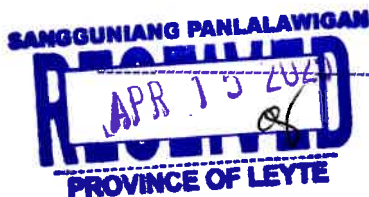
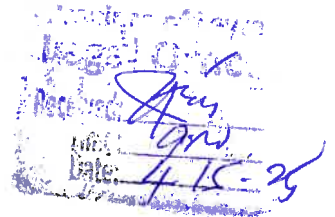




Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-



PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
April 4, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 17 series of 2025 of the Sangguniang Bayan of Tolosa, Leyte.

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

- Ordinance No. 17 series of 2025 entitled: "Transparency and Accountability Ordinance of the Municipality of Tolosa, 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)¹ of the Local Government Code of 1991 (R.A 7160) in relation to RA 9485² and RA 11292³. 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

² Anti-Red Tape Act

³ Seal of Good Local Governance Act

Republic of the Philippines
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

2nd Endorsement
31 March 2025

Province of Leyte
Legal Office
Date Recd. 31m
File No. 3-31-25

Respectfully endorsed to the **PROVINCIAL LEGAL OFFICE** the herein
Resolution No. 03-54-2025 embodying **MUNICIPAL ORDINANCE NO. 17 series of**
2025 of the **MUNICIPALITY OF TOLOSA, LEYTE**, for review and recommendations.


FLORINDA JILLS UYVICO
Secretary to the Sanggunian

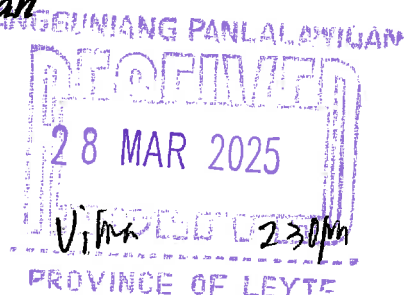


Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

1st Indorsement

March 28, 2025



Respectfully forwarded to the Sangguniang Panlalawigan, Province of Leyte, Municipality of Palo, the herein attached **RESOLUTION NO. 03-54-2025 re: A RESOLUTION APPROVING ORDINANCE NO. 17, SERIES OF 2025, ENTITLED: AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING MECHANISMS FOR ITS IMPLEMENTATION, Attendance of 134th Regular Session, and Certification of Posting.**

For review and approval.

Issued this **28th** day of **March 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. 17, Series of 2025, Re: AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING MECHANISMS FOR ITS IMPLEMENTATION**, was posted in three (3) conspicuous places.

The undersigned has complied the said provision last March 25, 2025.

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

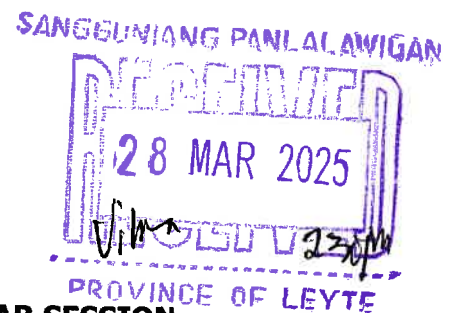
Given this **28th** day of **March 2025**.


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



**EXCERPT FROM THE MINUTES OF THE 134TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL, ON MARCH 3, 2025 AT 9:30 A.M.**

PRESENT:

Hon. Menardo M. Mate	-	-	Municipal Vice-Mayor (Presiding Officer)
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. Lumbr-	-	-	Sangguniang Bayan Member
Hon. Rolly A. Cinco	-	-	Sangguniang Bayan Member
Hon. Catherine R. Benjamin	-	-	Ex-Officio Member/SK Fed. President

OFFICIAL TRAVEL:

Hon. Melanie Felisa M. Vivero-	-	Ex-Officio Member/Liga President
--------------------------------	---	----------------------------------

RESOLUTION NO. 03-54-2025

**A RESOLUTION APPROVING THE ORDINANCE NO. 17, SERIES OF 2025
ENTITLED "AN ORDINANCE PROMOTING TRANSPARENCY AND
ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND
PRESCRIBING MECHANISM OF ITS IMPLEMENTATION"**

WHEREAS, the Municipality of Tolosa, Leyte, upholds the principles of good governance, ensuring transparency and accountability in all its transactions and processes to foster public trust and confidence;

WHEREAS, in pursuit of these principles, the Sangguniang Bayan finds it imperative to institutionalize measures that promote open governance, responsible leadership, and accessible information for the constituents of the municipality;

WHEREAS, the proposed ordinance provides a concrete framework for the implementation of transparency and accountability mechanisms, including the disclosure of public records, adherence to ethical governance standards, and public participation in decision-making;

WHEREFORE, on the motion of Hon. Felicito D. Beltran III, duly seconded unanimously, the Sangguniang Bayan finds the proposed ordinance necessary and beneficial for the local government of Tolosa, Leyte;

NOW, THEREFORE, be it resolved by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to approve and adopt the ordinance entitled:

**"AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN THE
MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING MECHANISM OF ITS
IMPLEMENTATION."**

RESOLVED FURTHER, that copies of this resolution and the approved ordinance be furnished to the Office of the Local Chief Executive and all concerned departments for proper implementation.

APPROVED this **3rd** day of **March, 2025**, at the Sangguniang Bayan Session Hall, Tolosa, Leyte

I HEREBY CERTIFY to the correctness of the foregoing resolution, duly approved by the **11th** Sangguniang Bayan of Tolosa during its **134th** Regular session held at the Session Hall on March 3, 2025.



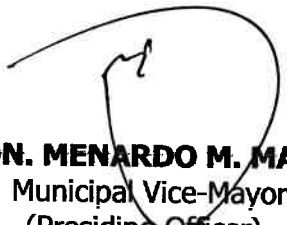
DR. MANNY R. MARTINEZ, DPA., RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Gov't Department Head I

MOVANT:




HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

ATTESTED:



HON. MENARDO M. MATE
Municipal Vice-Mayor
(Presiding Officer)

APPROVED:



HON. ERWIN C. OCAÑA
Municipal Mayor
Date: 3-24-25



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

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 134TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE
SESSION HALL ON MARCH 3, 2025 AT 9:30 A.M.**

PRESENT:

Hon. Menardo M. Mate	-	Municipal Vice-Mayor (Presiding Officer)
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. Lumbré	-	Sangguniang Bayan Member
Hon. Rolly A. Cinco	-	Sangguniang Bayan Member
Hon. Catherine R. Benjamin	-	Ex-Officio Member/SK Fed. President

Official Travel:

Hon. Melanie Felisa M. Vivero	-	Ex-Officio Member/Liga President
-------------------------------	---	----------------------------------

**MUNICIPAL ORDINANCE NO. 17
Series of 2025**

**AN ORDINANCE PROMOTING TRANSPARENCY AND
ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE,
AND PRESCRIBING MECHANISMS FOR ITS IMPLEMENTATION**

Authored and Sponsored by:
HON. FELICITO D. BELTRAN III

Section 1. Title

This Ordinance shall be known as the "Transparency and Accountability Ordinance of the Municipality of Tolosa, Leyte."

Section 2. Declaration of Policy

It is hereby declared the policy of the Municipality of Tolosa to uphold transparency and accountability in all levels of governance. This ordinance aims to ensure the efficient, effective, and equitable delivery of public services and promote public trust in local governance.

Section 3. Objectives

The objectives of this Ordinance are as follows:

Page 1 of 4

ORDINANCE NO. 17, S.2025

"Transparency and Accountability Ordinance
of the Municipality of Tolosa"

HON. MENARDO M. MATE
Municipal Vice-Mayor

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. 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

(OFFICIAL TRAVEL)
HON. MELANIE FELISA M. VIVERO
Sangguniang Bayan Member
ABC President

HON. CATHERINE R. BENJAMIN
Sangguniang Bayan Member
PPSK President

- a. To establish mechanisms that enhance public access to information.
- b. To ensure accountability of local government officials and employees.
- c. To foster participatory governance by encouraging active citizen involvement.
- d. To prevent corruption and promote ethical standards in public service.

Section 4. Coverage

This Ordinance shall apply to all local government officials, employees, and offices, including barangay officials, within the territorial jurisdiction of the Municipality of Tolosa, Leyte.

Section 5. Definition of Terms

For purposes of this Ordinance, the following terms shall mean:

Transparency: The obligation of public officials to disclose information to the public that is not otherwise restricted by law.

Accountability: The obligation of public officials to answer for their actions and decisions to the public.

Public Records: All documents, papers, letters, maps, books, photographs, and other materials made or received by public offices in connection with the transaction of public business.

Participatory Governance: An approach to governance that allows and encourages the participation of citizens in decision-making processes.

Section 6. Mechanisms for Transparency

The following mechanisms shall be implemented:

Full Disclosure Policy: All local government offices shall post financial documents, such as the Annual Budget, Statement of Receipts and Expenditures, and Procurement Plans, on the official municipal website and in conspicuous places within the municipality.

Citizen's Charter: Each local government office shall prepare and disseminate a Citizen's Charter outlining the services offered, the procedures for availing such services, and the standard processing time.

Public Information Office: A Public Information Office (PIO) shall be established to facilitate access to public records and respond to citizens' requests for information.

Section 7. Mechanisms for Accountability

The following measures shall be implemented:

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. 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

HON. MENARDO M. MATE
Municipal Vice-Mayor

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

Performance Reviews: Regular performance reviews of local government officials and employees shall be conducted, with results made available to the public.

Grievance Mechanism: A grievance mechanism shall be established to receive complaints against local government officials and employees.

Ethics Board: An Ethics Board shall be created to investigate and recommend appropriate actions on complaints involving ethical violations by public officials.

Section 8. Citizen Participation

Public Consultations: Regular public consultations shall be conducted on proposed ordinances, projects, and programs.

Feedback Mechanism: A feedback mechanism, including suggestion boxes and online portals, shall be established to gather citizen input.

Civil Society Engagement: Civil society organizations and non-governmental organizations shall be encouraged to participate in local governance activities.

Section 9. Funding

The necessary funds for the implementation of this Ordinance shall be included in the Annual Budget of the Municipality of Tolosa, Leyte, subject to existing budgeting rules and regulations.

Section 10. Penalties

Failure to comply with the provisions of this Ordinance by any public official or employee shall result in administrative sanctions as provided under existing laws.

Any official found guilty of withholding public information or engaging in corrupt practices shall be penalized in accordance with the Anti-Graft and Corrupt Practices Act and other relevant laws.

Section 11. Implementing Rules and Regulations (IRR)

The Local Chief Executive, in coordination with the Sangguniang Bayan, shall promulgate the necessary rules and regulations for the effective implementation of this Ordinance within ninety (90) days from its effectivity.

Section 12. Separability Clause

If any provision of this Ordinance is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

Section 13. Repealing Clause

All ordinances, rules, and regulations or parts thereof that are inconsistent with this Ordinance are hereby repealed or modified accordingly.

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. PUNDAVILA
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. ROLAN CINCO
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO
Sangguniang Bayan Member

HON. CATHERINE R. BENJAMIN
Sangguniang Bayan Member

(OFFICIAL TRAVEL)

HON. MENARDO M. MATE
Municipal Vice-Mayor

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

Section 14. Effectivity Clause

This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation or posting in at least three (3) conspicuous places in the Municipality of Tolosa, Leyte


DONE, in the Municipality of Tolosa, this **3RD** day of **March, 2025**.



DR. MANNY R. MARTINEZ, DPA., RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Govt Department Head I


ATTESTED:


HON. MENARDO M. MATE
Municipal Vice-Mayor
Presiding Officer


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

(Official Travel)
HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/ABC President


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

APPROVED:


HON. ERWIN C. OCAÑA
Municipal Mayor
Date: 3-26-25



Republic of the Philippines
Province of Leyte
Municipality of Tolosa

Office of the Sangguniang Bayan

MINUTES OF THE 134TH REGULAR SESSION OF THE SANGGUNIAN
BAYAN OF TOLOSA, LEYTE, HELD AT THE SESSION HALL,
ON MARCH 3, 2025 AT 9:30 A.M.

PRESENT:

Hon. Menardo M. Mate	-	-	Municipal Vice-Mayor (Presiding Officer)
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. Catherine R. Benjamin	-	-	Ex-Officio Member/SK Fed. President

ON OFFICIAL TRAVEL:

Hon. Melanie Felisa M. Vivero	-	-	Ex-Officio Member/Liga President
-------------------------------	---	---	----------------------------------

CALL TO ORDER. - The session was called to order at 9:30 a.m. by the Presiding Chair, Hon. Menardo M. Mate, marking the beginning of the 134th Regular Session of the 11th 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 to the Sangguniang Bayan conducted a roll call to confirm the attendance of the members of the Sangguniang Bayan. Those present were:

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

APPROVAL OF THE MINUTES OF THE PREVIOUS SESSION. - The Secretary to the Sangguniang Bayan read the minutes of the 133rd Regular Session. The Presiding Chair, asked if there are corrections to be made. There being none, Hon. Edilberto R. Zabala, Jr. moved for the approval of the minutes, seconded by all members present. The motion passed unanimously, and the minutes were approved.

REFERENCE OF BUSINESS:

The Presiding Officer called the session to order and proceeded with the reference of business.

HON. MENARDO M. MATE
Municipal Vice-Mayor

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. 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
PSK President

1. Letter request for a Resolution authorizing the Local Chief Executive to enter into and sign a Memorandum of Agreement with the Department of Social Welfare and Development (DSWD) Regional Office VIII, represented by its Regional Director, Grace Q. Subong, for the implementation of the Social Pension Program in the Municipality of Tolosa, Leyte.

The matter was routed to Hon. Manuel B. Balledo for review. Upon deliberation, Hon. Manuel B. Balledo moved for the approval of the request, which was duly seconded. With no objections raised, the resolution was unanimously approved after the suspension of the rule.

RESOLUTION NO. 03-53-2025

A RESOLUTION AUTHORIZING THE LOCAL CHIEF EXECUTIVE TO ENTER INTO AND SIGN THE MEMORANDUM OF AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT REGIONAL OFFICE VIII, REPRESENTED BY ITS REGIONAL DIRECTOR, GRACE Q. SUBONG, FOR THE IMPLEMENTATION OF THE SOCIAL PENSION PROGRAM IN THE MUNICIPALITY OF TOLOSA, LEYTE

WHEREAS, the Social Pension Program for Indigent Senior Citizens is a national government initiative implemented by the Department of Social Welfare and Development (DSWD) to provide monthly financial assistance to qualified elderly individuals to augment their daily subsistence and medical needs;

WHEREAS, the Municipality of Tolosa, Leyte, recognizes the importance of supporting its indigent senior citizens and ensuring their welfare through the effective and efficient implementation of the Social Pension Program;

WHEREAS, in line with this, a Memorandum of Agreement (MOA) between the Municipality of Tolosa, Leyte, and the DSWD Regional Office VIII, represented by its Regional Director, Grace Q. Subong, is necessary to formalize the partnership and delineate the responsibilities of both parties in implementing the program;

WHEREAS, the Sangguniang Bayan finds it appropriate to authorize the Local Chief Executive to enter into and sign the said MOA on behalf of the Municipality of Tolosa, Leyte, for the proper implementation of the Social Pension Program;

NOW, THEREFORE, on motion of Hon. Manuel B. Balledo, duly seconded unanimously, be it:

RESOLVED, as it is hereby resolved by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to authorize the Local Chief Executive to enter into and sign the Memorandum of Agreement with the Department of Social Welfare and Development Regional Office VIII, represented by its Regional Director, Grace Q. Subong, for the implementation of the Social Pension Program in the Municipality of Tolosa, Leyte;

RESOLVED FURTHER, that copies of this resolution be furnished to the Office of the Local Chief Executive, the Department of Social Welfare and Development Regional Office VIII, and all other concerned offices for their information and appropriate action.

APPROVED this 3rd day of **March, 2025**, at the Sangguniang Bayan Session Hall, Tolosa, Leyte.

FIRST READING:

There were no items presented for First Reading.

COMMITTEE REPORTS:

1. Report of the Committee on Appropriation. Re: Ordinance No. 2, Series of 2024, of Barangay Quilao, Tolosa, Leyte, entitled "An Ordinance Granting Cash Incentives to Junior High, Senior High, College Students, and Fresh Graduates of Barangay Quilao, Tolosa, Leyte.

HON. MENARDO M. MATE
Municipal Vice Mayor

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

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. ROYAL 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 presented the report regarding Ordinance No. 2, Series of 2024, of Barangay Quilao, Tolosa, Leyte, entitled "An Ordinance Granting Cash Incentives to Junior High, Senior High, College Students, and Fresh Graduates of Barangay Quilao, Tolosa, Leyte." After discussion, Hon. Felicito D. Beltran III motioned to defer the matter for further study. The body concurred, and the ordinance was deferred accordingly.

SECOND READING:

A. Unfinished Business

No items were listed under unfinished business.

B. Business for the Day

There were no new business matters introduced for the day's agenda.

THIRD READING:

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

The Presiding Officer, Hon. Menardo M. Mate, opened the plenary for the final voting on the proposed ordinance. The members deliberated on the importance of the ordinance in ensuring good governance, upholding transparency, and fostering accountability among government officials and personnel in Tolosa. The ordinance aims to institutionalize mechanisms that enhance public access to information, improve government transactions, and promote ethical governance practices.

Following thorough discussions, the body proceeded with the final voting. With a unanimous vote in favor, the ordinance was duly approved. Hon. Felicito D. Beltran III made the motion for approval, which was seconded and carried without opposition.

RESOLUTION NO. 03-54-2025

A RESOLUTION APPROVING THE ORDINANCE NO. 17, SERIES OF 2025 ENTITLED "AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING MECHANISM OF ITS IMPLEMENTATION"

WHEREAS, the Municipality of Tolosa, Leyte, upholds the principles of good governance, ensuring transparency and accountability in all its transactions and processes to foster public trust and confidence;

WHEREAS, in pursuit of these principles, the Sangguniang Bayan finds it imperative to institutionalize measures that promote open governance, responsible leadership, and accessible information for the constituents of the municipality;

WHEREAS, the proposed ordinance provides a concrete framework for the implementation of transparency and accountability mechanisms, including the disclosure of public records, adherence to ethical governance standards, and public participation in decision-making;

WHEREFORE, on the motion of Hon. Felicito D. Beltran III, duly seconded unanimously, the Sangguniang Bayan finds the proposed ordinance necessary and beneficial for the local government of Tolosa, Leyte;

NOW, THEREFORE, be it resolved by the Sangguniang Bayan of Tolosa, Leyte, in session duly assembled, to approve and adopt the ordinance entitled:

"AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING MECHANISM OF ITS IMPLEMENTATION."

RESOLVED FURTHER, that copies of this resolution and the approved ordinance be furnished to the Office of the Local Chief Executive and all concerned departments for proper implementation.

APPROVED this 3rd day of **March, 2025**, at the Sangguniang Bayan Session Hall, Tolosa, Leyte.

HON. MENARDO M. MATE
Municipal Vice Mayor

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

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

HON. ROY A. CINCO
Sangguniang Bayan Member

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

HON. CATHERINE R. BENJAMIN
Sangguniang Bayan Member
PRSK President

HON. FELICITO D. BELTRAN III
Sangguniang Bayan Member

HON. EDUARDO B. ZARALA JR.
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO
Sangguniang Bayan Member

HON. FELIPE V. CANONIGO III
Sangguniang Bayan Member

HON. VIRMAN JESSIE O. PUNDAYELA
Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 17
Series of 2025

AN ORDINANCE PROMOTING TRANSPARENCY AND ACCOUNTABILITY
IN THE MUNICIPALITY OF TOLOSA, LEYTE, AND PRESCRIBING
MECHANISMS FOR ITS IMPLEMENTATION

Authored and Sponsored by:
HON. FELICITO D. BELTRAN III

Section 1. Title

This Ordinance shall be known as the "Transparency and Accountability Ordinance of the Municipality of Tolosa, Leyte."

Section 2. Declaration of Policy

It is hereby declared the policy of the Municipality of Tolosa to uphold transparency and accountability in all levels of governance. This ordinance aims to ensure the efficient, effective, and equitable delivery of public services and promote public trust in local governance.

Section 3. Objectives

The objectives of this Ordinance are as follows:

- To establish mechanisms that enhance public access to information.
- To ensure accountability of local government officials and employees.
- To foster participatory governance by encouraging active citizen involvement.
- To prevent corruption and promote ethical standards in public service.

Section 4. Coverage

This Ordinance shall apply to all local government officials, employees, and offices, including barangay officials, within the territorial jurisdiction of the Municipality of Tolosa, Leyte.

Section 5. Definition of Terms

For purposes of this Ordinance, the following terms shall mean:

Transparency: The obligation of public officials to disclose information to the public that is not otherwise restricted by law.

Accountability: The obligation of public officials to answer for their actions and decisions to the public.

Public Records: All documents, papers, letters, maps, books, photographs, and other materials made or received by public offices in connection with the transaction of public business.

Participatory Governance: An approach to governance that allows and encourages the participation of citizens in decision-making processes.

Section 6. Mechanisms for Transparency

The following mechanisms shall be implemented:

Full Disclosure Policy: All local government offices shall post financial documents, such as the Annual Budget, Statement of Receipts and Expenditures, and Procurement Plans, on the official municipal website and in conspicuous places within the municipality.

HON. MENARDO M. MATE
Municipal Vice-Mayor

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

HON. IRENEO ROLANDO A. LUMBRE
Sangguniang Bayan Member

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

HON. VIRMAN JESSIE O. PUNDAVELA
Sangguniang Bayan Member

Citizen's Charter: Each local government office shall prepare and disseminate a Citizen's Charter outlining the services offered, the procedures for availing such services, and the standard processing time.

Public Information Office: A Public Information Office (PIO) shall be established to facilitate access to public records and respond to citizens' requests for information.

Section 7. Mechanisms for Accountability

The following measures shall be implemented:

Performance Reviews: Regular performance reviews of local government officials and employees shall be conducted, with results made available to the public.

Grievance Mechanism: A grievance mechanism shall be established to receive complaints against local government officials and employees.

Ethics Board: An Ethics Board shall be created to investigate and recommend appropriate actions on complaints involving ethical violations by public officials.

Section 8. Citizen Participation

Public Consultations: Regular public consultations shall be conducted on proposed ordinances, projects, and programs.

Feedback Mechanism: A feedback mechanism, including suggestion boxes and online portals, shall be established to gather citizen input.

Civil Society Engagement: Civil society organizations and non-governmental organizations shall be encouraged to participate in local governance activities.

Section 9. Funding

The necessary funds for the implementation of this Ordinance shall be included in the Annual Budget of the Municipality of Tolosa, Leyte, subject to existing budgeting rules and regulations.

Section 10. Penalties

Failure to comply with the provisions of this Ordinance by any public official or employee shall result in administrative sanctions as provided under existing laws.

Any official found guilty of withholding public information or engaging in corrupt practices shall be penalized in accordance with the Anti-Graft and Corrupt Practices Act and other relevant laws.

Section 11. Implementing Rules and Regulations (IRR)

The Local Chief Executive, in coordination with the Sangguniang Bayan, shall promulgate the necessary rules and regulations for the effective implementation of this Ordinance within ninety (90) days from its effectivity.

Section 12. Separability Clause

If any provision of this Ordinance is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

Section 13. Repealing Clause

All ordinances, rules, and regulations or parts thereof that are inconsistent with this Ordinance are hereby repealed or modified accordingly.

Section 14. Effectivity Clause

This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation or posting in at least three (3) conspicuous places in the Municipality of Tolosa, Leyte.

OTHR MATTERS:

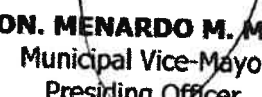
There were no additional matters raised for discussion.


Adjournment. - With no further business to discuss, the session was adjourned upon motion duly moved and seconded. The Presiding Officer thanked the members for their participation and declared the meeting adjourned.

Prepared by:



DR. MANNY R. MARTINEZ, DPA., RN., MPRM.
Secretary to the Sangguniang Bayan
Municipal Govt Department Head I

ATTESTED:


HON. MENARDO M. MATE
Municipal Vice-Mayor
Presiding Officer


HON. FELICITIO 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

(ON OFFICIAL TRAVEL)
HON. MELANIE FELISA M. VIVERO
Ex-Officio Member/ABC President


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



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


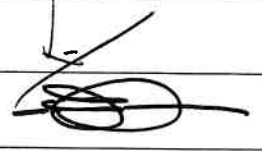


Office of the Sangguniang Bayan

ATTENDANCE SHEET

**134th Regular Session
of the Sangguniang Bayan**

Session Hall
Venue

March 3, 2025
Date

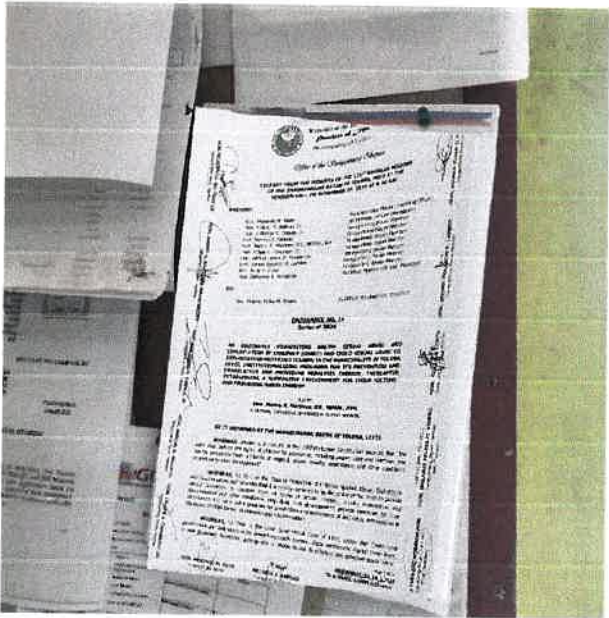
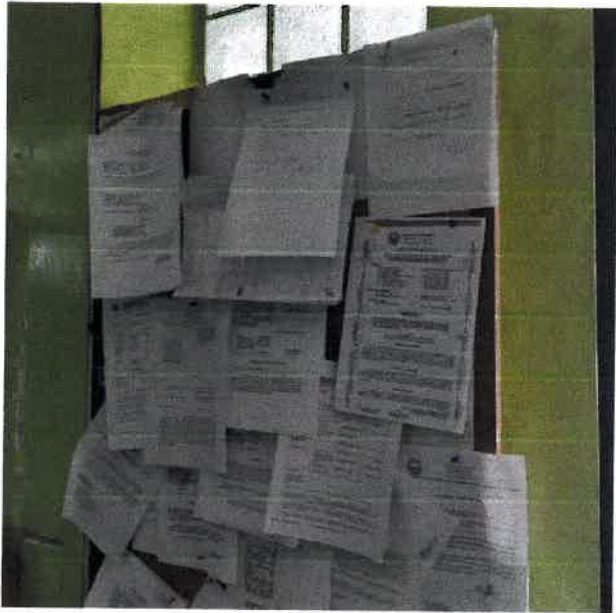
No.	Name	Designation	Signature
1	Hon. Menardo M. Mate	Municipal Vice-Mayor (Presiding Officer)	
2	Hon. Felicito D. Beltran III	Municipal Councilor	
3	Hon. Edilberto R. Zabala, Jr.	Municipal Councilor	
4	Hon. Manuel B. Balledo	Municipal Councilor	
5	Hon. Felipe V. Canonigo III	Municipal Councilor	
6	Hon. 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	Liga President, Ex-Officio	<i>Official Travel</i>
10	Hon. Catherine R. Benjamin	SK Fed. President, Ex-Officio	

CERTIFICATION

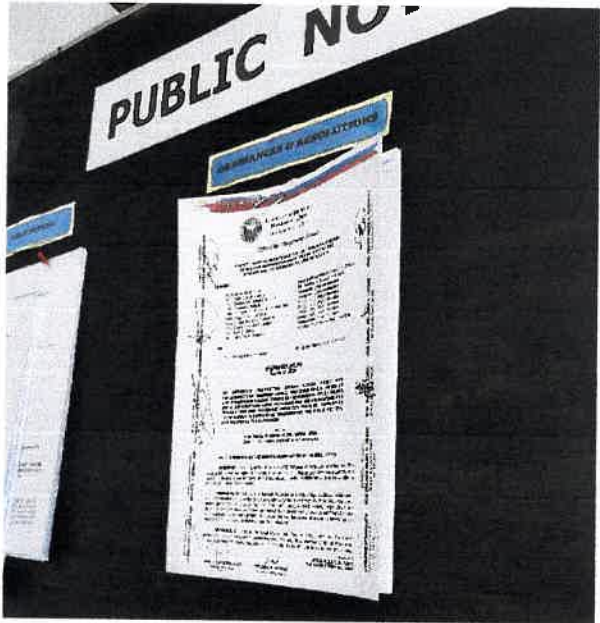
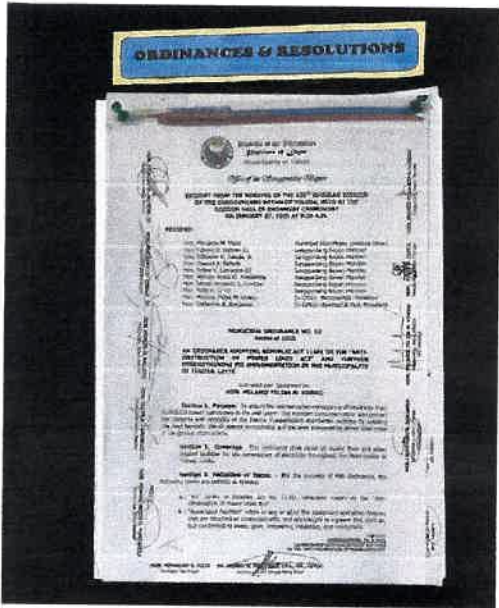
I hereby **CERTIFY** that those who have signatures above, have actually attended the **134th Regular Session** of the Sangguniang Bayan of Tolosa, Leyte, held at the Session Hall of Tolosa, Leyte, on March 3, 2025.

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

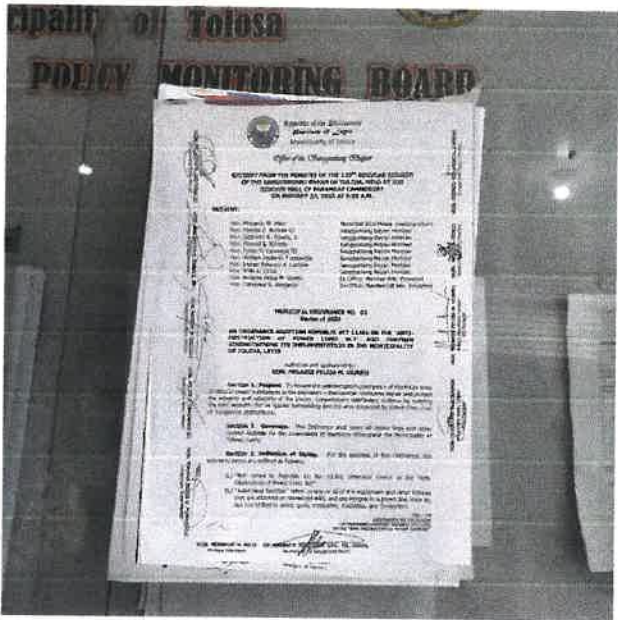
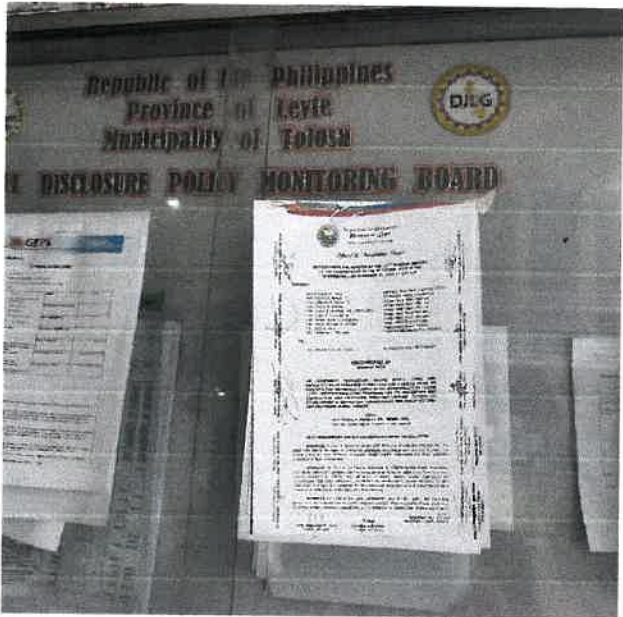
POSTING OF ORDINANCE 17 Series of 2025



AT MUNICIPAL BUILDING



AT TOLOSA PUBLIC TERMINAL



AT TOLOSA PUBLIC MARKET