



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.

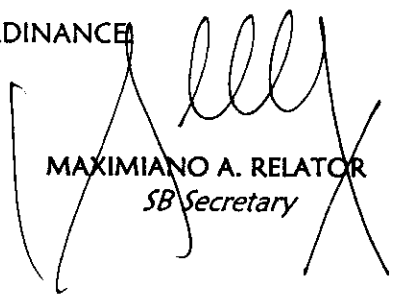
Section 4. The Human Resource Management Office (HRMO) through its officer is hereby directed to comply the appurtenant legal documents relative to this creation of a Tourism Operations Officer (TOO) II as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance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

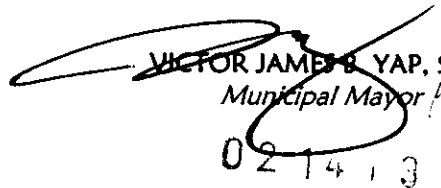
I HEREBY CERTIFY to the correctness of the foregoing SPECIAL ORDINANCE


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
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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
RECEIVED

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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 SANGGUNIANG 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:

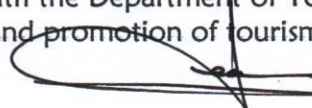
Section 1. The position of Supervising Tourism Operations Officer, Salary Grade Two (SG 22), Level 2, in the regular plantilla of personnel under the Office of the Municipal Mayor for the Municipal Government of Glan, Sarangani Province is hereby **"CREATED"**.

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 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.

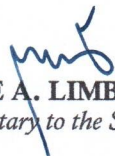
Section 17. Effectivity. – This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of local circulation within Municipality of Glan.

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


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

APPROVED:


VICTOR JAMES B. YAP, SR.
Municipal Mayor

Date: **MAR 28 2023**

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

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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:	N O N E	

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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.

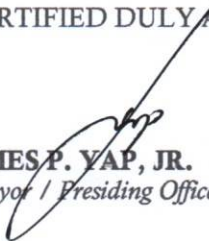
Section 22. Effectivity Clause. – This ordinance shall take effect immediately upon its approval.

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.	- 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 – 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, IN THE
MUNICIPAL LOCAL GOVERNMENT UNIT 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 position in the Municipal Local Government Unit 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 | – Doctor of Veterinary Medicine |
| • Experience | – 4 years of relevant experience |
| • Training | – 24 hours of relevant training |
| • Eligibility | – 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.

ATTESTED AND CERTIFIED DULY ADOPTED:

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

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

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.

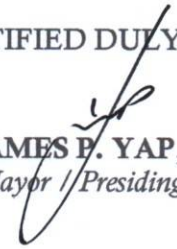
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.
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.

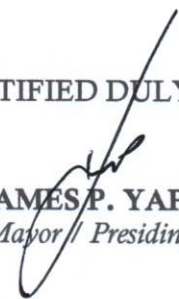
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

<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>
<i>ABSENT:</i>	<i>NONE</i>	

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.

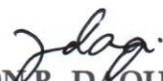
Section 4. Administrative Provision. – The Human Resource Management Office (HRMO) through its office is hereby directed to comply the appurtenant legal documents relative to this creation as provided by law and make representation with the Civil Service Commission (CSC) to ensure compliance therewith.

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.

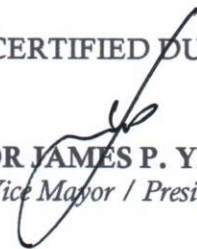
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.

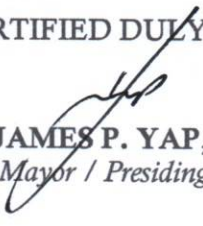
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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 – 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.

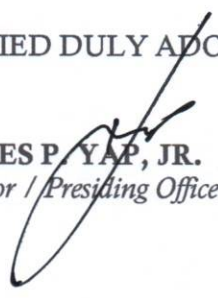
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

=====		
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)
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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 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
ABSENT:	Hon. Henry L. Melchomo	- IPMR
	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.

[Signature] *[Signature]* page two follows - *[Signature]*

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.

