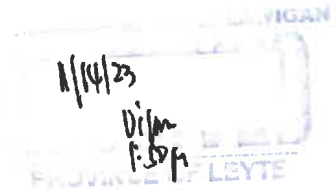


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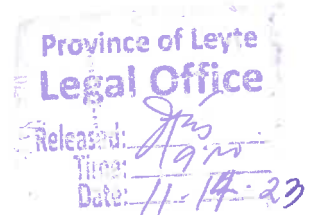
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Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte



**PROVINCIAL LEGAL OFFICE**

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



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 49 S. 2023-2025 of the Sangguniang Bayan of ~~San~~ Villaba, 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), a valid exercise of authority mandated under Section 447(5)(xvi) of the Code<sup>1</sup>.

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

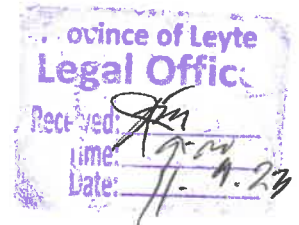


<sup>1</sup> (5) Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of this Code, and in addition to said services and facilities, shall:

(xvi) Establish a municipal council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**



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

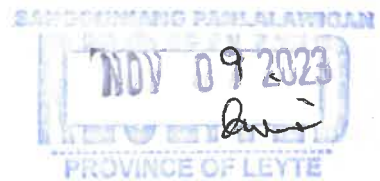
The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 49, S. 2023-2025** of the **MUNICIPALITY OF VILLABA, LEYTE**, entitled: **An Ordinance Establishing The Municipal Tourism Office As A Department And Enacting The Tourism Code Of The Municipality Of Villaba.**

  
**ANDRES SANICO**  
Provl. Govt. Asst. Dept. Head



November 9, 2023

**THE VICE GOVERNOR**  
Province of Leyte  
New Provincial Government Complex  
Campetic, Palo, Leyte



Mr. Vice Governor,

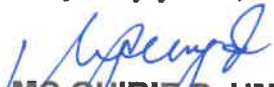
We respectfully transmit herewith Fifteen (15) copies of:

**Municipal Ordinance No. 49, S-2023-2025 "AN ORDINANCE ESTABLISHING THE MUNICIPAL TOURISM OFFICE AS A DEPARTMENT AND ENACTING THE TOURISM CODE OF THE MUNICIPALITY OF VILLABA,"**

for your review and approval.

Best regards.

Very truly yours,

  
**MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian

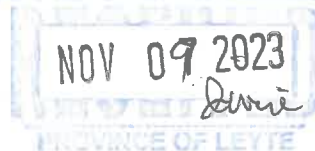
Copy furnished:

**THE LOCAL CHIEF EXECUTIVE OFFICE**  
**HRMO**  
**MUNICIPAL ACCOUNTING OFFICE**  
**MUNICIPAL TREASURY OFFICE**  
**MUNICIPAL BUDGET OFFICE**  
Local Government Unit  
Villaba, Leyte



# OFFICE OF THE SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



## MUNICIPAL ORDINANCE NO. 49, S-2023-2025

### AN ORDINANCE ESTABLISHING THE MUNICIPAL TOURISM OFFICE AS A DEPARTMENT AND ENACTING THE TOURISM CODE OF THE MUNICIPALITY OF VILLABA

#### Prefatory Statement

The Municipality of Villaba, Leyte with its present infrastructure, natural resources and attractions, tradition, culture and historical treasures holds a great potential as a tourism destination for both local and foreign tourist.

The tourism industry in Villaba when fully harnessed and developed will greatly enhance the economic activities in the town, provide more jobs for the populace and increase the financial resources of the Municipal government.

A functional Tourism Office/Department and an organic Tourism Law could provide the necessary push towards the objective of enhancing and developing the tourism potential of the town as well as maximizing the use of its tourism resources based on the principle of sustainable tourism.

The present locale of Villaba and having realized the accruing economic and social benefits of a functioning and developing tourism industry to the Municipality, has adopted a tourism program aimed at developing the tourism potential and resources of Villaba with the end in view of ensuring the security, enjoyment and well-being of tourists and enhancing the quality of services offered by all tourism-oriented or tourism-related business establishments in the Municipality.

**NOW, THEREFORE,** Be it ordained by the Sangguniang Bayan of Villaba, Leyte, in regular session assembled that;

#### ARTICLE 1 GENERAL PROVISIONS

**SECTION 1. TITLE.** This Ordinance shall be known as “THE TOURISM CODE OF THE MUNICIPALITY OF VILLABA”.

 NIEL ALBERT B. INOPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE A. CASAS, SR. Sangguniang Bayan Member
 MERIAM P. LIMPAD Sangguniang Bayan Member	 ROQUE M. COMPRAS Sangguniang Bayan Member	 ELY MARIA N. ENEVOLDSEN Sangguniang Bayan Member	 ROGELIO J. BASY Sangguniang Bayan Member
 MARIANO DE CLARO LNB President	 FEDERICO ENSOY SK Federation Vice President	 MAC QUIRIE P. LIMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS E. VELOSO Municipal Mayor		

**SECTION 2. SCOPE.** This Ordinance shall govern the over-all tourism operations and management in the municipality. It includes the creation and development of an office to handle the tourism activities, projects and events, as well as promotional programs. This Ordinance shall likewise provide for the accreditation and regulation of the operation of tourism-oriented enterprises.

**SECTION 3. DECLARATION OF POLICY.** Consistent with the national policy that declares tourism as an indispensable element of the national economy and an industry of national interest and importance, which must be harnessed as an engine of socio-economic growth and culture affirmation, the Municipality of Villaba declares sustainable tourism in the municipality as an essential means to spur investment, sense of heritage, culture and pride for all the people and to promote understanding and appreciation for nature.

Towards this end, the municipality shall seek to:













- a. Promote a tourism industry that is ecologically sustainable, responsible, participative, culturally sensitive, and ethically and socially equitable for local communities;
- b. Recognize tourism development as a measure to improve the quality of life the people, through the creation of employment and business opportunities, providing the appropriate attention and support for the growth of this industry to ensure its economic viability and sustainability; and
- c. Encourage private sector participation and collaboration and agri-tourism for rural development and preservation of rural life.

**SECTION 4. OBJECTIVES.** Pursuant to the above declarations, the municipality shall adopt the following objectives:

- a. The establishment/creation of Villaba Tourism Office/Information Center complete with structural staffing pattern and budgetary allocation as a separate department;
- b. Creation of a Tourism, Cultural, Heritage and Arts Development Council and a Technical Working Group (TWG) that shall take charge in the drafting of the Tourism Development Plan of the Municipality of Villaba, Leyte;
- c. In consultation with stakeholders, local communities or host barangay/s, to develop a Municipal Tourism Action Plan, including a Municipal Tourism development Plan that identifies geographic areas in the municipality with potential tourism value and outlining sustainable tourism approaches to developing such areas, and work for its adoption and implementation;
- d. Encourage activities and programs which promote tourism awareness, preserve the municipality's culture and heritage, and instil a sense of history and a culture of tourism among the people;

 NIEL ALBERT B. INOPIQUEZ* Sangguniang Bayan Member / Temporary Presiding Officer	 JULIA KATRINA L. CON-UI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELPE S. CASAS, SR. Sangguniang Bayan Member
 MERIAM P. LIMPAD Sangguniang Bayan Member	 ROQUE M. COMPRA Sangguniang Bayan Member	 EMEY MARIA N. ENCOLDSEN Sangguniang Bayan Member	 ROGELIO B. BAA Sangguniang Bayan Member
 MARIANO DE CLARO LNB President	 FENERICO ENSUY SK Federation Vice President	 MIL QUIRIE P. LIMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS G. VELOSO Municipal Mayor		

- e. All things being equal, grant preferential treatment to the investment and employment of the residents of Villaba in tourism-oriented enterprises, as well as the enjoyment of tourist destinations within the municipality;
- f. Ensure that tourism development protects and promotes the general well-being of the people and the environment, particularly in the area of investment, including the monitoring and prevention of (i) any act of profiteering to the detriment of local communities; (ii) any act or omission adversely affecting the environment; and (iii) any act of exploitation of women and children in tourism;
- g. Ensure the right of the people to a balanced and healthful ecology through the promotion of activities geared towards environmental protection, conservation and restoration;
- h. Develop a community-participatory tourism programs, by enlisting the participation of local communities, and by promoting environmental education, to ensure full enjoyment of the benefits of tourism by the concerned communities;
- i. Providing assistance in the determination of ecotourism sites;
- j. Consistent with laws and national policies, develop and implement integrated community-based programs on conservation, protection and rehabilitation of the mountains located within the jurisdiction of the municipality and or other strategic areas towards sustainable tourism;
- k. Create and strengthen the role of the Municipal Tourism Office;
- l. Create and strengthen the role of the Municipal Tourism Council;
- m. Encourage the participation of Non-Government Organizations (NGO's), People's Organizations (PO's) and the private sector in initiating and maintaining programs for tourism development, environmental protection and heritage conservation;
- n. Maintain standards of excellence in tourism facilities and services based on acceptable national or international standards to facilitate the province and the country in general as a safe and wholesome tourist destination;
- o. Support sustainable tourism projects of the private sector, through partnerships, joint ventures and other cooperative undertakings involving local and foreign investors and;
- p. Ensure a sustainable funding mechanism for the implementation of tourism policies, plans, programs, projects and activities, including the grant of government assistance and incentives to private sectors and local communities;

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 MERIAM P. UMPAD Sangguniang Bayan Member	 ROCHE M. COMPRA Sangguniang Bayan Member	 LILY MARIA N. ENEVOLDSEN Sangguniang Bayan Member	 ROMEO J. AAY Sangguniang Bayan Member
 MARIANO DE CLARO LNB President	 FEDERICO ENSAY SK Federation Vice President	 MC QUIRINE P. UMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS E. VELOSO Municipal Mayor		

- q. To create feedback mechanism relative to tourism undertakings of the Municipality;
- r. To create a centralized record of tourism industries and establishments of the Municipality and to have a centralized recording of tourism statistics.

**SECTION 5. CONSTRUCTION.** The provisions of this Ordinance shall be liberally construed in favor of promoting tourism policies and objectives.

**SECTION 6. APPLICATION.** This Ordinance shall govern the promotion, development and administration of the tourism industry in the municipality as an engine of investment, employment, growth and sustainable development.

**SECTION 7. DEFINITION OF TERMS.** The following terms shall have the following meanings as used in this Ordinance:

**Accreditation** – a certification issued by either the Department of Tourism or the Municipal Tourism Council recognizing that an enterprise has complied with the minimum requirements and classifications set in its operation as provided for by this Ordinance.

**BPLO** – Business Permit and Licensing Office of the Municipality.

**DOT** – Department of Tourism.

**Guest House** – a private or family-oriented tourist boarding house or tourist lodging house, employing non-professional domestic helpers, regularly catering to tourist and/ or travellers. Containing several independent settable rooms, providing common facilities such as toilets, bathrooms/ showers, living and dining rooms and/ or kitchen and where a combination of board and lodging may be provided.

**Homestay Program** – a program of the Department of Tourism which provides travellers with comfortable accommodations with Filipino families in areas near tourist attraction/s or tourism site/s.

**Hotel** – any building or edifice which offers venue for receptions, functions, seminars, conventions, forums, recreations, accommodations or lodging for travellers or tourists for a fee.

**Inbound Tour** – a tour within the municipality.

**License** – the privilege or authority granted by the Business Permit and Licensing Office (BPLO) of the municipality to own, operate, manage and maintain a tourist-oriented/tourist-related enterprise.

**MTC** – Municipal Tourism Council

**Municipal Tourism Development/Action Plan** – includes, but not limited to, the following:

 NIEL ALBERT B. INOPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULIA KATRINA L. COM-UI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE S. GASAS, SR. Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 ROGUE M. COMPRA Sangguniang Bayan Member	 ELLY MARIA N. ENEVOLDSEN Sangguniang Bayan Member	 ROGELIO J. BAAY Sangguniang Bayan Member
 MARIANO L. DE CLARO LNB President	 FEDERICO ENSES SK Federation Vice President	 MC QUIRRE P. UMPAD Secretary to the Sangguniang Bayan	
		 ENGR. CARLOS G. VELOSO Municipal Mayor	

- (a) goals and targets including physical, human resource, and regulatory infrastructures programs;
- (b) schedule of compliance to meet the applicable requirements of this Code, Tourism Laws, Rules and Regulations;
- (c) sustainable tourism development strategies or techniques;
- (d) tourism promotion and marketing;
- (e) resources requirement and possible sources and
- (f) reward and incentives under this Code.

**Municipal Tourism Development/Action Plan** - refers to a plan that identifies geographic areas in the municipality with potential tourism value and outlines sustainable approaches to developing such areas.

**Municipality** – the Municipality of Villaba.

**Outbound Tour** – a tour outside the municipality and/or outside the Philippines.

**Professional Event Organizer** – any person engaged in the arrangement of any tourism event for commercial purposes.

**Registration** – the listing of tourism-oriented enterprise and tour guides after they shall have been certified by the Municipal Tourism Council as having conformed to the minimum standards or requirements provided for by this Ordinance. For this purpose, a Certificate of Registration shall be issued.

**Resort** – any place with a pleasant environment and atmosphere conducive to a comfortable and healthful relaxation, offering food, sleeping accommodations and/or recreational facilities to the public for a fee.

**Souvenir Shop** – a small retail enterprise specializing in Filipiniana or other specialized items and souvenir products.

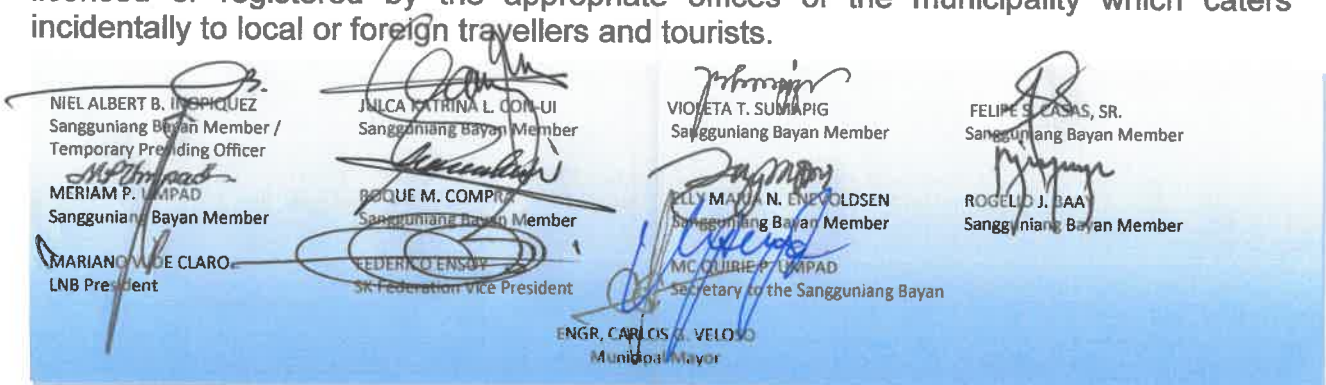
**Spa** – refers to an enterprise which offers a complete relaxation to its clients for beauty and wellness.

**Sports and Recreational Facilities** – an enterprise which exclusively provides various sports facilities such as swimming pools, bowling lanes, tennis courts, golf courses, riding range, shooting range, archery range, aquatic/water sports arrangements, fishing and similar facilities forming part of the establishment.

**Sustainable Tourism** – refers to a tourism industry committed to making a low impact on the natural environment and local culture, while generating income and employment. It aims at ensuring that tourism development is a positive experience for all the people.

**Tour Guide** – an individual who is registered by the Municipal Tourism Council to guide tourist/s or traveller/s, both foreign and domestic, for a fee, commission or any foreign travellers and tourists.

**Tourism-Related Enterprise** – any establishment, enterprise or business which is licensed or registered by the appropriate offices of the municipality which caters incidentally to local or foreign travellers and tourists.





**Tourism-Oriented Enterprise** – any establishment, enterprise or business which is licensed, registered accredited by the appropriate offices of the municipality which caters purposely and directly to local or foreign travellers and tourists.

**Tourist Inn** – a lodging enterprise catering to local and foreign tourists not meeting the minimum requirements of an economy hotel.

**Tourist Transport Operator** – a person or entity which may either be a single proprietorship, partnership or corporation regularly engaged in providing tourist transport services for a fee of lawful consideration, either on charter or regular run.

**Travel Agency** – an entity which may either be a single proprietorship, partnership or corporation regularly engaged in the business of extending to individual or groups, such services pertaining to documentation of travel papers, ticketing, sales and/or conduct of tours within or outside the Philippines whether or not for a fee, commission or any form of compensation.

**ARTICLE II  
SUPERVISION AND CONTROL**

**SECTION 9. SUPERVISION AND CONTROL**

- A. The Office of the Municipal Mayor** – The Municipal Mayor as the Local Chief Executive shall be the Officer-In-Charge of all tourism programs and projects of the municipality. The Local Chief Executive shall appoint or designate the Municipal Tourism Officer and its staff. Likewise, the Local Chief Executive shall stand as the overall chairman and designate the members of the Municipal Tourism Council.
- B. The Sangguniang Bayan** – As the Local Legislative Body of the Municipality, the Sangguniang Bayan shall enact relevant legislative processes for the development, promotion, administration and coordination of tourism related activities within the jurisdiction of the municipality and shall monitor the implementation of the provisions of this Code.
- C. The Municipal Tourism Officer (Chief Tourism Operations Officer)** – The Municipal Tourism Officer shall perform all functions and responsibilities related to tourism and promotions, and coordinate with different offices regarding the implementation of tourism projects and programs. As head of the Office/Department, he/she shall oversee the over-all tourism operations, management and implementation within the municipality.
- D. The Municipal Tourism Office Staff** – The Municipal Tourism Office Staff shall assist the Municipal Tourism Officer (Chief Tourism Operations Officer) in all activities spearheaded by the Office.

**ARTICLE III  
THE MUNICIPAL TOURISM INFORMATION CENTER/OFFICE**

**SECTION 9. STRUCTURE OF PERSONNEL OF THE MUNICIPAL TOURISM INFORMATION CENTER/OFFICE.** The Structure of Municipal Tourism

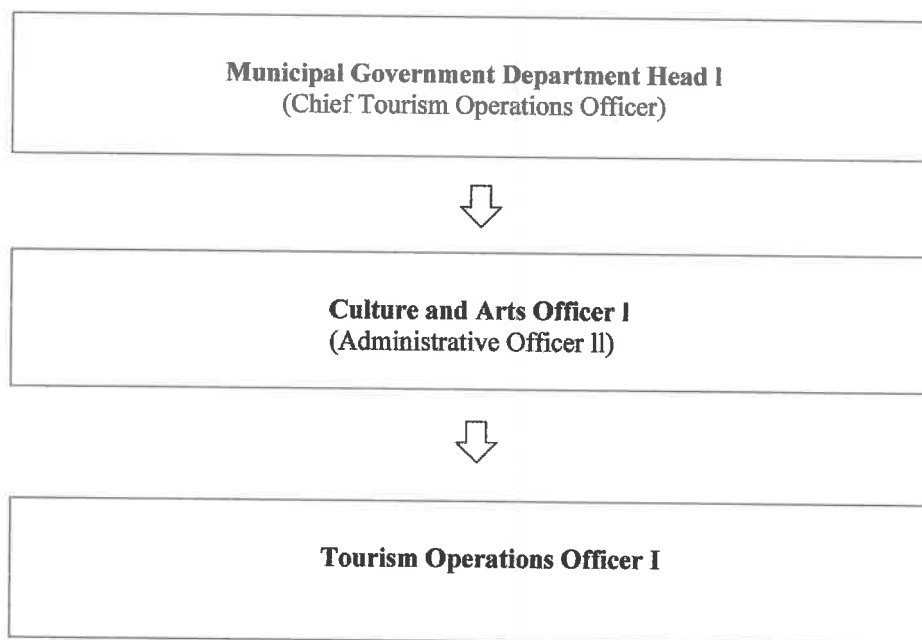
<p>NHEL ALBERT B. INDIPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer</p> <p>MERIAM P. LIMPAD Sangguniang Bayan Member</p> <p>MARIANO W. DE CLARO LNB President</p>	<p>JULESA KATRINA L. CON-VI Sangguniang Bayan Member</p> <p>ROQUE M. COMPRÁ Sangguniang Bayan Member</p> <p>FEDERICO ENSOY SK Federation Vice President</p>	<p>VIOLETA T. SUMAPIG Sangguniang Bayan Member</p> <p>FELLY MARIBEL N. ENEVIDSEN Sangguniang Bayan Member</p> <p>MC QUIRRE P. LIMPAD Secretary to the Sangguniang Bayan</p>	<p>FELIPE S. CASAS, SR. Sangguniang Bayan Member</p> <p>ROGELIO J. FAAY Sangguniang Bayan Member</p>
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ENGR. CARLOS G. VELOSO  
Municipal Mayor

Information/Center shall be as follows: (1) Chief Tourism Operations Officer - , (2) Culture and Arts Officer. (3) Tourism Operation Officer.

**SECTION 10. CREATION OF THE MUNICIPAL TOURISM INFORMATION CENTER PERSONNEL STRUCTURE.** To fully implement the tourism programs of the municipality, there shall be an Office/Department to be created to handle the administrative and technical responsibilities of each tourism projects. The Municipal Tourism Information Office has the duties and responsibilities for all tourism related undertakings

**STRUCTURE OF THE MUNICIPAL TOURISM INFORMATION CENTER/OFFICE**



**SECTION 11. THE MUNICIPAL GOVERNMENT HEAD I (Chief Tourism Operations Officer).**

(1) Qualifications Standard:

- a. Master's Degree;
- b. 4 years in position, involving management and supervision;
- c. 24 hours of training in management and supervision;
- d. Career Service (Professional) Second Level Eligibility
- e. Salary Grade 24;

(2) The Tourism Office Head shall exercise the following **Duties and responsibilities:**

- a. Ensure that tourism policies and programs developed by the Municipal Tourism Council are property implemented;
- b. Coordinate with the various agencies, the teams composing the municipal Tourism Council and other entities or associations engaged in the various aspects of tourism;

NIEL ALBERT B. HINOJOSA Sangguniang Bayan Member / Temporary Presiding Officer	JULCA MATRINA L. CON-UI Sangguniang Bayan Member	VIOLETA T. SUMAPIG Sangguniang Bayan Member	FELIPE S. CASAS, SR. Sangguniang Bayan Member
MERIAM P. LAMPAD Sangguniang Bayan Member	RODUE M. COMPRO Sangguniang Bayan Member	ELLY MARLA N. FINEVOLDSEN Sangguniang Bayan Member	ROSELIO J. TAA Sangguniang Bayan Member
MARIANO V. DE CLARO LNB President	FEDERICO ENSOY Sik Federation Vice President	MC QUIRIE S. LAMPAD Secretary to the Sangguniang Bayan	
		ENGR. CARLOS G. VELOZO Municipal Mayor	

- c. Conduct necessary ocular inspections and evaluation of various sites and activities which have tourism potential and shall recommend the same for protection and/or promotion;
- d. Monitor the implementation of this Code, Tourism Laws, Rules and regulations;
- e. Recommend tourism development programs for adoption based on observations gathered from the evaluation of existing and probable tourism sites and activities and
- f. Shall exercise such other functions as may be necessary in the implementation of tourism programs and objectives.

**SECTION 12. CULTURE AND ARTS OFFICER I (Administrative Officer II).**

**12. A.1. Qualification Standard:**

- a. CSC MCII (CSC Eligibility obtained by satisfactory service under temporary status);
- b. Bachelor's Degree related to the job;
- c. Training (non-required);
- d. Work Experience (non-required)
- e. Salary Grade 11

**SECTION 13. THE TOURISM OPERATIONS OFFICER I.**











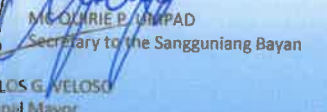
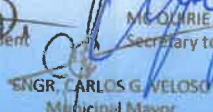
**13.1. Qualification Standard:**

- a. Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Relation or other related fields;
- b. Experience (non-required);
- c. Training (non-required);
- d. Career Service (Professional) Second Level Eligibility
- e. Salary Grade 11

**ARTICLE IV  
GENERAL RULES ON THE OPERATION AND MAINTENANCE OF TOURISM-ORIENTED ENTERPRISES**

**SECTION 14. FIRE FIGHTING FACILITIES.** Fire-Fighting facilities shall be provided in accordance with the Fire Code of the Philippines.

**SECTION 15. MAINTENANCE.** All facilities of the enterprises concerned shall be properly maintained at all times. A periodic vermin control program shall be conducted.

 NIEL ALBERT B. TINOPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULCA KATRINA L. CON-U Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE S. CASAS, SR. Sangguniang Bayan Member
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 MARIANO V. DE CLARO LNB President	 FEDERICO E. SOY SK Federation Vice President	 MS. LOURIE P. UMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS G. VELOSO Municipal Mayor		

**SECTION 16. AIRCONDITIONING/VENTILATION.** All enclosed areas of the enterprise concerned shall be fully air-conditioned or well-ventilated.

**SECTION 17. PROHIBITED ACTS AND PRACTICES.**

- (a) No roaming pets or animals shall be within the premises.
- (b) Ambulant vendors shall be prohibited from peddling their wares within the premises.
- (c) All forms of gambling, drunkenness or disorderly conduct of any kind shall be prohibited in the enterprises and within its immediate premises.
- (d) Keepers, managers or operators shall exert all possible efforts not to permit any person whom they know or have reason to believe to be either a person of ill repute, pedophile or of questionable to use the establishment for purpose of immoral/illegal activities. They shall immediately report to the nearest police station the presence of any such person.

**SECTION 18. SIGNBOARDS.** Appropriate signboards shall be conspicuously displayed outside the hotel/tourist inn/guest house/spa/sports and recreational facilities, showing clearly the name of the said tourism-oriented/related establishments and safety signages shall be prominently posted in strategic locations within their premises.

**SECTION 19. MEDICAL AND RESCUE SERVICES.** To ensure the safety of visitors, and the locals, the Municipal Tourism Office and all tourism entities and establishments of the town shall coordinate with the Rural Health Unit and the Villaba Rescue Unit.

**ARTICLE V  
TOURISM DEVELOPMENT/ACTION PLAN**

**SECTION 19. FORMULATION OF TOURISM ACTION PLAN.** The Municipal Tourism Council shall formulate a Tourism Action Plan within 60 days from its organization and every year thereafter.

**SECTION 20. FORMULATION OF TOURISM DEVELOPMENT PLAN.** In accordance with the provisions of this Code, the Municipal Tourism Council shall prepare a Tourism Development Plan in consonance with the Tourism Action Plan.

**SECTION 21. COMMUNITY PARTICIPATION; SOCIAL ACCEPTABILITY, SUSTAINABILITY AND ETHICAL IMPLEMENTATION.** In the formulation of these plans, the Municipal Tourism Council shall coordinate with the concerned national agencies, municipal departments and offices, concerned barangay's, the private sectors and host communities. A multi-stakeholder approach shall be adopted in the preparation and implementation of these plans, with due regard for community participation, social acceptability, sustainability and ethics and equity.

 NIEL ALBERT B. INOPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULCA KATRINA L. CON-JI Sangguniang Bayan Member	 VIOLETA T. SUMOPIG Sangguniang Bayan Member	 FELIPE S. CASAS, SR. Sangguniang Bayan Member
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 MARIANO DE CLARO LNB President	 FEDERICO ENCOVE SK Federation Vice President	 MC LOURIE P. UMPAD Secretary to The Sangguniang Bayan	
	 ENGR. CARLOS G. VELOSO Municipal Mayor		

**ARTICLE VI  
SPECIAL EVENTS OR TOURISM EVENTS/ACTIVITIES**

**SECTION 22. SPECIAL EVENTS.** The municipality shall organize various activities that will aim at promoting the Municipality of Villaba and at the same time providing direct and indirect income to its constituents. The Municipal Tourism Council shall support and spearhead the promotion of the established and recognized annual/regular tourism programs and special events in the municipality which include, but not limited to the following:

- (a) Villaba Town Fiesta In Honor Of Our Patron, Sr. Sto. Niño - every January of every year;
- (b) Religious Gatherings, Celebrations, Programs and Activities;
- (c) Festivals or other special events of the different barangay's and
- (d) Other events and activities that promote the local culture and tourism attractions of the municipality.

**SECTION 23. VILLA ALBA FESTIVAL.** The Villa Alba Festival is celebrated annually. The Villa Alba Festival Executive Committee shall determine the specific date of its celebration.

**SECTION 24. THE VILLA ALBA FESTIVAL EXECUTIVE COMMITTEE.** The committee shall lead the organization and management of the annual festival.

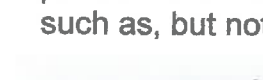
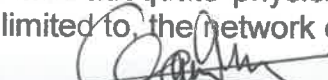
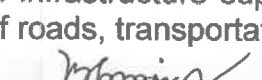
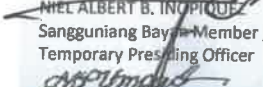

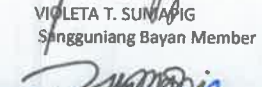

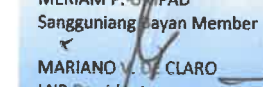
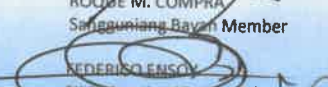
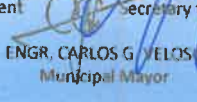
**SECTION 25. TOURISM AND THE VILLA ALBA FESTIVAL EXECUTIVE COMMITTEE.** The Municipal Tourism Council shall promote the Villa Alba Festival and other tourism-related activities, as may be identified by the Council, to enhance the tourism industry.

**ARTICLE VII  
TOURIST DESTINATION AREAS**

**SECTION 26. NATURAL OR MAN-MADE TOURIST DESTINATION AREAS OR TOURIST SPOTS.** The municipality shall maintain, protect, preserve, promote and beautify all its tourist destination areas. The MTC shall oversee the municipality-owned, operated or sponsored tourist destination areas, while the Barangay's shall manage their respective areas.

**SECTION 27. IDENTIFICATION OF OTHER TOURISM AREAS.** The municipality shall identify other areas with tourism potentials or with tourism value within the jurisdiction of the municipality which merit development, promotion and protection.

**SECTION 28. INFRASTRUCTURE SUPPORT TO TOURISM.** The municipality shall provide and maintain adequate physical infrastructure support to the tourism industry, such as, but not limited to, the network of roads, transportation and communication.

 NIEL ALBERT B. INOPIO Sangguniang Bayan Member / Temporary Presiding Officer	 JULIA KATRINA L. CON-KI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE S. CASAS, SR. Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 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 ENCOY SK Federation Vice President	 MIC QUIRES UMPAD Secretary to the Sangguniang Bayan	
		 ENGR. CARLOS G. VELOSO Municipal Mayor	

**SECTION 29. PRESERVATION AND PROTECTION OF TOURISM SITE'S SUSTAINABILITY.** The municipality in coordination with stakeholders or host barangay's, shall preserve the integrity and sustainability of all tourism sites.

**SECTION 30. CONSERVATION AND PROTECTION OF THE NATURAL ENVIRONMENT.** The municipality shall protect the natural environment, especially where the tourist destination area is located or the natural environment surrounding or supporting the said area, an ordinance shall be passed by the Sangguniang Bayan and or the Office of the Mayor in an Executive Order.

**SECTION 31. DESTRUCTION OF TOURISM SITE.** Destruction of tourism site and/or any property or part thereof, deliberately or negligently, is hereby prohibited and therefore punishable under this Code. The following are acts of destruction, but not limited to:

- 1) Improper waste disposal or littering within the site and its immediate premises;
- 2) Cutting or burning of tree/s in the tourism site and its immediate premises, except when the cutting is allowed by law, the DENR or when public safety requires otherwise and
- 3) Any other acts of blatant destruction as may be determined by the MTC.

**SECTION 32. "VILLABA-FIRST" POLICY.** All Villaba residing students shall be granted 10% discount on entrance fees, and in the absence thereof, or any fees to be collected for the use of any facility, from the management of any tourist destination site, provided, however, any Villaba Senior Citizen shall be granted 20% discount. Senior citizen, for the purpose of this Ordinance, shall mean a Villaba resident 60 years of age and above. Any identification card or document may be presented as proof on the matter.

#### **ARTICLE VIII TOURISTS SECURITY**

**SECTION 33. TOURIST POLICE.** The Local Chief Executive shall designate Tourist Police to assist in maintaining peace and order, law enforcement and tourist security. They may be assigned in Tourist Information Center, main streets, and other tourist destination areas, as the Local Chief Executive or Chief of Police may deem fit.

**SECTION 34. TOURISM INFORMATION AND ASSISTANCE CENTER.** Tourism information and tourists assistance center shall be established and maintained by the municipality to assist tourists as well as tourism enterprises, and shall be located in a conspicuous place, to be easily identifiable within the town proper.

**SECTION 35. SIGNAGES OF EMERGENCY HOTLINE.** The Philippine National Police and the Bureau of Fire Emergency Hotline shall be conspicuously posted in tourist destination areas, tourist information centers, main streets, in tourist-oriented enterprises and other strategic locations.

**SECTION 36. REGISTRATION OF TOURISTS AND TOUR GUIDES.** All tourists, local or foreign shall register with the municipality and/or with the barangay where the tourist destination site is located. The tour guide/s accompanying the said tourist/s shall also register simultaneously. The Municipal Tourism Council shall develop a system of said registration.

 NIEL ALBERT B. INSIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULCA KATRINA L. CONLUI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE C. PAAS, SR. Sangguniang Bayan Member
 MERIAM P. LIMPAD Sangguniang Bayan Member	 ROQUE M. COMPRÁ Sangguniang Bayan Member	 ELICY MARIA N. EMSWOLDSEN Sangguniang Bayan Member	 ROGELIO J. BAAY Sangguniang Bayan Member
 MARIANG L. DE CLARO LNB President	 FEDERICO EN SK Federation Vice President	 MC QUIRIE P. LIMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS G. VELOSO Municipal Mayor		

**ARTICLE IX  
TOURISM WORKSHOPS AND SEMINARS**

**SECTION 37. ATTENDEES OF THE SEMINAR.** The following shall attend a tourism-related seminar, emphasizing the importance of Filipino Values, Attitude, Culture, Service and Environmental Protection in relation to tourism. The history of the municipality, important events and personalities as well as values of the people of Villaba shall be provided for in the module.

- 1) Tour guides;
- 2) Staff or employees of tourism-oriented enterprise;
- 3) Tricycle and jeepney drivers;
- 4) Staff, crew or employees of tourist destination areas and
- 5) Other persons as may be determined by the Municipal Tourism Council.

**SECTION 38. MATERIAL AND MODULES.** The Municipal Tourism Council shall device, provide and conduct the lectures, seminar or workshop materials and modules.

**ARTICLE X  
VILLABA PRODUCTS**

**SECTION 39. VILLABA PRODUCTS.** The municipality shall promote and support Villaba products that have tourism potential, as well as the industries, especially the marginal ones, producing the said products.

**SECTION 40. TECHNOLOGY AND LIVELIHOOD CENTERS.** The Municipal Tourism Council shall work for the establishment, strengthening and/or promotion of Technology and Livelihood Development Centers which cater to the improvement and production of the said products.





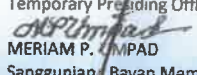



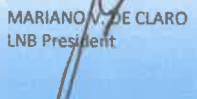



**SECTION 41. ONE-TOWN ONE PRODUCT.** The municipality shall support the efforts of the national government in promoting a standard product for each barangay.

The municipality shall create a trademark that shall showcase the innovativeness and creativity of the people through the introduction and production of locally produced products.

**SECTION 42. ONE-BARANGAY ONE PRODUCT.** Adherent to the creation of a trademark, each barangay shall conceptualize, innovate, develop and promote a one-barangay one product that has tourism potential.

**ARTICLE XI  
MISCELLANEOUS PROVISIONS**

**SECTION 43. CONFIDENTIAL CHARACTER OF CERTAIN DATA.** Information and documents received by or filed with the Municipal Tourism Council in pursuance of the requirements of this Code shall be treated as confidential and shall not be divulged without the consent of the party concerned and when public interest so requires. Any official or employee of Municipal Tourism Council, including those that are temporarily

 NIEL ALBERT B. INOPIQUEZ Sangguniang Bayan Member / Temporary Presiding Officer	 JULEA KATRINA L. COMUI Sangguniang Bayan Member	 VIOLETA T. SUMAPIG Sangguniang Bayan Member	 FELIPE S. ZASAS, SR. Sangguniang Bayan Member
 MERIAM P. UMPAD Sangguniang Bayan Member	 RORIE M. COMPRA Sangguniang Bayan Member	 ELY MARIA N. ENEVOLDSEN Sangguniang Bayan Member	 ROGELIO J. BAAY Sangguniang Bayan Member
 MARIANO V. DE CLARO LNB President	 FEDERICO PINEDA SK Federation Vice President	 MICOURIE B. UMPAD Secretary to the Sangguniang Bayan	
	 ENGR. CARLOS G. VELOSO Municipal Mayor		

assigned therewith, who shall violate the provision of this Section shall be punished under this Code. If the offender is a corporation or a juridical entity, the official who ordered or allowed the commission thereof shall be punished with the same penalty.

**SECTION 44. IMPLEMENTING RULES OR IMPLEMENTATION.** The Local Chief Executive and the MTC, from time to time, shall issue Executive Orders, rules and regulations, respectively, as they may deem fit and necessary for the effective implementation of this Ordinance. The municipality through the Municipal Tourism Council may coordinate and collaborate with the Provincial Government, and with relevant national agencies such as but not limited to, the Department of Tourism, the National Historical Institute, the National Commission for Culture and the Arts, the Department of Public Works and Highways, the Department of Transportation and Communication, the Department of Environment and Natural Resources and the Philippine National Police, in the implementation of this Code and in the furtherance of its objectives.

**SECTION 45. FUNDING.** The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the Municipal Tourism Council and the Office of the Municipal Mayor. Said funds shall be included in the preparation of the Annual Budget of the Municipal Government. The municipality, however, may secure and obtain funding from other sources, whether public or private, domestic or international, for the implementation of its tourism-related policies, programs and projects.

**SECTION 46. PENALTY CLAUSE.** Any violation of the provisions of this Code shall be fined of not less than Five Hundred Pesos (P500.00) but not more than Two Thousand Five Hundred Pesos (P2,500.00) or imprisonment of not less than one (1) month but not more than six (6) months or both fine and imprisonment, upon the discretion of the court.

## ARTICLE XII FINAL PROVISIONS

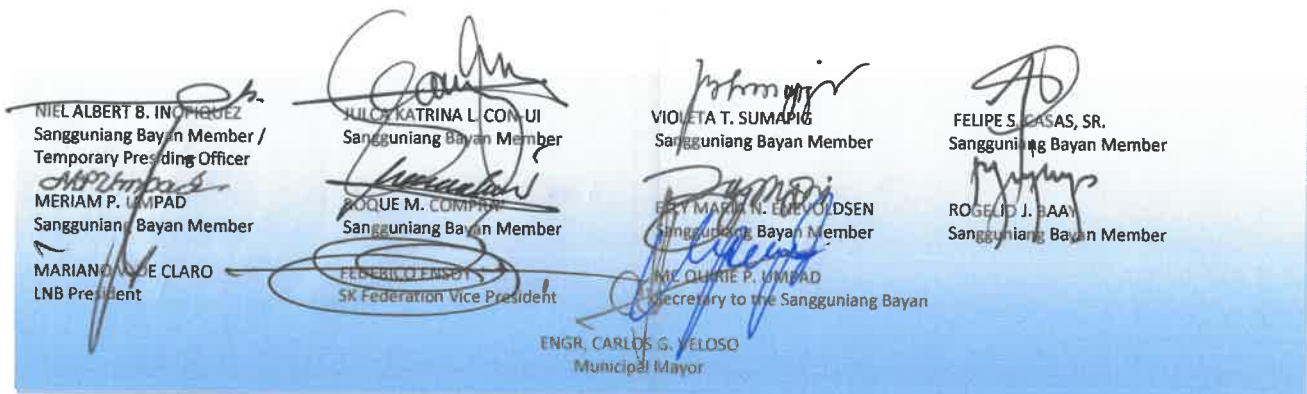
**SECTIONS 47. SEPARABILITY CLAUSE.** If for any reason or reasons, any part or provision of this Ordinance shall be held unconditional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

**SECTION 48. APPLICATION OF OTHER LAWS AND REGULATIONS.** Municipal Ordinances consistent and applicable with this Ordinance, the pertinent tourism and tourism-related national laws, rules and regulations are hereby adopted.

**SECTION 49. REPEALING CLAUSE.** Any Ordinance, Executive Order, Local Issuances, or Rules and Regulations, or parts thereof, which are inconsistent with this Ordinances are hereby repealed and/or modified accordingly.

**SECTION 50. EFFECTIVITY.** This Ordinance shall take effect immediately after approval and after the completion of the required posting or publication.

On motion by the Sangguniang Bayan Member Julca Katrina L. Con-UI, duly seconded en masse, this Municipal Ordinance was approved on September 4, 2023.



MARCELINO B. INOPIQUEZ  
Sangguniang Bayan Member /  
Temporary Presiding Officer

MERIAM P. UMPAD  
Sangguniang Bayan Member

MARIANO V. CLARO  
LNB President

JULCA KATRINA L. CON-UI  
Sangguniang Bayan Member

ROQUE M. COMPAW  
Sangguniang Bayan Member

FEDERICO CENSOT  
SK Federation Vice President

VIOLITA T. SUMAPIG  
Sangguniang Bayan Member

BEY MARIN N. EMBAYDSEN  
Sangguniang Bayan Member


ANGELINE P. UMPAD  
Secretary to the Sangguniang Bayan

ENGR. CARLOS G. VELOSO  
Municipal Mayor

FELIPE S. CASAS, SR.  
Sangguniang Bayan Member

ROSELID J. BAAI  
Sangguniang Bayan Member



  
**MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian Bayan

ATTESTED:

  
**NIEL ALBERT B. INOPIQUEZ**

Sangguniang Bayan Member/Temporary Presiding Officer

  
**JULCA KATRINA L. CON-UI**  
Sangguniang Bayan Member

  
**ELLY MARIA N. ENEVOLDSEN**  
Sangguniang Bayan Member

  
**MERIAM P. UMPAD**  
Sangguniang Bayan Member

  
**ROQUE COMPRA**  
Sangguniang Bayan Member

  
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Sangguniang Bayan Member

  
**MARIANO V. DE CLARO**  
LNB President

  
**FELIPE S. CASAS, SR.**  
Sangguniang Bayan Member

  
**FEDERICO ENSOY**  
SK Federation President

  
**ROGELIO J. BAAY**  
Sangguniang Bayan Member

APPROVED:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

Date: OCT 12 2023



## MINUTES

July 14, 2023

### COMMITTEE ON TOURISM, SOCIAL AND CULTURAL DEVELOPMENT

The Public Hearing was called to order by the Presiding Officer and it started at 1:00 p.m. The Honorable Inopiquez led the singing of the Philippines National Anthem. And the Honorable Enevoldsen led the prayer of the said activity. Then a roll call.

The public hearing was attended the Honorable Julca Katrina L. Con-ui, Hon. Niel Albert B. Inopiquez, Hon. Elly Maria N. Enevoldsen, Mr. Mark Anthony C. Luche, Tourism Operation Officer and Members of the Municipal Tourism Council.

The Honorable Con-ui then proceeded to discuss the proposed Ordinance on the establishment of the Municipal Tourism Office and the enactment of the Tourism Code of the Municipality. Hon. Con-ui explained the importance of the said ordinance.

Hon. Con-ui further elaborated that the said Ordinance is also in line with the requirements of Seal of the Good Local Governance by the Department of The Interior and the Local Government.

It was also emphasized that it will generate additional income to the Municipality with the multifier effect brought about by tourism if properly manage.

Members of the Tourism Council suggested some areas to be incorporated out and their overall assessment is that the proposed ordinance is already comprehensive enough to cover all aspects to enhance tourism in the Municipality.

The Body also agreed unanimously that the Ordinance is the key to the transcendence of tourism in the Municipality of Villaba, Leyte.

No other matters were discussed.

The public hearing ended at exactly 3:45 in the afternoon.

SIGNED:

  
**HON. JULCA KATRINA L. CON-UI**  
Chairman  
COMMITTEE ON TOURISM,  
SOCIAL AND CULTURAL DEVELOPMENT

  
**HON. NIEL ALBERT B. INOPIQUEZ**  
Member

  
**HON. ELLY MARIA N. ENEVOLDSEN**  
Member

# ATTENDANCE SHEET

PUBLIC HEARING ON THE PROPOSED ORDINANCE, ENTITLED: "AN ORDINANCE ENACTING THE MUNICIPAL TOURISM CODE OF THE MUNICIPALITY OF VILLABA JULY 14, 2023 1:00PM


NAME	DESIGNATION/ADDRESS	SIGNATURE
1 ROSS JRIME E. OMBANVAL JR	VILLABA NPS	
2 Foz Leo M Delos Puerta Jr	VILLABA FS	
3 FOI Randy A Asca	VILLABA FS	
4 CAROLINE C. MENDOZA	BRGY. SEC.	
5 ANNABELLE HEILMANN	PTB Bugabuga	
6 BENEDICTO S. VMPZO	ABINAO	
7 Botuherod Hayancon	CSO	
8 Virgilio S. Chua	Salas	
9 Wenceslao V. de Alava	PB Bldg. Salas	
10 J. SRENIAS R. UJARA	MENADO	
11 MARK ANTONIO C. WARS	T.O.O II	
12 Bob B. Camp	Tourism	
13 Lita G. Montende	SB Staff	
14 ELLY ENEVOLDSEN	SB MEMBER	
15 LIZ GRACE A. CASAS	SB office	
16 LIZA C. DONCILAS	SB office	
17 INOPIGUES, NIEL ALBERT	SB MEMBER	
18 ADOLPH RAE A. BAYUN, JR	EMC-11	
19 Charbel Gerakina R. Gargano	DEPED VSD	
20 FRANCIS REY C. PERATER	TOURISM OFFICE	
21 ALMERA A. FRINCO	GIP	
22 RITA MAR G. COMSOD	GIP	
23 ROGER A. CABILAR	GIP	
24 CONIE CORDOVA	SB STAFF	
25 KENSI MARIANO	SB STAFF	
26 EDUARDO DEQUING	Ray CAP Camporog	
27 DIANE M. MARILAO	SA/SA	
28 GEMMA M. TORRES	New Balarane	
29 Mercedes Ace	Hinabugan	
30 Wendell L. St	Silao	
31 Monte Encule	SBM	
32 JULCA KATRINA COMAL	SB Staff	
33 LORETO ARROFO	SB Staff	
34 Etalyn D. Aragon	SB STAFF	
35 EUNDOCE MERCADERIA	CAGMAT	
36 MARYJANE PINEDA	STA. CRUZ	
37 LAURENCE NOVELA	PROT LIBRERONG	
38 Funes Melanio	Vitayana	
39 Romeo V. Dizon Jr.	Poulo	
40 Archeline Paganon	Fatima	
41 Avon C. Yanga	SB Staff	
42 Arnel Dizon	Cinocoff VNO	
43 Mc Omani Ullapan	SB Sec	
44 Frances Dolin Amro	SILAO	
45 Romel Amiel Moreno	PAYAO	
46 J. Lora Villanoy	PAYAO	
47 MARIAN VICTORIA	SILAO	
48 Archeline Franco	Fatima	
49 Amalio Auman	TABUNOK	
50 Archie Pabadora	SB staff	

# NOTICE OF PUBLIC HEARING

[May 10, 2023]

**SUBJECT: PUBLIC HEARING ON THE PROPOSED ORDINANCE ENTITLED: “AN ORDINANCE ENACTING THE MUNICIPAL TOURISM CODE OF THE MUNICIPALITY OF VILLABA”**

The Sangguniang Bayan is inviting all **concerned citizens** affected by the proposed ordinance to attend the **Public Hearing** on **July 14, 2023 (1:00 PM)** at the **Sangguniang Bayan Session Hall**.

  
**MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian

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 SANGGUNIAN BAYAN

MUNICIPAL ORDINANCE NO. 49, S-2023-2025

**AN ORDINANCE ESTABLISHING THE MUNICIPAL TOURISM OFFICE AS A DEPARTMENT AND ENACTING THE TOURISM CODE OF THE MUNICIPALITY**

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

was published in said newspaper for (1) / 24 consecutive weeks in its EV Mail \_\_\_\_\_ issues.  
EV Mail Oct. 16-22, 2023

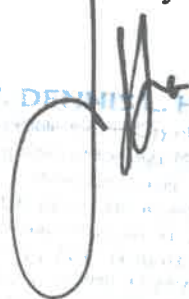
That I am executing this affidavit to attest to the fact of the foregoing statements. Affiant further sayeth naught.

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_\_\_ day of OCT 24 2023, 20 in Ormoc City.

  
**JIMA ZANDRA J. VERGARA**  
Affiant

**VERIFICATION**

SWORN AND SUBSCRIBED before me this \_\_\_\_\_ day of OCT 24 2023 with affiant exhibiting his Tax Identification Number 932-314-846-000 issued on July 9, 2016 at Ormoc City, Leyte, Philippines.

  
ATTY. DENNIS L. HIBAYA  
Notary Public for the City of Ormoc,  
Municipality of Villaba, Province of Leyte,  
Region VII - Eastern Visayas  
Notary Office No. 30267022  
Villaba, Leyte, 7600  
P.O. Box No. 76003  
Luzon, 76003  
MCLE Exemption: Bar Master No. 850, Sec. 3 (a)

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