

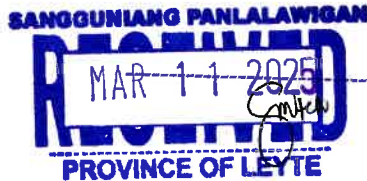
Item No.: 01
Date: 25 2025 MAR



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
February 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-01 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2025-01 entitled: **"Financial Assistance Grant Guidelines Ordinance of Tanauan, Leyte"**

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)¹ of the Local Government Code of 1991 (R.A 7160) without prejudice to the normal accounting and auditing rules and regulations. 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
Provincial Legal Officer

¹ (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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
05 February 2025

Province of Leyte
Legal Office
Received: *[Signature]*
Date: *2.6.25*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-01 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance establishing guidelines for granting of financial assistance from the donation fund of the Municipality of Tanauan, Leyte.**

[Signature]
FLORINDA JILL S. JYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
TANAUAN
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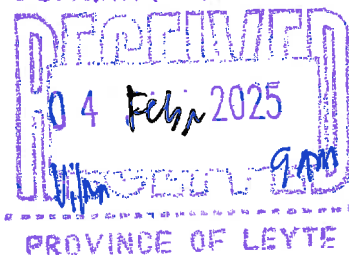
OFFICE OF THE SANGGUNIANG BAYAN

January 28, 2025

THE SECRETARY

Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

SANGGUNIANG PANLALAWIGAN



Sir/Madam;

Respectfully submitting herewith 16th **SB Ordinance No. 2025 - 01**, "An ordinance establishing guidelines for granting of financial assistance from the donation fund of the Municipality of Tanauan, Leyte", for your appropriate action.

Author: Hon. Mae Jane Angelie M. Morabe-Borais

Co-author: Hon. Atty. Isagani S. Espada

Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,


ELEUTERIO T. LARIOS
Sangguniang Bayan Secretary

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Republic of the Philippines
Province of Leyte
TANAUAN
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SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN

EXCERPT FROM THE MINUTES OF THE 124th REGULAR SESSION OF THE 16th SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON JANUARY 13, 2025, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT :

HON. ARCHIE LAWRENCE R. KAPUNAN
HON. JAN ELMER V. MAGDALAGA
HON. MAE JANE ANGELIE M. MORABE – BORAIS
HON. MARK EFREN E. MERILO
HON. PAUL EMMANUEL R. CINCO
HON. JOSIE M. CREER
HON. ATTY. ISAGANI S. ESPADA
HON. QUINTIN T. OCTA, JR.
HON. CHERRY ANNE T. FIEL
HON. EFREN C. MERILO
HON. KYLE C. MESIAS

Municipal Vice-Mayor/Presiding
Sangguniang Bayan Member

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-do-/Liga Fed. Pres.

-do-/ SK Fed. Pres.

ABSENT : NONE

ORDINANCE NO. 2025 – 01

AN ORDINANCE ESTABLISHING GUIDELINES FOR GRANTING OF FINANCIAL ASSISTANCE FROM THE DONATION FUND OF THE MUNICIPALITY OF TANAUAN, LEYTE.

Author: Hon. Mae Jane Angelie M. Morabe-Borais.

Co-Author: Hon. Atty. Isagani S. Espada

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN
REGULAR SESSION ASSEMBLED THAT:

WHEREAS, the Municipality of Tanauan recognizes the need to support various events, programs, and initiatives that contribute to the social, cultural, economic, and humanitarian development of its citizens;

WHEREAS, financial assistance from the municipal donation fund is granted to support local and national events, including beauty pageants, sports and athletic events, humanitarian activities, training for livelihood, women-focused activities, and other initiatives deemed essential by the executive department;

WHEREAS, pursuant to Republic Act No. 7160, also known as the Local Government Code of 1991, particularly Section 354, local government units are required to ensure transparency, accountability, and the proper utilization of public funds;

WHEREAS, in adherence to guidelines from the Commission on Audit (COA), particularly COA Circular 2012-001, which mandates that government funds should be disbursed based on proper documentation and verification, a reimbursement policy aligns with the goal of responsible fund management by requiring beneficiaries to present proof of expenses;

WHEREAS, the Municipality of Tanauan recognizes that, while a reimbursement-based system promotes accountability, there may be specific cases where direct financial assistance is necessary, particularly when beneficiaries lack the financial means to initially cover expenses.

SECTION 1. TITLE. This ordinance shall be known as the "**Financial Assistance Grant Guidelines Ordinance of Tanauan, Leyte.**"

SECTION 2. PURPOSE. To establish a set of clear and fair guidelines for granting financial assistance to qualified events, programs, and activities, ensuring that these are aligned with the municipality's development plan and contribute to the welfare of its constituents.

SECTION 3. SCOPE AND COVERAGE. This ordinance shall cover all requests for financial assistance from the municipal donation fund, including but not limited to:

1. Beauty pageants and cultural events.
2. Sports tournaments, athletic events, and related activities.
3. Livelihood training and development programs.
4. Other activities deemed necessary and aligned with the municipality's development objectives.

SECTION 4. LEGAL BASIS. This ordinance is enacted under the authority of:

1. **Republic Act No. 7160 or the Local Government Code of 1991**, particularly Section 354, emphasizing the importance of transparency and accountability in the use of public funds;
2. **Commission on Audit (COA) Circular 2012-001**, which provides guidelines on fund disbursement and emphasizes the need for proper documentation and verification of expenditures; and
3. **Municipal Development Plan**, as adopted by the municipality, outlining the priorities and strategic goals that this ordinance supports.

SECTION 5. MODE OF FINANCIAL ASSISTANCE DISBURSEMENT.

1. Default Reimbursement Policy: As a standard practice, financial assistance from the municipal donation fund shall be provided **through a reimbursement-based system**. Beneficiaries must initially cover the expenses and submit complete supporting documents, including official receipts and a post-activity report, to the Municipal Treasurer's Office for reimbursement. This policy ensures that funds are spent in alignment with approved program goals, contributing to the municipality's commitment to transparency and accountability.

2. Strict Exemptions for Direct Financial Assistance: Direct financial assistance may only be granted under the following specific and verifiable conditions:

- i. **Verified Financial Hardship:** Applicants must demonstrate financial hardship that prevents them from initially covering expenses. This must be supported by:
 - a. A written statement from the applicant explaining the lack of funds and inability to proceed without assistance.
 - b. **An endorsement from the Municipal Social Welfare and Development Office (MSWDO)** confirming the applicant's limited financial capacity.
- ii. **Urgent or Unforeseen Events:** Direct financial aid may be granted in cases of urgent or unforeseen events where immediate funding is necessary to proceed and there is no time for reimbursement processing. Examples include:
 - a. Emergency humanitarian activities, such as disaster relief.
 - b. Situations requiring urgent action, as verified by the relevant municipal office.
 - c. A request letter explaining urgency, supported by documentation from relevant municipal authorities.
- iii. **First-Time Recipients in Priority Development Areas:** Direct assistance may be granted to first-time applicants from priority areas, such as livelihood training or community improvement projects.

- a. **Endorsement from the Municipal Planning Development Office (MPDO)** confirming alignment with the Municipal Development Plan and community purpose.

3. Approval and Review Process: All direct financial aid requests, even those meeting the above conditions, require:

- i. Final approval from the Municipal Mayor.
- ii. Review by the Municipal Budget Officer for the availability of funds.
- iii. Complete documentation and verification by all required offices before approval for direct financial assistance.

SECTION 6. ELIGIBILITY REQUIREMENTS. To qualify for financial assistance, applicants must meet the following requirements:

1. For Individual Applicants:

- a. Must be a resident of Tanauan, Leyte, with proof of residency.
- b. Must submit a proposal or description of the event or activity.
- c. Must be actively involved in the event or activity for which financial support is being requested.

2. For Organizations/Groups:

- a. Must be duly registered with the SEC or recognized by local government.
- b. Must submit a formal request letter detailing the purpose and intended use of financial assistance.

3. For Events and Programs:

- a. Must align with the Municipal Development Plan and contribute to the municipality's strategic goals.
- b. Must have a clear plan for implementation, including accountability measures.

SECTION 7. REQUIRED DOCUMENTS. Applicants shall submit the following documents:

1. Request Letter – Addressed to the Municipal Mayor.

2. Event/Program Proposal – Including objectives, budget breakdown, timeline, and anticipated outcomes.

3. Proof of Eligibility – Residency certificate, SEC registration, or barangay endorsement.

4. Previous Activity Reports – For recurring events.

5. Invitation of the events (e.g. sports) or seminars – if applicable only.

SECTION 8. MAXIMUM AMOUNTS OF FINANCIAL ASSISTANCE. The maximum financial assistance amount shall depend on the event or program:

a. Sports Events:

1. Solo

- i. Up to ₱5,000 for local sports events.
- ii. Up to ₱15,000 for regional or national sports competitions.
- iii. Up to ₱25,000 for international sports competitions.

2. Partner or Group

- i. Up to ₱10,000 for local sports events.
- ii. Up to ₱20,000 for regional or national sports competitions.
- iii. Up to ₱35,000 for international sports competitions.

b. Beauty Contests/Pageants or similar Cultural competitions:

- a. Up to ₱10,000 for local beauty contests or similar cultural competitions.

- b. Up to ₱20,000 for regional or national pageants or similar cultural competitions.
- c. Up to ₱30,000 for international pageants or similar cultural competitions.

c. Talent Competitions:

1. Individual/Solo

- i. Up to ₱5,000 for local talent competitions including but not limited to singing, dancing, and arts.
- ii. Up to ₱15,000 for regional or national talent competitions.
- iii. Up to ₱25,000 for international sports competitions.

2. Partner or Group

- iv. Up to ₱10,000 for local talent competitions including but not limited to singing, dancing, and arts.
- i. Up to ₱20,000 for regional or national talent competitions.
- ii. Up to ₱35,000 for international talent competitions.

d. Trainings & Seminars/Livelihood Programs:

- a. Up to ₱10,000 for participation in local trainings and seminars conducted by recognized institutions either individual, partner or group.
- b. Up to ₱20,000 for regional or national trainings and seminars conducted by recognized institutions either individual, partner or group.

- e. **Other Purposes:** For any other purposes not specifically mentioned in this ordinance, financial assistance of **up to ₱25,000.00** may be granted at the discretion of the Municipal Council and deemed necessary by the executive department, subject to the availability of funds.

SECTION 9. FREQUENCY ON FINANCIAL ASSISTANCE. Beneficiaries or applicants shall be eligible to receive financial assistance from the municipal donation fund for events and activities **only once per calendar year. Exceptions to this limitation may be granted for participants who have ranked within the top three (3) in prior competitions or events**, provided that these applicants submit proof of their achievement and a written request for additional assistance. Such requests shall be subject to the evaluation and approval of the Municipal Council to ensure alignment with the municipality's objectives and budgetary guidelines.

SECTION 10. MONITORING AND REPORTING.

- 1. Recipients are required to submit a post-activity report within 30 days.

- 2. The Municipal Treasurer's Office shall monitor compliance and compile **quarterly reports for the Sangguniang Bayan.**

SECTION 11. ACCOUNTABILITY AND PENALTIES. Non-compliance with reporting or misuse of funds may result in disqualification or disapproval of succeeding requests.

SECTION 12. FUNDING. Funding shall be allocated from the municipal donation fund or other lawful sources as appropriated.

SECTION 13. SEPARABILITY CLAUSE. If any provision of this ordinance is declared invalid, the remaining parts shall continue in effect. P

SECTION 14. REPEALING CLAUSE. All inconsistent ordinances, resolutions, and executive orders are hereby repealed or modified.

SECTION 15. EFFECTIVITY. This ordinance shall take effect immediately upon approval and posting.

ENACTED : 13 JANUARY 2025

CERTIFIED TRUE AND CORRECT:


ELEUTERIO T. LERIOS
SB Secretary

ATTESTED BY:


HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding


HON. JAN ELMER S. MAGDALAGA
SB Member

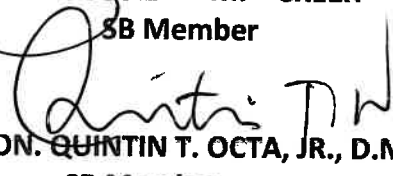

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HON. CHERRY ANNE T. FIEL
SB Member


HON. EFREN C. MERILO
SB Member/Liga Fed. Pres.


HON. KYLE C. MESIAS
SB Member/SK Fed. Pres.

APPROVED BY:


HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 01-24-2025



Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIAN BAYAN

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2025-01, "AN ORDINANCE ESTABLISHING GUIDELINES FOR GRANTING OF FINANCIAL ASSISTANCE FROM THE DONATION FUND OF THE MUNICIPALITY OF TANAUAN, LEYTE.", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning January 27, 2025 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: January 27, 2025


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary