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Item No.: 09  
Date: 03 MAR 2023

Republic of the Philippines  
PROVINCE OF LEYTE

SP Records  
FEB 20 2023

SANGGUNIANG PANLALAWIGAN

dy 2/16/23  
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

Province of Leyte  
Legal Office  
Released: *[Signature]*  
Time: *[Signature]*  
Date: 2-16-23

2nd Indorsement  
February 8, 2023

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 23-01 of the SB of Inopacan, Leyte, recommending for the declaration of its validity pursuant to its power under Section 56 (c) of R.A 7160, the same being, to the opinion of the Provincial Legal Office (PLO), in consonance with the mandate of R.A No. 11315 mentioned in the ordinance, and an exercise of the power "necessary, appropriate or incidental for its efficient and effective governance, in support to the development of appropriate and self-reliant scientific and technological capabilities, authorized under Section 16 of the Code.

ATTY. JOSE RAYMUND A. ACOL  
Asst. Provincial Legal Officer *[Signature]*

*[Handwritten signature in blue ink]*

Republic of the Philippines  
PROVINCE OF LEYTE  
Tacloban City

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> INDORSEMENT  
07 February 2023

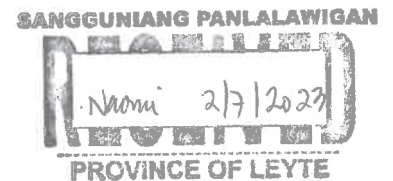


The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 23-01** of the **MUNICIPALITY OF INOPACAN, LEYTE**, ENTITLED: **AN ORDINANCE PROVIDING A GENERAL POLICY FOR DATA QUALITY AND DATA MANAGEMENT, AND LIKEWISE PROVIDING FOR THE DUTIES OF PERSONNEL IN CONNECTION THEREIN OF THE MUNICIPALITY OF INOPACAN, PROVINCE LEYTE, PURSUANT TO REPUBLIC ACT NO. 11315 AND OTHER RELEVANT LAWS AND REGULATIONS RELATED THERETO.**

  
**FLORINDA M. S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan



**15<sup>TH</sup> SANGGUNIANG BAYAN**

7 February 2023

**Honorable Leonardo Javier Jr.**  
Vice Governor/Presiding Officer  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte

Thru:

**Ms. Florinda Jill S. Uyvico**  
Secretary to the Sanggunian  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte

**Honorable Javier Jr.:**

Forwarding herewith 2 original copies and 15 photocopies of **Ordinance No. 23-01** of the 15<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **“AN ORDINANCE PROVIDING A GENERAL POLICY FOR DATA QUALITY AND DATA MANAGEMENT, AND LIKEWISE PROVIDING FOR THE DUTIES OF PERSONNEL IN CONNECTION THEREIN OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE, PURSUANT TO REPUBLIC ACT NO. 11315 AND OTHER RELEVANT LAWS AND REGULATIONS RELATED THERETO”**, for consideration by the Sangguniang Panlalawigan of Leyte.

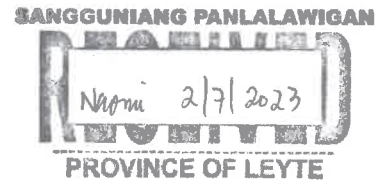
Attached herewith is the Certificate of Posting.

Sincerely,

**MELANIE M. MATIN-AO, MPA**  
Secretary to the Sanggunian



Republic of the Philippines  
 Province of Leyte  
 Municipality of Inopacan  
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**15TH SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
 15<sup>th</sup> SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON  
 JANUARY 31, 2023 AT THE SB SESSION HALL

