

Item No.: 14  
Date: 06 2024 FEB

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**PROVINCIAL LEGAL OFFICE**

SANGGUNIANG PANLALAWIGAN  
**RECEIVED**  
FEB 01 2024  
PROVINCE OF LEYTE

2<sup>nd</sup> INDORSEMENT  
January 31, 2024

Province of Leyte  
Legal Office  
Released: *[Signature]*  
Time: *9:20*  
Date: *2-1-24*

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-07 series of 2023 of the Sangguniang Bayan of Palo, 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), an exercise of the power authorized under Section 17(2)(iv)<sup>i</sup> of the Code, in relation to Section 8 of RA 7432.<sup>ii</sup>

Furthermore, the opinions rendered herein are without prejudice to opinions rendered by higher authorities.

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

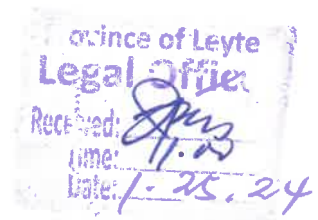
<sup>i</sup> (iv) Social welfare services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;

<sup>ii</sup> SEC. 8. *Municipality Responsibility.* — It shall be the responsibility of the municipality through the mayor to ensure that the provisions of this Act are implemented to its fullest. **"AN ACT TO MAXIMIZE THE CONTRIBUTION OF SENIOR CITIZENS TO NATION BUILDING, GRANT BENEFITS AND SPECIAL PRIVILEGES AND FOR OTHER PURPOSES."**


Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>ST</sup> INDORSEMENT  
25 January 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2023-07** of the **MUNICIPALITY OF PALO, LEYTE**, entitled: An Ordinance Establishing a Senior Citizen Help Desk In Every Barangay in the Municipality of Palo, Leyte.

  
**FLORINDA J. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

**SANGGUNIANG BAYAN**

1<sup>st</sup> Indorsement  
January 25, 2024

Respectfully forwarded to Honorable Sangguniang Panlalawigan, Palo Leyte, the herein attached copy of Municipal Ordinance Nos. 2023-07, 2023-08 and 2023-09 of the Sangguniang Bayan, Palo, Leyte dated October 24, 2023 , November 21, 2023 and November 28, 2023 with accompanying Certificate of Posting, Publication, Affidavit of Publication and Minutes which are all self-explanatory, being submitted herewith for consideration and review.

  
**BRIAN VALENTE P. ELORCHA**  
Secretary to the Sanggunian

bcm/



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

**SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 64<sup>TH</sup> REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON OCTOBER 24, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.**

Present:

Vice-Mayor Jonathan P. Chiquillo – Presiding Officer  
SB Member Aaron H. Roca  
SB Member Andres Ian R. Sevilla  
SB Member Casimero P. Villas, Jr.  
SB Member Chiqui Ruth C. Uy  
SB Member Felipe T. Ygrubay, Jr.  
SB Member Antonino C. Hernit  
SB Member Jan Michelle L. Dolina  
SB Member Casimero B. Parado II  
SB Member Roel D. Baldevia – LIGA President  
SB Member Oriell D. Chiquillo – SK Federation President

Absent:

N o n e.

**MUNICIPAL ORDINANCE NO. 2023-07**

**AN ORDINANCE ESTABLISHING A SENIOR CITIZEN HELP DESK IN EVERY BARANGAY IN THE MUNICIPALITY OF PALO, LEYTE.**

**WHEREAS**, the Constitution declares that it is the duty of the family to take care of its elderly members while the State may design programs of social security for them and shall give full support to the improvement of the total well-being of the elderly and their full participation in society, considering that senior citizens are integral part of Philippine Society;

**WHEREAS**, it is a policy that the State shall give full support to the improvement of the total well-being of Senior Citizens and their integration in the mainstream of society and toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of senior citizens.

**WHEREAS**, in response to the need to promote an efficient, accessible and responsive provision of municipal government services for the convenience and benefit of Senior Citizens or Elderly, there is a need to establish a Senior Citizens Help Desk in every Barangay in the Municipality of Palo.

**NOW, THEREFORE**, the Sangguniang Bayan of Palo, Leyte, hereby ordains and decrees:

**SECTION 1. TITLE** - This Ordinance shall be known and cited as "An Ordinance Establishing a Senior Citizen Help Desk in every barangay in the Municipality of Palo, Leyte."

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Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 64<sup>TH</sup> REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON OCTOBER 24, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2023-07)

**SECTION 2. DEFINITION OF TERMS.** - For the purpose of this Ordinance, the following terms shall apply:

**a. Barangay Senior Citizens Association (BASCA) President-** An Elected Barangay Senior Citizen President chosen by the BASCA Members in the barangay who takes the lead in protecting and promoting the interests and well-being of the senior citizens in the community.

**b. Senior Citizen or Elderly** - refers to any resident citizen of the municipality of Palo, Leyte, Philippines, at least sixty (60) years old;

**c. Senior Citizens Help Desk** – a facility used to access necessary services within the barangay particular on the issues and concerns among older persons in the community.

**d. Senior Citizens Help Desk Officer-** a person who is responsible to record, document and address the concerns of the older persons in the community.

**SECTION 3. SCOPE AND COVERAGE.** - This Ordinance shall be enforced in all Barangays in the Municipality of Palo, Leyte.

**SECTION 4. ESTABLISHMENT OF SENIOR CITIZENS HELP DESK IN EVERY BARANGAY.**

**4.1 CREATION OF THE SENIOR CITIZENS HELP DESK.** A Senior Citizens Help desk is hereby established in every barangay to assist the Local Government of Palo, through the Municipal Social Welfare and Development Office (MSWDO) and Office of the Senior Citizens Affairs (OSCA), in the effective and efficient delivery and implementation of services and programs, for the upliftment of the well-being of the elderlies. The Punong Barangay shall designate an area within the Barangay Hall for the Senior Citizens Help Desk. The Punong Barangay shall provide the necessary furniture and fixtures such as, but not limited to, table, chairs, separate filing cabinet, log book for record-keeping of cases and computer equipment when necessary. Likewise, the Punong Barangay shall ensure the proper coordination with the local government unit in relation to matters concerning Senior Citizens.

**4.2 QUALIFICATIONS:** A Senior Citizens Help Desk Officer shall possess the following qualifications in order to effectively perform his/her functions;

- a. A barangay resident for six (6) months.
- b. BASCA President.
- c. Possess a good leadership skill within the organization who actively participate in all activities of the organization.
- d. Physically and mentally healthy.

**4.3 SENIOR CITIZENS HELP DESK OFFICER:** The Barangay Senior Citizens Association (BASCA) Presidents shall act as Help Desk Officer in their respective barangays.

In the event the BASCA President of a particular barangay is designated as OSCA Head of the municipality the BASCA Vice President of the said barangay shall assume as Help Desk Officer.



Republic of the Philippines  
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Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 64<sup>TH</sup> REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON OCTOBER 24, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2023-07)

**4.4. FUNCTIONS OF THE SENIOR CITIZENS HELP DESK OFFICER IN THE BARANGAY-** the Senior Citizens Help Desk Officer in the barangay shall perform the following functions and responsibilities;

- a. To render service in barangay at least every Monday and Wednesday or more often when the need arises.
- b. To accept complaints and issues of walk-in senior citizens using a complaint form;
- c. To record and document the complaints and issues of the senior citizens;
- d. To assist and refer the senior citizens' complaints to the appropriate concerned agencies to file and take further appropriate actions;
- e. To follow up and monitor the development and resolution of the filed complaints and issues, at the concerned agency;
- f. To give feedback to the concern senior citizens on the status of the filed complaints;
- g. To assist senior citizens in availing necessary services within the barangays such as the Senior Citizens Registration Form (SCRIS), Philhealth and Social Pension and others.
- h. To coordinate with OSCA on the implementation of concerned programs and projects.
- i. To submit monthly accomplishment report to the Office of the Senior Citizens Affairs (OSCA) including the resolved and unresolved cases of complaints of the senior citizens.
- j. To do related tasks as the need arises and as assigned by the OSCA and the Municipal Mayor from time to time.

**4.5 TERM OF OFFICE.** The Barangay Help Desk Officer shall have a term of three (3) years, which shall start from his/her assumption to office as BASCA President or until his/her successor has been chosen.

Provided, he/she renders public service in barangay at least every Monday and Wednesday or more often when the need arises.

**4.6 TERMINATION OF OFFICE:** The Help Desk Officer shall be terminated on any of the following grounds;

- a. Voluntary Resignation
- b. Grave Misconduct
- c. Gross Negligence

**4.7 TRAINING OF HELP DESK OFFICERS** – The Office of Seniors Citizen Affairs (OSCA) shall provide the designated Help Desk Officer the necessary training and guidance on the different laws and policies, and on the handling and responding to complaints and grievances procedures, for referral to different government offices.



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 64<sup>TH</sup> REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON OCTOBER 24, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2023-07.

**SECTION 5. SENIOR CITIZENS HELP DESK OFFICER HONORARIUM** - The barangay may provide allocation for the monthly honorarium of Senior Citizen Help Desk Officer to be taken from the 1% of the Senior Citizen's share in the National Tax Allocation (NTA) of the barangay, shall be used for the implementation and capacity enhancement of Help Desk Officer to ensure its functionality and effectiveness.

**SECTION 6. MONITORING AND REPORTING** – The OSCA of the municipality shall monitor the full implementation and operationalization of Senior Citizens Help Desk in every barangay and submit quarterly report to the Local Chief Executive.


**SECTION 7. SEPARABILITY CLAUSE** – If any part or provision of this ordinance shall be held to be unconstitutional or invalid, other provisions hereof which are not affected thereby shall continue to be in full and effect.

**SECTION 8. EFFECTIVITY** – this Ordinance shall take effect upon its approval and immediately after the required posting and publication provided for by law.

CERTIFIED CORRECT:

  
**BRIAN VALENTE P. ELORCHA**  
Secretary to the Sanggunian

ATTESTED:

  
**JONATHAN P. CHIQUILLO**  
Vice-Mayor  
Presiding Officer

  
**ANDRES IAN R. SEVILLA**  
SB Member

  
**CASIMERO P. VILLAS, JR.**  
SB Member

  
**CHIQUI RUTH C. UY**  
SB Member

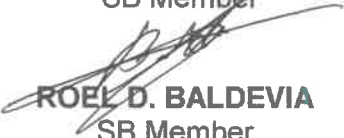
  
**AARON H. ROCA**  
SB Member


  
**FELIPE T. YGRUBAY, JR.**  
SB Member

  
**ANTONINO C. HERNIT**  
SB Member

  
**JAN MICHELLE L. DOLINA**  
SB Member

  
**CASIMERO B. PARADO II**  
SB Member

  
**ROEL D. BALDEVIA**  
SB Member  
LIGA President

  
**ORIELL D. CHIQUILLO**  
SB Member  
SK Federation President

APPROVED. NOVEMBER 06, 2023.

  
**REMEDIOS "MATIN" L. PETILLA**  
Municipal Mayor



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo

SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that pursuant to section 59, Chapter 3, Title Two, Book I, of the Local Government Code of 1991, the undersigned had caused the posting of copies of Municipal Ordinance No. 2023-07 entitled " An Ordinance Establishing a Senior Citizen Help Desk in every Barangay in the Municipality of Palo, Leyte. which was enacted by the Sangguniang Bayan on October 24, 2023 and the copies of the said ordinances were actually posted on November 6, 2023 for the period of not less than three (3) weeks therefrom, in the following conspicuous places in the Municipality of Palo.

- 1) One copy in the bulletin board at the entrance of the Palo Municipal Hall.
- 2) One copy in the Bulletin board at the Office of the Market Supervisor.

ISSUED this 25<sup>th</sup> day of January 2024, at Palo, Leyte.

  
**BRIAN VALENTE P. ELORCHA**  
Secretary to the Sanggunian

Bcm/



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NOW, THEREFORE, on motion of Hon. Chiqui Ruth C. Uy and duly seconded by all Sangguniang Bayan Members present, be it

RESOLVED, that the Sangguniang Bayan of Palo grant, as it hereby grants legislative authorization for the establishment of a Barangay Health Station and Birthing Clinic at Barangay San Jose, This Municipality.

RESOLVED FINALLY, that copies of this resolution be furnished Hon. Remedios "Matin" L. Petilla, Local Chief Executive; this municipality; and all others concerned for their information and appropriate action.

APPROVED.

II. Business for Third and Final Reading.

1. Draft Ordinance No. D-2022-05

A Draft Ordinance Establishing a Senior Citizens Help Desk in Every Barangay in the Municipality of Palo, Leyte, Sponsor: Hon. Casimero P. Villas, Jr., Co-Sponsors: Hon. Andres Ian R. Sevilla, Hon. Aaron H. Roca, Hon. Felipe T. Ygrubay, Jr., and Hon. Antonino C. Hernit.

- Copies of the final draft were furnished each Sangguniang Bayan Members present for their perusal. Then after, Hon. Villas, Jr. moved for the approval of the final draft ordinance on third and final reading. The motion was duly seconded by all Sangguniang Bayan Members. Since there was no objection, the final draft was declared Approved on Third and Final Reading, thus:

**MUNICIPAL ORDINANCE NO. 2023-07**

(see Annex "A" for the text)

III. Committee Reports.

There was no Committee Reports.

IV. Business for the Day.

1. An audience with Mr. Serafin A. Cayubit, Board of Director, Premier Gateway Ventures Incorporated, Palo, Leyte, relative to the request for a resolution interposing no objection to the operation of E-Bingo in the Municipality of Palo, Leyte.

- Given the floor, Hon. Ygrubay, Jr. informed the reason for the invitation and audience with Mr. Cayubit. Considering that Mr. Cayubit was not around, Hon. Ygrubay, Jr. continued on giving the gist on what transpired and was discussed during the regular session where the subject-matter was initially discussed and deliberated upon. In continuation of the discussion relative to the subject-matter, Hon. Jonathan P. Chiquillo said that issuance of a

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# Leyte-Samar DAILY EXPRESS, INC.

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REPUBLIC OF THE PHILIPPINES )

City of Tacloban

) S.S.

## AFFIDAVIT OF PUBLICATION

THAT I, DALMACIO C. GRAFIL of legal age, married and resident of Tacloban City, Philippines after being duly sworn to in accordance with the provisions of law, depose and say:

THAT- I am the PUBLISHER of the LEYTE SAMAR DAILY EXPRESS, INC a newspaper edited and printed in the City of Tacloban and regularly circulated in the provinces of Leyte, Southern Leyte, Biliran, Samar, Northern Samar, Eastern Samar and the cities of Tacloban, Ormoc, Baybay, Maasin, Calbayog, Catbalogan and Borongan.

THAT: Republic of the Philippines PROVINCE OF LEYTE Municipality of Palo SANGGUNIANG BAYAN 1) MUNICIPAL ORDINANCE NO. 2023-07 AN ORDINANCE ESTABLISHING A SENIOR CITIZEN HELP DESK IN EVERY BARANGAY IN THE MUNICIPALITY OF PALO, LEYTE. 2) MUNICIPAL ORDINANCE NO. 2023-08 THE NEW LOCAL CODE FOR THE WELFARE AND PROTECTION OF CHILDREN IN THE MUNICIPALITY OF PALO, LEYTE. 3) MUNICIPAL ORDINANCE NO. 2023-09 ORDINANCE REGULATING PARADES, PUBLIC ASSEMBLY, AND SUCH OTHER SIMILAR GROUP ACTIVITIES IN THE MUNICIPALITY OF PALO, LEYTE

A printed copy of which is attached was published in the said newspaper on January 13 and 20, 2024.

IN WITNESS WHEREOF, I hereunto affix my signature this 22<sup>nd</sup> day of January 2024, at Tacloban City, Philippines.

DALMACIO C. GRAFIL

Affiant

SUBSCRIBED AND SWORN to before me this 22<sup>nd</sup> day of January 2024, at Tacloban City. Affiant exhibited to me his Passport No. P8922824A, date of issue 27 September 2018, valid until 26 September 2028, issuing authority DFA, Tacloban.

Doc. No. 21

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Book No. 59

Series of 2024

ATTY. EDWIN Y. CHUA

Notary Public

Until Dec. 31, 2024

Appointment No. NC-2023-01-75

PTR No. 1440307

Roll No. 35352

IBP Lifetime No. 436783