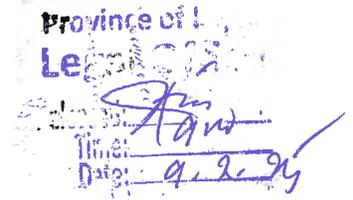


Item No.: 04
Date: 16 2025 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City



-oOo-

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

PROVINCIAL LEGAL OFFICE

Date: SEP 03 2025
By: Jenni Ur

2nd INDORSEMENT
August 20, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 25-19 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 25-19 entitled: **“Registry of Barangay Inhabitants and Migrants Ordinance of the municipality of Burauen, Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(x)¹ 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 ((x) Provide a mechanism and the appropriate funds therefor, to ensure the safety and protection of all municipal government property, public documents, or records such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits, and such other records and documents of public interest in the offices and departments of the municipal government;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

Province of Leyte
Legal Office
Received: 
Time: 4:00 PM
Date: 08-15-25

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT

15 Aug 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-19, series of 2025**, of the **Municipality of Burauen, Leyte**, entitled: **"Establishing the Registry of Barangay Inhabitants and Migrants of the Municipality of Burauen, Providing Funds Therefor, and for Other Purposes"**,


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

August 8, 2025

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 08 2025
By: [Signature]

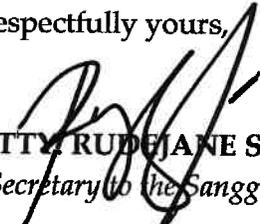
ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

Ladies/Gentlemen:

We transmit herewith 15 copies of **Municipal Ordinance No. 25-19**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled *“Establishing the Registry of Barangay Inhabitants and Migrants of the Municipality of Burauen, Providing Funds Therefor, and for Other Purposes”*, for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 25-19
Series of 2025**

Province of Leyte
RECEIVED
Date: AUG 08 2025
By: [Signature]

ESTABLISHING THE REGISTRY OF BARANGAY INHABITANTS AND MIGRANTS OF THE MUNICIPALITY OF BURAUEN, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES

*Authored by Hon. Cipriano R. Relatorres Jr.
Chairman – Committee on Ethics, Laws and Rules*

EXPLANATORY NOTE

Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empowers local government units to serve and promote health and safety, maintain peace and order, and preserve the comfort and convenience of their constituents.

Section 134(d) of the same RA 7160 mandates the Barangay Secretary to maintain, update, and keep records of all inhabitants in the barangay containing relevant information such as the names, addresses, place and date of birth, sex, civil status, citizenship, and occupation of the inhabitants.

Pursuant to its Memorandum Circular (MC) No. 2008-144, re: Maintenance and Updating of Records of all Inhabitants of the Barangay, the DILG issued an Advisory dated February 27, 2024, enjoining all DILG Regional Directors to remind in the municipality Mayors and Punong Barangays about their mandate to formulate and an efficient system of keeping the records of inhabitants in all the barangays throughout the country pursuant to the aforementioned MC.

In the same MC, the DILG cited paragraphs 3 and 6, which state that:

The Municipal Mayors and Punong Barangays shall adopt necessary measures to ensure that the right to privacy will be observed in the process of maintaining and updating records of all inhabitants of the barangay.

The Municipal Mayors shall reactivate the RBI Task Force, which she/he will head and shall be composed of the Local Civil Registrar, the municipal President of the Liga ng mga Barangay, the DILG Officer assigned in the municipality and two (2) other members to be designated by the Mayor.

In line with the national government policy formulation, planning and program development, the implementation of this program is to ensure fast and accurate identification of inhabitants and improve delivery of basic services down to the grassroots level.

Now therefore, be it ordered, as it is hereby **ORDAINED**, by the Sangguniang Bayan of the Municipality of Burauen, Leyte, in session assembled, by virtue of the powers vested in it by law, that:

Section 1. SHORT TITLE. – This Ordinance shall be known as the “Registry of Barangay Inhabitants and Migrants (RBIM) Ordinance of the Municipality of Burauen, Leyte.”

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Section 2. OBJECTIVE. –This Ordinance hereby mandates all the barangays in the Municipality of Burauen to maintain and regularly update the RBIM in their respective areas for the following purposes to wit:

- a. For easy identification of inhabitants and migrants;
- b. As a tool in planning;
- c. As an updated reference in the number of inhabitants in a specific barangay; and
- d. To establish an efficient, secure, and regularly updated RBIM system, aligned with the DILG BIMS-BIPS standards in all barangays throughout the country.

Section 3. DEFINITION OF TERMS. –

- a. *Inhabitants* – refers to a person that occupied a particular place regularly, routinely or for a period of time.
- b. *Migrants* – refers to a person who moves from one place to another either to establish a residence or find work.
- c. *RBIM* – A digital or physical repository of barangay demographic data, compliant with the Barangay Information Management System (BIMS-BIPS) under DILG guidelines.
- d. *BIM-BIPS* – refers to the Barangay Information Management System - Barangay Inhabitants Profiling System mandated by the DILG.
- e. *Personal Information* – has the same meaning as defined in Republic Act No. 10173, otherwise known as the “Data Privacy Act of 2012”.

Section 4. ESTABLISHMENT OF RBIM. – There shall be established in every barangay of Burauen a Registry of Barangay Inhabitants and Migrants (RBIM) which shall:

- a. Serve as the official repository of demographic data for all residents;
- b. Be maintained in both physical and digital formats, with priority given to the BIMS-BIPS platform where technologically feasible;
- c. Contain the following minimum information for each resident:
 1. Full name;
 2. Address;
 3. Date of Birth;
 4. Sex;
 5. Civil Status;
 6. Citizenship;
 7. Occupation;
 8. Address of employer (if employees);
 9. PhilSys Card Number (PCN), where applicable;
 10. Sectoral Information (e.g. PWD, Senior Citizen, OFW, or solo parent);
 11. Migrant Specific Details (e.g. previous residence, reason for relocation, and duration of stay);
 12. Other relevant information as may be prescribed by law or ordinance.

Section 5. DATA COLLECTION AND MANAGEMENT. –

- a. *Data Collection Forms:* All barangays shall utilize the standardized RBI Forms A (Household Information Sheet) and B (Individual Profile Form) as prescribed by the DILG, with supplemental forms as may be required by the Municipal Government.

- b. *Frequency of Update:* The RBIM shall be updated semi-annually, with data collection conducted in July and January of each year.
- c. *Data Processing:* The Barangay Secretary shall:
 - 1. Verify the completeness and accuracy of all submitted forms
 - 2. Encode data into the BIMS-BIPS platform within fifteen (15) working days after collection
 - 3. Maintain physical copies in secure filing systems
 - 4. Prepare and submit the Semestral Summary Report (RBI Form C) to the DILG Field Office concerned by the fourth week of August (for the first semester) and February (for the second semester).
- d. *Data Quality Assurance:* The Municipal Government shall conduct random audits of barangay records to ensure data accuracy and completeness, with corrective measures for any discrepancies found.

Section 6. DATA PRIVACY AND SECURITY MEASURES. – Pursuant to the 1987 Philippine constitution, RA 10173 or the Data Privacy Act of 2012 and other existing laws, the municipal and barangay authorities shall observe at all times the right to privacy of inhabitants and migrants through the adoption of the following measures, to wit:

- a. The data to be recorded and stored shall be used only for the purpose of establishing identity of a person. RBI Forms A and B shall be utilized as data capture instruments;
- b. In no case shall the collection and compilation of other data in violation of a person’s right to privacy be allowed;
- c. Stringent system of access and control to data shall be instituted;
- d. Data collected and stored for this purpose shall be kept and treated as strictly confidential;
- e. A personally written authorization of the inhabitant or migrant shall be required for access and disclosure of data;
- f. Any correction or revision on the inhabitant or migrant shall be done provided that a written request from the inhabitant or migrant is obtained; and
- g. When circumstances warrant, the Chief of Police and Local Civil Registrar may be allowed to verify the records in the RBIM.

