

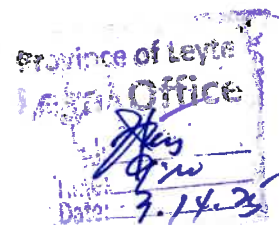
Item No.: 03

Date: 02 2025 APR



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-



PROVINCIAL LEGAL OFFICE

2<sup>nd</sup> INDORSEMENT

March 7, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 4 series of 2025 of the Sangguniang Bayan of Tolosa, Leyte.

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

- Ordinance No. 4 series of 2025 entitled: "An Ordinance strengthening Anti-Red Tape Measures etc."

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Sections 447(a)(1)<sup>1</sup> the Local Government Code of 1991 (R.A 7160) pursuant to RA 11032<sup>2</sup>. 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* 

<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.

<sup>2</sup> Ease of doing Business and Efficient Government Service Delivery Act of 2018


Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> INDORSEMENT  
28 February 2025

Province of Leyte  
Legal Office  
Jill S. Uyvico  
3.4.25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 04**, series of **2025** of the **Municipality of Tolosa, Leyte**, entitled: **An Ordinance strengthening Anti-Red Tape Measures in the Municipality of Tolosa, Leyte to improve government service delivery and efficiency.**

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



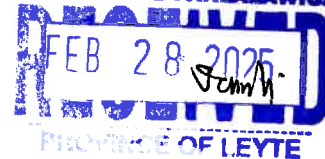
Republic of the Philippines  
**Province of Leyte**  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

*1<sup>st</sup> Indorsement*

February 27, 2025

SANGGUNIANG PANLALAWIGAN



Respectfully forwarded to the Sangguniang Panlalawigan, Province of Leyte, Municipality of Palo, the herein attached **RESOLUTION NO. 02-38-2025 (Ordinance No. 04, S. 2025) Entitled: A RESOLUTION ENACTING AN ORDINANCE STRENGTHENING ANTI-RED TAPE MEASURES IN THE MUNICIPALITY OF TOLOSA, Attendance of 131<sup>st</sup> Regular Session and Certification of Posting.**

For review and approval.

Issued this **27<sup>th</sup>** day of **February 2025** at Tolosa, Leyte, Philippines.

Please acknowledge receipt hereof.

**DR. MANNY R. MARTINEZ DPA., RN., MPRM.**

Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I



Republic of the Philippines  
**Province of Leyte**  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

## **CERTIFICATION**

### **TO WHOM THIS MAY CONCERN:**

This is to **CERTIFY** that pursuant to paragraph (a) of Article 114 of RA 7160 Posting of **Ordinance No. 04, Series of 2025, Re: AN ORDINANCE STRENGTHENING ANTI-RED TAPE MEASURES IN THE MUNICIPALITY OF TOLOSA, LEYTE TO IMPROVE GOVERNMENT SERVICE DELIVERY AND EFFICIENCY**, was posted in three (3) conspicuous places.

The undersigned has complied the said provision last February 17, 2025.

This **Certification** is issued in compliance of Article 114 of RA 7160.

Given this **27<sup>th</sup>** day of **February 2025**.

  
**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**

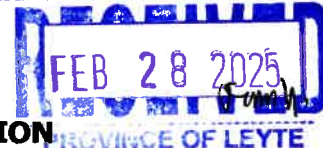
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I



Republic of the Philippines  
Province of *Leyte*  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

SANGGUNIANG PANLALAWIGAN



**EXCERPT FROM THE MINUTES OF THE 131<sup>st</sup> REGULAR SESSION  
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT BARANGAY  
QUILAO, SESSION HALL, ON FEBRUARY 10, 2025 AT 9:30 A.M.**

**PRESENT:**

Hon. Felicitio D. Beltran III	-	-	SB Member (Temp. Presiding Officer)
Hon. Edilberto R. Zabala, Jr.	-	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	-	Sangguniang Bayan Member
Hon. Felipe V. Canonigo III	-	-	Sangguniang Bayan Member
Hon. Virman Jessie O. Pundavela-	-	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbr-	-	-	Sangguniang Bayan Member
Hon. Rolly A. Cinco	-	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero-	-	-	Ex-Officio Member/ABC President
Hon. Catherine R. Benjamin	-	-	Ex-Officio Member/SK Fed. President
Hon. Menardo M. Mate	-	-	Municipal Vice-Mayor/OIC Mayor

**RESOLUTION NO. 02-38-2025**

**A RESOLUTION ENACTING AN ORDINANCE STRENGTHENING ANTI-RED  
TAPE MEASURES IN THE MUNICIPALITY OF TOLOSA, LEYTE TO  
IMPROVE GOVERNMENT SERVICE DELIVERY AND EFFICIENCY**

**WHEREAS**, Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, mandates all government agencies and local government units (LGUs) to streamline processes, reduce bureaucratic inefficiencies, and enhance service delivery for the benefit of the public;

**WHEREAS**, Section 16 of the *Local Government Code of 1991* (Republic Act No. 7160) provides that every local government unit shall exercise its powers necessary to promote the general welfare, including the adoption of measures to ensure efficient and effective government service;

**WHEREAS**, the Municipality of Tolosa recognizes the need to institutionalize policies and mechanisms that will eliminate undue bureaucratic red tape, simplify procedures, enhance transparency, and promote a more citizen-friendly local government;

**WHEREAS**, this ordinance aims to establish streamlined processes, set service standards, ensure accountability among government personnel, and integrate technology to enhance efficiency in the delivery of public services in Tolosa, Leyte;


**WHEREAS**, on the motion of Hon. Melanie Felisa M. Vivero, duly seconded unanimously, the Sangguniang Bayan finds it appropriate to enact this ordinance to reinforce anti-red tape measures in the Municipality;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to enact an ordinance strengthening anti-red tape measures in the Municipality of Tolosa, Leyte to improve government service delivery and efficiency;

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Office of the Municipal Mayor, relevant municipal offices, the Department of the Interior and Local Government (DILG), and all concerned agencies for their information and appropriate action.

**APPROVED** this **10<sup>th</sup>** day of **February, 2025**, at Barangay Quilao Session Hall, Tolosa, Leyte.

**I HEREBY CERTIFY** to the correctness of the foregoing resolution, duly approved by the **11<sup>th</sup>** Sangguniang Bayan of Tolosa during its **131<sup>st</sup>** Regular session held at Barangay Quilao Session Hall on February 10, 2025.

  
**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I


**MOVANT:**

  
**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member

**ATTESTED:**

  
**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member  
Temporary Presiding Officer

**APPROVED:**

  
**HON. MENARDO M. MATE**  
Municipal Vice-Mayor/  
OIC Municipal Mayor  
Date: 2-14-25





Republic of the Philippines  
Province of *Leyte*  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

**EXCERPT FROM THE MINUTES OF THE 131<sup>st</sup> REGULAR SESSION  
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT  
THE SESSION HALL OF BARANGAY QUILAO  
ON FEBRUARY 10, 2025 AT 9:30 A.M.**

**PRESENT:**

Hon. Felicito D. Beltran III	-	SB Member (Temp. Presiding Officer)
Hon. Edilberto R. Zabala, Jr.	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	Sangguniang Bayan Member
Hon. Felipe V. Canonigo III	-	Sangguniang Bayan Member
Hon. Virman Jessie O. Pundavela-	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbre-	-	Sangguniang Bayan Member
Hon. Rolly A. Cinco	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero-	-	Ex-Officio Member/ABC President
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President
Hon. Menardo M. Mate	-	Municipal Vice-Mayor/OIC Mayor

**MUNICIPAL ORDINANCE NO. 04  
Series of 2025**

**AN ORDINANCE STRENGTHENING ANTI-RED TAPE MEASURES IN  
THE MUNICIPALITY OF TOLOSA, LEYTE TO IMPROVE  
GOVERNMENT SERVICE DELIVERY AND EFFICIENCY**

Authored and Sponsored by:  
**HON. MELANIE FELISA M. VIVERO**

**Be it enacted by the Sangguniang Bayan of Tolosa, Leyte, in session  
assembled:**

**Section 1. Title**

This ordinance shall be known as the "Anti-Red Tape Strengthening Ordinance of Tolosa, Leyte."

**Section 2. Objectives**

The objectives of this ordinance are:

- To streamline government processes and reduce unnecessary delays in the delivery of public services;
- To enhance transparency and accessibility in local government transactions;

HON. FELICITO D. BELTRAN III  
Sangguniang Bayan Member

HON. EDILBERTO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAVELA  
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROLLY A. CINCO  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABC President

HON. CATHERINE R. BENJAMIN  
Sangguniang Bayan Member  
PPSK President

- c. To improve overall public satisfaction by ensuring efficient and effective service delivery;
- d. To promote the use of technology and innovation in local government operations for faster processing of services.

### Section 3. Creation of an Anti-Red Tape Task Force

A Municipal Anti-Red Tape Task Force (MARTTF) shall be created under this ordinance to oversee the implementation of anti-red tape measures. The Task Force shall be responsible for:

- a. Reviewing existing government processes to identify bottlenecks and inefficiencies;
- b. Recommending measures for the simplification and automation of processes;
- c. Monitoring the compliance of government offices with anti-red tape policies;
- d. Conducting public awareness campaigns regarding citizens' rights to timely service delivery.

### Section 4. Streamlining of Government Processes

The municipality shall:

- a. Implement the "No Noon Break" policy, ensuring that government services are available during regular office hours;
- b. Establish clear guidelines, timelines, and requirements for the processing of permits, licenses, and other government transactions;
- c. Develop a Citizen's Charter for each office detailing step-by-step procedures and expected processing times;
- d. Promote the use of digital platforms for services, where applicable, to reduce in-person visits and waiting times.

### Section 5. Monitoring and Evaluation

The MARTTF, in coordination with the Municipal Planning and Development Office (MPDO), shall continuously monitor the performance of LGU offices with regard to compliance with the anti-red tape measures. Regular evaluations shall be conducted to ensure the efficient processing of documents and improve public service satisfaction.

### Section 6. Public Feedback Mechanism

A system shall be established to gather feedback from the public regarding the quality and efficiency of government services. This may include suggestion boxes, surveys, and online platforms where citizens can report concerns and suggest improvements.

### Section 7. Resource Allocation

The Municipality of Tolosa shall allocate the necessary resources, including funding and personnel, to effectively implement the measures outlined in this ordinance. This may include capacity-building for LGU employees, system upgrades, and public outreach campaigns.

### Section 8. Repealing Clause

All ordinances, resolutions, and executive orders or parts thereof that are inconsistent with this ordinance are hereby repealed or modified accordingly.

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDILBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELIPE Y. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAN JESSIE O. PUNDAVELA**  
Sangguniang Bayan Member

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROLANDO CINCO**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
RPSK President



**Section 9. Effectivity**

This ordinance shall take effect immediately upon its approval.


**DONE**, in the Municipality of Tolosa, this **10<sup>th</sup>** day of **February 2025**.

  
**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

**ATTESTED:**

  
**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member  
Temporary Presiding Officer

  
**HON. EDILBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

  
**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

  
**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member

  
**HON. VIRMAN JESSIE O. PUNDAVELA**  
Sangguniang Bayan Member


  
**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

  
**HON. ROZLY A. CINCO**  
Sangguniang Bayan Member

  
**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member/ABC President

  
**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member/SK Fed. President

**APPROVED:**

  
**HON. MENARDO M. MATE**  
Municipal Vice-Mayor/  
OIC Municipal Mayor  
Date: 2-14-25



Republic of the Philippines  
Province of *Leyte*  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

**MINUTES OF THE 131<sup>ST</sup> REGULAR SESSION OF THE SANGGUNIANG  
BAYAN OF TOLOSA, LEYTE, HELD AT BARANGAY QUILAO,  
SESSION HALL, ON FEBRUARY 10, 2025 AT 9:30 A.M.**

**PRESENT:**

Hon. Felicito D. Beltran III	-	-	SB Member (Temp. Presiding Officer)
Hon. Edilberto R. Zabala, Jr.	-	-	Sangguniang Bayan Member
Hon. Manuel B. Balledo	-	-	Sangguniang Bayan Member
Hon. Felipe V. Canonigo III	-	-	Sangguniang Bayan Member
Hon. Virman Jessie O. Pundavela	-	-	Sangguniang Bayan Member
Hon. Ireneo Rolando A. Lumbre	-	-	Sangguniang Bayan Member
Hon. Rolly A. Cinco	-	-	Sangguniang Bayan Member
Hon. Melanie Felisa M. Vivero	-	-	Ex-Officio Member/Liga President
Hon. Catherine R. Benjamin	-	-	Ex-Officio Member/SK Fed. President
Hon. Menardo M. Mate	-	-	Municipal Vice-Mayor

**CALL TO ORDER.** - The session was called to order at 9:30 a.m. by the temporary Presiding Chair, Hon. Felicito D. Beltran III, marking the beginning of the 131<sup>st</sup> Regular Session of the 11<sup>th</sup> Sangguniang Bayan of Tolosa.

**NATIONAL ANTHEM/INVOCATION.** - The session began with the singing of the National Anthem, followed by an invocation conducted via computer generation, and the singing of the Hymno han Tolosa.

**ROLL CALL.** - During the session, the secretary conducted a roll call to confirm the attendance of the members of the Sangguniang Bayan. Those present were:

1. Hon. Felicito D. Beltran III (Temporary Presiding Officer)
2. Hon. Edilberto R. Zabala, Jr.
3. Hon. Manuel B. Balledo
4. Hon. Felipe V. Canonigo III
5. Hon. Virman Jessie O. Pundavela
6. Hon. Ireneo Rolando A. Lumbre
7. Hon. Rolly A. Cinco
8. Hon. Melanie Felisa M. Vivero
9. Hon. Catherine R. Benjamin
10. Hon. Menardo M. Mate - Municipal Vice Mayor (OIC Municipal Mayor)

**APPROVAL OF THE MINUTES OF THE PREVIOUS SESSION.** - The Secretary to the Sangguniang Bayan read the minutes of the 130<sup>th</sup> Regular session. The Presiding Chair, asked if there are corrections to be made. There being none, Hon. Melanie Felisa M. Vivero moved for the approval of the minutes, seconded by all members present. The motion passed unanimously, and the minutes were approved.

After the approval of the minutes, Hon. Felicito D. Beltran III moved to open the plenary for voting for the temporary presiding officer. Hon. Edilberto R. Zabala, Jr. nominated Hon. Virman Jessie O. Pundavela, while Hon. Melanie Felisa M. Vivero nominated Hon. Felicito D. Beltran III.

The presiding chair facilitated the voting, and Hon. Felicito D. Beltran III secured the majority of votes. Thus, Hon. Felicito D. Beltran III assumed the role and presided over the regular session.

**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan

- a) Temporary closure of Mabini Street from Imelda Lane to San Miguel from any form of motorized vehicles and pedicabs starting 4:00pm – 12:00mn from April 9 – May 9, 2025 and be dubbed as "strEAT" where townsfolk can enjoy street foods, local cuisines, and local products in a safe and orderly manner.
- b) Temporary closure of streets in the perimeter of the Municipal Town Plaza (cor. San Miguel and Romualdez St.; cor. Imelda Lane and M. Vivero St.) San Miguel and Mabini St., cor. San Miguel and M. Vivero, St.; cor. Imelda Lane and M. Vivero St.) from any form of motorized vehicles and pedicabs starting 5:00pm -12:00mn with the exemption of LGU official vehicles, emergency transport vehicles, police patrol cars, and fire trucks. Duration of closure from April 27 –May 9, 2025.

Hon. Melanie Felisa M. Vivero detailed the provisions for managing the upcoming Tolosa Day activities, particularly the temporary street closures to ensure public safety and promote local businesses. The plenary discussed the impact on traffic, security measures, and the economic opportunities provided by the "strEAT" initiative. After the deliberation, the Chair motioned to submit the ordinance for its 3rd and final reading.

### THIRD READING:

1. An Ordinance Promoting Civic Engagement and Participation in Local Governance to Foster Active Citizenship and Improve Public Policy Outcomes in the Municipality of Tolosa, Leyte.

Hon. Melanie Felisa M. Vivero presented the ordinance for final voting, emphasizing its goal of encouraging public involvement in governance to enhance policy-making and community development. The presiding officer then facilitated the voting process, ensuring that all members had the opportunity to cast their votes. With a unanimous vote in favor, the ordinance was officially approved.

### RESOLUTION NO. 02-37-2025

#### **A RESOLUTION ENACTING AN ORDINANCE PROMOTING CIVIC ENGAGEMENT AND PARTICIPATION IN LOCAL GOVERNANCE TO FOSTER ACTIVE CITIZENSHIP AND IMPROVE PUBLIC POLICY OUTCOMES IN THE MUNICIPALITY OF TOLOSA, LEYTE**

**WHEREAS**, Section 16 of the Local Government Code of 1991 (Republic Act No. 7160) declares that local government units shall promote the general welfare of their constituents, ensuring their active participation in local governance and public policy development;

**WHEREAS**, civic engagement is essential in strengthening democracy, fostering transparency, and enhancing accountability in local governance by encouraging citizens to take an active role in decision-making processes;

**WHEREAS**, the Municipality of Tolosa recognizes the importance of empowering its constituents by institutionalizing mechanisms for public participation in governance, policy formulation, and program implementation;

**WHEREAS**, this ordinance seeks to create avenues for citizens, civil society organizations, and other stakeholders to engage in governance processes through consultations, participatory budgeting, citizen feedback mechanisms, and other forms of collaboration with local government authorities;

**WHEREAS**, on the motion of Hon. Melanie Felisa M. Vivero, duly seconded unanimously, the Sangguniang Bayan finds it proper to enact this ordinance to further enhance civic engagement and participatory governance in the Municipality of Tolosa, Leyte;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to enact an ordinance promoting civic engagement and participation in local governance to foster active citizenship and improve public policy outcomes in the Municipality of Tolosa, Leyte;

**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan

**HON. IRENEO ROMANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROLY A. CINCO**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
PPSK President

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDILBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELISA V. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAN JESSIE O. PUNDAVELA**  
Sangguniang Bayan Member



**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Office of the Municipal Mayor, relevant municipal departments, civil society organizations, and other concerned agencies for their information and appropriate action.

**APPROVED** this 10<sup>th</sup> day of **February, 2025**, at Barangay Quilao Session Hall, Tolosa, Leyte.

**MUNICIPAL ORDINANCE NO. 03**  
**Series of 2025**

**AN ORDINANCE PROMOTING CIVIC ENGAGEMENT AND PARTICIPATION IN LOCAL GOVERNANCE TO FOSTER ACTIVE CITIZENSHIP AND IMPROVE PUBLIC POLICY OUTCOMES IN THE MUNICIPALITY OF TOLOSA, LEYTE**

Authored and Sponsored by:  
**HON. MELANIE FELISA M. VIVERO**

**Be it enacted by the Sangguniang Bayan of Tolosa, Leyte, in session assembled:**

**Section 1. Title**

This ordinance shall be known as the "Civic Engagement and Participation Ordinance of Tolosa, Leyte."

**Section 2. Objectives**

The objectives of this ordinance are:

- To promote active citizen involvement in the decision-making processes of local governance;
- To encourage dialogue, collaboration, and feedback between the local government and the community;
- To create platforms for citizens to contribute ideas, concerns, and suggestions regarding local governance and public policies;
- To strengthen democratic processes by ensuring inclusivity and participation of all sectors of society in governance.

**Section 3. Establishment of Civic Engagement Platforms**

To foster greater citizen participation, the following platforms and initiatives shall be established:

- Regular Town Hall Meetings** - A quarterly event for citizens to directly engage with local government officials, raise issues, and provide feedback.
- Public Consultations** - On major public policies, programs, and projects to ensure that community input is considered in the planning and execution of government activities.
- Online Feedback Portal** - An accessible and transparent digital platform where citizens can submit concerns, suggestions, and questions about local governance, with a system for responses.
- Barangay Participation Programs** - Encourage community leaders to conduct consultations within their respective barangays and relay concerns to the local government.

**Section 4. Strengthening Youth Involvement**

The youth of Tolosa shall be encouraged to participate in local governance through:

- Establishing a **Youth Engagement Council**, aimed at involving young people in discussions about policies affecting their generation;
- Organizing regular youth forums and workshops that focus on local government processes, civic duties, and community development.

**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
PSK President

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDILBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAN JESSIE O. PUNDAVEILA**  
Sangguniang Bayan Member

## Section 5. Capacity-Building for Community Leaders and Volunteers

Training programs shall be implemented to enhance the skills of community leaders, volunteers, and citizens, enabling them to effectively participate in governance. These programs will focus on leadership, community mobilization, and understanding local government operations.

## Section 6. Transparency and Accountability

To ensure that citizens' participation leads to meaningful change, the municipality will:

- Regularly publish reports on government actions, project statuses, and community engagement outcomes;
- Make relevant local government documents accessible to the public through various channels such as the website, community centers, and town hall meetings.

## Section 7. Resource Allocation

The Municipality of Tolosa shall allocate necessary resources, including funding and personnel, to establish and maintain these civic engagement platforms and programs. Resources will be integrated into the Annual Budget and other local government funding sources.

## Section 8. Monitoring and Evaluation

The effectiveness of the civic engagement initiatives will be regularly monitored by the **Municipal Planning and Development Office (MPDO)** and the **Public Information Office (PIO)**, in partnership with community stakeholders. Annual assessments will help refine strategies and improve community participation.

## Section 9. Repealing Clause

All ordinances, resolutions, and executive orders or parts thereof that are inconsistent with this ordinance are hereby repealed or modified accordingly.

**Section 10. Effectivity** - This ordinance shall take effect immediately upon its approval.

**Effectivity** - This Ordinance shall take effect immediately upon approval.

- An Ordinance Strengthening Anti-Red Tape Measures in the Municipality of Tolosa, Leyte to Improve Government Service Delivery and Efficiency.

Hon. Melanie Felisa M. Vivero introduced the ordinance for final voting, reiterating its purpose of reducing bureaucratic inefficiencies and streamlining government processes for better service delivery. The presiding officer proceeded with the voting, allowing the members to cast their decisions. The ordinance received a unanimous vote of approval, signifying strong support for efficient governance.

## **RESOLUTION NO. 02-38-2025**

### **A RESOLUTION ENACTING AN ORDINANCE STRENGTHENING ANTI-RED TAPE MEASURES IN THE MUNICIPALITY OF TOLOSA, LEYTE TO IMPROVE GOVERNMENT SERVICE DELIVERY AND EFFICIENCY**

**WHEREAS**, Republic Act No. 11032, otherwise known as the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, mandates all government agencies and local government units (LGUs) to streamline processes, reduce bureaucratic inefficiencies, and enhance service delivery for the benefit of the public;

**WHEREAS**, Section 16 of the *Local Government Code of 1991* (Republic Act No. 7160) provides that every local government unit shall exercise its powers necessary to promote the general welfare, including the adoption of measures to ensure efficient and effective government service;

**WHEREAS**, the Municipality of Tolosa recognizes the need to institutionalize policies and mechanisms that will eliminate undue bureaucratic red tape, simplify procedures, enhance transparency, and promote a more citizen-friendly local government;

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROBERTO A. CINCO  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABC President

HON. CATHERINE R. BENJAMIN  
Sangguniang Bayan Member  
PISK President

HON. FELICITO D. BELTRAN III  
Sangguniang Bayan Member

HON. EDUARDO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSE O. PUNDAVELA  
Sangguniang Bayan Member



**WHEREAS**, this ordinance aims to establish streamlined processes, set service standards, ensure accountability among government personnel, and integrate technology to enhance efficiency in the delivery of public services in Tolosa, Leyte;

**WHEREAS**, on the motion of Hon. Melanie Felisa M. Vivero, duly seconded unanimously, the Sangguniang Bayan finds it appropriate to enact this ordinance to reinforce anti-red tape measures in the Municipality;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to enact an ordinance strengthening anti-red tape measures in the Municipality of Tolosa, Leyte to improve government service delivery and efficiency;

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Office of the Municipal Mayor, relevant municipal offices, the Department of the Interior and Local Government (DILG), and all concerned agencies for their information and appropriate action.

**APPROVED** this 10<sup>th</sup> day of **February, 2025**, at Barangay Quilao Session Hall, Tolosa, Leyte.

**MUNICIPAL ORDINANCE NO. 04**  
**Series of 2025**

**AN ORDINANCE STRENGTHENING ANTI-RED TAPE MEASURES IN THE MUNICIPALITY OF TOLOSA, LEYTE TO IMPROVE GOVERNMENT SERVICE DELIVERY AND EFFICIENCY**

Authored and Sponsored by:  
**HON. MELANIE FELISA M. VIVERO**

**Be it enacted by the Sangguniang Bayan of Tolosa, Leyte, in session assembled:**

**Section 1. Title**

This ordinance shall be known as the "Anti-Red Tape Strengthening Ordinance of Tolosa, Leyte."

**Section 2. Objectives**

The objectives of this ordinance are:

- To streamline government processes and reduce unnecessary delays in the delivery of public services;
- To enhance transparency and accessibility in local government transactions;
- To improve overall public satisfaction by ensuring efficient and effective service delivery;
- To promote the use of technology and innovation in local government operations for faster processing of services.

**Section 3. Creation of an Anti-Red Tape Task Force**

A Municipal Anti-Red Tape Task Force (MARTTF) shall be created under this ordinance to oversee the implementation of anti-red tape measures. The Task Force shall be responsible for:

- Reviewing existing government processes to identify bottlenecks and inefficiencies;
- Recommending measures for the simplification and automation of processes;
- Monitoring the compliance of government offices with anti-red tape policies;
- Conducting public awareness campaigns regarding citizens' rights to timely service delivery.

**DR. MANNY R. MARTINEZ, DPA, RN., MPRM.**  
Secretary to the Sangguniang Bayan

#### Section 4. Streamlining of Government Processes

The municipality shall:

- Implement the "No Noon Break" policy, ensuring that government services are available during regular office hours;
- Establish clear guidelines, timelines, and requirements for the processing of permits, licenses, and other government transactions;
- Develop a Citizen's Charter for each office detailing step-by-step procedures and expected processing times;
- Promote the use of digital platforms for services, where applicable, to reduce in-person visits and waiting times.

#### Section 5. Monitoring and Evaluation

The MARTTF, in coordination with the Municipal Planning and Development Office (MPDO), shall continuously monitor the performance of LGU offices with regard to compliance with the anti-red tape measures. Regular evaluations shall be conducted to ensure the efficient processing of documents and improve public service satisfaction.

#### Section 6. Public Feedback Mechanism

A system shall be established to gather feedback from the public regarding the quality and efficiency of government services. This may include suggestion boxes, surveys, and online platforms where citizens can report concerns and suggest improvements.

#### Section 7. Resource Allocation

The Municipality of Tolosa shall allocate the necessary resources, including funding and personnel, to effectively implement the measures outlined in this ordinance. This may include capacity-building for LGU employees, system upgrades, and public outreach campaigns.

#### Section 8. Repealing Clause

All ordinances, resolutions, and executive orders or parts thereof that are inconsistent with this ordinance are hereby repealed or modified accordingly.

#### Section 9. Effectivity

This ordinance shall take effect immediately upon its approval.

- An Ordinance Establishing the Green Development Initiative in the Municipality of Tolosa, Leyte to Promote Environmentally Sustainable Growth and Improve the Quality of Life for the Community.

Hon. Melanie Felisa M. Vivero presented the ordinance for final voting, highlighting the importance of environmental sustainability in promoting long-term community well-being. The plenary recognized the ordinance's role in fostering eco-friendly policies and development projects. Following a unanimous vote, the ordinance was officially enacted.

#### **RESOLUTION NO. 02-39-2025**

#### **A RESOLUTION ENACTING AN ORDINANCE ESTABLISHING THE GREEN DEVELOPMENT INITIATIVE IN THE MUNICIPALITY OF TOLOSA, LEYTE TO PROMOTE ENVIRONMENTALLY SUSTAINABLE GROWTH AND IMPROVE THE QUALITY OF LIFE FOR THE COMMUNITY**

**WHEREAS**, Section 16 of the *Local Government Code of 1991* (Republic Act No. 7160) mandates local government units (LGUs) to promote the general welfare by ensuring a balanced and healthful ecology in coordination with national government agencies and other stakeholders;

DR. MANNY R. MARTINEZ, DPA., RN., MPRM.  
Secretary to the Sangguniang Bayan

HON. FELICITO D. BELTRAN III  
Sangguniang Bayan Member

HON. EDILBERTO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIFE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAVELA  
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROSE FELICINO  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABC President

HON. CATHERINE R. BENJAMIN  
Sangguniang Bayan Member  
PSK President



**WHEREAS**, the Municipality of Tolosa acknowledges the growing environmental challenges, including climate change, pollution, and natural resource depletion, which necessitate proactive measures to ensure sustainable development;

**WHEREAS**, the establishment of the Green Development Initiative aims to integrate environmentally sustainable policies, programs, and projects into local governance to promote ecological conservation, green infrastructure, renewable energy use, and sustainable urban and rural planning;

**WHEREAS**, this ordinance seeks to institutionalize green practices such as waste reduction, tree planting, energy efficiency measures, and community-driven environmental awareness campaigns to foster a culture of sustainability among residents and stakeholders;

**WHEREAS**, on the motion of Hon. Melanie Felisa M. Vivero, duly seconded unanimously, the Sangguniang Bayan finds it proper to enact this ordinance in pursuit of sustainable growth and environmental protection in the Municipality of Tolosa, Leyte;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to enact an ordinance establishing the Green Development Initiative in the Municipality of Tolosa, Leyte to promote environmentally sustainable growth and improve the quality of life for the community;

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Office of the Municipal Mayor, the Department of Environment and Natural Resources (DENR), relevant municipal offices, and all other concerned agencies for their information and appropriate action.

**APPROVED** this 10<sup>th</sup> day of **February, 2025**, at Barangay Quilao Session Hall, Tolosa, Leyte.

**MUNICIPAL ORDINANCE NO. 05**  
**Series of 2025**

**AN ORDINANCE ESTABLISHING THE GREEN DEVELOPMENT INITIATIVE IN THE MUNICIPALITY OF TOLOSA, LEYTE TO PROMOTE ENVIRONMENTALLY SUSTAINABLE GROWTH AND IMPROVE THE QUALITY OF LIFE FOR THE COMMUNITY**

Authored and Sponsored by:  
**HON. MELANIE FELISA M. VIVERO**

**Be it enacted by the Sangguniang Bayan of Tolosa, Leyte, in session assembled:**

**Section 1. Title**

This ordinance shall be known as the "Green Development Ordinance of Tolosa, Leyte."

**Section 2. Objectives**

The objectives of this ordinance are:

- To promote sustainable and environmentally-friendly development practices within the municipality;
- To protect and conserve natural resources while supporting economic growth;
- To reduce the environmental impact of development activities through green technologies and practices;
- To foster awareness and responsibility in the community regarding environmental conservation and sustainability.

**Section 3. Green Development Principles**

The Municipality of Tolosa shall promote the following principles of green development:

- Sustainable Land Use** – Ensuring that land development projects prioritize sustainability, including the preservation of open spaces, green areas, and the reduction of urban sprawl.

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROLANDO A. CINCO**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
PSK President

**HON. FELICITO B. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDILBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAN JESSIE O. PUNDAVEILA**  
Sangguniang Bayan Member

HON. FELICITO D. BELTRAN III  
Sangguniang Bayan Member

HON. EDILBERTO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAVELA  
Sangguniang Bayan Member

- b. **Energy Efficiency and Renewable Energy** – Encouraging the use of energy-efficient technologies and renewable energy sources, such as solar, wind, and hydropower, in both residential and commercial developments.
- c. **Waste Management** – Implementing waste reduction, recycling, and composting programs to minimize waste generation and promote resource conservation.
- d. **Water Conservation** – Promoting the efficient use of water resources and the use of rainwater harvesting systems in new developments.
- e. **Green Transportation** – Encouraging the use of public transportation, cycling, walking, and electric vehicles to reduce emissions and traffic congestion.

#### Section 4. Establishment of a Green Development Task Force

A **Green Development Task Force (GDTF)** shall be established to oversee the implementation of this ordinance. The Task Force shall be responsible for:

- a. Formulating and implementing strategies for green development projects and initiatives;
- b. Monitoring the progress of green development programs;
- c. Providing guidance and technical assistance to developers, businesses, and community groups to incorporate green practices;
- d. Organizing public awareness campaigns on green development practices and environmental stewardship.

#### Section 5. Green Building and Infrastructure Standards

All new construction projects, both public and private, shall adhere to the following green building standards:

- a. Incorporating energy-efficient designs and materials;
- b. Using sustainable building materials with minimal environmental impact;
- c. Implementing water-saving technologies and practices, including the installation of low-flow fixtures;
- d. Encouraging the installation of green roofs, rain gardens, and other sustainable landscape practices.

Existing buildings shall be encouraged to adopt energy-saving and eco-friendly technologies through government incentives.

#### Section 6. Environmental Education and Public Participation

The Municipality shall promote environmental education programs aimed at increasing community awareness about sustainable practices. Public participation shall be encouraged through:

- a. **Workshops and Training** – Conducting educational workshops and training for residents, businesses, and government employees on sustainable development practices.
- b. **Community Engagement** – Creating opportunities for the community to actively participate in green initiatives, such as tree planting activities, clean-up drives, and sustainability forums.

#### Section 7. Green Fund

The Municipality shall establish a **Green Development Fund** to support the implementation of green initiatives. This fund may be sourced from the following:

- a. Annual budget allocations;
- b. Local government partnerships with private sector entities;
- c. Grants from government agencies or international environmental organizations.

#### Section 8. Monitoring and Evaluation

The Green Development Task Force shall be responsible for monitoring and evaluating the progress of green development programs. The Task Force will prepare annual reports assessing

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROLANDO A. CINCO  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABC President

HON. CATHERINE R. BENJAMIN  
Sangguniang Bayan Member  
PPSK President



the effectiveness of the green initiatives, which will be presented to the Sangguniang Bayan and made available to the public.

#### Section 9. Repealing Clause

All ordinances, resolutions, and executive orders or parts thereof that are inconsistent with this ordinance are hereby repealed or modified accordingly.

#### Section 10. Effectivity

This ordinance shall take effect immediately upon its approval.

4. An Ordinance Formulating the Policies and Guidelines on Pre-Emptive or Forced Evacuation in Response to Man-Made and Natural Disasters within the Municipality of Tolosa, Leyte.

Hon. Manuel B. Balledo opened the plenary for final voting on the ordinance, stressing the need for clear evacuation protocols to protect residents during emergencies. The presiding officer then called for the final vote, allowing members to deliberate on the measure's significance. With unanimous approval, the ordinance was formally adopted to strengthen the municipality's disaster preparedness and response efforts.

#### RESOLUTION NO. 02-40-2025

#### **A RESOLUTION ENACTING AN ORDINANCE FORMULATING THE POLICIES AND GUIDELINES ON PRE-EMPTIVE OR FORCED EVACUATION IN RESPONSE TO MAN-MADE AND NATURAL DISASTERS WITHIN THE MUNICIPALITY OF TOLOSA**

**WHEREAS**, Section 16 of *Republic Act No. 7160*, otherwise known as the *Local Government Code of 1991*, mandates local government units (LGUs) to promote the general welfare of their constituents, including the adoption of measures to prevent and mitigate disasters and other emergencies;

**WHEREAS**, *Republic Act No. 10121*, or the *Philippine Disaster Risk Reduction and Management Act of 2010*, provides for the strengthening of disaster risk reduction and management (DRRM) policies, including pre-emptive and forced evacuation as a preventive measure to safeguard human lives in times of calamities and emergencies;

**WHEREAS**, the Municipality of Tolosa is vulnerable to various natural and man-made disasters, including typhoons, storm surges, flooding, landslides, fire, and other emergencies that necessitate pre-emptive or forced evacuation to protect lives and prevent casualties;

**WHEREAS**, it is imperative for the Municipality of Tolosa to establish clear policies and guidelines governing the conduct of pre-emptive or forced evacuation to ensure the safety and well-being of residents while upholding human rights and dignity;

**WHEREAS**, this ordinance aims to provide a legal framework for the implementation of pre-emptive or forced evacuation protocols, define the roles and responsibilities of local government officials, and enhance coordination among government agencies, barangay officials, and disaster response units;

**WHEREAS**, on the motion of Hon. Manuel B. Balledo, duly seconded unanimously, the Sangguniang Bayan finds it necessary and appropriate to enact this ordinance in response to the increasing need for disaster preparedness and response mechanisms;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to enact an ordinance formulating the policies and guidelines on pre-emptive or forced evacuation in response to man-made and natural disasters within the Municipality of Tolosa;

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Office of the Municipal Mayor, the Municipal Disaster Risk Reduction and Management Office (MDRRMO), all barangay councils, and other concerned agencies for their information and implementation.

HON. FELICITO D. BELTRAN III  
Sangguniang Bayan Member

HON. EDILBERTO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAVELA  
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROYAL P. CINCO  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABD President

HON. CATHERINE R. BENJAMIN  
Sangguniang Bayan Member  
PSK President



Leyte.

APPROVED this 10<sup>th</sup> day of February, 2025, at Barangay Quilao Session Hall, Tolosa,

**MUNICIPAL ORDINANCE NO. 06**  
**Series of 2025**

**AN ORDINANCE FORMULATING THE POLICIES AND GUIDELINES ON  
PREEMPTIVE OR FORCED EVACUATION IN RESPONSE TO MAN-MADE  
AND NATURAL DISASTER OF THE MUNICIPALITY OF TOLOSA**

Authored and Sponsored by:  
**HON. MANUEL B. BALLEDO**

*Be it ordained by this Honorable Sangguniang Bayan in its regular session assembled that:*

**Section 1. TITLE** - This ordinance shall be known as AN ORDINANCE FORMULATING THE POLICIES AND GUIDELINES ON PRE-EMPTIVE OR FORCED EVACUATION IN RESPONSE TO MAN-MADE AND NATURAL DISASTER OF THE MUNICIPALITY OF TOLOSA

**Section 2. OBJECTIVE** - This ordinance aims to provide policies and guidelines for the just and safe eviction in dangerous areas before a disastrous scenario is encountered in support of the Local Government of Tolosa obligation to its constituents to preserve their lives from imminent danger through decisive, although strictly limited, steps to remove them from hard.

**Section 3. DEFINITION -**

- a. **Disaster** - means a result of a natural or man-made event which causes loss of life, injury, and property damage, including but not limited to natural disasters such as typhoon, tornado, floods, high winds, storm surge, and other weather events, and man-made events, including but not limited to power plant incidents, hazardous materials incidents, oil spill, explosions, civil disturbances, public calamity, acts of terrorism, hostile military actions, and other events in relation thereto;
- b. **Calamity** - a disastrous event marked by a great loss and lasting distress and suffering.
- c. **Evacuation** - means an operation whereby all or part of a particular population is temporarily relocated, whether individually or in an organized manner, from an area in which a disaster or emergency has been declared and is considered for health or safety of the public.
- d. **Evacuation Center/Place** - a place where evacuees are brought before, during and after calamities/disasters such as but not limited to typhoon, flood, landslides, earthquakes or fire for care, safety and protection
- e. **Evacuees** - people who are withdrawn from a dangerous place or circumstance and brought to a center/place for care, safety, and protection.
- f. **Forced Evacuation** - means an evacuation ordered as a resort when a disaster or emergency has been declared and danger of loss of life is imminent, and conditions exist that critically imperil or endangered for health or safety of the public.
- g. **Hazard** - a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage. loss of livelihood and services, social and economic disruption, or environmental damage.
- h. **Public Official** - is any person who, by direct provisions of law, popular election or appointment of competent authority, takes part in the performance of public functions in the government, duties as an employee, agent or subordinate official or any rank or class who is charged with the implementation of this ordinance.

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROLANDO CINCO**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
PISK President

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDUARDO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAR JESSE O. PUNDAVELA**  
Sangguniang Bayan Member

**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan

**Section 4. EARLY WARNING SYSTEM** - A banner with specified color shall be installed in a prominent place of every barangay to serve as indicator and the use of siren as circumstances warrant:

**Yellow** - awareness/no sound

**Orange** - preparedness/voluntary evacuation/siren with interval

**Red** - forced evacuation/continuous siren

**Section 5. TRAININGS AND ORIENTATIONS** - The Municipal Disaster Risk Reduction and Management Office (MDRRMO) shall organize and conduct trainings and orientations on the possible natural hazards, vulnerabilities and climate change risks as well as knowledge management activities on disaster risk reduction and management within the locality at least once during summer as declared by the Philippine Atmospheric Geophysical and Astronomical Services Administration (PAG-ASA).

The foregoing trainings, orientations, activities, and information dissemination shall be intensified and made once a year or at the discretion of the MDRRMC.

During the aforesaid trainings and orientations, the MDRRMO shall also discuss and highlight in local dialect RA 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010; DILG MC No. 2012-35 dated February 21, 2012 regarding the Guidelines in Ensuring Public Safety During Man-Made and Natural Disasters; this Ordinance and other laws, rules and regulations and disaster risk reduction and management.

The MDRRMO shall conceptualize posters, newsletters, brochures and pamphlets regarding disaster risk reduction and management and cause the same to be posted at the conspicuous places of the Municipality and/or, if possible, disseminate through radio and TV advertisements.

**Section 6. EVACUATION PLAN** - It shall be incumbent upon the Barangay Risk Reduction and Management Committee (BDRRMC) to prepare an Evacuation Plan in their respective localities or areas of jurisdiction prior to hazard.

Every Barangay shall work out a Permanent Evacuation Center to be utilized in case of emergency/disaster.

In extreme cases, the LGU shall have the authority to negotiate with owners of buildings with strong/safe structures to be made as temporary evacuation center.

**Section 7. ENLISTMENT OF ASSISTANCE OF OTHER GOVERNMENT AGENCIES** - In declaring the implementation/enforcement of pre-emptive and forced evacuation, the Municipal Mayor may also enlist the assistance of the members of the PNP, AFP, BFP, and PCG assigned within the municipality; as well as accredited volunteers, civil society organizations and private sector groups with the capability and training in such emergency situation.

Every barangay may implement temporary evacuation plan. Public school classrooms maybe used as temporary evacuation center and duplicate key of rooms may be availed of by the Punong Barangay for accessibility.

All emergency measures adopted shall be a coordinative and collaborative effort between the municipal government and the assisting agencies.

**Section 8. IMPLEMENTATION OF FORCED OR PRE-EMPTIVE EVACUATION** - Upon the recommendation of the Municipal Disaster Risk Reduction and Management Council, the Municipal Mayor may, in coordination with the Barangay Disaster Risk Reduction and Management Council, direct the implementation of the pre-emptive or forced evacuation in case of disaster or calamity.

The Municipal Mayor, upon the recommendation of the Municipal Disaster Risk Reduction and Management Council, may determine the period when the affected residents may be allowed to return or go back to their homes, if this is possible.

On the basis of such recommendation, the Municipal Mayor shall immediately declare the implementation/enforcement of pre-emptive and forced evacuation which shall include but not limited to the following:

HON. FELICITO B. BELTRAN III  
Sangguniang Bayan Member

HON. EDEBERTO R. ZABALA, JR.  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III  
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAVELA  
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. ROY A. CINCO  
Sangguniang Bayan Member

HON. MELANTE FELISA M. VIVERO  
Sangguniang Bayan Member  
ABC President

HON. CATHERINE K. BENJAMIN  
Sangguniang Bayan Member  
PPSK President



1. The designated area where vehicles provided by the Municipal Government are waiting to transport local residents to the identified evacuation centers:
2. Evacuation centers or such places where the evacuated local residents will be temporarily taken will be at the municipal hall, public schools, barangay halls, or such other place at the MDDRMC may deem it fit;
3. The necessity of the evacuated local residents to stay in the aforesaid evacuation centers until there be another issuance declaring that the imminent danger within the affected area is no longer there, if this is still possible; and
4. Measures ensuring the safety of local residents in the evacuation areas. However, immediately after declaration of forced evacuation before actual Implementation/enforcement thereof, the municipal government shall see to it that the local residents are informed in local dialect of the need for them to be evacuated and that there is no other alternative way to ensure their safety.
5. The members of the Philippine National Police, Armed Forces of the Philippines, Bureau of Fire Protection, and Philippine Coast Guard are enlisted to provide assistance to affected areas;
6. The Barangay Disaster Risk Reduction and Management Council in the coordination with the Municipal Disaster Risk Reduction and Management Council and the Municipal Social Welfare and Development Office (MSWDO) shall attend of the basic necessities of the evacuees like food, water, electricity and other sustenance in the evacuation center.
7. The Municipal Disaster Risk Reduction and Management Council in coordination with the Barangay Disaster Risk Reduction and Management Council and Philippine National Police shall ensure strict enforcement of forced evacuation or the prohibition of fishing activities in areas declared by PAGASA under PSWS No. 1 or higher, such as when a resident/fisherman refused to leave the area, despite declaration by the local chief executive of forced evacuation, or when residents/fisherman go back to their homes/affected areas without an order issued to this effect;
8. Forced evacuation should be carried out in a manner that is humane, respectful of the dignity of persons, not using disproportionate force, without discrimination and with conscious attention to the needs of vulnerable sectors such as children, women, the elderly and persons with disabilities;
9. The Municipal Social Welfare and Development Office (MSWDO) should ensure that shelter and relief especially for the sick and elderly is provided for the evacuees on the evacuation centers.
10. Members of the Barangay Disaster Risk Reduction and Management Council should go house to house to ensure that all citizens are evacuated and to convince further those who refuse to evacuate impressing on them the gravity of the risk and that the Municipal might not be able to reach them in case of grave danger.
11. Personnel of the Municipal Health Office should be utilized in the course of evacuation to ensure that all health concerns and emergencies are provided. The same personnel should also be designated in the evacuation centers to prevent epidemics from occurring. Medical assistance shall also be provided for the sick, the elderly, and the disabled.
12. In cases that residents in disaster risk areas refuse to evacuate their residences, even after all efforts to inform them of the dangers are exhausted, the Municipal Government of Tolosa shall have the power to mandatorily evacuate the residents by any means but Which will not degrade or harm the residents.
13. Evacuated local fishermen or local residents shall not be allowed to return to their respective homes unless storm signal warnings were lowered by the PAGASA or the Mayor issues an order to this effect.

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. EDIBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member

**HON. VIRMAN JESSIE O. PUNDAVELA**  
Sangguniang Bayan Member

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. ROBERTO CINCO**  
Sangguniang Bayan Member

**HON. MELANTE FELISA M. VIVERO**  
Sangguniang Bayan Member  
ABC President

**HON. CATHERINE R. BENJAMIN**  
Sangguniang Bayan Member  
PPSK President

**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan

14. The Committee on Forced/Pre-Emptive Evacuation shall be responsible in determining the assistance needed for the recovery of the evacuees.

**Section 9. MANNER/MANAGEMENT OF FORCED EVACUATION** - In the event that local residents refuse to leave their homes even after notice/order or, after evacuating, go back to their homes/affected areas without an order issued to this effect, the Municipal Government as well as the members of the mobilized units of the PNP, AFP, BFP and PCG may use such physical force that commensurate under the circumstances, without discrimination and with conscious attention to the needs of vulnerable sectors such as children, women, the elderly and persons with disabilities, with the end view that lives are safely secured

**Section 10. IMPLEMENTING RULES AND REGULATION** - To further understand this ordinance, the MDRMC shall formulate the necessary IRR.

**Section 11. PENALTY CLAUSE** - Any private individual/person or public official mandated who fails to implement this Ordinance shall be subjected to a fine not exceeding Two Thousand Five Hundred Pesos (Php2,500.00) or imprisonment not exceeding six (6) months or both at the discretion of the court, without prejudice to administrative sanctions as may be imposed under existing laws, rules, and regulations.

**Section 12. SEPARABILITY CLAUSE** - If, for any reason or reasons, any part or provision of this Ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 13. REPEALING CLAUSE.** - All ordinances, as well as pertinent rules and regulations thereof, which are inconsistent with the provisions of this Ordinance are hereby repealed or amended accordingly

**Section 14. EFFECTIVITY** - This ordinance shall take effect immediately after its posting at conspicuous places in the Municipality for at least three (3) consecutive weeks.

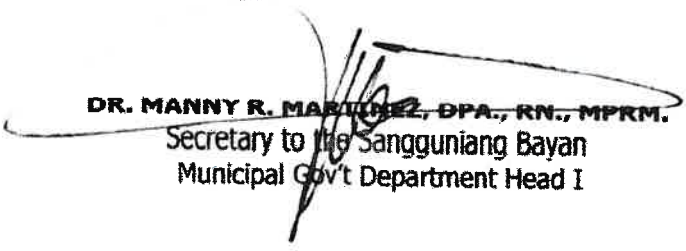
**OTHER MATTERS:**

1. An Ordinance Promoting Transparency and Accountability in the Municipality of Tolosa, Leyte, and Prescribing Mechanism of Its Implementation.


Hon. Felicito D. Beltran III made a motion to take this out of the table, and the motion was approved. The ordinance will help ensure good governance and public trust in local policies.

**ADJOURNMENT.** - There being no further matters to discuss, the session was adjourned at 11:15 A.M., with the presiding officer thanking everyone for their participation and cooperation.

**Prepared by:**


  
**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

**ATTESTED:**

  
**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member  
Temporary Presiding Officer

  
**HON. EDELBERTO R. ZABALA, JR.**  
Sangguniang Bayan Member

  
**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member



**HON. FELIPE V. CANONIGO III**  
Sangguniang Bayan Member



**HON. VIRMAN JESSIE O. PUNDAVELA**  
Sangguniang Bayan Member



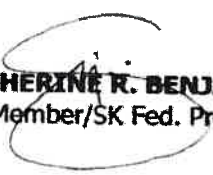
**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member



**HON. ROLITA A. CINCO**  
Sangguniang Bayan Member



**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member/Liga President



**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member/SK Fed. President





Republic of the Philippines  
Province of *Leyte*  
Municipality of Tolosa



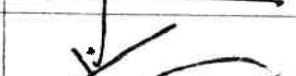






*Office of the Sangguniang Bayan*

## ATTENDANCE SHEET

**131<sup>st</sup> Regular Session**  
of the Sangguniang Bayan

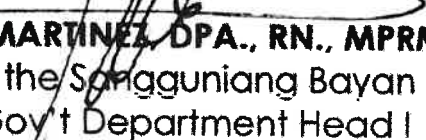
**SB Session Hall**  
Venue

**February 10, 2025**  
Date

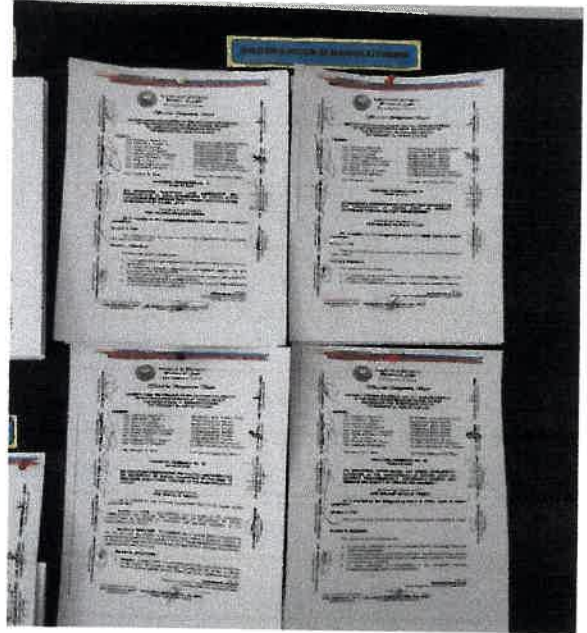
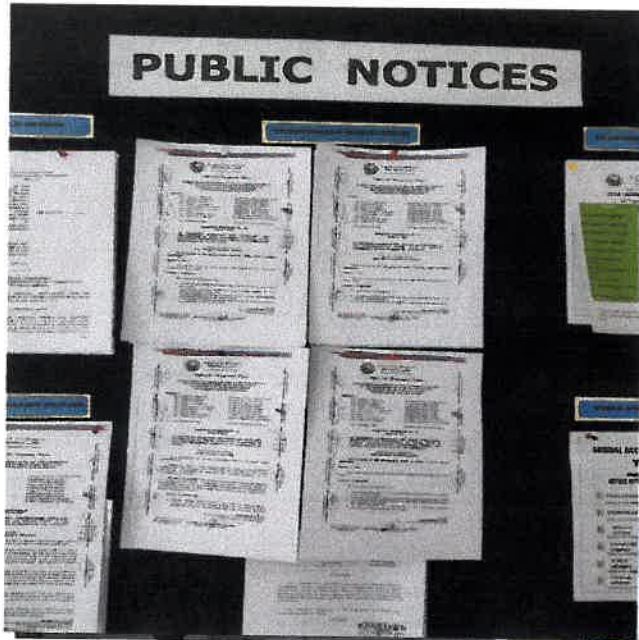
No.	Name	Designation	Signature
1	Hon. Menardo M. Mate	Municipal Vice-Mayor	OIC Mayor
2	Hon. Felicito D. Beltran III	Municipal Councilor (Temporary Presiding Officer)	
3	Hon. Edilberto R. Zabala, Jr.	Municipal Councilor	
4	Hon. Manuel B. Balledo	Municipal Councilor	
5	Hon. Felipe V. Canonigo III	Municipal Councilor	
6	Hon. Virman Jessie O. Pundavela	Municipal Councilor	
7	Hon. Ireneo Rolando A. Lumbre	Municipal Councilor	
8	Hon. Rolly A. Cinco	Municipal Councilor	
9	Hon. Melanie Felisa M. Vivero	ABC President, Ex-Officio	
10	Hon. Catherine R. Benjamin	SK Fed. President, Ex-Officio	

## CERTIFICATION

I hereby **CERTIFY** that those who have signatures above, have actually attended the **131<sup>st</sup> Regular Session** of the Sangguniang Bayan of Tolosa, Leyte, held at the Sangguniang Barangay Session Hall of Barangay Quilao, on February 10, 2025.

  
**DR. MANNY R. MARTINEZ, DPA., RN., MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

# POSTING OF ORDINANCES 3, 4, 5 and 6 Series of 2025



AT MUNICIPAL BUILDING



AT TOLOSA PUBLIC TERMINAL



AT TOLOSA PUBLIC MARKET