of patients subjected to the diagnostic equipments (X-ray and Ultrasound) of the RHU;
- Operate the X-ray machine of the Mobilie Clinic (Hospital Bus);
- Participate in the medical outreach programs of the RHU;
- Prepare quarterly reports; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

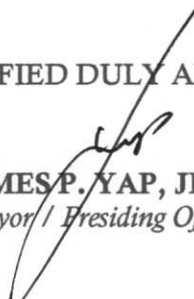
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

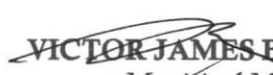
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====

PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 029
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING THE PERMANENT PLANTILLA POSITION OF ONE (1) MEDICAL SPECIALIST II, WITH SALARY GRADE 23, UNDER THE OFFICE OF THE MUNICIPAL HEALTH, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Medical Specialist II, SG 23**, in the **regular plantilla** position under the **Office of the Municipal Health** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Medical Specialist II, SG 23** are as follows, viz:



- Education
- Experience
- Training
- Eligibility

- Doctor of Medicine/Fellow of Internal Medicine
- 1 year of relevant experience
- 4 hours of relevant training
- RA No. 1080

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

7

- Assist in the supervision of the operation of LGU Hemodialysis Unit;
- Cater to outpatient consultation;

7.

- page two follows -

- Assist in the supervision of the staff of the Municipal Health Office;
- Participate in the medical outreach activities of the LGU;
- Assist in the supervision of implementation of health programs;
- Do daily rounds in the LGU Hemodialysis Unit;
- Prepare quarterly reports; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

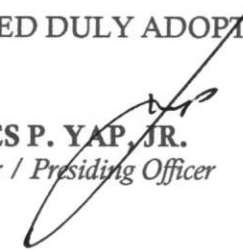
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor 
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 030**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE CREATING A COTERMINOUS POSITION OF ONE (1) EXECUTIVE ASSISTANT II, WITH SALARY GRADE 17, UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES**
- Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;
- Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;
- NOW, THEREFORE:**
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Creation of Position.** – The coterminous position of One (1) Executive Assistant II, SG 17, in the regular plantilla under the Office of the Municipal Mayor of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.
- Section 2. Qualifications.** – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for Executive Assistant II, SG 17 are as follows, viz:
- 

- Education
 - Experience
 - Training
 - Eligibility

- None Required
 - None Required
 - None Required
 - None Required
- Section 3. Duties and Functions.** – The positions created under Section 1, above, shall have the following duties and functions:
- Serves as person in-charge in the Office of the Municipal Mayor;
 - Serves as Secretary to the Mayor;
- page two follows -

- Takes dictation and transcribes notes of official and private correspondence;
- Attends social obligations of the Local Chief Executive as directed;
- Facilitates the conduct of meetings of LCE with other agencies and stakeholders;
- Transmits and follow-ups orders and requests of clients to the LCE;
- Countersigns official documents for LCE's signature; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

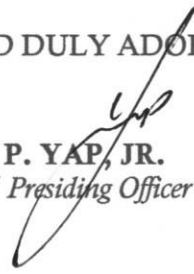
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 14 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

=====

PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 031
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) COOPERATIVE DEVELOPMENT SPECIALIST II, WITH SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Cooperative Development Specialist II, SG 15**, in the regular plantilla under the **Office of the Municipal Mayor** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Cooperative Development Specialist II, SG 15** are as follows, viz:

- 
- | | |
|---------------|--|
| • Education | – Bachelor’s Degree relevant to the job |
| • Experience | – 1 year of relevant experience |
| • Training | – 4 hours of relevant training |
| • Eligibility | – Career Service (Professional); 2nd Level Eligibility |

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- 4
- Formulate Local Cooperative Development Plan consistent with the National Development Plan and the Philippine Cooperative Medium-term Development Plan, to be incorporated in the Comprehensive Development Plan (CDP) and Annual Investment Plan (AIP) of the Local Government Unit of Glan;

- Ensure the provision of technical guidance, financial assistance and other services to develop cooperatives into viable and responsible economic enterprises;
- Promote the organization of cooperative and support their development within their areas of jurisdiction;
- Establish partnership and collaboration in the sharing of cooperative information and implementation of cooperative development plans and programs with CDA being the lead government agency on cooperative promotion, development and regulations;
- Assist cooperatives in the preparation of registration of documents and mandatory reports;
- Facilitate trainings for the development of cooperatives, however, provision of mandatory trainings in accordance with guidelines as prescribed by the CDA;
- Initiate and implement a localized program for cooperatives promotion and development in line with the national policy on cooperatives within the jurisdiction;
- Identify cooperatives-related best practices for possible replication by other LGUs
- Identify ways to collaborate, consolidate, or coordinate efforts, services, and other resources with other LGUs relative to cooperative promotion, organization and development;
- Assist the Local Chief Executive in the promotion of SME in the locality and to the development and promotion of Tourism in the locality; and
- Perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

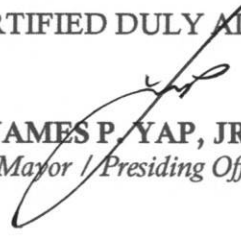
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor / Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, RN	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Joselito A. Escobar	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
ABSENT:	NONE	
=====		

SPECIAL ORDINANCE NO. 23 – 032
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION
OF ONE (1) SUPERVISING LABOR AND EMPLOYMENT OFFICER, WITH SALARY
GRADE 22 UNDER THE OFFICE OF THE MUNICIPAL MAYOR, GLAN, SARANGANI
PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Supervising Labor and Employment Officer, SG 22**, in the regular plantilla under the **Office of the Municipal Mayor** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Supervising Labor and Employment Officer, SG 22** are as follows, viz:

- Education
 - Bachelor’s Degree preferably in any of the following:
 - Operations Management (OM);
 - Human Resource Management (HRM);
 - Human Resource Development (HRD); and/or allied fields
 - Experience
 - 3 years of relevant experience
 - Training
 - 16 hours of relevant training
 - Eligibility
 - Career Service (Professional); 2nd Level Eligibility

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Assists in the formulation of policies and procedures;
- Assess and monitor the implementation of rules and regulations governing private recruitment and placement for local employment;
- Provide labor and market information services, referral and placement services for local and overseas as well as private and civil service employment in accordance with the existing policies, rules and regulations;
- Provide self-employment services; and
- Maintain effective communication with the Local Chief Executive to appraise and provide recommendations for policy perform other tasks as directed by head of the office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

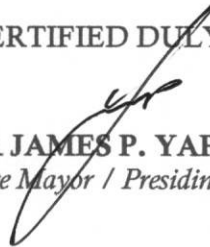
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:

VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: MAR 24 2023

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

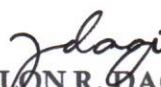
NONE
- SPECIAL ORDINANCE NO. 23 – 033
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT
PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE IV,
WITH SALARY GRADE 4 UNDER THE OFFICE OF THE MUNICIPAL
ACCOUNTANT, THIS MUNICIPALITY
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Aide IV, with Salary Grade 4 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr. thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Abolition of Position Title. – The following position title under the Office of the Municipal Accountant, this municipality, pursuant to this Ordinance, is hereby ABOLISHED, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|------------------------|--------------|----------|----------------------|
| Administrative Aide IV | 4 | 1081-05 | Municipal Accounting |
- Section 2. Administrative Provision. – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
- 

- page two follows -

Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. BAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

- =====
- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LNB President
- PPSK President
- IPMR

ABSENT:

NONE

=====
- SPECIAL ORDINANCE NO. 23 – 034**
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE AIDE VI (CLERK III), WITH SALARY GRADE 6 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, THIS MUNICIPALITY**
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Aide VI, with Salary Grade 6 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr. thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:**
- Be it Ordained,** by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, **THAT:**
- Section 1. Abolition of Position Title.** – The following position title under the **Office of the Municipal Accountant**, this municipality, pursuant to this Ordinance, is hereby **ABOLISHED**, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|------------------------|--------------|----------|----------------------|
| Administrative Aide VI | 6 | 1081-08 | Municipal Accounting |
- Section 2. Administrative Provision.** – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
- page two follows -

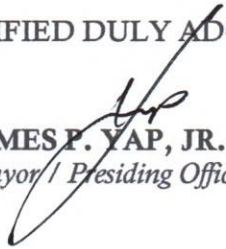
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O’CLOCK IN THE MORNING

- PRESENT:

Hon. Victor James P. Yap, Jr.
Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- Municipal Vice Mayor / Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

NONE
- SPECIAL ORDINANCE NO. 23 – 035
Series of 2023
Sponsor: Hon. Joselito A. Escobar
- AN ORDINANCE ABOLISHING THE PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III), WITH SALARY GRADE 8 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, THIS MUNICIPALITY
- Whereas, R.A. No. 7160 expressly mandates that every LGU shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the CSC and further emphasized that the chief executive of every LGU shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, x x x;
- Whereas, the Municipal Accounting Office of the local government unit of Glan has an existing unfilled plantilla of one (1) Administrative Assistant II, with Salary Grade 8 which is now presented for review before the members of the august body pursuant to the request of Honorable Victor James B. Yap, Sr., thru a letter dated March 8, 2023, requesting for the abolition of the aforesaid plantilla position;
- Whereas, upon thorough review and perusal of the documents presented, proper deliberation by the members of the august body succeeded and it was found out that the Municipal Accounting Office has requested for the abolition of the plantilla position in order to eliminate inactive position, redundancy of existing positions and duplication of functions in the concerned office/department;
- NOW, THEREFORE:
- Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. Abolition of Position Title.** – The following position title under the **Office of the Municipal Accountant**, this municipality, pursuant to this Ordinance, is hereby **ABOLISHED**, to wit:
- | POSITION TITLE | SALARY GRADE | ITEM NO. | DEPARTMENT/OFFICE |
|-----------------------------|--------------|----------|----------------------|
| Administrative Assistant II | 8 | 1081-03 | Municipal Accounting |
- Section 2. Administrative Provision.** – The budget allocated thereof shall be utilized for the creation of other plantilla positions which is essential to the office/department for the effective delivery of basic public service.
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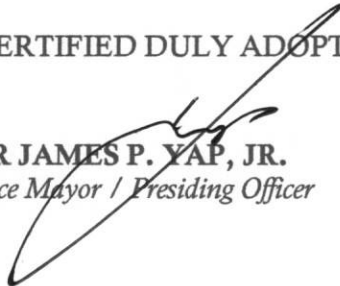
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

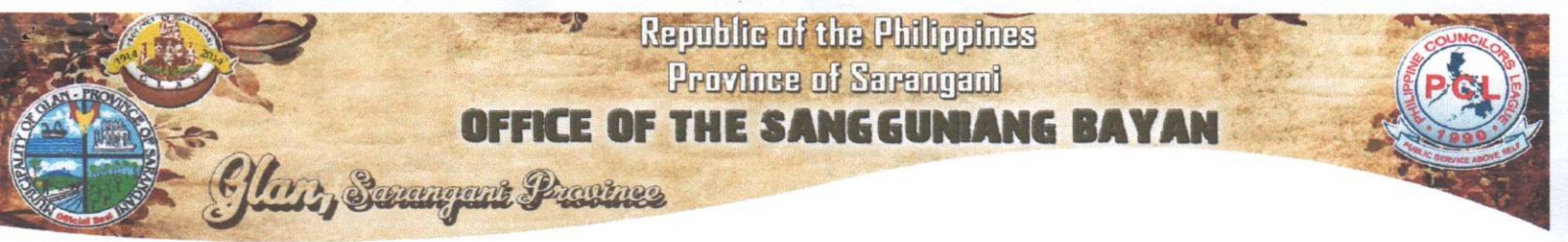
ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -



EXCERPTS FROM THE MINUTES OF THE 34th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 21, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

- PRESENT:

Hon. Victor James P. Yap, Jr.

Hon. Ricardo Q. Roque, Jr.

Hon. Kayrud W. Alegado, RN

Hon. Nazarius D. Wata

Hon. Joselito A. Escobar

Hon. Elsan Faith R. Engkong

Hon. Lydia B. Hizoler

Hon. Carlos A. Homo

Hon. Edwin D. Pacaldo

Hon. Roldan R. Daquigan

Hon. Arla Mae T. Lara

Hon. Henry L. Melchomo
- Municipal Vice Mayor / Presiding Officer

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- SB Member

- LnB President

- PPSK President

- IPMR

ABSENT: NONE

=====

SPECIAL ORDINANCE NO. 23 – 036
Series of 2023
Sponsor: Hon. Joselito A. Escobar

AN ORDINANCE CREATING A PERMANENT PLANTILLA POSITION OF ONE (1) ADMINISTRATIVE OFFICER V (MANAGEMENT AND AUDIT ANALYST), WITH SALARY GRADE 18 UNDER THE OFFICE OF THE MUNICIPAL ACCOUNTANT, GLAN, SARANGANI PROVINCE, PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES

Whereas, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability, subject to the minimum standard and guidelines prescribed by the Civil Service Commission;

Whereas, Section 447 (a) (1) (viii) of the same Code provides that the Sangguniang Bayan has the power to determine the positions and salaries including allowances and other emoluments and benefits of employees of the municipal government;

NOW, THEREFORE:

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. Creation of Position. – The position of **One (1) Administrative Officer V (Management and Audit Analyst)**, SG 18, in the regular plantilla under the **Office of the Municipal Accountant** of Glan, Sarangani Province, pursuant to this ordinance, is hereby “CREATED”.

Section 2. Qualifications. – Pursuant to Civil Service Commission Resolution No. 050320, dated March 8, 2005 under Memorandum Circular No. 10, s. 2005, the qualification standards stipulated for **Administrative Officer V (Management and Audit Analyst)**, SG 18 are as follows, viz:

- •

•

•

Education

Experience

Training

Eligibility

– Bachelor’s Degree relevant to the job

– 2 years of relevant experience

– 8 hours of relevant training

– Career Service (Professional); 2nd Level Eligibility

Section 3. Duties and Functions. – The positions created under Section 1, above, shall have the following duties and functions:

- Conduct pre-audit in Municipal Transactions: check and verify the completeness of supporting documents of municipal transactions and check the correctness of computation of tax withholding;

- Preparation of Bank Reconciliation for Municipal – Special Education Fund and Trust Fund;
- Preparation of Financial Reports for Special Education Fund and Trust Fund;
- Preparation of transmittal of all Liquidation Reports of downloaded NGA's project for submission to COA;
- Preparation of Tax Withholding (for goods/services and compensation) for Remittance to BIR monthly and prepare alphas of taxes withheld for goods/services and compensation for submission to BIR; and
- Perform other tasks as directed by head of office/agency.

Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

Section 5. Source of Fund. – Funds needed for the purpose shall be provided under the General Fund Annual Budget of the Municipality upon the creation of the position which shall be appropriated and be made available as appropriation for the salary and other benefits.

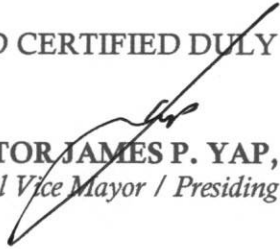
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

Enacted unanimously, this 21st day of March, 2023, upon motion of Honorable Arla Mae T. Lara, which was jointly seconded by Honorable Carlos A. Homo and Honorable Elsan Faith R. Engkong.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


VICTOR JAMES P. YAP, JR.
Municipal Vice Mayor / Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 04 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 35TH REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, MARCH 28, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====		
PRESENT:	Hon. Joselito A. Escobar	- SB Member / Temporary Presiding Officer
	Hon. Ricardo Q. Roque, Jr.	- SB Member
	Hon. Kayrud W. Alegado, R.N.	- SB Member
	Hon. Nazarius D. Wata	- SB Member
	Hon. Elsan Faith R. Engkong	- SB Member
	Hon. Lydia B. Hizoler	- SB Member
	Hon. Carlos A. Homo	- SB Member
	Hon. Edwin D. Pacaldo	- SB Member
	Hon. Roldan R. Daquigan	- LnB President
	Hon. Arla Mae T. Lara	- PPSK President
	Hon. Henry L. Melchomo	- IPMR
=====		
ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, (Sick Leave)
=====		

SPECIAL ORDINANCE NO. 23 – 038
Series of 2023
Sponsor: Hon. Edwin D. Pacaldo

**AN ORDINANCE ESTABLISHING THE CLEAN AND GREEN PROGRAM
IN THE MUNICIPALITY OF GLAN, PROVINCE OF SARANGANI
MANDATING FAMILY BACKYARD GARDENING PROVIDING
FUNDS THEREFOR AND FOR OTHER PURPOSES**

Whereas, Article 11, Section 9 of the 1987 Constitution provides that, “the State shall promote a just and dynamic social order that will ensure the prosperity and independence of the nation and free the people from poverty through policies that provide adequate social services, promote full employment, a rising standard of living, and an improved quality of life for all”;

Whereas, the Local Government Code of 1991 empowers the Local Government Unit to prepare their respective comprehensive land use plans enacted through zoning ordinances which shall be the primary and dominant bases for the future use of land resources. Provided, that the requirements for food production, human settlements and industrial expansion shall be taken into consideration in the preparation of such plans;

Whereas, Section 16 of the General Welfare Clause of the Government Code of 1991, states that “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants;

Whereas, the DILG Memorandum Circular 2023-001, re: “IMPLEMENTATION OF THE HALINA’T MAGTANIM NG PRUTAS AT GULAY (HAPAG) SA BARANGAY PROJECT”, provide guidelines for the establishment of a Barangay Community Garden that will serve as a strategy to diversify the food source and contribute to ensuring food security in the community;

NOW, THEREFORE: 

Be it Ordained, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:

Section 1. TITLE. – This ordinance shall be known as “**GULAYAN SA MATAG-PANIMALAY**”

Section 2. DECLARATION POLICY. – It shall be the policy of the municipality to reduce incidence of hunger and malnutrition through sustainable backyard gardening at the family level and to promote ecological well-being through the promotion and adoption of organic gardening among the constituents.

Section 3. DEFINITION OF TERMS. – As used in the ordinance, the following terms shall be understood as follows:

- a. **FAMILY HOME** – shall be synonymous with the word household. It shall refer to the house where the family resides. Multiple families living under one roof shall be required to maintain one family garden.
- b. **FOOD GARDEN** – shall refer to the growing of any kind of plants that produce edible leaves, fruits, or tubers actually consumed by the concerned family. May also include medicinal herbs and plants. Fruit trees and coconut trees are excluded within the context of a food garden.
- c. **BACKYARD** – shall be used in its broad and general concept which includes any vacant land in any part of the home lot.
- d. **URBAN GARDENING** – shall refer to the gardening techniques in small spaces which includes the use of pots, bottles, etc.
- e. **SANITARY TOILET** – shall refer to the water-sealed toilet facility with a dedicated septic tank.
- f. **HYDROPONICS** – a method of growing food using mineral nutrient solutions in water without soil (soilless-bases)
- g. **VERTICAL GARDENING** – refers to a special kind of urban gardening suitable for small spaces, particularly for decorating the walls and roofs in various styles. It is an alternative method for gardening by expanding the scope of growing plants in a vertical space.
- h. **CONTAINER GARDENING** – refers to a micro model farming where a farming unit of household is producing fruits and vegetables in special containers for personal consumption.

Section 4. FAMILY CLEAN AND GREEN PROGRAM. – There is hereby established a family Clean and Green Program which consists of the following:

- a. Mandatory backyard and / or urban food garden for every family.
- b. Training and Mentoring on current technology and techniques for sustainable backyard and/ or urban gardening such as but not limited to self-watering bottle gardening, backyard plot gardening, etc.
- c. Use of organic fertilizers and pesticides.
- d. Compliance with Municipal disposal ordinance.
- e. Presence of Sanitary Toilets.

Section 5. MANDATORY BACKYARD GARDEN. – Each family residing within the Municipality of Glan is hereby mandated to establish their own backyard garden consisting of at least five (5) varieties of vegetables.

Every Barangay and its Purok shall establish its respective Community Organic Garden to be maintained, sustained and administered by Barangay Officials in accordance to rural or urban setting. It shall have at least a minimum of (20) square meters of land area.

After 4 months from the effectivity of this ordinance, all Barangays and its Puroks must have a visible backyard food garden.

