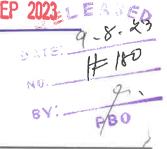


Republic of the Philippines PROVINCE OF LEYTE Palo, Leyte ~000~



PROVINCIAL BUDGET OFFICE

Item No.:

September 8, 2023

Hon. LEONARDO M. JAVIER, JR, Vice-Governor and Presiding Officer, and THE HONORABLE MEMBERS Sangguniang Panlalawigan Province of Leyte



Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 01 FY 2023** of the **Municipality Matag-ob, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 01, S. 2023** with a total appropriation in the amount of **P3,986,677.92** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

- 1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 01;
- 2. That the procurement of Civil Works, Goods, Supplies, Equipment, and other related services shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations;
- That the allocation and utilization of the 5% Local Disaster Risk Reduction and Management Fund (LDRRMF) shall conform with the provisions of NDRRMC-DBM and DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013; and
- 4. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:

MARIA GINA P. HIPE
Provincial Budget Officer

RUTH Y. SURPIA
Provincial Treasurer

AGNES'C. RAFON
Project Development Officer IV
Officer-In-Charge – PPDO

Republic of the Philippines
PROVINCE OF LEYTE
-0-



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT 23 March 2023

Respectfully indorsed to the LOCAL FINANCE COMMITTEE the herein APPROPRIATION ORDINANCE NO. 01 \$ 2023 of the MUNICIPALITY OF MATAG-OB, LEYTE for the SUPPLEMENTAL BUDGET NO. 1 FY 2023 in the total amount of Php 3,986,677.92, for review and recommendations.

FLORINDA J.L. S. UYVICO Secretary to the Sanggunian

SF Records



Republic of the Philippines Province of Leyte Municipality of Matag-ob -000-OFFICE OF THE SECRETARY TO THE SANGGUNIAN

INDORSEMENT

March 21, 2023

HONORABLE LEONARDO "SANDY" JAVIER Vice-Governor **Presiding Officer** Sangguniang Panlalawigan of Leyte

Sir:

Respectfully forwarding to your good office the herein attached Appropriation Ordinance No. 01 series 2023, Supplemental Budget No. 01 of the Municipality of Matag-ob, Leyte for FY 2023, amounting to Three Million, Nine Hundred Eighty Six Thousand, Six Hundred Seventy Seven Pesos and Ninety Two Centavos (P3,986,677.92), subject to review by the Sangguniang Panlalawigan of Leyte.

Very truly yours,

ANA MARIA SANORIA-ECIJA Secretary to the Sanggunian



Republic of the Philippines Province of Leyte MUNICIPALITY OF MATAG-OB OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 10th. REGULAR SESSION OF THE SANGUNIANG BAYAN OF MATAG-OB, LEYTE, HELD AT THE LEGISLATIVE SESSION HALL AT 9 O'CLOCK A.M. ON MARCH 6, 2023.

APPROPRIATION ORDINANCE NO. 01

Series 2023

AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 1 OF THE MUNICIPALITY OF MATAG-OB, LEYTE FOR FISCAL YEAR 2023 APPROPRIATING THE TOTAL AMOUNT OF THREE MILLION, NINE HUNDRED EIGHTY SIX THOUSAND, SIX HUNDRED SEVENTY SEVEN PESOS (Ph3,986,677.92) AND NINETY CENTAVOS TO AUGMENT THE 5% MDRRM FUND (CONTINUING APPROPRIATIONS) FOR FY 2023.

Be it ordained by the Sangguniang Bayan of Matag-ob, Leyte. in its regular session assembled, that:

Section 1. The Supplemental Budget No. 01 of the Municipality of Matag-ob, Leyte for the fiscal year 2023, in the total amount of Three Million, Nine Hundred Eighty Six Thousand, Six Hundred Seventy Seven Pesos (Ph3,986,677.92) and Ninety Two Centavos is hereby approved.

The budget documents consisting of the following are incorporated herein and made an integral part of this ordinance:

- 1. LBP Form Nos. 8&9;
- 2. Statement of Funds Available for Reversion
- 3. MDRRMC Resolution No. 01 series 2023
- 4. MDRRM Investment Fund Plan 2023 (Continuing Appropriation)

Section 2. Sources of Funds. The sources of funds for Supplemental Budget No. 01 series 2023 shall be from the following:

a) Reversion of unexpended funds from Trust Liabilities – DRRM Fund FY 2022 =P3,986,677.92 TOTAL = P3,986,677.92

Section 3. Use of funds. The total amount of Three Million, Nine Hundred Eighty Six Thousand, Six appropriated herein shall be used to augment the continuing appropriations of the Municipal

Appropriation Ordinance No. 01

Supplemental Budget No. 1 March 06, 2023

info@lgumatag-ob.com



ee attached Program of Expenditures herein attached and made an integral part of this ordinance.

RESOLVED, as it is HEREBY RESOLVED, to enact the above Appropriation Ordinance.

RESOLVED FINALLY, to furnish copies of this Appropriation Ordinance to all concerned for their information and guidance.

Carried Unanimously.

ENACTED this 6th. Day of March 2023.

I HEREBY CERTIFY to the correctness of the foregoing Appropriation Ordinance.

MIA S. ENCIENZO Temporary Secretary

ATTESTED: HONORABLE ROMEÓ N. ALBARIDA HONORABLE ARTEMIO T. ALMOROTO SB/Member **SB Member** HONORABLE JOEL N. DENOY SB Member HONORABLE ORLANGE G. VIACRUSIS HONORABLE ED SB Member SB Member HONORABLE PAOLO ANTONIO C. LAURENTE HONORABLE RICARDO L. GIVA SB Member SB Member HONORABLE ROBOLFON, SUÑIR HONORABLE MARTIN LUTHER P. VELARDE Ex-Officio Member, LnB President Ex-Officio Member, SK/Federation President

> HONORABLE EVANGELINE C. CARNO SB Member Temporary Presiding Officer

> > APPROVED:

HONORABLE BERNANDINO G. TACOY

Municipal Mayor

Date Signed

Appropriation Ordinance No. 01

Supplemental Budget No. 1 March 06, 202

ONE LGU Matag-ob, Leyte 09173222248 Brgy San Guillermo , Matag-ob ,

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STATEMENT OF FUNDING SOURCES

SUPPLEMENTAL BUDGET NO. 01
Fiscal Year 2023

RA A	TA	CO	10 I	EV	TE

Province/City/Municipality

TRUST FUND

Fund/Special Account

	Particulars	Account	Amount
		Classification	
	(1)	(2)	(3)
1.0	New Revenue Sources		
	Tax Revenue		
	Loan Proceeds (Borrowings)		
2.0	Actual Collections in Excess of the Estimated Income		
3.0	Savings		
4.0	Realignment		
5.0	Reversion		
	Trust Liabilities - Disaster Risk Reduction and Management Fund		3,986,677.92
	TOTAL SUPPLEMENTAL APPROPRIATION		3,986,677.92

Certified Correct:

RIZALYN E. BILBAO

Local Treasurer

JAYSHREEM. DELA CERNA

Local Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATION CY 2023 LGU - MATAG-OB, LEYTE

SUPPLEMENTAL BUDGET NO. 01

'Ref.	Implementing Office	Object of	Account	Amount	
ode		·	Expenditures	Code	Amount
IDR F	RM FUND (Continuing A	appropriations)		Jour	
NTEN	ANCE AND OTHER OP	ERATING EXPENDITURES			
I-001 	MDRRMO/MMO	Desilting and Dredging of Waterways	Desilting & Dredging Expenses	5-02-08-020	60,000.00
I-002	MDRRMO/MMO	Capacity Development Trainings	Training Expenses	5-02-02-010	2,879,177.9
⊢003 ——	MDRRMO/MMO	Procurement of Advanced Hydrometeorological Hazard EWD's	Other Supplies and Materials Expenses		78,399.95
-004 	MDRRMO/MMO	Procurement of Advanced Geological Hazard EWD's	Other Supplies and Materials Expenses	5-02-03-990	50,000.00
005 	MDRRMO/MMO	Procurement of Food and Other Supplies		5-02-03-990	325,000.00
-006	MDRRMO/MMO	Fabrication of Safety Signages	Other Supplies and Materials Expenses	5-02-03-990	30,000.00
-007	MDRRMO/MMO	Procurement of Standard PPE's	Other Supplies and Materials Expenses	5-02-03-990	110,000.00
-008	MDRRMO/MMO	Procurement of Evacuation Center Tools and Equipments	Other Supplies and Materials Expenses	5-02-03-990	50,000.00
-009	MDRRMO/MMO	Procurement of Operation Center Equipments	Other Supplies and Materials Expenses	5-02-03-990	110,000.00
-010	MDRRMO/MMO	Covid-19 Response Supplies	Other Supplies and Materials Expenses	5-02-03-990	44,100.00
total					3,736,677.92
	DUTLAY				
		Improvement of DRRM Operation Center	Buildings	1-07-04-010	50,000.00
-002	MDRRMO/MMO	Procurement of DRR Equipment (Mobile Man-lif Boom truck)	Other Machinery and Equipment	1-07-05-990	200,000.00
otal					250,000.00
AI SI	JPPLEMENTAL APPR	POPPIATION			3,986,677.92

ared:

MARIAN B. TAN

Local Budget Officer

Approved:

BERNANDINO G. TACOY

Page	3

STATEMENT OF FUNDS AVAILABLE FOR REVERSION As of ___December 31, 2023___

Office	Object of Expenditures	Amount of	Amount of	Unobligated	Amount to
		Appropriation	Obligation	to date	
1	2	3	1		be reverte
DRRMO/MAYOR'S OFFICE	a) Trust Liabilities - Disaster Risk Reduction		4	5	6
	and Management Fund	0.000.077.00			
	and wanagement Fund	3,986,677.92			3,986,677
				ľ	
					ll .
					.61
	TOTAL	3,986,677.92			3,986,677

HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.

RIZALYN E. BILBAO Local Treasurer MARIAN B. TAN
Local Budget Officer

JAYSHREEM. DELA CERNA Local Accountant

BERNANDINO G. TACOY
Local Chief Executive



Republic of the Philippines Province of Leyte MUNICIPALITY OF MATAG-OB

CERTIFICATION

This is to certify that funds are actually available to back up cash from the Municipality of Matag-ob's Trust Liabilities - Disaster Risk Reduction and Management Fund, in the amount of Three Million Nine Hundred Eighty Six Thousand Six Hundred Seventy Seven Pesos and Ninety Two Centavos (P3,986,677.92) for LGU's operation.

This further certifies that the amount stated above is available for Supplemental Budget No. 01, FY 2023.

Given at Matag-ob, Leyte this 27th day of February, 2023.

Municipal Treasurer

Municipal Accountant



MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT INVESTMENT FUND PLAN FY:2023

(CONTINUING APPROPRIATIONS)

FUNCTIONAL CLASSIFICATION	PROGRAM PROJECTS	EXPECTED	IMPLEMENTING	SCHEDULE OF IMPLEMENTATION												MPLEMENTATION		2011207 07	AMOU	NT OF APPROPRIATION	
CLASSIFICATION	ACTIVITIES	OUTCOME	OFFICE	Q1	Q2	Q3	Q4	SOURCE OF FUND	MOOE	со	TOTAL										
PREVENTION AND MITIGATION	CONSTRUCTION/ENH ANCEMENT OF DRRM OPCEN	DRRM OPCEN CONSTRUCTED/ENH ANCED	MDRRMO/ENGI NEERING					MDRRMO CY 2022 and Previous Years Trust Fund		P 50,000.00	P50,000.00										
	DESILTING/DREDGING OF WATERWAYS	DESILTING/DREDGIN G OF WATERWAYS CONDUCTED	MDRRMO/ENGI NEERING					MDRRMO CY 2022 and Previous Years Trust Fund	₱60,000.00												
PREPAREDNESS	CAPACITY DEVELOPMENT TRAINING							must fully	P 2,879,177.97		P 60,000.00										
	ICS Training	ICS Training conducted	MDRRMO/MDR RMC					MDRRMO CY 2022 and Previous Years Trust Fund	P 500,000.00		P 500,000.00										
	Contingency Training	Contingency Training conducted	MDRRMO/MDR RMC					MDRRMO CY 2022 and Previous Years Trust Fund	P400,000.00		P400,000.00										
	Camp Management training	Camp Management Training Conducted	MDRRMO/MDR RMC					MDRRMO CY 2022 and Previous Years Trust Fund	P 400,000.00		P400 ,000.00										

AST .	1957	(c)
		OB
1.		

LEY	Basic Radio Communication Training	Basic Radio Communication Training Conducted	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund		0	P 400,000.00
	LCCAP Training Workshop	LCCAP Training workshop conducted	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund			P400,000.00
	CBDRRM Training	CBDRRM Training conducted	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	P 400,000.00		P400,000.00
	Quarterly Disaster Response Drill	Quarterly Disaster Response Drill Conducted	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	₽ 379,177.97		
	PROCUREMENT OF ADVANCED HYDROMETEOROLOGI CAL HAZARD EWD's	Advanced Hydrometeorological Hazard EWD's procured	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	P78,399.95		P 379,177.97
		DRR Vehicle Procured	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	. 70,000.30	2000 000 00	₱78,399.95
	PROCUREMENT OF ADVANCED GEOLOGICAL HAZARD EWD's	Advanced Geological Hazard EWD's procured	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	₱50,000.00	P200,000.00	P 200,000.00
	PROCUREMENT OF FOOD AND OTHER SUPPLIES	Food and Other Supplies procured	MDRRMO/MDR RMC		MDRRMO CY 2022 and Previous Years Trust Fund	P325,000.00		P 50,000.00



	FABRICATION OF SAFETY SIGNAGES	Safety Signages Fabricated	MDRRMO/MDR RMC			MDRRMO CY 2022 and Previous Years Trust Fund	P 30,000.00	P 30,000.00
	PROCUREMENT OF STANDARD PPE's	Standard PPE's procured	MDRRMO/MDR RMC			MDRRMO CY 2022 and Previous Years Trust Fund	₽110,000.00	₽ 110,000.00
	PROCUREMENT OF EVACUATION CENTER TOOLS AND EQUIPMENTS	Evacuation Center Tools and Equipments procured	MDRRMO/MDR RMC	· · · · · · · · · · · · · · · · · · ·		MDRRMO CY 2022 and Previous Years Trust Fund	₱50,000.00	₱50,000.00
	PROCUREMENT OF OPERATION CENTER EQUIPMENTS	Operation Center Equipments procured	MDRRMO/MDR RMC			MDRRMO CY 2022 and Previous Years Trust Fund	P110,000.00	P110,000.00
RESPONSE	COVID-19 RESPONSE SUPPLIES	COVID-19 Medical, Health, and Sanitation Supplies Procured	MDRRMO/MDR RMC			Cash Donations from Private Individuals	P 44,100.00	P44,100.00

P3,736,677.92 **P**250,000.00 **P**3,986,677.92 -

Prepared By:

ENGR ROMMIER NICKOL COTEJAR
MDRRMO Alternate

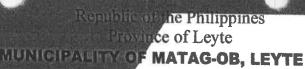
Reviewed By:

MRS. OCELYN A. SUAN MORRMO Designate

Approved By:

HON BERNANDINO G. TACOY

Municipal Mayer/MDRRMC Chairman





MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

EXCERPTS FROM THE MINUTES OF THE MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT COUNCIL OF MATAG-OB, LEYTE HELD AT SANGGUNIANG BAYAN SESSION HALL ON JANUARY 19, 2023.

RESOLUTION NO. 01 Series of 2023

A RESOLUTION ENDORSING THE COUNCIL-APPROVED UNEXPENDED PRIOR YEARS MDRRM FUND (CONTINUING APPROPRIATION) ANNUAL INVESTMENT PLAN TO THE SANGGUNIANG BAYAN FOR APPROVAL AND ADOPTION.

WHEREAS, pursuant to the provisions of the local government unit shall ensure and promote the economic prosperity, health, safety and comfort of its populace;

WHEREAS, a risk reduction and management investment fund plan must be made in preparation for any eventualities, disaster and calamities that may occur in the municipality;

WHEREAS, the municipal risk reduction and management fund (continuing appropriation) must be use for the Program Projects Activities;

WHEREAS, the said fund that entails the amount of Three Million Nine Hundred Eighty Six Thousand Six Hundred Seventy Seven Pesos and Ninety Two Centavos. (F3,986,677.92) was approved after consultation with the stakeholders of the municipality, hence the Municipal Disaster Risk Reduction and Management Council believes that it is in accordance with the priority agenda of this administration;

WHEREFORE, the MDRRM Council, on MASS MOTION, be it;

RESOLVED, as it is HEREBY RESOLVED, TO ENDORSE THE COUNCIL-APPROVED UNEXPENDED PRIOR YEARS MDRRM FUND (CONTINUING APPROPRIATION) ANNUAL INVESTMENT PLAN TO THE SANGGUNIANG BAYAN FOR APPROVAL AND ADOPTION.

RESOLVED FINALLY, to furnish copy of this resolution to all concerned for their information and guidance.

Carried Unanimously.

I HEREBY CERTIFY to the correctness of the foregoing resolution

FLORA MAY A **MDRRM**¢ ecretary

ATTEDSTED:

JOCEIA RANETA-SUAN

MDRRMO - Designate

APPROVED:

BERNANDINO G. TACOY Municipal Mayor



MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT COUNCIL

NOTICE OF MEETING

WHAT:

MDRRMC MEETING

TO:

ALL SB MEMBERS

ALL DEPARTMENT HEADS SFO4 ANTHONY L. NIMER SFO1 HARVEY MAGALLANES

-BFP PMAJ. ARTURO SALVACION -PNP -HRMO **EMERENCIANAL. TABON** -MLGOO ALBERT BITANGJOL HON. RODOLFO SUÑIR

HON. MARTIN LUTHER VELARDER

EVELYN DEL PRADO WILBUR DALTON JOJO CADORNA **NOEMI CARLOBOS**

-LIGA President

-SK Federation President

-District Supervisor

-MCS -MNHS -MSASHS

-BFP

DATE:

January 17, 2023

Please be informed that there will be Municipal Disaster and Risk Reduction Management Council (MDRRMC) Meeting on January 19, 2023 - 8:30 AM at SB Session Hall.

Agenda:

1) Presentation of MDRRM Plan to the Sangguniang Bayan Members

2) Unexpended balance of FY 2022 MDRRM Fund for re-appropriation

Your attendance is highly enjoined.

JOCELYN A Mun. Assessor/MDRRMO Designate

Noted by:

HON, BERNANDING G. TACOY Municipal Mayor



Republic of the Philippines Province of Leyte Municipality of Matag-ob

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

Minutes of the MDRRMC meeting held last January 19, 2023 at SB Session Hall, Matag-ob, Leyte

Time Started: 9:49 AM Time Ended: 11:51 AM

Agenda:

1) Presentation of MDRRM Plan 2023-2025

2) Unexpended balance of FY 2022 MDRRM Fund for re-appropriation

On January 19, 2023 the Municipal Disaster Risk Reduction and Management Council convened at the SB Session Hall where it was attended by the Local Chief Executive, Hon. Bernandino G. Tacoy, Sangguniang Bayan Members, Department Heads and National Offices (BFP, PNP).

The assembly started with a prayer led by Hon. Artemio Almoroto and followed by the singing of the National Anthem conducted by Mrs. Jayshree M. Dela Cerna – Municipal Accountant. The MDRRMC Secretary read the minutes of the previous.

The MDRRMO Alternate, Engr. Rommier Nickol Cotejar presented the Municipal Disaster Risk Reduction and Management Plan for the Year 2023-2025. He informed the body that the MDRRM Plan is a 300+ pager which will be book bonded and submitted to the Provincial Disaster Risk Reduction and Management Office for approval of the plan. He added that this MDRRM Plan must be adopted by the Sangguniang Bayan Members by passing a Resolution which will be submitted to the Provincial DRRM Office too.

The members of the council listened carefully and gave their recommendations, revisions of the MDRRM Plan. The MDRRM Plan outlines the activities aimed at strengthening the capacity of the local government unit together with the partnership of stakeholders, to build the disaster resilience of communities and to institutionalize arrangements and measures for reducing disaster risks, including projected climate risks and enhancing disaster preparedness and response capabilities at all levels.

In accordance with the NDRRMF, through the NDRRMP, the country will have "Safer, adaptive and disaster resilient Filipino communities towards sustainable development." This will be achieved through the four distinct yet mutually reinforcing priority areas namely, (a) Disaster Prevention and Mitigation, (2) Disaster Preparedness, (c) Disaster Response, and (4) Disaster Recovery and Rehabilitation. Each priority area has its own long term goal, which when put together will lead to the attainment of our municipality's goal and vision in DRRM.

Engr. Rommier Nickol Cotejar also discussed the unexpended balance of FY 2022 MDRRM Fund for re-appropriation amounting to Three Million Nine Hundred Eighty Six Thousand Six Hundred Seventy Seven Pesos and Ninety Two Centavos. (\$\mathbb{P}3,986,677.92). This re-appropriation provided the foundation for enhancing responsiveness, transparency, and

accountability in the use of the fund. The LDRRM Fund needs to prioritize and rationalize the types of projects and programs which would qualify for funding support. As there were no other matters to be discussed, the MDRRMO Designate - Mrs. Jocelyn A. Suan adjourned the meeting at 11:51 in the morning. I hereby certify to the correctness of the foregoing minutes on this 19th day of January 2023 at Matag-ob, Leyte. Noted by: **JOCELYN** Mun. Assessor/MDRRMO Designate Attested by: BERNANDINO G. TACOY LCE/ MORRIAD Chairman

Prepared by:

FLORA MA

ANN S. PEDRANO

RO II (MCR) INDRRMC Secretary



MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

ATTENDANCE SHEET

Date: January 19, 2023

Time: 8:30 AM

	Name	Department	Cignoture
1	JOCEMY ARAPETA SUL	Mrn. Assessm	Signature
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4	turn has four 5. Region.	hun	Thy:
5	CHARMAINE T. PARAC	MONRO	Cip
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	Mechina P. Laurente	MSWDD	Bushana
7	JAUSHROE M DELA CERNA	ACCOUNTING	9,0
8	Emeranciara L. Jahon	Hamo	WLQ
9	Jenny Taripe	MDRRMO	LION
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12	BIGADO L. GIVA	58	Jan B
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16	Claudia C. Ibanez	Trusum	/Y /
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	EDNULTO B FOLEDO	513	JA 16
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22	Paolo Antomo C. Lauront	5B	ProC.K





MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL

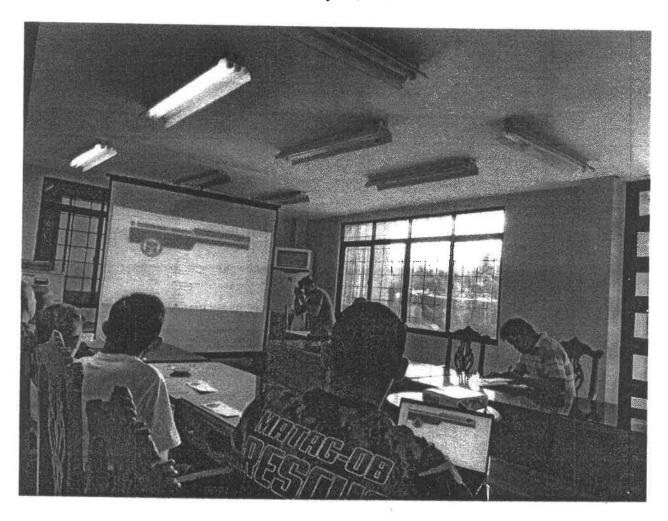
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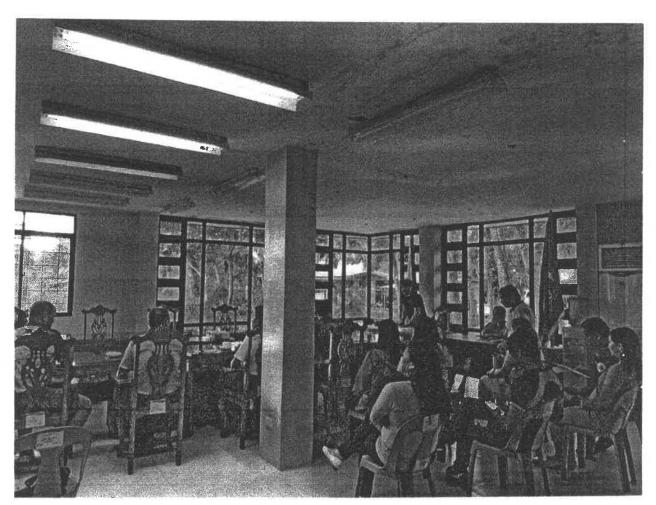
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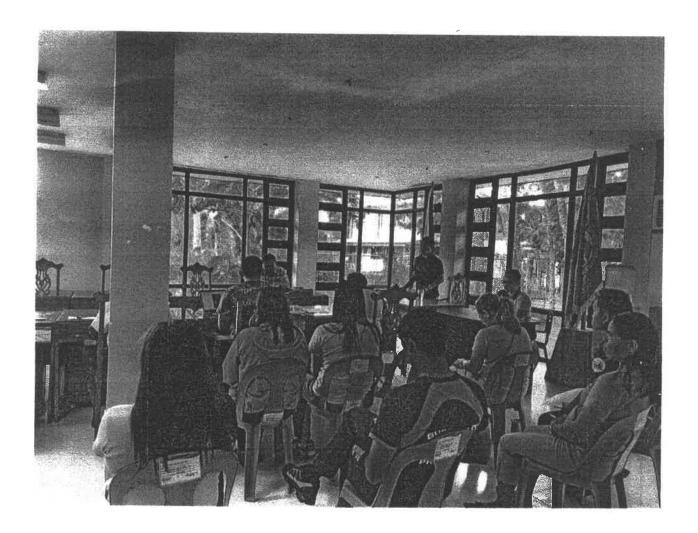
	Name	Department	Signature
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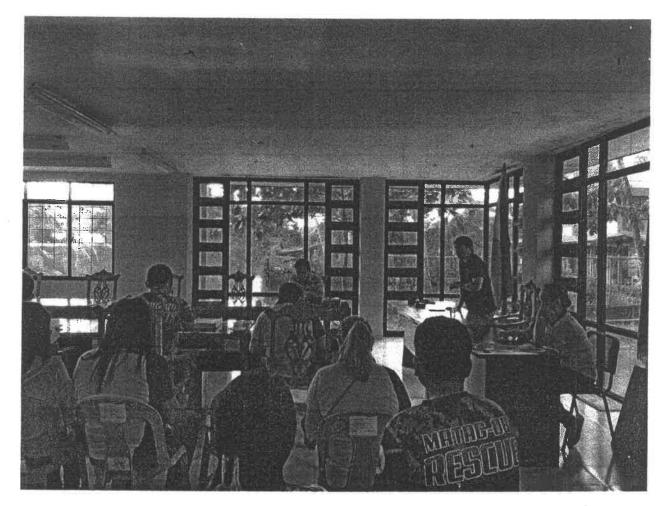






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