

(15)

Item No.: 15

Date: 21.2023 NOV

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

11/14/23  
Vila  
1:30 PM  
PROVINCE OF LEYTE

**PROVINCIAL LEGAL OFFICE**

2<sup>nd</sup> INDORSEMENT  
November 13, 2023

Province of Leyte  
Legal Office  
Released: [Signature]  
Time: 1:30 PM  
Date: 11-14-23

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 14 series of 2023 of the Sangguniang Bayan of Barugo, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), in consonance with DSWD Memorandum Circular No. 11, series of 2019.<sup>1</sup>

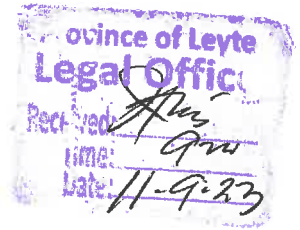
  
**ATTY. JOSE RAYMUND A. ACOL**  
Asst. Provincial Legal Officer

<sup>1</sup>DSWD Memorandum Circular No. 11, series of 2019 - Revised Guidelines on The Implementation of Assistance to Individuals in Crisis Situation

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Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>ST</sup> INDORSEMENT  
09 November 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 14**, series of 2023 of the **MUNICIPALITY OF BARUGO, LEYTE**, entitled: **An Ordinance Establishing Guidelines For The Different Programs And Services Under The Assistance To Individuals In Crisis Situation (AICS) In The Municipality Of Barugo, Leyte.**

  
**ANDRE B. SANICO**  
Provl Govt. Asst/ Dept. Head

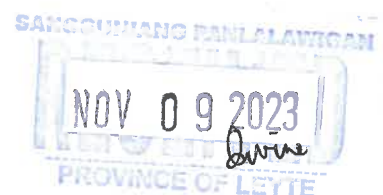


Republic of the Philippines  
**PROVINCE OF LEYTE**  
Local Government Unit  
Barugo, Leyte

## ***Office of the Sangguniang Bayan***

November 9, 2023

**HON. LEONARDO "SANDY" JAVIER, JR.**  
Vice-Governor/Presiding Officer  
Sanggunian Panlalawigan  
Province of Leyte



THRU: **FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian  
Province of Leyte

Sir:

Respectfully submitted to your good office for review/approval the herein **ORDINANCE NO. 14, S. 2023, ENTITLED "AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF BARUGO, LEYTE.**

Anticipating your favorable action on this matter.

Very respectfully yours,

  
**DANILO V. AVORQUE**  
SB Secretary

***BARUGO PADAYON AN GUGMA!***

Municipal Hall, Poblacion District I Burgos St., Barugo, Leyte  
09423386298/09458857038 [lg.u.barugo@yahoo.com](mailto:lg.u.barugo@yahoo.com)



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## *Office of the Sangguniang Bayan*

### CERTIFICATION OF POSTING

THIS IS TO CERTIFY that Ordinance No. 14, S. 2023, RE: “AN ORDINANCE ESTABLISHING GUIDELINESS FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF BARUGO, LEYTE. was posted in three (3) conspicuous places in the Municipality of Barugo, Leyte from September 19 – October 10, 2023 in compliance with the provisions of RA 7160, otherwise known as Local Government Code of 1991.

This certification is issued this 7<sup>th</sup> day of November, 2023, for whatever legal purpose this may serve.

  
**DANILO V. AVOBQUE**  
SB Secretary

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## *Office of the Sangguniang Bayan*

### CERTIFICATION OF PUBLIC HEARING

THIS IS TO CERTIFY that on August 21, 2023 and September 5, 2023 a Public Hearings were conducted related to the proposal to pass AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF BARUGO, LEYTE.

This certification is issued this 12<sup>th</sup> day of November 2023, for whatever legal purpose it may serve.

  
DANILO V. AVORQUE  
SB Secretary

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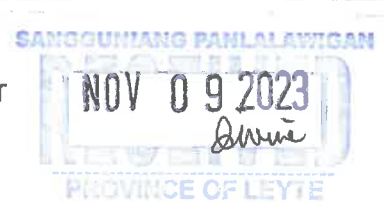




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Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE MEETING OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 59<sup>TH</sup> REGULAR SESSION HELD ON THE 12<sup>TH</sup> DAY OF SEPTEMBER 2023, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.**



- Present: Hon. Josephine C. Tiu Municipal Vice Mayor  
Presiding Officer
- Hon. Don A. Dehayco SB Member  
Hon. Wayne B. Avestruz SB Member  
Hon. Eduardo C. Calzita SB Member  
Hon. Nikkos Rhet V. Astorga SB Member  
Hon. Clinio A. Balais SB Member  
Hon. Jeffrey P. Cañezal SB Member  
Hon. Jesus B. Cabanacan SB Member  
Hon. Jake Andrian C. Gerona SK Federation President
- Absent: Hon. Domingo E. Adrales SB Member (Forced Leave)  
Hon. Marl Oscar A. De Guzman Liga Ng Mga Barangay President (Sick Leave)

**ORDINANCE NO. 14, S. 2023**

**AN ORDINANCE ESTABLISHING GUIDELINESS FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF BARUGO, LEYTE.**

*Sponsored by: Hon. Jake Andrian C. Gerona*

**Be it ordained** by the Sangguniang Bayan of the Barugo, Leyte assembled:

**Section 1. Short Title.** – This ordinance shall be referred to as the “Revised AICS Ordinance”.

**Section 2. Declaration of Basic Policy.** - It is policy of the Municipality of Barugo Leyte to ensure a better and improved quality of life of the citizenry. Priority attention shall be given to the poor, vulnerable and marginalized sectors of the society.

**Section 3. – Background.** – These guidelines are in consonance with the provisions of the Department of Social Welfare and Development (DSWD) Memorandum Circular No. 11, series of 2019, concerning the implementation of the AICS.

Assistance to the individuals in Crisis Situation (AICS) is the provision of integrated services to individuals in crisis or difficult situation through the Municipal Social Welfare and Development Office (MSWDO), wherein beneficiaries of the program may seek assistance directly from the MSWD Officer or through referral. The services under the AICS Programs could be granted/extended to individuals/families based on the social worker’s Assessment of clients/families and needs.

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09423386298/09458857038 [lgu.barugo@yahoo.com](mailto:lgu.barugo@yahoo.com)



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Page 2

Ordinance No. 2023-14

**Section 4. – Programs and Services under the AICS, -** It is hereby mandated that the herein, guidelines shall be strictly followed and implemented, to wit:

1.) Financial and Material Assistance – Financial assistance is the provision of monetary support in the form of outright cash or guarantee letter to augment the resources of the client whereas material assistance is the provision of non-food items. To wit:

a.) Transportation Assistance – the assistance for the purchase or payment of the transport (air/sea/land) and/or expenses to enable the client(s) to return to his/her/their home within the municipality or back to their province permanently or seek further medical intervention(s) in another place or to attend to emergency concern such as death, care, or other emergency or critical situations of family members, relatives, or the emergency or other critical situations of family members, relatives or other individuals in need. This includes those that require immediate presence, such as but not limited to, attendance o court hearing, rescue of abused relatives, etc.

Procured ticket shall be issued to the client unless in instance when giving outright cash is more convenient.

b.) Medical Assistance – the assistance to help shoulder hospitalized expenses, cost of the medicines, other medical treatment or procedures such as implants, laboratory procedures including but not limited to computerized tomography (CT) scan, electrocardiogram (ECG), Echocardiogram (2D Echo). Magnetic Resonance Imaging (MRI), and provision of assistive device. Other medical expenses such as professional fees may be covered.

Birthing is not covered, unless the patient suffered from complications during delivery, subject to the assessment of the social worker. The client shall not be entitled to inpatient financial assistance except for instances when the drug or treatment is not available in the hospital or covered by the Philippines Health Insurance Corporation (PhilHealth).

c.) Burial Assistance- the assistance to certify funeral and related expenses, including but not limited to expenses in bringing the remains to the residence of the deceased and/or burial site in accordance with existing customary practices of the family especially among Indigenous People and Moros.

Due to a disaster/calamity/critical events or similar circumstances where there are casualties in the family, the surviving family shall be given an outright cash in the amount of 10,000.00 for each casualty, without need of case report, subject to availability of funds.

d.) Educational Assistance – a form of assistance given to eligible students to help defray school expenses and/or cost of sending students/children to such as school fees, supplies project, allowance and other related expenses which, will be provided once in a school/ academic year of students, with priority shall be given to working students in a public high school, vocational/technological schools, state colleges and universities. A maximum of three (3) Children per family shall be entitled to this assistance.

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Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Barugo

Page 3

Ordinance No. 2023-14

However, this may be given to a student who, although not indigent, is assessed by the social worker to have extreme need therefor based on his/her family's current condition to include victims of displacement and repatriated/deported overseas Filipino (OFs).

e.) Food assistance- the provision of assistance to clients(s) in need food be provided up to a maximum of ten (10) days for an amount of at least P 80.00 per meal per individual. It includes hot meals, food/ meal allowance, or cash equivalent to the cost of the required hot meals and/or food packs.

Eligible client(s) shall include those caring for sick relatives or relatives in hospital, grantee(s) transportation assistance on his/her/their return to their home province or attendance to court hearing, People Who Used Drugs (PWUD) and their families, rescued trafficked individuals, former rebels, distressed OFs, stranded individual due to emergency situation (such as, but not limited to, human-induced and natural calamities) and alike.

F.) Housing/Emergency Shelter Assistance- This refers to the provision of limited financial and material assistance to help disadvantaged or impoverished families construct or repair their houses to provide safety and security to the family.

Provision of limited financial and material assistance to help disadvantaged or impoverished families construct or repair their houses which are partially or totally destroyed as result of natural, man-made or technological disaster.

Further, this also refers to the provision of financial assistance to poor families subject for eviction either extrajudicial or judicial proceedings, equivalent to sixty (60) days at a maximum daily wage.

g.) Cash Assistance for Other Support Services – an assistance in the form of outright cash provided to individual and family in extremely difficult circumstances in which the need does not fall on the above-mentioned assistance, such as but not limited to, a child victim of online sexual exploitation and other sexual abuse cases, families of KIA (Killed in Action)/WIA (Wounded in Action) uniformed personnel (police and soldiers), repatriated or deported OFs (Overseas Filipinos), Persons living with HIV, rescued individuals /families against women and children, rebels returnees, victim of fire, armed conflict, individuals who are financially incapable of acquiring legal services and other incidents/occurrence putting affected client in crisis situation, as may be justified by the social worker or through a case consultation/conference.

2.) Psychological Intervention – a set of interventions that is of non-biomedical means to positively alter a person's behavior and relationship with the society in order to reduce the impact of stress brought about by crisis. It may be provided with, but not limited to, cognitive, behavioral therapies, Basically, it involves giving immediate relief to psychological and emotional issues under specific circumstances.

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**Republic of the Philippines  
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Page 4

Ordinance No. 2023-14

3.) Referral for other devices – refers to assistance that are not available at the MSWD Office but can be accessed from other resources and/or networks. This involves, but is not limited to referrals appropriate agencies for legal service, psychological interventions and even admission to residential facilities for temporary shelter.

**Section 5. – Documentary Requirements for Each Assistance.** – The client seeking assistance shall bring and submit to the MWSD Office the following documentary requirements (certified true copy or photo copy such document) to certified by the assigned social worker.

TYPE	DOCUMENTS
Transportation	<ul style="list-style-type: none"> <li>• Any valid identification card of the client/person to be interviewed; or Certificate of Indigency or Certificate that the client is in need of assistance issued by the MSWDO.</li> <li>• Police Certification (for victims of pick pockets, illegal recruitment, etc.); or</li> <li>• Other supporting document(s) such as but not limited to justification of the social worker, medical certificate, death certificate, and or court order/subpoena.</li> </ul>
Medical	<ul style="list-style-type: none"> <li>• Any valid identification card of the client/person to be interviewed; or Certificate of Indigency or Certificate that the client is in need of assistance issued by the MSWDO; and</li> <li>• Case Study Report or Case Summary that the client is in crisis situation by MSWDO, for services more than 5,000.00;</li> <li>• Medical Certificate or Medical Abstract with date of issuance, complete name and signature of the Billing Clerk;</li> <li>• If payment for hospital bill Hospital/Statement of account (Outstanding Balance) with complete name and signature of the Billing Clerk;</li> </ul>

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*Handwritten signatures and initials*



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	<ul style="list-style-type: none"> <li>• If for medicines/assistive devices – Prescription with date of issuance, complete name, signature and license number of the attending physician; or</li> <li>• If for medical procedures – laboratory requests with date of issuance, complete name, signature and license number of attending physician.</li> <li>• Barangay Certificate or Residency or Certificate of Indigency or Certificate that the Client needs Assistance may be required.</li> </ul>
Burial Assistance	<ul style="list-style-type: none"> <li>• Any valid identification card of the client/person to be interviewed; or Certificate of Indigency or Certificate that the client is in need of assistance issued by the MSWDO.</li> <li>• Death Certificate or Certificate from the Tribal Chieftain for IPs), Imam (for Moro) or</li> <li>• Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>• Funeral Contract (except for Muslim and indigenous People performing customary practices.</li> <li>• Case Study Report or Case Summary that the client is in crisis situation by MSWDO, for services more than P5,000.00;</li> </ul>
	<p>For Transfer of Cadaver:</p> <ul style="list-style-type: none"> <li>• Death Certificate or Certificate from the Tribal Chieftain (for IPs), Imam (for Moro) or Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>• Transfer Permit (except Moro and Indigenous people Performing Customary practices) if applicable.</li> </ul>
Educational Assistance	<ul style="list-style-type: none"> <li>• Any valid identification card of the client/person to be interviewed; or Certificate of Indigency or Certificate that the client is in need of assistance issued by the MSWDO.</li> <li>• Enrollment Assessment form or certificate of Enrollment or Registration;</li> <li>• Validated school of the student/beneficiaries; and</li> </ul>

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	<ul style="list-style-type: none"> <li>• Statement of account for college students.</li> </ul>
Food Assistance	<ul style="list-style-type: none"> <li>• Any valid Identification Card of the client/person to be interviewed or Certificate of Indigency or Certification that the client is in need of assistance issued by the MSWDO.</li> </ul>
Housing or Emergency Shelter Assistance	<ul style="list-style-type: none"> <li>• Any valid Identification Card of the client/person to be interviewed or Certificate of Indigency or Certification that the client is in need of assistance issued by the MSWDO.</li> <li>• Case Study Report or Case Summary that the client is in crisis situation by MSWDO, for services more than P5,000.00;</li> <li>• Program of work certified by the Municipal Engineer with license ID No. written;</li> <li>• Photo of the house or part of the house to be repaired;</li> <li>• Police Report or Bureau of Fire Protection (BFP) Report/Certificate for fire victims.</li> </ul>
Cash Assistance for other Support Services	<ul style="list-style-type: none"> <li>• Any valid Identification Card of the client/person to be interviewed or Certificate of Indigency or Certification that the client is in need of assistance issued by the MSWDO;</li> <li>• Case Study Report or Case Summary that the client is in crisis situation by MSWDO, for services more than P5,000.00;</li> </ul> <p>Depending on the circumstance of the client:</p> <ul style="list-style-type: none"> <li>• Police Report or Bureau of Fire Protection (BFP) Report/Certificate for fire victims; and</li> <li>• Passport, Travel Document(s), Certificate from OWWA or the Barangay or any proof of repatriation by the OF; or</li> <li>• A certification from the Social Worker or Case Manager for Rescued clients; or</li> <li>• Police Blotter and Social worker Certificate for victims of on-line Sexual exploitation of children.</li> <li>• Police Blotter, court order or Social Worker's Certification that client is in need of legal assistance.</li> </ul>

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**Section 6. - Implementing Procedure.** - The following procedures shall be followed.

1. Screening and Verification – a screening process shall be undertaken by the designated MSWDO staff to ensure the completeness and correctness of the documentary requirements. The original certified true copy of the applicable requirements must be exhibited by the client.

Complete documentary requirements shall be condition precedent in the processing and release of assistance must be exhibited by the client.

2. Assessment – The assessment shall determine the eligibility of the client to avail the services during the interview and on the supporting documents presented. The social worker shall determine the capacity of the family in addressing the problem looking keenly on the available resources that the family could utilize. The assessment of the social worker shall be basis for the recommendation and will be indicated in the social case summary which can also be written in the General Intake Sheet (GIS) or a separate document (i.e. certificate of eligibility). The client who may be assisted using psychological intervention must be attended to by the social worker with the tenet(s) of the applicable intervention as guide.

**3. Provision of Assistance**

a.) The type and rates of assistance shall be as follows:

Type	Particulars	Cost assistance		Frequency of Availment
		Minimum	Maximum	
Transportation Assistance	Land travel Sea Travel Air Travel	Based on actual fare	3,000.00	Once every six (6) months
Medical Assistance	Hospital bill/other medical expenses	5,000.00	10,000.00	Once every after Fifteen (15) days for amount not exceeding 5,000
				Once every three (3) Months for amount exceeding 5,000.00
	Medicines (In and Out-patient)	Actual Amount/cost	10,000.00	Once every after Fifteen (15) days for amount not exceeding 5,000.00
				Once every three (3) Months for amount exceeding 5,000.00

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	Laboratory procedures (In and Out-patient)	Actual Amount/cost	10,000.00	Once every after Fifteen (15) days for amount not exceeding 5,000.00
				Once every three (3) Months for amount exceeding 5,000.00
Burial Assistance	Funeral Expenses	5,000.00	10,000.00	Once every three (3) Months
Burial Assistance	Transfer of Cadaver	3,000.00	10,000.00	The availment of one service shall exclude the availment of other of the same category
Burial Assistance	Casualties during disaster/calamity		10,000.00 (per casualty)	The availment of one service shall excluded the availment of other of the same category
Education Assistance (maximum of 3 children per Family)	Elementary Students	1,000.00	5,000.00	Once every three (3) Months
	High School Students	1,500.00	5,000.00	Once every three (3) Months
	College Students	3,000.00	5,000.00	Once every three (3) Months
Housing or Emergency Shelter Assistance	Disadvantaged families			"as needed"
	Victims of disasters	5,000.00	10,000.00	
Food Assistance	Food subsidy for individuals/families	1,000.00	3,000.00	"as needed"
Cash Assistance	Other needs	1,000.00	10,000.00	Once every six (6) months for a maximum of one year

**Section 7. – Funding,** - the local Government unit of Barugo shall allocate fund and incorporate in its annual budget appropriate amount for the Implementation for the different programs and services contained in this ordinance, in accordance with COA accounting auditing rules and regulations.

Cash advances from the total fund made by the Administrator, or any cash bonded employee assigned and responsible relative to the implementations to the programs and

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services under this ordinance shall process the liquidation of cash advances whenever the total amount disburse is already seventy five percent (75%) of the total fund allocation.

**Section 8. – Separability Clause.** – If, for any reason, any provision of the ordinance or the application of such provision to any person, group or circumstance is declared invalid or unconstitutional, the remainder of this ordinance shall not be affected of this declaration’

**Section 9. – Repealing Claus.** – All laws, and rules and regulations inconsistent herewith and hereby likewise repealed or modified accordingly.

**Section 10. – Effectively Clause.** – This ordinance shall take effect upon its approval and after the required posting and publication, as provided under Local Government Code of 1991.

UNANIMOUSLY APPROVED, this 12<sup>th</sup> day of September 2023, in Barugo, Leyte.

We hereby certify to the correctness of this foregoing Ordinance.

  
GWEN DESIDEE ESTIL-BELLO

Admin. Assistant II  
Temporary SB Secretary

HON. DON A. DEHAYCO

SB Member

  
HON. WAYNE B. AVESTRUZ

SB Member

  
HON. EDUARDO C. CALZITA

SB Member

  
HON. NIKKOS RHET V. ASTORGA

SB Member

HON. CLINIO A. BALAIS

SB Member

  
HON. JEFFREY P. CAÑEZAL

SB Member

  
HON. JESUS B. CABANACAN

SB Member

(Forced Leave)  
HON. DOMINGO E. ADRALES

SB Member

(Sick Leave)  
HON. MARL OSCAR A. DE GUZMAN  
Liga ng mga Barangay President

  
HON. JAKE ANDRIAN C. GERONA  
Pederasyon ng mga SK, President

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Municipality of Barugo

Page 10  
Ordinance No. 2023-14

ATTESTED BY:

  
HON. JOSEPHINE C. TIU  
Municipal Vice Mayor  
Presiding Officer

APPROVED BY:

  
HON. ARON C. BALAIS, MD, FPCEM  
Municipal Mayor

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