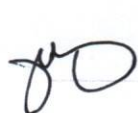
5.1.2. Livestock and Poultry Production Division: This division shall aims to increase livestock production and improve productivity to help ensure availability, accessibility and affordability of livestock products. Invigorate the rural economy by promoting enterprise development and increase farmer's 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.

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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.

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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 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

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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. 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)
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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;

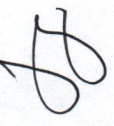
Whereas, upon thorough review and perusal of documents presented, proper deliberation by the members of the august body followed and it was found out that, pursuant to the Manual of Position Classification and Compensation Scheme in Local Government Units, Chapter 9 that 9.2.1.6 explicitly provides for 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;

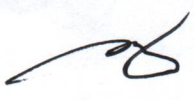
NOW, THEREFORE:

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

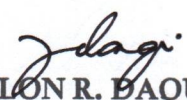


Section 2. Administrative Provision. – The Budget allocated thereof shall be utilized for the creation of other plantilla position which is essential to the office/department for the effective delivery of basic public service.

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

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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. 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)
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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.

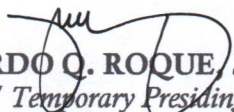
Section 3. Effectivity Clause. – This Ordinance shall take effect immediately upon its approval.

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.

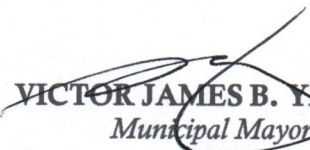
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 26th Regular Session held on January 24, 2023.


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

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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
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ABSENT:	Hon. Victor James P. Yap, Jr.	- Municipal Vice Mayor, <i>(Absent)</i>
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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.

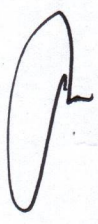
B. Procedures in the conduct of Random Testing. - The procedures in the conduct of the random drug testing are as follows:

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.

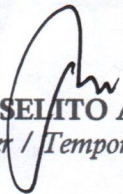
Section 13. Repealing Clause- All previous ordinances and provisions inconsistent with this Ordinance shall be deemed repealed or modified accordingly.

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.	- 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

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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:

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- 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 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)
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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.

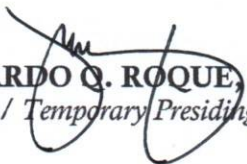
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

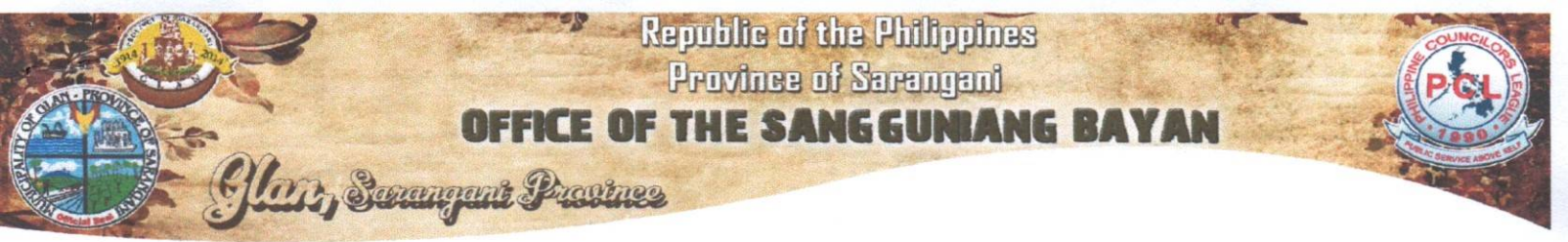
ATTESTED AND CERTIFIED DULY ENACTED:


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 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

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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 | – Bachelor’s Degree in Pharmacy |
| • Experience | – 1 year of relevant experience |
| • 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:

- Review and validate prescriptions from patients;
- Prepare and dispense medicines to patients;

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- 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.

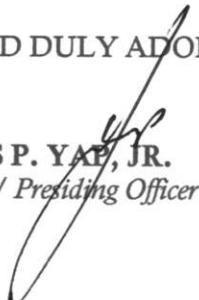
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

- 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 – 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

• Experience

• Training

• Eligibility
- Bachelor’s Degree relevant to the job, preferably allied health course

– None Required

– None Required

– 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.

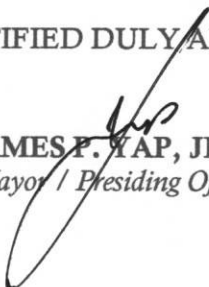
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

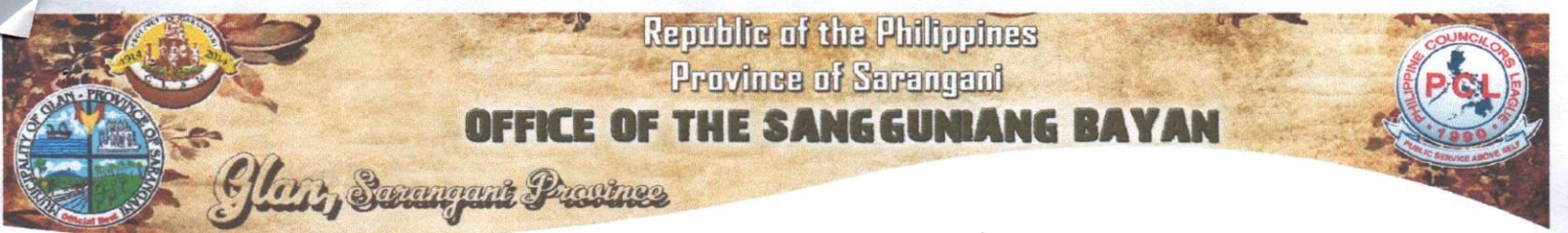
ATTESTED AND CERTIFIED DULY ADOPTED:


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

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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.

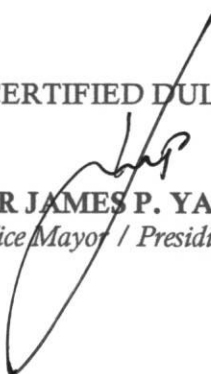
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.

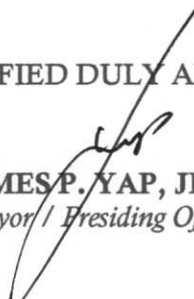
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.

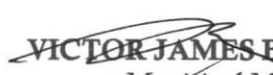
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


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 8
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.

- 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.

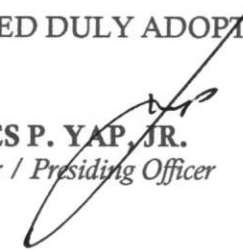
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.	- 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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=====

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 | – None Required |
| • Experience | – None Required |
| • Training | – None Required |
| • Eligibility | – 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;

- 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.

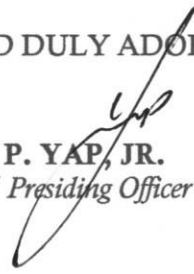
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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.

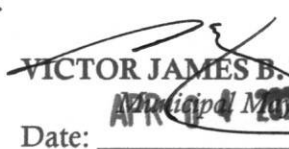
I hereby certify to the correctness of the foregoing SPECIAL ORDINANCE, which was duly enacted by the Sangguniang Bayan on its 34th Regular Session held on March 21, 2023.


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.

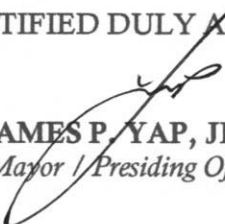
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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 / <i>Presiding Officer</i>
	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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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.

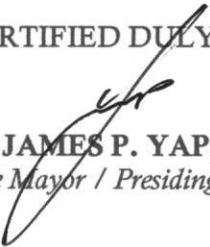
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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:

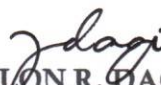
POSITION TITLE	SALARY GRADE	ITEM NO.	DEPARTMENT/OFFICE
Administrative Aide IV	4	1081-05	Municipal Accounting

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.

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.

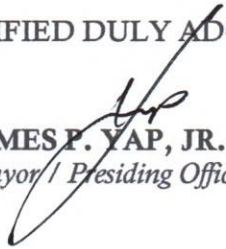
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

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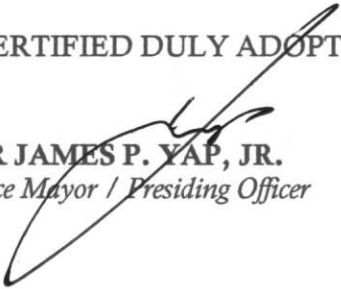
Section 3. Effectivity. – This Ordinance shall take effect immediately upon approval.

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

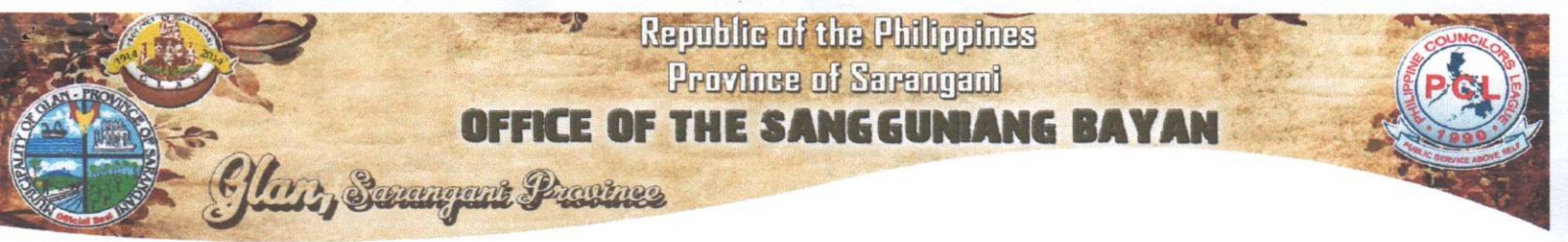
ATTESTED AND CERTIFIED DULY ADOPTED:


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

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 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.

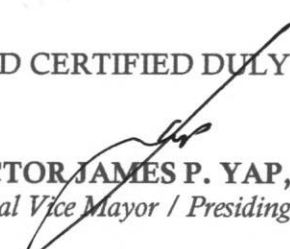
Section 6. Effectivity. – This Ordinance shall take effect immediately upon approval.

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 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.



- 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.

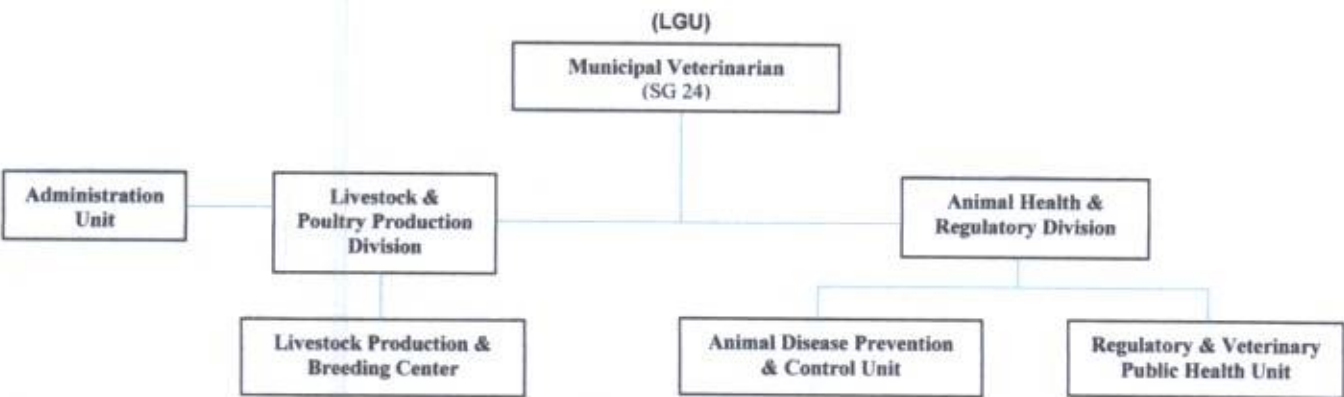
Section 3. LEGAL BASIS. – Section 16, General Welfare Clause of the Local Government Code of 1991 states that, “every Local Government Unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and 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:



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 -