Section 6. CLEANEST AND GREENEST GARDEN FAMILY. – There is hereby established a “Cleanest and Greenest Family Garden Contest” in the municipality which shall be based on the following criteria, to wit:

- a. Cleanliness of surroundings
- b. Food Garden Productivity
- c. Solid Waste Management
- d. Presence of Sanitary Toilet

Section 7. URBAN DESIGN. – Urban Gardens shall be in the form of the following:

- 
- Rooftop garden;
 - Window garden;
 - Vertical or wall garden;
 - Pots and small containers gardening;
 - Plots;
 - Hydroponics
 - Air plants

Section 8. PARTICIPATION OF ALL BARANGAYS. – The 31 Barangays in the Municipality of Glan shall encouraged to formulate its own short, medium and long-term programs with specific budget allocation from its Internal Revenue Allotment on organic gardening.

Section 9. PENALTY. – The Punong Barangay shall not issue a Barangay Certification in availing the government financial assistance such as but not limited to: 4P's, IP's, UCT and others if they did not establish their own backyard garden.

Section 10. INCENTIVES. – The Municipality shall grant incentives through annual contest, awards and financial or material support to families engage in backyard organic gardening and barangay/puroks which promote, sustain and practice community organic gardening. The Municipal Agriculturist Office shall formulate guidelines for developing incentive programs, award systems and/or financial or material support.

Section 11. GULAYAN SA MATAG-PANIMALAY CONTEST. – The Municipality may establish an annual "Gulayan sa Matag-Panimalay Contest" for rural/urban Family Backyard Gardening which may be included as one of the highlights in any milestone activity of the municipality.

Section 12. APPROPRIATION. – The Municipality of Glan shall appropriate substantial budget to ensure the implementation of this ordinance and to support the Family and Community Backyard Gardening.

Section 13. IMPLEMENTING RULES AND REGULATIONS. – The Municipal Mayor is hereby authorized to create a Technical Committee to formulate the implementing Rules and Regulations of this ordinance upon its effectivity.

Section 14. SEPARABILITY CLAUSE. – If any part of this Ordinance is declared unconstitutional, the remaining parts unaffected thereby shall continue to remain valid and in effect.

Section 3. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 28th day of March, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly and severally seconded by Honorable Nazarius D. Wata, Honorable Lydia B. Hizoler and Honorable Kayrud W. Alegado, R.N.

I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 35th Regular Session held on March 28, 2023.


MARION R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


JOSELITO A. ESCOBAR
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: APR 11 2023

- nothing follows -

EXCERPTS FROM THE MINUTES OF THE 57th REGULAR SESSION OF THE 23rd SANGGUNIANG BAYAN OF GLAN, HELD AT THE SB SESSION HALL, GLAN, SARANGANI PROVINCE ON TUESDAY, AUGUST 29, 2023 AT EXACTLY 9:30 O'CLOCK IN THE MORNING

=====

- PRESENT:**

Hon. Ricardo Q. Roque, Jr.
Hon. Kayrud W. Alegado, RN
Hon. Nazarius D. Wata
Hon. Joselito A. Escobar
Hon. Elsan Faith R. Engkong
Hon. Lydia B. Hizoler
Hon. Carlos A. Homo
Hon. Edwin D. Pacaldo
Hon. Roldan R. Daquigan
Hon. Arla Mae T. Lara
Hon. Henry L. Melchomo

- SB Member / Temporary Presiding Officer
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- SB Member
- LnB President
- PPSK President
- IPMR

ABSENT:

Hon. Victor James P. Yap, Jr.

- Municipal Vice Mayor, (Official Business)

