

Item No.: 08

Date: 09 2025 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 03 2025
By: Jenni M

2nd INDORSEMENT
August 20, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-15 of the Sangguniang Bayan of Palo, Leyte.

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

- Ordinance No. 2025-15 entitled: **“An Ordinance regulating the use and operation of the Palo Municipal Function Hall, Montejo Sports Gym, and such other Multi-purpose Halls or Venues Operated by the Local Government Unit of Palo, 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)(3)(iii)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.

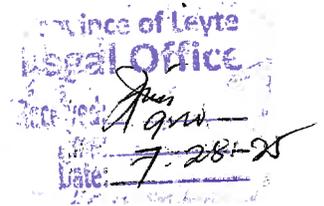
ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

(iii) Prescribe the terms and conditions under which public utilities owned by the municipality shall be operated by the municipal government or leased to private persons or entities, preferably cooperatives;

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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
24 July 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-15** of the **Municipality of Palo, Leyte**, entitled: **An Ordinance regulating the use and operation of the Palo Municipal Function Hall, Montejo Sports Gym, and other multi-purpose halls venues of the Local Government Unit of Palo, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

1st Indorsement
July 24, 2025

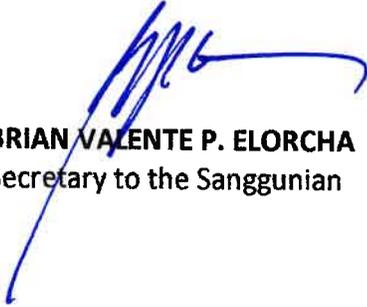
**Sangguniang Panlalawigan
Province of Leyte**

RECEIVED

Date: JUL 24 2025
By: Aimee S. WPM

Respectfully forwarded to Honorable of Sangguniang Panlalawigan, Province of Leyte, the herein attached copy of Municipal Ordinance No. 2025-15 of the 12th Sangguniang Bayan, Palo, Leyte, dated June 24, 2025, with accompanying Minutes, Minutes which is self-explanatory, being submitted herewith for consideration and review.

bcm/


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Hon. Jonathan P. Chiquillo	Presiding Officer
Hon. Andres Ian R. Sevilla	SB Member
Hon. Casimero P. Villas, Jr.	SB Member
Hon. Chiqui Ruth C. Uy	SB Member
Hon. Aaron H. Roca	SB Member
Hon. Felipe T. Ygrubay, Jr.	SB Member
Hon. Antonino C. Hernit	SB Member
Hon. Jan Michelle L. Dolina	SB Member
Hon. Casimero B. Parado II	SB Member
Hon. Gregorio Papoose V. Lantajo, Jr.	President, Liga ng mga Barangay
Hon. Mary Dwell S. Agner	President, PPSK

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: July 24 2025

[Signature]

Absent:

N o n e.

MUNICIPAL ORDINANCE NO. 2025-15

AN ORDINANCE REGULATING THE USE AND OPERATION OF THE PALO MUNICIPAL FUNCTION HALL, MONTEJO SPORTS GYM, AND OTHER MULTI-PURPOSE HALLS OR VENUES OF THE LOCAL GOVERNMENT UNIT OF PALO, LEYTE.

WHEREAS, the Municipality of Palo has established a Function Hall (2nd floor of the Municipal Building), the Montejo Sports Gym and such other multi-purpose halls or events places operated by the Local Government Unit of Palo, Leyte, that will serve as a venue for trainings, seminars, social and cultural events and such other activities which would warrant the use thereof not only for the benefit of the residents of the municipality but for any client whether individual or group who wish to avail of the above-mentioned venue/s and the facilities and amenities therein;

WHEREAS, Section 3(d) of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 states that the local government unit has the power to create and broaden their own sources of revenues;

WHEREAS, in view of increasing demand, the local government unit deems it necessary to update, amend and prescribe the rates for the utilization of the above-mentioned venues incidental to its operation to cover the maintenance cost of the said facilities among others and to further ensure its uninterrupted operation and service to all stakeholders, as well as to generate additional source of revenue for the municipality;

Be it ordained by the Sangguniang Bayan of Palo, in regular session, that;

SECTION 1. TITLE. This Ordinance shall be known as "An Ordinance Regulating the Use and Operation of the Palo Municipal Function Hall, Montejo Sports Gym, and Such Other Multi-Purpose Halls or Venues Operated by the Local Government Unit of Palo, Leyte".

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-15
-page 2

SECTION 2. SCOPE. This ordinance shall cover the administration, use and the collection of fees and charges for the use of Palo Municipal Function Hall, Montejo Sports Gym, and such other multi-purpose halls or venues operated by the Local Government Unit of Palo, Leyte.

SECTION 3. DEFINITION OF TERMS.

- a. Function Hall – shall refer to the Palo Municipal Function Hall located at the 2nd floor of the Palo Municipal Building.
- b. Guindapunan Building C – shall refer to the building on the right side of the livelihood training center located at Brgy. Guindapunan, Palo, Leyte.
- c. Main Hall – shall refer to the largest area in the function hall.
- d. MiniHall – shall refer to the smaller area in the function hall as extension of the main hall.
- e. Montejo Sports Gym – shall refer to the municipal gymnasium located at F. Montejo Street, Brgy. Sta. Cruz, Palo, Leyte.
- f. Palo Public Cemetery Multi-Purpose Hall – shall refer to the venue located at the Palo Public Cemetery used for burial rites or gatherings and the like.
- g. Seminars – use in many contexts as exposure to a new scope of information or to broaden what information is currently available.
- h. Social and Cultural Events – events designed for entertainment and enjoyment of a more or less wide audience.
- i. Trainings – the act of providing information and instruction to someone or providing them all the relevant information, skills and resources to do their job.
- j. Other Activities – other related events which may require the use of a venue.

SECTION 4. ADMINISTRATIVE PROVISION. The Office of the Mayor shall be in charge of the administration, management and operation of the above-mentioned venues. Pursuant to this, rules and regulations relative to the use of each specific facility shall be formulated and implemented by the said office.

A Facility Manager/ Administrator /In-charge shall be designated per facility, with the following duties and responsibilities:

- a. Shall oversee the general operation of the same including but not limited to the operations, repair and maintenance, and manpower needed to operate the same.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-15
-page 3

- b. Receive, assess and recommend for approval to the Mayor or his authorized representative all applications and rental agreement/contract for the use of the venue.
- c. Inspect and monitor the physical condition, general upkeep and cleanliness of the premises.
- d. Ensure judicious usage of the venue, including the electricity, water, and other available resources therein
- e. Determine the manpower needed for the operation and maintenance of the function hall.
- f. Recommend administrative policies, rules and regulations to be implemented in the use of the function hall.
- g. To submit to the Mayor a quarterly report of the events held in the subject venue, total payments derived from those events, repairs made or to be made, and other concerns relative to the operation of the venue.

Private

SECTION 5. USE AND FUNCTION. The above-mentioned venue shall be used for its designated purpose only as stated in the contract and/or permit for the use thereof.

SECTION 6. PERMITS. Upon payment of the corresponding fees, a permit shall be issued to the concerned party, which shall serve as the basis for entry and use of the venue.

SECTION 7. IMPOSITION OF FEES. Prior to the issuance of a permit, there shall be collected the following fees and other charges from individuals, groups, association and other entities who wish to avail or use of the facility/venue, to wit:

A. MUNICIPAL FUNCTION HALL	RATES/FEES
1. Main Hall	1.a. Social Events and other related activities. <ul style="list-style-type: none">• (8 hours) – 10,000.00 1.b. Trainings, Seminars and the like. <ul style="list-style-type: none">• (8 hours) – 5,000.00 *Excess of 8 Hours – 2,000.00/Hour

Handwritten mark



**Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo**

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

*Municipal Ordinance No. 2025-15
-page 4*

<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (100 chairs and 20 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 5,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
<p>2. Mini Hall</p>	<p>2.a. Social Events and other related activities.</p> <ul style="list-style-type: none"> • (8 hours) – 4,000.00 <p>2.b. Trainings, Seminars and the like.</p> <ul style="list-style-type: none"> • (8 hours) – 2,000.00 <p>*Excess of 8 Hours – 2,000.00/Hour</p>
<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (70 chairs and 15 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 4,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
<p>3. Main Hall and Mini Hall</p>	<p>3.a. Social Events and other related activities.</p> <ul style="list-style-type: none"> • (8 hours) – 14,000.00 <p>3.b. Trainings, Seminars and the like.</p> <ul style="list-style-type: none"> • (8 hours) – 7,000.00 <p>*Excess of 8 Hours – 2,000.00/Hour</p>
<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (170 chairs & 35 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 9,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
<p>4. Lobby</p>	<p>5,000.00 per lobby</p>
<p>B. MONTEJO SPORTS GYM</p>	
	<p>b.1. Aircon - 2,000.00/Hour</p> <p>b.2. Non-Aircon - 500.00/Hour</p>

Palo

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]



**Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo**

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

**Municipal Ordinance No. 2025-15
-page 5**

<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (100 chairs and 20 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 5,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
C. GUINDAPUNAN BUILDING C	
1. Upper Deck	<p>1.a. Social Events and other related activities.</p> <ul style="list-style-type: none"> • (8 hours) – 10,000.00 <p>1.b. Trainings, Seminars and the like.</p> <ul style="list-style-type: none"> • (8 hours) – 5,000.00 <p>*Excess of 8 Hours – 2,000.00/HR</p>
<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (100 chairs and 20 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 5,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
2. Lower Deck	500.00 per hour
<p>a) W/ SOUND SYSTEM, TABLES AND CHAIRS (100 chairs and 20 tables)</p> <p>b) W/ LED Wall</p>	<p>a) 5,000.00 (in addition to the rental fee)</p> <p>b) 5,000.00 (in addition to the rental fee)</p>
D. PALO PUBLIC CEMETERY MULTI-PURPOSE HALL	<p>2,000.00 (4 hours)</p> <p>*Excess of 4 Hours – 500.00/HR</p>
E. SECURITY DEPOSIT (REFUNDABLE)	20% of total rental fee

SECTION 8. TIME AND MANNER OF PAYMENT. The fees imposed under this Ordinance shall be paid to the Office of the Municipal Treasurer subject to the following conditions, to wit:

- a. Upon confirmation of booking, a down payment consisting of 50% of the total rental fee shall be paid.
- b. Full payment of the rental fee must be settled at least one (1) week before the event. For bookings made at a short notice (less than 7 days), the full payment of the rental fee shall be made upon confirmation of booking.

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the right side and several smaller ones at the bottom left and center.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-15
-page 6

- c. The client shall also be required to pay in addition to the above, a refundable cash security deposit of 20% of the total rental fee. The said security deposit will be release after the local government unit's authorized representative or in-charge has issued a clearance that no damage(s) was incurred during the event. For this purpose, a clearance form shall be issued as basis for the Municipal Treasurer's Office to release the cash security deposit.
- d. Refund may be allowed, subject to the following conditions:
 - 1.) If cancellation is made at least five (5) days before the event, the client shall be entitled to a 70% refund of the total rental fee;
 - 2.) If the cancellation is made less than five (5) days before the event, the client shall be entitled to a 50% refund of the total rental fee;
 - 3.) In case of fortuitous events or any other circumstances beyond the control of the municipality, the local government reserves the right to:
 - i. Cancel the use of the facility/venue upon payment of full refund to the client;
 - ii. Re-schedule the usage of the venue or facility, without additional charges;
 - iii. Should the client wish to push through with the event, a 20% refund may be issued to the client, in the event that certain services, facilities or amenities be rendered unavailable.
 - iv. Re-scheduling of the event to a later date may be allowed only if it is made at least one (1) week before the event provided however that the event can still be accommodated on the new schedule.

SECTION 9. AUTHORITY. The Local Chief Executive or his/her authorized representative, by virtue of this ordinance, is hereby authorized to sign/enter into any contract or agreement relative to the use of the said facilities.

SECTION 10. ISSUANCE OF OFFICIAL RECEIPTS. The Municipal Treasurer or its duly authorized representative shall issue an official receipt as evidence of payment for the fees imposed for the use of the facilities herein.

SECTION 11. EXEMPTION FROM THE FEES IN SECTION 6 AND 7. Programs, Seminars, Trainings, Meetings, Social and Cultural Events and such other activities hosted by the Local Government of Palo shall be exempted of any permits or fees mentioned in Section 6 and 7 of this Ordinance.

[Handwritten signatures]

[Handwritten signature]



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 150TH REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JUNE 24, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-15
-page 7

SECTION 12. SEPARABILITY CLAUSE. If for any reason, any provision, section, or part of this ordinance is declared not valid by court of competent jurisdiction; such judgment shall not affect or impair the remaining provisions, sections, or parts which shall continue to be in full force effect.

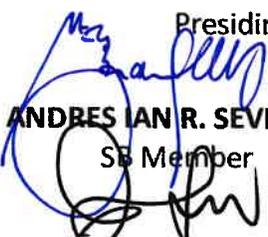
SECTION 13. REPEALING CLAUSE. All ordinances, resolutions, rules or regulations and provisions thereof inconsistent with or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 14. EFFECTIVITY. This ordinance shall take effect upon its approval and after compliance with the posting and publication requirements, as provided under the Local Government Code of 1991.

APPROVED.

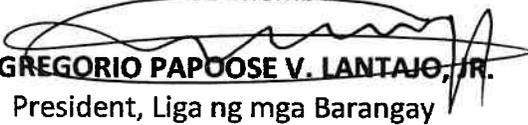
ATTESTED:

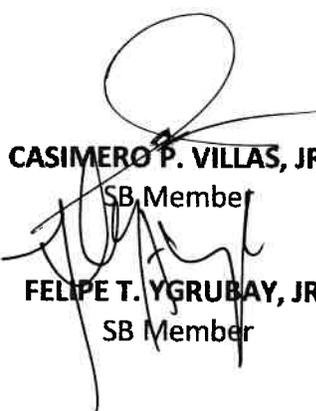

JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer


ANDRES IAN R. SEVILLA
SB Member


AARON H. ROCA
SB Member


JAN MICHELLE L. DOLINA
SB Member

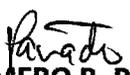

GREGORIO PAPOOSE V. LANTAJÓ, JR.
President, Liga ng mga Barangay


CASIMERO P. VILLAS, JR.
SB Member


FELIPE T. YGRUBAY, JR.
SB Member


CHIQUI RUTH C. UY
SB Member


ANTONINO C. HERNIT
SB Member


CASIMERO B. PARADO II
SB Member


MARY DWEIL S. AGNER
President, PPSK

APPROVED. JULY 23 , 2025.


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor