



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 05  
Date: 22 2025 JUL

Province of Leyte  
Legal Office  
Time: 9:20  
Date: 6.22.25

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**

2<sup>nd</sup> INDORSEMENT  
June 13, 2025

Date: JUN 23 2025  
By: J. Cruz

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 25-15 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 25-15 entitled: **“Municipal Human Rights Action Center Ordinance of Burauen, Leyte.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Article 2, Section 11<sup>1</sup> of the Constitution, in consonance with Section 76<sup>2</sup> of the Local Government Code. 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 *Y*

<sup>1</sup>(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

<sup>2</sup> Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

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

**1<sup>ST</sup> INDORSEMENT**  
03 June 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-15, series of 2025**, of the **Municipality of Burauen, Leyte**, entitled: **An Ordinance establishing the Municipal Human Rights Action Center, operationalizing the Barangay Human Rights Action Centers, and capacitating the Barangay Human Rights Action Officers, and appropriating funds therefor.**

  
**FLORINDA JILE SUYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



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## OFFICE OF THE SANGGUNIANG BAYAN

June 3, 2025

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

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

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: JUN -03 2025  
By: *[Signature]*

Ladies/Gentlemen:

We transmit herewith 15 copies of **Municipal Ordinance No. 25-15**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled "**An Ordinance Establishing the Municipal Human Rights Action Center, Operationalizing the Barangay Human Rights Action Centers, and Capacitating the Barangay Human Rights Action Officers, and Providing Funds Therefor**", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours

*[Signature]*  
**ATTY. RUDEJANE S. TAN**  
Secretary to the Sanggunian



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

**MUNICIPAL ORDINANCE NO. 25-15  
 Series of 2025**

Sangguniang Panlalawigan  
 Province of Leyte  
**RECEIVED**  
 Date: JUN 03 2025  
 By: *[Signature]*

**AN ORDINANCE ESTABLISHING THE MUNICIPAL HUMAN RIGHTS ACTION CENTER, OPERATIONALIZING THE BARANGAY HUMAN RIGHTS ACTION CENTERS, AND CAPACITATING THE BARANGAY HUMAN RIGHTS ACTION OFFICERS, AND PROVIDING FUNDS THEREFOR**

*Sponsored by Hon. Vincent G. Enerlan*

**PREFATORY STATEMENT**

Article 2, Section 11 of the 1987 Constitution provides that the State values the dignity of every person and guarantees full respect for human rights.

Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights are the universal and inalienable rights to life, liberty, property, and dignity. It covers the civil, political, economic, social and cultural rights of the people.

As enshrines in Article 1 of the Universal Declaration of Human Rights: "All human beings are born free and equal in dignity and rights." In the Bill of Rights, it sets forth the fundamental civil and political rights of the individual, and imposes limitations on the powers of the government as a mean of securing the enjoyment of these rights.

As a guarantee that individuals fully enjoy their rights without arbitrary interference from the government, Section 1, Article III of the Constitution states that "No person shall be deprived of life, liberty, or property without due process of law, nor shall any person be deprived the equal protection of laws."

Equally important are the economic, social, and cultural rights which must be held with utmost importance by the State concerning the basic, social, and economic conditions needed to live a life of dignity and freedom relating to work and workers' rights, social security, health, education, food, water, housing, healthy environment, and culture.

The Department of the Interior and Local Government (DILG) and the Commission on Human Rights (CHR) Joint Memorandum Circular No. 1, Series of 2014, with the subject "Mainstreaming Human Rights through the Rules of Law and Access to Justice at the Level of Provinces, Cities, Municipalities, and Barangays" mandates the establishment of a Human Rights Action Center in every province, city, municipality, and barangay.

Pursuant thereto, the Municipal Government of Burauen, Leyte, is mandated to develop local policies and legislations that will address issues on human rights, rules of law, and access to justice. This Municipality recognizes the need for a Human Rights Action Center to ensure the accountability of local authorities in the promotion, protection and full realization of all human rights, and in instilling greater public awareness on human rights.

The Barangay Human Rights Action Center, in coordination with the Commission on Human Rights and the Department of the Interior and Local Government, shall promote to enhance the primacy of human rights, protection of human dignity, and the full respect for human rights.

Pursuant to Book 1, Section 50(b)(1) of the Local Government Code states that local government units at the level of provinces, cities, municipalities, and barangays are mandated to create a Human Rights Committee as one of the standing committees of their respective Sanggunian. The

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Human Rights Committees are mandated to develop local policies and legislations that will address issues on human rights, rules of law, and access to justice.

**BE IT ORDAINED, AS IT IS HEREBY ORDAINED, BY THE SANGGUNIANG BAYAN OF BURAUEN, IN REGULAR SESSION ASSEMBLED, THAT:**

**Section 1. TITLE.** – This ordinance shall be known as the “**Municipal Human Rights Action Center Ordinance of Burauen, Leyte**”.

**Section 2. OBJECTIVES.** –

- a. Mainstream human rights through the rules of law and access to justice at the local level;
- b. Empower the people in the grassroots level in protecting and promoting human rights, and bringing the services of the Commission on Human Rights closer to the people; and
- c. Widen the democratic space for participation of civil society organizations, people’s organizations, non-government organizations in local governance.

**Section 3. DEFINITION OF TERMS.** – As used in this Ordinance, the following terms are hereby defined as follows:

- a. **Barangay Human Rights Action Center (BHRAC)** –serves as the human rights help desk bringing services and programs of the Commission on Human Rights at the barangay level.
- b. **Barangay Human Rights Action Officer (BHRAO)** – refers to the person selected and trained to provide and implement the BHRAC program.
- c. **Commission on Human Rights** – the independent constitutional body whose principal mandate is to investigate, on its own or on complaint by any party, all forms of human rights violations involving civil and political rights.
- d. **Human Rights** – the inherent and inalienable rights of a human person.
- e. **Human Rights Situationer** – presentation and analysis of existing human rights conditions in a particular area.

**Section 4. ESTABLISHMENT OF MUNICIPAL HUMAN RIGHTS ACTION CENTER.**

– The Municipal Human Rights Action Center (MHRAC) stationed at the Office of the Municipal Mayor is hereby created and established to act on human rights matters, including human rights promotion, and assist complaints on human rights violations.

**Section 5. COMPOSITION OF MUNICIPAL HUMAN RIGHTS ACTION TEAM** – The Municipal Human Rights Action Team (MHRAct) is hereby organized and shall be composed of the following:

Chairperson : Municipal Administrator

Co-Chairperson: Municipal Legal Officer

Members :

1. Municipal Social Welfare Development Officer
2. Municipal Planning and Development Coordinator
3. Municipal Health Officer
4. PNP Human Rights Affairs Officer
5. School District Supervisor
6. BHRAO Association President
7. One (1) representative from an LGU-accredited group advocating human rights

**Section 6. DUTIES AND RESPONSIBILITIES OF THE MUNICIPAL HUMAN RIGHTS ACTION TEAM.** – The Municipal Human Rights Action Team (MHRAct) shall have the following duties and responsibilities:

- a. Develop and implement the human rights plan of the Municipal Government of Burauen;
- b. Propose to the Sanggunian the integration of human rights programs, projects, and activities in the annual budget appropriation;
- c. Recommend appropriate legislations to the Committee on Human Rights of the Sanggunian;
- d. Utilize available resources for human rights promotion activities;
- e. Spearhead and coordinate the implementation of human rights programs, projects, and activities;
- f. Posting of human rights programs, projects, and activities in the websites, bulletin boards, and newsletters of the Municipal Government of Burauen;
- g. Provide legal and/or paralegal assistance to victims of human rights violations;
- h. Encourage participation of the Municipal Government of Burauen officials and civil society organizations in human rights promotion activities;
- i. Mobilize sectoral groups and locally-based people's organizations and civil society organizations in the community to participate in human rights activities;
- j. Publish feature articles on various human rights concerns and issues in the websites, bulletin boards, and newsletters of the Municipal Government of Burauen;
- k. Reproduce and disseminate human rights information, education and communication materials within the Municipal Government of Burauen;
- l. Serve as information center on human rights programs and services, including referral systems within the Municipal Government of Burauen;
- m. Maintain and update the directory the directory of human rights programs and services within the Municipal Government of Burauen;
- n. Organize the association of Barangay Human Rights Action Officers (BHRAOs) at and support their operations;
- o. Strengthen linkages with the regional/field offices of CHR and DILG, other human rights service providers and civil society organizations in the implementation of human rights programs, projects, and activities;
- p. Organize capacity building on human rights of all LGU officials in close coordination with regional/field offices of CHR and DILG;
- q. Establish and maintain a database of human rights situationers, including the monitoring of status of complaints of human rights violations referred to the CHR Regional Office and other appropriate agencies;
- r. Provide technical inputs on human rights to the Committee on Human Rights of the Sanggunian;
- s. Consolidate semestral human rights situationer reports submitted by the Barangay Human Rights Action Teams (BHRACts) and have them published in the municipal websites, newspapers, and bulletin boards. The Municipal Human Rights Action Team shall submit these reports to the CHR and DILG.
- t. Assist the BHRACts in referral of complaints of human rights violations to the CHR Regional Offices and other appropriate agencies and monitoring and monitor the progress of those referrals; and
- u. Assist the BHRACts in the conduct of human rights advocacy, information and educational activities.

**Section 7. MEETINGS.** – The MHRAC shall meet regularly once every quarter. The Chairperson may call for special meetings as the need arises.

**Section 8. SECRETARIAT.** – The secretariat shall be composed of representatives from the Municipal Social Welfare and Development Office and the Municipal Planning and Development Office.

**Section 9. DUTIES AND RESPONSIBILITIES OF THE SECRETARIAT.** – The secretariat shall have the following duties and responsibilities:

- a. Receives, consolidates, and prepares the Annual Human Rights Situationer/Report submitted by the BHRACts;
- b. Prepares minutes of the meeting;
- c. Assists in coordinating human rights matters with concerned agencies;
- d. Establish and maintain database of human rights reports;
- e. Maintain and update a directory of HRACts within the municipality;
- f. Facilitate the administrative concerns of the HRACt; and
- g. Prepare updates on the complaints received and referred. By BHRACt.

**Section 10. COMPOSITION OF THE HUMAN RIGHTS ACTION TEAM AT THE BARANGAY LEVEL.** – The HRAC at the barangay level is called Barangay Human Rights Action Center (BHRAC). It is manned by the Barangay Human Rights Action Team (BHRACt) that consists of the following:

Chairperson : Chairperson, Barangay Human Rights Committee

Members:

1. Barangay Secretary
2. Barangay Chief Tanod
3. Barangay Health Worker
4. Police Officer assigned in the barangay
5. Barangay VAW Desk Officer
6. One (1) representative of the Barangay Peace and Order Committee
7. Principal from public or private school
8. Barangay Social Welfare Development Officer, where applicable
9. One (1) representative of civil society organizations/ non-government organizations / people's organizations operating in the barangay.

**Section 11. DUTIES AND RESPONSIBILITIES OF THE BARANGAY HUMAN RIGHTS ACTION TEAM.** – The BHRACt shall have the following duties and responsibilities:

1. Consolidate human rights reports from both barangay-based institutions (e.g. *Lupong Tagapamayapa*, Barangay VAWC Desks, etc.) and non-government entities (e.g. sectoral CSOs and purok leaders) in the community.
2. Submit semestral barangay human rights situationer reports to the MHRACt; and
3. Receive complaints of human rights violations and refer the same to the nearest CHR Regional Offices and other appropriate agencies copy furnished the MHRACt and monitor the status thereof.

**Section 12. BARANGAY HUMAN RIGHTS OFFICER.** – The BHRACt shall be presided by the Chairperson of the Barangay Human Rights Committee and shall act as Barangay Human Rights Officer.

**Section 13. DUTIES AND RESPONSIBILITIES OF THE BARANGAY HUMAN RIGHTS OFFICER.** – The Barangay Human Rights Officer shall have the following duties and responsibilities:

1. As training and information officer:
  - a. Installing and maintaining barangay bulletins and other information and updates on human rights matters;
  - b. Distribution of training and information materials and releases; and
  - c. Education of communities through seminars on human rights.
2. As coordination and referral officer:
  - a. Maintaining barangay directories on services/programs;

- b. Receiving and giving of feedbacks on referral actions; and
  - c. Implementing or coordinating services at the barangay level.
3. As human rights complaints officer:
- a. Assist complainants in securing legal services and/or any other financial assistance from government agencies.

**Section 14. GUIDELINES AND PROCEDURE.** – The following guidelines and procedures shall be observed in the filing of a human rights complaint:

1. Any resident of the barangay can file a complaint before the BHRAC.
2. The BHRAO shall interview the complainant to determine whether the subject of the complaint is a human rights violation or a common crime.
3. If the complaint is not a human rights violation, the BHRAO may endorse it to the *Lupong Tagapamayapa* or the PNP, as the case may be; if it does, the BHRAO shall assist the complainant to accomplish the prescribed forms and request him/her to submit evidence and supporting documents.
4. BHRAO may accompany the victim/s to the Municipal Legal Officer, Public Attorney's Office or any private counsel for the preparation and execution of the appropriate complaint.
5. The BHRAO shall transmit the complaint together with other documents to the CHR Regional Office or Field Officer, whichever is nearer.

**Section 15. BARANGAY ALLOCATION.** – All Sangguniang Barangays in the Municipality of Burauen shall give priority to the creation and operationalization of the BHRACs as herein contemplated. For this purpose, they shall conduct regular review of their human rights plan of action for inclusion in the annual budget appropriation of each barangay.

All barangays in the municipality shall allocate from their annual barangay budget a sufficient amount to be determined by the Punong Barangay and by the Sangguniang Barangay for the exclusive use and operation of the BHRACs, including reasonable salaries and wages or allowances for the Barangay Human Rights Officers, subject to accounting and auditing rules and procedures.

**Section 16. APPROPRIATION.** – The necessary funds for the effective implementation of this Ordinance shall be appropriated from available sources as determined by the Municipal Government of Burauen.

**Section 17. SEPARABILITY CLAUSE.** – If, for any reason, any part(s) or provision(s) of this Ordinance shall be declared unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**Section 18. REPEALING CLAUSE.** – All ordinances or portion thereof which are inconsistent with any of the provisions of this Ordinance are hereby repealed or modified accordingly.

**Section 19. EFFECTIVITY.** – This Ordinance shall take effect immediately upon its approval, subject to the compliance with the posting and publication requirements stipulated in the Local Government Code of 1991.

**ENACTED AND APPROVED,** April 21, 2025.

**CERTIFIED CORRECT:**

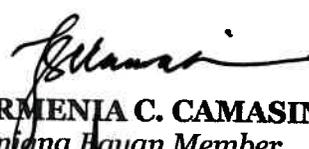
**ATTY. RUDEJANE S. TAN**  
Secretary to the Sanggunian

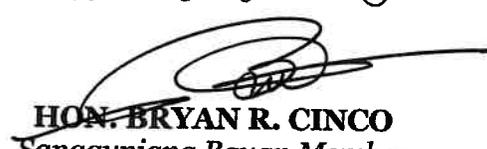
**ATTESTED:**

(absent)  
**HON. NOEL P. ALPINO**  
*Municipal Vice Mayor*

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

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

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

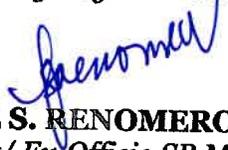
  
**HON. BRYAN R. CINCO**  
*Sangguniang Bayan Member*

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

(absent)  
**HON. ROBERT G. DEL PILAR**  
*Sangguniang Bayan Member*

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

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

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

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

**APPROVED:**

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



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PROVINCE OF LEYTE  
MUNICIPALITY OF BURAUEN



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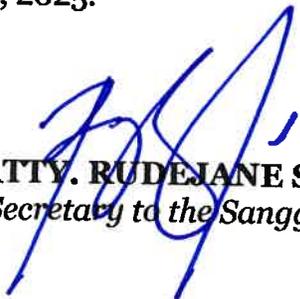
OFFICE OF THE SANGGUNIANG BAYAN

**CERTIFICATE OF POSTING**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that **Municipal Ordinance No. 25-15**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled, ***“An Ordinance Establishing the Municipal Human Rights Action Center, Operationalizing the Barangay Human Rights Action Centers, and Capacitating the Barangay Human Rights Action Officers, and Providing Funds Therefor”***, was enacted on April 21, 2025, approved on even date, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *April 23, 2025 to May 13, 2025*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991”.

Burauen, Leyte, May 16, 2025.

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