=====
- SPECIAL ORDINANCE NO. 23 – 051**
Series of 2023
Author: Hon. Joselito A. Escobar
- AN ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE UNDER THE EXECUTIVE DEPARTMENT AND PROVIDING FUNDS THEREFOR AMENDING FOR THE PURPOSE SPECIAL ORDINANCE NO. 23-048, SERIES OF 2023**
- Whereas*, the Municipality of Glan needs to establish its Municipal Veterinary Office (MVO) to carry out all the veterinary measures in keeping healthy domestic animals through responsible pet ownership and prevention of cruelty to animals. The office will regulate meat, poultry, milk and dairy products for public consumption and be in the frontline of veterinary-related activities in the prevention and control of disease outbreaks in animals;
- Whereas*, the said office to be established will implement regulatory measures in keeping domestic animals and help enforce the law on wildlife conservation and protection within the Municipality;
- Whereas*, the Municipal Veterinary Office, likewise, will conduct investigation, surveillance and confiscation of illegally slaughtered and processed meat as mandated under RA 9226, also known as the “Meat Inspection Code of the Philippines” and enforces the labeling and against adulteration of meat and meat products;
- NOW, THEREFORE:*
- Be it Ordained*, by the 23rd Sangguniang Bayan of Glan, Province of Sarangani during its regular session, THAT:
- Section 1. TITLE.** – This ordinance shall be known as the “**ORDINANCE ESTABLISHING THE VETERINARY OFFICE IN THE MUNICIPALITY OF GLAN, SARANGANI PROVINCE UNDER THE EXECUTIVE DEPARTMENT AND PROVIDING FUNDS THEREFOR**”
- Section 2. CREATION OF THE MUNICIPAL VETERINARY OFFICE (MVO).** – There shall be created a Municipal Veterinarian Office and to be separated from the Office of the Municipal Agriculture to oversee both agricultural activities and veterinary services. This ensures focused management and expertise in both sectors, enhancing efficiency and specialized attention to their respective areas. Each office can then develop policies, regulations, and programs tailored to the unique needs of agriculture and veterinary care.
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- page two follows -



2.1. This Office shall constitute a new department in the administrative structure of the Local Government Unit of Glan, headed by the Municipal Veterinarian. The department will be composed of three (3) line divisions, namely: a.) Administrative Unit; b.) Livestock and Poultry Production Division; and c.) Animal Health & Regulatory Division. The functions of the divisions are as follows:

2.1.1 *Administrative Unit:* This division shall be responsible for the collation, preparation, management and maintenance of office data including livestock, poultry and breeding production, animal disease and control and regulatory veterinary public health;

2.1.2. *Livestock and Poultry Production Division:* This division shall aim to increase livestock production and improve productivity to help ensure availability, accessibility and affordability of livestock products. Invigorate the rural economy by promoting enterprise development and increase farmer's income and ensure the compatibility of practices in the livestock and poultry enterprises with environmental standards; and

2.1.3 *Animal Health & Regulatory Division:* This division shall ensure animal's health, disease-free and well-looked after and to implement policies aimed at preventing – or managing – outbreaks of serious animal diseases, and in doing so, support the farming industry, protect the welfare of animals and safeguard public health from animal borne diseases.

The establishment of Municipal Veterinary Office is necessary in order to provide efficient and effective delivery of services to the constituents in the Municipality of Glan.

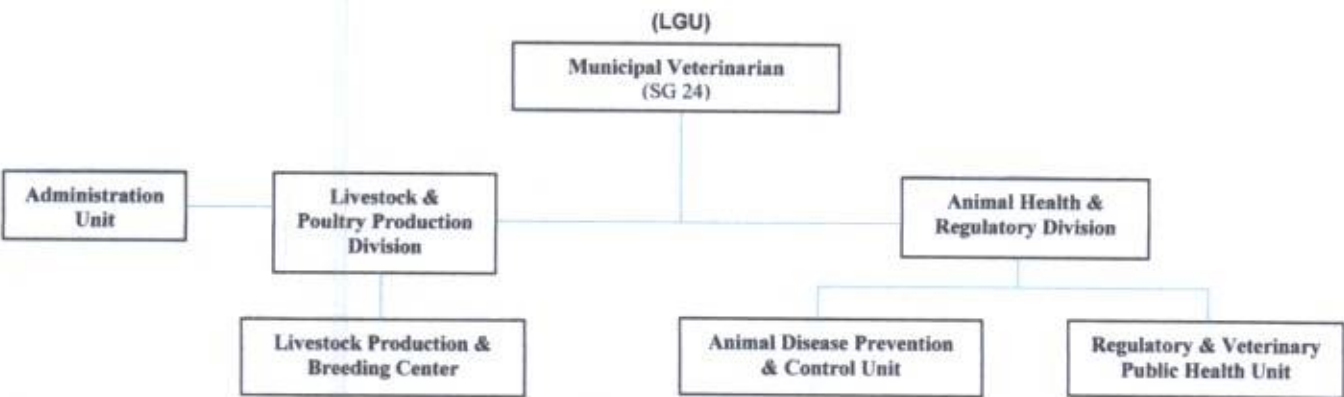
Section 3. LEGAL BASIS. – Section 16, General Welfare Clause of the Local Government Code of 1991 states that, “every Local Government Unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, Local Government Units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”;

Section 17 (a) of Republic Act No. 7160 of the same code further states that “Local Government Units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They also discharge the functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provisions of basic services”.

