

Item No.: 09

Date: 17 2024 SEPI



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

SANGGUNIANG PANLALAWIGAN



PROVINCIAL LEGAL OFFICE

2<sup>nd</sup> INDORSEMENT

September 9, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-06 of the Sangguniang Bayan of Julita, Leyte.

- Ordinance No. 2024-06 entitled: **“An Ordinance Establishing the Julita I. T Training Center, appropriating funds and providing guidelines thereof.**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the Subject Ordinance is in accordance to its power under Section 16<sup>1</sup> General Welfare Clause of the Local Government Code of 1991( R.A 7160). Hence, recommending for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

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

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<sup>1</sup> Section 16 Every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of general welfare. Within their respective territorial jurisdiction, local government unit shall ensure and support, among other things xxx encourage and support the development of appropriate and self-reliant scientific and technological capabilities xxx

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**



**1<sup>ST</sup> INDORSEMENT**  
30 August 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2024-06** of the **Municipality of Julita, Leyte**, entitled: **An Ordinance Establishing the Julita I. T. Training Center, appropriating funds and providing guidelines thereof.**

  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
**Municipality of Julita**  
-oOo-



## OFFICE OF THE SANGGUNIANG BAYAN

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August 30, 2024

**MS. FLORINDA JILL S. UYVICO**  
*Sangguniang Panlalawigan Secretary*  
*Province of Leyte*  
*Tacloban City*

**Dear Ms. Uyvico,**

Copy furnished are copies of **Municipal Ordinance Nos. 2024-06 and 2024-07** passed and approved by the **Sangguniang Bayan of Julita, Leyte** in its **Regular Session held on June 03, 2024** at the Municipal Session Hall for your appropriate action.

Thank you.

Very truly yours,

  
**FRANCIS RAAGAS-AVELINO**  
*Sangguniang Bayan Secretary*



OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 2024-06**

**AN ORDINANCE ESTABLISHING THE JULITA I.T. TRAINING CENTER, APPROPRIATING FUNDS AND PROVIDING GUIDELINES THEREOF.**

**Author(s):**

Hon. Mark Joy E. Macaso

**WHEREAS**, Articles 14, Section 1 of the 1987 Philippines Constitution, provides for the protection and promotion of the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

**WHEREAS**, further, Paragraph (4) of Section 2, Article 14, of the aforesaid Philippine Constitution also provides to encourage non-formal, informal, and indigenous learning systems, as well as self-learning, independent, and out-of-school study programs particularly those that respond to community needs;

**WHEREAS**, further, Paragraph (5) of Section 2, Article 14, of the aforesaid Philippine Constitution also provides that the adult citizens, the disabled, and out-of-school youth shall be provided with training in civics, vocational efficiency, and other skills;

**WHEREAS**, Section 16 of Republic Act 7160, otherwise known as the Local Government Code of 1991 provides, among others, that the Municipal Government shall exercise powers necessary to promote general welfare of its constituents and encourage and support the development of appropriate and self-reliant scientific and technological capabilities;

**WHEREAS**, the Department of the Interior and Local Government, in its Memorandum Circular 2007-67 dated June 25, 2007, likewise encouraged local government units to establish and institutionalize technology and livelihood center within its jurisdiction;

**WHEREAS**, the Municipal Government of Julita, recognizes the importance of information technology as a major skill and tool in different sector such as education, business, government, entertainment, agriculture among others;

**WHEREAS**, the occurrence of a pandemic such as the COVID-19 in 2020 highlighted the importance of information technology with many transactions conducted online such as virtual meetings, ecommerce, information drive, among others;

**NOW THEREFORE**, on motion of the **Hon. Mark Joy E. Macaso**, duly seconded, by the **Hon. Rosila L. Advincula**;

BE IT ENACTED by the Sangguniang Bayan of Julita, Leyte, in session duly assembled, that:

ALIANA MARIE R. TUBI  
*SB Member*

GERALDINE S. DAYA  
*SB Member*

IRVIN R. DY  
*SB Member*

ALLAN T. NOVALES  
*SB Member*

RIA S. DUMDUMA  
*SB Member*

MARK JOY E. MACASO  
*SB Member*

JUDE ANDREI M. ROMUALDEZ  
*SB Member*

ROSILA L. ADVINCULA  
*SB Member*

ENGR. NOLIE C. CAÑA  
*Pres. Ng Liga Ng Mga Barangay/  
 Ex-Officio Member*

HON. JOSE MIGUEL A. TINAYA  
*Pres. Ng Kumbayang Pederasyon Ng Mga Sangguniang Kabataan/  
 Ex-Officio Member*

FRANCIS R. AVELINO  
*SB Secretary*

GERMAN J. MACASO  
*Municipal Vice Mayor*

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*Pres. Ng Liga Ng  
Mga Barangay/  
Ex-Officio Member*

  
**HON. JOSE MIGUEL A. TINAYA**  
*Pres. Ng Pambayang  
Pederasyon Ng Mga  
Sangguniang Kabataan/  
Ex-Officio Member*

  
**FRANCIS J. AVELINO**  
*SB Secretary*

**GERMAN J. MACASO**  
*Municipal Vice Mayor*

**SECTION 1. Title.** This Municipal Ordinance shall be known as "An Ordinance Establishing the Julita I.T. Training Center, Appropriating Funds And Providing Guidelines Thereof"

**SECTION 2. Scope.** This Ordinance shall establish the Julita I.T. Training Center and shall govern the administration and operation of the I.T. Center, including construction and/or improvements of facilities; providing training programs designed to enhance the knowledge and skills of intended beneficiaries; imposition and collection of fees and charges for its use; it shall also penalize violation provision of this ordinance.

**SECTION 3. Objectives and Goals.** The primary goal of establishing the Julita I.T. Training Center is to provide educational and instructional activities and skills training designed to enhance the I.T. knowledge and skills of intended beneficiaries in order to prepare them in their future endeavors that require I.T. knowledge and skills such as in education, business and employment, among others.

**SECTION 4. Functions.** The Julita I.T. Training Center shall have the following functions:

- a) It shall serve as the Tech4Ed center in partnership with the Department of Information and Communications Technology (DICT) in the Municipality.
- b) Conducts non-formal education regarding skills trainings, seminars, workshops and short term I.T. courses
- c) Conducts continuous study, research, training development and evaluation of various I.T. courses and seminars
- d) Develops its capability to devise and formulate training curricula and training designs
- e) Develop in house trainers to provide training services
- f) Coordinate and orchestrate the conduct of trainings, seminars and workshop independently or in partnership with national government agencies, private sector, civil society organizations or individuals
- g) Recommends imposition of fees or charges to cover expenses of trainings, seminars, workshops, short courses to the Sangguniang Bayan for its approval, except those programs, trainings, seminars, workshops or short courses which the Municipal Government expressly exempt payment of fees or charges.
- h) Conduct competency assessment with governmental agencies, private sectors and civil society organizations primarily involved in I.T. education.
- i) Issue training certificates and completion of the trainings, seminars, workshops or short courses
- j) Monitor and evaluate the progress of the individuals undergoing trainings, seminars, workshops and short courses.


**SECTION 5. Administration.** The control, supervision, management and operation of the Julita I.T. Training Center shall be administered by the office of the Municipal Mayor.

**SECTION 6. Operation and Maintenance.** The Municipal Government shall appropriate in its Annual Budget, upon recommendation of the Mayor, the funds necessary or incidental for the operation, maintenance, management and administration of the Julita I.T. Training Center.

- A. Maintenance – The Municipal Government shall ensure that the Julita I.T. Training Center is supported by appropriate network of organizational support systems and mechanisms, including human resource
- B. Supervision – The Municipal Mayor shall have overall supervision over the programs and services offered by the Julita I.T. Training Center and in organizing, strengthening and sustaining it

- C. Personnel – The Municipal Mayor shall appoint a Training Center Coordinator, as the head of the Julita I.T. Training Center, and other personnel deemed necessary to efficiently perform its mandated functions.

**ALIANA MARIE R. TUBI**  
SB Member



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**ROSILA L. ADVINCULA**  
SB Member



**ENGR. NOLIE C. CAÑA**  
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Mga Barangay/  
Ex-Officio Member



**HON. JOSE MIGUEL A. TINAYA**  
Pres. Ng Pambayang  
Pederasyon Ng Mga  
Sangguniang Kabataan/  
Ex-Officio Member



**FRANCIS R. AVELINO**  
SB Secretary

**GERMAN J. MACASO**  
Municipal Vice Mayor

**SECTION 7. The Training Center Coordinator.** The position of Training Center Coordinator whose rank, item salary and emoluments are equivalent to that of an Information Officer 1 (Salary Grade 11) is hereby created. The Training Center Coordinator shall have the following functions and qualifications:

**A. Functions**

1. Supervise day to day operation of the training center
2. Formulate and implement training, seminar, workshop and short course plans
3. Formulate and implement mechanisms to effectively identify training needs of stakeholders
4. Coordinate with other stakeholders, government or private, as to the training designs and schedules which will be offered
5. Prepare and submit reports as may be required by the Municipal Mayor, Sangguniang Bayan, other departments and national offices
6. Seek sponsorship of any program that may contribute to the realization of the objectives of the center
7. Monitor the conduct of the training and regularly report the same to the Municipal Mayor
8. Supervise and monitor the performance of the personnel in the training center
9. Perform other related administrative functions that may be assigned from time to time.

**B. Qualifications**

1. A citizen of the Philippines
2. A resident of Julita, Leyte
3. Graduate of four-year course preferably I.T. related
4. A first grade civil service eligible or its equivalent
5. Has at least one (1) year relevant work experience
6. Can work under minimum supervision
7. Has knowledge of basic office procedures
8. Has knowledge in basic computer hardware maintenance
9. Has knowledge in basic computer software installations

**SECTION 8. Imposition of Fees.** There shall be a fee collected for the printing services of the I.T. Training Center as follows:

Size and Type	Amount
Short / Long / A4 (Black)	₱ 2.00
Short / Long / A4 (Colored)	₱ 10.00
Short / Long / A4 (Any color with picture more than ¼ the size of the bond paper but less than ½ the size of the bond paper)	₱ 15.00
Short / Long / A4 (Any color with picture more than ½ the size of the bond paper but less than ¾ the size of the bond paper)	₱ 20.00
Short / Long / A4 (Any color with picture more than ¾ the size of the bond paper but less than 1 the size of the bond paper)	₱ 25.00

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Ex-Officio Member

  
**FRANCIS R. AVELINO**  
SB Secretary

  
**GERMAN J. MACASO**  
Municipal Vice Mayor

The Julita I.T. Training Center may also impose fees on other services it is offering such as trainings, seminars, workshop and short courses and other services, such as hardware repair, upon the recommendation of the Training Center Coordinator and the approval of the Municipal Mayor and the Sangguniang Bayan.

**SECTION 9. Free Printing Services.** The Julita I.T. Training Center shall offer free printing and photocopy services to students or residents for educational and other purposes with the following guidelines:

1. The student or resident must be a bonafide resident of the Municipality of Julita.
2. Printing and photocopy are only for educational purposes such as but not limited to:
  - 2.1 Assignments
  - 2.2 Research Papers
  - 2.3 Thesis Papers
  - 2.4 Photocopy of ID
  - 2.5 Other important school related documents
3. Free printing and photocopy can also be offered to first time job seekers for the following purposes:
  - 3.1 Resume
  - 3.2 Transcript of records
  - 3.3 Other important documents required for applying for a job
4. Maximum of 30 sheets of black and white copies for every student or resident per week.
5. Maximum of 10 sheets of colored copies for every student or resident per week.
6. The student or resident must present a valid ID.
7. The use of flash drive to transfer files is prohibited as a protection from viruses.
8. The free printing and photocopy services shall be subject to the availability of resources.

**SECTION 10. Establishment of the Julita I.T. Training Center.** There shall be established a Julita I.T. Training Center. The Office of the Municipal Mayor shall identify the location of the I.T. Training Center.

**SECTION 11. Source of Fund.** The budgetary requirements necessary for the implementation of this Ordinance shall be allocated in the Annual Budget or Supplemental Budget of the Municipality of Julita.

1. There shall also be allocated an amount for the construction of the I.T. Training Center.
2. There shall be an amount allocated for the purchase of I.T. equipment, tables, chairs and other needed supplies for the operation of Julita I.T. Training Center. Equipments shall include, but not limited to, the following:
  - a) Installation of internet connection
  - b) Purchase of necessary equipment such as:
    - Computers (at least 3)
    - Audio/visual presentation equipment (such as a wide monitor or an LCD monitor)
    - Networking equipment (such as router, switch, cables)
    - Printer
  - c) Electrical and network wirings

Thereafter, the I.T. Training Center Coordinator shall recommend to the Municipal Mayor, for the approval of the Sangguniang Bayan, the annual budget funds necessary or incidental for the operation, maintenance, management and administration of the Julita I.T. Training Center.

**ALIANA MARIE R. TUBI**  
*SB Member*



**GERALDINE S. DAYA**  
*SB Member*



**IRVIN R. DY**  
*SB Member*



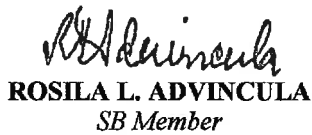
**ALLAN T. NOVALES**  
*SB Member*

**RIA S. DUMDUMA**  
*SB Member*

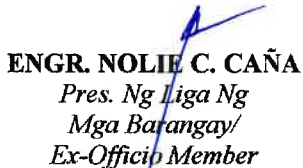


**MARK JOY E. MACASO**  
*SB Member*

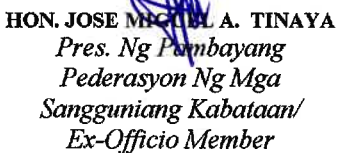
**JUDE ANDREI M. ROMUALDEZ**  
*SB Member*



**ROSILA L. ADVINCULA**  
*SB Member*



**ENGR. NOLIE C. CAÑA**  
*Pres. Ng Liga Ng Mga Barangay/  
Ex-Officio Member*



**HON. JOSE MIGUEL A. TINAYA**  
*Pres. Ng Pambayang Pederasyon Ng Mga Sangguniang Kabataan/  
Ex-Officio Member*



**FRANCIS R. AVELINO**  
*SB Secretary*

**GERMAN J. MACASO**  
*Municipal Vice Mayor*

**SECTION 12. Donations.** The Julita I.T. Training Center may receive donations or bequests of property or services which shall be utilized only for the implementation of the program.

**SECTION 13. Separability Clause.** If, for any reason or reasons, any part or provision of this Ordinance is held to be unconstitutional or invalid, other parts or provisions hereof which are not affected shall continue to be in full force and effect.

**SECTION 14. Repealing Clause.** All ordinances, rules and regulations, or parts thereof, in conflict with or inconsistent to the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 15. Effectivity.** This Ordinance shall take effect immediately after its approval and after its posting in all barangays of the Municipality of Julita, Leyte.

***Passed and enacted by the Sangguniang Bayan in session assembled on June 03, 2024 at the Municipality of Julita, Leyte, Philippines.***

***I HEREBY CERTIFY*** to the correctness of this foregoing Ordinance.



**FRANCIS RAAGAS-AVELINO**  
*Sangguniang Bayan Secretary*

**ATTESTED:**



**HON. GERMAN J. MACASO**  
*Honorable Presiding Officer/Municipal Vice Mayor*

**CONCURRED:**

**HON. ALIANA MARIE R. TUBI**  
*SB Member/On-Leave*



**HON. IRVIN R. DY**  
*SB Member*



**HON. GERALDINE S. DAYA**  
*SB Member*

**HON. ALLAN T. NOVALES**  
*SB Member*



**HON. MARK JOY E. MACASO**  
*SB Member*

**HON. RIA S. DUMDUMA**  
*SB Member/On-Leave*

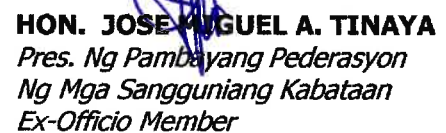


**HON. ROSILA L. ADVINCULA**  
*SB Member*

**HON. JUDE ANDREI M. ROMUALDEZ**  
*SB Member/On-Leave*



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Ex-Officio Member*



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*Pres. Ng Pambayang Pederasyon Ng Mga Sangguniang Kabataan  
Ex-Officio Member*

**APPROVED:**  
  
**ATTY. PERCIVAL S. CAÑA**  
*Municipal Mayor*