



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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PROVINCIAL LEGAL OFFICE

Item No.: 01
 Date: 09 2025 SEP

Province of Leyte
 Provincial Capitol
 Tacloban City
 Title: _____
 Date: 9.1.25

**Sangguniang Panlalawigan
 Province of Leyte**
RECEIVED

Date: SEP. 02 2025
 By: [Signature]

2nd INDORSEMENT
 August 20, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2025-010 of the Sangguniang Bayan of Sta. Fe, Leyte.

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

- Ordinance No. 2025-010 entitled: **“An Ordinance setting the implementing rules and regulations directing the institutionalization of Community-Driven Development processes to the local process of LGU Sta. Fe, Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Section 3(g)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 109(b)(1)² of the same. 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 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 (g) *The capabilities of local government units, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects;*

²(1) *Mobilize people's participation in local development efforts;*

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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST Indorsement
15 July 2025

Province of Leyte
Legal Office
[Signature]
[Date]

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-010, series of 2025** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance setting the implementing rules and regulations directing the institutionalization of Community-Driven Development processes to the local planning process of LGU Santa Fe, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JUL 15 2025
By: J. M. V.

SANGGUNIANG BAYAN SECRETARY

INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Tacloban City, the herein attachment *Municipal Ordinance No. 2025 – 010 (Series of 2025)* of the Sangguniang Bayan, this Municipality entitled “*An Ordinance Setting the Implementing Rules and Regulations Directing the Institutionalization of a Community-Driven Development Process to the Local Planning Process of LGU Santa Fe, Leyte*”, duly approved by said August Body on *June 23, 2025*, hereby recommending your appropriate favourable action.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan

Copy Furnished:

- *The Municipal Mayor*
- *The Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services(KALAHI-CIDSS)*
- *All in Santa Fe, Leyte*



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN SECRETARY

CERTIFICATION OF POSTING

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUL 15 2025
By: J. Obenque

TO WHOM IT MAY CONCERN:

This is to certify that copies of Municipal Ordinance of the herein attached **“Municipal Ordinance No. 2025 – 010 (Series of 2025)** of the Sangguniang Bayan, this Municipality, entitled **“An Ordinance Setting the Implementing Rules and Regulations Directing the Institutionalization of a Community-Driven Development Processess to the Local Planning Process of LGU Santa Fe, Leyte”** duly approved and/or enacted by said August Body on **June 23, 2025**, has been posted in at least three (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO and one at the Municipal Gymnasium.

ISSUED this 27th day of **June 2025** at Santa Fe, Leyte.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 2025 - 010
Series of 2025

AN ORDINANCE SETTING THE IMPLEMENTING RULES AND REGULATIONS DIRECTING THE INSTITUTIONALIZATION OF A COMMUNITY-DRIVEN DEVELOPMENT PROCESSES TO THE LOCAL PLANNING PROCESS OF LGU SANTA FE, LEYTE

Sponsor: **HON. AGNES ARUTA CHUCA**
Chairperson, Committee on Laws, Rules, and Privileges

Co-sponsors:

- HON. AMIEL P. ENAGE**
- HON. RODEL L. AJETO**
- HON. ALVIN D. PETILLA**
- HON. GENY R. ESMERO**
- HON. RICARDO D. FAJARDO**
- HON. LARRYS S. ARUTA**
- HON. LEAH T. SALCEDA**
- HON. MARILOU L. MILITANTE**
- HON. JERALD LORENZ NARGA**

Sangguniang Panlalawigan
Province of Leyte
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HON. EDUARDO N. TOREROS
Municipal Vice Mayor/Presiding Officer

Pursuant to Republic Act No. 7160 otherwise known as the Local Government Code of 1991 providing for the Municipal Development Project Monitoring System, the following rules and regulation are hereby adopted and promulgated.

RULE I
GENERAL PROVISION

Section 1. TITLE - These Rules shall be known as the Implementing Rules and Regulations (IRR) for Directing the Localization or Institutionalization of the Community Driven Development (CDD) approach in the Identification, Prioritization, Resource Allocation of locally funded programs and projects and adopting some of the CDD elements and activities in the Local Development Process as a strategy in pursuing and attaining development goals in the Municipality of Santa Fe, Leyte.

Section 2. PURPOSE - These Rules shall provide guidelines on the institutionalization of Community Driven Development as approach to Good Governance with the elements of Transparency, Accountability and Participation for a constructive engagement between citizens and government in monitoring government's use of public resources to improve service delivery, protect rights, and promote community welfare.

Section 3. SCOPE AND COVERAGE - This IRR shall be applicable to all persons in all barangays within the territorial jurisdiction of the Municipality of Santa Fe, Leyte. This IRR shall cover only locally funded projects through counter parting scheme between the MLGU, BLGU and the community. It shall not cover projects in the locally funded from outside sources unless however the funding agency or entity shall allow to implement the project in the way it is desired in this ordinance in which case a corresponding MOA shall be enacted.

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[Signatures of various officials]



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

RULE II DEFINITION OF TERMS

Section 4. DEFINITION - The following terms as used in this IRR shall be defined as follows:

- **Institutionalize** - is to make into an established law, custom, practice, system, etc.
- **Community - Driven Development (CDD)** - is an alternative development strategy where the community especially the poor people are tapped and developed as initiators and collaborators of resources for said transformation. It is an approach that aims at giving the people control over decisions and resources for the development at the Local level.
- **Barangay Assembly** - is a gathering of all persons who are actual resident of the barangay for at least six (6) months, fifteen (15) years of age or over, citizen of the Philippines, and duly registered in the list of barangay assembly members (Sec. 397. R.A. 7160).
- **Participatory Situation Analysis (PSA)** - is a method of collective information sharing and analysis that can be used for variety of purpose, including but not limited to strengthening organization, design and implementation of programs and projects, monitoring and evaluation and drafting of community developments plans. As a research method, the purpose of PSA is to mobilize local communities to share information about local conditions from their own perspective.
- **Municipal Stakeholders Inspectorate Team or MSIT** - refers to the group tasked to implement Executive Order No. 08-A series of 2018.

RULE III COMMUNITY-DRIVEN DEVELOPMENT PROCESS

Section 5. SUSTAINABILITY MECHANISM. The following activities are hereby adopted and institutionalized under the following components:

5.1 PARTICIPATORY LOCAL DEVELOPMENT PROCESS

- Conduct of Municipal Orientation/Project Launching to the Municipal Development Council (MDC) and Municipal Community-Driven Development Coordination and Monitoring Team (MCD-CMT) to all programs that will enter the Municipality.
- Continue transparency mechanism in the barangay through regular reporting in the barangay assembly and consultatively involving at least 80%-100% of the total households in decision making for development in order to encourage participation from among community members, a privilege card will be signed every after conduct of barangay assembly and community meetings.
- The Record of Barangay Inhabitant (RBI) to be the unified Barangay Profile for regular updating of the Barangay Secretary and shall submit to DILG every end of the semester.
- Every barangay shall conduct a CSOs Forum to assess the registration, accreditation and functionality of organizations. The output of the forum shall be a master list of CSOs and/or Pos operating within the barangay. CSO representatives to the various Barangay-Based Institutions (BBIs) shall also be identified during the forum.
- The Barangay Development Council shall recognize the Operation and Maintenance (O&M) Groups and other formed organizations existing in the barangay.
- The Municipal CDD Unit shall act as the Barangay Development Plan facilitators training pool and continuously capacitate the Barangay Development Council.
- All barangays shall allocate funds for Development Planning Activities every three (3) years for the conduct/revisit existing Participatory Situation Analysis (PSA) results prior to the formulation of Barangay Development Plan and shall be updated as need arises. The Municipality may engage the academe as partner to give input on the technical writing and packaging of Barangay Development Plan.



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

- h. As soon as the newly elected officials assumed office and after orientation on CDD, they shall start updating the PSA data for Barangay Development planning and budgeting. Every barangay shall conduct a jurisdictional consultative meeting per purok/zone or cluster of zones assigned to each Barangay Kagawad/s to pre-validate issues, concerns, needs, and data.
- i. Standard Barangay Development Plan as prescribed by DILG shall be formulated as soon as updating of Barangay Profile has been completed. The barangay shall conduct barangay assembly for financial consultation process.
- j. Grievance and Redress System mechanisms in the LGU shall be established.
- k. Gender mainstreaming through fair participation of men and women in all activities.

5.2 PARTICIPATORY BUDGETING

- a. Strengthening the Barangay Development Council (BDC) and expanding its membership consistent with the provisions of the Local Government Code at 1991 and DILG issuance to include the Operation and Maintenance (O&M) Groups President/Chairman as regular member of the Barangay Development Council (BDC) to participate in local planning.
- b. The barangays shall institutionalize the Barangay Implementation Management Committee (BIMC) by complying all necessary requirements for the accreditation with different government agencies and instrumentalities.
- c. The organized group may opt to apply membership in the Municipal Development Council after complying accreditation requirements.
- d. Twenty percent (20%) of the Barangay Development Fund of the barangay shall use the appropriate tools and other criteria for prioritization and resource allocation based on the number of affected beneficiaries, severity of the problem and impact of the negative conditions of the barangay.
- e. The members of the Barangay Development Council (BDC) shall convene and draft the Barangay Annual Investment Plan (AIP) based on the approved BDP.
- f. The Barangay Development Council with expanded membership shall present Annual Investment Plan (AIP) to the barangay assembly. Consequently, BDC shall approve the same and submit it to the Municipal Budget Office (MBO) and Municipal Planning and Development Coordinator (MPDC) for technical review.
- g. The BDC shall submit the reviewed AIP to the Sangguniang Bayan (SB) not later than October 26.
- h. Every barangay shall have a functional Project Preparation Team (PPT) to spearheaded in the preparation of community proposals which will be recommended by the barangay for prioritization in the municipal level and be endorsed to other agencies for outsourcing of funds. The members of the PPT shall be elected by the Barangay Assembly. Members of PPT shall undergo an orientation on their duties and functions.
- i. The concerned Municipal Offices such as Municipal Engineering Office, MPDC, MSWDO, MENRO, MHO, MAO, MDRRMO and others shall have designated personnel that will assist the BIMC and barangay in the preparation of Community proposal, technical design and study of the proposed intervention.
- j. The Municipal Engineering Office and other technical agencies shall assist the BIMC in the site survey and preparation of detailed engineering design and program of works for the corresponding proposed intervention that will be identified in the community proposal.
- k. Integration of unmet needs of barangay to Local Development and Investment Plan. (LDIP).
- l. The Municipal Community-Driven Development Coordinating and Monitoring Team (MCDD-CMT) members/department heads shall convene to scrutinize/review all documents (proposals, technical documents, social and environmental safeguards and other documents) of all proposed projects (regardless of fund source) for implementation in the municipality.
- m. For the project to be eligible for execution, presence of Social and Environmental Safeguards shall be strictly observed.

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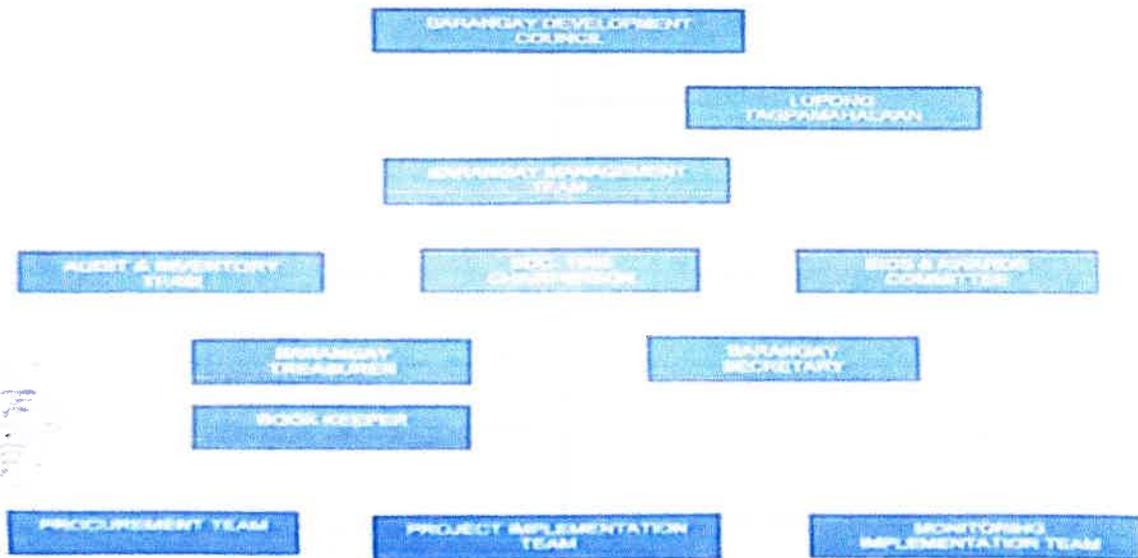
OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025- 010
Dated: June 23, 2025

n. Conduct of social and technical site validation of all proposed priority projects using the Environmental and Social Safeguard Checklist (ESSC), and Environmental and Social Management Plan (ESMP).

5.2 PARTICIPATORY BUDGET EXECUTION

a. Every barangay shall have a group of Community Volunteers in the name of Barangay Management Team (BMT) to strengthen the capacity of local communities and barangay local government unit to initiate, plan and implement, manage and supervise their barangay PPAs.



b. The barangay Bids and Awards Committee (BAC) shall ensure the procurement of all CDD PPAs as reflected in the Annual Budget.

c. The barangay BAC composition shall be based on Republic Act 9184 while the Procurement Team (PT) shall be composed of the non-members of the BAC and will serve as observe/3rd party monitoring of the procurement process.

d. The barangay shall open an account for downloading of project funds from funding agencies and initial funds shall be shouldered by the concerned barangays.

e. Conduct of Pre-Construction Meeting prior to start of project implementation.

f. Strict involvement of 30% women in paid labor in all projects (regardless of funds source) implementation in the barangay regardless of what mode of implementation (by Contract or Community Force Account).

g. Barangays are encouraged to enforce rotation mechanism for a Community Force Account mode of implementation.

h. Hiring of workers from the direct beneficiaries in the barangay for any mode of implementation.

i. Conduct quality control and material testing to measure quality of worker during construction of project s following the set of standards on material testing.

j. The Municipal Accountant shall initiate the conduct of Fiduciary Review Workshop prior to the submission of disbursement vouchers to Commission on Audit (COA).

k. Strengthening of full disclosure policy in all barangays through strict enforcement of public expenditure tracking, public procurement monitoring and posting/ updating of prescribed reports at Full Disclosure Policy Board (FDPB).

l. Appropriate concerned office shall conduct regular monitoring while the project is being implemented in all stages of the project.

m. The BIMC shall update the BDC regularly during project implementation to address issues and concerns, and to gather recommendations in relation to project implementation.

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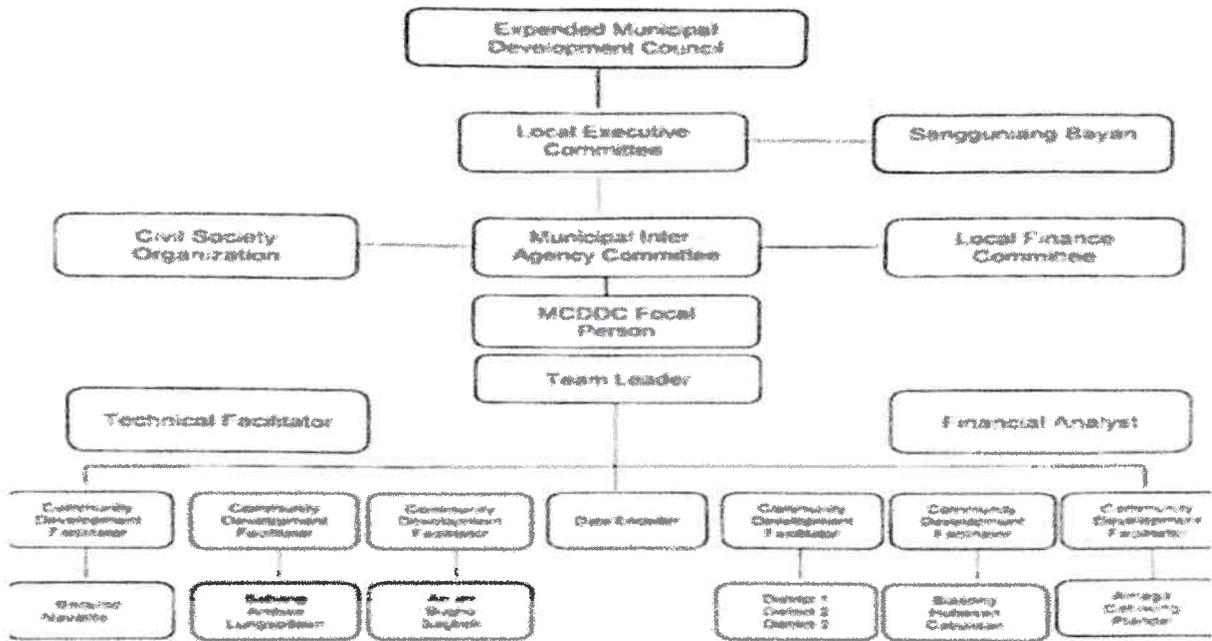


OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

- n. Functionality Audit and Final Inspection spearheaded by the Audit and Inventory Team (AIT) of the barangay concerned together with the MCD-CMT shall be conducted to assess to readiness of the project to be declared as fully implemented.
- o. The barangay shall close the account after full liquidation of expenses incurred in the implementation.

Local Chief Executive whose basis function is to ensure that community-driven development approach is continuously being practiced by the communities and the CDD principles and objectives are being adhered along the area on local development planning, local development, invested programming, budgeting and financial arrangement, monitoring and evaluation and sustainability mechanism.



Section 6. DESIGNATION OF A CDD FOCAL PERSON. To fully address the thrust of government program, the Local Chief Executive is hereby authorized to designate a CDD Focal Person Designate within one (1) month upon the effectivity of this IRR and updated in the event of any change in the CDD Focal Person Designated.

Section 7. FUNCTIONS OF CDD FOCAL PERSON. The CDD Focal Person, who is responsible for the effective implementation of community-driven development approaches, shall have the following duties and responsibilities.

- a. Ensure that he CDD approach will be included in the planning, budgeting, project implementation and project assessment.
- b. Liaise with external organization on matters pertaining to CDD and its implementation in the municipality.
- c. Develop a network of key contacts with institution partners, academe, and others for the improvement of CDD implementation.
- d. Review CDD reports for correctness, completeness and accuracy.

Section 8. INSTALLATION OF MUNICIPAL COMMUNITY-DRIVEN DEVELOPMENT CENTER (MCDDC). Installation of Municipal Community-Driven Development Center to oversee the implementation of community-driven development approaches in the barangay (regardless of funds source) and provide Technical Assistance in all stages of Local Planning Process in the municipality.

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OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

Section 9. FUNCTION OF MUNICIPAL COMMUNITY-DRIVEN DEVELOPMENT CENTER.
The MCDDC shall perform the following duties and responsibilities, to wit:

- a. Mobilize local government support to key Municipal barangay CDD activities
- b. Coordinate MLGU Technical Assistance provision to BGLU's and community volunteers;
- c. Strengthen BLGU capacity to engage in participatory, transparency and accountable governance structures and other mechanisms
- d. Facilitate integration of MLGU training needs on CDD in existing capability building plans and activities
- e. Serve as Participatory Situation Analysis facilitators training tool;
- f. Ensure systematic use and management of Monitoring and Evaluation data generated from the project.
- g. Ensure that appropriate reports and other project documents are shared and made publicly available.

Section 10. FUNCTIONS OF MUNICIPAL COMMUNITY-DRIVEN DEVELOPMENT CENTER STAFF. The MCDDC Staff shall perform the following duties and responsibilities, to wit:

10.1 Municipal Community-Driven Development Center-Team Leader (MCDDC-TL) shall perform the following functions:

- a. Leads the KC-Institutionalized implementation, directions, strategies, activities with the program and plans of existing LGU inter-agency/inter-department mechanism for poverty reductions(convergence).
- b. Integrates project monitoring and supervision functions into the regular Functions of an LGU personnel (mainstreaming).
- c. Identify good, replicable practices learned from KC process of identification of beneficiaries' project, prioritization procurement and project implementation and advocate for adoption into regular LGU activities.
- d. Coordinates Kc-Institutionalized implementation with other development efforts in the municipality.
- e. Assist in addressing resource needs of non-prioritized barangays.
- f. Ensure O & M funds incorporated in the annual plan budget if the MLGU.
- g. Together with the AC, prepare and submit review and monitor performance on ACT and MCDDC members.
- h. Co-facilitate joint monthly meeting of the MCDDC
- i. Together with the AC, prepare and submit periodic reports and feedback to the LCE, MIAC and PLAC.
- j. Ensure timely delivery of LCC and the other MOA commitments of the LGU.

10.2 Municipal Community-Driven Development Center-Technical Facilitator (MCDDC-TF) shall perform the following functions:

- a. Assist the ACT-Technical Facilitator in providing engineering technical assistance to the Municipal Community- Driven Development Center and the community empowerment Activity Cycle (CEAC) I the community.
- b. Provide technical advice and assistance to the community volunteers and/r hired engineers in the conduct of the verification and validation of proposal interventions and prioritize community problem.
- c. Assists the community volunteers in the preparation of the technical documents, required as attachments for the request for fund release in preparation for the implementation of the sub projects.
- d. Inspect all on-going construction activities and provide technical advice to community volunteers to ensure on time implementation of the sub-projects.



OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

- e. Assists the community volunteers in the preparation of the physical progress of the on-going sub-projects and submit the same to the ACT-TF for review and consolidation on or before the 5th day of the month.
- f. Participate in the conduct of final inspection of completed sub-projects with other representative from the community. Municipal Inter-Agency Committee (MIAC) Commission on Audit (COA) and other projects stakeholders.
- g. Perform other task as may be necessary in connection with the implementation of KALAHI CIDSS Institutionalized THEMATIC PILOT IMPLEMENTATION in the municipality.

10.3 Municipal Community-Driven Development Center-Financial Analyst (MSDDS-FA) shall perform the following functions:

- a. Participate in the preparation and review of Program of Works particularly on the reasonableness of unit costs and appropriateness of items charged under indirect cost.
- b. Evaluate prevailing cost and eligibility of charging (as opposed to "ceiling") for overhead/adminl (indirect cost) cost vis-à-vis. Total Sub-project Cost, based on prescribed parameters indicated in the Infra Manual.
- c. Evaluate the reasonableness, appropriateness and adequacy of committed LCC in relation to sub-project and other cost items as appliance (to include forms of LCC).
- d. Assists the BPMT including different units of teams under them through job coaching in a signing up of the cash book and Local Counterpart Contribution Journal and recording of transactions, a.) Doing Bank Reconciliation, and b.) Preparation of status of Sub-Projects Fund Utilization Report (SPFUR) in addition, to maintain a book of accounts for the MLGU Trust Fund.
- e. Participate in monthly community meeting on financial management, and review of financial management, and review of financial documents and other required financial reports.
- f. Review all request for fund release including the required documents. Maintain an RFR tracking system that shows the status of the reviewed RFR's.
- g. Review and sign all Disbursement Vouchers prior to Area Coordinator's signature of the check.
- h. Ensure that charges made to the Municipal Trust Fund for KC is within the approved LCC delivery Plan.
- i. Review accuracy of costs reported by the Barangay Treasurer through the CF on the Voucher for Local Counterpart distribution (VLCC) for CIBS as well completeness of its supporting documents.
- j. Monitor and validate financial projects status of the barangay through visits.
- k. Together with the Municipal RB monitor delivery of Local Counterpart Contribution for SPI and CBIS and provide timely feedback to AC for appropriate action in case of potential delay.
- l. Collect and timely submits Status of Sub-Project Fund Utilization Reports prepared by the Community Bookkeepers and make sure that the books of the BPMT are up to date and that they maintain complete copies of all financial reports including Bank Snapshots/Statements of Bank Reconciliation Statements with specific focus on the LCC utilization.

10.4 Municipal Community-Driven Development Center - Data Encoder (MCDDC-DE) shall perform the following functions:

- a. Maintenance and updating of the Data Base of the KALAHI-CIDS: Institutionalized CDD THEMATIC PILOT IMPLEMENTATION in the municipality.
- b. Encoding and Inputting of data to the KALAHI-CIDS: Institutionalized CDD THEMATIC PILOT IMPLEMENTATION.

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OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

10.5 Municipal Community-Driven Development Center-Community Development Facilitator (MCDDC-CDF) shall perform the following functions:

- a. Assists the BLGU in providing data on the barangay situation, for use in the community participatory situation analysis.
- b. Motivate the BLGU staff and officials to engage in the CEAC development process. Facilitate provision of training and other capability building interventions for the barangay officials and staff.
- c. Provide support in the conduct of capability building activities to CV's and KC assisted community groups on development process along the CEAC.
- d. Mobilize barangay LGU support to KC implementation system, process and policy formulation/enhancement.
- e. Facilitate strengthening of the BDC and other local special bodies.
- f. Assist the BLGU in integrating community development priorities with the BDP/BAIP.
- g. Capture and report grievances and documents how the grievance was acted upon or how it was resolved.
- h. Observe the community finance management and procurement process and detect red flags using the appropriate KC instruments/checklist, and coordinate MLGU TA provision, as needed.

RULE IV

Section 11. REQUIREMENTS AND SANCTIONS. In order to ensure the sustainability and institutionalization of the Community Driven Development (CDD) imposed: approach and the good practices experienced during the KALAHI-CIDSS implementation, the following requirements and sanctions shall be strictly imposed.

11.1 No project of the barangay shall be in the Comprehensive Development Plan and other lists of projects for funding allocation unless the project has been identified during the PSA Workshop and validated by the community barangay assembly. Compliance of this requirements shall be proven by the minutes of the proceedings of PSA workshop and the barangay assembly and the attendance of the participants during the barangay assembly.

11.2 No request for funding assistance by a barangay from the MLGU for the implementation of its prioritized project shall be granted unless the barangay will provide a counterpart either in cash or in-kind. Availability of the cash of the barangay to the project shall be known through its annual budget of appropriation ordinance while its counterpart in-kind shall be proven through a resolution of the Sangguniang Barangay indicating in the said resolution the type of in-kind counterpart and the cash value of the in-kind contribution. If the counterpart is through labor, a labor matrix shall be prepared indicating the amount that the laborer or worker shall contribute.

11.3 All request by the barangay for the Implementation of project through counter-parting scheme shall be accompanied by the Program of Work, technical plan and design.

11.4 Request for financial assistance by the barangay from other source other than the MLGU shall be endorsed by the Sangguniang Bayan if it is accompanied by the Program of Work, technical plans and design and resolution of the Sangguniang Barangay.

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OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

11.5 In implementing project using counter-parting scheme between the MLGU and the BLGU, cash counterpart of the MLGU shall be transferred to the BLGU account. The BLGU shall take the lead in the implementation of the project. However, said counter-parting engagement shall be covered by a Memorandum of Agreement by and between the MLGU and the BLGU. The MOA shall outline the implementation guidelines to ensure that funds are protected from misuse and that the desired accomplishment of the project shall be attained. Conditions in the MOA may include the inspectorate authority of the MLGU as the physical accomplishment through the Municipal Engineer and as to the financial transaction for the accountant to be allowed to evaluate financial documents including disbursement voucher and its support papers.

11.6 No implementation of a priority project of a barangay utilizing a counter-parting scheme between the barangay and the MLGU shall be undertaken if the fund allocated for the specific project by the BLGU, MLGU and the community including in-kind contribution will not be able to produce a project that can be utilized for its desired purpose after the fund has been exhausted.

11.7 The barangay officials shall take the lead in the implementation of a priority project of the barangay through counter-parting scheme. However, organized BIMC volunteer groups shall be tapped such as, the Project Implementation Team, Monitoring and Inventory Team and Bids and Awards Committee to assist in the implementation of the project.

11.8 Procurement Procedures under R.A 9184 shall strictly be observed.

**RULE V
SYSTEM OF REWARDS**

Section 12. RECOGNITION AND INCENTIVES. Barangay shall be conferred as CDD champion and awarded by the municipality with a Certificate of recognition in order to motivate and inspire public servants to help implement CDD approach. Hereunder are the criteria for the conferment of awards:

1. Updated RBI with regular submission of updates to DILG;
2. Barangays with BIMC accredited by the SB and with membership in the MDC;
3. CSOs/Pos participation in the BDC shall attain more than 1/4 of the total BDC membership;
4. Barangays with highest (80-100%) barangay assembly participation rate
5. Barangays attained 30% or more women in paid labor
6. Barangays with earliest completion date of project
7. Barangays with fully liquidated financial transactions within or earlier than the prescribed timelines
8. Barangays with completed project conforming to quality standards

**RULE VI
OTHER PROVISIONS**

Section 13. ALLOCATION OF LOCAL COUNTERPART CONTRIBUTION (LCC) OF THE MLGU IN ITS ANNUAL BUDGET. In order to ensure that the local counter-parting scheme in the implementation of the priority project shall be undertaken, the MLGU shall allocate at least twenty percent (20%) Project Development Fund (PDF) as Local Counterpart Contribution (LCC). This fund shall be utilized solely or the counter-parting engagement with the different barangays in the municipality.

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Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025

Section 14. PRIORITIZATION BY THE MUNICIPAL DEVELOPMENT COUNCIL. Considering the meager resources of both barangay and the municipal government that can be utilize in implementing priority for projects of the barangay, prioritization shall be undertaken as an option to maximize the utilization of fund for project that have a greater impact to the community. For this purpose, the Municipal Development Council being the highest planning body of the municipal shall conduct the prioritization of project of the different barangays for the purpose of allocating funds from the LCC of the municipal government.

Section 15. CONTINUING ENGAGEMENT OF THE MCD-CMT IN CD ACTIVITY. The MCD-CMT, composed of heads of departments of the LGU and the National Government Agencies shall continue to exist and perform. Technical Assistance shall continue to be provided to barangays in order to sustain the good practices and CDD technology.

Section 16. TRANSPARENCY AND ACCOUNTABILITY. In order to promote transparency and accountability, transparency billboard shall be constructed within the project site. Indicating thereof the nature of the project, total cost, duration of the project and the counterpart contribution of participating entities. During the implementation of the project, the physical accomplishment and financial report shall be posted in the barangay hall and other conspicuous places so that the public may know and be informed of the project implementation status.

Section 17. AMENDMENT. The Municipal Government Unit of Santa Fe, Leyte may amend or modify these Rules as may be deemed necessary.

Section 18. REPEALING CLAUSE. All ordinance, local laws, rules and regulations inconsistent herewith are hereby repealed or modified accordingly.

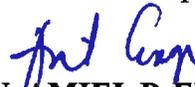
Section 19. SEPARABILITY CLAUSE- If any provision of this Ordinance is declared unconstitutional, the remaining provisions which are not affected shall remain in full force and effect.

Section 20. EFFECTIVITY. This ordinance shall take effect after three (3) consecutive weeks of publication by way of posting copies at the bulletin board of the municipal building and in at least three (3) conspicuous places within the municipality of Santa Fe, Leyte.

ENACTED this 23rd day of June 2025 during the 23rd Regular Session of the Sangguniang Bayan at the Legislative Building, 4th floor, Santa Fe, Leyte.

Let copies of this Ordinance be furnished to the Office of the Municipal Mayor Hon. Amparo H. Monteza; to the Office of the Municipal Social Welfare and Development of this LGU and to all other concerned for their guidance and appropriate action.

This ordinance is approved unanimously.


HON. AMIEL P. ENAGE
SB Member


HON. RICARDO D. FAJARDO
SB Member



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SANTA FE

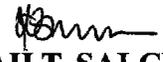
OFFICE OF THE SANGGUNIANG BAYAN

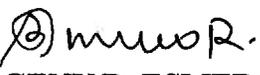
Continuation: Municipal Ordinance No. 2025-010
Dated: June 23, 2025


HON. RODEL L. AJETO
SB Member


HON. LARRY S. ARUTA
SB Member


HON. ALVIN D. PETILLA
SB Member


HON. LEAH T. SALCEDA
SB Member


HON. GENY R. ESMERO
SB Member


HON. MARILOU L. MILITANTE
ABC President

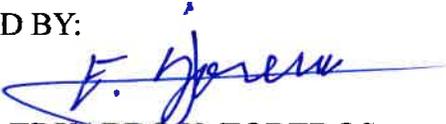

HON. AGNES A. CHUCA
SB Member


HON. JERALD LORENZ NARGA
SK Federation President

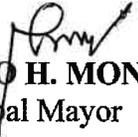
I HEREBY CERTIFY to the correctness of the foregoing Ordinance.


JULIUS XERXES M. OBENQUE
Secretary to the Sanggunian

ATTESTED BY:


HON. EDUARDO N. TOREROS
Municipal Vice Mayor
Presiding Officer

APPROVED:


HON. AMPARO H. MONTEZA
Municipal Mayor
Date: _____

1 **MINUTES OF THE PUBLIC HEARING ON COMMITTEE ON LAWS, RULES, AND PRIVILEGES AND**
2 **COMMITTEE ON HEALTH AND SANITATION HELD AT NEW CONFERENCE HALL, DATED APRIL**
3 **25, 2025.**
4

5 **I. Call to Order:**

6 The Public Hearing of Committee on Laws, Rules, and Privileges and Committee on Health and
7 Sanitation was called to order at exactly 9:00 o'clock in the morning by Hon. Agnes A. Chuca, as the
8 Committee Chairperson.
9

10 **II. Opening Prayer**

- 11 • Audio
12

13 **III. Roll Call/Acknowledgement of participants.**

14 **Secretariat-** Public Hearing on Committee on Laws, Rules, and Privileges and Committee on
15 Health and Sanitation dated April 25, 2025.
16

17 **PRESENT:**

18		
19	1. HON. AGNES A. CHUCA	COMMITTEE CHAIRPERSON
20	2. HON. ALVIN D. PETILLA	COMMITTEE MEMBER
21	3. HON. RICARDO D. FAJARDO	COMMITTEE MEMBER
22	4. HON. MARILOU L. MILITANTE	LIGA PRESIDENT
23	5. HON. GENY R. ESMERO	COMMITTEE MEMBER
24	6. HON. LEAH T. SALCEDA	COMMITTEE MEMBER
25	7. MR. ROMEO A. GRISOLA	MBO
26	8. HON. EDNA M. LAGO	BARANGAY KAGAWAD-ZONE I
27	9. HON. VELMAR C. VELASCO	BARANGAY KAGAWAD - SAN ROQUE
28	10. PSSG ELSA E. VILLAS	PNP
29	11. PCPL MARIDEL R. SALCEDA	PNP
30	12. HON. CECILIA C. MODESTO	BARANGAY KAGAWAD
31	13. HON. KEVIN C. ALCOBER	BARANGAY KAGAWAD
32	14. HON. AILEEN PLACA	BARANGAY KAGAWAD
33	15. MS. LYZEL V. ARUTA	WOMEN FEREDATION PRESIDENT
34	16. MS. EDNA NALDA	MUNICIPAL AREA COORDINATOR - SANTA FE, LEYTE

35
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44 (Note: Refer to the attached Attendance for other invited resource persons).
45

46 • Roll call was made and declared the presence of a quorum.
47

48
49 **IV. Welcome Message by the Author, Hon. Agnes Aruta Chuca - Committee**
50 **Chairperson, Committee on Laws, Rules, and Privileges and Committee on Health and**
51 **Sanitation**

52
53
54 Damo nga Salamat han iyo pagkanhi, ine na mga ordinansa kinahanglanon ine hit atun
55 munisipyo. Ipapatuman natun ine katapos ma aprobahan ha Sangguniang Panlalawigan.
56
57
58
59
60

1
2
3 **V. Public Hearing proper**

- 4 • Hon. Agnes A. Chuca presented the following ordinance:

5
6 **AN ORDINANCE SETTING THE IMPLEMENTING RULES AND REGULATIONS DIRECTING THE**
7 **INSTITUTIONALIZATION OF A COMMUNITY-DRIVEN DEVELOPMENT PROCESSES TO THE**
8 **LOCAL PLANNING PROCESS OF LGU SANTA FE, LEYTE**
9

- 10 • Hon. Agnes A. Chuca - Acknowledged Ms. Edna Nalda - Municipal Area
11 Coordinator of Santa Fe, Leyte to discuss/explain the aforementioned
12 ordinance.
13
14 • Ms. Edna Nalda discussed every provisions of the ordinance.
15
16 ● Maupay na aga ha atun ngatanan, kay ano na need natun hin ordinance hine is
17 usa ine nga requirements han...masulod dinhi ha Santa Fe. So, an purpose hine
18 an Community Driven Development aadto natun kukuhaon an atun magiging
19 project meaning tikang ha community tikadto ha LGU. Kun baga ngatanan na
20 atun desisyon ngatanan na atun hinghap maaram an community maaram han
21 atun plano. Gin tututdo gihapon natun ha community na maging accountable
22 hira kun anot may ada hit atun barangay.
23
24 ● Recognition and Incentives karuyag signgun pwede gihapon ine natun buhaton
25 once na may ada barangay na nakita natun na gin pra-practice talaga nira tikang
26 han atun mga ordinance. Usa namon na ginkikita may ada usa nga barangay nga
27 gintututukan talaga nira an mga sub-project. May ada kami token certificate of
28 appreciation.
29
30 ● Nag proproblema gihapon kami het updated RVI ha mga barangay Gin co-
31 consolidate ha RHU. Bagan dire accurate an data ha system hopefully maayos
32 gihapon ito.
33
34 ● Once may ada makuha ha barangay mga proposal na project gin aapi gihapon ine
35 ha MDC para ig tackle niya para atleast ma aware hira han mga proposals han
36 20 barangays.
37

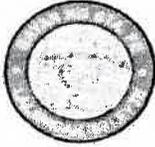
38 **AN ORDINANCE PROVIDING FOR THE CONTROL AND ELIMINATION OF HUMAN AND**
39 **ANIMAL RABIES, PRESCRIBING PENALTIES FOR VIOLATION THEREOF AND**
40 **APPROPRIATING FUNDS THEREFOR.**
41

- 42 ● Hon. Agnes A. Chuca - Started the discussion explaining every provisions.
43
44 ● Hon. Velmar Velasco (Barangay Kagawad-San Roque)- Maupay kun ig butang
45 natun it definition hit Tandok ha Section 3. "refers to a folk medicine practice in
46 the Philippines that involves removing venom, rabies, or tetanus from a wound
47 using a suction apparatus, such as goat or carabao horns".
48 ● They suggested the following penalties: (1st Offense - Php 1,000.00), (2nd Offense -
49 Php 2,000.00), and (3rd Offense - Php 2,500.00 and 6 months imprisonment upon
50 the discretion of the court).
51 ● Section 14 Appropriation - They suggested to allocate Php 150,000.00 to
52 implement the provision of the ordinance.
53
54

55 **I HEREBY CERTIFY to the correctness of the foregoing.**

56
57 
58 **HON. AGNES ARUTA CHUCA**

59 Chairperson, Committee on Laws, Rules, and Privileges and Committee on
60 Health and Sanitation



REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF SANTA FE
PROVINCE OF LEYTE

-00-

Title of Meeting: Public Hearing

1. ORDINANCE GETTING THE IMPLEMENTING RULES AND REGULATIONS DIRECTING A COMMUNITY-DRIVEN
2. ORDINANCE PROVIDING FOR CONTROL AND ELIMINATION OF HUMAN AND ANIMAL RABIES

Date: April 25, 2025

Venue: New Conference Hall

Time: 9:00 AM

THE INSTITUTIONALIZATION

DEVELOPMENT PROCESS

ATTENDANCE SHEET

	NAME	DESIGNATION	OFFICE/AGENCY	SIGNATURE
1.	AGNES A. CHUCA	SB Member	SB office - LGU SANTA FE	[Signature]
2.	EDNA M. LAGO	BRGY. KAGAWAD	ZONE - I	[Signature]
3.	VIMAR C. VELASCO	KAGAWAD	BLGU SAN JUAN	[Signature]
4.	REGINA ELSA E. VILLAS	W CPD	PNP	[Signature]
5.	PCAL MARICEL R. CALERA	FUGAO	PNP	[Signature]
6.	CEQUILA C. MODESTO	BRGY. KAGAWAD	Padiangay	[Signature]
7.	KAREN C. ALCIER	BRGY. KAGAWAD	SAN ROSE	[Signature]
8.	ARMAWIL DELA CRUZ	BRGY. KAGAWAD	ZONA 7	[Signature]
9.	LIZEL V. ARUTA	WOMEN PRES. FED.	CATOGAN	[Signature]
10.	FRANCIS LOUIS BODUA	MEMBER	LGU STA FE	[Signature]
11.	RICARDO D. FRANKS	SB MEMBER	LGU SANTA FE	[Signature]
12.	MARLON C. MUYON	UGA PRE	STURKI	[Signature]
13.	ALVIN D. YETILLA	UB MEMBER	UB	[Signature]
14.	Genny R. Esmero	SB Member	SB Member	[Signature]
15.	Geah F. Saluda	SB Member	SB office	[Signature]
16.	Edna Malda	MAC	KALATH - OFFICE	[Signature]
17.	BELEN CHUCA	CONCERN CITIZEN	San Juan	[Signature]
18.	MARY ANN ROSA	GSD	IO	[Signature]
19.	ENGAGE, MARIA FE	SB STAFF	SB	[Signature]
20.	HORCA, REIFEN	SB STAFF	SB - LGU STAFF	[Signature]
21.	ANTONIO PADUA	SB STAFF	SAN ISIDRO	[Signature]
22.	MARK R. MARATE	TOURISM OFFICER DES.	LGU SANTA FE, UPTC	[Signature]
23.	Dominic Danny B. Dela Cruz	Accounting Office	LGU JAMPTE, UPTC	[Signature]
24.	Jerome Montilla	Tourism Aide	LGU Santa Fe, UPTC	[Signature]
25.	KOMEN GRISELIN	MBU	LGU San Isidro	[Signature]
26.	Marissa P. Gera	SB Staff	SB office	[Signature]
27.	Wendeline B. Gera	SB Staff	SB office	[Signature]
28.	Rene B. Laryna	G.S.O	L.G.U	[Signature]
29.	AVERONIE M. ANTON	Casual	M.O	[Signature]
30.	MA. MYLA TAMP	Casual	M.O	[Signature]
31.	TINA CUMMINS	J.G	M.O	[Signature]
32.	Loxanne C. Ferrera	Casual	M.O	[Signature]
33.	Leibel F. Quero	JO	M.O	[Signature]
34.	Nicole M. Lopez	JO	M.O	[Signature]
35.	Jennifer M. Laguarda	Secretary	M-O	[Signature]
36.	Amparo F. Malaca	Mun. Mayor	M-O	[Signature]
37.	Arnela Cante	SB Staff	SB	[Signature]
38.	Joselyn D. Pineda	SB Staff	SB	[Signature]
39.	Marta Mae Magu	SB Staff	SB	[Signature]
40.				

34 copies