Section 7. BARANGAY RBIM TASK FORCE. – The Barangay RBIM Task Force shall be created in every barangay in the Municipality of Burauen and shall be composed of the following:

- Chairperson : Barangay Secretary
- Members : Sangguniang Barangay Members
Barangay Health Worker
Chief Tanod
Barangay Population Volunteer

Section 8. DUTIES AND FUNCTIONS OF THE BARANGAY RBIM TASK FORCE. – The RBIM Task Force shall exercise the following duties and responsibilities, viz:

- a. Conduct the house-to-house distribution and retrieval of RBI Forms A and B within the month of July of the current year for the 1st semester and within the month of January of the ensuing year for the 2nd semester;

- b. Ensure that the head of the family or a household member fifteen (15) years old and above shall accomplish the RBI Form A;
- c. Ensure that all barangay inhabitants fifteen (15) years old and above shall accomplish RBI Form B in two (2) copies, wherein one (1) copy shall be given to the inhabitant while the other copy shall be kept by the barangay;
- d. Ensure that the RBI Form B of inhabitants fourteen (14) years old and below shall be accomplished by any member of the household who is fifteen (15) years old and above;
- e. Require all owners of dormitories, boarding houses, apartments, bed spaces, and rooms to submit their list of tenants/lessees and/or transients, including foreign nationals, to the barangay within twenty-four (24) hours upon effectivity of rental.
- f. Submit to the Municipal Local Government Operation Officer (MLGOO) the accomplished RBI Form C (Semestral Summary Report), as barangay compliance report, within the 4th week of August of the current year for the 1st semester report, and within the 4th week of February of the ensuing year for the 2nd semester report, as the survey to gather data of all barangay inhabitants shall be conducted every semester.
- g. The Barangay Secretary, as head of the Task Force and custodian of the RBI, shall ensure the safety and confidentiality of the same taking into consideration the applicable provisions under the Data Privacy Act of 2012; and
- h. Formulate a data collection and recording system consistent with MC No. 2008-144 of the DILG;
- i. The Barangay Secretary shall utilize the BIMS-BIPS in administering the RBI Forms A and B and generating RBI Form C, for submission to the DILG Field Office.

Section 9. MOBILIZATION FUND. – The Municipal Government shall appropriate an annual appropriation as mobilization fund for the implementation of this program, including the monetary incentive for the enumerators to be identified as Barangay Population Volunteers, who shall conduct house to house visit for the maintenance and updating of RBIM.

Section 10. REPEALING CLAUSE. – This Ordinance shall repeal, revoke, amend, modify, and/or otherwise supersede any rules and regulations inconsistent herewith.

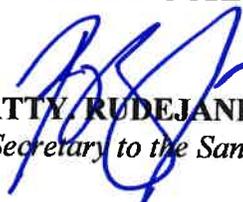
Section 11. APPLICABILITY CLAUSE. – The provisions of existing ordinances, resolutions, executive orders which are not contradictory with this legislative measure are hereby adopted as an integral part of this Ordinance.

Section 12. SEPARABILITY CLAUSE. – If, for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid by proper authorities, such judgment or action shall not affect or impair the other sections or provisions hereof.

Section 13. EFFECTIVITY. – This Ordinance shall take effect fifteen (15) days after its approval and completion of the required posting and publication, in accordance with the provisions of the Local Government Code of 1991.

ENACTED AND APPROVED, May 26, 2025.

CERTIFIED CORRECT:


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian

ATTESTED:

(absent)


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

(on leave)
HON. FE S. RENOMERON
LnB President/ Ex-Officio SB Member

(absent)
HON. JUSTINE MERP G. ANDRADE
SK Federation President/ Ex-Officio Member

APPROVED:


HON. NOEL P. ALPINO
Acting Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



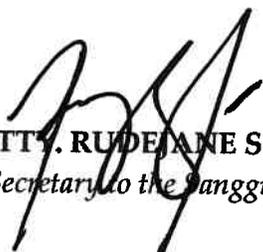
OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Municipal Ordinance No. 25-19**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled, *“Establishing the Registry of Barangay Inhabitants and Migrants of the Municipality of Burauen, Providing Funds Therefor, and for Other Purposes”*, was enacted on May 26, 2025, approved on even date, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *May 28, 2025 to June 17, 2025*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the “Local Government Code of 1991”.

Burauen, Leyte, June 25, 2025.


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian