

18

Item No.: 18
Date: 12 2024 MAR

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
Done
MAR 07 2024
PROVINCE OF LEYTE

2nd INDORSEMENT
March 5, 2024

Province of Leyte
Legal Office
Released: *[Signature]*
Time: *[Signature]*
Date: 3-7-24

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 20 series 2023 of the Sangguniang Bayan of Jaro, 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)(xi) and (3)(xii)ⁱ of the Code.

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

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

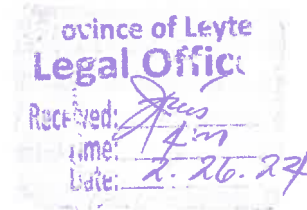
ⁱ (xi) Tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions, and security services for such facilities; and

(xii) Tourism development and promotion programs;


PLQ
Republic of the Philippines
Province of Leyte
OFFICE OF THE SANGGUNIANG PANLALAWIGAN



Endorsement
23 February 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 20 series of 2023 of the Municipality of Jaro, Leyte; entitled: "JARO, LEYTE TOURISM CODE OF 2023."**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

SP RECORDS
02232024

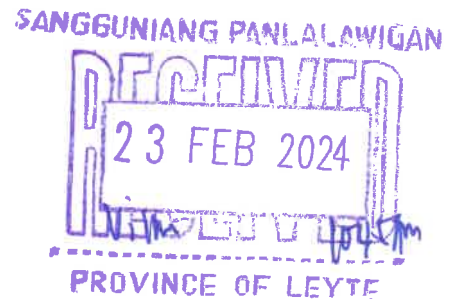


Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
Office of the Sangguniang Bayan Secretary
Legislative Building
Corner Del Carmen and Real Streets

February 21, 2024

THE HONORABLE SANGGUNIANG PANLALAWIGAN
Provincial Capitol Complex
Tacloban City

Thru: **Florinda Jill S. Uyvico**
Secretary to the Sanggunian



Madam;

Respectfully forwarding **ORDINANCE NO. 20, SERIES OF 2023**, otherwise known as "**AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023 FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES**", for review and favorable action by the Honorable Sangguniang Panlalawigan.

Thank you in advance for your kind consideration on the matter.

Very truly yours,

NICOMEDES R. BORJA
Board Secretary V
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

SANGGUNIANG PANLALAWIGAN

RECEIVED
23, FEB 2024

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 62nd REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL,
LEGISLATIVE BUILDING ON NOVEMBER 28, 2023.

PRESENT:

- HON. JONELL MARTIN A. QUE -SB Member
- HON. LANDILINO T. KATANGKATANG -SB Member
- HON. JULIAN L. EMNAS -SB Member
- HON. FRANCISCO R. ALTRES -SB Member/Majority Floor Leader
- HON. ALEXANDER N. SALGADO -SB Member
- HON. REY P. AURE -SB Member
- HON. CARMENCITA G. TAÑALA -SB Member/ABC Fed.-President
- HON. TRINA MAE R. SOLEDAD -SB Member/SK Fed.-President

ABSENT:

- HON. RODRIGO C. ARBAS -Municipal Vice-Mayor/Presiding Officer
- HON. LEO ANGELO T. PORMIDA -SB Member
- HON. GUALBERTO V. ELISES -SB Member/Presiding Officer Pro-Tempore

ORDINANCE NO. 20
SERIES OF 2023

AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES.

INTRODUCED BY: HONORABLE REY P. AURE
HONORABLE JONELL MARTIN A. QUE
Committee on Tourism, Arts and Cultural Affairs

CHAPTER I
GENERAL PROVISIONS

ARTICLE A
TITLE AND SCOPE

SECTION 1. SHORT TITLE – This Ordinance shall be known as the “JARO, LEYTE TOURISM CODE OF 2023”.

SECTION 2. COVERAGE – This code shall govern and regulate all tourism-related matters within the territorial jurisdiction of the Municipality of Jaro, Leyte and its political subdivisions.

SECTION 3. SCOPE – The provisions of this Code shall apply to all political subdivisions, agencies and instrumentalities, non-government organizations, businesses and establishments for tourism, persons, whether natural or juridical, directly or indirectly involved in the tourism industry.

The Philippine Tourism Act of 2009 or RA 9593, Republic Act No. 7160, as well as, other relevant and applicable laws, rules and regulations, issued by the national government, the Department of Tourism and other local ordinances, shall guide this code.

SECTION 4. OBJECTIVES – For the general welfare and benefit of the general populace of Jaro, Leyte, the following shall be the objectives in the operation/management/administration of the Jaro Tourism Office, as contained in the Tourism Development Plan.

- A. Develop tourism products and destinations that would make Jaro a new major destination in the Province of Leyte;
- B. Identify infrastructure and institutional development programs to help support the tourism industry;
- C. Encourage private investment in tourism;
- D. Enable creation of new jobs and businesses to help promote sustained socio-economic growth in the municipality.

ARTICLE B
DECLARATION OF POLICIES

SECTION 1. DECLARATION OF POLICIES - As one of the policies of the Local Government of Jaro, Leyte, it is hereby declared for the Jaro Tourism Council, to pursue and enhance the development and promotion of the municipality's tourism and tourism industry, as well as, achieve and improve sustainable socio-economic status and protected environment, as explicitly provided by R.A. 9563, otherwise known as, the Tourism Act of 2009.



Consented

This aims to make the Jaro, Leyte Tourism Council more responsive and an effective instrument of public service, significantly contributing to its local development. Towards this end, the Municipality shall develop, regulate and standardize the general affairs, system and highly professionalizing public services, in terms of tourism aspects. Henceforth, the following shall always be observed:



- A. Inland resort developers shall put up a tree park or a similar project, comprising not more than ten (10) percent of its total land area, using endemic forest and fruit trees;
- B. Local residents shall be given priority in the hiring of tourism workers provided, they possess the necessary qualifications, or tourism establishments have the option of hiring, at least, sixty (60) percent of their total workforce from the local residents;
- C. For the purpose of strengthening the Municipality as a major tourist destination, proper facilities, administrative and personnel support shall be given consideration in the preparation of the LGU's Annual Budget, Annual Investment Plan and Human Resource Development Plans.




CHAPTER II
RULES OF CONSTRUCTION AND DEFINITION OF TERMS


ARTICLE A
RULES OF CONSTRUCTION

SECTION 1. RULES OF CONSTRUCTION – In construing the provisions of this Code, the following rules of construction shall be observed, unless inconsistent with the manifest intent of the provisions, or if applied, they would lead to absurd or highly improbable results.



Carmona


- A. **Form and Style** - Some provisions of this Code preserved the original text and form in which they were passed, while others have been rewritten in the process of consolidation, for clarity and style.
- B. **Amendments and Additions of New Chapters or Sections** - Any amendment shall refer to the chapter or section concerned. A new chapter may be placed where it belongs appropriately. A new section may be added or inserted in the proper Chapter with corresponding decimal number.
- C. **Other Codes** - Other Codes which are bulky may be published apart, but the publications shall bear the number and the chapter assigned to by this Ordinance.
- D. **Relation of Code to Prior Ordinances** - The provisions of this Code, in so far as, they bear substantially the same subject matter as the ordinances included in this codification, shall be construed as restatements and continuations and not as new enactments.
- E. **Reference to Code** - Whenever reference is made to any portion of this Code, the reference applies to all amendments and additions, now or hereafter made.
- F. **Conflict Within/Between/Among Chapters or Articles** - Should the provisions of the different chapters or articles in this Code conflict or contravene with one another, the provisions within each chapter or article shall prevail, in so far as, matters in each chapter are concerned.
- G. **Conflict with Different Sections** - Should the conflict be within different sections in the same Chapter, the provision of the section which is last in the ordinal sequence shall govern.



Consent

- H. **Existing Rights—Action Preceding the Code** - No action or proceeding commenced before this Code takes effect. No right accrued shall be affected by this Code and all procedures thereafter taken shall conform to the provisions of this Code, in so far as possible.
- I. **Effect of Headings** - The chapter and section headings do not, in any manner, affect the scope, meaning, or intent of the provisions of this Code.

SECTION 2. RULES IN INTERPRETING THE PROVISIONS OF THIS CODE.

- A. **General Rules** - All words and phrases shall be construed and understood according to the common and approved usage of the language, but technical words and phrases and such others, as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to that peculiar and appropriate meaning.
- B. **Gender and Number** - Every word in this Code, importing the masculine gender, shall extend to both female and male and every word, importing the singular number, shall extend and apply to several persons or things, as well. Every word, importing the plural number, shall extend and apply to one person or thing, as well.
- C. **Person** – the word “person” shall extend and be applied to natural and juridical persons, such as firms, corporations or voluntary associations, unless plainly inapplicable.
- D. **Tenses** – the use of any verb in the present tense shall include the future when applicable.
- E. **Shall have been** – the word “shall have been” include past and future cases.




Corroborated

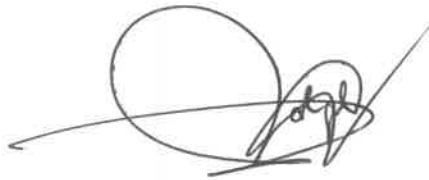

F. **Shall and May** – “shall” is mandatory and “may” is permissive.

G. **Reasonable Time or Notice** – In all cases, where any provision of this Code shall require any act to be done, or a reasonable notice to be given, that reasonable time or notice shall mean such time only, as may be necessary, for the prompt performance of that duty, or compliance with that notice.

ARTICLE B
DEFINITION OF TERMS

SECTION 1. DEFINITION OF TERMS - In addition to the terms and phrases, duly defined in R.A. 9593 and its IRR and the Department of Tourism, the following are given their meaning in this Code:

1. **Accreditation** – a certification issued by the appropriate government agency that the holder is recognized as having complied with the minimum standards, required by the Jaro Tourism Council and the Department of Tourism (DOT), in the operation of tourism-oriented establishments and other concerned facilities.
2. **Amusement** – refers to a pleasurable diversion or entertainment, as defined under R.A. 7160, otherwise known as, the Local Government Code of 1991. The word is also synonymous to relaxation, avocation, pastime or fun.
3. **Code** - refers to this particular ordinance.
4. **Conservation** - includes all efforts towards the perpetuation, or preservation of the whole or part of the buildings and includes rehabilitation, or construction of a new one in its stead. Provided, that the facade showing its being a cultural heritage, landmark, historical or legacy building is preserved and restored.



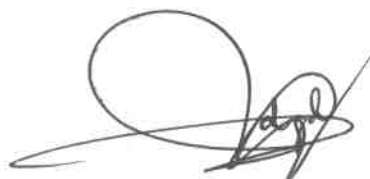
Coronacion

5. **Cultural Resources** – include historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry, government, religion, anthropological resources and local celebrities.
6. **Culture of Tourism** – values exuded by persons, establishments related to the tourism industry which includes courtesy towards guests, preparedness of the place to receive visitors and readiness of the tour guides.
7. **Customized/Special Tour** – any tour with specific purpose, usually organized as regards to profession, event, study, research of the tourists/excursionists usually tailor-made.
8. **Excursionists** – any person travelling to any specific place for the purpose of business leisure and pleasure trip staying in the place less than 24 hours in a given area.
9. **Familiarization Tour (Fam-Tour)** – is an organized tour to make specific interest groups to be aware of the new tourism product or service.
10. **Foreign Visitors** – refer to all persons using foreign passports.
11. **Itinerary or program** – a document indicating the following purposes: purpose of the tour, areas/sites to be visited, using a specific route in a given time frame under the direction of a primary tourism or tourism enterprise with assigned tour guide.
12. **Natural Resources** – these refer to climate-seasons, water resources (lakes, streams, waterfalls), flora (forests, flowers, shrubs, wild edibles), fauna (fish & wildlife), geological resources (topography, soils sand dunes, rivers, caves, rocks and minerals, fossils) and scenery.

13. **Physical Infrastructures** – shall include, but not limited to, roads, bridges, administrative buildings, toilet and comfort room facilities, parking areas, rest areas, forest tracks, walkways, viewing platforms, cottages, solid and liquid waste facilities, security and service facilities, and communication centers.
14. **Potential Tourist Properties** – these refer to sites and attractions not yet developed, including but not limited to, lakes, waterfalls, volcanic hot springs, caves and rainforests.
15. **Primary Tourism Enterprises** – refer to travel and tour services, land, transport services exclusively for tourist use; accommodation establishments, conventions and exhibitions organizers, tourism estate management services; and such other enterprises as may be identified by DOT Secretary, after due consultation with concerned sectors.
16. **Running Tour** – is a kind of guiding where tourists are inside a moving van, coaster or bus while tour guides are pointing to sites of historic, cultural or economic significance without disrupting the traffic flow.
17. **Sustainable Development** – refers to a mode of human development, in which resource use, aims to meet human needs while ensuring the sustainability of natural systems and the environment, so that these needs can be met, not only in the present, but also for generations to come.
18. **Sustainable Tourism Development** – means tourism development that leads to management of all resources, in such a way that, economic, social, and aesthetic needs can be fulfilled, while maintaining cultural integrity, ecological, biological diversity and life support systems.

Carasacul

- 19. Responsible Culture of tourism** – a character, concept or activity that creates better places for people to live in and better places to visit.
- 20. Tourism** – a major municipal activity in which private sector's investments, efforts and initiatives are extremely encouraged, fostered and supported and through which, socio-economic development may be accelerated and the LGU's nature, history and culture may be appreciated with pride and commitment.
- 21. Tourism Industries** – refer to industries or business enterprises, providing goods and services to tourists and all types of travelers, while they stay, travel, visit and enjoy the facilities and destinations.
- 22. Tourism Infrastructures** – consist of three (3) major components, namely: physical, human resource and regulatory.
- 23. Tourism related establishments/activities** - any legal undertaking or enterprise geared towards the provision of services, conveniences, or entertainment to the public, in general and to the tourists, in particular which may include, but shall not be limited to:
- a. Restaurants, eateries and other establishments serving food and/or beverage;
 - b. Accommodation establishments, such as, in land hotels, resorts, cottages, inns, pension and lodging houses, boarding houses, rest houses and other similar commercial structures and establishments;
 - c. Bars lounges, pubs, discos, karaoke bars and other establishments providing entertainment and dispensing alcoholic drinks, with or without food;



Carmentel

- d. Clothing shops, souvenir shops, boutiques and the like;
- e. Physical therapy and health rejuvenation centers, beauty parlors, barber shops and health spas;
- f. Sports equipment and services;
- g. Video shops and live entertainment of any kind;
- h. Wet and dry goods market, fruit stands, handicraft stores and sari-sari stores;
- i. Land, transport operations; and
- j. Theme parks and other recreational facilities.

25. Tourism Resources – refers to natural, cultural, human, or capital resources, either used or can be utilized to attract or serve tourists.



26. Tourist Transport Service – may mean car, van, coaster, or bus whose specific purpose under the special permit shall be to transfer tourists/excursionist from one place to another and governed by an itinerary.

27. Tour Operator – shall refer to any person or entity who extends to individuals or groups related to tourism services, whether or not, for a fee, commission, or any form of compensation.

28. Walking Tour – refers to the tour of the tourists/excursionists with a tour guide, by walking along, using no vehicles, through sites with historical, cultural and economic significance.

SECTION 2. ACRONYMS – The following words of acronym shall refer to mean, as:

- 1. **DOT** - Department of Tourism
- 2. **TIEZA** - Tourism Infrastructure and Enterprise Zone Authority
- 3. **NCCA** - National Commission for Culture and the Arts


- 4. NHCP - National Historical Commission of the Philippines
- 5. NCIP - National Commission on Indigenous People
- 6. DENR - Department of Environment and Natural Resource
- 7. DPWH - Department of Public Works and Highways
- 8. LGU - Local Government Unit
- 9. PO - Private Organization
- 10. TESDA - Technical Education and Skills Development Activities
- 11. PNP - Philippine National Police
- 12. DRRMO - Disaster Risk and Reduction Management Office
- 13. LTFRB - Land Transportation and Franchise Regulatory Board
- 14. BPLO - Business Permit and Licensing Office
- 15. NGO - Non-Government Organization
- 16. JLTC - Jaro, Leyte Tourism Council
- 17. JLTO - Jaro, Leyte Tourism Office
- 18. JLCCA - Jaro, Leyte Council for Culture and the Arts
- 19. JLCHC - Jaro, Leyte Cultural Heritage Council
- 20. BTC - Barangay Tourism Council



CHAPTER III

THE TOURISM GOVERNANCE

ARTICLE A

THE JARO TOURISM COUNCIL

SECTION 1. THE JARO TOURISM COUNCIL – There shall be established the Jaro, Leyte Tourism Council which shall be the highest coordinating and policy formulating body on tourism in the municipality.



Comunicado

SECTION 2. COMPOSITION – In pursuance to DILG MC N0-95-162, Series of 1995, the Jaro, Leyte Tourism Council shall be composed of the following:

- Chairman** - Municipal Mayor
Vice-Chairman - Municipal Vice-Mayor
Action Officer - Supervising Tourism Operations Officer
Members
- SB Member, Chairman Committee on Tourism, Arts & Cultural Affairs
 - The SB Chairman Committee on Youth & Sports Development
 - The SB Chairman Committee on Public Works & Infrastructure
 - The SB Chairman Committee on Environmental Protection
 - The President, Association of Barangay Chairmen
 - The Municipal Engineer
 - The Municipal Planning & Development Officer or his duly authorized representative
 - The Chief of Police or his duly authorized representative
 - District Supervisors, School Principals, Department of Education or duly authorized representative
 - The Supervising Cooperative Development Specialist, CLDO or duly authorized representative
 - The Municipal Environmental and Natural Resources Officer or duly authorized representative
 - Municipal Disaster Risk Reduction Management Officer (MDRRMO)
 - Four (4) representatives from civic, religious and non-government organizations
 - The President/s of Jaro, Leyte Jeepneys, Motorcabs, Pedicab Drivers' Association/s
 - The President, Jaro, Leyte Mountaineers, Inc. or duly Authorized representative
 - The Operators/Heads of Inland Hotels and/or Resorts
 - The Operators/Heads of Tourist Transports



SECTION 3. MEETINGS AND QUORUM - The Jaro Tourism Council shall meet, at least, once a quarter, or as often as, may be necessary. A majority of all its members shall constitute a quorum.



Carminita J.

SECTION 4. SOURCES OF FUNDS - The funds of the Council shall come from:

- A. Proceeds from activities undertaken by the Council;
- B. Grants and donations;
- C. Assistance, through local legislation, as incorporated in the Municipality's Annual/Supplemental Budgets
- D. Any other income that may be legally earned by the Jaro, Leyte Tourism Council.

SECTION 5. ROLES AND DUTIES OF THE JARO TOURISM COUNCIL - the Jaro Tourism Council shall perform additional roles and duties, such as, but not limited to, as follows:

- A. Help identify, develop and promote potential tourism attractions;
- B. Initiate and recommend the implementation of programs and activities on tourism in coordination with the DOT, TIEZA, private sector and other entities;
- C. Initiate private and public partnerships in implementing tourism development plans, programs and activities;
- D. Promote and support sustainable tourism by facilitating community-based tourism activities;
- E. Extend technical assistance to all tourism-oriented and related establishments;
- F. Advocate for a responsible culture of tourism among stakeholder and tourist alike;
- G. Create sustainable tourism programs and projects for the community;
- H. Create and promote awareness on the benefits of tourism through multi-media platform;



Carmona



- I. Help in monitoring compliance of the requirements of standards and regulations set by DOT, LGUs and other government agencies for the general welfare of tourists, visitors and community;
- J. Facilitate resource generation for tourism activities; and
- K. Such other related functions or activities, as may be approved by the Council.

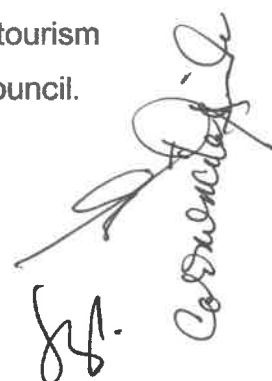
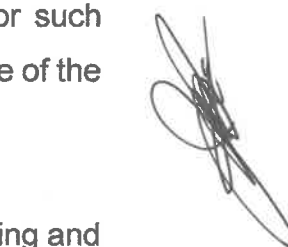
SECTION 6. COMPENSATION AND REMUNERATION - The chairman, vice chairman, secretary and members of the Jaro Tourism Council shall perform their duties, as such, without compensation or remuneration. Members thereof, who are not government officials or employees, shall be entitled to necessary traveling expenses and allowances, chargeable against the funds of the Jaro Tourism Council, subject to existing accounting and auditing rules and regulations.

SECTION 7. TERM OF OFFICE - The term of office of all officers and members of the Council shall be co-terminus with the Municipal Mayor, who can replace or modify the council's composition, at any time, with or without cause, by virtue of an Executive Order.

ARTICLE B
THE JARO TOURISM OFFICE

SECTION 1. CREATION - *Section 17. Par.2 (xi) of Republic Act 7160*, otherwise known as, the Local Government Code of 1991, provides for the devolution of tourism facilities and other attractions, including the acquisition of equipment, regulation and supervision of business transactions and security services for such facilities. Hence, there shall be created a Jaro Tourism Office, under the Office of the Municipal Mayor.

SECTION 2. PURPOSE - The Jaro Tourism Office shall be the planning and implementing arm for the programs, policies and projects relating to the tourism industry in the Municipality, as identified and approved by the Jaro Tourism Council.



Co-Denied

It shall pursue the development of the Jaro Tourism industry, in adherence to this Code and the Comprehensive Development Plan (CDP) and other relevant laws.

SECTION 3. POWERS AND FUNCTIONS - As the primary operating agency of the Local Government, the Jaro Tourism Office shall be responsible in the efficient and effective Implementation of the policies, plans, and programs, as identified and approved by the Jaro Tourism Council. Towards this end, the Jaro Tourism Council shall:

- A. Formulate, monitor, implement and/or coordinate tourism plans and programs;
- B. Assist, monitor and conduct accreditation of tourism-oriented and related facilities and service providers;
- C. Conduct capability building trainings for tourism front liners and assist in the establishment of Barangay Tourism Councils;
- D. Conduct research, establish and maintain tourism information management system and web portal for the municipality;
- E. Establish linkage and networking with national government agencies, non-government organizations (NGOs) and People's Organizations (POs) in planning and implementing tourism activities;
- F. Conduct inventory of existing, emerging and potential tourism attractions;
- G. Promote and market the Municipality, as premier tourist destination, regionally and nationally, through exhibits, selling missions and production of marketing propaganda;
- H. Operate and maintain local government-owned tourism facilities;
- I. Advocate responsible culture of tourism among the students and all tourism stakeholders; and
- J. Perform such other functions related to sustainable tourism development.



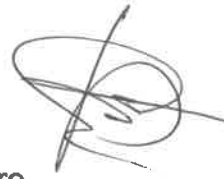
SECTION 4. ORGANIZATIONAL STRUCTURE - As embodied in the Jaro Tourism Development Plan and in accordance to the Civil Service rules and regulations, the Jaro Tourism Office shall be composed of the following personnel:

- A. One (1) Supervising Tourism Operations Officer (SG 22)
- B. One (1) Senior Tourism Operations Officer (SG 18)
- C. One (1) Tourism Operations Officer II (SG 15)
- D. One (1) Tourism Operations Officer I (SG 11)
- E. One (1) Tourist Receptionist I (SG 8)
- F. Two (2) Tourism Operations Assistant (SG 7)
- G. Two (2) Administrative Aide III (SG 3)

SECTION 5. ROLES AND RESPONSIBILITIES - The personnel in the Jaro Tourism Office shall have their respective roles and responsibilities, as follows:

A. SUPERVISING TOURISM OPERATIONS OFFICER (SG 22)

- 1. Ensures the successful implementation of laws, polices, plans, programs, rules and regulations of the Tourism Office;
- 2. Recommending approval of application for licenses or renewal of business permit for tourism establishments;
- 3. Recommends to the Department of Tourism classification and accreditation of tourism establishment;
- 4. Reviews informaticn materials prepared by researchers for publication or dissemination;
- 5. Reports to the Municipal Mayor and coordinate with other government institutions, as well as, the private and civil society sectors, on the various implementation of PPAs of the Local Tourism;



by: *[Signature]*

6. Facilitates the safe, convenient and comfortable stay of tourists, as well as, the provisions of hospitable reception and mobility of visitors;
7. Coordinates with the Department of Tourism in the development of infrastructure requirements supporting tourist areas;
8. Regulates the operations of tourism oriented and related establishments operating in the Municipality and monitoring of their compliance to the stands set for them;
9. Supervises the information and promotional activities of the office; and
10. Performs such other functions, duties and powers as may be directed by the Municipal Mayor.

B. SENIOR TOURISM OPERATIONS OFFICER (SG 18)

1. Supervises in the management, administration of the employees in the tourism office and evaluates their performance periodically and to be approved by the Supervising Tourism Operations Officer;
2. Prepares/replies to various communication such as indorsements/letter-requests to concerned government and private offices;
3. Facilitates in the smooth flow of official documents such as PRs, POs, biddings controls of budgets and such other transactions directed by the Supervising Tourism Operations Officer;
4. Prepares the office annual budgets to be approved by the Supervising Tourism Operations Officer and Municipal Mayor;



Coronel

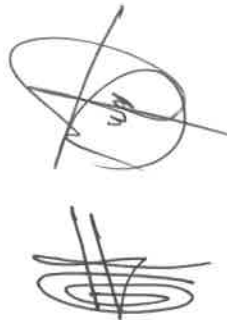
5. Reviews project proposals prepared by concerned tourism officers for approval of the Supervising Tourism Operations Officer and the Municipal Mayor;
6. Prepares proposed ordinances, codes and the like, for approval of the Municipal Mayor and for indorsement to the Office of the Sangguniang Bayan, for appropriate legislative action;
7. Assists the Supervising Tourism Operations Officer in the planning, studying and evaluating projects for tourism promotion in the municipality; and
8. Ensures the preservation and/or restoration of Municipal monuments, historical landmarks and other tourist attracts, in coordination with the Department of Tourism and the National Commission for Culture and the Arts.

C. TOURISM OPERATIONS OFFICER II (SG 15)

1. Acts on requests of VIPs and official guests;
2. Assists clients or interested parties in their queries about tourism in the municipality;
3. Conducts monthly surveys for proper monitoring of domestic and foreign tourist's arrivals at various accommodation business establishments;
4. Coordinates directly with the Municipal Planning Office and the Business and Permits Licenses Office (BPLO), to ensure compliance of business standards and compliance of municipal ordinances by tourism service sectors; Ensures that tourism statistics are up-to-date, accurate and reliable;
5. Conducts trainings and seminars to front liners of various tourism oriented and related establishments for them to be adept into the needs of the municipal visitors/tourist.



Handwritten signature and name: *Carolina*



D. TOURISM OPERATIONS OFFICER I (SG 11)

1. TOURISM PROMOTION SECTION - (Culture, Arts, History, Training and Development Section)

- a. Assists in the implementation of various festivals in the municipality, such as among others Flores De Mayo (Sta Cruzan) and Founding Anniversary.

2. TOURISM RELATED PROGRAMS & PROJECTS SECTION - (Marketing & Coordination)

- a. Researches and initiates linkages with markets and market providers (e.g., tour operators, organizations, companies, other government organizations);
- b. Acts as social marketing staff to ensure that Jaro, Leyte gets an ideal amount of online presence and market awareness;
- c. Recommends for the promotion of tourism zones or areas with potential tourism value; and
- d. Prepares plans, projects and programs that will promote and boost the municipality tourism industry.



E. TOURIST RECEPTIONIST I (SG 8)

- 1. Act as liaison officer/tour guide by attending groups of visitors to tourist attractions, whether day trips or longer visits, and give them information and advice to make the most of their visit;
- 2. Ensure that visitor information and assistance counters are well-supplied with promotional materials;
- 3. Collect survey forms on the delivery of tourism products and services; and
- 4. Monitor and notify the office on visitors' arrival;



Carmona



F. TOURISM OPERATIONS ASSISTANT I (SG 7)

1. Undertake field visits/inspection to examine and monitor minimum infrastructural and organizational standards of hotels and tour operators.
2. Make field visits/check tour programs to monitor/regulate adventure tourism/sports for adequate requirement/equipment, safety and caution.
3. Undertake treks on trekking routes and other destinations to report on the actual field status and maintenance needs.
4. Receive and forward applications for license for new hotel projects and restaurants.
5. Gather information and tourism market data and other inputs to facilitate infrastructure development and upgradation.
6. Submits gathered information and data and reports to the Assistant Infrastructure Development Officer on all field visits/inspection.




G. ADMINISTRATIVE AIDE III (SG 3)

1. Maintain cleanliness of assigned area.
2. Does other related work require from time to time.



SECTION 6. COMPENSATION AND REMUNERATION - The payment of compensation and other remuneration of the Jaro Tourism Office Personnel/Staff shall be taken from the funds of the Municipa^l Mayor's Office, as provided for in the Annual Budget.



**ARTICLE C
THE BARANGAY TOURISM COUNCIL**


Carmona

SECTION 1. CREATION – There shall be established the Barangay Tourism Council in every barangay, which shall be the coordinating and policy formulating body on tourism in the respective barangays of the municipality.

Each barangay should be encouraged to allocate at least five (5) percent of the 20% Development Fund from their Annual Internal Revenue Allotment Share for sustainable tourism development.

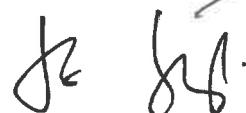
SECTION 2. COMPOSITION - The BTC shall be composed of the following:

- A. Chairperson – The Barangay Chairman
- B. Vice Chairperson – Barangay Kagawad, Chairman Committee on Tourism, Arts & Cultural Affairs
- C. Barangay Kagawad, Chairman Committee on Public Works & Infrastructure
- D. Barangay Kagawad, Chairman Committee on Environmental Protection
- E. Chairman Sangguniang kabataan (SK)
- F. Barangay Secretary
- G. Representative from Department of Education (DepEd)
- H. Two (2) representatives from the private sector (POs/CSOs)
- I. The President/s of Jeepney's, Motorcabs (MCH), Single Motorcycle (Habal-Habal) Drivers' Association/s (if there's any).



SECTION 3. FUNCTIONS OF THE BTC

- A. Formulate plans and programs for sustainable tourism development in the barangay level;
- B. Identify tourism destination areas in the barangay;



- C. Manage and regulate Barangay Tourism destination areas, such as, but not limited to rivers, lakes, waterfalls, in-land resorts, and the like, and preservation of barangay cultural heritages, such as, but not limited to, buildings, structures, landmarks or sites;
- D. Prepare Barangay facts and figures and marketing materials;
- E. Design and execute appropriate marketing and promotion plans;
- F. *Strive for the creation of a signature product of their barangay;*
- G. Through a Barangay Resolution, organize fund raising projects and events, accept donations, sponsorships and solicitations, intended for barangay tourism development programs and preservation of barangay cultural heritages; and
- H. Coordinate and participate in all the municipal tourism activities and projects.



ARTICLE D

THE JARO CULTURAL HERITAGE COUNCIL (JCHC)

SECTION 1. CREATION AND INSTITUTIONALIZING THE JCHC– Pursuant to SB Ordinance N0. 03, Series of 2012, or otherwise known as, “An Ordinance Establishing the Salugnon Center for the Culture and the Arts. the “**JARO, LEYTE CULTURAL HERITAGE COUNCIL,**” is hereby created and institutionalized.

SECTION 2. SCOPE - The provisions of SB Ordinance N0. 03, Series of 2012, shall apply to all non-government organizations, businesses and establishments for the promotion of the LGUs cultural heritages, resources, native products and arts.

SECTION 3. COVERAGE - The Jaro Cultural Heritage Council shall govern and regulate the promotion, preservation, conservation and expansion of cultural heritages in various parts of the Municipality of Jaro, Leyte, in coordination with the barangays, government agencies and non-governmental organizations of the municipality.






Carlene T. ...

SECTION 4. OBJECTIVES - The creation of this council has the following objectives, to wit:

- A. Preservation and conservation of cultural heritages within the municipality;
- B. Instill nationhood and cultural unity among the residents of the municipality; and
- C. Promote and develop cultural potentials and creativity in workmanship of arts and various products;

SECTION 5. COMPOSITION – The Jaro, Leyte Cultural Heritage Council shall be composed of the following:

- | | | |
|---------------|---|---|
| Chairman | Municipal Mayor |  |
| Vice Chairman | Municipal Vice-Mayor | |
| Members | SB Chairman Committee on Tourism, Arts & Cultural Affairs |  |
| | SB Chairman Committee on Education | |
| | SB Chairman Committee on Public Works & Infrastructure | |
| | Municipal Tourism Operations Officer | |
| | Municipal Planning & Development Coordinator Officer | |
| | Municipal Information Officer | |
| | Municipal Budget Officer | |
| | Municipal Accountant | |
| | Municipal Engineer | |
| | DepEd, Schools Principal & District Supervisor | |
| | Municipal Librarian | |
| | Representative from accredited CSOs/POs | |
| | President LIGA ng mga Barangay | |
| | President SK Federation |  |

Secretariat-selected personnel from the Executive's & Tourism Office/s

SECTION 6. POWERS AND FUNCTIONS - The Council shall have the following powers and functions, to wit:

- A. Declares or designates a property/site, as having cultural heritage value, based on criteria contained in **Section 3 of Chapter IV, Article A** of this ordinance;
- B. Prepares an annual plan on culture and the arts to be integrated in the local development plan;
- C. Formulates programs and recommendations to develop local cultural and artistic talents;
- D. Ensures the protection, preservation and conservation of the local, cultural and historical heritage; and
- E. In coordination with the private sector, conducts cultural events such as, cultural festivals, competition, lectures, seminars, tours and symposia and sets up exhibits during fiesta and other related activities;




CHAPTER IV

CULTURAL HERITAGE, CONSERVATION, INCENTIVES, TOURISM VENTURES AND TOURIST FRIENDLY COMMUNITIES

ARTICLE A

CULTURAL HERITAGE SITES AND CONSERVATION



SECTION 1. DEFINITION - Heritage historical, landmark or legacy building shall have similar meaning and shall refer to buildings in existence for 50 years or more. Sites shall include parks and plazas and other places of historical value, as determined by the Council.



SECTION 2. PURPOSE – Old buildings, structures or sites in the Municipality of Jaro, Leyte always speaks of the culture and history, of the local constituents. These historical or heritage buildings and sites shall be fully conserved, developed and promoted, or else, they will only be considered as, “things of the past”.


Comunicado

SECTION 3. CRITERIA - Buildings, structures, landmarks or sites within the territorial jurisdiction of the Municipality of Jaro, Leyte shall be declared as having cultural heritage values based on, but not limited to, the following circumstances:

- A. Such building, structure, landmark or site possesses cultural, historical, architectural, archaeological, aesthetic, scientific or educational worth;
- B. The building, structure, landmark or site is within the territorial jurisdiction of the Municipality of Jaro, Leyte and
- C. Said building, structure, landmark or site has been in existence for 50 years or more.



SECTION 4. INCENTIVES - Private owners of buildings, structures, landmarks or sites which have been declared as, having cultural heritage, shall be awarded of the following incentives:



- A. Fifty Percent (50%) tax incentive on annual basic real property tax on the declared properties as possessing cultural heritage;
- B. Availment of investment prioritized areas for tourism-oriented industries;
- C. Enjoyment of the fiscal incentives herein provided, for a fixed period with its corresponding actual amount of investment as follows:



INVESTMENT

INCENTIVE PERIOD

P 2 million but less than P 3 million	One year
P 4 million but less than P 5 million	Two years
P 5 million but less than P 10 million	Three years
P 10 million and above	Four years



Carlota T. ...

D. Reduction of Business Taxes. – A registered enterprise shall enjoy a reduction of business taxes, based on gross sales/receipts or realized during the preceding calendar year, to wit:

YEAR OF OPERATION	% OF REDUCTION
First Year	100%
Second Year	75%
Third Year	50%
Fourth Year	25%

E. Non-Fiscal Incentives - A registered enterprise shall be entitled to the following non-fiscal incentives which include but not limited, to:

1. Assistance in securing additional business permits and other related data;
2. Facilitating access to financial and technical assistance programs of the government; and
3. Facilitating service connections with local utilities and other services, as maybe recommended by the council.



SECTION 5. GENERAL REQUIREMENTS FOR THE AVAILMENT OF TAX INCENTIVES - The general requirements in the availment of the **Fifty Percent (50%)** tax incentives, provided herein in **Section 4 of Chapter IV, Article A** are the following:

- 
- A. Letter of intent, addressed to the Jaro Cultural Heritage Council and copy furnished the Office of the Municipal Treasure;
 - B. Building Permit from the Municipal Engineer's Office, attaching therein the Jaro Cultural Heritage Council Conservation Clearance;
 - C. Clearance, as pre-requisite;



- D. Certificate of Occupancy from the Municipal Engineer's Office, attaching therein the Jaro Cultural Heritage Council Certificate of Compliance, as pre-requisite; and
- E. Certification by the Jaro Cultural Heritage Council approving the application for tax incentives.

ARTICLE B
TOURISM VENTURES

SECTION 1. MAJOR TOURISM VENTURES – There shall be major tourism ventures, conducted by the Jaro Tourism Office for the promotion, introduction and awareness of the tourism related business establishments and stakeholders, in particular and for the whole municipal populace, in general.

For purposes of this Code, the following shall be considered as major tourism ventures in the municipality:

- A. Inland Resorts
- B. Tourist Inns/Hotels/Motels/Pension Houses
- C. Tourist Transport Operations
- D. Tour Operations
- E. Tour Guiding

SECTION 2. ALLIED TOURISM VENTURES – refer to those businesses or activities which are not primarily designed for tourism purposes, yet serve tourism needs such as among others, photo developing shops, diving schools and others as identified in this Code. The following shall be considered as allied tourism ventures:

- A. Restaurants
- B. Shops/department stores
- C. Sports and Recreational Clubs
- D. Museums



Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, initials 'JR' in the center, and a signature 'C. Suen...' on the right.

- E. Training Centers
- F. Homestay Sites
- G. Wellness Centers
- H. Campsites

ARTICLE C
TOURIST FRIENDLY COMMUNITIES

SECTION 1. RESTRICTIONS OF TOURIST FRIENDLY COMMUNITIES -

The following restrictions are hereby imposed to tourist friendly communities, to enhance the image of the Municipality of Jaro, Leyte as a tourism area:

- A. Drinking of alcoholic beverages on sidewalks, walkways, outside of residence or outside of establishments catering to such services;
- B. Roaming around the municipal streets and public places, except in the open rivers/lakes without wearing proper upper clothing;
- C. Butchers and similar workers shall always carry their bladed implements in a concealed manner.
- D. Urinating on streets, lamp posts, trees other than the proper urinals;
- E. Defecating along the rivers/lake's areas, estuaries, any bodies of water and other public places;
- F. Throwing of cigarette butts, candy wrappers and other litters not in the designated receptacles;
- G. Drying of copra, coffee beans, palay, corn and similar agricultural inputs along the entire stretch of barangay and municipal road-access to tourism site;
- H. Passenger jeepneys, buses and passenger tricycles, pedicabs for hire, plying the streets, roads and routes of the Municipality of Jaro, Leyte shall provide garbage receptacles in their vehicles, for use by passengers.





Carson...

CHAPTER V
TOURISM SUPPORT, LINKAGES AND INCENTIVES

ARTICLE A
SUPPORT AND LINKAGES

SECTION 1. PHYSICAL AND SUPPORT INFRASTRUCTURES - In consonance with the mandate of the Department of Tourism (DOT), that is, "to generate revenue, create jobs and livelihood for the Filipinos and ensure the safe, enjoyable and convenient stay of foreign and domestic tourists in the country", the Jaro Tourism Office and all its instrumentalities shall implement, promote, support and/or encourage inclusive and sustainable tourism development of tourism-related establishments and facilities, either through public or private funding, or both, in the following means:

- A. Construction, maintenance and expansion of adequate road and drainage networks;
- B. Enhancing the provision of basic utilities, such as, water, energy and power, as well as, transportation and communication facilities;
- C. Provision of an integrated solid waste and sewage management system in tourist destination and tourism investment zone, in compliance with existing laws and ordinance on health and the environment;
- D. Establishment of tourism-related infrastructures, such as, accommodation facilities including convenience stores, shopping centers, health care centers, emergency and safety facilities;
- E. In coordination with the Municipal Agriculture Officer support and encourage local farmers to plant and supply food and food products needed by tourist facilities;

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, and initials 'Je', 'By.', and a signature 'Carmona' on the right.

- F. Prioritizing local labor where available and appropriate to the construction needs of all tourism infrastructure; and
- G. Providing signages where appropriate.

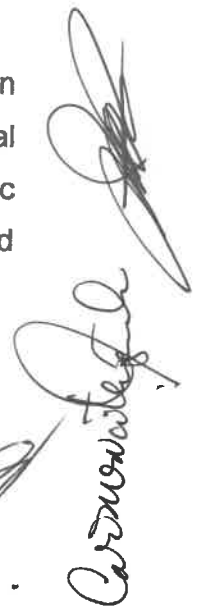
SECTION 2. MARKET AND MARKET LINKAGES - The Local Government, through the Jaro Tourism Office, shall source out marketing of the municipality's tourism, industry and products, by encouraging and motivating local and national government and non-government agencies, such as, the Cooperatives and Livelihood Development Office (CLDO), Municipal Environment and Management Office, Hotel and Transport operators, Department of Tourism (DOT) and Department of Trade and Industry (DTI).

Marketing and advertising shall be extended to market sources and suppliers from neighboring municipalities such as, from Ormoc City, Tacloban City and Samar, Leyte. The use of online, mobile, social media, signages, billboards and tarpaulins shall be fully utilized, for effective and efficient tourism services.

ARTICLE B
LIVELIHOOD AND TRAINING

SECTION 1. SOURCES OF LIVELIHOOD AND EMPLOYMENT - There shall be an enhancement and promotion of more sources of livelihood and employment, through the extensive production of farm crops, agricultural, industrial and inland fishery products (ex. fishponds). Transport services shall be boosted and shall offer easy access, convenience and mobility for fast moving consumer goods and products to nearby and far-flung markets for local utilization.

SECTION 2. TRAINING AWARENESS - The Jaro Tourism Office, in cooperation with (DOT), (DTI), CLDO, CEMO and such other national and local government and nongovernment agencies, shall aim to achieve high quality public services, by initiating and organizing training awareness information dissemination and programs to local communities and stakeholders, such as, but not limited to:



- A. Tourism Frontliner Trainings, for introduction of modules for frontline tourism services, in terms of food service, accommodation services, tour guiding
- B. Training on Livelihood Programs
- C. Tourism Enhancement Trainings on Nature Guide Training, Birdwatching Training and the like
- D. Homestay Training
- E. Benchmarking

CHAPTER VI ACCREDITATION

SECTION 1. PRE-EMPTIVE PLAN - The Jaro Tourism Office shall pre-empt the plan of securing authority from the Department of Tourism (DOT), for the grant of accreditation to local business establishments and concerned stakeholders of the Municipality, after full compliance of requirements mandated by DOT.

SECTION 2. PURPOSES OF AUTHORITY – The purposes of securing authority to grant accreditation to business stakeholders are the following:


- A. To provide speedy public service to prospective business stakeholders;
- B. To assist business stakeholders in the documentation procedurals to minimize effort time and financial constraints;
- C. To create opportunity in sourcing out financial resources to fund small scale tourism activities;
- D. To organize and train a team of local trainers, in coordination with DOT and TESDA, to capacitate and improve delivery of services of transport operators, tour guides, drivers and the like;



- E. To coordinate with concerned government agencies in monitoring and evaluate certified and accredited tourism industry workers annually, which will be the basis for renewal or revocation of certification and accreditation;
- F. To incorporate the culture of tourism and values formation in all levels of education-primary secondary and tertiary, values of formation the culture of tourism, including but not limited to, demography, geography, history of the municipality;
- G. Conduct special training of PNP and other law enforcement organizations personnel assigned to tourism destinations and zones, shall be done on a regular basis to protect tourists and maintain peace and order.
- H. To ensure that tourism front liners are well-trained and qualified, provided with incentives and rewards, and organized based on their work affiliations.




SECTION 3. CONDUIT - The Jaro Tourism Office is in its initial plan of securing authority to grant accreditation from DOT; thus, it shall coordinate with the Provincial Tourism Center and the Department of Tourism to serve as a conduit, in the issuance of a certification and accreditation to concerned tourism-related business establishments and stakeholders.

 **SECTION 4. PURPOSES OF CONDUITING** – The purposes of the Jaro Tourism Office to serve as a conduit in the issuance of accreditation to business stakeholders, are the following:

- A. Regulate the quality of service and skills, provided by front liners and other tourism industry workers; and
- B. Provide financial and technical support for the education and professionalization of services and skills of local tourism industry workers;


Comunicado

SECTION 5. REQUIREMENTS FOR ACCREDITATION - For requirement purposes, tourism-related establishments shall comply the following:

A. Local Requirements:

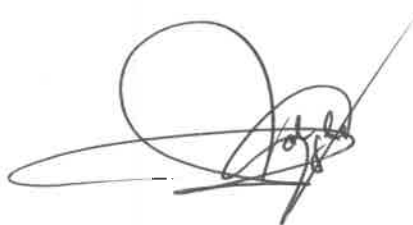
1. Certificate Clearance with attached Monthly Tourist Arrival Report; and
2. Disaster Risk Management and evacuation plan, as approved by MDRRMO

B. DOT requirements – shall abide with the DOT requirements online through its website <http:// accreditationonline.tourism.gov.ph>




SECTION 6. INCENTIVES FOR ACCREDITED TOURISM-RELATED ESTABLISHMENTS – Tourism-related establishments, which are duly registered and licensed by the Local Government, shall be entitled to the following incentives:

- A. Assistance to the processing of DOT Accreditation, permits and other licenses;
- B. “One-Stop-Shop” processing of registration and license which should be completed within a period of three (3) days;
- C. Free promotion in all publications, brochures, tourism flyers, leaflets, and other promotional materials;
- D. Inclusion in Lakbay-Aral Tours / tour packages;
- E. Endorsement to COMELEC for exemption from Liquor ban during Election-related events (for accommodation establishments and restaurants only);
- F. Endorsement to Travel Trade Association/s for utilization of establishment’s facilities and services;


Handwritten text: *Cardinal...*

- G. Priority to DOT Training Programs;
- H. Issuance of DOT ID Card to bonafide employees;
- I. Endorsement to LTFRB for Issuance of Tourist Transport Franchise (for Tourist Land Transport, Vehicles only);
- J. Technical/Security/Facilitation Support or Assistance; and
- K. Incentives, set forth by the Jaro, Leyte Investment Code

CHAPTER VII
TOURISM RESOURCES, CLASSIFICATION, INVENTORIES AND ASSESSMENT

ARTICLE A
TOURISM RESOURCES

SECTION 1. TOURISM RESOURCES - The Municipality of Jaro, Leyte, through the Jaro Tourism Council and the Jaro Tourism Office shall identify, develop, promote and introduce municipality's capital resources, cultural resources, human resources, natural resources and other tourism resources related to the man-made and special interests' tourism attractions, which are explicitly defined in the Jaro Tourism Development Plan, that are being used, or can be utilized to attract, or serve tourists.

SECTION 2. CLASSIFICATION OF RESOURCES – The municipality's tourism-related resources shall be classified as follows:

- A. **Capital Resources**, – refer to availability of capital/financing, transportation, roads and walkways, water, power, waste treatment and communications;
- B. **Cultural Resources** – these include historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry government, religion, anthropological resources and local celebrities;



Cardinal

- C. **Human Resource Infrastructures** – these include people operating the various establishments and facilities, the local population whose lives are intertwined with the development of tourism sites; the tourists whose quality of lives are enriched and enhanced by the beauty, history and culture of their destinations; and
- D. **Human Resources** – Include hospitality skills, management skills, seasonal labor force, performing artists (music, drama, art), storytellers, craftsmen and artisans, other labor skills from chefs to lawyers to researchers and local residents.

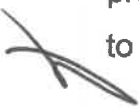


ARTICLE B

INVENTORIES AND ASSESSMENT OF RESOURCES

SECTION 1. INVENTORY, ASSESSMENT OF RESOURCES - The Jaro Tourism Office, in coordination with the Jaro Tourism Council shall, periodically, make an inventory to identify, assess and classify the municipality's tourism-related resources and other tourism resources available, that can provide opportunities for tourism development, sustainable tourism development and responsible culture of tourism in the municipality.

SECTION 2. PRIORITIZED TOURISM DESTINATION - Tourism destinations that are given higher classification category shall be included among the priority for promotion and marketing. The classification will guide tour operators and tourist where to go and what to do.



SECTION 3. PROTECTION AND PRESERVATION - The Jaro Tourism Office and the Jaro Tourism Council, in coordination with the barangays, shall ensure the integrity of all tourism resources for its protection and preservation, in accordance with applicable laws, rules and regulations.



CHAPTER VIII

**PRIMARY TOURISM ENTERPRISE, SECONDARY TOURISM ENTERPRISE,
TOURIST ARRIVAL REPORTS AND CLEARANCE**

ARTICLE A

PRIMARY TOURISM ENTERPRISE

SECTION 1. PRIMARY TOURISM ENTERPRISE – Facilities and services that are directly related to tourism. The following primary tourism enterprises shall be periodically required to obtain accreditation from the DOT so as to ensure the quality of its facilities and standard of services.

A. ACCOMMODATIONS

1. Hotel
2. Resort
3. Apartment Hotel/Apartelles
4. Tourism Inn
5. Pension House
6. Motel
7. Homestay

B. TRAVEL AND TOUR SERVICE

1. TRAVEL AND TOUR AGENCIES

- a. Tour Operator
- b. Travel Agency
- c. Travel and Tour Agency
- d. Online Travel and Tour Agency

2. TOURIST TRANSPORT OPERATOR

- a. Tourist Inland Transportation



C. MEETINGS, INCENTIVES, CONVENTIONS AND EXHIBITIONS (MICE).

1. MICE Organizer
2. MICE Facility/Venue

D. ECOTOURISM

1. Eco guide
2. Ecolodge
3. Ecotour Facility
4. Ecotour Operator

E. TOURISM FRONTLINER

1. Tour Guide

SECTION 2. HOMESTAY - Local residents shall be encouraged to open their homes to be converted to homestay for tourists. The Jaro Tourism Office shall conduct an inventory of houses that may be considered and qualified as, homestay facilities. The Office shall coordinate with the Department of Tourism or any of its recognized or accredited training center, for the conduct of Homestay Training. The Office shall, further, maintain a registry of qualified homes as homestays for reference to tourists.

ARTICLE B

SECONDARY TOURISM ENTERPRISE

SECTION 1. SECONDARY TOURISM ENTERPRISE – Facilities and services that may be related to tourism. Accreditation shall voluntary for the following secondary tourism enterprises.

A. HEALTH AND WELLNESS SERVICE

3. Ambulatory Clinic
4. Medical Concierge



5. Spa

6. Tertiary Hospital

B. TOURISM RELATED ENTERPRISES

1. Agri-Tourism Farm/Site

2. Department store/shopping mall/Specialty shop

C. TOURISM FRONTLINER

1. Tourism Trainer



ARTICLE C

TOURIST ARRIVAL REPORTS AND CLEARANCE

SECTION 1. MONTHLY TOURIST ARRIVAL REPORT - All owners/operators/proprietors of tourism related business establishments, such as hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like, shall submit their respective monthly report of all tourist arrivals in the municipality, to the Jaro Tourism Office, for proper monitoring, information and guidance of said office.

SECTION 2. ANNUAL CLEARANCE CERTIFICATE - All owners/operators/proprietors of tourism related business establishments of hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like, shall secure an Annual Clearance Certificate from the Jaro Tourism Office, after compliance of the provision stated in **Section 1 of Chapter VIII, Article A to B**.

Said clearance shall be a requirement in the issuance/or renewal of business permits.

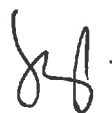


CHAPTER IX

DEVELOPMENT GUIDELINES

ARTICLE A

HEIGHT OF BUILDINGS OF TOURISM AREAS



SECTION 1. HEIGHT OF BUILDINGS IN ALONG RIVERS/LAKES AREAS

– Building construction located along the rivers/lake's areas, either for residential or commercial purposes, shall not go higher than a three-storey building, notwithstanding the provisions of the National Building Code.

