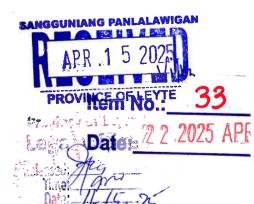


Republic of the Philippines PROVINCE OF LEYTE Provincial Capitol Tacloban City

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PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT

March 27, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 23L.25049 of the Sangguniang Bayan of Kananga, Leyte.

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

• Ordinance No. 23L.25049.entitled: "An Ordinance imposing fees and charges to private individuals, etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance to its power under Section 447(a)(3)(i)¹ and (5)(xiii)² of the Local Government Code of 1991 (R.A 7160). Hence, we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹;(i) Fix and impose reasonable fees and charges for all services rendered by the municipal government to private persons or entities;

² (xiii) Provide for an efficient and effective system of solid waste and garbage collection disposal and prohibit littering and the placing or throwing of garbage, refuse and other filth and wastes;

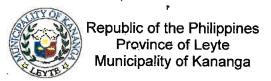
Republic of the Philippines PROVINCE OF LEYTE Palo, Leyte -000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st INDORSEMENT 19 March 2025

The Provincial Legal Office is respectfully requested to review and submit, recommendations on the herein enclosed Ordinance No. 23L.25-049 of the Municipality of Kananga, Leyte, entitled: An Ordinance imposing fees and charges to private individuals, groups, institutions and/or companies disposing any solid waste to the Kananga sanitary landfill at Brgy. Tagaytay, Kananga, Leyte.

FLORINDA JILLS. UVVICO Secretary to the Sanggunian







23RD SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE SANGGUNIANG BAYAN OF KANANGA ON FEBRUARY 24, 2025 AT THE SESSION HALL.

ORDINANCE NO.23L.25-049 Series of 2025

AN ORDINANCE IMPOSING FEES AND CHARGES TO PRIVATE INDIVIDUALS, GROUPS, INSTITUTIONS AND/OR COMPANIES DISPOSING ANY SOLID WASTE TO THE KANANGA SANITARY LANDFILL AT BARANGAY TAGAYTAY, KANANGA, LEYTE

WHEREAS, Republic Act No. 9003, otherwise known as the Philippine Ecological Solid Waste Management Act of 2000, provides for an ecological solid waste management program, creates the necessary institutional mechanism and incentives, declares certain acts prohibited and provides penalties for violations;

WHEREAS, 10 of the Republic Act No.9003 provides that, "Pursuant to the relevant provisions of RA No. 7160, otherwise known as the Local Government Code, the LGUs shall be primarily responsible for the implementation and enforcement of the provisions of this Act within their respective jurisdictions";

WHEREAS, Fees and charges were determined based on the Toolkit of the Department of Finance Bureau of Local Governance Finance;

WHEREAS, Section 47 of the Republic Act No. 9003 provides that, "The local government unit shall impose fees in amounts sufficient to pay the cost of preparing, adopting, and implementing a solid waste management plan prepared pursuant to this Act";

WHEREAS, Rule XVII Section 1 of the DENR Administrative Order No. 2001-34 otherwise known as the Implementing Rules and Regulations of Republic Act No. 9003, provides that the Local Solid Waste Management (SWM) Board/Local SWM Cluster Board shall impose fees on SWM services provided for by the LGU and/or any authorized organization unit;

WHEREAS, as part of Kananga Leyte's dedication, preserve and conserve the environment, the Local Government enacted Kananga Leyte Ordinance No. 07-07 Series of 2008, otherwise known as the Comprehensive and Integrated Solid Waste Management of the Municipality of Kananga on January 10, 2008;

WHEREAS, Kananga Leyte has also developed its Sanitary Landfill, in its efforts to prevent the indiscrimination disposal of solid and liquid wastes and subsequent pollution.

WHEREAS, Based on records of the Environmental and Natural Resources Office (ENRO) from 2019 to 2021, a total of 2,747 metric tons of solid wastes were disposed in the Sanitary Landfill coming from the third party haulers;

WHEREAS, The Municipality deems it proper to impose fees and charges on these third party haulers to cover the operational and maintenance cost of the Kananga Sanitary Landfill on such disposals;

NOW THEREFORE, be it enacted by the 23th Sangguniang Bayan of Kananga, Leyte on a session duly assembled on this 24th day of February and upon motion of SB Member Alma N. Orfano, seconded by SB Member Resurrection C. Capanas, that:

SECTION 1. This Ordinance shall be known and cited as the "Kananga Sanitary Landfill Fees and Charges Ordinance".

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SECTION 2. DEFINITION OF TERMS – For the purpose of this Ordinance the following term shall apply:

- A. **SOLID WASTE** a non-liquid waste material from domestic or household sources. It includes, but not limited to: all discarded household waste, commercial waste, non-hazardous institutional and industrial waste, street sweepings, construction debris, agricultural waste, and other non-hazardous or non-toxic solid waste;
- B. **THIRD PARTY HAULERS** are private individuals, groups, institutions, LGU or GOCC and/or companies with business permit and duly accredited by this LGU, who will dispose solid waste to the Kananga Sanitary Landfill.
- C. **TIPPING FEE** the fee at a waste facility for waste delivered/disposed to that facility by third party haulers, based upon the weight, volume, character, or type of waste.
- D. SANITARY LANDFILL shall refer to a waste disposal site designed, constructed, operated and maintained in a manner that exerts engineering control over significant potential environmental impacts arising from the development and operation of the facility;
- E. **RENTAL FEE** a payment made by a lessee in return for the use of machinery, equipment and others.
- F. **WEIGHING CHARGES** a fee collected from the third party haulers using the weighing scale owned by the LGU.
- G. **ACCREDITATION** the action or process of officially recognizing someone as having a particular status or being qualified to perform a particular activity.
- H. **REQUESTOR** a person who is making a request for lease of waste collection vehicle.
- I. ACCREDITATION PERMIT a permit given to the third party haulers and/or siphoning services qualified to perform hauling of waste.
- J. **MISCELLANEOUS ASSESSMENT** a document issued to applicants and/or requestor for the purpose of payment the fee and/or rental fee.
- K. CERTIFICATE OF WORK COMPLETED a certificate issued by MENRO to the requestor upon completion of work.

SECTION 3. TIPPING FEE – there is hereby imposed and collected a fixed Tipping Fee on the following:

A. Five Hundred Eighty Pesos (Php580.00) for every One Thousand (1,000) kilograms or less solid wastes disposed to the Kananga Sanitary Landfill by third party haulers.

The Municipality through the Municipal Environment and Natural Resources Office (MENRO), on reasonable cause determined by the MENRO, may provide a schedule for disposal of solid and septage waste and further reserves the right to refuse third party haulers in disposing their solid and septage wastes to the Kananga Sanitary Landfill.

SECTION 4. WEIGHING CHARGES – there is hereby imposed and collected a fixed amount of One Hundred Twenty Philippine Pesos (Php120.00) as weighing service charge for every sanitary dump truck or any vehicle used for such purpose.

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SECTION 5. COLLECTION – the fee imposed and collected herein shall be paid to the Municipal Treasurer's Office, upon issuance of the order of payment from the MENRO, before any solid waste from private individuals, groups, institutions, and/or companies who dispose in the Kananga Sanitary Landfill.

SECTION 6. REQUIREMENTS. All third party haulers that shall dispose solid waste to the Kananga Sanitary Landfill must have the following requirements, whichever is applicable:

- A. Third party haulers must have a valid and updated Business Permit.
- B. Third party haulers must be accredited by the Municipality of Kananga through the Office of MENRO, the following requirements for accreditation are as follows:

Requirements for Accreditation:

- a. Sanitary Permit
- b. Business Permit
- c. At least have one (1) Unit of garbage truck.
- d. Accreditation fee of Five Hundred Philippine Pesos (Php500.00).
- e. Accreditation can be done anytime of the year and is renewable annually.
- C. Third party haulers for SOLID WASTE must secure a PERMIT TO DISPOSE from MENRO for every disposal and pay an amount of Fifty Philippine Pesos (Php50.00) per permit.

SECTION 7. PROCESS OF ACCREDITAION. All third party haulers that shall apply for accreditation shall follow the process:

For new applicants:

- A. Fill-up Application Form (can be secured from MENRO). Attached to the application form are the following:
 - a. Letter of Intent
 - b. Sanitary Permit
 - c. Valid ID of the applicant
 - d. Business Permit
 - e. Photo of the truck/s and photocopies of its papers
- B. Duly filled up Application Form and attached documents will be verified by MENRO. After verification, if proven documents submitted were valid, applicant may proceed to the next step. If documents were proven not valid, application shall be put on hold and will be advised to submit valid documents.
- C. Actual inspection of the truck/s.
- D. MENRO shall inform the applicant if application was approved or otherwise. If approved, payment order shall be issued. If otherwise, comply whatever is recommended.
- E. Pay Accreditation fee at the Municipal Treasurer's Office.
- F. Submit Official Receipt of payment to MENRO.
- G. Receive Accreditation permit.

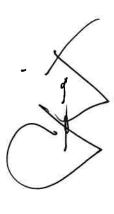
Process of Renewal of Accreditation:

- A. Fill-up the application form. Attached to the application form the following:
 - a. Copy of the Previous Accreditation Permit
 - b. Sanitary Permit
 - c. Valid ID
 - d. Business Permit
 - e. Photo of the truck/s and photocopies of its papers
- B. Payment Order shall be issued.
- C. Pay Accreditation Fee.
- D. Submit Official Receipt of payment to MENRO.

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SECTION 8. LEASE OF WASTE COLLECTION VEHICLE. To maximize the waste collection of the Municipality, third party haulers, companies, entities, and individuals are allowed temporary use of waste collection vehicles owned by the LGU.

8.1 FEES FOR THE LEASE OF WASTE COLLECTION VEHICLE. There is hereby imposed the following rental fees for the use of vehicle being rented out by the Municipality of Kananga to third party haulers and/or private individuals:

NO.	VEHICLE (INCLUSIVE OF DRIVER AND CREW)	RENTAL RATE (Peso / Vehicle / Trip)
1.	GARBAGE OPEN DUMP TRUCK	Php7,000.00 + Php50.00 per kilometer from the Kananga Sanitary Landfill to pick-up point

This provision applies only when there is NO available third-party hauler to render service.

- 8.2 TERMS AND CONDITIONS FOR THE LEASE OF WASTE COLLECTION VEHICLE. The rental and use of the vehicle shall be in accordance with the following conditions:
 - A. A request letter should be sent to the Municipal Mayor attention the MENRO and is subject for approval by the MENRO. The request should contain at least the following details:
 - a.) Date of the request
 - b.) Complete name of the requestor
 - c.) Contact Number/s of the requestor
 - d.) Description of the waste for pick-up such as, but not limited to, type of waste, total/approximate weight/volume, etc.
 - e.) Complete address of the pick-up area
 - f.) Photos of the pickup area and waste for pickup
 - B. Vehicle must not be rented for more than 4 hours per requested.
 - C. Location of the waste for pickup must be accessible by truck and within the territorial boundaries of Kananga, Leyte.
 - D. Solid waste must already be placed securely in manageable containers, such as sacks, before pickup. The LGU is not responsible for the pre-containment of the Solid waste.
 - E. The services provided by the LGU are strictly waste pickup, transport, and disposal only. The LGU is not responsible for the preparatory or pre-operation activities, such as removal of obstructions, to and within the area of interest.
 - F. Only the LGU can operate the vehicle.

Rental Procedure:

- a. Submit letter request to MENRO.
- MENRO will issue the payment order for the truck rental and disposal permit.
- c. Pay to Municipal Treasurer's Office.
- d. Submit the Official Receipt to MENRO.
- e. MENRO will issue the Disposal Permit for LGU Rented Vehicle to the proponent.
- 8.3 PROCESS FLOW FOR THE LEASE OF WASTE COLLECTION VEHICLE. The rental use of the vehicle shall adhere to the following process:
 - A. Upon receipt, the request letter is reviewed by the MENRO for approval or rejection. If rejected, the MENRO will relay in writing the details of the rejection. The request shall at least contain the following details:

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- a. Full name (as shown in the requestor valid ID)
- b. Current address
- c. Contact Number and Email (if any)
- d. Date of the request
- e. Complete address of the waste for pickup
- f. Date of the pickup
- B. If approved, the MENRO will contact the requestor to agree on a date for the waste pickup and discuss payment details.
- C. The requestor shall proceed to the MENRO for the issuance of Miscellaneous Assessment (MA) Number.
- D. The requestor shall proceed to the MTO for the payment (rental and disposal permit)
- E. The request shall present the payment receipt to the MENRO for confirmation.
- F. MENRO shall issue the DISPOSAL PERMIT FOR LGU RENTED VEHICLE to the proponent.
- G. MENRO shall pick-up the waste carrying a copy of the disposal permit for rented vehicle and submit same upon entry to the eco-waste center.
- H. MENRO shall issue a Certificate of Work Completed to the requestor to confirm the completion of the request.
- 8.4 **CERTIFICATE OF WORK COMPLETED.** A certificate issued by MENRO as confirmation for the work completed.

SECTION 9. ACCRUAL OF FEES. All fees collected under Section 3, 6, and 8 of this Ordinance shall accrue to the General Fund.

SECTION 10. The following residual wastes shall be accepted to be disposed at the Kananga Sanitary Landfill, such as but not limited to: Single-Use plastics, Sanitary napkins. Disposable diapers, Worn out rugs, Cartoons which contains plastic lining, Ceramic, Candy wrappers/sachets, Other solid materials that cannot be composted and recycled.

SECTION 11. PROHIBITION. Septage waste containing oil and grease is not included in this collection service. Disposal of Septage waste to prohibited areas as describe in Section 27, Chapter 5 of RA 9275 otherwise known as Philippine Clean Water Act of 2004, is strictly not allowed and subject to penalty when caught, proven and verified.

SECTION 12. PENAL CLAUSE. A penalty of Two Thousand Five Hundred Pesos (P2,500.00) shall be imposed to third party haulers or anybody confirmed disposing waste with oil and grease to the Kananga Sanitary Landfill and to the prohibited areas as described in Section 27, Chapter 5 of RA 9275 otherwise known as Philippine Clean Water Act of 2004.

SECTION 13. REPEALING CLAUSE. All Ordinances and/ or Resolutions, or portions thereof, inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 14. SEPARABILITY CLAUSE. If, for any reason any provision of this Ordinance is declared unconstitutional or invalid by any competent court, the other parts or provisions hereof which are not affected thereby shall continue in full force and effect.

SECTION 15. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon approval and after compliance with necessary posting and publication requirements of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

APPROVED BY THE SANGGUNIANG BAYAN OF KANANGA AT ITS REGULAR _ SESSION ON FEBRUARY 24, 2025.

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AYES: (09) NAYS: (0)

HON. FERNANDO M. ASEO Sangguniang Bayan Member/ Floor Leader

HON. BRENZON C. CABINTOY Sangguniang Bayan Member

HON. MINERVA M. BULAWIT Sangguniang Bayan Member

(On official leave)
HON. RUDY B. COGAY
Sangguniang Bayan Member

HON. VICTORIANO L. GLOBA Liga Ng Mga Barangay President/Ex-officio Member HON. RESURPECCION C. CAPANAS Sanggunian Beyan Member/Asst. Floor Leader

HON. RICHIE C. CRUZ Sangguniang Bayan Member

HON. ALMA N. ORFANO Sangguniang Bayan Member

HON. ALLAN C. ESPINOSA Sangguniang Bayan Member

HON. MARY DANIELA J. CUBERO
Pambayang Pederasyon Ng Sangguniang
Kabataan President/Ex-officio Member

I HEREBY CERTIFY to the correctness of the afore-quoted Ordinance.

ATTESTED:

MIGUEL JORGE P. TAN Vice Mayor/ Presiding Officer ATTY. ALLAN R. CASTRO

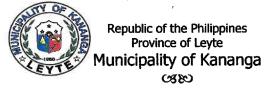
Board Secretary (Secretary to the Sangguniang Bayan)

APPROVED:

MANUEL VICENTE M. TORRES

Municipal Mayor 03 17 2025 (Date)

Attachment of Ordinance No. 251. 25-049



Office of the Sangguniang Bayan Telephone No. (053) 5539173

Email Address: sbkananga6531@gmail.com

March 17, 2025

CERTIFICATE OF POSTING

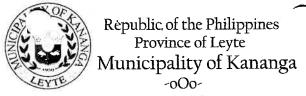
TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that for the period March 17, 2025 to March 27, 2025 the copies of the MUNICIPAL ORDINANCE NO. 23L.25-049 series of 2025, entitled: "AN ORDINANCE IMPOSING FEES AND CHARGES TO PRIVATE INDIVIDUALS, GROUP, INSTITUTIONS AND/OR COMPANIES DISPOSING ANY SOLID WASTE TO THE KANANGA SANITARY LANDFILL AT BARANGAY TAGAYTAY, KANANGA, LEYTE.":

- 1. Bulletin Board at the entrance of Municipal Hall, Kananga, Leyte
- 2. Post at the Kananga Public Market Rotonda, Kananga, Leyte and
- 3. Entrance to the Session Hall, Kananga, Leyte

Issued this 18th day of March, 2025 in Kananga, Leyte

SAMMY JUNE NAVIA Administrative Aide III



Office of the Secretary to the Sangguniang Bayan

NOTICE OF PUBLIC HEARING

(Scheduled on February 5, 2025 at ABC Hall Building, Barangay Poblacion, Kananga, Leyte)

The public is hereby notified that a Public Hearing on the

1. Ordinance No. 23L.25-049— AN ORDINANCE IMPOSING FEES AND CHARGES TO PRIVATE INDIVIDUALS, GROUPS, INSTITUTIONS AND/OR COMPANIES DISPOSING ANY SOLID AND SEPTAGE WASTES TO THE KANANGA SANITARY LANDFILL LOCATED AT BARANGAY TAGAYTAY, KANANGA, LEYTE.

will be conducted by the 23rd Sangguniang Bayan of Kananga on the 5th day of February 2025, Wednesday, from 9:00 in the morning at the ABC Hall Building, Barangay Poblacion, Kananga, Leyte.

All interested parties / individuals are invited to attend the Public Hearing.

22 January 2025

ATTY. ALLAN R. CASTRO

(Board Secretary V)

Secretary to the Sanggunian Bayan

Republic of the Philippines Province of Leyte Municipality of Kananga SANGGUNIANG BAYAN OF KANANGA

PUBLIC HEARING

ORDINANCE NO. 23L.25-049 (series of 2024)

AN ORDINANCE IMPOSING FEES AND CHARGES TO PRIVATE INDIVIDUALS, GROUPS, INSTITUTIONS AND/OR COMPANIES DISPOSING ANY SOLID AND SEPTAGE WASTES TO THE KANANGA SANITARY LANDFILL LOCATED AT BARANGAY TAGAYTAY, KANANGA, LEYTE

ABC Hall Building , Kananga, Leyte February 5, 2025 9:00 A.M.

Attendance Sheet

NAME	OFFICE /ADDRESS	SIGNATURE
1.MARE D. ARGO	MAHLLOW D W	
2. MOTOHUXNO L. GLABA		
3. ELSN= A. Delw	hipentad	Juny.
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5. Almira C- LIAG	THENTAT	AST.
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7. Juline B. Backfa	//: \	- Jan
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9. Bonifer and Balo 2		
10. ALGOLITO MAJAON		
11. Knowlo K. Phyon		
12. VUANILIO G. FNO		100
13. XNTONIO M. SABE		Jan
14. Maruel C. SII		994
15. NECTOR J. EXP	ELITA KAWAYAN	Den 2000 m
16. Frenzy Frents		- All
17. Kicalyn Jage Byyddi	n Montealegre	
18. Elm y folly	Monkhello	- DAZIIIII
19. TAVE WOCK 1 20. EVIO S. Candido 21. WILLIAM FLORENTI	JUENTO - DEVIGNATE	
20. Erro S. Candido	1068096 VD 41M-A0	- July
21. WILYKM FLORENT)	VD -1M-A0	west.
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A	NAME	OFFICE/ADDRESS	SIGNATURE
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	31. RONELLO PALAR		C/A/M
	32. ANNADELLE N. MENDER	1169	Jame Ku
	33. MOHELLES · ROSAT	η	College
	34. MMRIA JENEZHT RODILHI	LIGN	
	35. Your B. CATANSON	pto	- Sugar
	36. Mchilyn U. Serado	DILG	
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Office of the Secretary to the Sangguniang Bayan

MINUTES OF PUBLIC HEARING HELD BY THE SANGGUNIANG BAYAN ON FEBRUARY 5, 2025 AT THE ABC HALL BUILDING, BRGY. POBLACION, KANANGA, LEYTE FOR THE FOLLOWING MUNICIPAL **ORDINANCES**:

1. Ordinance No. 23L.25-049- An Ordinance imposing fees and charges to private individuals, groups, institutions and/or companies disposing any Solid and Septage Wastes to the Kananga Sanitary Landfill located at Barangay Tagaytay, Kananga, Leyte.

(Attendance hereto attached)

The Public Hearing was conducted by the Office of the Sangguniang Bayan spearheaded by the Office of the Vice Mayor thru Facebook Page and Posting in the public places. The Public Hearing was attended by the Punong Barangay during the monthly meeting of Liga Ng Mga Barangay and it was open at 9:45 in the morning with opening prayer led by SB Secretary Atty. Allan R. Castro and he is also the master of the ceremony.

- Atty. Castro introduced the said ordinance and read and explained all the provisions. He said that Kananga Sanitary Landfill has licensed from DENR to operate. Operation of Sanitary landfill is also pursuant to "Rule XVII Section 1 of the DENR Administrative Order No. 2001-34 otherwise known as the Implementing Rules and Regulations of Republic Act No. 9003, provides that the Local Solid Waste Management (SWM) Board/Local SWM Cluster Board shall impose fees on SWM services provided for by the LGU and/or any authorized organization unit". He added also that there are laws govern this kind of waste and collecting fees are all applicable to all private entities. After his explanation he asked Hon. Orfano the authored of the said ordinance to give some important information regarding
- Hon. Orfano (Chairman of the Committee on Environmental Management) said that every disposal of waste will pay an amount of P50.00 per permit. So if there are three dumptruck the haulers will pay an amount of P150.00 for disposal permit. She explained that if we have this kind of ordinance we can preserve and conserve the environment. She informed the private group, like EDC and J N F Mall that they must set their schedule for disposal of septage waste and Solid waste must already be placed securely in manageable containers, such as sacks, before pickup because LGU is not responsible for the precontainment of the solid waste.
- Hon. Bonin(Punong Barangay of Brgy. Natubgan) clarify if the weighing scale is available now.
- Engr. Lucero (MDRRMO) said that the truck scale is available on 1st and 2nd quarter this year.
- Hon. Bonin said that in that case how to scale the septage waste of EDC.
- Engr. Lucero answered that private group like EDC have their own scale.
- Hon. Silva (Punong Barangay of Poblacion) said if the private entities has their own scale, he asked who will shoulder the disposal permit.
- Engr. Lucero said even the private entities has own scale, still it is their responsibility to pay the amount for disposal permit.
- Hon. Aseo (Punong Barangay of Brgy. Tagaytay) said that the Sanitary Landfill is located in their barangay, he asked if the barangay can collect a share from the disposal permit.
- Atty. Castro answered that it depends to the Mayor because Sanitary Landfill has also disturbance fee.
- Hon. Napoles (Punong Barangay of Tongonan) asked if we can also dispose bottles.
- Engr. Lucero answered that as of now we have no available area for bottles, unlike in Ormoc City they have a machine to crash bottles and make it bricks. He said that we can collect the bottles in the barangay and we will request Ormoc City if we can dispose our bottles in their Sanitary Landfill.

Hon. Aseo (SB Member) asked the lifespan of Sanitary Landfill.

Engr. Lucero answered that we have a 10years Solid Waste Management Plan of the Sanitary Landfill and we included the monitoring and securing of the Sanitary Landfill in the plan.

The closing and final message was rendered by Municipal Vice Mayor Hon. Miguel Jorge P. Tan and public hearing formally ended at 10:18 AM.

Prepared by:

MARISEL B. DIZON

Local Legislative Staff Assistant