

Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF MANGALDAN

Office of the Sangguniang Bayan

EXCERPT FROM THE JOURNAL OF PROCEEDINGS OF THE REGULAR
SESSION OF THE SANGGUNIANG BAYAN OF MANGALDAN,
PANGASINAN HELD AT THE SESSION HALL AT M.Y.D.C. ON AUGUST
25, 2022.

Vice Mayor **Dr. Mark Stephen V. Mejia** called the session to order at
exactly 4:30 P.M..

ROLL CALL

Present:

1. Hon. Mark Stephen V. Mejia Vice Mayor/
Presiding Officer
2. Hon. Aldrin O. Soriano Councilor /
Presiding Officer Pro-tempore
3. Hon. Fernando Juan A. Cabrera Councilor
4. Hon. Joseph Emmanuel B. Cera Councilor
5. Hon. Joselito G. Quinto Councilor
6. Hon. Juvy O. Frialde Councilor
7. Hon. Christopher G. Romero Councilor
8. Hon. Joel C. Meneses Councilor
9. Hon. Lovely Lian C. Maramba Councilor
10. Hon. Rolly G. Abalos Councilor -LIGA Pres.
11. Hon. Michael Ervin C. Lomibao Councilor - SKF Pres.

Absent:

None

MUNICIPAL ORDINANCE NO. 2022 - 07

AN ORDINANCE AMENDING SOME PROVISIONS OF
ORDINANCE NO. 2019-125, "AN ORDINANCE PROVIDING
FOR A CODIFIED AND REVISED INTERNAL RULES OF
PROCEDURE FOR THE SANGGUNIANG BAYAN
(MUNICIPAL COUNCIL) OF THE MUNICIPALITY OF
MANGALDAN, PROVINCE OF PANGASINAN".

WHEREAS, the Sangguniang Bayan (Municipal Council) is a legislative
body duly organized pursuant to law for the enactment of ordinances and adoption
of resolutions for the governance of the Municipality of Mangaldan in the Province
of Pangasinan;

WHEREAS, Section 50 of Republic Act No. 7160 or the Local Government
Code of 1991 and Article 103, Rule XVII of the Rules and Regulations
Implementing the Local Government Code of 1991, provides that "(O)n the first
regular session following the election of its members and within ninety (90) days
thereafter, the sanggunian concerned shall adopt or update its existing rules of
procedures;

WHEREAS, the Sangguniang Bayan (Municipal Council) of Mangaldan
passed and adopted Ordinance No. 2019-125 or the *Codified and Revised Internal*

Rules and Rules of Procedures of the Sangguniang Bayan (Municipal Council) of 2019 to govern the Deliberations and Procedures of the Sangguniang Bayan (Municipal Council) of Mangaldan, Pangasinan”.

WHEREAS, there is a need to adopt an entirely new Rules of Procedure of the Sangguniang Bayan (Municipal Council), to amend SB Ordinance No. **2019 – 125** pursuant to the Local Government Code of 1991 in relation to the Rules and Regulations Implementing the Local Government Code of 1991.

NOW THEREFORE, on motion of Councilor Atty. Fernando Juan A. Cabrera, and duly seconded by all members of the Sanggunian, be it

RESOLVED, as it is hereby resolved, to enact an ordinance providing for a codified and revised Internal Rules of Procedure for the Sangguniang Bayan (Municipal Council) of the Municipality of Mangaldan, Province of Pangasinan in session assembled invoking the aid of Divine Providence, as follows:

RULE I
TITLE

Section 1. This Ordinance shall be known as the *“Codified and Revised Internal Rules and Rules of Procedures of the Sangguniang Bayan (Municipal Council) of 2022 to govern the Deliberations and Procedures of the Sangguniang Bayan (Municipal Council) of Mangaldan, Pangasinan”.*

RULE II
ORGANIZATION AND OFFICERS OF THE SANGGUNIANG BAYAN

ARTICLE I
ORGANIZATION

SECTION 1. EIGHTEENTH COUNCIL OF THE MUNICIPALITY OF MANGALDAN. The Sangguniang Bayan of Mangaldan who will be serving from 2022 until 2025 shall be known as the Eighteenth Council. This is based on the enactment of *Batas Pambansa Bilang 337* (BP 337) or the Act Enacting a Local Government Code which was approved on February 10, 1983 and was in effect a month after its publication in Official Gazette.

Batas Pambansa Bilang 337 defined the Sangguniang Bayan as the legislative body of the municipality, however it is composed of the municipal mayor who was the presiding officer, the vice mayor was then the presiding officer pro-tempore, eight members elected at large, and the members appointed by the president consisting of the president of the Katipunang Bayan and the President of the Kabataang Barangay Municipal Federation.

BP 337 was repealed by Republic Act No. 7160 or the Local Government Code of 1991 on October 10, 1991. The new law empowered the Vice Mayor to become the presiding officer in the Sanggunian separating the power from that of the executive branch headed by the Local Chief Executive or the Municipal Mayor to a separate legislative branch.

The First Council was headed by then Mayor Dr. Pedrito G. Presto from 1980 to 1984. The Second Council was headed by then Mayor Dr. Consorcia

Golea from May 6, 1984 to June 2, 1986. The Third Council was led by the Officer-In-Charge Mayor from June 3, 1986 to December 1, 1987 by Atty. Benigno M. Gubatan. The Fourth Council was led by the Local Government Operations Officer III as the Officer-in-Charge in the mayoralty post in the name of Avelino B. Ortiz who served December 2, 1987 to December 5, 1987. From December 6, 1987 to February 2, 1988 Don Juan G. Quinto was the Officer-in-Charge in the mayoralty post in the Fifth Council.

After the Local Government Code of 1991 was enacted, the Sixth Council was led by former Vice Mayor Honorable Ruben S. Abalos who served from 1988 to 1992, and 1992 to 1995 for the Seventh Council. The Eighth Council was led by former Vice Mayor Honorable Engr. Manuel M. Casupang who served from 1995 to 1998. The Ninth Council was led by former Vice Mayor Honorable Cesar B. Moulic from April 2, 1998 to June 30, 1998.

The Tenth Council was led by former Vice Mayor Honorable Tito B. Sarzaba, Jr. who served from 1998 to 2001. Former Vice Mayor Honorable Herminio A. Romero led the Eleventh Council in 2001 to 2004. In 2004 to 2007, former Vice Mayor Honorable Bernardo C. Abalos led the Twelfth Council of Mangaldan. In 2007 to 2010, incumbent Vice Mayor Honorable Pedro A. Surdilla, Jr. led the Thirteenth Council.

The first part of the Fourteenth Council was led by former Vice Mayor Honorable Bernardo C. Abalos from June 30, 2010 to December 23, 2012; However, because of the death of then incumbent Mayor Honorable Herminio A. Romero, then Vice Mayor Abalos assumed the mayoralty post and number one Councilor Honorable Maria Teresa M. Abalos took over the vice mayoralty post from December 23, 2012 to June 30, 2013.

The Fifteenth Council was led by then Vice Mayor Honorable Engineer Manuel M. Casupang from 2013 to 2016. The Sixteenth and Seventeenth Council was led by former Vice Mayor Honorable Atty. Pedro A. Surdilla, Jr..

SECTION 2. COMPOSITION OF THE EIGHTEENTH COUNCIL OF MANGALDAN. The following are the elected officers of the Sangguniang Bayan (Municipal Council) of Mangaldan, Pangasinan who shall compose the Eighteenth (18th) Council and will serve for a three-year term starting 2022 until 2025:

Municipal Vice Mayor
Municipal Councilor
Municipal Councilor
Municipal Councilor
Municipal Councilor
Municipal Councilor
Municipal Councilor
Municipal Councilor
Municipal Councilor/Liga ng
mga Barangay President
Municipal Councilor/
Sangguniang Kabataan
Federation President

Dr. Mark Stephen V. Mejia
Aldrin O. Soriano
Atty. Fernando Juan A. Cabrera
Atty. Joseph Emmanuel B. Cera
Dr. Joselito G. Quinto
Juvy O. Frialde
Christopher G. Romero
Joel C. Meneses
Lovely Lian C. Maramba

Rolly G. Abalos

Michael Ervin C. Lomibao

ARTICLE II
OFFICERS OF THE SANGGUNIAN BAYAN

SECTION 3. OFFICERS: POWERS AND DUTIES: The following are the Officers of the Sangguniang Bayan of Mangaldan, Pangasinan:

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|----------------------------------|--------------------------------|
| a) Presiding Officer | Dr. Mark Stephen V. Mejia |
| b) Presiding Officer Pro-tempore | Aldrin O. Soriano |
| c) Floorleader | Atty. Fernando Juan A. Cabrera |
| d) Members | All SB Members |
| e) Secretary | Juan C. Aquino |

A. PRESIDING OFFICER. The Vice Mayor shall be the Presiding Officer of the Body whose powers and duties shall be as follows:

- 1) To preside over the sessions of the Sangguniang Bayan who shall certify within ten (10) days from the passage of the ordinance enacted and resolutions adopted by the Sangguniang Bayan sessions over which he presides;
- 2) The Vice Mayor, as Presiding Officer of the body, does not have the right to vote except in case of tie;
- 3) To approve matters for inclusion in the agenda: Provided, however, that any proposed measure or matter not included in the agenda may be calendared upon verbal motion approved by a majority of the members of the Sanggunian;
- 4) To assist in expediting business compatible with the rights of the members allowing brief remarks in cases of pending motions;
- 5) To approve vouchers and payrolls chargeable against the appropriations of the Sanggunian;
- 6) To preserve order and decorum during the session of the body, and in case of disturbance or disorderly conduct in the session hall, in the lobby, or in the corridors or rooms or within the premises, take such measures as he may deem advisable or as the body may direct;
- 7) To sign all ordinances, resolutions, warrants and subpoenas issued by order of the body within ten (10) days after their passage/adoption;
- 8) To issue censure, reprimand and admonition orders for cause and after proper investigation of any official or employee of the body;
- 9) He shall be the administrative head of the Sanggunian (Municipal Council) and shall exercise such administrative functions and powers as are attached to his/her office;
- 10) He can participate in all committee deliberations;

- 11) The Vice Mayor as the Presiding Officer of the body may designate the Presiding Officer Pro-tempore by any and all means of communications to him or through the Sangguniang Bayan Secretary to perform the duties of the Presiding Officer during any session for which he is incapable of attendance;
- 12) The Vice Mayor as the Presiding Officer of the body shall in addition to the powers and duties specified above, exercise such administrative functions and powers as are attached to his Office as Presiding Officer and member of the body.

B. PRESIDING OFFICER PRO-TEMPORE. A Sangguniang Bayan Presiding Officer Pro-tempore shall be the Number One Elected Municipal Councilor whose duty and functions are to:

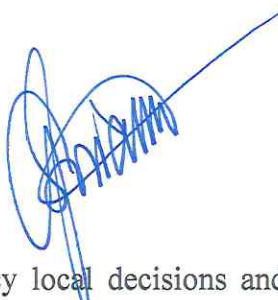

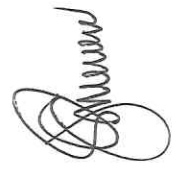
- 1) In case of absence of the Presiding Officer or inability to preside, the Presiding Officer Pro-tempore shall act as the temporary Presiding Officer;
- 2) He shall have the same powers, duties, functions and privileges as the Vice Mayor when acting as the Presiding Officer of the Sangguniang Bayan;
- 3) Perform such other functions as may be designated by the Sangguniang Bayan.


C. FLOORLEADER. A Sangguniang Bayan Floorleader shall be elected from, by and among the members of the political party or group which had garnered the majority numbers of elected seats in the Sangguniang Bayan whose functions are:

- 1) To present to the Sangguniang Bayan all agenda for deliberation of the body during its session;
- 2) To perform such other functions as may be designated by the Sangguniang Bayan.


D. MEMBERS. The members of the Sangguniang Bayan (Municipal Council) shall consist of the Municipal Vice Mayor as the regular Presiding Officer, eight (8) elected regular Sangguniang Bayan Members, the president of the Municipal Chapter of the Liga ng mga Barangay and the President of the Pambayang Pederasyon ng mga Sangguniang Kabataan. The following shall be the primary duty and responsibility of the Sanggunian member to:



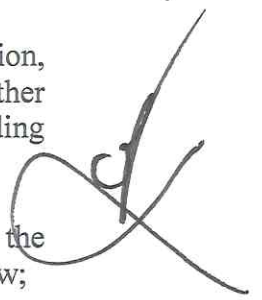


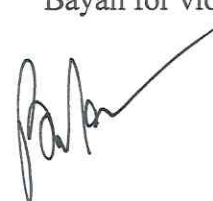

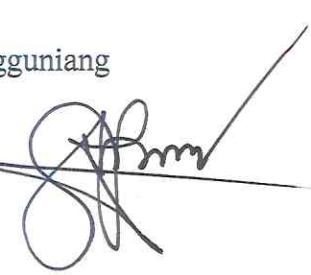
- 1) Identify, aggregate, and articulate the needs, problems, and aspirations of his/her constituents in the Sanggunian and in other public decision-making fora. This implies productive and sustained interaction with the part of the community which he represents in the Sanggunian;
- 2) Ensure that what is finally decided by the Sanggunian matches the needs and expectations of his/her constituency;

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- 3) Communicate to the constituency local decisions and actions that ultimately affect their lives and destinies;
 - 4) Monitor the performance of every legislative measure enacted, and ensure that legislation is implemented as intended;
 - 5) Initiate amendments to a local policy, where necessary toward the promotion of effective local governance and general welfare;
 - 6) Provide a pro-active citizen role in bringing about a more enlightened citizenry within the community he represents to encourage a more active citizen-participation in local governance; and
 - 7) Mobilize support system within the Sanggunian, the local administrative bureaucracy and the community for purposes beneficial to his/her constituency.



E. SECRETARY TO THE SANGGUNIAN (MUNICIPAL COUNCIL SECRETARY). Sangguniang Bayan Secretary who is equivalent to Municipal Government Department Head I, shall be the recorder and custodian of all records of the Sanggunian, and shall have the following powers and duties:



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- 1) To attend meetings of the Sanggunian and keep the minutes of each session. The minutes shall comprise of a clear and faithful account of the business transacted and action taken in the session. The minutes of the closed-door session shall be kept in a separate book, which shall be confidential;
 - 2) To call the roll of the members before the opening of each session, read the minutes of the preceding session and petitions, and other documents, which should be reported to the body or the reading thereof is required by the body or ordered by the Vice Mayor;
 - 3) To forward copies of ordinances and/or resolutions approved by the body to all authorities concerned within the time prescribed by law;
 - 4) To keep the seal of the local government unit and affix the same with his/her signature to all ordinances, resolutions, and other official acts of the Sanggunian and present the same to the Presiding Officer for his/her signature;
 - 5) To furnish, upon request of any interested party, certified copies of public character in his/her custody, upon payment to the local treasurer of such fees as may be prescribed by the ordinance;
 - 6) To keep his/her office and all non-confidential records therein open to the public during the usual business hours;
 - 7) To collect fines and penalties of the members of the Sangguniang Bayan for violating provisions of this measure;
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- 8) To oversee the management of the official social media accounts of the Sangguniang Bayan ng Mangaldan;
- 9) To perform such other duties as are required of him/her as defined in the succeeding provisions of this Revised Rules and Procedures of the Sangguniang Bayan and by the Local Government Code of 1991.

F. TEMPORARY FLOORLEADER. A Sangguniang Bayan Temporary Floorleader shall be chosen from, by and among the Sangguniang Bayan members present during the regular session shall exercise such powers and duties pertaining to the Floorleader in which case the Floorleader is absent or incapable of performing his functions:

- 1) To act as the Acting Floorleader in the absence of the Floorleader during the session;
- 2) To perform the duties of the Floorleader during his absence.

G. ABSENCE OF OFFICERS. In case of the absence or inability of the Vice Mayor or Presiding Officer Pro-tempore, any member of the Sangguniang Bayan may be elected to temporarily preside the session of the Sangguniang Bayan in which case that temporary Presiding Officer shall exercise the same powers, functions and responsibilities as the Vice Mayor when acting as the Presiding Officer of the Sangguniang Bayan.

ARTICLE III OTHER MANPOWER

SECTION 4. OTHER LEGISLATIVE STAFF AND MANPOWER IN THE SANGGUNIANg BAYAN. The following are staffs in the Office of the Sangguniang Bayan and the Municipal Library which is under the Office of the Sangguniang Bayan aside from the earlier mentioned.

A. ASSISTANT SANGGUNIANg BAYAN SECRETARY. There shall be one Assistant Sangguniang Bayan Secretary, who will be responsible for the following duties and tasks:

- 1) To assist the Sangguniang Bayan Secretary in the performance of duties and responsibilities in the Sangguniang Bayan Office;
- 2) To prepare the order/calendar of business of Sangguniang Bayan sessions;
- 3) To act as the Acting Secretary in the absence of the SB Secretary in attending sessions, committee/public hearings, conference for and in his behalf;
- 4) To prepare draft of the approved resolution and enacted ordinances;
- 5) To prepare committee results and ocular inspection reports, conducted by the different SB working committees;
- 6) To prepare legislative agenda and the legislative action plan of the Legislative Department;
- 7) To prepare annual reports and other documents required from the SB Office;

- 8) To take charge of the supervision of the SB staff in the absence of the SB Secretary and affixes signature for and in his behalf;
- 9) To act as the Record Officer to take charge of the Records arrangement;
- 10) To perform other functions as maybe assigned to him/her from time to time.

B. ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)

- 1) Operates the computer to encode all data;
- 2) Encodes various communications;
- 3) Makes monthly report to be submitted to concerned offices;
- 4) Places encoded data which has a backup file in external storage device (e.g. USB flash drives, external HDDs, etc.); and
- 5) Performs other related tasks which may be assigned from time to time.

C. LOCAL LEGISLATIVE STAFF ASSISTANT I. There shall be a Local Legislative Staff in the Sangguniang Bayan of Mangaldan, who will be responsible for the following duties and tasks:

- 1) To act as Secretary to the Vice Mayor and perform relative functions at the Office of the Vice Mayor/Sangguniang Bayan;
- 2) To prepare voucher and other pertinent papers and to follow up the same for liquidation of the expenses at the Sangguniang Bayan Office and the Sangguniang Bayan Secretary;
- 3) To assist the members of the Sanggunian during committee hearings, and other meetings in the Legislative Department; and
- 4) To take charge of the 201 Files of the Sangguniang Bayan Members.

D. PROCESS SERVER. There shall be one Process Server in the Sangguniang Bayan, who will be responsible for the following tasks and duties:

- 1) To deliver communications of the Office of the Vice Mayor, Sangguniang Bayan, and the Sangguniang Bayan Secretary to concerned agencies and offices including notice of Regular and/or Special Session, Order and Calendar of Business, and others;
- 2) To serve invitations to concerned department as need arises; and
- 3) To perform such other functions as maybe assigned from time to time.

E. ADMINISTRATIVE AIDE III (UTILITY WORKER II). There shall be one Administrative Aide III from the General Services Office but will be detailed in the Sangguniang Bayan of Mangaldan, who will be responsible for the following tasks and duties:

- 1) To sweep, dump trash/litters/garbage in the Sangguniang Bayan Office;
- 2) To see to it that tools and equipment are secured after office hours; and
- 3) To perform other related tasks as maybe assigned from time to time.

F. **SECRETARY OF THE MEMBERS OF SANGGUNIANG BAYAN (JOB ORDER).** There shall one (1) Secretary of each Member of the Sangguniang Bayan, who will be responsible for the following tasks and duties:

- 1) To keep a daily schedule of the Sangguniang Bayan Member's activities and reminds them of the same;
- 2) To receive incoming communications for the Sangguniang Bayan Member and route or coordinate to proper authorities, offices, if necessary;
- 3) To maintain good working relations with colleagues in the agency as well as with external entities regarding any matter affecting the operation of the concerned Sangguniang Bayan Member;
- 4) To answer telephone calls and to entertain private callers and clients if necessary; and
- 5) To perform such other functions as maybe assigned from time to time.

SECTION 5. UNDER MUNICIPAL LIBRARY

A. **LIBRARIAN III.** There shall be one Librarian III in the Municipality under the Office of the Sangguniang Bayan, who will be responsible for the following duties and tasks:

- 1) Attends to all library needs of students, teachers, school personnel and other non-SIPC clientele;
- 2) Plans library activities and programs;
- 3) Formulates and implements library rules, regulations and policies for maximum utilization of library;
- 4) Recommends title for acquisition of books, periodicals and other library materials;
- 5) Classifies, organizes, and catalogues of books and other reference materials;
- 6) Keeps record of all library materials;
- 7) Updates periodical information and information file;
- 8) Takes charge of the inventory of library materials and facilities;
- 9) Prepares library records, statistics, library forms required and submits programs, budget proposal and reports;
- 10) Supervises and directs the library staff and eliminates duties and responsibilities to the staff;
- 11) Administers and supervises the total library services for functional operation; and
- 12) Does other library related works.

B. **LIBRARIAN I.** There shall be one Librarian I in the Municipality under the Office of the Sangguniang Bayan, who will be responsible for the following duties and tasks:

- 1) To classify and to sort out reading materials in the library for the convenience of the reading public;
- 2) To see to it that the library is equipped and supplied with new or up-to-date books and magazines/ newspapers;

- 3) To maintain records keeping system, library requirement and standard to enhance the image of the municipal library and to attract better patronage from among the people;
- 4) To be responsible for the general orderliness and safety of all the books and other materials in the library; and
- 5) To perform other functions as maybe assigned to him/her from time to time.

C. **ADMINISTRATIVE AIDE IV.** There shall be an Administrative Aide IV in the Office of the Sangguniang Bayan of Mangaldan, who will be responsible for the following duties and tasks:

- 1) To type formal form of the Sangguniang Bayan resolutions, minutes of sessions, and other communications of the Sangguniang Bayan;
- 2) To file all the Sanggunian records for records purposes; and
- 3) To perform other related tasks.

ARTICLE IV STANDING COMMITTEES IN THE COUNCIL

SECTION 6. CREATION OF STANDING COMMITTEES. The Sangguniang Bayan shall pass a resolution creating a new or removing an existing standing committee in the Sanggunian, before the inaugural session of the incoming Sanggunian. The resolution shall contain the explanation on the creation or removal of an existing committee.

SECTION 7. COMPOSITION OF STANDING COMMITTEES. The Sangguniang Bayan Members shall elect the Chairperson, Vice Chairperson and three (3) members in each of the standing committees.

SECTION 8. STANDING COMMITTEES AND THEIR FUNCTIONS. The following shall be the functions of various standing committees in the Sangguniang Bayan of Mangaldan.

A. AGRICULTURE, FISHERIES, AND AQUATIC RESOURCES.

All matters relating to agriculture and fisheries in general, including animal industry, agricultural economics and research, agricultural education extension services, farm credit and farm security, shall fall under this committee. Moreover, this committee shall:

- a) Study and recommend the creation of research and development programs that would enhance the Agri-Business potentials;
- b) Study and recommend programs that will assist small time businessmen, agricultural producers including the marketing and disposition of their agricultural products;
- c) Conduct studies and researches on the utilization of upland and idle lands to include irrigation and soil management, crop production and pest control, animal breeding, and other agricultural projects;
- d) Study and recommend Agri-Business ventures wherein the municipal government may invest in;
- e) Study and recommend the establishment of rural industrial projects and services;

- f) Coordinate with the Department of Agriculture and Bureau of Fisheries and Aquatic Resources in connection with the development of agricultural and aqua cultural projects in the municipality;
- g) Review the status of upland agriculture, identify geo-hazard areas particularly in relation to the probability of soil erosion and landslides, and promote the use of Sloping Agricultural Land Technology or other appropriate farming or soil cultivation methods that would prevent erosion, landslides, floods and other disasters due to improper farming methods.
- h) Recommend policies and programs to ensure food availability and security at all times; and
- i) Perform such other functions as the Sanggunian may adopt.

B. APPROPRIATIONS, WAYS AND MEANS. All legislative matters regarding budget and appropriation shall be under this committee. This committee shall have the following functions:

- a) Review the annual budget proposal, supplemental budgets, and/or reversions thereof, for approval by the Sangguniang Bayan and subsequent submission to the Sangguniang Panlalawigan, and to appropriate office;
- b) Recommend policies and procedures for the proper, judicious, and effective implementation of appropriation measures and/or use of public funds;
- c) Review for approval by the Sangguniang Bayan all barangay annual budgets, supplemental budgets, and/or reversions thereof;
- d) Coordinate with other offices, government agencies and other committees in the performance, and implementation of the aforementioned functions;
- e) Monitor the implementation of laws and ordinances relative to public funds; and
- f) Perform such other functions as the Sanggunian may adopt.

C. AWARDS AND RECOGNITION. All matters relating to the granting of awards and recognition shall fall under this committee. Moreover, this committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend individual or group who won in any competition from division, regional, national, or international competitions;
- c) Establish linkages or partnership for token to awardees; and
- d) Perform such other functions as the Sanggunian may adopt.

D. BARANGAY AFFAIRS. All matters relating to the affairs of barangays in the municipality and other civic organizations within the barangay shall fall under this committee. Moreover, this committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Coordinate all Barangay Affairs related to programs and activities of the Municipality of Mangaldan;

- c) Study and recommend measures that will develop leadership and involvement of barangay officials in governmental programs and projects;
- d) Formulate policies that will strengthen the Liga ng mga Barangays;
- e) Review, revise and formulate criteria/procedures for accreditation and maintenance thereof in accordance with the provisions of Republic Act 7160;
- f) Hear and recommend actions relevant to the accreditation or maintenance/withdrawal of accreditation of NGOs and POs;
- g) Formulate a system classifying NGOs/POs according to the services rendered or programs undertaken for purposes of making more effective people's participation in local governance;
- h) Review, revise and formulate policies, programs, and system designed to achieve the provisions, intents and purposes of the Local Government Code of 1991;
- i) Review, revise and formulate policies, programs and systems that promote and encourage NGO/PO partnership with the Mangaldan Local Government in undertaking programs and projects for the development of the community;
- j) Recommend measures that ensure availability of funds from the annual appropriations for programs and projects which NGOs and Peoples may undertake to partnership with the Municipality;
- k) Coordinate with people's and non-government organizations for the purpose of strengthening the Municipality's partnership and joint undertakings with them; and
- l) Perform such other functions as the Sanggunian may adopt.

E. **BLUE RIBBON.** All matters relating to the affairs of barangays in the municipality and other civic organizations within the barangay shall fall under this committee. Moreover, this committee shall:

- a) Formulate rules and regulations on matters pertaining to and in relation with the conduct of investigation of complaints and charges of disorderly conduct affecting the Sangguniang Bayan and its members;
- b) Formulate rules and procedures in the conduct of hearing and recommend decision on complaints filed against barangay officials pursuant to the provisions of RA 7160;
- c) Investigate complaints and charges against employees of the LGU in aid of legislation. Reports and recommendations on these investigations shall be submitted to the Sangguniang Bayan in the form of a proposed resolution or ordinance;
- d) Study and recommend policies and procedures for proper, judicious and effective implementation of Rules which will discourage, minimize and eradicate Graft and Corruption, abuse of authority and inefficiency in government service; and
- e) Perform such other functions as the Sanggunian may adopt.

F. **CULTURE, HERITAGE AND THE ARTS.** Conservations and promotions of town's historic and cultural heritage shall fall under this committee. Moreover, this Committee shall:

- a) Increase the level of cultural awareness, inculcate values for the common good, cultivate creativity, and amplify national pride among Filipinos; and
- b) Formulate and implement policies and plans that will conserve and promote the historical.

G. DISASTER MANAGEMENT AND RESILIENCY. All communication, warning signals, emergency, transportation, evacuation, rescue, engineering, health and rehabilitation and the like shall fall under this committee. Moreover, this committee shall:

- a) To be able to engage in community preparedness activities;
- b) To create evacuation and family unification plans;
- c) To maintain connections to meaningful groups like families and volunteer organizations; and
- d) To develop a thorough approach to disaster management - prevention/response and recovery.

H. EDUCATION. All legislation on education schools, colleges, libraries and museums, adult and non-formal education and the like shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Review proposed programs and projects for educational development in the municipality, especially projecting short-term and long term effects of such proposals;
- c) Conduct programs and activities to encourage the optimal use of the public library;
- d) Conduct researches in education as aid in policy formulation;
- e) Formulate measures for dealing with educational problems, such high tuition fees, crowded classrooms, unqualified teachers;
- f) Initiate seminars on educational policies and practices and be responsible for the dissemination of literature and information thereof;
- g) Establish linkages with significant government and private agencies and education-related institutions;
- h) Assist in the establishment and improvement of barangay reading and information centers;
- i) Monitor the implementation of education-related laws and ordinances; and
- j) Perform such other functions as may be adopted by the Sanggunian.

I. E-GOVERNANCE, AND SCIENCE AND TECHNOLOGY. Encouraging new communication technologies in government services is known as electronic governance. Traditional notion of public administration seems to become obsolete as the government is having the demand of more modern and improved quality of governance. The use of information technology raised the quality of the services government delivers to citizens and businesses due to the following factors:

- a) It introduces a new approach to publishing government data and helps bridge the gap between government and citizens;
- b) It digitized government services and information, e-government can streamline administrative processes, reduce paperwork, and save time and money; and
- c) It makes all functions of the business TRANSPARENT.

J. ENVIRONMENT AND NATURAL RESOURCES. All legislative matters relating to the protection and conservation of the environment and ecological system shall pertain to this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Formulate measures for the preservation and protection of the environment, for the improvement of ecological balance, and for the prevention and control of land, air and water pollution, including such measures to effectively enforce penalties and fines to violators of environmental laws and regulations;
- c) Review the establishment of Ecological Waste Management Program on the generation, collection and disposal of solid and liquid wastes;
- d) Study and recommend plans and projects pertaining to waste treatment, sanitary landfill and such other proposals that will preserve, protect and enhance the environment;
- e) Formulate policies for the establishment, maintenance, protection and preservation of agro-forestry projects; provide such other support necessary for forest development projects;
- f) Regulate utilization of mineral resources;
- g) Coordinate and link up with the DENR and other government agencies, the civil society and various sectors and institutions/organizations concerned, for the beautification and cleanliness programs and environmental activities; and
- h) Perform such other functions that the Sanggunian may adopt.

K. GAMES AND AMUSEMENTS. All legislative matters relating to games and amusements shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Conduct studies pertaining to the following areas but not limited to:
 - i. Professional basketball
 - ii. Jai-Alai
 - iii. Cockfighting
 - iv. Lotto
 - v. Casino
 - vi. Professional Boxing
 - vii. Carnival
 - viii. Concert
 - ix. Bingo
 - x. Loterya ng Bayan

- c) Particularly their short-term and long-term effect on the lives of the people;
- d) Evaluate all applications to hold above-cited games/amusements and recommend through the Sangguniang Bayan the grant of the Mayor's Permit;
- e) Monitor the conduct of such games or amusements as to the observance of the conditions prescribed in the Mayor's Permit as well as the pertinent laws and ordinances;
- f) Formulate policies and measures that will afford safety and protection of the public against such activities; and
- g) Perform such other functions as the Sanggunian may adopt.

L. **HEALTH, NUTRITION, AND SANITATION.** All matters relating to public health, nutrition, cleanliness and sanitation, hygiene in general, health agencies operating in the municipality shall fall under this committee. Moreover, this committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Review proposals, projects and programs pertaining to the health and nutrition awareness of the people in Mangaldan;
- c) Conduct studies, programs and projects pertaining to health development, nutrition, population and other related areas;
- d) Coordinate with local, regional and national government offices on projects, plan and activities on health and nutrition services;
- e) Formulate measures and interventions on health problems and malnutrition;
- f) Formulate and initiate seminars, lectures and information drives related to health, nutrition and population;
- g) Establish linkages with private and non-government organizations that will serve as partners in the health, nutrition and population program of the municipal government; and
- h) Perform such other functions as the Sanggunian may adopt.

M. **INFRASTRUCTURE, PUBLIC WORKS, HOUSING, AND SETTLEMENTS.** All matters relating to construction, maintenance and repair of public buildings, streets and roads, bridges and other public offices of historic interest, public works, relating to housing, urban poor, and settlement within the municipality shall fall under this committee. Moreover, this committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Prepare and recommended measures to update National Building and Construction Code and the Fire Code;
- c) Study and review proposed building and construction projects to ensure conformity with the Building and Construction Code;
- d) Study and recommend the construction of the municipal roads, bridges, public buildings and public parks. Ensure that the proper repair and maintenance measures are implemented;
- e) Review the necessary project studies for any public building, structure needed by the municipality and/or recommended for construction.

- f) Study and review existing, as well as proposed, government policies, programs and projects affecting the urban poor;
- g) Formulate policies, measures, programs and projects that best respond to the developmental needs, concerns, and issues affecting the urban poor, e.g. livelihood projects, skills training and upgrading, etc.;
- h) Review and formulate policies and guidelines governing the delivery of services by the Municipal Offices directly concerned with the programs affecting the urban poor;
- i) Review, formulate and design program, projects and strategies affecting the urban poor sector's effective participation in the development directions of the city;
- j) Coordinate with local, regional and national offices on areas and matters affecting the urban poor sector;
- k) Review and formulate policies and guidelines pertaining to the housing program for the urban poor; and
- l) Make the necessary representation with all agencies concerned and perform such other functions as the Sanggunian may adopt.

N. INVESTMENT, TRADE AND INDUSTRY, BANKS/LENDING, AND ECONOMIC ENTERPRISES. All matters relating to trade and business in compliance to existing laws and ordinances. In general, cottage industries and the like, irrespective of the amount of capital shall fall under this committee. Moreover, all matters relating to banks, lending and other financial institutions doing business within the municipality shall also fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Conduct research and development programs that would determine the feasibility of establishing industrial complexes within the Municipality of Mangaldan;
- c) Conduct studies and recommend industries that would enhance the growth and development of Municipality of Mangaldan as an Industrial Center;
- d) In coordination with the Office of the Municipal Treasurer, formulate incentive plans and programs that would encourage and motivate businessmen and large corporations to set-up/establish their industrial complexes/branches/subsidiaries within the municipality;
- e) Study control of water resources in relation to power development and flood control;
- f) Appraise and publish opportunities for the establishment of new industries and investments;
- g) Appraise and publish list of mineral resources including geological, geo-physical and other techniques of location;
- h) Coordinate with the Committee on Land Use and Ecology on the implementation of the rules and regulations governing ecological control and balance as applicable to the industry concerned;
- i) Study and recommend the conduct of trade fairs and commercial displays to improve commercial and trade communication between the Municipality of Mangaldan and Industrial entities;

- j) Conduct studies on Industrial Organization and Management;
- k) Establish linkages with local or national government agencies concerned; and
- l) Perform such other functions as the Sanggunian may adopt.

O. **LIVELIHOOD, LABOR, AND EMPLOYMENT.** All legislation on cooperatives and cooperativism; handicrafts and cottage industries; labor, employment, and manpower development; maintenance of industrial peace and promotion of better employer-employee cooperation labor education standards and statistics; promotion of labor market including the education standards and statistics; promotion of labor market including the development, recruitment, training and placement of manpower, both domestic and abroad. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Develop full use of manpower obtaining or available in the Municipality of Mangaldan;
- c) Encourage the establishment of vocational and technological schools and assist them in implementing their various programs;
- d) Coordinate with the local as well as national offices of the POEA in the hiring of manpower for overseas employment;
- e) Establish programs of education and training for out-of-school youth and coordinate with civic organization in the hiring and employment of deserving youths;
- f) Conduct studies and researches on employment problems of women and youth workers, wages and conditions of work of agricultural labor and the social problems of cultural minorities;
- g) Conduct surveys and researches and development programs that will promote the organization of cooperatives and establish livelihood measures, if possible in all barangays of the city;
- h) Conduct studies and recommend livelihood programs that would enhance the living standards of the poor;
- i) Coordinate with local, regional and national cooperative agencies for proper and effective implementation of policies and programs on cooperatives;
- j) Conduct evaluation and review of all beneficiaries of the livelihood program of the Municipal Government;
- k) In coordination with the PESO and other agencies concerned, conduct a study and formulate programs and projects design to improve existing livelihood programs and the identification of possible resources;
- l) Recommend any measures intended to improve and develop the sector;
- m) Establish a regular consultative meeting with the 30 barangays of the municipality and/or initiate livelihood seminars and information dissemination on livelihood program of the city government;
- n) Work for the promotion, organization and regulation of cooperatives in Mangaldan in coordination with the CDA;
- o) Establish such structures or mechanisms that will protect, uphold and enhance cooperativism;

- p) Monitor the implementation of ordinances related to manpower, livelihood development and cooperatives; and
- q) Perform such other functions as the Sanggunian may adopt.

P. COOPERATIVES, NON-GOVERNMENT ORGANIZATIONS, AND PEOPLE EMPOWERMENT. All matters relating to cooperative, non-governmental organizations and people empowerment shall fall under this committee. Moreover, this Committee shall:

- a) To obtain relevant information for promoting and facilitate the implementation of major environmental programs;
- b) To eradicate poverty, providing food, education, medical relief, sustainable development and protection the environment at large;
- c) To take on humanitarian, relief-oriented roles; and
- d) To foster engagement of people to become more confident, committed, strategic, intuitive, creative and analytically competent.

Q. PEACE AND ORDER, AND PUBLIC SAFETY. All matters relating to peace and order in general, public order and safety, traffic efficiency, the security forces of agencies assigned within the municipality shall fall under this committee. Moreover, this Committee shall:

- a) Provide and recommend to the Peace and Order Council an annual recognition and incentives to deserving PNP members and other law enforcers and supportive groups;
- b) Monitor the implementation of the traffic code and all other ordinances relative to fire and public safety;
- c) Recommend to the Peace and Order Council, to the Sangguniang Bayan and to other organizations, as may be appropriate, the recognition of meritorious performances of peace and order and public safety personnel;
- d) Recommend policies and programs on current and future organizational and resource needs of the Municipality to ensure safety and security to Mangaldanians;
- e) Recommend policies and programs to strengthen the Peace and Order Council and other mandated bodies to increase their effectiveness in their consultative, recommendatory, and monitoring and evaluation functions;
- f) Formulate policies, programs, and measures to strengthen the coordination among law-enforcement agencies, led by the Philippine National Police, the Mangaldan Traffic Regulation Group, and other organizations through the creation of an integrated communications and response system;
- g) Design a program for capacity building of agencies and groups related to public safety and disaster or emergency management through organizational strengthening, education and training, and the provision of resources to increase their level of effectiveness in maintaining security and responsiveness;
- h) Recommend policies and measures to mandate that plans for preparedness and resilience in times of natural and man-made calamities are integrated into development or program planning in the municipality's offices; and recommended and promoted in public and private institutions and organizations;

- i) Recommend policies and measures to ensure the private and private structures conform to, at the minimum, legal requirements for safety by coordinating and supporting mandated agencies and offices, particularly the Bureau of Fire Protection and the Municipal Engineer's Office in the monitoring and evaluation of buildings and other public structures, including the elimination of risks to public safety such as electrical posts and wires and other such potential sources of accidents and threats to life, limb, property and other basic rights; and
- j) Perform such other functions as the Sanggunian may adopt.

R. **PERSONNEL.** All matters relating to the improvement of public service, public ethics and accountability, compliance to Civil Service Commission rules and regulations, and the development of personnel of the local government shall as well as all matters relating to privileges, disorderly conduct of any member of the Sangguniang Bayan and other public officials and employees of the municipal government and any administrative matter that the body may refer to the committee for investigation shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend reorganization and staffing as well as administrative strategies and procedures to maximize efficiency and effectiveness of the city's departments and allied services; and
- c) Perform such other functions as the Sanggunian may adopt.

S. **PUBLIC INFORMATION, MASS AND SOCIAL MEDIA.** All matters relating to public information, mass media, and social media shall form part of this Committee. Moreover, this Committee shall:

- a) Shall represent the Sangguniang Bayan during media interviews;
- b) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- c) Study possible seminars amongst employees in the Local Government Unit on proper usage of social media;
- d) Study the feasibility of digitizing and utilizing social media in some transactions in the LGU with public interest; and
- e) Perform such other functions as the Sanggunian may adopt.

T. **PUBLIC MARKET, SLAUGHTERHOUSE, AND LIVESTOCK MARKET.** All matters relating to the market and slaughterhouse, whether public or privately owned or operated, the livestock market shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend to the Sangguniang Bayan management and control programs for the efficient and effective operation of the Public Market, Livestock and Auction Market, and Slaughterhouse, including all satellite markets and "talipapa" and other similar economic enterprises;

- c) Recommend policies for the proper allocation and assignment of stalls and spaces in the public market and of concessionaries in the satellite markets and “talipapa”;
- d) Formulate a system of rental rates for every available market spaces authorized for lease;
- e) Conduct a continuing program of research and development in the field of market operation;
- f) Monitor the implementation of laws and ordinances relative to the Municipality’s market enterprises; and
- g) Perform such other functions as the Sanggunian may adopt.

U. **PUBLIC UTILITIES AND TRANSPORTATION** (Water, Electricity, Transportation, and Communication). All legislation on public services and utilities; public transportation and communications; the marketing, distribution, generation and transmission of electricity and water resources; the grant or amendment of franchises; traffic and transportation; the safety of motorists and pedestrians. Moreover, this committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Regulate the operation of public service utilities within the jurisdiction of the city for such services as communication, media, electricity, water, sanitation and waste disposal and other similar services;
- c) Review all project proposals recommended for the implementation of public service utilities, other than transportation, their continued existence, cancellation of franchise or permits, expansion and/or improvements;
- d) Investigate any and all wrong doings or violations that may have been committed by public service utilities other than transportation and submit such findings to the Sangguniang Bayan for appropriate action;
- e) Establish policies and procedures pertaining to the imposition of fines and penalties for the violation of municipal ordinances and contracts made with the municipal government by the public service utilities other than transportation;
- f) Disseminate reports, findings and recommendations to all agencies, offices and committees concerned with the operation of such public utilities;
- g) Coordinate with other government agencies, other city offices and committees in the performance of the functions and responsibilities stated above;
- h) Maintain an on-going study on the technological development and advancement in relation to such public utilities;
- i) Recommend policies and programs to promote a broad coverage and timely information on service interruptions of public utilities to minimize the inconveniences to personal and economic activities;
- j) Recommend policies and programs to monitor and facilitate access to basic utilities as part of the targets of the municipality consistent with the basic right of the people to access to clean and safe water, and affordable energy sources;

- k) Recommend policies and programs for the assessment of the threats and risks in critical public utilities such as water, electricity supplies, especially in times of extreme weather disturbances, and provide contingency measures; and
- l) Perform such other functions as the Sanggunian may adopt.

V. RULES, LAWS, AND ORDINANCES. This committee shall have jurisdiction over all matters relating to:

- a. Enactment, revision or amendment of all kinds of ordinances and ensure that all ordinances, prior to their enactment, are within the limits of the applicable laws;
- b. Review of barangay ordinances and executive orders issued by the Punong Barangay to ensure that the act of the Sangguniang Barangay and/or Punong Barangay is within the scope of their prescribed powers and functions;
- c. Exercise of legislative powers, corporate powers and proprietary rights;
- d. Legality of proposed measures to be acted upon by the Sanggunian;
- e. Formulate a system of updating ordinances to ensure just and fair dispensation;
- f. Recommend reorganization and staffing as well as administrative strategies and procedures to maximize efficiency and effectiveness of the municipality's departments and allied services;
- g. Internal Rules of Procedure;
- h. Calendar of Business;
- i. Creation and reorganization of standing committees;
- j. Privileges of members;
- k. Legal aspects of actions taken by and/or submitted to the Sanggunian; and
- l. Perform such other functions as the Sangguniang Bayan may adopt.

The Floorleader of the Sangguniang Bayan shall be the Chairman of this committee.

W. SENIOR CITIZENS AFFAIRS. All matters relating to Senior Citizens Affairs shall fall under this committee. Moreover, this Committee shall:

- a) Recommend policies and programs for the benefit of senior citizen;
- b) To coordinate with Senior Citizen Affairs Office on the programs and activities;
- c) Conducts committee/public hearings on matters referred to it by the Sangguniang Bayan and recommends action thereon;
- d) To established regular consultation with the Barangay Association of Senior Citizens Affairs; and
- e) Monitors the implementation of laws and ordinances related to senior citizens.

X. SOCIAL WELFARE, AND DIFFERENTLY ABLED PERSONS.

All matters relating to social welfare, protection or abuse or violation of human rights of persons regardless of age, gender and civil status, civil

liberties disaster preparedness and management shall fall under this committee.

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend policies and programs for the benefit of senior citizens;
- c) Coordinate with the Office of Senior Citizens Affairs and the Mangaldan Senior Citizens Federation in their programs and activities;
- d) Establish regular consultation with the Barangay Association of Senior Citizens Affairs in all the 30 barangays;
- e) Monitor the implementation of laws and ordinances related to senior citizens;
- f) Formulate policies and conduct studies and researches involving the welfare and protection of children;
- g) Formulate programs and measures that will better enhance the dignity and socio-economic standing of street children;
- h) Ensure dissemination of information pertaining to the rights and responsibilities of children;
- i) Initiate seminars, lectures and for a to strengthen the moral values and social responsibilities of children;
- j) Recommend programs and policies to establish linkages and ties with other government agencies and with non-governmental organizations on matters concerning children;
- k) Ensure effective and responsive implementation of all laws, ordinances, programs, measures and policies that protect the rights of children;
- l) Formulate measures to protect and uphold the rights and welfare of persons with disabilities, including but not limited to assisting the office (PDAO) dedicated to addressing, the issues and concerns of the PWDs, enforcement of existing pertinent laws, and such other programs, projects and activities related thereto;
- m) Establish working relationship with the National Commission on Disability Affairs and other government agencies; the local government offices and non-government organizations concerned of PWDs and the various sectors; and
- n) Perform such other functions as the Sanggunian may adopt.

Y. TOURISM, SPECIAL EVENTS, MEMORIAL PARKS, AND PLAYGROUNDS. All matters relating to tourism, public plaza beautification, historical facts and cultural affairs, on museums, culture and arts, Pangasinan language preservation, the historical significance of people, places, and events, and cultural communities shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend programs, policies and strategies for the promotion tourism, eco-tourism, and agri-tourism;
- c) Recommend programs, policies and strategies for the promotion of culture and the arts as well as tourism;

- d) Establish linkages and coordinate with government agencies and socio-civic organizations in the promotion of culture and the arts and tourism;
- e) Propose the naming and renaming of all streets in the municipality;
- f) Recommend programs and projects that will encourage the development of municipality's natural resources;
- g) Establish linkages and coordinate with government agencies and socio-civic organizations in the promotion of tourism, eco-tourism, and agri-tourism;
- h) Recommend policies for the proper implementation of the Pindang Festival Festivities and other socio-cultural and tourism activities of the municipality; and
- i) Perform such other functions as the Sanggunian may adopt.

Z. WOMEN, FAMILY, CHILDREN AND GENDER DEVELOPMENT. All matters relating to women, family, and gender development in the municipality shall fall under this committee. Further, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Recommend policies and programs for the upliftment of family, gender development and women relationship;
- c) Formulate measures that will enhance the dignity and image of our women;
- d) Ensures the effective implementation of all programs, measures and related ordinances that protect family and women's right;
- e) Establish linkages with the local and national government agencies concerned;
- f) Ensure dissemination of information and literature pertaining to women and family;
- g) Recommend policies and programs to strengthen the moral values and social responsibilities of women and parents;
- h) Formulate measures that will enhance the dignity of the family;
- i) Ensures the effective implementation of all programs, measures and related ordinances that protect family traditions; and
- j) Perform such other functions as the Sanggunian may adopt.

AA. YOUTH EMPOWERMENT AND SPORTS DEVELOPMENT.

All matters relating to youth development and youth involvement in civil and cultural affairs, sports development of the youth and youth involvement in civil and cultural affairs in the municipality shall fall under this committee.

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Assist barangay officials in the organization of the Sangguniang Kabataan as well as in organizational and leadership development in barangay youth organizations;
- c) Facilitate the establishment of youth centers and information and reading centers in all barangays;
- d) Establish linkages with government and non-government institutions involved in youth development;

- e) Monitor the implementation of all laws and ordinances relative to youth development, especially those endorsed by the committee;
- f) Formulate year-round program for developing health consciousness, enriching youth involvement in the social and civic thrusts of the municipal government, and harness the capability of the youth for disaster readiness and resilience;
- g) Recommend long term program toward excellence of Mangaldanian athletes in competitive sports;
- h) Initiate and assist in the development of new sports;
- i) Encourage the business sector in direct involvement and sponsorships in the sports development program and projects of the municipality;
- j) Monitor the implementation of all laws and ordinances relative to sports and youth development, especially those endorsed by the committee;
- k) Formulate year-round program for developing health and sports consciousness, enriching youth involvement in the social and civic thrusts of the city government, and harness the capability of the youth for disaster readiness and resilience;
- l) Recommend programs, policies and strategies for the promotion sports;
- m) Establish linkages and coordinate with government agencies and socio-civic organizations in the promotion of sports and other sporting events; and
- n) Perform such other functions as the Sanggunian may adopt.

AB. **ZONING AND LAND USE.** All matters relating to zoning, town planning, land and other property classification and housing, subdivision, condominium, apartments and other related projects and development and human settlement within the municipality shall fall under this committee. Moreover, this Committee shall:

- a) Conduct committee/public hearings on matters referred to it by the Sangguniang Bayan and recommend action thereon;
- b) Review proposals, projects and programs, pertaining to the use of land within the jurisdiction of the Municipality of Mangaldan in the performance of this function;
- c) Establish linkage with concerned government agencies and private/non-government organizations in the performance of this function;
- d) Ensure the dissemination of the information and literature pertaining to Land Use;
- e) Review and recommend land use and spatial policies and measures;
- f) Review Barangay ordinances affecting Land Use in consonance with the city Land Use plan; and
- g) Perform such other functions as the Sanggunian may adopt.

SECTION 9. COMMITTEE OFFICERS AND MEMBERS.

A Chairman to be elected must have at least the experience and working knowledge of the committee he represents in the Sangguniang Bayan.

AGRICULTURE, FISHERIES AND AQUATIC RESOURCES

Chairperson: Councilor Juvy O. Frialde

Vice Chairperson: Councilor Christopher G. Romero

Members: Councilor Aldrin O. Soriano
Councilor Joel C. Meneses
Councilor Rolly G. Abalos

APPROPRIATIONS, WAYS AND MEANS

Chairperson: Councilor Aldrin O. Soriano

Vice Chairperson: Councilor Juvy O. Frialde

Members: Councilor Atty. Fernando Juan A. Cabrera
Councilor Rolly G. Abalos
Councilor Michael Ervin C. Lomibao

AWARDS AND RECOGNITION

Chairperson: Councilor Aldrin O. Soriano

Vice Chairperson: Councilor Michael Ervin C. Lomibao

Members: Councilor Atty. Fernando Juan A. Cabrera
Councilor Rolly G. Abalos
Councilor Christopher G. Romero

BARANGAY AFFAIRS

Chairperson: Councilor Rolly G. Abalos

Vice Chairperson: Councilor Michael Ervin C. Lomibao

Members: Councilor Aldrin O. Soriano
Councilor Dr. Joselito G. Quinto
Councilor Juvy O. Frialde

BLUE RIBBON

Chairperson: Councilor Atty. Joseph Emmanuel B. Cera

Vice Chairperson: Councilor Atty. Fernando Juan A. Cabrera

Members: Councilor Lovely Lian C. Maramba
Councilor Dr. Joselito G. Quinto
Councilor Joel C. Meneses

CULTURE, HERITAGE, AND THE ARTS

Chairperson: Councilor Aldrin O. Soriano

Vice Chairperson: Councilor Christopher G. Romero

Members: Councilor Juvy O. Frialde
Councilor Rolly G. Abalos
Councilor Michael Ervin C. Lomibao

DISASTER MANAGEMENT AND RESILIENCY

Chairperson: Councilor Juvy O. Frialde

Vice Chairperson: Councilor Joel C. Meneses

Members: Councilor Christopher G. Romero
Councilor Rolly G. Abalos
Councilor Michael Ervin C. Lomibao

EDUCATION

Chairperson: Councilor Aldrin O. Soriano

Vice Chairperson: Councilor Lovely Lian C. Maramba

Members: Councilor Atty. Fernando Juan A. Cabrera

Councilor Juvy O. Frialde
Councilor Michael Ervin C. Lomibao

E-GOVERNANCE, SCIENCE AND TECHNOLOGY

Chairperson: Councilor Dr. Joselito G. Quinto
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Lovely Lian C. Maramba
Councilor Rolly G. Abalos
Councilor Michael Ervin C. Lomibao

ENVIRONMENT AND NATURAL RESOURCES

Chairperson: Councilor Christopher G. Romero
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Juvy O. Frialde
Councilor Joel C. Meneses
Councilor Michael Ervin C. Lomibao

GAMES AND AMUSEMENT

Chairperson: Councilor Atty. Fernando Juan A. Cabrera
Vice Chairperson: Councilor Dr. Joselito G. Quinto
Members: Councilor Aldrin O. Soriano
Councilor Christopher G. Romero
Councilor Lovely Lian C. Maramba

HEALTH, NUTRITION, AND SANITATION

Chairperson: Councilor Lovely Lian C. Maramba
Vice Chairperson: Councilor Dr. Joselito G. Quinto
Members: Councilor Aldrin O. Soriano
Councilor Atty. Joseph Emmanuel B. Cera
Councilor Michael Ervin C. Lomibao

INFRASTRUCTURE, PUBLIC WORKS, HOUSING, AND SETTLEMENTS

Chairperson: Councilor Joel C. Meneses
Vice Chairperson: Councilor Michael Ervin C. Lomibao
Members: Councilor Atty. Fernando Juan A. Cabrera
Councilor Juvy O. Frialde
Councilor Rolly G. Abalos

INVESTMENT, TRADE AND INDUSTRY, BANKS/ LENDING, AND ECONOMIC ENTERPRISE

Chairperson: Councilor Atty. Joseph Emmanuel B. Cera
Vice Chairperson: Councilor Lovely Lian C. Maramba
Members: Councilor Atty. Fernando Juan A. Cabrera
Councilor Dr. Joselito G. Quinto
Councilor Christopher G. Romero

LIVELIHOOD, LABOR, AND EMPLOYMENT

Chairperson: Councilor Dr. Joselito G. Quinto
Vice Chairperson: Councilor Lovely Lian C. Maramba
Members: Councilor Atty. Fernando Juan A. Cabrera
Councilor Atty. Joseph Emmanuel B. Cera
Councilor Christopher G. Romero

NON-GOVERNMENT ORGANIZATIONS, COOPERATIVES AND PEOPLE EMPOWERMENT

Chairperson: Councilor Rolly G. Abalos
Vice Chairperson: Councilor Juvy O. Frialde
Members: Councilor Aldrin O. Soriano
Councilor Christopher G. Romero
Councilor Michael Ervin C. Lomibao

PEACE AND ORDER, AND PUBLIC SAFETY

Chairperson: Councilor Atty. Joseph Emmanuel B. Cera
Vice Chairperson: Councilor Atty. Fernando Juan A. Cabrera
Members: Councilor Lovely Lian C. Maramba
Councilor Dr. Joselito G. Quinto
Councilor Joel C. Meneses

PERSONNEL AND REORGANIZATION

Chairperson: Councilor Atty. Fernando Juan A. Cabrera
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Atty. Joseph Emmanuel B. Cera
Councilor Juvy O. Frialde
Councilor Christopher G. Romero

PUBLIC INFORMATION, MASS AND SOCIAL MEDIA

Chairperson: Councilor Aldrin O. Soriano
Vice Chairperson: Councilor Michael Ervin C. Lomibao
Members: Councilor Lovely Lian C. Maramba
Councilor Christopher G. Romero
Councilor Juvy O. Frialde

PUBLIC MARKET, SLAUGHTERHOUSE, AND LIVESTOCK MARKET

Chairperson: Councilor Joel C. Meneses
Vice Chairperson: Councilor Rolly G. Abalos
Members: Councilor Aldrin O. Soriano
Councilor Juvy O. Frialde
Councilor Christopher G. Romero

PUBLIC UTILITIES AND TRANSPORTATION

Chairperson: Councilor Joel C. Meneses
Vice Chairperson: Councilor Juvy O. Frialde
Members: Councilor Rolly G. Abalos
Councilor Atty. Fernando Juan A. Cabrera
Councilor Aldrin O. Soriano

RULES, LAWS, AND ORDINANCES

Chairperson: Councilor Atty. Fernando Juan A. Cabrera
Vice Chairperson: Councilor Atty. Joseph Emmanuel B. Cera
Members: Councilor Aldrin O. Soriano
Councilor Dr. Joselito G. Quinto
Councilor Christopher G. Romero

SENIOR CITIZENS AFFAIRS

Chairperson: Councilor Joel C. Meneses

Vice Chairperson: Councilor Christopher G. Romero
Members: Councilor Aldrin O. Soriano
Councilor Dr. Joselito G. Quinto
Councilor Juvy O. Frialde

SOCIAL WELFARE, AND DIFFERENTLY ABLED PERSONS

Chairperson: Councilor Michael Ervin C. Lomibao
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Juvy O. Frialde
Councilor Christopher G. Romero
Councilor Joel C. Meneses

TOURISM, SPECIAL EVENTS, PARKS, AND PLAYGROUNDS

Chairperson: Councilor Lovely Lian C. Maramba
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Juvy O. Frialde
Councilor Michael Ervin C. Lomibao
Councilor Atty. Fernando Juan A. Cabrera

WOMEN, FAMILY, CHILDREN AND GENDER DEVELOPMENT

Chairperson: Councilor Juvy O. Frialde
Vice Chairperson: Councilor Christopher G. Romero
Members: Councilor Aldrin O. Soriano
Councilor Joel C. Meneses
Councilor Michael Ervin C. Lomibao

YOUTH EMPOWERMENT AND SPORTS DEVELOPMENT

Chairperson: Councilor Michael Ervin C. Lomibao
Vice Chairperson: Councilor Rolly G. Abalos
Members: Councilor Aldrin O. Soriano
Councilor Juvy O. Frialde
Councilor Lovely Lian C. Maramba

ZONING AND LAND USE

Chairperson: Councilor Atty. Fernando Juan A. Cabrera
Vice Chairperson: Councilor Aldrin O. Soriano
Members: Councilor Atty. Joseph Emmanuel B. Cera
Councilor Rolly G. Abalos
Councilor Michael Ervin C. Lomibao

SECTION 10. VACANCY IN COMMITTEE CHAIRMANSHIP.

Whenever a vacancy occurs or is declared to exist in any of the committees above-mentioned the same shall be filled by the Vice Chairman.

- a) Unjustifiable absence by any member of the committee for two (2) to three (3) consecutive times shall be sufficient grounds to remove that member from the committee and shall be replaced by any SB member.

SECTION 11. SPECIAL COMMITTEES. The Chairman and members of all Special Committees shall be appointed by the Presiding Officer in consultation with the members of the Sangguniang Bayan.

RULE III
PROCEEDINGS IN THE SANGGUNIAN BAYAN

ARTICLE I
SESSIONS AND QUORUM

SECTION 1. SESSION. The Sessions of the Sanggunian may either be:

A. REGULAR SESSION. The Sanggunian shall hold its regular session every **FRIDAY** of the week at 4:00 o'clock in the afternoon, at the Sangguniang Bayan Session Hall or at a place to be agreed upon by majority of the members, which place shall be within the jurisdictional limits of Mangaldan, Pangasinan. The Sanggunian may likewise hold its regular session on such other day, time and place upon approval of the majority of all its Members. For this purpose, a written notice to hold regular session other than Fridays of each week or at any other place than the Sangguniang Bayan Session Hall shall be served personally to each member. If personal service is cannot be made, notice may also be served as follows:

- a. By leaving a copy thereof with a member of his or her household of sufficient age and discretion at his or her usual place of residence;
- b. By email;
- c. By Short Message Service (SMS) or by cell phone; and
- d. Other form of social media communication or radio communications such as Facebook Messenger.

The written notice must be served at least three (3) days in advance of the intended date which must likewise state the day, time, place and purpose of the session. The Sangguniang Bayan Secretariat must ensure that the member is informed.

B. SPECIAL SESSION. Special sessions maybe held by the Sanggunian when:

- 1) Public interest so demands, special session may be called by the local chief executive or by a majority of the members of the Sanggunian.
- 2) A written notice to the members of the Sanggunian stating the date, time, and purpose of the meeting shall be sent via e-mail at least twenty-four (24) hours before the special session is held.
- 3) Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

C. NOTICE OF SESSION. The Presiding Officer or any six (6) or more of the Sangguniang Bayan may call a special session by serving a written notice via their e-mails, the Sangguniang Bayan Secretariat must then notify via a text message that an email has been sent via their official e-mail and that the recipient must reply that he or she has received the said notice. The Sangguniang Bayan Secretariat must note

the time and date that the e-mail was sent to the members of the S.B. as proof of receipt.

D. **ATTENDANCE IN SESSIONS.** Attendance in session whether regular or special shall be **COMPULSORY** in adherence to Section 7 of the Local Budget Circular No. 103. Monthly report on absences shall be prepared by the Sangguniang Bayan Secretary posted in the Sangguniang Bayan Bulletin Board, copy furnished individual SB members, the SB Presiding Officer, the Municipal Mayor, the Municipal Local Government Operations Officer and all authorities concerned.

E. **OPENING AND CLOSING A SESSION.** The Vice Mayor as Presiding Officer, shall open the session with two (2) bangs of the gavel announcing the session ordering the roll call of the members and when directed by the Sangguniang Bayan, shall close it with the phrase “**the session is adjourned**” with two (2) bangs of the gavel.

F. **MANNER OF SESSION.** The sessions of the Sangguniang Bayan shall be opened to the public and is available for live streaming through the official Facebook page of the Sangguniang Bayan ng Mangaldan, or the Public Information Office of the Municipality of Mangaldan, except when the body orders a closed-door session in which case the public shall be excluded and the live streaming shall be paused. The guideline to live streaming is available in the proceeding chapters of this Ordinance.

G. **VIRTUAL SESSION.** Members of the Sanggunian Bayan may opt for an online attendance to a regular or special session provided that such request shall be sent to the Sanggunian Bayan Secretary at least twenty-four (24) hours before the scheduled session. The requesting party shall therefore be given the link to the online session.

The Municipal Vice Mayor or the Presiding Officer Pro-Tempore as the case maybe, shall not be allowed to preside over the Regular or Special Session online. Except when everybody tends to have a Virtual Session due to emergency situation/s.

H. **CLOSED-DOOR SESSION.** On motion to hold a closed-door session for the discussion of any business which may, in the opinion of a member, require confidentiality, the Chairman or Presiding Officer shall direct that the hall shall be cleared of the audience and during the discussion of such motion, the Session Hall shall be cleared of all persons not concerned in the proceedings.

I. **VALID REASONS FOR CLOSED-DOOR SESSION.** Any of the following shall be sufficient cause for holding a closed-door session:

- 1) Reception and consideration of nominations for promotions, appointments and demotions submitted by the Mayor;
- 2) Reception of confidential communications;
- 3) Petitions, complaints and/or motions affecting the dignity of the body or any of its members;

- 4) Other matters that may be decided by the body.

SECTION 2. MINUTES OF THE SANGGUNIAN. The record of the proceedings of the Sanggunian shall be referred to as the “Minutes” and shall be reported in the Journal of Proceedings. The minutes of the *previous* session or journal of proceedings of the Sangguniang Bayan shall be *sent via e-mail to the presiding officer and the body, two (2) days before the date of the session to enable them to have a perusal of the document before the body would deliberate and submit it for approval.* Minutes of the session or journal of proceedings of the immediate past session shall not be deferred to the next subsequent session at any cause.

- 1) The minutes shall contain the following:
- Nature of session to be held (either regular or special);
 - Name of Sanggunian (18th Sangguniang Bayan ng Mangaldan);
 - Date of session;
 - Place of session;
 - Statement whether minutes of previous meetings were approved, readings dispensed with, and the dates of the said meetings);
 - Statement of the presence of presiding officer and members;
 - All named motions;
 - Points of order and appeals, whether sustained or lost;
 - Hours of meetings and adjournment.

- 2) The minutes shall be signed by the Secretary to the Sanggunian and authenticated by the Presiding Officer. It shall be entered in a good well-bound record book and the corresponding dates of approval or disapproval properly placed therein.

SECTION 3. QUORUM. The majority of the members of the Sangguniang Bayan who have been elected and duly qualified shall constitute a quorum to do business. Once a quorum is constituted, all measures can be resolved and passed by a majority of those present who actually participated.

SECTION 4. WHEN THERE IS NO QUORUM. When there is no quorum, the Presiding Officer may declare recess until a quorum is constituted.

SECTION 5. ADJOURNMENT DUE TO LACK OF QUORUM. If there is still no quorum after a declaration of recess by the Presiding Officer, he, upon proper motion duly approved by the majority of the members present, shall then declare the session adjourned for lack of quorum.

SECTION 6. RECESS. A session shall not be suspended or adjourned except by direction of the Sangguniang Bayan, but the Vice Mayor as Presiding Officer may declare a recess in short intervals.

ARTICLE II ORDER OF BUSINESS

SECTION 7. ORDER OF BUSINESS: PRELIMINARIES. The order of business of the Sangguniang Bayan of Mangaldan contains the following elements as briefly as explained:

- A. **CALL TO ORDER**, The Call to Order is done by the Presiding Officer. He makes the official announcement of the start of the session by banging the gavel and saying. "The session is called to Order"
- B. **PLACING OR PUTTING UP OF MACE/SEAL**. MACE/ SEAL is a symbol of Authority which is displayed beside the table of the Presiding Officer whenever the Sangguniang Bayan is in session. It serves as the warrant for the Secretary or Sergeant-at-Arms if any in enforcing orders in the Chamber upon instruction of the Presiding Officer. The Secretary or Sergeant-at-Arms if any shall place/put up the MACE/SEAL of the municipality after the Presiding Officer has called the Session to Order.
- C. **NATIONAL ANTHEM AND INVOCATION**. The usual or traditional practice is to sing the National Anthem and say a prayer or meditation before the start of the session.
- D. **ROLL CALL**. The roll call is a mandatory part of the Order of Business to determine a quorum. Upon every Roll Call of the Sangguniang Bayan the names of the members shall be called by their full names in the order that they appear in the official roster of the Sangguniang Bayan. The roll call may be dispensed with upon a duly approved motion of a Sangguniang member. Should an objection be raised, however the roll call continues without debate. **ABSENCE OF A QUORUM AFTER ROLL CALL**. In the absence of a quorum after the Roll Call, the members present may compel the attendance of the absent members by ordering their arrest with the help of the member of Philippine National Police wherever such members may be found, unless the absence is due to justifiable cause.
- E. **READING AND APPROVAL OF MINUTES OR JOURNAL OF PROCEEDINGS**. The minutes of the previous session should be read and approved by the Sangguniang for authenticity. Without this approval, the draft minutes is not a valid document.
- F. **READING MESSAGES, COMMUNICATIONS, PETITIONS AND MEMORIALS, IF ANY.**
- G. **DIALOGUES, IF ANY.**
- H. **MATTERS FOR REFERRAL TO COMMITTEE**. Reading and referral to the corresponding committees of all communications, petitions, endorsement, memoranda, motions, proposed resolutions and ordinances. Communications received by individual member shall be referred to the Presiding Officer for appropriate action, whether executive or legislative. The title of the proposed measure shall be read and immediately the Presiding Officer refer it to the concerned standing committees. If not debatable, it can be passed under the Unassigned Business.
- I. **COMMITTEE REPORTS**. If the subject matter of the Committee Report is not debatable, such proposed measure/s can be passed. Copies of such report must be signed by its committee members and be given to the Sanggunian.

**J. AWARDING OF RECOGNITION AND CERTIFICATES TO
HONOREES, IF ANY.**

**ARTICLE III
CALENDAR OF BUSINESS**

The Calendar of Business is the heart of the entire session. It consists of the following essential parts:

SECTION 8. UNFINISHED BUSINESS. Any matter or issue which has remained undecided by the Sangguniang at the time of its adjournment during the past or immediately preceding session. Its consideration shall be resumed at the succeeding session until disposed of. It includes all items for 2nd and 3rd reading.

SECTION 9. BUSINESS FOR THE DAY. This includes proposed Ordinances, Resolutions and other measures set on the calendar for the consideration in the special order after it has been “reported out” by the committee to which it has been earlier referred or committed to and upon petition of the Committee on Rules. Such measures shall be considered in the order in which they are listed in the calendar and after the business mentioned in the preceding paragraph.

- a) **URGENT MATTERS CERTIFIED BY THE LOCAL CHIEF EXECUTIVE.** Matters certified to as urgent by the Mayor, shall be brought before the body for immediate consideration even though they are not listed in the Calendar of Business provided that the Members of the deliberative body shall be served a copy of the said measure at least six (6) hours before the scheduled session and that the issue as to whether the same is urgent shall be voted on by the same Sangguniang Bayan. Provided further that the measure shall undergo three separate readings. It shall first be introduced during the session for First Reading, deliberated on akin to a Second Reading and finally voted upon by way of a Third Reading. This could be done on the same day without the measure necessarily undergoing three (3) separate readings on three (3) separate days.

SECTION 10. BUSINESS FOR A CERTAIN DATE. This includes proposed Ordinances, Resolutions and other matters, which are referred to the corresponding committees, for study and report of subsequent date or session.

SECTION 11. UNASSIGNED BUSINESS. The Sanggunian may discuss matters not included in the calendar of business. This includes proposed Ordinances, Resolutions and other acts already considered by the corresponding committees, but have not been definitely set or assigned by the Committee on Rules. However, any business included in this part may be set for consideration on motion by any member with the unanimous approval of the body.

SECTION 12. PRIVILEGE HOUR. After all pending business is disposed of by the Sangguniang Bayan, any member of the Sanggunian may ask for the floor and when acknowledged may speak for sixty (60) minutes excluding interpellation. This is the privilege hour. If more than one (1) member desires to make use of his privilege, the first to apply shall be given the floor.

SECTION 13. CITIZENS' HOUR. To promote participation in government, there shall be a Citizen's Hour during the regular session. The main objective is for the Sanggunian to hear the sentiments, opinions, and suggestions of the general public.

SECTION 14. ANNOUNCEMENT. The Secretary to the Sanggunian shall be given sufficient time during regular session to announce any upcoming activities or events concerning the municipality or the Sanggunian.

SECTION 15. ADJOURNMENT. When there is no other matter to tackle in the session, the Floorleader or any member of the Sanggunian may move to adjourn the session.

ARTICLE IV SUSPENSION OF RULES

SECTION 16. SUSPENDING THE RULES. No Rule shall be suspended except by vote of two-third (2/3) of the members voting, a quorum being present.

SECTION 17. LOSING A MOTION TO ADJOURN. Pending a motion to suspend the rules, one motion to adjourn may be entertained, and if that is lost, no other like motion shall be entertained until the vote on the suspension is taken.

ARTICLE V VOTING

SECTION 18. REASON FOR DIVIDING THE HOUSE. If the question is not debatable or debate has been closed upon a motion duly approved by the Sangguniang Bayan, the Floorleader, immediately after stating the question shall put the same to vote, allowing only such time for members to raise if they wish to state a motion of a higher rank.

SECTION 19. AFFIRMATIVE MOTION OVER NEGATIVE MOTION. If the method of voting is one where both sides are called upon alternately to signify their vote, the affirmative should be taken ahead of the negative, and even if it appears that the affirmative vote prevails, the negative vote should still be taken into consideration.

SECTION 20. MANNER OF VOTING. The members shall vote by show of hands. This method of voting consists of the raising of the right hand. This method of voting consists of the raising of the either hand, first, by the members voting in favor of the question or motion, then by those voting against it.

SECTION 21. BEHAVIOR WHEN VOTING. When the vote is being taken, the members should refrain from talking to one another or from standing or walking around the hall to ensure accuracy in the determination or counting of the votes.

SECTION 22. DISPOSITION OF MOTION. A simple majority of votes, that is, one-half plus one of the votes cast is necessary for the disposition of certain important questions or motions, Resolutions or Ordinances.

SECTION 23. VOTING AS COMMITTEE OF THE WHOLE OR EN BANC. When the Sangguniang Bayan is converted as committee of the whole or en Banc, the Presiding Officer may cast his/her vote only in order to break a tie.

SECTION 24. EXPLANATION ON THE VOTE. *Each member may explain the reasons for the vote, especially on matters of great public interest.*

SECTION 25. EXCEPTION ON MOTION DURING DIVISION OF THE HOUSE. No motion except on the presence of a quorum shall be entertained during the voting.

SECTION 26. BREAKING THE TIE VOTE. In case of a tie, the Vice Mayor as Presiding Officer shall vote to break the deadlock. In instances where a member other than the Vice Mayor has been designated to act as Presiding Officer during a regular or special session, he/she may vote in order to break the tie but may not be compelled to do so. In case the Acting Presiding Officer decides not to vote, the same shall be construed as abstention, in which case, the provision of the next succeeding section shall apply.

SECTION 27. ABSTENTION. A member who abstains and cites pecuniary interest as his/her ground may manifest and explain before the body his/her reason/s thereto. If a member explains his/her ground for abstention, the same shall not be considered in computing the majority vote. If a member abstains without explaining before the body his/her reasons thereto, the same shall be considered as an affirmative vote.

For this purpose, pecuniary interest shall mean directly or indirectly having financial interest in any business, contract or transaction in connection with which he/she intervenes or takes part in his/her official capacity, or in which he/she is prohibited by the Constitution or by any law from having any interest.

**ARTICLE VI
PARLIAMENTARY PROCEDURE**

SECTION 28. PARLIAMENTARY OF THE SANGGUNIAN. It is the manner or method of conducting business in the deliberative body, ensures orderly discussion wherein well-thought decision may be reached. Parliamentary procedures enable members of the Sanggunian to articulate their thought. Reconcile their conflicts determine the will of the majority, and take the unified action for the Sanggunian.

SECTION 29. MOTIONS. A motion is a proposal of a member of the Sanggunian for the specific action to be taken up and a decision to be made on a particular issue before the body or any of its committees.

A member who disagree with a motion or agrees in part can move for an amendment which amendment needs the acceptance of the proponent of the original motion. If an initial amendment is carried it becomes the main motion. This allows other amendments to be moved and debated.

If a member who makes a motion thinks that an amendment moved later is an improvement of the motion the proponent may withdraw. Alternately, the proponent of the original motion may agree to incorporate

in said motion the points raised in the amendments. The amendments may be withdrawn in favor of the replaced original motion.

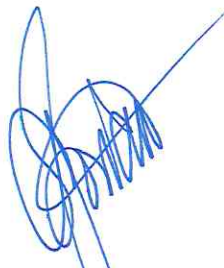

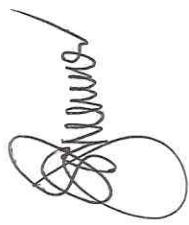


SECTION 30. RULE ON PRECEDENCE OF MOTIONS. Precedence of motions means that any motion of a rank higher than the one under consideration is in order and, conversely, any motion of a rank lower than the one immediately pending would be out of order.


A. PRIVILEGED MOTIONS. Motions under this class have the characteristics of main motions, and, as a matter of fact, they treated as such if they are proposed when no business is pending assembly and for this reason, they are entitled to the highest precedence. The privileged motions arranged in the order of the rank, are:

1. **Motion to Fix the Time at Which to Adjourn-** seek to provide a future time and place for the continuation of the session in progress or for an adjourned session. However, the time fixed in the motion should not extend beyond the next regular session.
2. **Motion to Adjourn-** is to formally terminate a session in progress.
3. **Motion to Recess-** aims to provide an intermission in the proceedings in the Sanggunian. This takes effect immediately unless a definite time is specified. This made by any member or motu proprio declared by the presiding officer, needs no second, and is not debatable. It cannot be made while someone has the floor.
4. **Motion to Raise a Question of Privilege-** is raised to enable a member to secure immediate action upon question that involves comfort, convenience, rights or privileges of the Sanggunian or any of its members. This may be raised while another business is pending and may even interrupt a speaker.
5. **Motion to Call for the Order of the Day-** is generally made to call the attention of the Sanggunian that the matter under discussion does not conform with the Order of the Business for the session day

B. SUBSIDIARY MOTIONS. Subsidiary Motions are called because they are dependent on the main or principal motion to which they are dependent on the main or principal motion to which they may be applied for purposes of modification or disposition. For this reason, it is in order to present a subsidiary motion even while a main motion is still pending before the Sanggunian and it is necessary to decide on the subsidiary motion first before any further action may be taken on the pending main motion.


1. **Motion to Lay on the Table-** is used to enable the Sanggunian to attend to a more urgent business. This is to set aside pending question for consideration at an undetermined time later. This is non-debatable, not subject to amendment and requires only a majority vote of members present.







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2. **Motion to Call for Previous Question-** is a proposal to close a debate on a pending question and to put immediately to a vote. This motion infringes on the fundamental principle of free and full debate, and for this reason, it generally requires only a two third (2/3) vote for its approval.
3. **Motion to modify the Limits of Debate** -is intended to limit discussion on a pending question as well as to remove standing restriction in order to allow motion for discussion on a pending question.
4. **Motion to Postpone Definitely-** is utilized to defer the consideration of a question to a definite time in the future.
5. **Motion to Commit or Refer to Committee-** enables the Sanggunian to secure a careful and through investigation of a question before it without loss of time or of its right finally decide the same.
6. **Motion to Amend-** is to modify a question in order to make it more satisfactory to the body. An Amendment may be effected either by insertion by elimination, or by substitution of a word, phrase, clause, or, of an entire section or paragraph.
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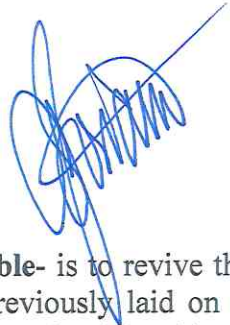

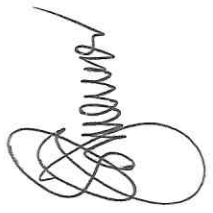


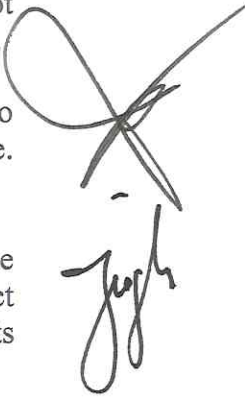
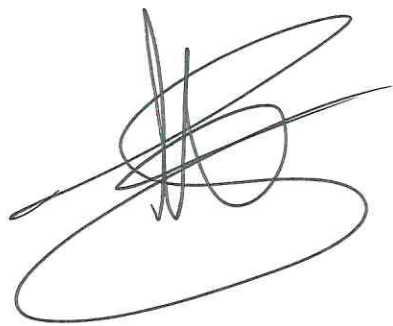

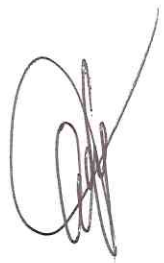


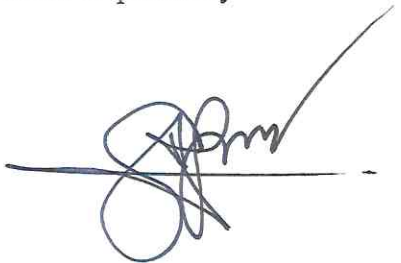


Amendments are of two (2) degrees; first, an amendment to a main motion or question; and second, amendment to an amendment.

Amendments are voted upon in reverse order; that is the amendment of the second degree is voted upon first, and if lost, the amendment of the first degree is voted upon next. The amendments of the second degree, if carried, replace the amendment of the first degree.



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7. **Motion to Postpone Indefinitely-** is utilized to suppress or reject a question without allowing it to be voted upon its merits. Approval of this motion is virtually a negative vote on the main question, and if anyone desiring to bring up the same question at a future session, he may do so only by proposing it anew.
- C. **MAIN MOTION.** A main motion is a formal presentation of any substantive proposition to the Sanggunian for its consideration and decision. Main motions are two (2) classes: general main and specific motions.
1. **GENERAL MAIN MOTION.** It covers a wide range of subjects and its does not have particular name.
2. **SPECIFIC MAIN MOTIONS.** There are only eight (8) in number. Collectively, these are ranked number 13 with no order of precedence.
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- a. **Motion to Take from the Table-** is to revive the consideration of a question that has been previously laid on the table or set aside temporarily. This motion is debatable and subject to amendment.
- b. **Motion to Reconsider-** is to set aside the vote previously taken on a question and to reopen it to a new discussion and vote. This may be made after a decision on a question has been manifested through votes, and it may be proposed only at the same session where the question sought to be reconsidered has been decided.
- c. **Motion to Reconsider and Have Entered on the Minutes** – is to suspend action on a request that has been decided by a temporary majority.
- d. **Motion to rescind or repeal** – is to render, in part or in full, null and void question previously passed, regardless of the time that has elapsed since its adoption. This is debatable and not subject to amendment.
- e. **Motion to expunge** – is do strike or blot out certain statements or question made during the session which are deemed objectionable.
- f. **Motion to adopt a Committee Report** – is to accept or agree to a report as an official act of the constituted body.
- g. **Motion to amend** (adopted question).
- h. **Motion to adjourn** (if qualified)- Any condition attached to the motion for adjournment makes it qualified and therefor, not privileged, because the conditions would require full discussion.
3. **INCIDENTAL MOTIONS-** are those motions that have no individual or collective ranking and have no order of precedence. They arise only incidentally out of the pending question.
- a. **Motion to Suspend the Rules-** is designed to free the constituted body from technicalities so that it may be able to act with dispatch on an urgent question without violating its internal rules.
- b. **Motion to Withdraw or Modify-** is a motion that is made at the pleasure of the proponent.
- c. **Motion to Raise a Point of Order-** is to call attention to an error in the observance of enforcement of the rules or parliamentary procedure. This must be raised immediately after a supposed error has been committed, even if it has to interrupt the speaker or the taking of a vote. This motion is primarily decided by the chair.

- d. **Motion to Raise a Parliamentary Inquiry-** may be raised by any member who desires information clarification of question pertaining to a parliamentary procedure. This may be raised anytime even if someone has the floor. The speaker who is interrupt as a result of this motion must stop until the question has been answered.
- e. **Motion to Raise a Point of Information-** may be raised by any member who desires information on any matter related to the pending business or to the Sanggunian and activities.
- f. **Motion to appeal from the Decision of the Chair-** is to ask the Sanggunian to decide whether decision made by the Chair should be upheld or overruled. Any decision on the matter is final. An appeal must be made immediately after the decision appealed from has been decided. Should any other business intervene, the appeal from the decision of the Chair is out of order.
- g. **Motion to Divide the House-** is raised to verify the vote taken on a question or to secure a more accurate count of the vote. A division of the house may be called for by any member who doubts the vote as announced by the chair. If the Presiding Officer himself has any doubts about the vote, he may order a recount. The call for division should be made immediately after the results of the vote have been announced.
- h. **Motion on Divide the Question-** is stated as a request to divide long and complicated propositions into separate distinct parts to facilitate their consideration. The motion to divide a question needs no second and it is not debatable.

ARTICLE VII SESSION DURING *BUWAN NG WIKA*

SECTION 31. RATIONALE. Article 14 Section 6 of the 1987 Philippine Constitution states that the national language of the Philippines is Filipino. As it evolves, it shall be further developed and enriched on the basis of existing Philippine and other languages. Moreover, the same provision in the Constitution further states that subject to provisions of law and as the Congress may deem appropriate, the Government shall take steps to initiate and sustain the use of Filipino as a medium of official communication and as language of instruction in the educational system.

SECTION 32. USE OF FILIPINO LANGUAGE IN SESSION. The Sangguniang Bayan *may* use Filipino for sessions on August as support in the celebration of *Buwan ng Wikang Pambansa*. However, the Sangguniang Bayan Secretary shall translate the minutes in English. Provided the original Filipino words used shall still be put on the record of the minutes for the sake of clarification should the word be misconstrued in translation.

SECTION 33. USE OF FILIPINO LANGUAGE IN RESOLUTIONS.

Members of the Sanggunian are encouraged to use Filipino in their Resolutions or Ordinances.

ARTICLE VIII

SESSION DURING AGEW NA KALANGWERAN

SECTION 34. RATIONALE. Section 30 of Republic Act No. 10742 or the Sangguniang Kabataan Reform Act of 2015 states that every barangay, municipality, city and province shall conduct an annual activity to be known as the Linggo ng Kabataan on the week where the 12th of August falls to coincide with the International Youth Day.

SECTION 35. MANGALDAN YOUNG MUNICIPAL OFFICIALS PROGRAM. The Sangguniang Bayan shall recognize the Young Municipal Officials during the Agew Ya Kalangweran in the municipality. They shall be part of the regular sessions and in some activities of the Sangguniang Bayan should they get to be invited.

SECTION 36. PARTICIPATION IN THE REGULAR SESSION. The Young Municipal Officials shall take part in the regular session after being elected amongst the participants in the Young Municipal Official Program. They will be seated beside their counterparts- the Young Municipal Vice Mayor shall seat beside the Presiding Officer, the Young Municipal Councilors and Young Municipal Sangguniang Bayan Secretary shall also seat beside their counterparts.

RULE IV

LEGISLATIVE POWERS OF THE SANGGUNIANG BAYAN

SECTION 1. The Legislative Powers of the Sangguniang Bayan shall be based on the provisions of the Local Government Code of 1991.

ARTICLE I

LEGISLATURE: ORDINANCES AND RESOLUTIONS

SECTION 2. ORDINANCES AND RESOLUTIONS. Legislative acts passed by the Sangguniang Bayan in the exercise of its lawmaking authority that have permanency in character and legally enforceable are enacted through Ordinances.

Those which express the sentiments of the Sangguniang Bayan and which mirror their political and social philosophy of governance are written through Resolutions.

Ordinances and Resolutions are prescribed by the Sangguniang Bayan. The following shall govern the enactment or adoption of Ordinances and Resolutions:

- a) After due consideration of the proposed Ordinance, Resolution, Motion, Petition, or other matters after receipt by the committee, the committee concerned shall report it to the Sangguniang Bayan and may schedule Committee Hearing depending on the need to do so for public interest;
- b) During the consideration of the measures mentioned in the next preceding paragraph, they shall be subjected to debate or amendment.

- c) All Ordinances, Resolutions, and other measures enacted or adopted by the Sangguniang Bayan shall be prepared by the Secretary to the Sanggunian, and transmit them to the Vice Mayor within seven (7) days from the time of enactment or adoption of said measure; the Vice Mayor shall, within a period of three (3) days from receipt thereof, authenticate the Ordinances, Resolutions, and other measures by signing them.
- d) Resolutions or Ordinances which failed to pass during the term where the measure was proposed shall be archived. It may be taken up as a new proposed legislation by another councilor in the new term or council.
- e) All other matters such as letters, communications, proposed resolutions or ordinances originating from different sectors, Non-Governmental Organizations, Young Municipal Officials, barangays, and the like that were not acted upon by the previous administration, except contracts entered into the municipality, shall be deemed archived, unless it is revived by the next seating municipal councils and the committee where the matter was referred thereat.

SECTION 3. NUMBERING OF ORDINANCES AND RESOLUTIONS.

Ordinances and Resolutions of the Sangguniang Bayan shall be numbered consecutively throughout the calendar year starting from 0001.

SECTION 4. AUTHORSHIP AND SPONSORSHIP. Sanggunian members have the widest latitude to author resolutions/ordinances of their own and research on any subject other than those of their committees. Moreover, members of the Sanggunian are not prohibited from writing Resolutions and/or Ordinances which they do not lead. He would formally inform the Chairperson of the authorship and sponsorship of the Ordinance or Resolution as professional courtesy before or during the session.

- a) Any member of the Sanggunian who authors a Resolution or Ordinance shall furnish the Sangguniang Bayan Secretary a draft of such resolution or ordinance complete in substance and in accordance to format to effect speedy preparation of its final form three (3) hours before the session. Provided further that such digital copy shall be provided by the author to be served electronically via electronic mail, Facebook Messenger or other platforms by the Sangguniang Bayan Secretary or by the said author three (3) hours before the session to the members of the Sangguniang Bayan.
- b) The Sangguniang Bayan (SB) Secretary shall immediately refer all correspondence and proposed legislative measures not certified as urgent by the Office of the Mayor to the proper Chairman of the Committee who shall have a right of first refusal to it. The said Chair should explain in writing his or her refusal to sponsor such measure. Otherwise, the SB Secretary shall refer the same proposed measure to a willing sponsor and author from the same Committee, for the sponsorship of such proposed Ordinance or Resolution.

SECTION 5. PROCEDURES IN ENACTMENT OR PASSAGE OF ORDINANCES AND RESOLUTIONS. Before proposed Ordinances can be enacted, it shall undergo three readings, as follows:

- a) **FIRST READING** – At this stage, the number and title of the proposed Ordinances/Resolutions and the name of its author or authors or the name of the member/s introducing them shall be read. The Presiding Officer shall refer it to the appropriate committee/s. The Chairperson shall decide if there is a need for hearing on the proposed matters;
- b) **SECOND READING** – Any proposed Ordinances/Resolutions reported by a Committee calendared for “Second Reading” may be sponsored by the reporting Committee Chairman or any committee member designated for that purpose.

The proposed Ordinances/Resolutions may no longer be read in full unless the sponsoring Committee or the Sanggunian itself decides otherwise.

After the usual sponsorship speech has been delivered, the proposed Ordinances/Resolutions shall be subjected to debate and then to any amendments and all other proper parliamentary motions, including the approval on second reading;

- c) **THIRD and FINAL READING** – At this stage, the proposed Draft Ordinances/Resolutions shall be read by its number, title and the name of its sponsor or sponsors. Immediately thereafter, the Presiding Officer shall put the proposed measure to a vote and shall then formally announce the result thereof and direct the Secretary to enter it in the record. No further debate or amendment shall be allowed during the third reading.

SECTION 6. TIME OF TAKING EFFECT OF ORDINANCE, POSTING OF ORDINANCE. Every Ordinance shall take effect on the tenth day after its passage, unless the ordinance shall provide that it shall take effect at an earlier or later date. The ordinance on the date after its passage shall be posted by the Sangguniang Bayan Secretary at the main entrance of the Municipal Building. He shall certify to the fact of posting and shall spread his certificate upon the minutes of the Council, but failure to post said Ordinance shall not invalidate the same.

SECTION 7. TRANSLATION OF ORDINANCE INTO NATIVE DIALECT. In addition to the duties of the Sangguniang Bayan Secretary, as defined in section twenty-two hundred and twelve of the Revised Administrative Code, it shall be the duty of the Secretary to translate into dialect used by the majority of the people of the municipality, all Ordinances immediately after the approval by the Sangguniang Bayan and to have them posted as translated into such dialect, at the entrance of the Municipal Building and in other frequented public places in the town and its barrios.

SECTION 8. SPONSORSHIP OF LEGISLATIVE MEASURE FROM THE OFFICE OF THE LOCAL CHIEF EXECUTIVE. Proposed Measures emanated from the Office of the Municipal Mayor may be treated as sponsored by all members of the Sangguniang Bayan present during the session lead by the Committee in-charge or lead sponsor committee.

SECTION 9. ENFORCEMENT OF ORDINANCES OR RESOLUTION AFTER DISAPPROVAL BY REVIEWING AUTHORITY.

Any attempt to enforce any disapproved ordinance or resolution adopting the local development plan and public investment program. After disapproval by the local chief executive or by the reviewing authority shall be sufficient ground for the suspension or dismissal of the official or employee concerned.

SECTION 10. POSTING AND PUBLICATION OF ORDINANCE WITH PENAL SANCTIONS.

Ordinances with penal sanctions shall be posted at conspicuous place in the municipal hall or barangay hall, as the case may be, for a minimum period of three (3) consecutive weeks. Such ordinances shall also be published in a newspaper of general circulation and digital platforms such as website or official social media pages of the LGU, SB or elected official, where available within the territorial jurisdiction of the LGU concerned, except in the case of barangay ordinances. Unless otherwise provide therein, said ordinances shall take effect on the following its publication or at the end of the period of posting, whichever occurs later.

SECTION 11. SUBMISSION OF ORDINANCES AND RESOLUTIONS TO THE MUNICIPAL MAYOR.

All duly enacted Ordinances shall be submitted to the Municipal Mayor for approval. Insofar as Resolutions are concerned, only those which pertain and deal with local development plan and public investment programs shall be submitted to the Municipal Mayor for approval. However, out of courtesy, the Municipal Mayor shall be furnished copies of all other approved Resolutions for his/her information and guidance.

SECTION 12. PROVISION OF COPIES TO OTHER LOCAL AUTHORITIES.

All copies of measures shall be provided to other local authorities such as the Chief of Police of the Philippine National Police, Public Schools District Supervisors of the Department of Education, Mangaldan Districts I and II, the Department of the Interior Local Government shall

SECTION 13. VETO POWER OF THE LOCAL CHIEF EXECUTIVE.

The Local Chief Executive may veto any ordinance of the Sangguniang Bayan on the ground that it is *ultra vires* or prejudicial to the public welfare, stating his or her reasons therefore in writing. The Local Chief Executive may veto an ordinance or resolution only once.

SECTION 14. LIMITATION OF THE VETO POWER OF THE LOCAL CHIEF EXECUTIVE.

The Local Chief Executive, except the Punong Barangay shall have the power to veto any particular item or items of an appropriations ordinance, a non-appropriations adopting a local development plan, and public investment program or an ordinance directing the payment of money or creating liability. In such a case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner provided in the immediately preceding provision of this Code; otherwise, the item or items in the appropriations ordinance of the previous year corresponding to those vetoed, if any, shall be deemed reenacted.

SECTION 15. OVERRIDING THE VETO. The Sangguniang Bayan may override the veto of the local chief executive concerned by two-thirds (2/3)

vote of all its members, thereby making the ordinance effective even without the approval of the local chief executive concerned.

ARTICLE II
REVIEW OF BARANGAY ORDINANCES

SECTION 16. PRESCRIPTIVE PERIOD FOR SUBMISSION OF BARANGAY ORDINANCES. Within ten (10) days after its enactment, the Sangguniang Barangay shall furnish copies of all barangay ordinances to the Sangguniang Bayan concerned for review as to whether the ordinance is consistent with law and municipal ordinances.

SECTION 17. INCLUSION IN THE BUSINESS OF THE SANGGUNIANG BAYAN. The proposed barangay ordinance shall immediately be included in the agenda as among the items to be called for first reading during the regular session of the Sangguniang Bayan.

SECTION 18. MANDATORY ATTENDANCE DURING COMMITTEE HEARING. The chairperson of the appropriate committee shall schedule hearing on the said matter. Any proposed barangay ordinance read on the first reading shall be accordingly scheduled for Committee Hearing by the appropriate committee/s to hear the merits of the proposed barangay ordinance. The Sangguniang Bayan Secretary shall notify in writing the Sangguniang barangay concerned of the Committee Hearing. **The presence of the majority of the members of the Sangguniang Barangay and Sangguniang Kabataan Council during the committee hearing is mandatory**, otherwise, the proposed barangay ordinance shall be disapproved without prejudice;

SECTION 19. APPROVAL OF BARANGAY ORDINANCE. Any proposed barangay ordinance approved in principle at the committee level shall be immediately scheduled for second and third (final) reading during the regular session of the Sangguniang Bayan.

SECTION 20. EFFECT OF INACTION BY THE SANGGUNIANG BAYAN. If the Sangguniang Bayan fails to take action on barangay ordinances within thirty (30) days from receipt thereof the same shall be deemed approved.

However, the thirty-day prescriptive period shall not commence if a committee hearing of the Barangay Ordinance is already scheduled and there is now a continuing discussion of it.

SECTION 21. EFFECT OF BARANGAY ORDINANCES INCONSISTENT WITH LAW. If the Sangguniang Bayan finds the Barangay Ordinance inconsistent with law or municipal ordinances, it shall return the same with its comments and recommendations to the Sangguniang Barangay for modification. The effectivity of Barangay Ordinance is held in abeyance until proper amendments are made.

ARTICLE III
QUASI-JUDICIAL POWERS: PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE CASES AGAINST ERRING BARANGAY OFFICIALS, OFFICERS, AND EMPLOYEES BEFORE THE SANGGUNIANG BAYAN

SECTION 22. PLEADINGS. The only pleadings allowed are the complaint and answer. All pleadings must be verified.

SECTION 23. COMPLAINT. All proceedings must be commenced by a complaint in writing, verified and under oath by the aggrieved party with a Certification of Non-Forum Shopping.

The complaint shall be accompanied by affidavits of the complainant and of his witnesses in such number of copies as there are accused plus three (3) copies for the Sangguniang Bayan. It shall be drawn in clear, simple, and concise language and in methodical manner as to apprise the respondent of the nature of the charge against him and to enable him to prepare his defense.

A Complaint filed before the Sangguniang Bayan that is unverified and without a Certification of Non-Forum Shopping shall be cause for an outright DISMISSAL of the Complaint.

SECTION 24. FILING OF ANSWER. If the Complaint is deemed sufficient in substance and form, the Sangguniang Bayan, through the Vice Mayor, shall require the Respondent to submit a Verified Answer within THIRTY (30) days from receipt hereof, attaching a copy of the Complaint and other supporting papers upon the Respondent.

The Investigating Body shall notify the parties of the date of the investigation, The proceedings shall commence within ten (10) days after receipt of the Verified Answer.

SECTION 25. ANSWER – The Answer shall be in writing and must contain material facts which may either be specific denial or affirmation of the allegations in the Complaint. Three (3) copies shall be filed to the Sangguniang Bayan. It shall be accompanied by documentary or other evidence, if there be any, in support of the defense. A copy shall be served to the Complainant.

Failure to file the Answer shall be considered general denial of the charges.

The Answer shall be filed personally or by registered mail to the Sangguniang Bayan. If filed by registered mail, the answer is deemed filed on the date or hour of receipt stamped by the post office on the envelope. Said envelope shall be kept and made an integral part of the records of the case.

SECTION 26. PRE-HEARING CONFERENCE – Within ten (10) days from receipt of the Answer, the Sangguniang Bayan shall summon the parties for a pre-hearing conference for the purpose of: a) simplifying the issues; b) entering into admissions or stipulations of fact; c) limiting the number of witnesses to be presented; marking parties' documentary exhibits; and d) threshing out all other matters relevant to the case.

The parties are enjoined to submit their Pre-Hearing Briefs within five (5) days from the scheduled conference.

The conference shall be completed in one (1) day, and the proceedings shall be duly recorded and signed by the parties and/or their counsels.

During this stage, the parties are given an option whether to proceed with the hearing of the merits or that the case shall be submitted for Decision upon the submission of their respective Position Papers. The option to submit Position Papers shall be decided by both parties. If one party refuses and instead choose for a full-blown hearing, the Sangguniang Bayan shall have a full-blown hearing on the merits.

SECTION 27. HEARING PROPER. Within five (5) days from the termination of the pre-hearing conference, the Sangguniang Bayan shall proceed with the formal hearing of the case.

When the respondent in his answer admits his culpability to the charge, the Sangguniang Bayan shall proceed with the hearing in order to determine the degree of respondent's responsibility and the appropriate penalty to be imposed.

SECTION 28. NOTICE OF HEARING. The parties and their witnesses shall be duly notified of the scheduled hearing at least three (3) days before the date thereof, specifying the date, time and place of hearing.

SECTION 29. PROCEEDINGS IN THE ABSENCE OF COUNSEL. If the respondent at the start of the proceedings appears without any counsel, the Chairman of the investigating committee shall inform him of his right to counsel. This right may however, be waived by the respondent expressly or impliedly.

In cases where either or both of the parties could not afford the services of counsel or such counsel is not available, it shall be incumbent upon the investigating committee to propound questions, interrogate witnesses and examine material and relevant evidence which are necessary in the determination of the issues and in arriving at a just and fair conclusion.

SECTION 30. POSTPONEMENT. Postponement of hearing should be discouraged and shall be allowed only in meritorious cases such as illness of a party or his counsel and or other similar unavoidable causes.

Regardless of the ground invoked, not more than two (2) postponements shall be granted. In such case, the next scheduled hearing shall be considered intransferrable in character.

SECTION 31. REQUEST FOR SUBPOENA – If a party desires the attendance of a witness or the production of documents, he should make formal request for the issuance of the necessary subpoena or subpoena duces tecum at least three (3) days before the scheduled hearing.

SECTION 32. ORDER OF HEARING – The order of hearing shall be as follows:

- A) The complainant shall adduce evidence with the proper identification and marking thereof of his exhibits;
- B) The respondent shall then present evidence in support of his defense with proper identification and marking thereof of his exhibits;
- C) The proceedings being summary in nature, direct examination of witnesses shall be dispensed with and the sworn statements/affidavit of

witnesses, after proper identification and affirmation on the truth of the contents thereof, shall take place of their oral testimony;

- D) Clarificatory examination, if requested by either party, shall be confined strictly to material and relevant matters, and, in so far as may be compatible with the ends of justice. Prolong argumentation and other dilatory proceedings shall not be entertained.

SECTION 33. POWER TO TAKE TESTIMONY OR RECEIVE EVIDENCE. The investigating committee is hereby authorized to take testimony or receive evidence relevant to the administrative proceedings, which authority shall include the power to administer oaths, summon witnesses, and require the production of documents by subpoena duces tecum.

SECTION 34. MARKING – All documentary evidence or exhibits shall be properly marked by letter (A, B, C etc.) if presented by the complainant, and by numbers (1, 2, 3 etc.) if presented by the respondent.

SECTION 35. EFFECT OF FAILURE/REFUSAL/DESISTANCE OF COMPLAINANT TO PROSECUTE. The failure/refusal/desistance of the complainant and or his witnesses to appear and to prosecute the case during the hearing, despite due notice, shall be a sufficient ground to dismiss the case.

SECTION 36. EFFECT OF FAILURE OF RESPONDENT TO APPEAR. If the respondent, despite due notice, fails or refuses to appear during the scheduled hearings, he is deemed to have waived his right to be present and to submit evidence in his favor and the said scheduled hearing shall proceed ex parte.

SECTION 37. EFFECT OF DEATH OF RESPONDENT. Death of the respondent during the pendency of the case shall terminate the administrative proceedings and has the effect of exoneration. Upon presentation of the death certificate, resolution/decision dismissing the case shall be issued by the Sangguniang Bayan.

SECTION 38. RECORDS OF THE PROCEEDINGS. The proceedings shall be recorded by the SB Secretary or any stenographer designated for the said purpose.

A transcript of the records made, and certified to as correct by the Sangguniang Bayan Secretary or stenographer shall be prima facie correct statement of the proceedings.

SECTION 39. NATURE AND CONTENTS OF THE DECISION. Decision, as used in these rules, is the written findings of fact by the Sangguniang Bayan as established during the hearing and the conclusion of law upon which it is based, and the disposition thereof, signed by all the members who participated in the proceedings/deliberations.

It shall include the name of the respondent and the offense to which he was exonerated or found liable, including appropriate penalty to be imposed.

SECTION 40. RENDITION OF THE DECISION. The case shall be decided within thirty (30) days from termination of the trial/hearing.

SECTION 41. TERMINATION OF THE PROCEEDINGS. The formal proceedings/investigation shall be terminated within ninety (90) days from the start thereof.

SECTION 42. MEMORANDA. The investigating committee may allow the parties to submit respective memoranda, within fifteen (15) days from termination of the hearing.

SECTION 43. NINETY-DAY BAN. No formal investigation shall be conducted within ninety (90) days immediately prior to any local election.

SECTION 44. FINALITY OF DECISION. If no appeal or motion for reconsideration is filed within thirty (30) days from receipt of the decision, the decision of the Sangguniang Bayan shall become final and executory.

SECTION 45. MOTION FOR RECONSIDERATION. A Motion for Reconsideration may be filed within the period to appeal on any of the following grounds:

- a. New evidence has been discovered which materially affects the Order or Decision of the Sanggunian; and
- b. Errors of law or irregularities have been committed which is prejudicial to the rights and interest of the movant.

Opposing party may file his/her comment or opposition to the motion within ten (10) days from receipt thereof, after which the said motion shall be submitted for resolution.

SECTION 46. WHERE TO APPEAL. Decisions of the Sangguniang Bayan in administrative cases maybe appealed to the Sangguniang Panlalawigan within thirty (30) days from receipt hereof by the filing of a Notice to Appeal.

The Sanggunian Bayan through the Municipal Vice Mayor shall give due course to the appeal. The SB Secretary shall prepare all the records of the case and shall transmit them to the Sangguniang Panlalawigan within thirty (30) days from the time the Appeal is given due course.

SECTION 47. APPLICATION OF THE PRINCIPLE OF RES JUDICATA OR BAR BY PRIOR JUDGMENT – For a prior judgment in an administrative case to constitute a bar to a subsequent administrative action, the following requisites must concur:

- A) It must be a final judgment or order;
- B) The body/authority rendering the same must have jurisdiction over the subject matter and over the parties;
- C) There must be, between the two cases, identity of the parties, identity of subject matter and identity of cause of action.

SECTION 48. MAINTENANCE OF DOCKET BOOK – The Sangguniang Bayan shall maintain a docket book for administrative cases in which

all complaints shall be properly entered and given their corresponding docket number in the order of their receipt, the docket book shall contain the following records:

- A) Number and title of the case;
- B) Name of the parties;
- C) Date the respondent received a copy of the complaint;
- D) Date respondent filed his answer;
- E) Date a subpoena ad testificandum/Duces tecum was issued;
- F) Date when hearing actually commenced;
- G) Date when hearing terminated;
- H) Date when decision was promulgated indicating whether respondent was exonerated, or, if found culpable, the penalty imposes;
- I) Date when decision was served on the respondent;
- J) Date when motion for reconsideration/appeal was filed if any and its status.

ARTICLE IV QUASI-JUDICIAL POWERS: LEGISLATIVE INQUIRY

SECTION 49. POWER TO INVESTIGATE IN AID OF LEGISLATION. There shall be defined the powers of the Sangguniang Bayan en banc or through its proper committee to conduct investigation in aid of legislation, to wit:

1. to gather documents, information and data from legitimate resource speakers or authorities;
2. to subject the case to a committee hearing;
3. to cross examine the parties and hear their testimonies;
4. to recommend for the passage of certain legislative measure in relation to the case/complaint submitted;

SECTION 50. DEFINITION OF TERMS. For purposes of this Ordinance the following terms are defined as follows:

- ◆ Sangguniang Bayan En Banc refers to this Sanggunian at least with majority of all its members assembled as one whole body;
- ◆ Committee – means any of the regular committees of the Sangguniang Bayan or any of the special committees that it may create;
- ◆ Adversarial Complaint is a complaint wherein the complainant is claiming for awards either monetary or otherwise or is asking that the respondent be sanctioned for the acts complained of;
- ◆ Investigation in Aid of Legislation means an inquiry the purpose of which is to determine whether or not there is a need to pass legislative measures to correct the acts subject of the said inquiry.

SECTION 51. COVERAGE. This Ordinance shall govern the conduct of investigation in aid of legislation that may be conducted by the Sangguniang Bayan en banc or through its committees on non-adversarial complaints or matters which in its own initiative be inquired into for the purpose of possible adoption of some measures which are believed to be beneficial to the constituents of Mangaldan in particular or the people of the country in general. Adversarial matters or matters which are still pending for litigation and/or investigation with the court, Office of

the Ombudsman and/or other agencies of the government shall not be a subject of investigation in aid of legislation.

SECTION 52. AUTHORITY. No investigation in aid of legislation shall be conducted without the prior authority from the Sangguniang Bayan en banc through a Resolution to that effect.

SECTION 53. PROCEDURE DURING THE INVESTIGATION. The following rules and procedures during the legislative inquiry should be observed.

A. INVESTIGATION UPON OWN INITIATIVE

- ◆ Any member of the Sangguniang Bayan may introduce/sponsor a resolution calling for an investigation in aid of legislation by the Sangguniang Bayan en banc or through its committees on the subject matter of the resolution;
- ◆ In case of an en banc investigation, the same shall be presided by the Vice-Mayor or in his/her absence or valid inhibition, by the President Pro-Tempore, or in the absence of valid inhibitions of both Vice Mayor and President Pro-Tempore, by any member of the Sangguniang Bayan who is chosen by the majority of the members present;
- ◆ In case of investigation by one committee of the Sangguniang Bayan, the same shall be presided by the chairman of the committee concerned. If there are two (2) or more committees tasked to conduct joint investigation, the members of the said committees shall choose from among their respective chairmen present to preside the hearing. In the absence or valid inhibitions of all the vice-chairmen, the members present shall choose from among themselves to do the presiding.

B. INVESTIGATION UPON COMPLAINT

- ◆ Should there be complaint filed with the Sangguniang Bayan by any person or entity asking for an investigation in aid of legislation of a particular matter/controversy, the same shall be referred by the Vice-Mayor to the Committee on Good Governance to determine whether or not the complaint is adversarial or is still pending for investigation with the court, Office of the Ombudsman and/or other agencies of the government.
- ◆ Should the Committee on Good Governance find that the complaint is adversarial or the subject matter therein is still pending with the court, Office of the Ombudsman and/or other agencies of the government, the same shall be returned to the complainant with the explanation of the reason of the return. Should it find that the complaint is non-adversarial or still pending for investigation with the court, Office of the Ombudsman and/or any other agencies of the government, the Committee on Good Governance shall sponsor a resolution calling for an investigation in aid of legislation on matters subject of the complaint. If the resolution is approved by the majority of the members present of the Sangguniang Bayan en banc, the committee or committees concerned shall proceed with the investigation. If the said resolution is not approved by the majority of the members present en banc, the investigation shall not proceed. Instead, the complaint shall be returned to the complainant with

explanation stating therein the fact that the resolution has been disapproved.

- ◆ The complaint must be verified and attached to it are the affidavits/sworn statements of witness or witnesses, otherwise, it shall be returned to the complainant with the explanation that it is not verified and without the attachment of the affidavits/sworn statements of the witnesses.

SECTION 54. INHIBITION. Any member of the Sangguniang Bayan shall inhibit himself/herself from participating in the investigation only on the grounds of:

1. conflict of interest
2. pecuniary interest
3. delicadeza

SECTION 55. RECORD OF PROCEEDINGS. All proceedings of the investigation in aid of legislation shall be reflected in its minutes.

SECTION 56. COMMITTEE REPORT. If the investigation in aid of legislation is done through any of the committee of the Sangguniang Bayan, the committee concerned shall submit a report of its proceedings to the Sangguniang Bayan en banc for approval.

SECTION 57. EVIDENCE. The following shall govern rules on evidence during the proceedings.

- ◆ The technical rules on evidence shall not apply in an investigation in aid of legislation. However, the Rules of Court shall have suppletory application;
- ◆ The investigating body shall consider only such evidence that may be submitted during the investigation. It may consist of documentary or testimonial evidence;
- ◆ Only witnesses with affidavits/sworn statements shall be allowed to testify;
- ◆ All witnesses shall testify under oath;
- ◆ All statements/testimonies given by any witness during the investigation shall be considered privileged communication.

ARTICLE V COMMITTEE HEARINGS AND/OR MEETINGS

SECTION 58. SCOPE OF COMMITTEE HEARINGS AND/OR MEETINGS. The Chairman of any committee may call for a Committee Hearing and/or meeting regarding a measure he or she is authoring in the Sangguniang Bayan. In the said committee meeting, the Sangguniang Bayan may invite some resource speakers to enlighten the body or the committee about the said measure he is proposing.

SECTION 59. APPLICABILITY OF PARLIAMENTARY PROCEDURES. Committee meetings are characterized by a minimum of formality and the rules of parliamentary procedures are employed.

SECTION 60. PRESIDING OFFICER DURING MEETING. The Presiding Officer during the meeting shall be the head of the committee concerned.

SECTION 61. COMMITTEE REPORT. After the committee meetings, a committee report on the account of work done in relation to the subject matter is prepared with a recommendation/approval by a majority of its members with respect to the question in its final form to the Sangguniang Bayan Secretary.

If the question so warrants, the committee may conduct public hearings to hear the views of the public concerned. All members of the Sangguniang Bayan and the Vice Mayor are obliged to attend Public Hearings on matters of great public interest.

SECTION 62. SUBMISSION OF COMMITTEE REPORTS. The committee report must be submitted and signed by the members of the committee and to all members of the Sangguniang Bayan via email prior to its adoption.

ARTICLE VI
ACCREDITATION OR RECOGNITION OF NON- GOVERNMENT
ORGANIZATIONS, PEOPLE’S ORGANIZATIONS, AND PRIVATE
SECTOR

SECTION 63. RATIONALE. The Sangguniang Bayan, through the Committee on People Empowerment shall accredit Non-Government Organizations, People’s Organizations, and Private Sectors.

SECTION 64. DEFINITION OF TERMS. The following definition of terms used herein shall be applicable in the interpretation of the provisions of this Code:

- a) **Civil Society Organization (CSO)** refers to a non-state and non-profit association that works to improve society and human condition. Basics types of CSOs include non-governmental organization, cooperative, social movement professional group and business group and business group.
- b) **Non-Governmental Organization** refers to a non-stock, non-profit organization that works with different sectors and communities promoting their general welfare and development, provide a wide range services for people’s organization and tends to operate with full time staff. Social development organization, foundations, and independent research institutions fall in this category.
- c) **People’s Organization** refers to an association of residents in a barangay, or barangays, established to promote public interest and with an identifiable leadership structure and membership. People’s Organizations are often formed among the disadvantaged sector and migrant workers, workers in the informal sector, indigenous people and cultural communities, women, differently-abled persons, senior citizens, victims of calamities and disasters, youth and students, children, and urban poor.
- d) **Cooperative** refers to an autonomous and duly registered association of persons with a common bond of interest who have voluntarily joined

together to achieve their social, economic and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and serviced and accepting a fair share of risks and benefits of the undertaking in accordance with the universally accepted cooperative principles.

- e) **Civic Organization** refers to any local service club, fraternal society or association, volunteer group, or local civic league or association not organized for profit but operated exclusively for educational, recreational or social welfare purposes.
- f) **Professional Group** refers to a duly incorporated non-stock corporation of registered professionals established for the benefit and welfare of the professionals of one discipline, for the advancement of the profession itself and for the other professional ends.
- g) **Accreditation** refers to the process of granting authorization, within 60 days from the organization of the newly elected Sanggunian, to an organization for purposes of representation to a local special body. An organization may still be accredited after the prescribed 60-day period for other purposes, such as participation in local government programs.
- h) **Recognition** is action that confer status of an organization to be an existing and legitimate organization of the municipality, notwithstanding its ineligibility to be selected as one of the members of the Local Special Bodies of the municipality pursuant to local Government Code and as promulgated in DILG Memorandum Circular No. 2019-72.

SECTION 65. REQUIRED DOCUMENTS. The following documents shall be required from non-government organizations, people's organization, and private sectors shall include the following:

1. Letter of application addressed to the Vice Mayor;
2. Duly accomplished application form;
3. Board resolution signifying intention for accreditation for the purpose of representation in the Local Special Body;
4. Certificate of Registration;
5. List of current officers and members;
6. Annual Accomplishment Report for the immediately preceding year;
7. Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the sources of funds.

SECTION 66. ACCREDITATION PROPER. The Sanggunian shall evaluate all applications for accreditation, upon receipt thereof, but not later than the last working day of august, on the basis of the following criteria:

- a) Registration with the Securities and exchange Commission, Cooperative Development Authority, Department of Labor and Employment, Department of Agriculture, Department of Agrarian Reform, National Housing Authority, Housing and Land use Regulatory Board or any national government agency that is empowered by law or policy to accredit or register such organization, such as, but not limited to, the

Department of Education, National Commission on Indigenous Peoples,
National Anti-Poverty Commission, Insurance Commission and
Philippine Regulatory Commission.

- b) Organization purposes, and objectives which include community organization and development, institution-building, local enterprise development, livelihood development, capacity –building and similar development objectives and considerations;
- c) Community-based and sectoral-based with project development and implementation track record of at least one (1) year;
- d) Reliability as evidenced by the preparation of annual reports and conduction of and annual meetings duly certified by the board secretary of organization;
- e) Other related information which the concerned Sanggunian may deem essential in the evaluation process;
- f) The Sanggunian shall accredit CSOs which comply with all the administrative requirements and satisfy the criteria enumerated in this memorandum Circular;
- g) The Sanggunian shall issue, before but not later than the last working day of August, the following:
 - 1. Certificate of Accreditation to every qualified CSO;
 - 2. Notice on every organization which did not apply, encouraging them to apply accreditation.

SECTION 67. APPELATE JURISDICTION. The Sangguniang Panlalawigan or the Secretary of Interior and Local Government or his duly authorized representative in the case of a province.

The appeal shall be made within fifteen (15) days receipt of the disapproval. The decision of the Sanggunian Panlalawigan, or the Secretary of Interior and Local Government or his duly authorized representative, shall be final and executory.

SECTION 68. MONITORING AND SUBMISSION OF REPORTS AND OTHER REQUIREMENTS. To help ensure that the pertinent provisions of the Local Government Code and this Memorandum Circular are strictly and faithfully observed, monitoring and reporting Committees shall be organized as follows:

- 1. The Provincial, City or Municipality Monitoring and Reporting Committee (P/C MMRC) shall be headed by the DILG Provincial Director City or C/MLGOO and local CSO, Secretary to the Sanggunian and Local PDO as members. The P/C MMRC Shall see to it that the intent of this Memorandum Circular is complied with the respective local government, generate provincial, city municipality reports and recommend measures through the RMRC, to the Secretary of Interior

and workings of the local special bodies and in local governance, in general, within the province, city or municipality.

2. The Regional Monitoring and Reporting Committee (RMRC) shall be headed by the DILG Regional representatives of the League of Municipalities and regional CSO network as members. The RMRC shall see to it that the intent of this memorandum Circular is complied with among provinces, highly urbanized and independent component cities in the region generate regional reports and recommend measures through the RMRC, to the Secretary of Interior and Local Government to further strengthen the participation of civil and private society organizations in the workings.

RULE V

DIGITALIZATION OF PROCEEDINGS, COMMUNICATIONS, AND TRANSACTIONS IN THE SANGGUNIANG BAYAN

ARTICLE I

USE OF ELECTRONIC MAIL

SECTION 1. RATIONALE FOR THE ENVIRONMENT. Aligned with the advocacy to lessen the use of paper in the Sanggunian, this provision also aims to help in environmental protection by promoting paperless transaction among its members. The use of digital technology allows such.

SECTION 2. USE OF ELECTRONIC MAIL OR E-MAIL FOR OFFICIAL CORRESPONDENCES. Members of the Sangguniang Bayan ng Mangaldan shall create and submit their personal electronic mail to the Secretariat, preferably using Google Mail or Gmail. The said e-mail shall be used to send official correspondences to and from the Sangguniang Bayan Secretariat.

ARTICLE II

OFFICIAL FACEBOOK PAGE OF THE SANGGUNIAN

SECTION 3. RATIONALE FOR TRANSPARENCY AND ACCESSIBILITY. The 1987 Constitution provides in Section 24, Article II that the State recognizes the vital role of communication and information in nation-building. Section 28 of Article II of the 1987 Constitution further provides that the State adopts and implements a policy of full public disclosure of all its transactions involving public interest, subject to reasonable conditions prescribed by law.

SECTION 4. RATIONALE FOR PEOPLE PARTICIPATION AND EMPOWERMENT IN AND THROUGH GOVERNANCE. Aside from updating the people on what is happening in the legislative branch of the Local Government Unit of Mangaldan, other goal is to solicit comments and obtain suggestions on new Ordinances, improvement of existing ones, and enhancement of proposed legislative measures. Moreover, it is through the efficient communication and information openness, it becomes easier for the people to trust their local leaders and be empowered, therefore becoming active participants in all community decision-making process in the Local Government Unit of Mangaldan.

SECTION 5. CREATION OF OFFICIAL FACEBOOK PAGE OF THE SANGGUNIANG BAYAN NG MANGALDAN. There shall be an official

Facebook Page of the Sangguniang Bayan ng Mangaldan, exclusively managed by the secretariat headed by the Sangguniang Bayan Secretary with the assistance or guidance of someone in the Sanggunian who is knowledgeable in social media management.

SECTION 6. USE, SCOPE, AND MANAGEMENT OF THE OFFICIAL FACEBOOK PAGE OF THE SANGGUNIANG BAYAN NG MANGALDAN. The official Facebook Page of the Sangguniang Bayan ng Mangaldan shall primarily be used to update and inform the general public on the activities, programs, and events by the said office. Moreover, official calendar, order of business for the regular and special sessions, photos during sessions and hearings, and the approved journal of proceedings shall be posted to the Facebook page, for transparency and information dissemination purposes. Any derogatory comments to either the Sangguniang Bayan or its members shall be deleted to protect the integrity and reputation of the said Body.

SECTION 7. LIVE STREAMING OF REGULAR AND/OR SPECIAL SESSIONS, COMMITTEE AND PUBLIC HEARINGS IN THE OFFICIAL FACEBOOK PAGE OF THE SANGGUNIANG BAYAN NG MANGALDAN. All regular and/or special sessions and also committee and public hearings shall be streamed live via the official Facebook page of the Sangguniang Bayan ng Mangaldan. It should be audible and visually clear for the viewers to see.

SECTION 8. LIMITATION ON THE LIVE STREAMING OF REGULAR AND/OR SPECIAL SESSIONS, COMMITTEE AND PUBLIC HEARINGS IN THE OFFICIAL FACEBOOK PAGE OF THE SANGGUNIANG BAYAN NG MANGALDAN. Live streaming during regular and/or special sessions and also committee and public hearings shall be limited when the body orders a closed-door session. The provision on the valid reasons for closed-door meeting shall also be applied when pausing the live streaming.

SECTION 9. APPROPRIATION. The Sanggunian shall appropriate a sum of money from its Maintenance and other Operating Expense budget to purchase broadcasting equipment such as camera and also faster internet subscription to be used exclusively by the Sanggunian Members inside the Session Hall.

ARTICLE III
OFFICIAL WEBSITE OF THE SANGGUNIAN

SECTION 10. RATIONALE. Section 16 of Republic Act Numbered Seventy-One Hundred and Sixty (RA 7160), otherwise known as The Local Government Code of 1991, enjoins every Local Government Unit (LGU) to 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.

SECTION 11. i-GOVERNANCE. Rapid developments in information and communication technologies and the medium of the internet as being utilized to facilitate various public and private sector transactions worldwide have lately become a strongly convincing indicator for governments around the world to consequently implement, within their respective spheres, an information

technology (IT) program better known today as interactive governance or *i-governance*:

SECTION 12. FEATURES OF THE WEBSITE. The website shall have the various tabs for Citizens Charter, Agenda or Business of the Day, Resolutions, Ordinances which can be accessible to the public through this website, and also Journal or Minutes of the Meeting. There shall also be an embed of Facebook livestreaming in the website. There should also be a corner where all the information of all elected, regular and ex-officio members of the Sanggunian can be accessed. The website should be link in the official website of the Local Government Unit of Mangaldan.

SECTION 13. DESIGNATION OF WEBSITE ADMINISTRATOR. In order to ensure the integrity of all electronic documents, signatures, and other various data uploaded and kept in store at the SB Website, there shall be a person designated for the office of the Sangguniang Bayan a Website Administrator who shall be directly responsible in proficiently supervising the efficient, effective, and continued operation, maintenance, and management thereof.

Such website administrator must possess as many qualifications and expertise in the field of information technology system or computer science, law, commerce and trade, editorship, planning and management, engineering, and such other relevant fields of studies, and must be highly proficient in both written and oral English communications.

Such Website Administrator shall be chiefly responsible to promote the neutrality and integrity of all electronic documents stored and published at the SB website and, thus, ensure that all publications posted or caused to be posted thereat by any staff or member of the sanggunian generally adhere to the basic rules of grammar, and to ensure, further, that all electronic records which are to be made accessible from the website are nothing less than the exact facsimiles of the original.

Designation of an employee as Website Administrator shall be duly caused by a memorandum issued for by the vice-mayor, thereby stating therein with particularity the designee's functions as such including all other incidental responsibilities that said designee may be authorized to perform pursuant to this Ordinance.

The designated Website Administrator shall be made to take hold of and place under his or her official custody and accountability all office computer hardware and software equipment and supplies, i.e., servers, workstations, routers, cables, CD installers, kits, operations manuals, computer tools, etc., which are being utilized in the efficient, effective, and continued operation, maintenance, and management of the SP Website.

The designated Website Administrator shall be made to receive orders directly from the Office of the Vice Mayor, SB members, and the Committee on Public Information and Mass and Social Media in all matters concerning the efficient and effective operation, maintenance, and management of the SB Website.

SECTION 14. APPROPRIATION. The Sanggunian shall appropriate a sum of money from its Maintenance and other Operating Expense budget to procure web host especially .gov or .ph.

RULE VI
SERVICES OFFERED BY THE SANGGUNIANG BAYAN
AND THE MUNICIPAL LIBRARY

ARTICLE I
SERVICES IN THE SANGGUNIANG BAYAN OF MANGALDAN

SECTION 1. OPERATION HOURS. The Sangguniang Bayan operates from Monday to Friday from eight (8) o'clock in the morning until five (5) o'clock in the afternoon. However, during the Regular Session or Special Session, the Sangguniang Bayan office may still be open however, services will only be from regular office hours.

SECTION 2. WHO MUST AVAIL OF SERVICES. The Sangguniang Bayan is open for residents and non-residents of Mangaldan especially to the pupils, students, professionals, out-of-school youths, and all others who are doing research works.

SECTION 3. SANGGUNIANG BAYAN SERVICES. The main services offered by the Sangguniang Bayan include issuance of certificates of any kind and issuance of public documents pertaining to local legislation.

SECTION 4. ISSUANCE OF CERTIFICATES OF ANY KIND. The Sangguniang Bayan issues certificates of any kind. The following table identifies the step-by step procedure, required documents, office activity, response time, and the person in charge of this service.

STEPS (For Client)	REQUIRED DOCUMENTS/AMOUNT OF FEES	OFFICE ACTIVITY	DURATION OF ACTIVITY	EMPLOYEE/S RESPONSIBLE
1	Submit a written request.	Receive, read and ascertain the request and advise the client to proceed at the Treasurer's Office to pay for a Secretary's fee	2 minutes	Juan C. Aquino/ Larah Socorro S. Soriano
2	Pay at the Treasurer's Office the needed Secretary's Fee in the amount of Sixty Pesos (P60.00) for the 1 st ten (10) pages and additional Two Pesos and 50/100 (P2.50) for succeeding pages as mandated by the Revenue Code of 2017 of Mangaldan.			
3	Present the Official Receipt to the SB Secretary.	Determine the authenticity of the Official Receipt	1 minute	Juan C. Aquino/ Larah Socorro S. Soriano
4	Wait for the needed certificate.	Prepare the needed certificate and present the same after its perfection.	5 minutes END	Juan C. Aquino/ Larah Socorro S. Soriano

SECTION 5. ISSUANCE OF PUBLIC DOCUMENTS PERTAINING TO LOCAL LEGISLATION. The Sangguniang Bayan issues public documents pertaining to local legislation. The following table identifies the step-by-step

procedure, required documents, office activity, response time, and the person in charge of this service.

STEPS (For Client)	REQUIRED DOCUMENTS/ AMOUNT OF FEES	OFFICE ACTIVITY	DURATION OF ACTIVITY	EMPLOYEE/S RESPONSIBLE
1	Submit a written request	Receive, read and ascertain the request and advise the client to proceed at the Treasurer's Office to pay for a Secretary's fee	2 minutes	Juan C. Aquino/ Larah Socorro S. Soriano
2	Pay at the Treasurer's Office the needed Secretary's Fee in the amount of Sixty Pesos (P60.00) for the 1 st ten (10) pages and additional Two Pesos and 50/100 (P2.50) for succeeding pages as mandated by the Revenue Code of 2017 of Mangaldan.			
3	Present the Official Receipt to the SB Secretary.	Determine the authenticity of the Official Receipt	1 minute	Juan C. Aquino/ Larah Socorro S. Soriano
4	Wait for the needed documents	Locate the needed documents and present the same after completion.	5 minutes END	Camille Ann N. Biason

ARTICLE II
SERVICES IN THE MANGALDAN MUNICIPAL LIBRARY

SECTION 6. VISION. The Municipal Library aspires to offer the citizens of Mangaldan a peaceful, accessible, comfortable place conducive to learning, do research, enlightenment and enjoyment.

SECTION 7. MISSION. To make available quality materials and services which fulfill educational, informational, cultural, and recreational need of the entire community in an atmosphere that is welcoming and respectful.

SECTION 8. OPERATION HOURS. The Municipal Library operates from Monday to Friday from eight (8) o'clock in the morning until five (5) o'clock in the afternoon.

SECTION 9. WHO MUST AVAIL OF SERVICES. The Municipal Library is open for residents and non-residents of Mangaldan especially to the pupils, students, professionals, out-of-school youths, and all others who are doing research works.

SECTION 10. LIBRARY SERVICES. The main services offered by the Municipal Library include iNet Library Service and the Readers' Service and Circulation.

SECTION 11. i-NET LIBRARY SERVICE. The Municipal Library offers an hour of internet browsing. The following table identifies the step-by step

procedure, required documents, office activity, response time, and the person in charge of this service.

STEPS (For Client)		REQUIRED DOCUMENTS	OFFICE ACTIVITY	RESPONSE TIME	PERSON-IN-CHARGE
1	Write on the Log-Book	Identification Card	Assist the client(s)	2 minutes	Estefanie S. Cendaña or Jean C. Vergara
2	Go to the assigned Computer Unit				
3	Use of Computer is FREE. 1 hour for each user.				

SECTION 12. READER’S SERVICE. The Municipal Library offers wide volumes of reading materials. The following table identifies the step-by step procedure, required documents, office activity, response time, and the person in charge of this service.

STEPS (For Client)		REQUIRED DOCUMENTS	OFFICE ACTIVITY	RESPONSE TIME	PERSON-IN-CHARGE
1	Present an ID to the Counter Assistant and deposit the baggage	Identification Card	Receive the ID and assign Tag No. to the client’s baggage	2 minutes	Estefanie S. Cendaña or Jean C. Vergara
2	Type keywords at the OPAC for the availability of book/s needed. Note the call number		Assist the client(s)	5 minutes	Estefanie S. Cendaña or Jean C. Vergara
3	Locate the book/s at the shelves.		Assist the client(s)	5 minutes	Estefanie S. Cendaña or Jean C. Vergara
4	Fill up the Book Card	ID	Receive the Book Card(s) and user’s ID	4 minutes	Estefanie S. Cendaña or Jean C. Vergara
5	5.1. Photocopy the book/s. 5.2. Bring home the book/s for overnight use		Check the book if it is allowed for overnight use	20 minutes 2 days	Estefanie S. Cendaña or Jean C. Vergara

6	6.1. Return borrowed book/s.		Receive and check the book/s if there is/are any mutilated or missing pages.	4 minutes	Estefanie S. Cendaña or Jean C. Vergara
7	Claim ID		Return client's ID	1 minutes	Estefanie S. Cendaña or Jean C. Vergara

**RULE VII
DRESS CODE**

SECTION 1. All members shall be in proper attire during sessions wearing *long sleeves barong of any color. For special functions, white gala uniform with same materials and design and leather shoes for both males and females must be worn*, provided that female members must wear long sleeves barong top with pant suits/slacks/skirts.

**RULE VIII
USE OF SESSION HALL**

SECTION 1. To preserve the dignity of the Session Hall, it shall only be used exclusively by the Sangguniang Bayan during sessions, meetings, and caucuses, and other meetings or official functions of the Local Government Unit of Mangaldan.

**RULE IX
SECURITY**

SECTION 1. In all regular or special sessions, the Sangguniang Bayan Secretary shall cause the presence of one (1) member of the Local Philippine National Police (PNP), through prior notice of request to the Chief of Police, for security reasons. There shall also be a Close Circuit Television or CCTV to be installed within the parameters of the Sanggunian to monitor and to log on video the activities of visitors.

**RULE X
DISCIPLINARY MEASURES TO ERRING MEMBER
OF THE SANGGUNIANG BAYAN**

SECTION 1. MISCONDUCTS. Absences, tardiness except on emergency cases, disorderly conduct or improper deportment during sessions shall be punishable in accordance with the following rules:

- a) An erring Sangguniang Bayan member who is absent for four (4) consecutive sessions without justifiable cause or show disorderly conduct or improper deportment may face administrative case that would be filed at the Sangguniang Panlalawigan in accordance with the provision of the Local Government Code of 1991;

- b) Tardiness, except in cases of emergency, shall not be tolerated. A member who is late shall be considered present but a penalty shall be imposed in the following manner:

- i. Beyond thirty (30) minutes to one (1) hour - P 500.00
- ii. Beyond one (1) hour or more - P 1,000.00

- c) Habitual tardiness shall be reported by the Sangguniang Bayan Secretary in written form indicating thereon, the date of incurrence, length of time, and copies be furnished the Municipal Local Government Operations Officer;

- d) Disorderly conduct, improper deportment, or misbehavior of a member of the Sangguniang Bayan during sessions shall be punished in accordance with the provisions of sub-paragraph (a) hereof.

- e) A penalty thereof shall be imposed on members who shall attend sessions without wearing the above-mentioned uniform, as follows:

- i. First Offense - P 500.00
- ii. Second Offense - P 1,000.00
- iii. Third Offense - P 2,000.00

SECTION 2. TRUST FUNDS. All funds collected through fines shall be considered trust funds of the Sangguniang Bayan to be collected by the Sangguniang Bayan Secretary who shall record in an appropriate logbook, shall render an accounting every six (6) months or as often as the Sangguniang Bayan may require to be disbursed at the discretion and upon approval of the body.

RULE XI SUPPLEMENTARY RULES

SECTION 1. ADDITIONAL REFERENCES. The following shall govern in the Sangguniang Bayan in a supplementary manner in so far as they are not incompatible with the Rules thereof:

- a) The parliamentary practices of the present House of Representatives and the Senate of the Republic of the Philippines.
- b) The Robert's Rules of Order.
- c) Jefferson's Manual.
- d) Parliamentary Rules of Orendain.
- e) Manual on Local Legislation, by Manuel Casclang, DILG, Region I, 1993.

SECTION 2. LANGUAGE IN THE SANGGUNIANG BAYAN. Any member of the Sangguniang Bayan may speak in English, Filipino or Pangasinan dialect during the session provided that the minutes should be translated.

SECTION 3. FINANCIAL ASSISTANCE FROM THE SANGGUNIANG BAYAN AS A WHOLE. Any group desiring to solicit financial or material assistance from the Sangguniang Bayan as a whole, shall first register with the Sangguniang Bayan Secretary who shall calendar their appearance to present their purpose on the immediate subsequent session, or otherwise, dispose

the same in accordance with existing Rules and Regulations, Ordinances of the Sangguniang Bayan with:

- a. Solicitations of financial assistance for sick, disabled, deceased shall be endorsed to the Municipal Social Welfare and Development Office (MSWDO) for appropriate and final action.
- b. Solicitations of financial assistance by schools/PTA's should be accompanied by a justification or certification by the District Supervisor and Principal as to the necessity and urgency and that such is not a violation of existing rules and regulations of the Department of Education.
- c. Solicitations of financial assistance by clubs, associations, organizations shall be referred to the Municipal Social Welfare and Development Office (MSWDO) as to its merits, necessity and propriety.
- d. Solicitations of financial assistance by students, pupils extra-curricular activities, shall be accompanied by certification/justification by the school Principal/District Supervisor why such activities sponsored by the school cannot be financially/materially afforded by the sponsoring school(s).

**RULE XII
SEPARABILITY CLAUSE**

SECTION 1. If any provision of this Ordinance be declared unconstitutional, the remaining portion not affected thereby shall remain in full force and effect.

**RULE XIII
REPEALING CLAUSE**

SECTION 1. All local ordinances, rules and regulation or part thereof that are inconsistent with the provision of this Ordinance are hereby repealed or modified accordingly.

**RULE XIV
EFFECTIVITY**

SECTION 1. This Ordinance shall take effect immediately after its approval.

CERTIFIED CORRECT:


JUAN C. AQUINO
SB Secretary


APPROVED UNANIMOUSLY:
August 25, 2022





ALDRIN O. SORIANO



ATTY. JOSEPH EMMANUEL B. CERA



JUVY O. FRIALDE



JOEL C. MENESES



ROLLY G. ABALOS



ATTY. FERNANDO JUAN A. CABRERA



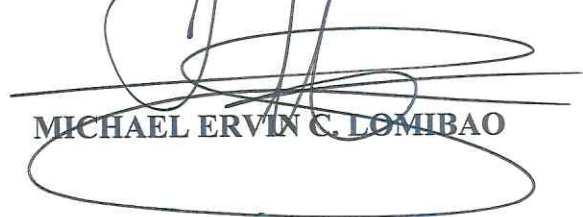
DR. JOSELITO G. QUINTO



CHRISTOPHER G. ROMERO



LOVELY LIAN C. MARAMBA



MICHAEL ERVIN C. LOMIBAO

ATTESTED:



DR. MARK STEPHEN V. MENA
Municipal Vice Mayor/
Presiding Officer

APPROVED:



BONA FE DE VERA-PARAYNO
Municipal Mayor