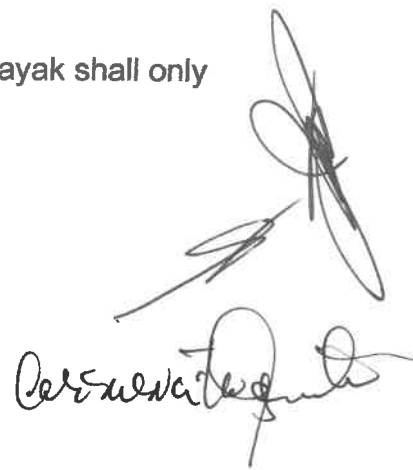
No building or any structure of any kind, whether commercial, residential or recreational, either permanent or temporary, shall be constructed on rivers/lakes within Forty (40) meters from the rivers/lakes marker which shall be established by the Local Government of Jaro, Leyte, through the Jaro Tourism Office. Such space shall be referred to as, NO BUILD AREA. Height of buildings or structures to be constructed immediately after the NO BUILD AREA shall be, as follows:

- A. 3-storey structures shall only be constructed twenty-five (25) meters from the edge of the NO BUILD AREA;
- B. 2-storey structures shall only be constructed fifteen (15) meters from the NO BUILD AREA; and
- C. Single storey structures shall only be constructed five (5) meters away from the edge of the NO BUILD AREA.

Provided, that no structure, residential, commercial or recreational, be constructed on slopes over 25 degrees on cliff, either from beside the rivers/lakes, or on the edge of the cliff itself.

Provided further, that structures to be built on cliffs and promontories should make use of light and indigenous materials reminiscent of local Philippine design and architecture and it must be supported by proper engineering design or study as to the stability of the building a structure on cliffs and promontories.

SECTION 2. WATER SPORTS - such as, but not limited to, Kayak shall only be conducted three hundred (300) meters away from the river head.



SECTION 3. VIDEOKE ACTIVITIES - in the food park are hereby regulated from 9:00 A.M. until 11:00 P.M. only. The sound decibels shall conform with the provisions set forth, in Municipal Ordinance NO. 04, S. 2009, enacted on July 29, 2009 by the Sangguniang Bayan.

SECTION 4. PUTTING UP OF BANNERS, BILLBOARDS, STREAMERS - and similar signs is strictly prohibited in the NO BUILD AREAS, except in entrances or buildable areas. No streamers or similar materials can be put up without the payments of the required permits and fees with the Local Government of Jaro, Leyte, as stipulated in the existing Jaro, Leyte Revised Revenue Code.

SECTION 5. DISPLAY OF BANNERS - billboards, streamers and similar signs is strictly prohibited in the NO BUILD AREAS, except in entrances or buildable areas and across the thoroughfares of the Municipality, and on the sides of the streets or highways. Same shall be only be displayed after payment of necessary permits and fees from the Municipal Treasurer's Office, in consonance with the existing Jaro, Leyte Revised Revenue Code.

SECTION 6. HEALTH AND SANITATION - All tourism-related ventures shall strictly adhere to the provisions set forth in the Environment Code, Health and Sanitation Code, National Building Code and other relevant local and national laws, more particularly on the segregation of disposal wastes, sanitation of comfort rooms, etc.

ARTICLE B
PRESERVATION/CONSERVATION OF NATURAL
AND MAN-MADE RESOURCES

SECTION 1. FLORA

- A. Any plan to cut endemic trees shall be incorporated in the project description of the development projects shall be subject to the prescribed guidelines and mitigating measures by the DENR;



Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, several initials in the center, and a signature on the right.

- B. Cutting of trees shall strictly follow existing rules prescribed by DENR and/or local ordinances of the same nature. No trees shall be cut down along the side highways;
- C. Planting of multi-species of trees, plants, shrubs, etc. shall form part of the development project in order to enhance bio-diversity conservation; and
- D. Planting of exotic and invasive species that are likely to transfer disease plant species for landscaping purposes shall be subject to DA Plant Quarantine guidelines.

SECTION 2. FAUNA

- A. Hunting and gathering of either live or dead fauna for selling, collection or preservation purposes shall be strictly prohibited;
- B. All development projects should ensure that the natural seasons and habitats of native and migrating species are protected and not adversely affected by the development projects; and
- C. Introduction of exotic (non-indigenous) species shall be subject to the rules and regulations of the DA and the DENR.

SECTION 3. LAND CONVERSION

- A. Existing laws, executive orders and/or Department Administrative Orders of concerned government agencies on land conversions shall be strictly observed/taken into consideration in planning and implementation of all development projects; and
- B. Development activities and projects should be undertaken in strict conformity with the prescribed land use of the Municipality and the development plan for the tourism zones and clusters.

SECTION 4. WATERS

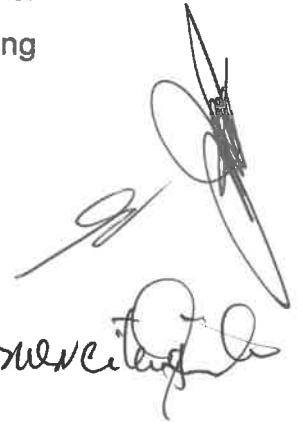
- A. All water resources (ground or surface) shall be subject to regular tests by concerned agencies, e.g., DOH, DENR, DA, to determine their safety. Corollary hereto, test results shall be released to all concerned sectors of the municipality.
- B. Waterways that flow through or traverse a tourist development area shall be relocated or blocked and any structure that will tend to impede the free flow of water shall not be allowed.

SECTION 5. AIR

- A. Development projects that are determined to have adverse effect on air quality shall install high efficiency pollution control equipment/devices; and
- B. Transport operators shall be governed by existing exhaust emission guidelines of the Land Transportation Office and other concerned agencies. Their vehicles shall be further being subjected to regular tests to determine the level of exhaust/pollution generation.

SECTION 6. TOPOGRAPHY

- A. Development projects shall not cause any major change in the topography of the land, but shall instead follow and adopt the land's topographic features; and
- B. Quarrying and extraction of sand and gravel shall be governed by existing laws, rules and regulations. Extraction and use of river sand, shall be strictly regulated and shall be punishable according to existing local and national laws.



SECTION 7. CARRYING CAPACITY

- A. Development activities and projects must work within the prescribed carrying capacity of the tourism zones/area, as indicated in the Comprehensive Land Use Plan (CLUP) of the Municipality of Jaro, Leyte.

SECTION 8. HISTORICAL LANDMARKS/MONUMENTS

- A. Development projects shall, in no way, destroy existing historical monuments and landmarks, but shall instead, work for its preservation and restoration. Negotiations/arrangement must be made with the Local Government of Jaro, Leyte on the transfer of ownership of site to the Local Government of Jaro, Leyte (if the site falls within private property), access of the public to the site, etc. Any development made therein shall be coordinated with the National Historical Commission.

CHAPTER X

TOURISM DEVELOPMENT GUIDELINES

SECTION 1. PROTECTION OF TOURIST/S - To fully develop tourism in the municipality, the following guidelines shall be governed, to wit:

- A. All owners/proprietors of tourism-related business establishments are required to provide and promote the use of DOT-accredited services to their guests (i.e., transport services, tour guides, etc.), to protect tourist/s from becoming victim/s of unethical practices like, swindling, overcharging, etc.;
- B. Standard rates for motorcabs/pedicab fares, tour guides, private single motorcycle for hire (Habal-habal) and other in-land services shall be made known to tourists, by posting the list of standard rates in conspicuous places like, the front desk, rent-a-car businesses, etc. and in different languages, in consonance with the existing Jaro Revised Traffic Code;

- C. All business establishments of swimming pool facilities and the like, within private/government properties, shall have, at least, one (1) lifeguard possessing the required training and expertise;
- D. Resort estates and the like, shall provide, at least, two (2) lifeguards and lifeguard stations; and
- E. All tourism-related business establishments shall provide adequate security services within their respective areas, to ensure the safe stay of tourists.

SECTION 2. CULTURAL PRESERVATION

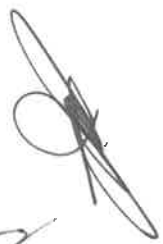
- A. Services and products to be offered by establishment owners and operators must, as far as practicable, be consistent with the traditions, values and moral, and interests of the municipality.

SECTION 3. TRANSPORTATION CONCERNS

- A. All tourism-related business establishments shall provide transfer and transport services duly accredited by the DOT and the Local Government of Jaro, Leyte, to ensure that these vehicles are at par with local and national tourism standards;
- B. Rent-a-Car Enterprises shall be accredited by the DOT and the Local Government of Jaro, Leyte;
- C. Transportation routes within tourism zones shall be designated by the Local Government of Jaro, Leyte, upon consultation with tourism-related business establishments/operators.

SECTION 4. WATER SPORTS

- A. Water sports operator shall strictly abide by the rules and regulations to be designed by DOT, Local Government of Jaro, Leyte and other concerned agencies, relative to the specific areas for operation, business hours, safety measures, etc..



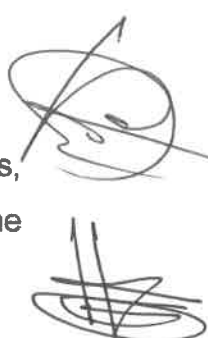
SECTION 5. CLEANLINESS

- A. All owners/proprietors of tourism-related business establishments shall be responsible of the cleanliness within the premises of its business and its surroundings.

**CHAPTER XI
PHYSICAL DEVELOPMENT GUIDELINES**

**ARTICLE A
DEVELOPMENT DENSITIES**

SECTION 1. RESORT ZONE DELINEATION - Along the rivers/lake's areas, the area of 40 meters inland from the center of the river bed shall be known as the river zone. Beyond this will be the Inland Zone.



SECTION 2. DENSITY REQUIREMENTS - To ensure that the carrying capacity of the environment will not be exceeded, the concept of gross density may be followed. This refers to the number of rooms that will be allowed to be built within a given zone or area.

The following density standards may be needed:

High Density	-	40 rooms/hectare
Medium Density	-	25 rooms/hectare
Low Density	-	15 rooms/hectare

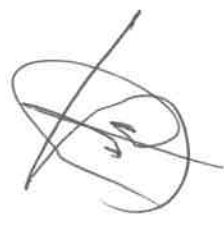
**ARTICLE B
BUILDING TYPOLOGIES**

SECTION 1. SPRAWLING TYPE - As a rule, construction of accommodation establishments along the river areas should adopt the "sprawling type" concept to preserve the aesthetic appeal of the Municipality of Jaro, Leyte.



SECTION 2. DEVELOPMENT DESIGN - The following types of accommodation development can be allowed within the project area:

- A. Village type hotel, villas or row houses, especially within the integrated resort zone;
- B. Traditional typologies should be used for accommodation and facilities closer to the locals. Single detached, single-story cottages or duplexes may also be allowed.
- C. A star-category inland hotels with urban amenities, such as, convention center, restaurants, indoors sports facilities, etc. may be allowed in the inland zone



SECTION 3. Development design, however, should first be reviewed and approved by a duly formed committee, to ensure that the plan contributes to the aesthetic condition of the land.



**ARTICLE C
ARCHITECTURE**

SECTION 1. FOR RIVER/LAKE ZONE

- A. The overall architecture and design shall conform to the landscape and the indigenous tradition of the municipality. New structures need not simply be replicas of traditional houses, but rather seek inspiration in the way that adopt to the environment;
- B. The exterior of resort inland hotels and other tourism facilities and buildings, should reflect the "native look", such as, the traditional "Bahay-kubo", and its variants;
- C. The block of the construction should harmonize with the topography of the site, avoiding overly rigid forms that would clash with the natural landscape; and



- D. The visible building materials of all structures shall be carefully selected, so that they will blend with the overall resort appearances. Extensive use of indigenous materials, such as, nipa or cogon, natural stones and tiles, is encouraged.

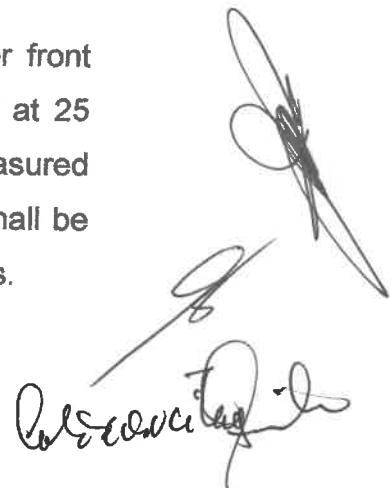
SECTION 2. HEIGHT RESTRICTIONS

- A. **River/Lake Front** - Resort establishments within the river/lake zone shall observe height limits, determined by a slope of 1:7, measured as a protection of the line from the point along the Mean High-Water Level to the apex or ridge of a single storey structure, located 5 meters beyond the twenty-five (25) meters mandatory river/lake front easement. The apex of the roof shall not exceed 5.00 meters measured from the ground elevation of 0.00. The projection of the hypotenuse of the triangle formed shall be known as the Allowable height of Structures.

- B. **Inland Zone** – In high density clusters, two to three-storey structures may be designed, such as, a hotel complex with a convention center, restaurants and other urban amenities. Duplexes, quadruplexes or village type hotel structures, up to two storey, are to be developed in the medium density areas. The projection of this angle will allow increasing heights of structures landward, so long as, they fall within the line Allowable heights of Structures.

SECTION 3. SETBACKS

- A. **River/Lake Easement** – There shall be a mandatory river front easement along all river/lake areas and shall be defined at 25 meters from the established Mean High-Water Level measured landward and perpendicular to it. Exception to this rule shall be on areas with no pronounce water head, such as, cliff areas.



No permanent or temporary structures and signs of any nature shall be allowed within this river/lake front, except those fixtures authorized by the Local Government of Jaro, Leyte, subject to the recommendation of the Municipal Engineer. This area shall be properly landscaped in order to prevent erosion and to serve as buffer zone between the river and developments. All permanent structures shall, at least, be ten (10) meters from the established high-water level of freshwater lagoons.

- B. Along cliffs or bluffs, observe 10 meters' setback from the edge of established cliffs and a minimum of 20 meters, if there are potentials for erosions. Constructions along established waterways, intermittent or perennial, shall observe the 5.0 m. easement on each side of the waterway.
- C. Additional mandatory vehicular access with a right-of-way of at least 4.00 meters' minimum width shall be identified by the respective local government units concerned (barangay level) in consultation with resort operators, in the event that no agreement shall have been reached the Local Government may exercise its power of eminent domain.



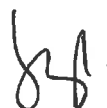
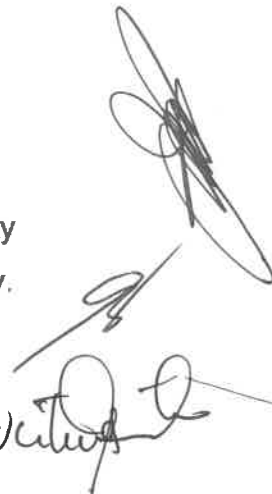
D. Distance between structures

1. Single storey with opening - 10 meters
2. Single storey without opening - 7 meters
3. Multi-storey with opening - 2 times the height of the building
4. Multi-storey without opening - 18 meters



E. Setbacks from roads

1. Main road – 4.00 meters from the edge of the road right-of-way
2. Secondary road – 3.00 meters from the edge of the road right-of-way
3. Lateral road – 2.00 meters from the edge of the road right-of-way.

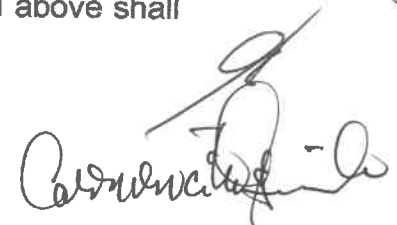


SECTION 4. BUFFER ZONES

- A. Along the perimeter of each zone or area, there should be a minimum of 10-meter buffer zone, or as provided by the Municipality's Comprehensive Land Use Plan (CLUP), which shall be landscaped, visually concealing the inside developments;
- B. A 10-meter buffer zone is planned along provincial, municipal or barangay road, as the case maybe, to provide visual and aural privacy to the tourism facilities inside; and
- C. Ten-meter buffer zones are also required from the edge of forest reserves, orchards, etc.

SECTION 5. LANDSCAPING

- A. Owners of lots and establishments in the tourism zone shall be encouraged to plant and maintain ornamental or fruits or other edible forms of landscaping, to enhance their location. At least 40% of the lot area shall be landscaped.
- B. Area subject to landscaping
 - 1. Open areas of lots already developed
 - 2. Flower beds of all types
 - 3. Road escarpments and divider strips
 - 4. Areas designated, as public or private parks
 - 5. Any other areas free of construction
- C. Fences shall be limited to indigenous material or barbed fences to be covered with vegetation preferably, thorny shrubs or plants or hedges and maintained at a height of 1.70 meters. No fences will be allowed along the river/lake front.
- D. Outside paving - pavements, walkways or terraces must be provided.
- E. All existing trees with a trunk diameter of 4 inches and above shall be preserved.



SECTION 6. SIGNAGES

A. Signs are intended to give direction, convey information or instructions. As such, they are controlled in their manner of display to achieve the best results.

B. Signs classification

1. Public Locational and Directional Signs (streets, roads, plazas, landmarks, attractions, institutions, etc.)
2. Vehicular Traffic and Pedestrian Signs (warning signs, road/traffic signs)
3. Establishments Signs (establishment name and limited ads/come-ons)

C. Sign Dimensions

1. Street/Road Signs - 400 cm. x 150 cm. mounted 200 cm from finished ground level;
2. Locational and Directional Signs - 400 cm x 150 mm (to 300 cm max. width) mounted 120 cm from finished ground level;
3. Historical Landscape - according to National Historical Commission requirements; and
4. Establishment Signs - 80 cm x 120 cm mounted on post 1.5 meters from the finished level ground.

D. Materials for signs

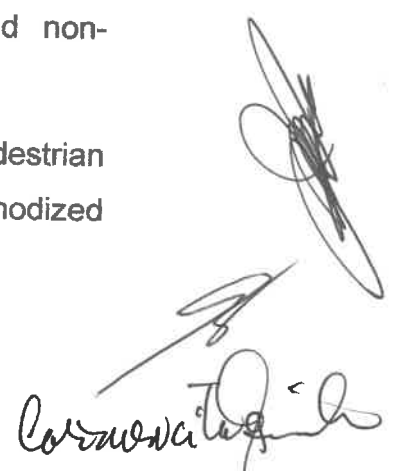
1. As a rule, indigenous materials, non-metallic and non-corrosive shall be used;
2. Locational and Directional Signs and Traffic and Pedestrian Signs – reflectorized, all weather, gauge No. 10 anodized aluminum sheets with cathode protection; and



Handwritten signature, possibly 'JS'.



Handwritten signature, possibly 'Jaf'.



Handwritten signature, possibly 'Coronel'.

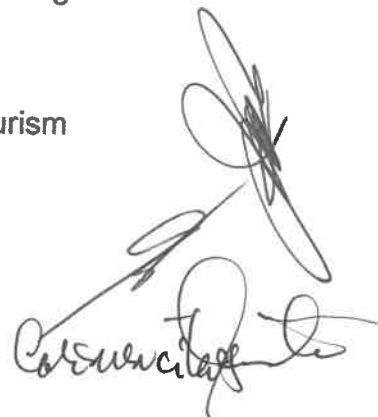
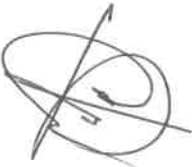


Handwritten scribbles or marks on the right side of the page.

- 3. Establishment Signs – indigenous materials, such as, coco lumber, wood, planks, log sidings, bamboo and bamboo products, nipa, sawali, rattan, etc.
- E. All signs must be considered from the aspect of aesthetics, in terms of proportion, color and location. The important thing is that signs should intrude into the sensibilities of the viewers or users and must not interfere with the panorama of an established view, whether contrived or natural.
- F. An area in the tourism Zones or clusters may be allowed for communal commercial signs.

SECTION 7. PARKING

- A. In the design of parking spaces, regular rectangular lines of parking should be avoided. Landscaped cluster is preferable with vegetation, banks and variations in level to provide shelter and screening around the park;
- B. Shade trees shall be planted along the islands between parking spaces and vehicle stops must be provided for each parking space;
- C. A minimum dimension of 2.5 meters by 5.0 may be observed for each parking space;
- D. Parking areas should preferably be of concrete, gravel and in less intensely used areas, turf's are preferable;
- E. One-way access should be used and parking outside the parking spaces should be made physically impossible; and
- F. Parking shall be located within 2.00-3.00 meters from the tourism facilities.



SECTION 8. ROAD NETWORK

- A. Central lines, circumferential lines and lateral roads, leading to the integrated resort area and all other access roads, must be asphalted/concreted for convenience and accessibility;
- B. All such roads shall have a road right-of-way conforming to the requirements of the DPWH and Local Government of Jaro, Leyte, with minimum pavement widths, as follows:
 - 1. For main road - 8 meters
 - 2. For secondary - 5 meters
 - 3. For lateral - 4 meters
- C. Clusters on which apartments, row houses or group of single detached buildings, are built shall be provided with an access street, directly connecting said buildings or units to a public street or alley, pursuant to Rule XI of IRR of the National Building Code;
- D. All roads shall have proper drainage, pedestrians/sidewalks, sufficient roads signages, traffic signs and markers; and
- E. Bicycle lanes may be established along the sides of lateral and interior roads outside the shoulder lines or sidewalks.



SECTION 9. TRANSITORY – Any violation of these guidelines shall mean disapproval to repair, renovation or remodeling of existing structures, until provisions of these guidelines are complied with.



**CHAPTER XII
SOCIAL DEVELOPMENT GUIDELINES**

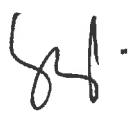
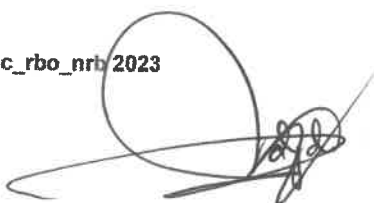
**ARTICLE A
EMPLOYMENT AND BUSINESS OPPORTUNITIES**



Cervantes

SECTION 1. EMPLOYMENT OPPORTUNITIES – The following guidelines shall be adhered to in extending opportunities of employment:

- A. All business establishments and businesses shall employ their staffs in the order of priorities:
 - 1. Displaced and affected families of the project
 - 2. Residents of the concerned barangay
 - 3. Residents of the Jaro, Leyte
 - 4. Local suppliers, entrepreneurs and cooperatives in the Municipality of Jaro, Leyte, who are capable of providing the same goods and services
- B. Employment on contractual basis is discouraged in positions necessary to the business operation, such as, hotels, resorts, restaurants and other related business activities;
- C. Establishments shall abide by the rules and regulations of the Social Security System (SSS) and the Department of Labor and Employment (DOLE), particularly relating to benefits and rights of employees;
- D. Governing laws on the employment of persons with disability (PWD) shall also be adhered to; and
- E. Resort owner's/tourism establishments with five (5) or more regular employees shall provide organized transportation for their employees.
- F. Equal opportunities for employment and professional training and growth shall be provided to all, regardless of sex, inclusion etc.



SECTION 2. BUSINESS OPPORTUNITIES – Business opportunities shall be encouraged for the promotion, development and enhancement of tourism in the municipality:

- A. Local residents shall be given opportunities to sell their agriculture, arts and crafts products at commercial areas designated by the Local Government of Jaro, Leyte.
- B. Alternative livelihood shall be provided to farmers who will be affected by the project, in cooperation with the project proponent.
- C. Farm-to-market roads shall be improved for utilization and accessibility of concerned producers and consumers.
- D. The Local Government of Jaro, Leyte shall provide fiscal and non-fiscal incentives, as prescribed in its Investment Incentive Code.



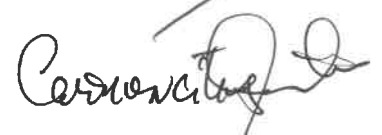
ARTICLE B

**PRESERVATION OF TRADITIONAL VALUES
AND ENHANCEMENT OF CULTURE**



SECTION 1. PRESERVATION OF TRADITIONAL VALUES AND ENHANCEMENT OF CULTURE – The following guidelines shall be properly observed in order for the traditional values of the Municipality to be preserved and its culture enhanced:

- A. Developers, operators and other concerned parties shall be strictly governed by existing local and national laws in the prohibition in the use of their establishments for indecent and illegal activities, such as, but not limited to, drug and human trafficking, prostitution, pedophilia and gambling;



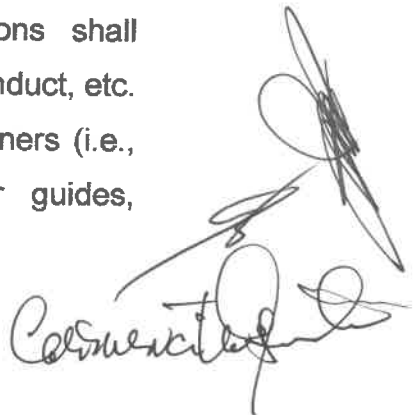
- B. Developers, owners and operators of tourism-related establishments and businesses shall assist the DOT, Local Government of Jaro, Leyte and other agencies concerned in the construction and management of a heritage handicraft village, which shall showcase the history, arts and culture of the Municipality of Jaro, Leyte.
- C. *Establishments owners and operators are encouraged to promote cultural presentations (i.e., folk dances, folk songs, cultural revivals, etc.), as a form of entertainment.*
- D. Establishments owners and operators are encouraged to promote and support traditional festivals.



ARTICLE C
MANPOWER DEVELOPMENT

SECTION 1. MANPOWER DEVELOPMENT – To develop, encourage, promote and enhance pool of manpower resources, the following guidelines shall be strictly observed:

- A. The Local Government and/or non-government organizations shall provide continuing programs, trainings, conferences, seminars to develop the skills and potentials of workers, for livelihood activities;
- B. People's Organizations (POs) and Non-Government Organizations (NGOs) shall assist in organizing local residents into cooperatives for the supply of goods and services;
- C. The Local Government non-government organizations shall conduct regular training on etiquette, hygiene, moral conduct, etc. for all tourism employees of establishments and frontliners (i.e., transport drivers (taxi), tricycle, bus, guards, tour guides, waitresses/waiters, housekeepers, etc.; and




- D. Educational, vocational, technical institutions shall encourage tourism-related courses.


CHAPTER XIII

BUSINESS PERMITS, FEES, CANCELLATION, SUSPENSION OF PERMITS


ARTICLE A

BUSINESS PERMITS AND OTHER REGULATORY FEES

SECTION 1. BUSINESS PERMITS - Any individual, partnership or corporation, who wish to establish, operate and maintain a tourism or tourism-related venture, as identified in this Code, shall first secure a business permit and comply with the other requirements, as provided for by the existing Jaro, Leyte Revised Revenue Code. 

SECTION 2. REQUIREMENTS OF BUSINESS PERMITS - Anent to the provisions stipulated in the existing Jaro Revised Revenue Code, the following shall be requirements in the issuance of a business permit: 

- A. A certificate of clearance issued by Jaro Tourism Office, certifying the concerned tourism-related business establishments to have submitted a regular monthly tourist arrival report;
- B. All other requirements, as mandated by the Business Permits and Licensing Office (BPLO) and the Jaro Revised Revenue Code.

SECTION 3. ENTHUSIAST'S FEE – Enthusiasts of spelunking, caving, eco-tours, eco-adventure competitions shall first secure a non-refundable permit fee of Three Hundred Pesos (P 300.00). The permit shall only be granted upon written request identifying therein the area/cave location and the proposed activities. The permittee shall accomplish an exit information sheet upon expiration of the proposed activity in the area. The Municipality shall have proprietary rights to any discoveries made in connection thereat. 

SECTION 4. ENVIRONMENTAL FEE – There is hereby collected the amount of **Twenty Pesos (Php 20.00)**, as form of a regulatory fees from every person and/ or tourist, visiting the different local tourism sites within the jurisdiction of the Municipality of Jaro, Leyte, subject to the following conditions, to wit:

A. Senior Citizens and Persons with Disabilities PWD's) with valid ID's issued by the DSWD or the MSWD, as the case maybe, is free from paying the Environmental Fee;

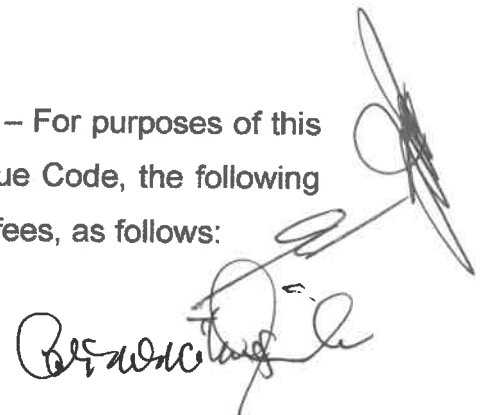
C. Children Twelve (12) year old and below, accompanied by their parents and/or legal guardians, is free from paying the Environmental Fee;

D. Students Educational Group Tour/s (Lakbay-Aral) legally administered by the School Officials; the participating students shall only pay 50% of the Environmental Fee;

Provided, paragraph (d), Section 4, can only be availed upon presenting a valid school ID and a copy of the complete list of the participating students in the (Lakbay-Aral), which shall be submitted at the entrance of the tourism sites, or at the Jaro Tourism Office, Three (3) days before the scheduled date of the Lakbay-Aral for verifications and records purposes.

Provided, Further, tne amount of the environmental fees paid, shall have a corresponding **CASH TICKETS**, issued by the Municipal Treasurer, or his/her duly authorized Revenue Collection Clerk.

SECTION 5. RATES OF BUSINESS PERMIT FEES – For purposes of this Code and in consistent with the existing Jaro Revised Revenue Code, the following tourism ventures shall pay the corresponding business permit fees, as follows:



A. Promotional Services/Advertising	P	300.00
B. Tourist Transport Operators		750.00
C. Gear Rental Shops		300.00
D. Resort Operators		800.00
E. Tourist Vehicle for Hire		500.00
F. Travel and Tour Operators		750.00

ARTICLE B

SPECIAL PERMITS FOR LEGITIMATE TOURISM ACTIVITIES

SECTION 1. AUTHORITY - The Municipal Mayor shall have the sole power to grant the special permits for legitimate tourism-related activities, through the recommendation of the Supervising Tourism Operations Officer, after compliance to the provisions set forth under existing local laws and paying the amount of **TWO HUNDRED PESOS (P200.00)** for transport of not more than three days and **FIVE HUNDRED PESOS (P500.00)** for a transport not exceeding one week.

SECTION 2. GUIDELINES – The following guidelines shall be strictly adhered to in securing a special permit for tour-related activities within the territorial jurisdiction of the Municipality of Jaro, Leyte:

A. For organized Municipal Tours

1. Tour operator/primary Tourism/Tourism Enterprise must be duly accredited by the Department of Tourism, a registered business entity in the Municipality of Jaro, Leyte and a holder of a business permit and Tourism license.
2. A letter-request for the municipal tour shall be approved by the Municipal Mayor, through the recommendation of the Supervising Tourism Operations Officer, containing the following information:

- a. Nature of Tour
- b. Name of requesting tour operator, primary tourism enterprises. Number of persons participating in the tour and the duration of the tour.
- c. Itinerary and routs or places to be visited
- d. Type and number of tour-related transport vehicles to be used
- e. Contract of service or letter of intent, duly signed by the tour operator, transport company and primary tourism/tourism enterprises

SECTION 3. REQUIREMENTS - The requirements for tour-related transport operators are the following:

- A. Streamers/posters must be visibly placed on the vehicles to be used to identify the group on tour-convention/seminar/educational trip; and
- B. Streamer/poster for the promotion of the Municipality of Jaro, Leyte, as tourists' destination, must be placed on the vehicles

SECTION 4. Disqualification – Any misrepresentation of information/data/ documents, relative to the request for the issuance of a special permit, shall invalidate an already issued permit and disqualified the transport operator/tour operator/organizer primary to urism/tourism enterprise of any tour related event from future availment of a special permit privilege.

ARTICLE C

**CLOSURE OF TOURISM-ORIENTED OR RELATED ESTABLISHMENTS,
IMPOSITION OF FINES AND FORFEITURE OF BOND**



Handwritten signatures and initials are present at the bottom of the page, including a large signature on the right and several initials on the left.

SECTION 1. GROUNDS FOR THE CLOSURE OF TOURISM-RELATED ESTABLISHMENTS, IMPOSITION OF FINES AND/OR FORFEITURE OF BONDS -

The following shall be the grounds for the closure of tourism-related establishments, imposition of Fines and/or forfeiture of bonds:

- A. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same of committing fraud or any misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation of license;
- B. Failure to comply with or contravene any of the conditions set forth in the license;
- C. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in this code;
- D. Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelles and other tourism-related establishments);
- E. Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn/apartelles and other tourism-related establishments);
- F. Violation of any of the conditions of the LTRFRB franchise (for tourist transport operation);
- G. Tolerance of gross misconduct, discourtesy, dishonesty, or misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients detrimental to tourism industry;



- H. Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
- I. Failure to pay fine, as well as, fees, due and contribution imposed under existing rules;
- J. Non-settlement of accounts and/or non-remittance of collections due to carrier of their agencies, or any agency of the government or any individual within the period prescribed by law;
- K. Any other acts/omissions that worked against the interest of the tourism industry.



ARTICLE D
CANCELLATION, SUSPENSION AND NON-RENEWAL OF LICENSE OF TOUR GUIDES



SECTION 1. GROUNDS FOR CANCELLATION AND SUSPENSION OF LICENSE OF TOUR GUIDES - The following are grounds for cancellation and suspension of license of tour guides:

- A. Cancellation of accreditation.
 - 1. Conviction of a crime involving moral turpitude;
- B. Suspension of accreditation
 - 1. Any overt act of dishonesty, misrepresentation or misconduct committed against a member of his/her tour group or against his/her employer or co-employee;
 - 2. Forced tipping or contributions from tourist; and
 - 3. Failure to comply with the requirements as to the compulsory wearing of identification cards.



CHAPTER XIV
RULES AND REGULATIONS

SECTION 1. RULES AND REGULATIONS - The following are the rules and regulations governing in the implementation of this Code:

A. All owners/operators/proprietors of tourism-related business establishments such as accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like accommodation houses, shall keep a registry of guests, at all times. Upon arrival, guests shall be required to fill in forms, containing the following details:

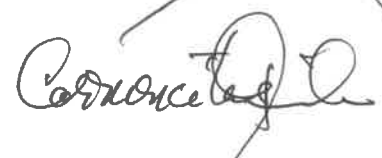
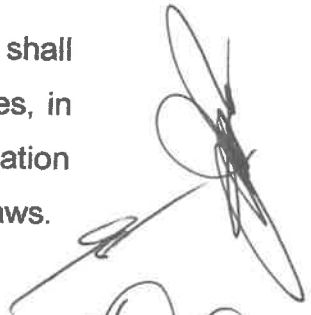
1. Full name of guest
2. Nationality
3. Passport Number or any competent proof of identity
4. Address and Place/Country of Origin
5. Occupation and place of employment
6. Time and date of arrival
7. Expected duration of stay and exit destination

B. Any visitor, brought/invited by guest/s to the accommodation house, shall also be required to register in a separate book for visitors. In the event that the visitor invited is a minor, the accommodation house shall promptly inform the Jaro, Leyte Municipal Social Welfare Development Office, for verification of the visitor's purpose of stay/visit.

C. Concerned tourism-related business establishments shall submit a monthly report of tourist arrivals and duly accomplished forms and registry books, to the Jaro Municipal Tourism Office, for data gathering, clearance issuance regulation and supervision purposes.



- D. No person shall be allowed to work as, tour guide in the Municipality of Jaro, Leyte, unless, he has secured a certificate as a tour guide, issued by the Jaro Tourism Office, the Provincial Tourism Center and/or the Department of Tourism.
- E. No foreign tour guides/escorts shall be allowed under this Code, except when there are no available local tour guides/escorts speaking the language of a particular foreign tourist market, in which case, the travel/tour organizers shall be required to hire accredited local tour guides until the duration of such tour.
- F. No entity shall be allowed to conduct local tours, unless they have complied with DOT and business permit and licensing requirements of the municipality. Outside tour operators, doing business in the municipality, shall be required to secure a special permit or accreditation from the Jaro Tourism Office.
- G. No foreign tour operator shall be allowed to conduct local tours, unless they have engaged a local tour operator counterpart for the duration of the tour.
- H. The tourism-related establishments shall prepare a disaster risk management and evacuation plan, duly approved by the MDRRMO.
- I. Standard rates for accommodation house, tourism facilities services of tour guides, including fares for all kinds of transport services, shall be posted in conspicuous places, for proper guidance, reference and information of tourists.
- J. All accommodation houses and tourism establishments shall maintain cleanliness and sanitation of their facilities, at all times, in accordance with the existing Environment Code and the Sanitation Code of the Municipality and other relevant local and national laws.

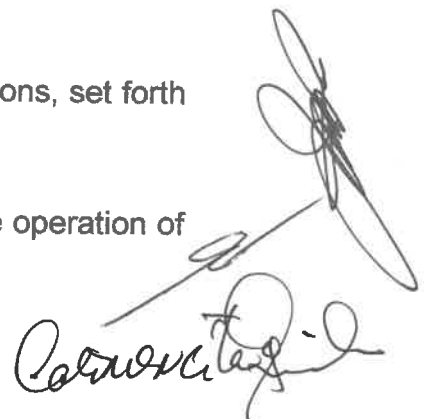


- K. When the volume of the visitors in the tourism establishment reaches the maximum, as declared, the establishment shall provide a notice of such condition in strategic places to forewarn incoming visitors. The establishment may coordinate with the Barangay Tourism Council (BTC) in the dissemination of such information.
- L. In the implementation of the provisions of this Code, reference shall always be made to existing national and local laws, rules and regulations. For this purpose, the Jaro Tourism Council shall draft and issue directives to carry out the provisions of applicable relevant laws.

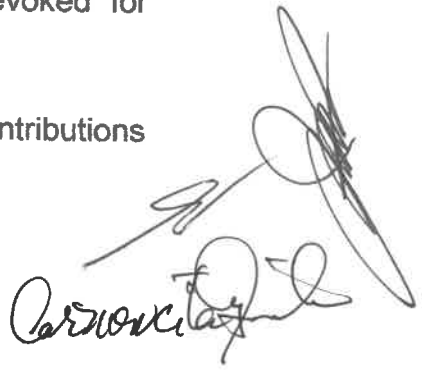
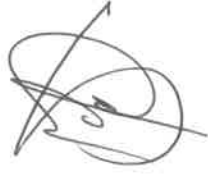
CHAPTER XV
PROHIBITIONS AND RESTRICTIONS

SECTION 1. PROHIBITIONS AND RESTRICTIONS - All owners/ operators/ proprietors of tourism-related business establishments, such as, accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages, tourist inns, motels, bed and breakfast, river resorts and the like are strictly prohibited/restricted to do the following acts/omission:

- A. Non-submission of monthly Tourists Arrival Report to the Jaro Tourism Office;
- B. Making any false declaration or statement, or making use of any such declaration, or statement, or any document containing the same, or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- C. Failure to comply with, or contravene any of the conditions, set forth in Accreditation;
- D. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;



- E. Serious physical injury or loss of life of any guest, due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelles/other tourism-related establishments);
- F. Allowing or permitting the tourism-related establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as, but not limited to gambling, prostitution, etc. (for resort/hotel/tourist inn, apartelles and the like);
- G. Managers and/or Operators of tourism-related establishments shall exert all possible efforts not to permit a person, whom they know, to be drunk and/or have reason to believe, either to be a prostitute, a pedophile or a bad character, to occupy any room or to frequent the premises. Presence of any of these things, within the tourism-related establishments, shall be reported immediately to the nearest police station.
- H. Violation of any of the conditions of the LTFRB franchise (for tourist transport operation);
- I. Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
- J. Willful violation of agreements and/or contracts entered into by the tourism-related business establishment and its clients;
- K. Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever, cause (in case of travel agency);
- L. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;



- M. Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
- N. Any other acts/omissions that may endanger the interest of the tourism industry.

CHAPTER XVI GOVERNING LAWS

SECTION 1. GOVERNING LAWS - The following relative local and national laws, among others, shall govern in the implementation of the provisions of this Code, as follows:

- A. R.A. 7160, known as, the Local Government Code of 1991;
- B. R. A. 9563, otherwise known as, the Tourism Act of 2009;
- C. Civil Service Resolution No. 97-0404 and CSC MC # 1, Series of 1997;
- D. P.D. No. 1096, or the National Building Code;
- E. Ordinance No. 18, Series of 2023, known as, "The Health Safety and Sanitation Code of the Municipality of Jaro, Province of Leyte";
- F. Ordinance No.21, Series of 2017, known as, "The 2017 Revised Revenue Code of the Municipality of Jaro, Province of Leyte";
- G. Ordinance No. 07, Series of 2016, known as, "The Jaro Solid Waste Management "; and
- H. Ordinance No.03, Series of 2012, known as, "An Ordinance Establishing the Salugnon Center for the Culture and the Arts";



Handwritten signatures and initials at the bottom of the page, including a large signature on the left, and initials 'JS' and 'SFL' in the center.



Handwritten signature on the right side of the page, appearing to read 'Cornelio'.

**CHAPTER XVII
PENAL PROVISIONS**

SECTION 1. PENALTIES - Any violation of any provisions contained in this Code, shall be meted with the following fines and penalties, as follows:

1st Offense - Cash fine of Php 1,000.00

2nd Offense - Cash fine of Php 2,000.00

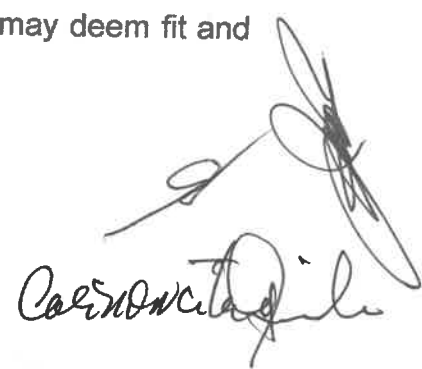
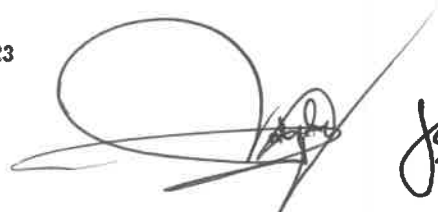
3rd Offense - Cancellation of business permit, and closure of business

Succeeding Offense - Fines of Php 2,500 and/or imprisonment of three (3) months or both, subject to the discretion of the court.

**CHAPTER XVIII
MISCELLANEOUS PROVISIONS**

SECTION 1. CONFIDENTIAL CHARACTER OF CERTAIN DATA - Information and documents received by or filed with the Jaro Tourism Office in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the Jaro Tourism Office, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be penalized based on appropriate laws, rules and regulations.

SECTION 2. Implementing Rules - The Municipal Mayor is hereby authorized, from time to time, to issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.



SECTION 3. Funding - The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the Municipal Tourism Office under the Municipal Mayor's Office. Said funds shall be included in the preparation of the Annual Budget of the Local Government.

SECTION 4. Funding Support from The National Government/Other Sources - Specific tourism projects may be undertaken with funding support from the National Government and other sources, through proposals made by the Jaro Tourism Office, duly endorsed by the Jaro Tourism Council.


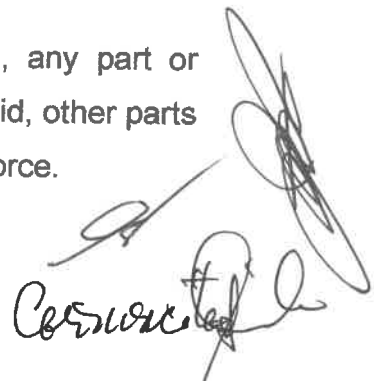
SECTION 5. Monitoring And Evaluation System - The Jaro Tourism Office, in coordination with the Jaro Tourism Council, shall establish a monitoring and evaluation system, in order to evaluate the economic, social and environmental impact of the local tourism activities. This should cover all elements that are crucial to sustainability of the tourism resource, in compliance with the provisions of this Code. Monitoring and evaluation indicators should include service quality and participation of local communities.



**CHAPTER XIX
FINAL PROVISIONS**

SECTION 1. REPEALING CLAUSE - All ordinances and administrative regulations, or parts thereof, which are inconsistent with any provisions of this Ordinance, are hereby repealed or modified accordingly.


SECTION 2. SEPARABILITY CLAUSE - If for any reason, any part or provisions of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected, shall continue to be in full force.



SECTION 3. EFFECTIVITY - This ordinance shall take effect fifteen (15) days after posting for three consecutive weeks, in at least Four (4) conspicuous places in the Municipality in compliance to R.A. 7160.

ENACTED ON NOVEMBER 28, 2023.

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


NICOMEDES R. BORJA
Secretary to the Sanggunian
(Board Secretary V)

APPROVED:


HON. JONELL MARTIN A. QUE
SB Member


HON. LANDILINO T. KATANGKATANG
SB Member


HON. JULIAN L. EMNAS
SB Member


HON. FRANCISCO R. ALTRES
SB Member/Majority Floor Leader

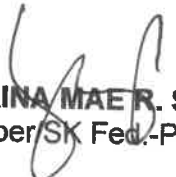
HON. LEO ANGELO T. PORMIDA
SB Member
Absent-Official Travel

HON. GUALBERTO V. ELISES
SB Member/Presiding Officer Pro-Tempore
Absent-Official Leave


HON. ALEXANDER N. SALGADO
SB Member


HON. REY P. AURE
SB Member


HON. CARMENCITA G. TAÑALA
SB Member/LIGA Fed.-President


HON. TRINA MAE R. SOLEDAD
SB Member/SK Fed.-President

ATTESTED:


HON. LANDILINO T. KATANGKATANG
SB Temporary Presiding Officer

APPROVED:


HON. JASSIE LOU TAÑALA
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

MINUTES OF THE 62nd REGULAR SESSION OF THE SANGGUNIANG BAYAN
OF JARO, LEYTE HELD AT THE SB SESSION HALL LEGISLATIVE BUILDING
ON NOVEMBER 28, 2023

PRESENT:

HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member & Majority Floor Leader
HON. ALEXANDER N. SALGADO	-SB Member
HON. REY P. AURE	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member/LIGA Fed.-President
HON. TRINA MAE R. SOLEDAD	-SB Member/SK Fed.-President

ABSENT:

HON. RODRIGO C. ARBAS	-Municipal Vice-Mayor & Presiding Officer
HON. LEO ANGELO T. PORMIDA	-SB Member
HON. GUALBERTO V. ELISES	-SB Member & Presiding Officer Pro-Tempore

CALL TO ORDER, ONE MINUTE SILENT PRAYER, SINGING OF THE NATIONAL ANTHEM, ROLL CALL AND READING AND APPROVAL OF PREVIOUS MINUTES

As provided for under the SB Internal Rules and Procedures, in the absence of the SB Regular Presiding Officer the SB Presiding Officer Pro-Tempore shall preside over the SB Session; further it provides that in the absence of the Presiding Officer Pro Tempore, the Sangguniang Bayan Members present constituting a quorum shall elect from among themselves who will temporarily preside over the session.

From this time, on motion duly seconded, the Body elect Honorable Landilino T. Katangkatang, to temporarily preside the 62nd Regular Session of the Sangguniang Bayan.

Honorable Landilino T. Katangkatang, called to order the 62nd Regular Session of the Sangguniang Bayan, and then request the SB members to stand for the prayer and National Anthem,

PRAYER

The Body offered the Sanggunian one-minute silent prayer.

Carmencita G. Tañala

PAMBASANG AWIT

The Body sang the Pambansang Awit.

ROLL CALL

The Chair request the SB Secretary to call the roll to determine the quorum, as follows:

PRESENT:

HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member & Majority Floor Leader
HON. ALEXANDER N. SALGADO	-SB Member
HON. REY P. AURE	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member/LIGA Fed.-President
HON. TRINA MAE R. SOLEDAD	-SB Member/SK Fed.-President

ABSENT:

HON. RODRIGO C. ARBAS	-Vice-Mayor & Presiding Officer/Official Leave
HON. LEO ANGELO T. PORMIDA	-SB Member-Official Travel
HON. GUALBERTO V. ELISES	-SB Presiding Officer Pro-Tempore/Official Leave

The Chair opines and said that with Eight (8) SB members present declared the 62nd SB Regular Session open at 9:58 in the morning, and then request the Hon. Francisco R. Altres-SB Majority Floor Leader to proceed to the order of business for the day.

READING AND CONSIDERATION ON THE MINUTES OF THE PREVIOUS SESSION

Hon. Francisco R. Altres took the floor and informed the Chair that the next order of business is the reading and considerations of the previous minutes of the 60th SB Regular Session and then request the SB Secretary to read the minutes.

The Chair opines and request the SB Secretary to proceed to read the previous minutes. After the reading of the minutes by the SB Secretary, the Chair asks from the Body for any corrections, amendments to the minutes of the previous SB Regular Session, and hearing none from the floor, request the Hon. Altres to offer the motion for its adoption, and it was duly seconded en masse by the Body.

And then after the Chair declared that the minutes of the 61st SB Regular Session has been moved, carried as approved en masse by the August Body without corrections thereto, as read by the SB Secretary. And then after request Hon. Altres to proceed to the next agenda.

PRIVILEGE HOUR

Hon. Francisco R. Altres opines and informed the Chair that no one availed the privilege hour.

QUESTION HOUR

Hon. Francisco R. Altres opines and informed the Chair that no one availed the question hour.

READING AND REFERRAL OF PROPOSED MEASURES

Hon. Francisco R. Altres opines there is no referral of proposed measures.

COMMITTEE REPORT

Hon. Francisco R. Altres opines there is no committee report.

CALENDAR OF BUSINESS

A. BUSINESS FOR THE DAY:

ITEM NO. 01: EXECUTIVE AGENDA:
PROPONENT: HON. ALEXANDER N. SALGADO
Vice-Chairman Committee on Environmental Protection

A PROPOSED RESOLUTION AUTHORIZING HONORABLE JASSIE LOU TAÑALA, LOCAL CHIEF EXECUTIVE OF JARO, AS PERMANENT REPRESENTATIVE OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE TO THE WATERSHED MANAGEMENT COUNCIL AND ASSIGNING CHRISTABEL RIBO, THE MPDO AS PERMANENT-ALTERNATE REPRESENTATIVE TO THE WATERSHED MANAGEMENT COUNCIL.

The Chair recognizes Hon. Salgado, and then request him to offer the motion. Hon. Salgado took the floor and then moves the above proposal, and it was duly seconded by Hon. Altres, Hon. Aure, Hon. Soledad and Hon. Tañala.

The Chair opines and then ask from the Body if there is a need for further discussion of the above proposed resolution.

Hon. Salgado speaks out that the legislative action requested from the Sanggunian is to authorized the LCE as Permanent Representative of the LGU to the Watershed Management Council, and Miss Christabel Ribo-MPDO as the Permanent Alternate-Representative to that council.

Hon. Que inquire from Hon. Salgado if the Watershed areas within the jurisdictions of Jaro has been identified already.

Hon. Salgado opines that as far as he knows the Provincial/PENRO is the office which is in-charge on the preservation and management of watershed areas of the province, and most likely they have the listing.

Further Hon, Salgado enlighten the Body that the proposed resolution is in connection to the SB resolutions retaining the name of Mainit and Binahaan Rivers as the declared watershed areas of the Municipality of Jaro.

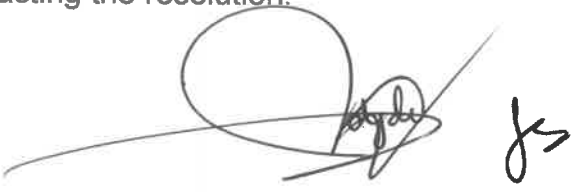
Hon. Que further inquire who was the previous agency in-charge on the preservation and management of watershed areas.

Hon. Salgado replies that as far as he knows it is the Provincial Environment and Natural Resources Office (PENRO) which is the in-charge in preserving and managing all the watershed areas of the province.

Hon. Tañala, opines and said that on her understanding the proposed resolution primary intent is to grant the authority to the LCE as the permanent representative to the Watershed council and Miss. Ribo as the permanent alternate-representative to that council, and on her opinion the Sanggunian should focus first to grant such authority by enacting the resolution.



Christabel Ribo



The Chair opines that the proposed resolution does not specify the names of the watershed areas/ivers within the jurisdiction of Jaro, it is only a request from the SB to grant the authority to the LCE and Miss Ribo as representatives of the LGU to the council. The Chair further said that for purposes of future references/legislative recording there is a need to identify/listing of the bodies of water within the LGU declared as watershed areas which would be under the management of the PENRO.

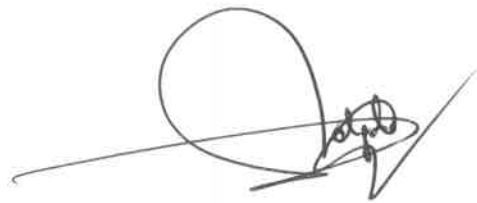
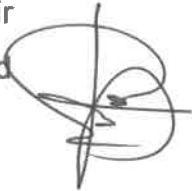
In addition, thereto, Hon. Que said that he concurs to the opinion of the Chair that there is a need for a complete identifications/listing of the watershed areas/ivers in the LGU for records purposes of the SB.

Hon. Altres opines that to his mind the resolution is basically a new resolution being requested by PENRO from the LGU, for the LCE to be the permanent representative to the Watershed Council, and Miss Ribo as the permanent alternate-representative to the council, perhaps the purpose of the council is primarily to protect the bodies of water specifically the watershed areas of the province.

Hon. Salgado opines that he concurs to the different opinions of the SB members that there is a need to have a listing of the watershed areas/ivers of Jaro, which would be under the management of PENRO. And on his opinion most likely the duties and responsibilities of the council is to regulate, conserve and protect the bodies of water within the province, which is a very basic necessity for supply of potable water to the local constituents and to water irrigation system which is mostly needed by the farmers sectors.

The Chair ask for any further discussion and no one signify from the floor, request Hon. Salgado to offer the final motion, and it was duly seconded en masse by the SB members present.

And then after the Chair declared that for Item No. 01, an Executive Agenda under the business for the day has been moved, carried and approved en masse by the August Body.



ITEM NO. 02: EXECUTIVE AGENDA:
PROPONENT: HON. ALEXANDER N. SALGADO
Vice-Chairman Committee on Environmental Protection

A PROPOSED RESOLUTION AUTHORIZING THE REPRESENTATIVES OF LGU JARO, LEYTE TO THE WATERSHED MANAGEMENT COUNCIL TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT AND RESOLUTIONS MADE BY THE WATERSHED MANAGEMENT COUNCIL.

Before the final motion, Hon. Salgado informed the Body that Item No. 02, is in relation to Item No. 01 under the business for the day,

Further, Hon. Salgado informed the Body that the only documents received by the SB Secretary's Office is the transmittal letter of the executive agenda, and there was no MOA which is containing the provisions of the terms and conditions of the contract, and then moves the above proposal, and it was duly seconded en masse by the SB members present.

And then after the Chair said that considering that there is no further discussion of the proposed resolution, declared that for Item No. 02, under the business for the day has been moved, carried and approved en masse by the Body.

ITEM NO. 03: APPROVAL ON THIRD-AND-FINAL-READING OF ORDINANCE NO.20, SERIES OF 2023. PROPONENT: HON. REY P. AURE AND HON. JONELL MARTIN A. QUE. Committee on Tourism, Arts and Cultural Affairs

ORDINANCE NO. 20
SERIES OF 2023

"AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES".

The Chair gives the floor to Hon. Aure and Hon. Que the authors of the proposed Ordinance. Hon. Que request the Chair to recognize Hon. Aure who will be the one to offer the motion.

Hon. Aure took the floor and then moves for the approval of Ordinance No. 20, Series of 2023, on Third-and-Final-Reading, and it was duly seconded by Hon. Que, Hon. Soledad, Hon. Tañala.

The Chair opines and asks from the floor if there are other concerns on the proposed Ordinance before the final motion.

Hon. Aure speaks out that the committee believes that the proposed Ordinance is compliant to the Three-Reading principles, and it has passes through a series of committee meetings and public consultations, all the amendments were already incorporated to the final draft of the ordinance; however, the committee is still ready to answer for some clarifications of the SB members on the Ordinance.

The Chair opines that considering that there are no more clarifications from the floor on the proposed Ordinance, request Hon. Aure to offer the final motion.


Hon. Aure took the floor and said that for and on behalf of his co-author Hon. Que, moves for the final approval of Ordinance No. 02, Series of 2023 under the Third-and-Final-Reading, and it was duly seconded en masse by the SB members present.

And then after the Chair declared that it has been moved and duly seconded en masse by the August Body, Ordinance No. 20, Series of 2023, otherwise known as the "Jaro Leyte Tourism Code of 2023", is carried and approved, under the third-and-final-reading.

At this juncture the Chair declared a 15 minutes recess at 10:48 A.M., Session resumed at 11:08 A.M.



Carson



OTHER MATTERS

1. Hon. Altres informed the SB members who have attended the Provincial 2023 LLA at Baybay, Leyte, that the Certificate of Appearance can be secure at the SB Legislative Staff.
2. The Body also discuss partially the activities for the month of December, among others: The SB Christmas Party, the LGU Christmas Party, and the LCE Ulat sa Bayan during the LGU Founding Anniversary.
3. Hon. Trina Mae R. Soledad-SK Fed. President informed the Body that this November 28, 2023 would be her last day to attend the SB Session for her term will expire on November 30, 2023.

Hon. Soledad further expresses her sincerest thanks to the Vice Mayor, the SB members, and the SB Secretary's Office and Staff, the SB-LLSS for the support accorded to her, as one of the legislators of the Sangguniang Bayan.

She further said that since 2018-2023 as a member of the Sangguniang Bayan, she has learned and grown-up to be a "Young Lady Legislator; and as such, it was a very memorable experience on her life, and further convey her deepest gratitude for the opportunity to serve in the Sangguniang Bayan and to render public service to the municipality.

And with no more business to be transacted, on motion of Hon. Altres to adjourn, duly seconded en masse, the Chair declared the 62nd SB Regular Session adjourned at 11:28 A.M.

Handwritten signatures and initials are present at the bottom of the page. On the right side, there is a vertical signature that reads "Carnovita". Below it are several other signatures and initials, including a large circular signature and the initials "js" and "jsf".

EXCERPT RESOLUTION/ORDINANCE:

ITEM NO. 01: PROPONENT: HON. ALEXANDER N. SLAGADO
Vice Chairman Committee on Environmental Protection

RESOLUTION NO. 2023-

A RESOLUTION AUTHORIZING HONORABLE JASSIE LOU TAÑALA, LOCAL CHIEF EXECUTIVE OF JARO, AS PERMANENT REPRESENTATIVE OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE IN THE WATERSHED MANAGEMENT COUNCIL AND ASSIGNING CHRISTABEL RIBO, THE MPDO AS PERMANENT-ALTERNATE REPRESENTATIVE IN THE WATERSHED MANAGEMENT COUNCIL.

WHEREAS, presented to the body for approval is an executive agenda, authorizing the Local Chief executive as permanent representative of the Local Government Unit of Jaro, Leyte in the Watershed Management Council and assigning Christabel Ribo-MPDO as permanent-alternate representative in that council.

NOW, THEREFORE, on motion of Honorable Alexander N. Salgado, duly seconded en masse by the Honorable Sanggunian members present be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO AUTHORIZED HONORABLE JASSIE LOU TAÑALA, LOCAL CHIEF EXECUTIVE, AS PERMANENT REPRESENTATIVE OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE IN THE WATERSHED MANAGEMENT COUNCIL AND ASSIGNING CHRISTABEL RIBO, THE MPDO AS PERMANENT-ALTERNATE REPRESENTATIVE TO THE WATERSHED MANAGEMENT COUNCIL;

RESOLVED FINALLY, to furnished copy of this resolution to the Municipal Mayor, and to other concerned offices for their information and guidance.

APPROVED: NOVEMBER 28, 2023.

ITEM NO. 02: PROPONENT: HON. ALEXANDER N. SALGADO
Vice Chairman Committee on Environmental Protection

RESOLUTION NO. 2023-

A RESOLUTION AUTHORIZING THE REPRESENTATIVES OF LGU JARO, LEYTE IN THE WATERSHED MANAGEMENT COUNCIL TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT AND RESOLUTIONS MADE BY THE WATERSHED MANAGEMENT COUNCIL.

WHEREAS, presented to the Body for approval is an executive agenda, authorizing the representatives of the LGU Jaro, Leyte in the Watershed Management Council to enter into and sign a memorandum of agreement and resolutions made by the council;

NOW, THEREFORE, on motion of Honorable Alexander N. Salgado, duly seconded en masse by the Honorable Sanggunian members present be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO AUTHORIZED THE REPRESENTATIVES OF LGU JARO, LEYTE IN THE WATERSHED MANAGEMENT COUNCIL TO ENTER INTO AND SIGN A MEMORANDUM OF AGREEMENT AND RESOLUTIONS MADE BY THE WATERSHED MANAGEMENT COUNCIL;

RESOLVED FINALLY, to furnished copy of this resolution to the Municipal Mayor, and to other concerned offices for their information and guidance.

APPROVED: NOVEMBER 28, 2023.

ITEM NO. 03: APPROVAL ON THIRD-AND-FINAL-READING OF ORDINANCE NO. 20, SERIES OF 2023. SPONSORED BY: HON. REY P. AURE AND HON. JONELL MARTIN A. QUE.
Committee on Tourism, Arts and Cultural Affairs

**ORDINANCE NO. 20
SERIES OF 2023**

AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES.

INTRODUCED BY: HON. REY P. AURE
HONORABLE JONELL MARTIN A. QUE
Committee on Tourism, Arts and Cultural Affairs

**CHAPTER I
GENERAL PROVISIONS**

**ARTICLE A
TITLE AND SCOPE**

SECTION 1. SHORT TITLE – This Ordinance shall be known as the “JARO, LEYTE TOURISM CODE OF 2023”.

SECTION 2. COVERAGE – This code shall govern and regulate all tourism-related matters within the territorial jurisdiction of the Municipality of Jaro, Leyte and its political subdivisions.

SECTION 3. SCOPE – The provisions of this Code shall apply to all political subdivisions, agencies and instrumentalities, non-government organizations, businesses and establishments for tourism, persons, whether natural or juridical, directly or indirectly involved in the tourism industry.

The Philippine Tourism Act of 2009 or RA 9593, Republic Act No. 7160, as well as, other relevant and applicable laws, rules and regulations, issued by the national government, the Department of Tourism and other local ordinances, shall guide this code.

SECTION 4. OBJECTIVES – For the general welfare and benefit of the general populace of Jaro, Leyte, the following shall be the objectives in the operation/management/administration of the Jaro Tourism Office, as contained in the Tourism Development Plan.

- A. Develop tourism products and destinations that would make Jaro a new major destination in the Province of Leyte;
- B. Identify infrastructure and institutional development programs to help support the tourism industry;
- C. Encourage private investment in tourism;
- D. Enable creation of new jobs and businesses to help promote sustained socio-economic growth in the municipality.



Carson

**ARTICLE B
DECLARATION OF POLICIES**

SECTION 1. DECLARATION OF POLICIES - As one of the policies of the Local Government of Jaro, Leyte, it is hereby declared for the Jaro Tourism Council, to pursue and enhance the development and promotion of the municipality's tourism and tourism industry, as well as, achieve and improve sustainable socio-economic status and protected environment, as explicitly provided by R.A. 9563, otherwise known as, the Tourism Act of 2009.

This aims to make the Jaro, Leyte Tourism Council more responsive and an effective instrument of public service, significantly contributing to its local development. Towards this end, the Municipality shall develop, regulate and standardize the general affairs, system and highly professionalizing public services, in terms of tourism aspects. Henceforth, the following shall always be observed:

- A. Inland resort developers shall put up a tree park or a similar project, comprising not more than ten (10) percent of its total land area, using endemic forest and fruit trees;
- B. Local residents shall be given priority in the hiring of tourism workers provided, they possess the necessary qualifications, or tourism establishments have the option of hiring, at least, sixty (60) percent of their total workforce from the local residents;
- C. For the purpose of strengthening the Municipality as a major tourist destination, proper facilities, administrative and personnel support shall be given consideration in the preparation of the LGU's Annual Budget, Annual Investment Plan and Human Resource Development Plans.

**CHAPTER II
RULES OF CONSTRUCTION AND DEFINITION OF TERMS**

**ARTICLE A
RULES OF CONSTRUCTION**

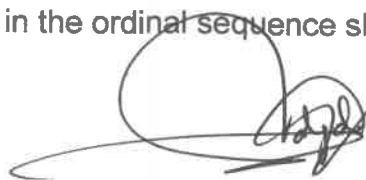


Carmina T. Dela Cruz



SECTION 1. RULES OF CONSTRUCTION – In construing the provisions of this Code, the following rules of construction shall be observed, unless inconsistent with the manifest intent of the provisions, or if applied, they would lead to absurd or highly improbable results.

- A. Form and Style** - Some provisions of this Code preserved the original text and form in which they were passed, while others have been rewritten in the process of consolidation, for clarity and style.
- B. Amendments and Additions of New Chapters or Sections** - Any amendment shall refer to the chapter or section concerned. A new chapter may be placed where it belongs appropriately. A new section may be added or inserted in the proper Chapter with corresponding decimal number.
- C. Other Codes** - Other Codes which are bulky may be published apart, but the publications shall bear the number and the chapter assigned to by this Ordinance.
- D. Relation of Code to Prior Ordinances** - The provisions of this Code, in so far as, they bear substantially the same subject matter as the ordinances included in this codification, shall be construed as restatements and continuations and not as new enactments.
- E. Reference to Code** - Whenever reference is made to any portion of this Code, the reference applies to all amendments and additions, now or hereafter made.
- F. Conflict Within/Between/Among Chapters or Articles** - Should the provisions of the different chapters or articles in this Code conflict or contravene with one another, the provisions within each chapter or article shall prevail, in so far as, matters in each chapter are concerned.
- G. Conflict with Different Sections** - Should the conflict be within different sections in the same Chapter, the provision of the section which is last in the ordinal sequence shall govern.



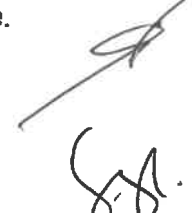
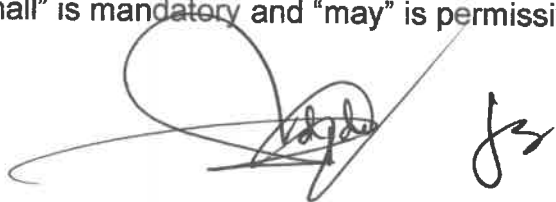
- H. **Existing Rights—Action Preceding the Code** - No action or proceeding commenced before this Code takes effect. No right accrued shall be affected by this Code and all procedures thereafter taken shall conform to the provisions of this Code, in so far as possible.
- I. **Effect of Headings** - The chapter and section headings do not, in any manner, affect the scope, meaning, or intent of the provisions of this Code.

SECTION 2. RULES IN INTERPRETING THE PROVISIONS OF THIS CODE.

- A. **General Rules** - All words and phrases shall be construed and understood according to the common and approved usage of the language, but technical words and phrases and such others, as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to that peculiar and appropriate meaning.
- B. **Gender and Number** - Every word in this Code, importing the masculine gender, shall extend to both female and male and every word, importing the singular number, shall extend and apply to several persons or things, as well. Every word, importing the plural number, shall extend and apply to one person or thing, as well.
- C. **Person** – the word “person” shall extend and be applied to natural and juridical persons, such as firms, corporations or voluntary associations, unless plainly inapplicable.
- D. **Tenses** – the use of any verb in the present tense shall include the future when applicable.
- E. **Shall have been** – the word “shall have been” include past and future cases.
- F. **Shall and May** – “shall” is mandatory and “may” is permissive.



Consistent with



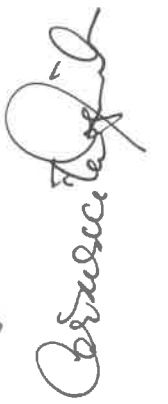
G. Reasonable Time or Notice – In all cases, where any provision of this Code shall require any act to be done, or a reasonable notice to be given, that reasonable time or notice shall mean such time only, as may be necessary, for the prompt performance of that duty, or compliance with that notice.

ARTICLE B

DEFINITION OF TERMS

SECTION 1. DEFINITION OF TERMS - In addition to the terms and phrases, duly defined in R.A. 9593 and its IRR and the Department of Tourism, the following are given their meaning in this Code:

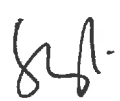
1. **Accreditation** – a certification issued by the appropriate government agency that the holder is recognized as having complied with the minimum standards, required by the Jaro Tourism Council and the Department of Tourism (DOT), in the operation of tourism-oriented establishments and other concerned facilities.
2. **Amusement** – refers to a pleasurable diversion or entertainment, as defined under R.A. 7160, otherwise known as, the Local Government Code of 1991. The word is also synonymous to relaxation, avocation, pastime or fun.
3. **Code** - refers to this particular ordinance.
4. **Conservation** - includes all efforts towards the perpetuation, or preservation of the whole or part of the buildings and includes rehabilitation, or construction of a new one in its stead. Provided, that the facade showing its being a cultural heritage, landmark, historical or legacy building is preserved and restored.
5. **Cultural Resources** – include historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry, government, religion, anthropological resources and local celebrities.



6. **Culture of Tourism** – values exuded by persons, establishments related to the tourism industry which includes courtesy towards guests, preparedness of the place to receive visitors and readiness of the tour guides.
7. **Customized/Special Tour** – any tour with specific purpose, usually organized as regards to profession, event, study, research of the tourists/excursionists usually tailor-made.
8. **Excursionists** – any person travelling to any specific place for the purpose of business leisure and pleasure trip staying in the place less than 24 hours in a given area.
9. **Familiarization Tour (Fam Tour)** – is an organized tour to make specific interest groups to be aware of the new tourism product or service.
10. **Foreign Visitors** – refer to all persons using foreign passports.
11. **Itinerary or program** – a document indicating the following purposes: purpose of the tour, areas/sites to be visited, using a specific route in a given time frame under the direction of a primary tourism or tourism enterprise with assigned tour guide.
12. **Natural Resources** – these refer to climate-seasons, water resources (lakes, streams, waterfalls), flora (forests, flowers, shrubs, wild edibles), fauna (fish & wildlife), geological resources (topography, soils sand dunes, rivers, caves, rocks and minerals, fossils) and scenery.
13. **Physical Infrastructures** – shall include, but not limited to, roads, bridges, administrative buildings, toilet and comfort room facilities, parking areas, rest areas, forest tracks, walkways, viewing platforms, cottages, solid and liquid waste facilities, security and service facilities, and communication centers.



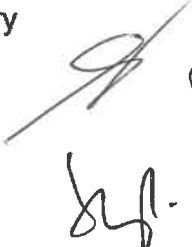
Consensus



14. **Potential Tourist Properties** – these refer to sites and attractions not yet developed, including but not limited to, lakes, waterfalls, volcanic hot springs, caves and rainforests.
15. **Primary Tourism Enterprises** – refer to travel and tour services, land, transport services exclusively for tourist use; accommodation establishments, conventions and exhibitions organizers, tourism estate management services; and such other enterprises as may be identified by DOT Secretary, after due consultation with concerned sectors.
16. **Running Tour** – is a kind of guiding where tourists are inside a moving van, coaster or bus while tour guides are pointing to sites of historic, cultural or economic significance without disrupting the traffic flow.
17. **Sustainable Development** – refers to a mode of human development, in which resource use, aims to meet human needs while ensuring the sustainability of natural systems and the environment, so that these needs can be met, not only in the present, but also for generations to come.
18. **Sustainable Tourism Development** – means tourism development that leads to management of all resources, in such a way that, economic, social, and aesthetic needs can be fulfilled, while maintaining cultural integrity, ecological, biological diversity and life support systems.
19. **Responsible Culture of tourism** – a character, concept or activity that creates better places for people to live in and better places to visit.
20. **Tourism** – a major municipal activity in which private sector's investments, efforts and initiatives are extremely encouraged, fostered and supported and through which, socio-economic development may be accelerated and the LGU's nature, history and culture may be appreciated with pride and commitment.



Carsonita



21. **Tourism Industries** – refer to industries or business enterprises, providing goods and services to tourists and all types of travelers, while they stay, travel, visit and enjoy the facilities and destinations.
22. **Tourism Infrastructures** – consist of three (3) major components, namely: physical, human resource and regulatory.
23. **Tourism related establishments/activities** - any legal undertaking or enterprise geared towards the provision of services, conveniences, or entertainment to the public, in general and to the tourists, in particular which may include, but shall not be limited to:
- a. Restaurants, eateries and other establishments serving food and/or beverage;
 - b. Accommodation establishments, such as, in land hotels, resorts, cottages, inns, pension and lodging houses, boarding houses, rest houses and other similar commercial structures and establishments;
 - c. Bars lounges, pubs, discos, karaoke bars and other establishments providing entertainment and dispensing alcoholic drinks, with or without food;
 - d. Clothing shops, souvenir shops, boutiques and the like;
 - e. Physical therapy and health rejuvenation centers, beauty parlors, barber shops and health spas;
 - f. Sports equipment and services;
 - g. Video shops and live entertainment of any kind;
 - h. Wet and dry goods market, fruit stands, handicraft stores and sari-sari stores;
 - i. Land, transport operations; and
 - j. Theme parks and other recreational facilities.

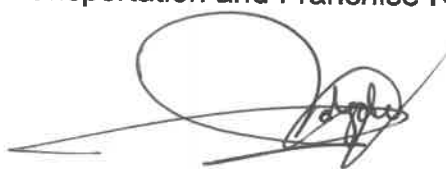


Corruscator

- 25. **Tourism Resources** – refers to natural, cultural, human, or capital resources, either used or can be utilized to attract or serve tourists.
- 26. **Tourist Transport Service** – may mean car, van, coaster, or bus whose specific purpose under the special permit shall be to transfer tourists/excursionist from one place to another and governed by an itinerary.
- 27. **Tour Operator** – shall refer to any person or entity who extends to individuals or groups related to tourism services, whether or not, for a fee, commission, or any form of compensation.
- 28. **Walking Tour** – refers to the tour of the tourists/excursionists with a tour guide, by walking along, using no vehicles, through sites with historical, cultural and economic significance.

SECTION 2. ACRONYMS – The following words of acronym shall refer to mean, as:

- 1. **DOT** - Department of Tourism
- 2. **TIEZA** - Tourism Infrastructure and Enterprise Zone Authority
- 3. **NCCA** - National Commission for Culture and the Arts
- 4. **NHCP** - National Historical Commission of the Philippines
- 5. **NCIP** - National Commission on Indigenous People
- 6. **DENR** - Department of Environment and Natural Resource
- 7. **DPWH** - Department of Public Works and Highways
- 8. **LGU** - Local Government Unit
- 9. **PO** - Private Organization
- 10. **TESDA** - Technical Education and Skills Development Activities
- 11. **PNP** - Philippine National Police
- 12. **DRRMO** - Disaster Risk and Reduction Management Office
- 13. **LTFRB** - Land Transportation and Franchise Regulatory Board



- 14. BPLO - Business Permit and Licensing Office
- 15. NGO - Non-Government Organization
- 16. JLTC - Jaro, Leyte Tourism Council
- 17. JLTO - Jaro, Leyte Tourism Office
- 18. JLCCA - Jaro, Leyte Council for Culture and the Arts
- 19. JLCHC - Jaro, Leyte Cultural Heritage Council
- 20. BTC - Barangay Tourism Council

CHAPTER III
THE TOURISM GOVERNANCE
ARTICLE A
THE JARO TOURISM COUNCIL

SECTION 1. THE JARO TOURISM COUNCIL – There shall be established the Jaro, Leyte Tourism Council which shall be the highest coordinating and policy formulating body on tourism in the municipality.

SECTION 2. COMPOSITION – In pursuance to DILG MC N0-95-162, Series of 1995, the Jaro, Leyte Tourism Council shall be composed of the following:

- Chairman** - Municipal Mayor
- Vice-Chairman** - Municipal Vice-Mayor
- Action Officer** - Supervising Tourism Operations Officer
- Members**
 - SB Member, Chairman Committee on Tourism, Arts & Cultural Affairs
 - The SB Chairman Committee on Youth & Sports Development
 - The SB Chairman Committee on Public Works & Infrastructure
 - The SB Chairman Committee on Environmental Protection
 - The President, Association of Barangay Chairmen
 - The Municipal Engineer
 - The Municipal Planning & Development Officer or duly authorized representative
 - The Chief of Police or duly authorized representative
 - District Supervisors, School Principals, Department of Education or duly authorized representative

- The Supervising Cooperative Development Specialist, CLDO or duly authorized representative
- The Municipal Environmental and Natural Resources Officer or duly authorized representative
- Municipal Disaster Risk Reduction Management Officer (MDRRMO)
- Four (4) representatives from civic, religious and non-government organizations
- The President/s of Jaro, Leyte Jeepneys, Motorcabs, Pedicab Drivers' Association/s
- The Presidents of Jaro, Leyte Mountaineers, Inc. or duly Authorized representative
- The Operators/Heads of Inland Hotels and/or Resorts
- The Operators/Heads of Tourist Transports

SECTION 3. MEETINGS AND QUORUM - The Jaro Tourism Council shall meet, at least, once a quarter, or as often as, may be necessary. A majority of all its members shall constitute a quorum.

SECTION 4. SOURCES OF FUNDS - The funds of the Council shall come from:

- A. Proceeds from activities undertaken by the Council;
- B. Grants and donations;
- C. Assistance, through local legislation, as incorporated in the Municipality's Annual/Supplemental Budgets
- D. Any other income that may be legally earned by the Jaro, Leyte Tourism Council.

SECTION 5. ROLES AND DUTIES OF THE JARO TOURISM COUNCIL - the Jaro Tourism Council shall perform additional roles and duties, such as, but not limited to, as follows:

- A. Help identify, develop and promote potential tourism attractions;



Co-Chairman

- B. Initiate and recommend the implementation of programs and activities on tourism in coordination with the DOT, TIEZA, private sector and other entities;
- C. Initiate private and public partnerships in implementing tourism development plans, programs and activities;
- D. Promote and support sustainable tourism by facilitating community-based tourism activities;
- E. Extend technical assistance to all tourism-oriented and related establishments;
- F. Advocate for a responsible culture of tourism among stakeholder and tourist alike;
- G. Create sustainable tourism programs and projects for the community;
- H. Create and promote awareness on the benefits of tourism through multi-media platform;
- I. Help in monitoring compliance of the requirements of standards and regulations set by DOT, LGUs and other government agencies for the general welfare of tourists, visitors and community;
- J. Facilitate resource generation for tourism activities; and
- K. Such other related functions or activities, as may be approved by the Council.



SECTION 6. COMPENSATION AND REMUNERATION - The chairman, vice chairman, secretary and members of the Jaro Tourism Council shall perform their duties, as such, without compensation or remuneration.



Members thereof, who are not government officials or employees, shall be entitled to necessary traveling expenses and allowances, chargeable against the funds of the Jaro Tourism Council, subject to existing accounting and auditing rules and regulations.

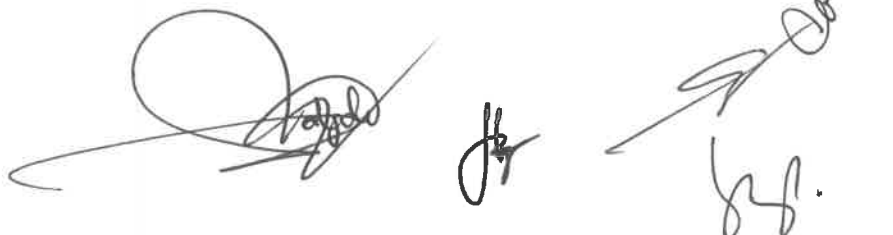
SECTION 7. TERM OF OFFICE - The term of office of all officers and members of the Council shall be co-terminus with the Municipal Mayor, who can replace or modify the council's composition, at any time, with or without cause, by virtue of an Executive Order.

**ARTICLE B
THE JARO TOURISM OFFICE**

SECTION 1. CREATION - Section 17, par. 2 (xi) of Republic Act 7160, otherwise known as, the Local Government Code of 1991, provides for the devolution of tourism facilities and other attractions, including the acquisition of equipment, regulation and supervision of business transactions and security services for such facilities. Hence, there shall be created a Jaro Tourism Office, under the Office of the Municipal Mayor.

SECTION 2. PURPOSE - The Jaro Tourism Office shall be the planning and implementing arm for the programs, policies and projects relating to the tourism industry in the Municipality, as identified and approved by the Jaro Tourism Council. It shall pursue the development of the Jaro Tourism industry, in adherence to this Code and the Comprehensive Development Plan (CDP) and other relevant laws.

SECTION 3. POWERS AND FUNCTIONS - As the primary operating agency of the Local Government, the Jaro Tourism Office shall be responsible in the efficient and effective Implementation of the policies, plans, and programs, as identified and approved by the Jaro Tourism Council. Towards this end, the Jaro Tourism Council shall:

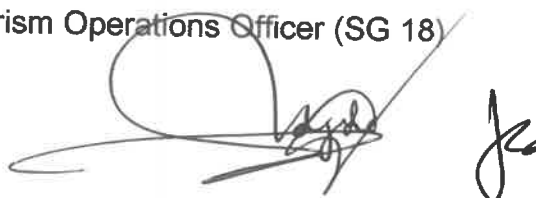


Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a signature in the center, and a signature on the right that includes the name 'Cassius' written vertically.

- A. Formulate, monitor, implement and/or coordinate tourism plans and programs;
- B. Assist, monitor and conduct accreditation of tourism-oriented and related facilities and service providers;
- C. Conduct capability building trainings for tourism front liners and assist in the establishment of Barangay Tourism Councils;
- D. Conduct research, establish and maintain tourism information management system and web portal for the municipality;
- E. Establish linkage and networking with national government agencies, non-government organizations (NGOs) and People's Organizations (POs) in planning and implementing tourism activities;
- F. Conduct inventory of existing, emerging and potential tourism attractions;
- G. Promote and market the Municipality, as premier tourist destination, regionally and nationally, through exhibits, selling missions and production of marketing propaganda;
- H. Operate and maintain local government-owned tourism facilities;
- I. Advocate responsible culture of tourism among the students and all tourism stakeholders; and
- J. Perform such other functions related to sustainable tourism development.

SECTION 4. ORGANIZATIONAL STRUCTURE - As embodied in the Jaro Tourism Development Plan and in accordance to the Civil Service rules and regulations, the Jaro Tourism Office shall be composed of the following personnel:

- A. One (1) Supervising Tourism Operations Officer (SG 22)
- B. One (1) Senior Tourism Operations Officer (SG 18)



- C. One (1) Tourism Operations Officer II (SG 15)
- D. One (1) Tourism Operations Officer I (SG 11)
- E. One (1) Tourist Receptionist I (SG 8)
- F. Two (2) Tourism Operations Assistant (SG 7)
- G. Two (2) Administrative Aide III (SG 3)

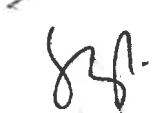
SECTION 5. ROLES AND RESPONSIBILITIES - The personnel in the Jaro Tourism Office shall have their respective roles and responsibilities, as follows:

A. SUPERVISING TOURISM OPERATIONS OFFICER (SG 22)

1. Ensures the successful implementation of laws, polices, plans, programs, rules and regulations of the Tourism Office;
2. Recommending approval of application for licenses or renewal of business permit for tourism establishments;
3. Recommends to the Department of Tourism classification and accreditation of tourism establishment;
4. Reviews information materials prepared by researchers for publication or dissemination;
5. Reports to the Municipal Mayor and coordinate with other government institutions, as well as, the private and civil society sectors, on the various implementation of PPAs of the Local Tourism;
6. Facilitates the safe, convenient and comfortable stay of tourists, as well as, the provisions of hospitable reception and mobility of visitors;
7. Coordinates with the Department of Tourism in the development of infrastructure requirements supporting tourist areas;




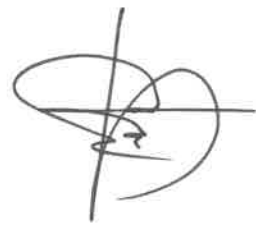
Cervantes



8. Regulates the operations of tourism oriented and related establishments operating in the Municipality and monitoring of their compliance to the stands set for them;
9. Supervises the information and promotional activities of the office; and
10. Performs such other functions, duties and powers as may be directed by the Municipal Mayor.

B. SENIOR TOURISM OPERATIONS OFFICER (SG 18)

1. Supervises in the management, administration of the employees in the tourism office and evaluates their performance periodically and to be approved by the Supervising Tourism Operations Officer;
2. Prepares/replies to various communication such as indorsements/letter-requests to concerned government and private offices;
3. Facilitates in the smooth flow of official documents such as PRs, POs, biddings, controls of budgets and such other transactions directed by the Supervising Tourism Operations Officer;
4. Prepares the office annual budgets to be approved by the Supervising Tourism Operations Officer and Municipal Mayor;
5. Reviews project proposals prepared by concerned tourism officers for approval of the Supervising Tourism Operations Officer and the Municipal Mayor;
6. Prepares proposed ordinances, codes and the like, for approval of the Municipal Mayor and for indorsement to the Office of the Sangguniang Bayan, for appropriate legislative action;



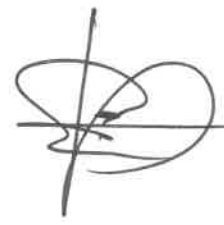
Carolina T. [unclear]



7. Assists the Supervising Tourism Operations Officer in the planning, studying and evaluating projects for tourism promotion in the municipality; and
8. Ensures the preservation and/or restoration of Municipal monuments, historical landmarks and other tourist attracts, in coordination with the Department of Tourism and the National Commission for Culture and the Arts.

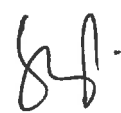
C. TOURISM OPERATIONS OFFICER II (SG 15)

1. Acts on requests of VIPs and official guests;
2. Assists clients or interested parties in their queries about tourism in the municipality;
3. Conducts monthly surveys for proper monitoring of domestic and foreign tourist's arrivals at various accommodation business establishments;
4. Coordinates directly with the Municipal Planning Office and the Business and Permits Licenses Office (BPLO), to ensure compliance of business standards and compliance of municipal ordinances by tourism service sectors; Ensures that tourism statistics are up-to-date, accurate and reliable;
5. Conducts trainings and seminars to front liners of various tourism oriented and related establishments for them to be adept into the needs of the municipal visitors/tourist.



D. TOURISM OPERATIONS OFFICER I (SG 11)

1. **TOURISM PROMOTION SECTION - (Culture, Arts, History, Training and Development Section)**
 - a. Assists in the implementation of various festivals in the municipality, such as among others Flores De Mayo (Sta Cruzan) and Founding Anniversary.



**2. TOURISM RELATED PROGRAMS & PROJECTS
SECTION - (Marketing & Coordination)**

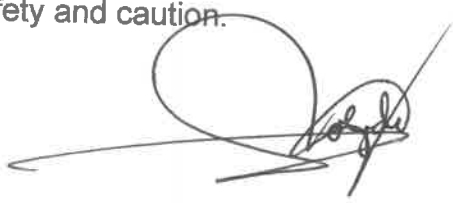
- a. Researches and initiates linkages with markets and market providers (e.g., tour operators, organizations, companies, other government organizations);
- b. Acts as social marketing staff to ensure that Jaro, Leyte gets an ideal amount of online presence and market awareness;
- c. Recommends for the promotion of tourism zones or areas with potential tourism value; and
- d. Prepares plans, projects and programs that will promote and boost the municipality tourism industry.

E. TOURIST RECEPTIONIST I (SG 8)

1. Act as liaison officer/tour guide by attending groups of visitors to tourist attractions, whether day trips or longer visits, and give them information and advice to make the most of their visit;
2. Ensure that visitor information and assistance counters are well-supplied with promotional materials;
3. Collect survey forms on the delivery of tourism products and services; and
4. Monitor and notify the office on visitors' arrival;

F. TOURISM OPERATIONS ASSISTANT I (SG 7)

1. Undertake field visits/inspection to examine and monitor minimum infrastructural and organizational standards of hotels and tour operators.
2. Make field visits/check tour programs to monitor/regulate adventure tourism/sports for adequate requirement/equipment, safety and caution.



Carmona
84.

3. Undertake treks on trekking routes and other destinations to report on the actual field status and maintenance needs.
4. Receive and forward applications for license for new hotel projects and restaurants.
5. Gather information and tourism market data and other inputs to facilitate infrastructure development and upgradation.
6. Submits gathered information and data and reports to the Assistant Infrastructure Development Officer on all field visits/inspection.

G. ADMINISTRATIVE AIDE III (SG 3)

1. Maintain cleanliness of assigned area.
2. Does other related work require from time to time.

SECTION 6. COMPENSATION AND REMUNERATION - The payment of compensation and other remuneration of the Jaro Tourism Office Personnel/Staff shall be taken from the funds of the Municipal Mayor's Office, as provided for in the Annual Budget.

ARTICLE C
THE BARANGAY TOURISM COUNCIL

SECTION 1. CREATION - There shall be established the Barangay Tourism Council in every barangay, which shall be the coordinating and policy formulating body on tourism in the respective barangays of the municipality. Each barangay should be encouraged to allocate at least five (5) percent of the 20% Development Fund from their Annual Internal Revenue Allotment Share for sustainable tourism development.

SECTION 2. COMPOSITION - The BTC shall be composed of the following:

- A. Chairperson – The Barangay Chairman
- B. Vice Chairperson–Barangay Kagawad, Chairman Committee on Tourism, Arts & Cultural Affairs
- C. Barangay Kagawad, Chairman Committee on Public Works & Infrastructure
- D. Barangay Kagawad, Chairman Committee on Environmental Protection
- E. Chairman Sangguniang kabataan (SK)
- F. Barangay Secretary
- G. Representative from Department of Education (DepEd)
- H. Two (2) representatives from the private sector (POs/CSOs)
- I. The President/s of Jeepneys, Motorcabs (MCH), Single Motorcycle (Habal-Habal) Drivers' Association/s (if there's any).

SECTION 3. FUNCTIONS OF THE BTC

- A. Formulate plans and programs for sustainable tourism development in the barangay level;
- B. Identify tourism destination areas in the barangay;
- C. Manage and regulate Barangay Tourism destination areas, such as, but not limited to rivers, lakes, waterfalls, in-land resorts, and the like, and preservation of barangay cultural heritages, such as, but not limited to buildings, structures, landmarks or sites;
- D. Prepare Barangay facts and figures and marketing materials;
- E. Design and execute appropriate marketing and promotion plans;
- F. Strive for the creation of a signature product of their barangay;

- G. Through a Barangay Resolution, organize fund raising projects and events, accept donations, sponsorships and solicitations intended for barangay tourism development and preservation of barangay cultural heritages; and
- H. Coordinate and participate in all the municipal tourism activities and projects.

ARTICLE D

THE JARO CULTURAL HERITAGE COUNCIL (JCHC)

SECTION 1. CREATION AND INSTITUTIONALIZING THE JCHC-

Pursuant to SB Ordinance N0. 03, Series of 2012, or otherwise known as, "An Ordinance Establishing the Salugnon Center for the Culture and the Arts", the "**JARO, LEYTE CULTURAL HERITAGE COUNCIL**," is hereby created and institutionalized.

SECTION 2. SCOPE - The provisions of SB Ordinance N0. 03, Series of 2012, shall apply to all non-government organizations, businesses and establishments for the promotion of the LGUs cultural heritages, resources, native products and arts.




SECTION 3. COVERAGE - The Jaro Cultural Heritage Council shall govern and regulate the promotion, preservation, conservation and expansion of cultural heritages in various parts of the Municipality of Jaro, Leyte, in coordination with the barangays, government agencies and non-governmental organizations of the municipality.

SECTION 4. OBJECTIVES - The creation of this council has the following objectives, to wit:

- A. Preservation and conservation of cultural heritages within the municipality;
- B. Instill nationhood and cultural unity among the residents of the municipality; and


- C. Promote and develop cultural potentials and creativity in workmanship of arts and various products;

SECTION 5. COMPOSITION – The Jaro, Leyte Cultural Heritage Council shall be composed of the following:

Chairman	Municipal Mayor	
Vice Chairman	Municipal Vice-Mayor	
Members	SB Chairman Committee on Tourism, Arts & Cultural Affairs	
	SB Chairman Committee on Education	
	SB Chairman Committee on Public Works & Infrastructure	
	Municipal Tourism Operations Officer	
	Municipal Planning & Development Coordinator Officer	
	Municipal Information Officer	
	Municipal Budget Officer	
	Municipal Accountant	
	Municipal Engineer	
	DepEd, Schools Principal & District Supervisor	
	Municipal Librarian	
	Representative from accredited CSOs/POs	
	President LIGA ng mga Barangay	
	President SK Federation	
	<u>Secretariat-selected personnel from the Executive's & Tourism Office/s</u>	

SECTION 6. Powers and Functions - The Council shall have the following powers and functions, to wit:

- A. Declares or designates a property/site, as having cultural heritage value, based on criteria contained in **Section 3 of Chapter IV, Article A** of this ordinance;
- B. Prepares an annual plan on culture and the arts to be integrated in the local development plan;



Correia

- C. Formulates programs and recommendations to develop local cultural and artistic talents;
- D. Ensures the protection, preservation and conservation of the local, cultural and historical heritage; and
- E. In coordination with the private sector, conducts cultural events such as, cultural festivals, competition, lectures, seminars, tours and symposia and sets up exhibits during fiesta and other related activities;

CHAPTER IV

CULTURAL HERITAGE, CONSERVATION, INCENTIVES, TOURISM VENTURES AND TOURIST FRIENDLY COMMUNITIES

ARTICLE A

CULTURAL HERITAGE SITES AND CONSERVATION

SECTION 1. DEFINITION - Heritage historical landmark or legacy building shall have similar meaning and shall refer to buildings in existence for 50 years or more. Sites shall include parks and plazas and other places of historical value, as determined by the Council.

SECTION 2. PURPOSE - Old buildings, structures or sites in the Municipality of Jaro, Leyte always speaks of the culture and history, of the local constituents. These historical or heritage buildings and sites shall be fully conserved, developed and promoted, or else, they will only be considered as, "things of the past".

SECTION 3. CRITERIA - Buildings, structures, landmarks or sites within the territorial jurisdiction of the Municipality of Jaro, Leyte shall be declared as having cultural heritage values based on, but not limited to, the following circumstances:



Cassioyeta



- A. Such building, structure, landmark or site possesses cultural, historical, architectural, archaeological, aesthetic, scientific or educational worth;
- B. The building, structure, landmark or site is within the territorial jurisdiction of the Municipality of Jaro, Leyte and
- C. Said building, structure, landmark or site has been in existence for 50 years or more.

SECTION 4. INCENTIVES - Private owners of buildings, structures, landmarks or sites which have been declared as, having cultural heritage, shall be awarded of the following incentives:

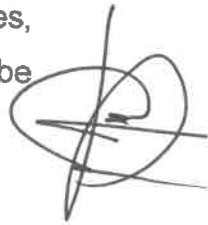
- A. Fifty Percent (50%) tax incentive on annual basic real property tax on the declared properties as possessing cultural heritage;
- B. Availment of investment prioritized areas for tourism-oriented industries;
- C. Enjoyment of the fiscal incentives herein provided, for a fixed period with its corresponding actual amount of investment as follows:

INVESTMENT

INCENTIVE PERIOD

P 2 million but less than P 3 million	One year
P 4 million but less than P 5 million	Two years
P 5 million but less than P 10 million	Three years
P 10 million and above	Four years

- D. Reduction of Business Taxes. – A registered enterprise shall enjoy a reduction of business taxes, based on gross sales/receipts or realized during the preceding calendar year, to wit:



YEAR OF OPERATION	% OF REDUCTION
First Year	100%
Second Year	75%
Third Year	50%
Fourth Year	25%

E. Non-Fiscal Incentives - A registered enterprise shall be entitled to the following non-fiscal incentives which include but not limited, to:

1. Assistance in securing additional business permits and other related data;
2. Facilitating access to financial and technical assistance programs of the government; and
3. Facilitating service connections with local utilities and other services, as maybe recommended by the council.

SECTION 5. GENERAL REQUIREMENTS FOR THE AVAILMENT OF TAX INCENTIVES - The general requirements in the availment of the **Fifty Percent (50%)** tax incentives, provided herein in **Section 4 of Chapter IV, Article A** are the following:

- A. Letter of intent, addressed to the Jaro Cultural Heritage Council and copy furnished the Office of the Municipal Treasure;
- B. Building Permit from the Municipal Engineer's Office, attaching therein the Jaro Cultural Heritage Council Conservation Clearance;
- C. Clearance, as pre-requisite;
- D. Certificate of Occupancy from the Municipal Engineer's Office, attaching therein the Jaro Cultural Heritage Council Certificate of Compliance, as pre-requisite; and
- E. Certification by the Jaro Cultural Heritage Council approving the application for tax incentives.

ARTICLE B
TOURISM VENTURES

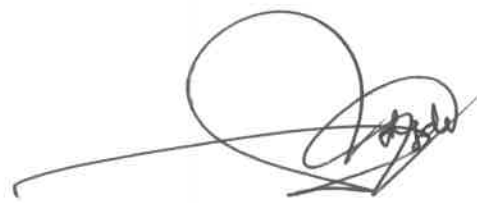
SECTION 1. MAJOR TOURISM VENTURES – There shall be major tourism ventures, conducted by the Jaro Tourism Office for the promotion, introduction and awareness of the tourism related business establishments and stakeholders, in particular and for the whole municipal populace, in general. For purposes of this Code, the following shall be considered as major tourism ventures in the municipality:

- A. Inland Resorts
- B. Tourist Inns/Hotels/Motels/Pension Houses
- C. Tourist Transport Operations
- D. Tour Operations
- E. Tour Guiding



SECTION 2. ALLIED TOURISM VENTURES – refer to those businesses or activities which are not primarily designed for tourism purposes, yet serve tourism needs such as among others, photo developing shops, diving schools and others as identified in this Code. The following shall be considered as allied tourism ventures:

- A. Restaurants
- B. Shops/department stores
- C. Sports and Recreational Clubs
- D. Museums
- E. Training Centers
- F. Homestay Sites
- G. Wellness Centers
- H. Campsites



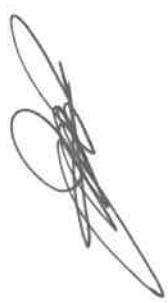
Carmona

ARTICLE C
TOURIST FRIENDLY COMMUNITIES

SECTION 1. RESTRICTIONS OF TOURIST FRIENDLY COMMUNITIES -

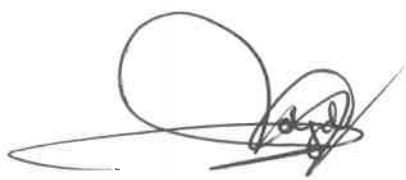
The following restrictions are hereby imposed to tourist friendly communities, to enhance the image of the Municipality of Jaro, Leyte as a tourism area:

- A. Drinking of alcoholic beverages on sidewalks, walkways, outside of residence or outside of establishments catering to such services;
- B. Roaming around the municipal streets and public places, except in the open rivers/lakes without wearing proper upper clothing;
- C. Butchers and similar workers shall always carry their bladed implements in a concealed manner.
- D. Urinating on streets, lamp posts, trees other than the proper urinals;
- E. Defecating along the rivers/lake's areas, estuaries, any bodies of water and other public places;
- F. Throwing of cigarette butts, candy wrappers and other litters not in the designated receptacles;
- G. Drying of copra, coffee beans, palay, corn and similar agricultural inputs along the entire stretch of barangay and municipal road-access to tourism site;
- H. Passenger jeepneys, buses and passenger tricycles, pedicabs for hire, plying the streets, roads and routes of the Municipality of Jaro, Leyte shall provide garbage receptacles in their vehicles, for use by passengers.



CHAPTER V
TOURISM SUPPORT, LINKAGES AND INCENTIVES

ARTICLE A
SUPPORT AND LINKAGES



SECTION 1. PHYSICAL AND SUPPORT INFRASTRUCTURES - In consonance with the mandate of the Department of Tourism (DOT), that is, "to generate revenue, create jobs and livelihood for the Filipinos and ensure the safe, enjoyable and convenient stay of foreign and domestic tourists in the country", the Jaro Tourism Office and all its instrumentalities shall implement, promote, support and/or encourage inclusive and sustainable tourism development of tourism-related establishments and facilities, either through public or private funding, or both, in the following means:

- A. Construction, maintenance and expansion of adequate road and drainage networks;
- B. Enhancing the provision of basic utilities, such as, water, energy and power, as well as, transportation and communication facilities;
- C. Provision of an integrated solid waste and sewage management system in tourist destination and tourism investment zone, in compliance with existing laws and ordinance on health and the environment;
- D. Establishment of tourism-related infrastructures, such as, accommodation facilities including convenience stores, shopping centers, healthcare centers, emergency and safety facilities;
- E. In coordination with the Municipal Agriculture Officer support and encourage local farmers to plant and supply food and food products needed by tourist facilities;
- F. Prioritizing local labor where available and appropriate to the construction needs of all tourism infrastructure; and
- G. Providing signages where appropriate.

SECTION 2. MARKET LINKAGES - The Local Government, through the Jaro Tourism Office, shall source out marketing of the municipality's tourism, industry and products, by encouraging and motivating local and national government and non-government agencies, such as, the Cooperatives and Livelihood Development Office (CLDO), Municipal Environment and Management Office, Hotel and Transport operators, Department of Tourism (DOT) and Department of Trade and Industry (DTI).



Marketing and advertising shall be extended to market sources and suppliers from neighboring municipalities such as, from Ormoc City, Tacloban City and Samar, Leyte. The use of online, mobile, social media, signages, billboards and tarpaulins shall be fully utilized, for effective and efficient tourism services.

**ARTICLE B
LIVELIHOOD AND TRAINING**

SECTION 1. SOURCES OF LIVELIHOOD AND EMPLOYMENT - There shall be an enhancement and promotion of more sources of livelihood and employment, through the extensive production of farm crops, agricultural, industrial and inland fishery products (ex. fishponds). Transport services shall be boosted and shall offer easy access, convenience and mobility for fast moving consumer goods and products to nearby and far- flung markets for local utilization.

SECTION 2. TRAINING AWARENESS - The Jaro Tourism Office, in cooperation with (DOT), (DTI), CLDO, CEMO and such other national and local government and nongovernment agencies, shall aim to achieve high quality public services, by initiating and organizing training awareness information dissemination and programs to local communities and stakeholders, such as, but not limited to:

- A. Tourism Frontliner Trainings, for introduction of modules for frontline tourism services, in terms of food service, accommodation services, tour guiding
- B. Training on Livelihood Programs
- C. Tourism Enhancement Trainings on Nature Guide Training, Birdwatching Training and the like
- D. Homestay Training
- E. Benchmarking

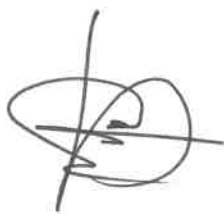
**CHAPTER VI
ACCREDITATION**

SECTION 1. PRE-EMPTIVE PLAN - The Jaro Tourism Office shall preempt the plan of securing authority from the Department of Tourism (DOT), for the grant of accreditation to local business establishments and concerned stakeholders of the Municipality, after full compliance of requirements mandated by DOT.

SECTION 2. PURPOSE OF AUTHORITY – The purposes of securing authority to grant accreditation to business stakeholders are the following:

- A. To provide speedy public service to prospective business stakeholders;
- B. To assist business stakeholders in the documentation procedurals to minimize effort, time and financial constraints;
- C. To create opportunity in sourcing out financial resources to fund small scale tourism activities;
- D. To organize and train a team of local trainers, in coordination with DOT and TESDA, to capacitate and improve delivery of services of transport operators, tour guides, drivers and the like;
- E. To coordinate with concerned government agencies in monitoring and evaluate certified and accredited tourism industry workers annually, which will be the basis for renewal or revocation of certification and accreditation;
- F. To incorporate the culture of tourism and values formation in all levels of education-primary secondary and tertiary, values of formation the culture of tourism, including but not limited to, demography, geography, history of the municipality;
- G. Conduct special training of PNP and other law enforcement organizations personnel assigned to tourism destinations and zones, shall be done on a regular basis to protect tourists and maintain peace and order.
- H. To ensure that tourism front liners are well-trained and qualified, provided with incentives and rewards, and organized based on their work affiliations.

SECTION 3. CONDUIT - The Jaro Tourism Office is in its initial plan of securing authority to grant accreditation from DOT; thus, it shall coordinate with the Provincial Tourism Center and the Department of Tourism to serve as a conduit, in the issuance of a certification and accreditation to concerned tourism-related business establishments and stakeholders.



Carminata

SECTION 4. PURPOSE OF CONDUITING – The purposes of the Jaro Tourism Office to serve as a conduit in the issuance of accreditation to business stakeholders, are the following:

- A. Regulate the quality of service and skills, provided by front liners and other tourism industry workers; and
- B. Provide financial and technical support for the education and professionalization of services and skills of local tourism industry workers;

SECTION 5. REQUIREMENTS FOR ACCREDITATION - For requirement purposes, tourism-related establishments shall comply the following:

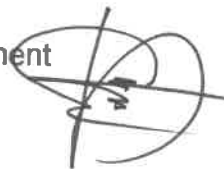
A. Local Requirements:

- 1. Certificate Clearance with attached Monthly Tourist Arrival Report;
- 2. Disaster Risk Management and evacuation plan, as approved by MDRRMO

B. DOT requirements – shall abide with the DOT requirements online through its website [http:// accreditationonline.tourism.gov.ph](http://accreditationonline.tourism.gov.ph)

SECTION 6. INCENTIVES FOR ACCREDITED TOURISM-RELATED ESTABLISHMENTS – Tourism-related establishments, which are duly registered and licensed by the Local Government, shall be entitled to the following incentives:

- A. Assistance to the processing of DOT Accreditation, permits and other licenses;
- B. “One-Stop-Shop” processing of registration and license which should be completed within a period of three (3) days;
- C. Free promotion in all publications, brochures, tourism flyers, leaflets, and other promotional materials;
- D. Inclusion in Lakbay-Aral Tours / tour packages;



- E. Endorsement to COMELEC for exemption from Liquor ban during Election-related events (for accommodation establishments and restaurants only);
- F. Endorsement to Travel Trade Association/s for utilization of establishment's facilities and services;
- G. Priority to DOT Training Programs;
- H. Issuance of DOT ID Card to bonafide employees;
- I. Endorsement to LTFRB for Issuance of Tourist Transport Franchise (for Tourist Land Transport, Vehicles only);
- J. Technical/Security/Facilitation Support or Assistance; and
- K. Incentives, set forth by the Jaro, Leyte Investment Code



CHAPTER VII
TOURISM RESOURCES, CLASSIFICATION, INVENTORIES AND ASSESSMENT

ARTICLE A
TOURISM RESOURCES



SECTION 1. TOURISM RESOURCES - The Municipality of Jaro, Leyte, through the Jaro Tourism Council and the Jaro Tourism Office shall identify, develop, promote and introduce municipality's capital resources, cultural resources, human resources, natural resources and other tourism resources related to the man-made and special interests' tourism attractions, which are explicitly defined in the Jaro Tourism Development Plan, that are being used, or can be utilized to attract, or serve tourists.

SECTION 2. CLASSIFICATION OF RESOURCES – The municipality's tourism-related resources shall be classified as follows:

- A. **Capital Resources** – refer to availability of capital/financing, transportation, roads and walkways, water, power, waste treatment and communications;



Cardenas

- B. **Cultural Resources** – these include historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry government, religion, anthropological resources and local celebrities;
- C. **Human Resource Infrastructures** – these include people operating the various establishments and facilities, the local population whose lives are intertwined with the development of tourism sites; the tourists whose quality of lives are enriched and enhanced by the beauty, history and culture of their destinations; and
- D. **Human Resources** – Include hospitality skills, management skills, seasonal labor force, performing artists (music, drama, art), storytellers, craftsmen and artisans, other labor skills from chefs to lawyers to researchers and local residents.




ARTICLE B
INVENTORIES AND ASSESSMENT OF RESOURCES

SECTION 1. INVENTORY, ASSESSMENT OF RESOURCES - The Jaro Tourism Office, in coordination with the Jaro Tourism Council shall, periodically, make an inventory to identify, assess and classify the municipality's tourism-related resources and other tourism resources available, that can provide opportunities for tourism development, sustainable tourism development and responsible culture of tourism in the municipality.



SECTION 2. PRIORITIZED TOURISM DESTINATION - Tourism destinations that are given higher classification category shall be included among the priority for promotion and marketing. The classification will guide tour operators and tourist where to go and what to do.



SECTION 3. PROTECTION AND PRESERVATION - The Jaro Tourism Office and the Jaro Tourism Council, in coordination with the barangays, shall ensure the integrity of all tourism resources for its protection and preservation, in accordance with applicable laws, rules and regulations.





CHAPTER VIII
PRIMARY TOURISM ENTERPRISE, SECONDARY TOURISM ENTERPRISE,
TOURIST ARRIVAL REPORTS AND CLEARANCE

ARTICLE A
PRIMARY TOURISM ENTERPRISE

SECTION 1. PRIMARY TOURISM ENTERPRISE – Facilities and services that are directly related to tourism. The following primary tourism enterprises shall be periodically required to obtain accreditation from the DOT so as to ensure the quality of its facilities and standard of services.

A. ACCOMMODATIONS

1. Hotel
2. Resort
3. Apartment Hotel/Apartelles
4. Tourism Inn
5. Pension House
6. Motel
7. Homestay

B. TRAVEL AND TOUR SERVICE

1. TRAVEL AND TOUR AGENCIES

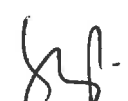
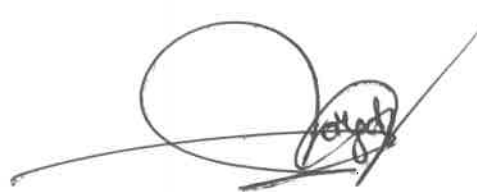
- a. Tour Operator
- b. Travel Agency
- c. Travel and Tour Agency
- d. Online Travel and Tour Agency

2. TOURIST TRANSPORT OPERATOR

- a. Tourist Inland Transportation



Carmona, L. A.



C. MEETINGS, INCENTIVES, CONVENTIONS AND EXHIBITIONS (MICE).

1. MICE Organizer
2. MICE Facility/Venue

D. ECOTOURISM

1. Eco guide
2. Ecolodge
3. Ecotour Facility
4. Ecotour Operator

E. TOURISM FRONTLINER

1. Tour Guide

SECTION 2. HOMESTAY - Local residents shall be encouraged to open their homes to be converted to homestay for tourists. The Jaro Tourism Office shall conduct an inventory of houses that may be considered and qualified as, homestay facilities. The Office shall coordinate with the Department of Tourism or any of its recognized or accredited training center, for the conduct of Homestay Training. The Office shall, further, maintain a registry of qualified homes as homestays for reference to tourists.



**ARTICLE B
SECONDARY TOURISM ENTERPRISE**

SECTION 1. SECONDARY TOURISM ENTERPRISE – Facilities and services that may be related to tourism. Accreditation shall voluntary for the following secondary tourism enterprises.



A. HEALTH AND WELLNESS SERVICE

3. Ambulatory Clinic
4. Medical Concierge
5. Spa
6. Tertiary Hospital



B. TOURISM RELATED ENTERPRISES

1. Agri-Tourism Farm/Site
2. Department store/shopping mall/Specialty shop

C. TOURISM FRONTLINER

1. Tourism Trainer

ARTICLE C

TOURIST ARRIVAL REPORTS AND CLEARANCE

SECTION 1. MONTHLY TOURIST ARRIVAL REPORT - All owners/operators/proprietors of tourism related business establishments, such as hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like, shall submit their respective monthly report of all tourist arrivals in the municipality, to the Jaro Tourism Office, for proper monitoring, information and guidance of said office.

SECTION 2. ANNUAL CLEARANCE CERTIFICATE - All owners/operators/proprietors of tourism related business establishments of hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like, shall secure an Annual Clearance Certificate from the Jaro Tourism Office, after compliance of the provision stated in **Section 1 of Chapter VIII, Article A to B**. Said clearance shall be a requirement in the issuance/or renewal of business permits.

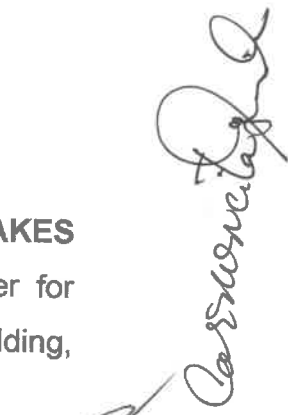
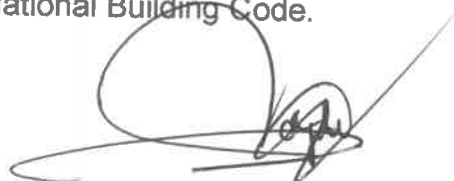
CHAPTER IX

DEVELOPMENT GUIDELINES

ARTICLE A

HEIGHT OF BUILDINGS OF TOURISM AREAS

SECTION 1. HEIGHT OF BUILDINGS IN ALONG RIVERS/LAKES AREAS - Building construction located along the rivers/lake's areas, either for residential or commercial purposes, shall not go higher than a three-storey building, notwithstanding the provisions of the National Building Code.



No building or any structure of any kind, whether commercial, residential or recreational, either permanent or temporary, shall be constructed on rivers/lakes within Forty (40) meters from the rivers/lakes marker which shall be established by the Local Government of Jaro, Leyte, through the Jaro Tourism Office. Such space shall be referred to as, NO BUILD AREA. Height of buildings or structures to be constructed immediately after the NO BUILD AREA shall be, as follows:

- A. 3-storey structures shall only be constructed twenty-five (25) meters from the edge of the NO BUILD AREA;
- B. 2-storey structures shall only be constructed fifteen (15) meters from the NO BUILD AREA; and
- C. Single storey structures shall only be constructed five (5) meters away from the edge of the NO BUILD AREA.

Provided, that no structure, residential, commercial or recreational, be constructed on slopes over 25 degrees on cliff, either from beside the rivers/lakes, or on the edge of the cliff itself.

Provided further, that structures to be built on cliffs and promontories should make use of light and indigenous materials reminiscent of local Philippine design and architecture and it must be supported by proper engineering design or study as to the stability of the building a structure on cliffs and promontories.

SECTION 2. WATER SPORTS - such as, but not limited to, Kayak shall only be conducted three hundred (300) meters away from the river head.

SECTION 3. VIDEOKE ACTIVITIES - in the food park are hereby regulated from 9:00 A.M. until 11:00 P.M. only. The sound decibels shall conform with the provisions set forth, in Municipal Ordinance NO. 04, S. 2009, enacted on July 29, 2009 by the Sangguniang Bayan.

Handwritten signatures and initials at the bottom of the page, including a large signature on the left, initials 'js' in the center, and a signature on the right with the name 'Carmona' written vertically next to it.

SECTION 4. PUTTING UP OF BANNERS, BILLBOARDS, STREAMERS

- and similar signs is strictly prohibited in the NO BUILD AREAS, except in entrances or buildable areas. No streamers or similar materials can be put up without the payments of the required permits and fees with the Local Government of Jaro, Leyte, as stipulated in the existing Jaro, Leyte Revised Revenue Code.

SECTION 5. DISPLAY OF BANNERS - billboards, streamers and similar signs is strictly prohibited in the NO BUILD AREAS, except in entrances or buildable areas and across the thoroughfares of the Municipality, and on the sides of the streets or highways. Same shall be only be displayed after payment of necessary permits and fees from the Municipal Treasurer's Office, in consonance with the existing Jaro, Leyte Revised Revenue Code.

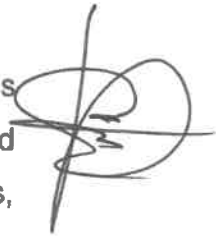
SECTION 6. HEALTH AND SANITATION - All tourism-related ventures shall strictly adhere to the provisions set forth in the Environment Code, Health and Sanitation Code, National Building Code and other relevant local and national laws, more particularly on the segregation of disposal wastes, sanitation of comfort rooms, etc.

ARTICLE B

**PRESERVATION/CONSERVATION OF NATURAL
AND MAN-MADE RESOURCES**

SECTION 1. FLORA

- A. Any plan to cut endemic trees shall be incorporated in the project description of the development projects shall be subject to the prescribed guidelines and mitigating measures by the DENR;
- B. Cutting of trees shall strictly follow existing rules prescribed by DENR and/or local ordinances of the same nature. No trees shall be cut down along the side highways;



- C. Planting of multi-species of trees, plants, shrubs, etc. shall form part of the development project in order to enhance bio-diversity conservation; and
- D. Planting of exotic and invasive species that are likely to transfer disease plant species for landscaping purposes shall be subject to DA Plant Quarantine guidelines.

SECTION 2. FAUNA

- A. Hunting and gathering of either live or dead fauna for selling, collection or preservation purposes shall be strictly prohibited;
- B. All development projects should ensure that the natural seasons and habitats of native and migrating species are protected and not adversely affected by the development projects; and
- C. Introduction of exotic (non-indigenous) species shall be subject to the rules and regulations of the DA and the DENR.

SECTION 3. LAND CONVERSION

- A. Existing laws, executive orders and/or Department Administrative Orders of concerned government agencies on land conversions shall be strictly observed/taken into consideration in planning and implementation of all development projects; and
- B. Development activities and projects should be undertaken in strict conformity with the prescribed land use of the Municipality and the development plan for the tourism zones and clusters.

SECTION 4. WATERS

- A. All water resources (ground or surface) shall be subject to regular tests by concerned agencies, e.g., DOH, DENR, DA, to determine their safety. Corollary hereto, test results shall be released to all concerned sectors of the municipality.



- B. Waterways that flow through or traverse a tourist development area shall be relocated or blocked and any structure that will tend to impede the free flow of water shall not be allowed.

SECTION 5. AIR

- A. Development projects that are determined to have adverse effect on air quality shall install high efficiency pollution control equipment/devices; and
- B. Transport operators shall be governed by existing exhaust emission guidelines of the Land Transportation Office and other concerned agencies. Their vehicles shall be further being subjected to regular tests to determine the level of exhaust/pollution generation.

SECTION 6. TOPOGRAPHY

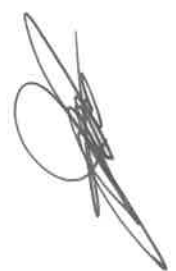
- A. Development projects shall not cause any major change in the topography of the land, but shall instead follow and adopt the land's topographic features; and
- B. Quarrying and extraction of sand and gravel shall be governed by existing laws, rules and regulations. Extraction and use of river sand, shall be strictly regulated and shall be punishable according to existing local and national laws.

SECTION 7. CARRYING CAPACITY

- A. Development activities and projects must work within the prescribed carrying capacity of the tourism zones/area, as indicated in the Comprehensive Land Use Plan (CLUP) of the Municipality of Jaro, Leyte.

SECTION 8. HISTORICAL LANDMARKS/MONUMENTS

- A. Development projects shall, in no way, destroy existing historical monuments and landmarks, but shall instead, work for its preservation and restoration.



Carmona, L. L.

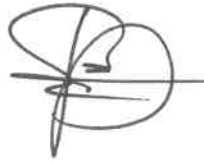


Negotiations/arrangement must be made with the Local Government of Jaro, Leyte on the transfer of ownership of site to the Local Government of Jaro, Leyte (if the site falls within private property), access of the public to the site, etc. Any development made therein shall be coordinated with the National Historical Commission.

CHAPTER X
TOURISM DEVELOPMENT GUIDELINES

SECTION 1. PROTECTION OF TOURIST/S - To fully develop tourism in the municipality, the following guidelines shall be governed, to wit:

- A. All owners/proprietors of tourism-related business establishments are required to provide and promote the use of DOT-accredited services to their guests (i.e., transport services, tour guides, etc.), to protect tourist/s from becoming victim/s of unethical practices like, swindling, overcharging, etc.;
- B. Standard rates for motorcabs/pedicab fares, tour guides, private single motorcycle for hire (Habal-habal) and other in-land services shall be made known to tourists, by posting the list of standard rates in conspicuous places like, the front desk, rent-a-car businesses, etc. and in different languages, in consonance with the existing Jaro Revised Traffic Code;
- C. All business establishments of swimming pool facilities and the like, within private/government properties, shall have, at least, one (1) lifeguard possessing the required training and expertise;
- D. Resort estates and the like, shall provide, at least, two (2) lifeguards and lifeguard stations; and
- E. All tourism-related business establishments shall provide adequate security services within their respective areas, to ensure the safe stay of tourists.



SECTION 2. CULTURAL PRESERVATION

- A. Services and products to be offered by establishment owners and operators must, as far as practicable, be consistent with the traditions, values and moral, and interests of the municipality.

SECTION 3. TRANSPORTATION CONCERNS

- A. All tourism-related business establishments shall provide transfer and transport services duly accredited by the DOT and the Local Government of Jaro, Leyte, to ensure that these vehicles are at par with local and national tourism standards;
- B. Rent-a-Car Enterprises shall be accredited by the DOT and the Local Government of Jaro, Leyte;
- C. Transportation routes within tourism zones shall be designated by the Local Government of Jaro, Leyte, upon consultation with tourism-related business establishments/operators.

SECTION 4. WATER SPORTS

- A. Water sports operator shall strictly abide by the rules and regulations to be designed by DOT, Local Government of Jaro, Leyte and other concerned agencies, relative to the specific areas for operation, business hours, safety measures, etc.; and

SECTION 5. CLEANLINESS

- A. All owners/proprietors of tourism-related business establishments shall be responsible of the cleanliness within the premises of its business and its surroundings.

**CHAPTER XI
PHYSICAL DEVELOPMENT GUIDELINES**

**ARTICLE A
DEVELOPMENT DENSITIES**



SECTION 1. RESORT ZONE DELINEATION - Along the rivers/lake's areas, the area of 40 meters inland from the center of the river bed shall be known as the river zone. Beyond this will be the Inland Zone.

SECTION 2. DENSITY REQUIREMENTS - To ensure that the carrying capacity of the environment will not be exceeded, the concept of gross density may be followed. This refers to the number of rooms that will be allowed to be built within a given zone or area.

The following density standards may be needed:

High Density	-	40 rooms/hectare
Medium Density	-	25 rooms/hectare
Low Density	-	15 rooms/hectare

**ARTICLE B
BUILDING TYPOLOGIES**

SECTION 1. SPRAWLING TYPE - As a rule, construction of accommodation establishments along the river areas should adopt the "sprawling type" concept to preserve the aesthetic appeal of the Municipality of Jaro, Leyte.

SECTION 2. DEVELOPMENT DESIGN - The following types of accommodation development can be allowed within the project area:

- A. Village type hotel, villas or row houses, especially within the integrated resort zone;
- B. Traditional typologies should be used for accommodation and facilities closer to the locals. Single detached, single-story cottages or duplexes may also be allowed.
- C. A star-category inland hotels with urban amenities, such as, convention center, restaurants, indoors sports facilities, etc. may be allowed in the inland zone

SECTION 3. Development design, however, should first be reviewed and approved by a duly formed committee, to ensure that the plan contributes to the aesthetic condition of the land.

**ARTICLE C
ARCHITECTURE**

SECTION 1. FOR RIVER/LAKE ZONE

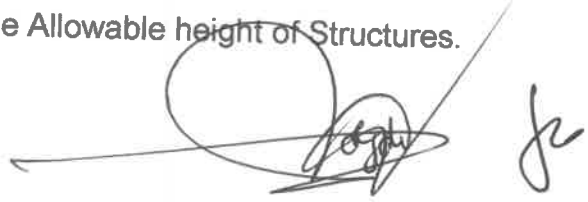
- A. The overall architecture and design shall conform to the landscape and the indigenous tradition of the municipality. New structures need not simply be replicas of traditional houses, but rather seek inspiration in the way that adopt to the environment;
- B. The exterior of resort inland hotels and other tourism facilities and buildings, should reflect the "native look", such as, the traditional "Bahay-kubo", and its variants;
- C. The block of the construction should harmonize with the topography of the site, avoiding overly rigid forms that would clash with the natural landscape; and
- D. The visible building materials of all structures shall be carefully selected, so that they will blend with the overall resort appearances. Extensive use of indigenous materials, such as, nipa or cogon, natural stones and tiles, is encouraged.

SECTION 2. HEIGHT RESTRICTIONS

- A. **River/Lake Front** - Resort establishments within the river/lake zone shall observe height limits, determined by a slope of 1:7, measured as a protection of the line from the point along the Mean High-Water Level to the apex or ridge of a single storey structure, located 5 meters beyond the twenty-five (25) meters mandatory river/lake front easement. The apex of the roof shall not exceed 5.00 meters measured from the ground elevation of 0.00. The projection of the hypotenuse of the triangle formed shall be known as the Allowable height of Structures.



Carsonic Tapel



B. **Inland Zone** – In high density clusters, two to three-storey structures may be designed, such as, a hotel complex with a convention center, restaurants and other urban amenities. Duplexes, quadruplexes or village type hotel structures, up to two storey, are to be developed in the medium density areas. The projection of this angle will allow increasing heights of structures landward, so long as, they fall within the line Allowable heights of Structures.

SECTION 3. SETBACKS

A. **River/Lake Easement** – There shall be a mandatory river front easement along all river/lake areas and shall be defined at 25 meters from the established Mean High-Water Level measured landward and perpendicular to it. Exception to this rule shall be on areas with no pronounce water head, such as, cliff areas.

No permanent or temporary structures and signs of any nature shall be allowed within this river/lake front, except those fixtures authorized by the Local Government of Jaro, Leyte, subject to the recommendation of the Municipal Engineer. This area shall be properly landscaped in order to prevent erosion and to serve as buffer zone between the river and developments. All permanent structures shall, at least, be ten (10) meters from the established high-water level of freshwater lagoons.

B. Along cliffs or bluffs, observe 10 meters' setback from the edge of established cliffs and a minimum of 20 meters, if there are potentials for erosions. Constructions along established waterways, intermittent or perennial, shall observe the 5.0 m. easement on each side of the waterway.

C. Additional mandatory vehicular access with a right-of-way of 3.00 meters' minimum width shall be identified by the respective local government units concerned (barangay level) in consultation with resort operators, in the event that no agreement shall have been reached the Local Government may exercise its power of eminent domain.


D. Distance between structures

1. Single storey with opening - 10 meters
2. Single storey without opening - 7 meters
3. Multi-storey with opening - 2 times the height of the building
4. Multi-storey without opening - 18 meters

E. Setbacks from roads

1. Main road – 4.00 meters from the edge of the road right-of-way
2. Secondary road – 3.00 meters from the edge of the road right-of-way
3. Lateral road – 2.00 meters from the edge of the road right-of-way.

SECTION 4. BUFFER ZONES

- 
- A. Along the perimeter of each zone or area, there should be a minimum of 10-meter buffer zone, or as provided by the Municipality's Comprehensive Land Use Plan (CLUP), which shall be landscaped, visually concealing the inside developments;
 - B. A 10-meter buffer zone is planned along provincial, municipal or barangay road, as the case maybe, to provide visual and aural privacy to the tourism facilities inside; and
 - C. Ten-meter buffer zones are also required from the edge of forest reserves, orchards, etc.

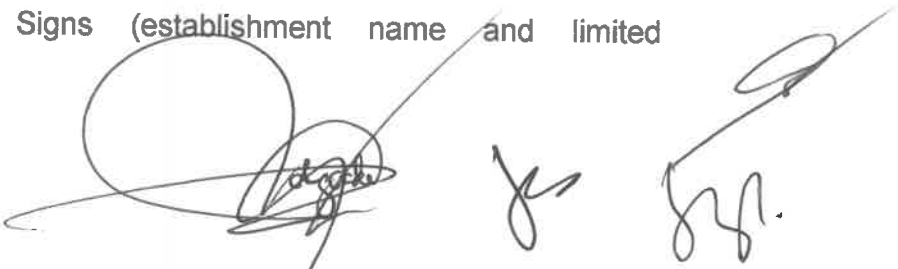


SECTION 5. LANDSCAPING

- A. Owners of lots and establishments in the tourism zone shall be encouraged to plant and maintain ornamental or fruits or other edible forms of landscaping, to enhance their location. At least 40% of the lot area shall be landscaped.
- B. Area subject to landscaping
 - 1. Open areas of lots already developed
 - 2. Flower beds of all types
 - 3. Road escarpments and divider strips
 - 4. Areas designated, as public or private parks
 - 5. Any other areas free of construction
- C. Fences shall be limited to indigenous material or barbed fences to be covered with vegetation preferably, thorny shrubs or plants or hedges and maintained at a height of 1.70 meters. No fences will be allowed along the river/lake front.
- D. Outside paving - pavements, walkways or terraces must be provided.
- E. All existing trees with a trunk diameter of 4 inches and above shall be preserved.

SECTION 6. SIGNAGES

- A. Signs are intended to give direction, convey information or instructions. As such, they are controlled in their manner of display to achieve the best results.
- B. Signs classification
 - 1. Public Locational and Directional Signs (streets, roads, plazas, landmarks, attractions, institutions, etc.)
 - 2. Vehicular Traffic and Pedestrian Signs (warning signs, road/traffic signs)
 - 3. Establishments Signs (establishment name and limited ads/come-ons)




C. Sign Dimensions

1. Street/Road Signs - 400 cm. x 150 cm. mounted 200 cm from finished ground level;
2. Locational and Directional Signs - 400 cm x 150 mm (to 300 cm max. width) mounted 120 cm from finished ground level;
3. Historical Landscape - according to National Historical Commission requirements; and
4. Establishment Signs - 80 cm x 120 cm mounted on post 1.5 meters from the finished level ground.

D. Materials for signs

1. As a rule, indigenous materials, non-metallic and non-corrosive shall be used;
2. Locational and Directional Signs and Traffic and Pedestrian Signs – reflectorized, all weather, gauge No. 10 anodized aluminum sheets with cathode protection; and
3. Establishment Signs – indigenous materials, such as, coco lumber, wood, planks, log sidings, bamboo and bamboo products, nipa, sawali, rattan, etc.

 E. All signs must be considered from the aspect of aesthetics, in terms of proportion, color and location. The important thing is that signs should intrude into the sensibilities of the viewers or users and must not interfere with the panorama of an established view, whether contrived or natural.

F. An area in the tourism Zones or clusters may be allowed for communal commercial signs.



SECTION 7. PARKING

- A. In the design of parking spaces, regular rectangular lines of parking should be avoided. Landscaped cluster is preferable with vegetation, banks and variations in level to provide shelter and screening around the park;
- B. Shade trees shall be planted along the islands between parking spaces and vehicle stops must be provided for each parking space;
- C. A minimum dimension of 2.5 meters by 5.0 may be observed for each parking space;
- D. Parking areas should preferably be of concrete, gravel and in less intensely used areas, turfs are preferable;
- E. One-way access should be used and parking outside the parking spaces should be made physically impossible; and
- F. Parking shall be located within 2.00-3.00 meters from the tourism facilities.

SECTION 8. ROAD NETWORK

- A. Central lines, circumferential lines and lateral roads, leading to the integrated resort area and all other access roads, must be asphalted/concreted for convenience and accessibility;
- B. All such roads shall have a road right-of-way conforming to the requirements of the DPWH and Local Government of Jaro, Leyte, with minimum pavement widths, as follows:
 - 1. For main road - 8 meters
 - 2. For secondary - 5 meters
 - 3. For lateral - 4 meters



Concrete



- C. Clusters on which apartments, row houses or group of single detached buildings, are built shall be provided with an access street, directly connecting said buildings or units to a public street or alley, pursuant to Rule XI of IRR of the National Building Code;
- D. All roads shall have proper drainage, pedestrians/sidewalks, sufficient roads signages, traffic signs and markers; and
- E. Bicycle lanes may be established along the sides of lateral and interior roads outside the shoulder lines or sidewalks.

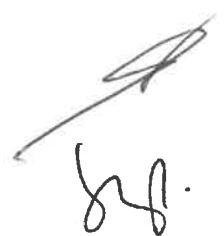
SECTION 9. TRANSITORY – Any violation of these guidelines shall mean disapproval to repair, renovation or remodeling of existing structures, until provisions of these guidelines are complied with.

**CHAPTER XII
SOCIAL DEVELOPMENT GUIDELINES**

**ARTICLE A
EMPLOYMENT AND BUSINESS OPPORTUNITIES**

SECTION 1. EMPLOYMENT OPPORTUNITIES – The following guidelines shall be adhered to in extending opportunities of employment:

- A. All business establishments and businesses shall employ their staffs in the order of priorities:
 - 1. Displaced and affected families of the project
 - 2. Residents of the concerned barangay
 - 3. Residents of the Jaro, Leyte
- B. Employment on contractual basis is discouraged in positions necessary to the business operation, such as, hotels, resorts, restaurants and other related business activities;




- C. Establishments shall abide by the rules and regulations of the Social Security System (SSS) and the Department of Labor and Employment (DOLE), particularly relating to benefits and rights of employees;
- D. Governing laws on the employment of persons with disability (PWD) shall also be adhered to; and
- E. Resort owner's/tourism establishments with five (5) or more regular employees shall provide organized transportation for their employees.
- F. Equal opportunities for employment and professional training and growth shall be provided to all, regardless of sex, inclusion etc.

SECTION 2. BUSINESS OPPORTUNITIES – Business opportunities shall be encouraged for the promotion, development and enhancement of tourism in the municipality:

- A. Local residents shall be given opportunities to sell their agriculture, arts and crafts products at commercial areas designated by the Local Government of Jaro, Leyte.
- B. Alternative livelihood shall be provided to farmers who will be affected by the project, in cooperation with the project proponent.
- C. Farm-to-market roads shall be improved for utilization and accessibility of concerned producers and consumers.
- D. The Local Government of Jaro, Leyte shall provide fiscal and non-fiscal incentives, as prescribed in its Investment Incentive Code. Local suppliers, entrepreneurs and cooperatives in the Municipality of Jaro, Leyte, who are capable of providing the same goods and services

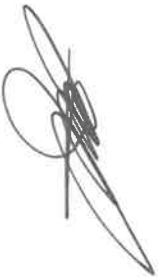
ARTICLE B

**PRESERVATION OF TRADITIONAL VALUES
AND ENHANCEMENT OF CULTURE**



SECTION 1. PRESERVATION OF TRADITIONAL VALUES AND ENHANCEMENT OF CULTURE – The following guidelines shall be properly observed in order for the traditional values of the Municipality to be preserved and its culture enhanced:

- A. Developers, operators and other concerned parties shall be strictly governed by existing local and national laws in the prohibition in the use of their establishments for indecent and illegal activities, such as, but not limited to, drug and human trafficking, prostitution, pedophilia and gambling
- B. Developers, owners and operators of tourism-related establishments and businesses shall assist the DOT, Local Government of Jaro, Leyte and other agencies concerned in the construction and management of a heritage handicraft village, which shall showcase the history, arts and culture of the Municipality of Jaro, Leyte.
- C. Establishments owners and operators are encouraged to promote cultural presentations (i.e., folk dances, folk songs, cultural revivals, etc.), as a form of entertainment.
- D. Establishments owners and operators are encouraged to promote and support traditional festivals.



**ARTICLE C
MANPOWER DEVELOPMENT**

SECTION 1. MANPOWER DEVELOPMENT – To develop, encourage, promote and enhance pool of manpower resources, the following guidelines shall be strictly observed:

- A. The Local Government and/or non-government organizations shall provide continuing programs, trainings, conferences, seminars to develop the skills and potentials of workers, for livelihood activities;



- B. People's Organizations (POs) and Non-Government Organizations (NGOs) shall assist in organizing local residents into cooperatives for the supply of goods and services;
- C. The Local Government non-government organizations shall conduct regular training on etiquette, hygiene, moral conduct, etc. for all tourism employees of establishments and frontliners (i.e., transport drivers (taxi), tricycle, bus, guards, tour guides, waitresses/waiters, housekeepers, etc.); and
- D. Educational, vocational, technical institutions shall encourage tourism-related courses.

CHAPTER XIII
BUSINESS PERMITS, FEES, CANCELLATION, SUSPENSION OF PERMITS

ARTICLE A

BUSINESS PERMITS AND OTHER REGULATORY FEES

SECTION 1. BUSINESS PERMITS - Any individual, partnership or corporation, who wish to establish, operate and maintain a tourism or tourism-related venture, as identified in this Code, shall first secure a business permit and comply with the other requirements, as provided for by the existing Jaro, Leyte Revised Revenue Code.

SECTION 2. REQUIREMENTS OF BUSINESS PERMITS - Anent to the provisions stipulated in the existing Jaro Revised Revenue Code, the following shall be requirements in the issuance of a business permit:

- A. A certificate of clearance issued by Jaro Tourism Office, certifying the concerned tourism-related business establishments to have submitted a regular monthly tourist arrival report;
- B. All other requirements, as mandated by the Business Permits and Licensing Office (BPLO) and the Jaro Revised Revenue Code.



SECTION 3. ENTHUSIAST'S FEE – Enthusiasts of spelunking, caving, eco-tours, eco-adventure competitions shall first secure a non-refundable permit fee of Three Hundred Pesos (P 300.00). The permit shall only be granted upon written request identifying therein the area/cave location and the proposed activities. The permittee shall accomplish an exit information sheet upon expiration of the proposed activity in the area. The Municipality shall have proprietary rights to any discoveries made in connection thereat.

SECTION 4. ENVIRONMENTAL FEE – There is hereby collected an amount of Twenty Pesos (Php 20.00), as a form of a regulatory fees from every person/tourist visiting the different local tourism sites within the jurisdiction of the Municipality of Jaro, Leyte, subject to the following conditions, to wit:

- A. **Senior Citizens and Persons with Disabilities PWD's)** with valid ID's issued by the DSWD or the MSWD, as the case maybe, is free from paying the Environmental Fee;
- C. **Children Twelve (12) year old and below**, accompanied by their parents and/or legal guardians, is free from paying the Environmental Fee;
- D. **Students Educational Group Tour/s (Lakbay-Aral)** legally administered by the School Officials, shall only pay 50% of the Environmental Fee;

Provided, paragraph (d), Section 4, can only be availed upon presenting a valid school ID's and a copy of the complete list of the participating students in the (Lakbay-Aral), which shall be submitted at the entrance of the tourism sites, or at the Jaro Tourism Office, Three (3) days before the scheduled date of the Lakbay-Aral for verifications and records purposes.

Provided, Further, the amount of the environmental fees paid, shall have a corresponding **CASH TICKETS**, issued by the Municipal Treasurer, or his/her duly authorized Revenue Collection Clerk.



Co-Municipal Treasurer



SECTION 5. RATES OF BUSINESS PERMIT FEES – For purposes of this Code and in consistent with the existing Jaro Revised Revenue Code, the following tourism ventures shall pay the corresponding business permit fees, as follows:

A. Promotional Services/Advertising	P	300.00
B. Tourist Transport Operators		750.00
C. Gear Rental Shops		300.00
D. Resort Operators		800.00
E. Tourist Vehicle for Hire		500.00
F. Travel and Tour Operators		750.00

ARTICLE B

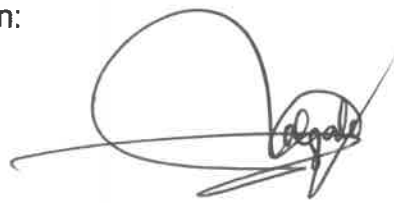
SPECIAL PERMITS FOR LEGITIMATE TOURISM ACTIVITIES

SECTION 1. AUTHORITY - The Municipal Mayor shall have the sole power to grant the special permits for legitimate tourism-related activities, through the recommendation of the Supervising Tourism Operations Officer, after compliance to the provisions set forth under existing local laws and paying the amount of **TWO HUNDRED PESOS (P200.00)** for transport of not more than three days and **FIVE HUNDRED PESOS (P500.00)** for a transport not exceeding one week.

SECTION 2. GUIDELINES – The following guidelines shall be strictly adhered to in securing a special permit for tour-related activities within the territorial jurisdiction of the Municipality of Jaro, Leyte:

A. For organized Municipal Tours

1. Tour operator/primary Tourism/Tourism Enterprise must be duly accredited by the Department of Tourism, a registered business entity in the Municipality of Jaro, Leyte and a holder of a business permit and Tourism license.
2. A letter-request for the municipal tour shall be approved by the Municipal Mayor, through the recommendation of the Supervising Tourism Operations Officer, containing the following information:



- a. Nature of Tour
- b. Name of requesting tour operator, primary tourism enterprises. Number of persons participating in the tour, and the duration of the tour.
- c. Itinerary and routs or places to be visited
- d. Type and number of tour-related transport vehicles to be used
- e. Contract of service or letter of intent, duly signed by the tour operator, transport company and primary tourism/tourism enterprises

SECTION 3. REQUIREMENTS - The requirements for tour-related transport operators are the following:

- A. Streamers/posters must be visibly placed on the vehicles to be used to identify the group on tour-convention/ seminar/ educational trip; and
- B. Streamer/poster for the promotion of the Municipality of Jaro, Leyte, as tourists' destination, must be placed on the vehicles.

SECTION 4. Disqualification – Any misrepresentation of information/data/ documents, relative to the request for the issuance of a special permit, shall invalidate an already issued permit and disqualified the transport operator/tour operator/organizer primary tourism/tourism enterprise of any tour related event from future availment of a special permit privilege.

ARTICLE C
CLOSURE OF TOURISM-ORIENTED OR RELATED ESTABLISHMENTS,
IMPOSITION OF FINES AND FORFEITURE OF BOND



SECTION 1. GROUNDS FOR THE CLOSURE OF TOURISM-RELATED ESTABLISHMENTS, IMPOSITION OF FINES AND/OR FORFEITURE OF BONDS

- The following shall be the grounds for the closure of tourism-related establishments, imposition of Fines and/or forfeiture of bonds:

- A. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same of committing fraud or any misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation of license;
- B. Failure to comply with or contravene any of the conditions set forth in the license;
- C. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in this code;
- D. Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelles and other tourism-related establishments);
- E. Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc. (for resort/hotel/tourist inn/apartelles and other tourism-related establishments);
- F. Violation of any of the conditions of the LTRFRB franchise (for tourist transport operation);
- G. Tolerance of gross misconduct, discourtesy, dishonesty, or misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients detrimental to tourism industry;

- H. Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
- I. Failure to pay fine, as well as, fees, due and contribution imposed under existing rules;
- J. Non-settlement of accounts and/or non-remittance of collections due to carrier of their agencies, or any agency of the government or any individual within the period prescribed by law;
- K. Any other acts/omissions that worked against the interest of the tourism industry.

**ARTICLE D
CANCELLATION, SUSPENSION AND NON-RENEWAL OF LICENSE OF TOUR GUIDES**

SECTION 1. GROUNDS FOR CANCELLATION AND SUSPENSION OF LICENSE OF TOUR GUIDES - The following are grounds for cancellation and suspension of license of tour guides:

- A. Cancellation of accreditation.
 - 1. Conviction of a crime involving moral turpitude;
- B. Suspension of accreditation
 - 1. Any overt act of dishonesty, misrepresentation or misconduct committed against a member of his/her tour group or against his/her employer or co-employee;
 - 2. Forced tipping or contributions from tourist; and
 - 3. Failure to comply with the requirements as to the compulsory wearing of identification cards.

**CHAPTER XIV
RULES AND REGULATIONS**

Handwritten signatures and initials are present on the right side of the page, including a large signature at the top right, a signature in the middle right, and a signature at the bottom right that appears to read 'Si Carmona'.

SECTION 1. RULES AND REGULATIONS - The following are the rules and regulations governing in the implementation of this Code:

- A. All owners/operators/proprietors of tourism-related business establishments such as accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages and the like accommodation houses, shall keep a registry of guests, at all times. Upon arrival, guests shall be required to fill in forms, containing the following details:
1. Full name of guest
 2. Nationality
 3. Passport Number or any competent proof of identity
 4. Address and Place/Country of Origin
 5. Occupation and place of employment
 6. Time and date of arrival
 7. Expected duration of stay and exit destination
- B. Any visitor, brought/invited by guest/s to the accommodation house, shall also be required to register in a separate book for visitors. In the event that the visitor invited is a minor, the accommodation house shall promptly inform the Jaro, Leyte Municipal Social Welfare Development Office, for verification of the visitor's purpose of stay/visit.
- C. Concerned tourism-related business establishments shall submit a monthly report of tourist arrivals and duly accomplished forms and registry books, to the Jaro Municipal Tourism Office, for data gathering, clearance issuance regulation and supervision purposes.
- D. No person shall be allowed to work as, tour guide in the Municipality of Jaro, Leyte, unless, he has secured a certificate as a tour guide, issued by the Jaro Tourism Office, the Provincial Tourism Center and/or the Department of Tourism.



Co-Executive D



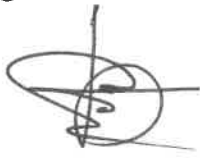
- E. No foreign tour guides/escorts shall be allowed under this Code, except when there are no available local tour guides/escorts speaking the language of a particular foreign tourist market, in which case, the travel/tour organizers shall be required to hire accredited local tour guides until the duration of such tour.
- F. No entity shall be allowed to conduct local tours, unless they have complied with DOT and business permit and licensing requirements of the municipality. Outside tour operators, doing business in the municipality, shall be required to secure a special permit or accreditation from the Jaro Tourism Office.
- G. No foreign tour operator shall be allowed to conduct local tours, unless they have engaged a local tour operator counterpart for the duration of the tour.
- H. The tourism-related establishments shall prepare a disaster risk management and evacuation plan, duly approved by the MDRRMO.
- I. Standard rates for accommodation house, tourism facilities services of tour guides, including fares for all kinds of transport services, shall be posted in conspicuous places, for proper guidance, reference and information of tourists.
- J. All accommodation houses and tourism establishments shall maintain cleanliness and sanitation of their facilities, at all times, in accordance with the existing Environment Code and the Sanitation Code of the Municipality and other relevant local and national laws.
- K. When the volume of the visitors in the tourism establishment reaches the maximum, as declared, the establishment shall provide a notice of such condition in strategic places to forewarn incoming visitors. The establishment may coordinate with the Barangay Tourism Council (BTC) in the dissemination of such information.

- L. In the implementation of the provisions of this Code, reference shall always be made to existing national and local laws, rules and regulations. For this purpose, the Jaro Tourism Council shall draft and issue directives to carry out the provisions of applicable relevant laws.


CHAPTER XV
PROHIBITIONS AND RESTRICTIONS

SECTION 1. PROHIBITIONS AND RESTRICTIONS - All owners/ operators/ proprietors of tourism-related business establishments, such as, accommodation houses, hotels, apartelles, pension houses, lodging houses, homestays, cottages, tourist inns, motels, bed and breakfast, river resorts and the like are strictly prohibited/restricted to do the following acts/omission:

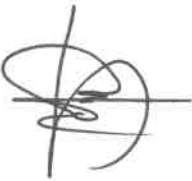
- A. Non-submission of monthly Tourists Arrival Report to the Jaro Tourism Office;
- B. Making any false declaration or statement, or making use of any such declaration, or statement, or any document containing the same, or committing fraud or any act of misrepresentation for the purpose of obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- C. Failure to comply with, or contravene any of the conditions, set forth in Accreditation;
- D. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
- E. Serious physical injury or loss of life of any guest, due to the fault or negligence of its official or employee (for resort/hotel/tourist inn/apartelles/other tourism-related establishments);



Caruetha



- F. Allowing or permitting the tourism-related establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as, but not limited to gambling, prostitution, etc. (for resort/hotel/tourist inn, apartelles and the like);
- G. Managers and/or Operators of tourism-related establishments shall exert all possible efforts not to permit a person, whom they know, to be drunk and/or have reason to believe, either to be a prostitute, a pedophile or a bad character, to occupy any room or to frequent the premises. Presence of any of these things, within the tourism-related establishments, shall be reported immediately to the nearest police station.
- H. Violation of any of the conditions of the LTFRB franchise (for tourist transport operation);
- I. Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
- J. Willful violation of agreements and/or contracts entered into by the tourism-related business establishment and its clients;
- K. Failure to replace or renew the Surety Bond within fifteen (15) days the date when said bond is ordered forfeited not confiscated in accordance with these rules or cancelled and/or revoked for whatever cause (in case of travel agency);
- L. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
- M. Employment/hiring of employees (Tour Guides) who are not holders of license issued by the BPLO or non-Filipino employees, whether contractual or permanent, without valid working visa and working permit;
- N. Any other acts/omissions that may endanger the interest of the tourism industry.



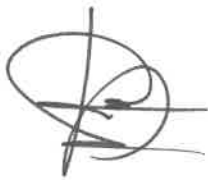
Carolina T. ...



**CHAPTER XVI
GOVERNING LAWS**

SECTION 1. GOVERNING LAWS - The following relative local and national laws, among others, shall govern in the implementation of the provisions of this Code, as follows:

- A. R.A. 7160, known as, the Local Government Code of 1991;
- B. R. A. 9563, otherwise known as, the Tourism Act of 2009;
- C. Civil Service Resolution No. 97-0404 and CSC MC # 1, Series of 1997;
- D. P.D. No. 1096, or the National Building Code;
- E. Ordinance No. 18, Series of 2023, known as, "The Health Safety and Sanitation Code of the Municipality of Jaro, Province of Leyte";
- F. Ordinance No.21, Series of 2017, known as, "The 2017 Revised Revenue Code of the Municipality of Jaro, Province of Leyte";
- G. Ordinance No. 07, Series of 2016, known as, "The Jaro Solid Waste Management";
- H. Ordinance No.03, Series of 2012, known as, "An Ordinance Establishing the Salugnon Center for the Culture and the Arts".



**CHAPTER XVII
PENAL PROVISIONS**

SECTION 1. PENALTIES - Any violation of any provisions contained in this Code, shall be meted with the following fines and penalties, as follows:



- 1st Offense** - Cash fine pf Php 1,000.00
- 2nd Offense** - Cash fine of Php 2,000.00
- 3rd Offense** – Cancellation of business permit, and closure of business
- Succeeding Offense** – Fines of Php 2,500 and/or imprisonment of three (3) months or both, subject to the discretion of the court.



CHAPTER XVIII
MISCELLANEOUS PROVISIONS

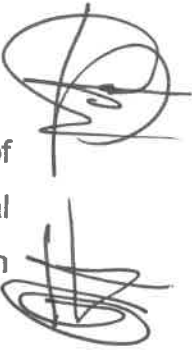
SECTION 1. CONFIDENTIAL CHARACTER OF CERTAIN DATA - Information and documents received by or filed with the Jaro Tourism Office in pursuance of the requirements of this Ordinance shall be treated as confidential and shall not be divulged without the consent of the party concerned when public interest so requires. Any official or employee of the Jaro Tourism Office, including those that are temporarily assigned therewith, who shall violate the provision of this Section shall be penalized based on appropriate laws, rules and regulations.

SECTION 2. Implementing Rules - The Municipal Mayor is hereby authorized, from time to time, to issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

SECTION 3. Funding - The funds necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the Municipal Tourism Office under the Municipal Mayor's Office. Said funds shall be included in the preparation of the Annual Budget of the Local Government.

SECTION 4. Funding Support from The National Government/Other Sources - Specific tourism projects may be undertaken with funding support from the National Government and other sources, through proposals made by the Jaro Tourism Office, duly endorsed by the Jaro Tourism Council.

SECTION 5. Monitoring And Evaluation System - The Jaro Tourism Office, in coordination with the Jaro Tourism Council, shall establish a monitoring and evaluation system, in order to evaluate the economic, social and environmental impact of the local tourism activities. This should cover all elements that are crucial to sustainability of the tourism resource, in compliance with the provisions of this Code. Monitoring and evaluation indicators should include service quality and participation of local communities.



**CHAPTER XIX
FINAL PROVISIONS**


SECTION 1. REPEALING CLAUSE – All ordinances and administrative regulations, or parts thereof, which are inconsistent with any provisions of this Ordinance, are hereby repealed or modified accordingly.

SECTION 2. SEPARABILITY CLAUSE – If for any reason, any part or provisions of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected, shall continue to be in full force.

SECTION 3. EFFECTIVITY - This ordinance shall take effect fifteen (15) days after posting for three consecutive weeks, in at least Four (4) conspicuous places in the Municipality in compliance to R.A. 7160.

ENACTED ON NOVEMBER 28, 2023.

I HEREBY CERTIFY, to the correctness of the foregoing records of the proceedings.


NICOMEDES R. BORJA
Secretary to the Sanggunian
(Board Secretary V)

CONCURRED:


HON. JONELL MARTIN A. QUE
SB Member


HON. LANDILINO T. KATANGKATANG
SB Member


HON. JULIAN L. EMNAS
SB Member



HON. FRANCISCO R. ALTRES
SB Member/Majority Floor Leader

HON. LEO ANGELO T. PORMIDA
SB Member
Absent-Official Travel

HON. GUALBERTO V. ELISES
SB Member/Presiding Officer Pro-Tempore
Absent-Official Leave


HON. ALEXANDER N. SALGADO
SB Member


HON. REVITA AURE
SB Member


HON. CARMENCITA G. TAÑALA
SB Member/LIGA FED.-President


HON. TRINA MAE R. SOLEDAD
SB Member/SK FED.-President

ATTESTED:


HON. LANDILINO T. KATANGKATANG
SB Temporary Presiding Officer

APPROVED:


HON. JASSIE LOU TAÑALA
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
Office of the Sangguniang Bayan
Legislative Building
Corner Del Carmen and Real Streets

February 12, 2024

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 20**, series of 2023, otherwise known as, **“AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES”** have been posted last January 22, 2024 to date in a conspicuous place in the Municipality of Jaro, Leyte.

ISSUED this 12th day of February 2024 at Jaro, Leyte.

CERTIFIED CORRECT:


NICOMEDES R. BORJA
Secretary to the Sanggunian
(Board secretary V)

APPROVED:


HON. LANDILINO T. KATANGKANG
SB-Temporary Presiding Officer

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay I

February 7, 2024


CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 20**, series of 2023, otherwise known as, **"AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES"** have been posted last January 22, 2024 to date in conspicuous place in our Barangay.

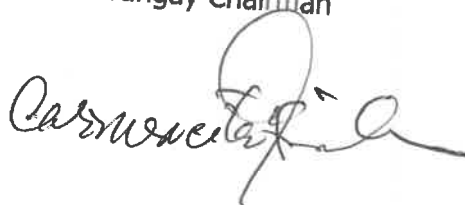
ISSUED this 7th day of February 2024 at Barangay District I, Jaro, Leyte.

CERTIFIED CORRECT:

For.
IVY M. SOLAR
Barangay Secretary
By: 
MAYLA B. GARLIZO
2-7-2024

APPROVED:

HON. PEDRO B. TAÑALA, JR.
Barangay Chairman



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay II

February 7, 2024

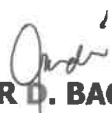
CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 20**, series of 2023, otherwise known as, **"AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES"** have been posted last January 22, 2024 to date in conspicuous place in our Barangay.

ISSUED this 7th day of February 2024 at Barangay District II, Jaro, Leyte.

CERTIFIED CORRECT:


JENNIFER D. BACALANDO
Barangay Secretary

APPROVED:

for 
HON. RONALD C. SUPERABLE
Barangay Chairman

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay IV

February 7, 2024

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 20**, series of 2023, otherwise known as, **“AN ORDINANCE ENACTING THE JARO, LEYTE TOURISM CODE OF 2023, FOR THE DEVELOPMENT, PROMOTION AND REGULATION OF TOURISM ACTIVITIES AND INDUSTRIES IN THE MUNICIPALITY OF JARO, PROVINCE OF LEYTE AND FOR OTHER PURPOSES”** have been posted last January 22, 2024 to date in conspicuous place in our Barangay.

ISSUED this 7th day of February 2024 at Barangay District IV, Jaro, Leyte.

CERTIFIED CORRECT:

Edilyn P. Cardante
EDILYN P. CARDANTE
Barangay Secretary

APPROVED:

Jr. Jeffrey Caesar A. Emnas
HON. JEFFREY CAESAR A. EMNAS
Barangay Chairman