Section 4. PURPOSE. – To strengthen the provision of basic services and facilities to be undertaken by the Municipality for promulgating specific policies and procedures governing the flow of poultry, livestock products through various stages of marketing and the proper preservation and inspection of such products.

Section 5. THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL VETERINARY OFFICE (MVO). – In Section 76, the Organizational Structure and Staffing Pattern of the Republic Act No. 7160 states that every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

The Municipal Veterinary Office shall be included in the whole organizational structure of the LGU-Glan. Hereunder is the Organizational Chart illustration:





- page three follows - 

Section 6. FUNCTIONS OF MUNICIPAL VETERINARY OFFICE (MVO). – The Municipal Veterinary Office shall have the following functions:

- 6.1.1. Conduct quarantine operations, seminars, inspection, monitoring, surveillance of meat and meat establishments, access to pertinent records and confiscation, hold order or condemnation of meat and meat items, locally sources and imported. These include meat and meat products from food animals locally slaughtered in unaccredited and/or accredited facilities, sourced from banned countries, smuggled, undocumented, whether fit or unfit for human consumption, that may pose imminent danger to public health and may carry animal diseases detrimental to the populace and our animal population itself, to any person, firm or corporation engaged in the business of storing, trading, selling, transporting, processing and preparing meat items referred above;
- 6.1.2. Conduct monitoring and inspection of food establishment relatively using meat and meat-product as raw materials to food, to ensure that food and food-product satisfies the requirements of food laws and that the control are in place to prevent, eliminate, or reduce risk(s) to consumers;
- 6.1.3. Conduct Animal Immunizations, Animal Impounding Operations, and Nuisance Animal Confiscations on Public and Privately Owned place, Promotion and Implementation of Animal Welfare and Protection in accordance existing National Laws and Local Regulations;
- 6.1.4. Responsible for all veterinary activities, such as in the outbreak of highly contagious and deadly diseases and in situation resulting in the depletion of animals for work and human consumption particularly those arising from and in the aftermath of man-made and natural disasters and calamities;
- 6.1.5. Shall monitor, conduct field inspection and may require those involved in slaughterhouse operation to submit periodic and special reports to the Municipal Mayor;
- 6.1.6. Coordinate and recommend to the Municipal Mayor and to the Sanggunian as the case maybe on all other matters for the improvement of the quality of livestock, poultry, and other domestic animals used for work or human consumption; and
- 6.1.7. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances.

Section 7. BUDGETARY AND FINANCIAL REQUIREMENT. – All salaries and wages of the items created under this ordinance as well as its maintenance and operations and other costs for the FISCAL YEAR 2023 shall be determined by a special committee and shall henceforth be included as a department in the government structure and receive its corresponding share in the budget process yearly.

Section 8. SEPARABILITY CLAUSE. – Any provision or portion of this ordinance found to be in violation of the Constitution or declared to be invalid shall not impair other provisions or part thereof which shall continue to be in force and in effect.

Section 9. REPEALING CLAUSE. – Ordinances, rules and regulations or parts thereof, which are inconsistent or in conflict with the provisions of this ordinance, are hereby repealed or modified accordingly.

Section 11. EFFECTIVITY. – This ordinance shall take effect immediately upon its approval.

Enacted unanimously, this 29th day of August, 2023, upon motion of Honorable Edwin D. Pacaldo, which was jointly seconded by Honorable Lydia B. Hizoler and Honorable Roldan R. Daquigan.



- page four follows -



I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 57th Regular Session held on August 29, 2023.


MARLON R. DAQUIGAN, J.D.
Secretary to the Sanggunian

ATTESTED AND CERTIFIED DULY ADOPTED:


RICARDO O. ROQUE, JR.
SB Member / Temporary Presiding Officer

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor
Date: OCT 24 2023

- nothing follows -