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Item No.: 11
Date: 21 MAR 2023

Republic of the Philippines
PROVINCE OF LEYTE

SP Records

MAR 09 2023

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Province of Leyte
Legal Office
Released: [Signature]
Date: 3-2-23

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
MAR 07 2023
PROVINCE OF LEYTE

2nd INDORSEMENT
February 27, 2023

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 11, S. 2022-2025 of the SB of Villaba, 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 in compliance with the mandate of a Statute (R.A . 11032) mentioned in the ordinance.

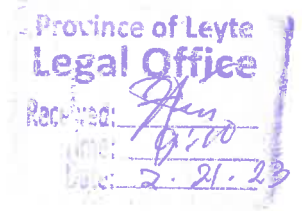
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer [Signature]

[Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Tacloban City

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
21 February 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 11, S. 2022-2025** of the **MUNICIPALITY OF VILLABA, LEYTE**, entitled: AN ORDINANCE CRAFTED TO ENACT THE CITIZEN'S CHARTER OF THE MUNICIPALITY OF VILLABA, LEYTE.


FLORINDA JIL SUYVICO
Provl. Govt. Dept. Head



February 17, 2023
SANGGUNIANG PANLALAWIGAN
Quirie 2/20/23
PROVINCE OF LEYTE

THE SANGGUNIANG PANLALAWIGAN MEMBERS
New Provincial Government Complex
Campetic, Palo, Leyte

Honorable Sangguniang Panlalawigan Members:

We respectfully transmit herewith Fifteen (15) copies of:

Municipal Ordinance No. 11, S-2022-2025 "AN ORDINANCE CRAFTED TO ENACT THE CITIZEN'S CHARTER OF THE MUNICIPALITY OF VILLABA, LEYTE" for your information and appropriate action.

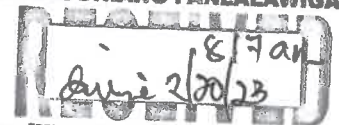
God bless and more power.

Very truly yours,

MC QUIRIE P. UMPAD
Secretary to the Sangguniang Bayan

MUNICIPAL ORDINANCE NO. 11, S-2022-2025

SANGGUNIANG PANLALAWIGAN


 8/7 an
 June 2/2023

AN ORDINANCE CRAFTED TO ENACT THE CITIZEN'S CHARTER OF THE MUNICIPALITY OF VILLABA, LEYTE


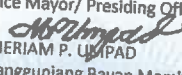
Author: **Hon. Rogelio J. Baay**
 Chairman
 SB Committee on Laws and Rules

WHEREAS, Section 1, Article XI of the 1987 Philippine Constitution declares that "Public office is a public trust. Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and justice, and lead modest lives";

WHEREAS, Section 3, under the title Operative Principles of Decentralization, of the Local Government Code of 1991 (R.A. 7160) states that "There shall be established in every local government unit an accountable, efficient and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities";


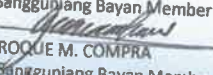
WHEREAS, there shall be instituted the policy of transparency as an attribute of good governance where information about decisions made and their enforcement is freely available and directly accessible to persons who are affected by such decisions and their implementation. It, further, requires that the information provided is adequate and in easily understandable forms and language;

WHEREAS, Section 2 of R.A. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, Provides that "it is the policy of the State to provide integrity, accountability, proper management of public affairs and public property as well as to establish effective practices aimed at efficient turnaround of the delivery of government services and the prevention of graft and corruption in government";



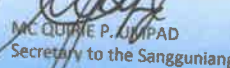

DENNIS L. SY
 Vice Mayor/ Presiding Officer

MERIAM P. UMPAD
 Sangguniang Bayan Member
ROGELIO J. BAAAY
 Sangguniang Bayan Member


JULCA KATRINA L. CON-UI
 Sangguniang Bayan Member

NIEL ALBERT S. INOPICHIKIZ
 Sangguniang Bayan Member
MARIANO Y. DE CLARO
 LNB President


VIOLETA T. SUMANG
 Sangguniang Bayan Member

ROQUE M. COMPRÁ
 Sangguniang Bayan Member
FEDERICO ENSOY
 Federation Vice President

ENGR. CARLOS G. VELOSO
 Municipal Mayor


FERRIS DASAS, SR.
 Sangguniang Bayan Member

ELLY MARITA N. BREVELDIEN
 Sangguniang Bayan Member

MC QUIRRE P. UMPAD
 Secretary to the Sangguniang Bayan

WHEREAS, Section 6 of the same Act States that:

Section 6. Citizen's Charter. – All government agencies including departments, bureaus, offices, instrumentalities or government – owned and/or – controlled corporations, or LGUs shall set up their respective websites and in the form of published materials written either in English, Filipino, or in the local dialect that detail:

- 1) A comprehensive and uniform checklist of requirements for each type of application or request;
- 2) The procedure to obtain a particular service;
- 3) The person/s responsible for each step;
- 4) The maximum time to conclude the process;
- 5) The document/s to be presented by the applicant or requesting party;
- 6) The amount of fees, if necessary; and
- 7) The procedure for filing complaints.

WHEREAS, in compliance with the provisions of R.A. 11032, and in keeping with the demand of this LGU for an effectual performance of government functions, hence, this ordinance becomes indispensable,

NOW, THEREFORE, Be it ordained by the Sangguniang Bayan in regular session assembled that:

Section 1. Short Title. – This ordinance shall be known as “The Citizen's Charter of the Municipality of Villaba, Leyte.”



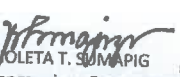



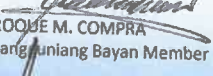
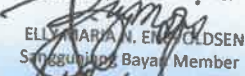
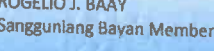

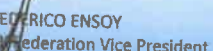

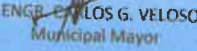
Section 2. Scope. – The provisions of this ordinance are applicable only within the territorial jurisdiction of this municipality.

Section 3. Application. – Every department in LGU-Villaba affected by this ordinance shall draft its respective Citizens Charter utilizing the guidelines stipulated in Section 6 of Republic Act 11032 and post the same in a conspicuous and accessible side of the department office concerned.

Below is a write-up as an example of a portion of the citizen's charter.

Section X. Issuance of Business Permit – The Municipality of XXX shall issue permits to business entities within its territorial jurisdiction.

Office/Division	: Business Permit and Licensing Office (BPLO)
Type of Transaction	: Government to Business
Who may avail	: Registered Business Establishment

 DENNIS L. SY Vice Mayor/ Presiding Officer	 JUI CA KATRINA L. CON-UI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE CASAS, SR. Sangguniang Bayan Member
 MERIAM P. LUMPAD Sangguniang Bayan Member	 NIEL ALBERT B. INOPICHUZ Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 ELLY MARIA N. ENAYALDSEN Sangguniang Bayan Member
 ROGELIO J. BAAY Sangguniang Bayan Member	 MARIANO W. DE CLARO LNB President	 FEDERICO ENSOY Sangguniang Bayan Vice President	 MC QUIRIE J. LUMPAD Secretary to the Sangguniang Bayan
	 ENGR. CARLOS G. VELOSO Municipal Mayor		


CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Filled – up application form	Business Tax and Fees Division
2. Assessment Sheet	Municipal Treasurer's Office
3. Original Copy of Official Receipt of Payment	Municipal Treasurer's Office (MTO)
4. Business Tax Payment Certificate	MTO
5. Original Copy of Community Tax Cert.	MTO
6. DTI or SEC Registration	DTI/SEC
7. Brgy. Clearance	From the Barangay
8. Lease Contract (if renting)	LEASOR
Tax Clearance (if premises are owned by the applicant)	MTO
Affidavit of No Rental (if applicant is allowed to use the premises for free)	MTO
9. Affidavit of undertaking to submit the following documents within 60 days:	From the Property Owner
a) Sanitary Permit	RHU
b) Environmental Compliance Certificate issued by the MENRO	MENRO
c) Fire Safety Inspection Certificate with Official Receipt	BFP
d) Approved Join Inspection (JIT) Team Report	BFP
e) Additional Requirement from national and/or local offices depending on the line of business	BPLO


CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Secure a list of requirements for the issuance of business permit from the MTO and submit all documents for assessment	Verify and evaluate the documents presented to determine the amount of imposition of taxes, fees and charges	Refer to the approved Municipal Tax Code of LGU-Villaba	45 Minutes to 1 hour	BPLO Personnel


Continue this Procedure up to the Last Step


LAST STEP

Client receive the permit	Release permit to the client	Total Assessment Result	1 hour and 45 minutes	Releasing Section
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DENNIS L. SY
Vice Mayor/ Presiding Officer


MERIAM P. UMPAD
Sangguniang Bayan Member


ROGELIO J. BAAY
Sangguniang Bayan Member


JULCA KATRINA L. CON-KI
Sangguniang Bayan Member


NIEL ALBERT B. INOPIQUEZ
Sangguniang Bayan Member


MARIANO DE CLARO
LNB President


VIOLETA T. GUMAPIG
Sangguniang Bayan Member


ROQUE M. COMPRA
Sangguniang Bayan Member


FEDERICO ENSOY
Sangguniang Bayan Vice President


ENGR. CARLOS G. VELOSO
Municipal Mayor


FELIPE S. CASAS, SR.
Sangguniang Bayan Member


FELICIANO M. ENRIQUEZ
Sangguniang Bayan Member


MC DONNIE P. UMPAD
Secretary to the Sangguniang Bayan

Section 4. Penalty. – Non-compliance with the foregoing provision shall subject the office head in violation thereof to a show-cause order of the Local Chief Executive, the result of which shall determine the appropriate sanction in accordance with existing law.

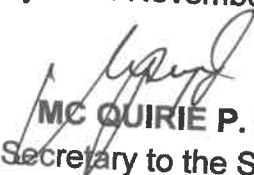
Section 5. Repealing Clause. – All existing municipality ordinances, resolutions, executive orders, rules and regulations, or parts thereof, which are inconsistent with this ordinance are hereby amended, repealed or modified accordingly.

Section 6. Separability Clause. – Should any part or provision of this ordinance be found unconstitutional or invalid by a court of law, such part or provision shall be severed from this ordinance and such action shall not affect the enforceability of the remaining parts or provisions.

Section 7. Effectivity. – This ordinance shall take effect upon its approval and after this shall have been posted in three (3) conspicuous places in accordance with the posting requirements of the Local Government Code.

NOW THEREFORE, on motion for approval by the Sangguniang Bayan Member Rogelio J. Baay, duly seconded by Sangguniang Bayan Member Violeta T. Sumapig, this ordinance was approved unanimously.

This Ordinance was approved by the Sangguniang Bayan on November 7, 2022.



MC QUIRIE P. UMPAD
Secretary to the Sanggunian


ATTESTED:


DENNIS L. SY

Vice Mayor/Presiding Officer



JULCA KATRINA L. CON-UI
Sangguniang Bayan Member



VIOLETA T. SUMAPIG
Sangguniang Bayan Member


FELIPE S. CASAS, SR.
Sangguniang Bayan Member


MERIAM P. UMPAD
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ROQUE M. COMPRA
Sangguniang Bayan Member


ELLY MARIA N. ENEVOLDSEN
Sangguniang Bayan Member


ROGELIO J. BAAY
Sangguniang Bayan Member


MARIANO V. DE CLARO
LNB President


FEDERICO ENSOY
SK Federation Vice President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor



Hermosilla Drive, District 28, Ormoc City
Contact Nos. (053) 561-0809 & 09285549820
e-mail: easternvisayasmail@gmail.com

Republic of the Philippines)
City of Ormoc)S.S.

AFFIDAVIT OF PUBLICATION

I, JIMA ZANDRA VERGARA, being first duly sworn, deposes and says: that I am the Managing Editor of the EASTERN VISAYAS MAIL, a newspaper edited and published in the City of Ormoc and circulated in the cities of Ormoc, Tacloban Maasin and Calbayog, and in the islands of Leyte, Samar and Biliran, the rest of the Visayas islands, Mindanao, Manila and Luzon;

That the publication captioned:

Republic of the Philippines
Province of Leyte
Municipality of Villaba
OFFICE OF THE SANGGUNTANG BAYAN

MUNICIPAL ORDINANCE NO. 11, S-2022-2025

AN ORDINANCE CRAFTED TO ENACT THE CITIZEN'S
CHARTER OF THE MUNICIPALITY OF VILLABA, LEYTE


APPROVED:
(SGD) ENGR. CARLOS G. VELOSO
Municipal Mayor

was published in said newspaper for (1) 074 consecutive weeks in its EV Mail _____
EV Mail January 23-29, 2023 issues.

That I am executing this affidavit to attest to the fact of the foregoing statements. Affiant further sayeth naught.

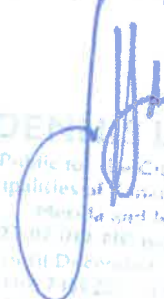
JAN 31 2023

IN WITNESS WHEREOF, I have hereunto affix my signature this _____ day of _____, 20__ in Ormoc City.


JIMA ZANDRA J. VERGARA
Affiant

VERIFICATION

SWORN AND SUBSCRIBED before me this JAN 31 2023 day of _____ with affiant exhibiting his Tax Identification Number 932-314-846-000 issued on July 9, 2016, at Ormoc City, Leyte, Philippines.


ATTY. DENZEL H. HIZON
Notary Public for the City of Ormoc,
Municipalities of Ormoc, Maasin, Calbayog,
Tandag and Butuan
NC No. ORM 21-02-001-010 issued on 08/16/2022
Valid until December 31, 2024
P.O. Box 2142, Ormoc City
Luzon, Philippines 7100
Tel. 922-02-318
ICLJ (Lampoon Bar Matter No. 650, Sec. 3 (a))

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