

Mem No.: 13

Date: 11 2025 FEB



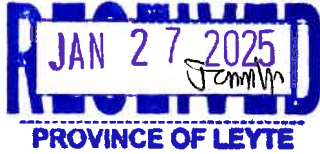
Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

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*J.R.A.*  
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**SANGGUNIANG PANLALAWIGAN**

**PROVINCIAL LEGAL OFFICE**



**2<sup>nd</sup> INDORSEMENT**  
December 26, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 24-30 of the Sangguniang Bayan of Burauen, Leyte.

**Issues/concerns for review/recommendation/legal opinion is/are as follows:**

- Ordinance No. 24-30 entitled: **“An Ordinance institutionalizing the Overseas Filipino Workers (OFW) Help Desk, etc.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160). Hence, we recommend 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 the 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*

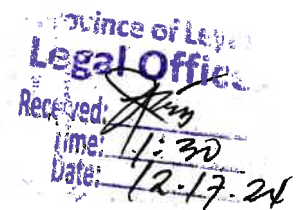
<sup>1</sup>(a) *The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code, and shall:*

*(1) Approve ordinances and pass resolutions necessary for an efficient and effective municipal government,*

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
17 December 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 24-29** of the **Municipality of Burauen, Leyte**, entitled: **An Ordinance institutionalizing the Overseas Filipino Workers (OFW) Help Desk in the Municipal Government of Burauen, Leyte, and designating the Human Resource Management Officer (HRMO) as the OFW Help Desk Focal Person.**

  
**FLORINDA JILL SUYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



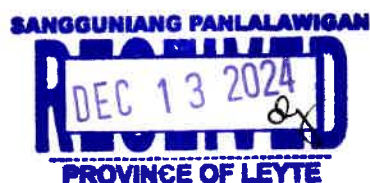
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## OFFICE OF THE SANGGUNIANG BAYAN

December 16, 2024

**THE HONORABLE MEMBERS**  
Sangguniang Panlalawigan  
Province of Leyte

**ATTENTION: FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian  
Province of Leyte  
Palo, Leyte



Ladies/Gentlemen:

We transmit herewith 15 copies of **Municipal Ordinance No. 24-30**, Series of 2024 of the Sangguniang Bayan of Burauen, Leyte, entitled "**An Ordinance Institutionalizing the Overseas Filipino Workers (OFW) Help Desk in the Municipal Government of Burauen, Leyte, and Designating the Human Resource Management Officer (HRMO) as the OFW Help Desk Focal Person**", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,

  
**ATTY. RUDEJANE S. TAN**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
Municipality of Burauen  
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OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 24-30**

Series of 2024

**AN ORDINANCE INSTITUTIONALIZING THE OVERSEAS FILIPINO WORKERS (OFW) HELP DESK IN THE MUNICIPAL GOVERNMENT OF BURAUEN, LEYTE, AND DESIGNATING THE HUMAN RESOURCE MANAGEMENT OFFICER (HRMO) AS THE OFW HELP DESK FOCAL PERSON**

*Authored by: Hon. Cipriano R. Relatorres, Jr.*

**EXPLANATORY NOTE**

**WHEREAS**, the Municipality of Burauen recognizes the valuable contributions of Overseas Filipino Workers (OFWs) to both local and national development, and is committed to promoting their welfare and supporting their families;

**WHEREAS**, OFWs often encounter various challenges abroad, including health, legal, and welfare concerns, and it is crucial to provide a reliable support system at the local level to assist them and their families;

**WHEREAS**, the Sangguniang Bayan of Burauen deems it necessary to institutionalize an OFW Help Desk within the Municipal Government, headed by a designated Focal Person, to effectively coordinate services, provide guidance, and address the needs of OFWs and their families in times of crisis and beyond;

**WHEREAS**, barangay-level support is essential for the effective implementation of this ordinance, with Violence Against Women and Children (VAWC) Desk Officers facilitating OFW registration and data gathering at the barangay level;

**NOW, THEREFORE**, be it ordained by the Sangguniang Bayan of Burauen, Leyte, in session assembled, that:

**SECTION 1. TITLE.** – This ordinance shall be known as the “Burauen OFW Help Desk Ordinance.”

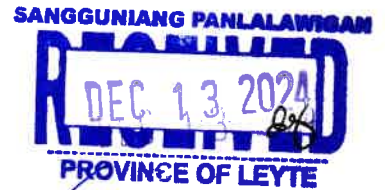
**SECTION 2. ESTABLISHMENT OF THE OFW HELP DESK.** – The OFW Help Desk is hereby established as a dedicated unit within the Municipal Government of Burauen, Leyte, to serve the needs of OFWs and their families. The OFW Help Desk shall be a central point of coordination and assistance, housed within the Human Resource Management Office (HRMO).

**SECTION 3. DESIGNATION OF THE OFW HELP DESK FOCAL PERSON.** –The Human Resource Management Officer (HRMO) of the Local Government Unit (LGU) of Burauen shall serve as the designated OFW Help Desk Focal Person. The HRMO, as the Focal Person, shall lead and manage the activities of the OFW Help Desk and shall act as the primary liaison for OFW-related concerns.

**SECTION 4. FUNCTIONS OF THE OFW HELP DESK AND FOCAL PERSON.** – The OFW Help Desk, through the Focal Person, shall perform the following functions:



Republic of the Philippines  
Province of Leyte  
Municipality of Burauen  
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OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 24-30**

Series of 2024

**AN ORDINANCE INSTITUTIONALIZING THE OVERSEAS FILIPINO WORKERS (OFW) HELP DESK IN THE MUNICIPAL GOVERNMENT OF BURAUEN, LEYTE, AND DESIGNATING THE HUMAN RESOURCE MANAGEMENT OFFICER (HRMO) AS THE OFW HELP DESK FOCAL PERSON**

*Authored by: Hon. Cipriano R. Relatorres, Jr.*

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**WHEREAS**, barangay-level support is essential for the effective implementation of this ordinance, with Violence Against Women and Children (VAWC) Desk Officers facilitating OFW registration and data gathering at the barangay level;

**NOW, THEREFORE**, be it ordained by the Sangguniang Bayan of Burauen, Leyte, in session assembled, that:

**SECTION 1. TITLE.** – This ordinance shall be known as the “Burauen OFW Help Desk Ordinance.”

**SECTION 2. ESTABLISHMENT OF THE OFW HELP DESK.** – The OFW Help Desk is hereby established as a dedicated unit within the Municipal Government of Burauen, Leyte, to serve the needs of OFWs and their families. The OFW Help Desk shall be a central point of coordination and assistance, housed within the Human Resource Management Office (HRMO).

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**SECTION 4. FUNCTIONS OF THE OFW HELP DESK AND FOCAL PERSON.** – The OFW Help Desk, through the Focal Person, shall perform the following functions:

1. **Support and Assistance** – Provide immediate assistance to OFWs and their families in accessing services and support from relevant government agencies, such as the Overseas Workers Welfare Administration (OWWA), the Department of Foreign Affairs (DFA), and the Department of Labor and Employment (DOLE), Department of Migrant Workers (DMW).
2. **Referral and Coordination** – Refer cases that require specialized interventions to appropriate national agencies, embassies, or consulates, and coordinate with these entities for the effective resolution of issues.
3. **Health and Welfare Monitoring** – Monitor the health and welfare of OFWs and, in coordination with local health providers, facilitate health services and support for those facing medical challenges abroad.
4. **Legal Assistance Referrals** – Assist OFWs in connecting with legal support for issues related to employment, contracts, or other legal matters abroad.
5. **Crisis Intervention, Repatriation Assistance, and Cash Aid** – Provide crisis intervention, including the facilitation of repatriation when needed, by coordinating with embassies, the DFA, DMW, and relevant agencies to support OFWs in emergencies. The Help Desk shall extend cash assistance of Five Thousand Pesos (₱10,000.00) to affected OFWs or their immediate families. This assistance will be based on the Focal Person's assessment and subject to fund availability and the submission of required documentation.
6. **Information and Public Awareness** – Conduct public awareness programs for OFWs and their families on their rights, health and safety, and available support resources.
7. **Documentation and Reporting** – establish a comprehensive documentation and database system to ensure efficient tracking, reporting, and confidentiality of OFW cases. This system will record case details, monitor progress, and maintain a registry of OFWs and their families in the municipality, updated regularly for streamlined assistance.

**SECTION 5. BARANGAY-LEVEL SUPPORT THROUGH VAWC DESK OFFICERS.** – Each barangay's VAWC Desk Officer shall be responsible for assisting in the registration of OFWs and gathering necessary data at the barangay level.

Existing OFWs must register with their barangay's VAWC Desk Officer within one (1) year from the effectivity of this ordinance, while newly deployed OFWs are required to register within one (1) month from their deployment.

VAWC Desk Officers shall collect and submit the following information, and any other relevant documents or information, to the Municipal OFW Help Desk:

- a. Full name of the Overseas Filipino Worker (OFW)
- b. Contact information (phone number, email address)
- c. Country of employment
- d. A copy of the employment contract

Failure to register within the prescribed period shall render OFWs ineligible for cash assistance from the municipal government.

**SECTION 6. IMPLEMENTATION AND MONITORING.** – The HRMO, as the OFW Help Desk Focal Person, shall be responsible for the implementation, monitoring, and continuous improvement of the OFW Help Desk's services and shall regularly liaise with the Sangguniang Bayan for policy updates and enhancements.

**SECTION 7. FUNDING.** – The funds necessary for the implementation of this Ordinance shall be sourced from the General Fund, subject to existing COA auditing rules and regulations.

**SECTION 8. SEPARABILITY CLAUSE.** – If any part of this ordinance is declared unconstitutional or invalid, other sections or provisions that are not affected shall continue to be in full force and effect.

**SECTION 9. REPEALING CLAUSE.** – All ordinances, rules, and regulations or parts thereof that are inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 10. EFFECTIVITY.** – This ordinance shall take effect immediately upon approval and posting in conspicuous places within the Municipality of Burauen.

**ENACTED** this 25<sup>th</sup> day of November 2024 at Burauen, Leyte.

**CERTIFIED CORRECT:**

  
**ATTY. RUDEJANE S. TAN**  
*Secretary to the Sanggunian*

**ATTESTED:**

(absent)


**HON. NOEL P. ALPINO**  
*Vice Mayor*

  
**HON. VINCENT G. ENERLAN**  
*Sangguniang Bayan Member*

  
**HON. CIPRIANO R. RELATORRES, JR**  
*Sangguniang Bayan Member*

  
**HON. HERMENIA C. CAMASIN**  
*Sangguniang Bayan Member*

  
**HON. BRYAN R. CINCO**  
*Sangguniang Bayan Member*

  
**HON. DEXTER R. SENO**  
*Sangguniang Bayan Member/  
Presiding Officer*

  
**HON. ROBERT G. DEL PILAR**  
*Sangguniang Bayan Member*

  
**HON. EVAFE A. CORAL**  
*Sangguniang Bayan Member*

  
**HON. OSCAR A. CAGARA**  
*Sangguniang Bayan Member*

(absent)

**HON. FE S. RENOMERON**  
*LnB President/ Ex-Officio SB Member*

(absent)

**HON. JUSTINE MERP G. ANDRADE**  
*SK Federation President/ Ex-Officio Member*

**APPROVED:**

  
**HON. JUANITO E. RENOMERON**  
*Municipal Mayor*



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



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OFFICE OF THE SANGGUNIANG BAYAN

**CERTIFICATE OF POSTING**

TO WHOM IT MAY CONCERN:

**THIS IS TO CERTIFY** that **Municipal Ordinance No. 24-30**, Series of 2024 of the Sangguniang Bayan of Burauen, Leyte, entitled, **“An Ordinance Institutionalizing the Overseas Filipino Workers (OFW) Help Desk in the Municipal Government of Burauen, Leyte, and Designating the Human Resource Management Officer (HRMO) as the OFW Help Desk Focal Person”**, was enacted on November 25, 2024, approved on even date, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *November 27, 2024 to December 6, 2024*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991”.

Burauen, Leyte, December 13, 2024.

**ATTY. RUDEJANE S. TAN**  
*Secretary to the Sanggunian*