**PRESENT:**

- |                               |                                 |
|-------------------------------|---------------------------------|
| Hon. Sanders C. Lumarda       | - Vice Mayor, Presiding Officer |
| Hon. Fernando B. Rulete       | - SB Member                     |
| Hon. Andrew B. Dedal          | - SB Member                     |
| Hon. Zenaida G. de los Santos | - SB Member                     |
| Hon. Joel D. Bernales         | - SB Member                     |
| Hon. Alfie Jian B. Yamson     | - SB Member                     |
| Hon. Daria D. Malanguis       | - SB Member                     |
| Hon. Rowena K. Madrazo        | - SB Member                     |
| Hon. Diosdado P. Siao         | - SB Member                     |
| Hon. Arnilo J. Polo           | - SB Member (LnB Pres)          |
| Hon. Marianne B. Boldios      | - SB Member (PSK Pres.)         |

**ABSENT:**

None

**AUTHOR:** HON. ZENAIDA G. DE LOS SANTOS  
**Co-AUTHORS:** HON. JOEL D. BERNALES  
 HON. DARIA D. MALANGUIS  
 HON. FERNANDO B. RULETE  
 HON. DIOSDADO P. SIAO

**ORDINANCE NO. 23-01**

**AN ORDINANCE PROVIDING A GENERAL POLICY FOR DATA QUALITY AND DATA MANAGEMENT, AND LIKEWISE PROVIDING FOR THE DUTIES OF PERSONNEL IN CONNECTION THEREIN OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE, PURSUANT TO REPUBLIC ACT NO. 11315 AND OTHER RELEVANT LAWS AND REGULATIONS RELATED THERETO**

**WHEREAS**, pursuant to Section 28, Article II of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interests subject to reasonable conditions prescribed by law;

**WHEREAS**, Section 7, Article III of the 1987 Constitution guarantees the right of the people to information on matters of public concern;

**WHEREAS**, pursuant to Section 4, Article X of the Constitution, a system of decentralization is mandated by the Constitution in favor of Local Government Units, all while the President continues to exercise general supervision over local government units.

**WHEREAS**, on 17 April 2019, Congress passed and President Rodrigo R. Duterte approved Republic Act No. 11315, "An Act Establishing a Community-based Monitoring System and Appropriating Funds Therefor";

**WHEREAS**, on 23 July 2016, President Rodrigo R. Duterte issued Executive Order No. 2, "Operationalizing in the Executive Branch the People's Right to Information

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(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor”;

**WHEREAS**, while the said Executive Order is limited in scope and merely provides guidance for local government units, the Municipality of Inopacan, Leyte herein takes steps toward the freedom of information in an effort to pursue good and transparent governance;

**WHEREAS**, the Municipal Government Unit of Inopacan, Leyte has made efforts in making its public records readily available to citizens, other local government units, and the national government, as needed, and are up-to-par to a specific standard of data quality, in accordance with the Constitution, existing laws, and regulations;

**WHEREAS**, recognizing the importance of the people's right to information, and guided by the President's Executive Order, the Municipal Government of Inopacan deems it necessary to improve the local mechanism wherein the people's right to information is upheld:

**WHEREAS**, while recognizing the importance of the people's right to information, the Municipal Government of Inopacan must be guided by a lawful and appropriate policy in collecting, handling and releasing data:

**WHEREAS**, while recognizing the importance of the people's right to information, the Municipal Government of Inopacan must be diligent custodians of data under its control and management;

**NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF INOPACAN, LEYTE, THAT:**

**Section 1. Short Title.** This Ordinance shall be known as “Community-Based Data Monitoring and Management Ordinance in the Municipality of Inopacan”.

**Section 2. Declaration of Policy.** The Municipal Government of Inopacan upholds the significance of robust institutional information management, which enables decision making and informs planning. It recognizes the importance of having a general policy on data management throughout its whole life cycle, as defined herein. This Ordinance thus aims to provide for the guidelines in dealing with data that it gathers, receives, or handles, pursuant to lawful and reasonable laws and regulations, absent any special law or regulation providing specific stipulations.

With this is the necessity for quality data, which is timely, accurate, and reliable, and ensures compliance with internal and external requisites to demonstrate accountability. Thus, this Ordinance aims to provide effective policy frameworks for the management and quality assurance of data collected by the municipality, and for delineating the duties and obligations of personnel who will be handling the data.

**Section 3. Policy Objectives.** The Municipality of Inopacan is committed ensuring the highest standards of data management and quality. In order to achieve this, our objectives are to:

- (1) Ensure that information in use meets the characteristics of high quality data and is accurate, valid, reliable, timely, relevant, and complete;
- (2) Ensure that the adoption of open data is used to manage and improve the delivery of services;
- (3) Implement a standard operational workflow to secure high quality data;
- (4) Develop and support a culture of valuing high quality data;
- (5) Define responsibility for data quality reporting and monitoring;





(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

- (6) Ensure that data is stored, used, and shared in accordance with relevant legislation.

**Section 4. Definition of Terms.** For the purposes of this Ordinance, the following terms shall be defined as follows:

- (1) The Municipal Government refers to Local Government Unit of Inopacan and all Offices, Departments, and other Bodies and all Municipal Officials and Employees that within its Legal Authority;
- (2) Data refers to
- (a) information generated which may exist in electronic or paper form
  - (b) Information to be generated by the CBMS which includes the compendium of localized facts, figures, and maps on the different dimensions of poverty such as health, nutrition, water, sanitation, shelter, education, income, employment, security, and participation, pursuant to Republic Act No. 11315;
  - (c) Various data and information generated by the different offices of the local government.
- (3) "Data subject" refers to an individual whose personal information is processed;
- (4) "Data quality" refers to the accuracy, validity, reliability, timeliness, relevance, completeness of data;
- (5) "Data Lifecycle" refers to the progression of stages in which a piece of information may exist between its original creation and final destruction. It covers the stages of Collecting, Storing, Accessing and/or Sharing, Transmitting, and Destroying.
- (6) "Information and Communications System" refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document;
- (7) "Community-Based Monitoring System (CBMS)" refers to an organized technology-based system of collecting, processing and validating necessary disaggregated data that may be used for planning, program implementation and impact monitoring at the local level while empowering communities to participate in the process. It involves the generation of data at the local level which serves as basis in targeting households in the planning, budgeting and implementation of government programs geared towards poverty alleviation and economic development, pursuant to Republic Act No. 11315.
- (a) This system merges the methodologies used in data collection activities of all national agencies, geo-tagging, and the CBMS implemented by local government units (LGUs). It entails a census of households undertaken by the LGUs with the participation of the community using an accelerated poverty profiling system in the data collection, processing, mapping and analysis of data.
  - (b) Respondent refers to any citizen who participates as a data subject in the surveys conducted under the CBMS;
- (8) "Encryption" is the process of converting data into unintelligible information with regard to unauthorized persons;

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(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

- (9) "Decryption" is the process of deciphering encrypted data, with use of a key, back into its original format;
- (10) "Personal information" refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual;
- (11) "Personal information controller" refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:
- (a) A person or organization who performs such functions as instructed by another person or organization; and
  - (b) An individual who collects, holds, processes or uses personal information in connection with the individual's personal, family or household affairs;
- (12) "Personal information processor" refers to any natural or juridical person qualified to act as such under the Data Privacy Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject;
- (13) "Processing" refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data;
- (14) "Freedom of Information" refers to the right of the public to access information. The access to data under this policy shall be governed by the LGU's FOI policy.
- (15) "Privileged information" refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication;
- (16) "Sensitive personal information" refers to personal information:
- (a) About an individual's race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;
  - (b) About an individual's health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;
  - (c) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
  - (d) Specifically established by an executive order or an act of Congress to be kept classified.

**Section 5. Applicability of the Policy.** The data policy provided herein will cover data gathered, received, or handled by the Municipal Government of Inopacan pursuant to the following:

- (1) Data gathered, received or handled by the Municipality pursuant to Republic Act No. 11315, "An Act Establishing a Community-based Monitoring System and Appropriating Funds Therefor;



(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

- (2) Data gathered, received or handled by the Municipality as a Personal Information Controller or Personal Information Processor, as defined;
- (3) Data gathered, received or handled by the Municipality classified as Privileged Information or Sensitive Personal Information, regardless of what manner of acquisition or control over the same.

**Section 6.** This Ordinance shall apply to all offices under the Municipal Government of Inopacan, and all governmental agents under the Local Government Unit.

**Section 7.** The Municipal Planning and Development Office shall serve as the primary data custodian of the municipality and shall provide oversight over local government offices with regard to data quality and management.

**Section 8.** The Municipal Planning and Development Officer shall assign personnel under the Municipal Planning and Development Office for data processing and management.

**Section 9. Duties of the Municipal Planning and Development Officer.** The Municipal Planning and Development Officer shall have the following responsibilities:

- a) Provide assistance to all Municipal offices in matters regarding the management of data and the processes as required by this Ordinance and other applicable laws, ordinances, executive orders, memoranda, and rules and regulations.
- b) Conduct training programs to communicate all offices, their responsibilities in following the appropriate systems and processes related to data collection and management and enabling high quality data.
- c) Regularly review policies and procedures to consider their impact on data quality so that the data collected remains fit for purpose.
- d) Create a manual wherein the systems should be in place for data management particularly on data collection, validation, checking, reporting and storage.

**Section 10. CBMS implementation.** Pursuant to Section 4 of Republic Act No. 11315, a CBMS is "established and instituted in every municipality as an economic and social tool towards the formulation and implementation of poverty alleviation and development programs which are specific, targeted and responsive to the basic needs of each sector of the community." The Municipal Planning and Development Office is designated to implement CBMS and will have the following duties in relation to the CBMS implementation:

- a) Facilitating and assisting individuals who have the requisite authorization to access data under its custody. This rule applies notwithstanding the scenario wherein there is no authorization required to access certain data under the custody of the CBMS.
- b) Denying access to data under the custody of the CBMS when the person requesting the same has no access, or when the CBMS is duty bound by law not to grant access, or when the Chief Executive has lawfully restricted access over the same.
- c) Maintaining the inventory of data under its custody, both tangible and intangible.

**Section 11. Data Management.** The data shall be recorded electronically, apart from physical copies submitted, by the different offices of the LGU. This shall be in accordance with the storage of data in accordance with the Data Privacy Act.

**Section 12. Data Quality.** The Municipal Government of Inopacan measures the quality of its data against these key characteristics:





(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

**(1) Accuracy.**

- (a) Data should be sufficiently accurate for its intended purposes, as accuracy is most likely to be secured if data is captured as close to the point of activity as possible.
- (b) The importance of the uses for the data must be balanced with the costs and effort of collection. Where compromises have to be made on accuracy, the resulting limitations of the data should be clear.

**(2) Validity.** Data should be recorded in compliance with relevant requirements, including the correct application of any rules or definitions.

**(3) Reliability.**

- (a) Data should reflect stable and consistent data collection processes across collection points and over time.
- (b) Users of the data should be confident that improvements reflect real changes rather than variations in data collection approaches or methods.

**(4) Timeliness.** Data should be captured as quickly as possible after the event or activity and must be available for the intended use within a reasonable time period.

**(5) Relevance.** Data captured should be relevant to the purposes for which it is used. This entails regular reviews of requirements to reflect changing needs.

**(6) Completeness.**

- (a) Data requirements should be clearly specified based on the information needs of the body and data collection processes matched to these requirements.
- (b) Monitoring missing, incomplete, or invalid records can provide an indication of data quality and can also point to problems in the recording of certain data items.

**Section 13. Data Lifecycle — Collection, Storage, Accessibility or Sharing, and Destruction.** All data gathered, received or handled by the province/city under Section 5 of the Ordinance, at any stage, may be classified under any of the four stages of the lifecycle of data, and are governed by the following principles:

**(1) Collecting.** Collection of data should be based on the need of the LGU to formulate policies, and to support the research, or administrative function of the LGU.. As the sensitivity of the data element increases, the need to collect the element requires more scrutiny. The collection of data should be digitized, as much as possible.

**(2) Storing.**

- (a) Information must be stored in repositories that cannot be accessed by unauthorized individuals.
- (b) Data in the form of tangible property (e.g. physical media) should be stored in locked vaults, drawers and/or cabinets when not in use. Authorized personnel with access over the same must be specifically identified, and the chief executive of the municipality must be aware of who are authorized to have access over the same.
- (c) Encryption of data information, in the form of intangible property, is encouraged. If such data is encrypted, the location of the decryption key must be in a separate location, and those with authorized access must be specifically known only to the chief executive of the municipality.
- (d) The number of copies of data should be limited to the minimum required and/or
- (e) Data of which access is restricted for a certain purpose or only for certain authorized personnel must be inventoried and maintained by the local CBMS. Encryption



(ordinance no. 23-01 of the sangguniang bayan of inopacan, leyte dated january 31, 2023, continued)

of the same is encouraged and must be conducted pursuant to Section 9 of the Ordinance.

**(3) Accessing and Sharing.**

- (a) Data will be accessible and shared according to the principles of freedom of information.
- (b) Data covering privileged information or sensitive personal information shall be governed by data privacy policy.
- (c) Ensure processes are in place to immediately remove access upon change in affiliation of any individual.

**(4) Destruction**

- (a) Physical data once lawfully scheduled for destrpuction must be destroyed to the extent that such cannot be retrievable, except if retrievability is provided in a special law.
- (b) Data in the form of intangible property and stored in hard drives, universal series bus (USB), or Cloud, must be irretrievably destroyed. If the means of storage such as computers, mobile devices, or hard drives, are merely possessed by the province/city for a limited period, any data found in such storage must be deleted/properly erased to the extent that such cannot be retrievable. This must be done prior to the return of the said equipment for storage, i.e. returned to the lessor, sent to surplus, donated, disposed of, etc.).


**Section 14. Separability Clause.** – If any section or provision of this ordinance is declared void or unconstitutional, the remaining section or provision thereof shall not be affected by such declaration.

**Section 15. Repealing Clause.** All ordinances, resolutions, orders and/or rules and regulations inconsistent herewith are hereby repealed and modified accordingly.

**Section 16. Effectivity. Effectivity Clause-** This ordinance shall take effect after three (3) consecutive weeks of publication by way of posting copies in conspicuous place in the municipal building, public market area and in all the barangay halls of Inopacan.

ENACTED this 31<sup>st</sup> day of January 2023 at Inopacan, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.

  
**MELANIE M. MATIN-AO, MPA**  
 Secretary to the Sanggunian

  
 ATTESTED:  
**HON. SANDERS LUMARDA**  
 Vice Mayor  
 Presiding Officer

  
 APPROVED:  
**HON. ROGELIO D. PUA, JR.**  
 Municipal Mayor  
 Date 02-03-2023

















Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan

15<sup>TH</sup> SANGGUNIANG BAYAN


## CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

**THIS IS TO CERTIFY** that copies of **Ordinance No. 23-01** of the 15<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **“AN ORDINANCE PROVIDING A GENERAL POLICY FOR DATA QUALITY AND DATA MANAGEMENT, AND LIKEWISE PROVIDING FOR THE DUTIES OF PERSONNEL IN CONNECTION THEREIN OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE, PURSUANT TO REPUBLIC ACT NO. 11315 AND OTHER RELEVANT LAWS AND REGULATIONS RELATED THERETO”**, has been posted in the bulletin board in the municipal hall/building and in conspicuous place in the public terminals of this Municipality and copies will be posted also in all the Barangay Halls of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this 6<sup>th</sup> day of February 2023, at Inopacan, Leyte.

  
**MELANIE M. MATIN-AO, MPA**  
Secretary to the Sanggunian