

Republic of the Philippines  
Province of Leyte  
Sangguniang Panlalawigan

**EXPLANATORY NOTE**

The Sangguniang Panlalawigan, as the highest legislative body of the province, receives a wide array of legislative requests, cases, petitions and appeals that require systematic handling, tracking and resolution. To ensure that matters referred to the Sangguniang Panlalawigan are not delayed, misfiled, or inadequately monitored and to guaranty transparency and efficiency, a standardized docketing and filing system is necessary.

This Ordinance seeks to institutionalize a clear, consistent, and accountable process for receiving, docketing, filing, and tracking all matters filed before the Sangguniang Panlalawigan. It covers ordinance reviews petitions, administrative cases, appeals, legislative requests and committee reports as integral components of this legislative record.

By establishing a unique docket number for each matter, maintaining a centralized tracking system, and ensuring proper archiving and reporting, the Ordinance aims to:

- Promote legislative efficiency and institutional memory;
- Safeguard the integrity of committee deliberations and outcomes;
- Enhance public access to non-confidential legislative records;
- Support digitalization and data-driven governance.

This measure aligns with the principles of participatory, transparent, and responsive local governance, and reinforces the Sangguniang Panlalawigan's role as a steward of due process and public accountability.

**PROPOSED PROVINCIAL ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING A STANDARDIZED DOCKETING AND FILING SYSTEM FOR LEGISLATIVE REQUESTS, CASES, PETITIONS, AND OTHER MATTERS FILED BEFORE THE SANGGUNIANG PANLALAWIGAN OF PROVINCE OF LEYTE.**

**Author: Atty. Ronnan Christian M. Reposar**

**WHEREAS**, the Sangguniang Panlalawigan of Leyte is mandated under the Local Government Code to act on ordinance reviews, petitions, appeals and other matters requiring legislative action;

**WHEREAS**, the volume and diversity of matters filed before the Sangguniang Panlalawigan necessitate a standardized system for docketing, filing, and tracking to ensure timely and transparent disposition;

**WHEREAS**, the inclusion of committee reports in the docketing system strengthens the legislative process by preserving the integrity of committee deliberations and facilitating informed plenary action;

**WHEREAS**, the institutionalization of a docketing and filing system supports good governance, enhances public access to legislative records, and lays the foundation for future digitalization efforts;

**NOW THEREFORE**, be it ordained by the Sangguniang Panlalawigan of Leyte, in session assembled, that a standardized docketing and filing system be established for all cases, petitions, and matters filed before the body, including committee reports, in accordance with the provisions herein.

**SECTION 1. TITLE** - This Ordinance shall be known as the "Sangguniang Panlalawigan Docketing and Filing System Ordinance of Leyte."

**SECTION 2. DECLARATION OF POLICY** - It is hereby declared the policy of the Provincial Government to promote transparency, efficiency, and accountability in the handling of cases, petitions, and other matters filed before the Sangguniang Panlalawigan by establishing a standardized docketing and filing system.

**SECTION 3. COVERAGE** - This Ordinance shall apply to all legislative requests, cases, petitions, appeals, motions, resolutions, and other matters filed before the Sangguniang Panlalawigan, including but not limited to:

- Ordinance Review;
- Requests for legislative action or intervention;
- Petitions for review of barangay ordinances;
- Appeals from decisions of component municipalities under Section 61 of the Local Government Code;
- Administrative cases referred by the Office of the Governor or other agencies; and,
- Committee Referrals

#### **SECTION 4. DEFINITION OF TERMS**

- Docket Number – A unique alphanumeric code assigned to each case or matter filed, indicating the year, nature of the case, and sequence.
- Filing Officer – The designated personnel in the Secretariat responsible for receiving and recording filed matters.
- Case Folder – The official compilation of all documents related to a specific docketed matter.
- Tracking System – A manual or electronic system used to monitor the progress and status of docketed matters.

**SECTION 5. DOCKETING PROCEDURE** - Upon receipt of any case or matter:

- The Filing Officer shall assign a docket number following the format: [Year]-[Case Type Code]-[Sequential Number] (e.g., 2025-ORD-001).
- A Case Folder shall be opened and labeled accordingly.
- The matter shall be entered into the official Docket Book and/or Electronic Tracking System.
- Acknowledgment of receipt shall be issued to the filer or a copy of the file stamped "Received" with the date of receipt

#### **SECTION 6. CASE TYPE CODES**

The following codes shall be used to classify docketed matters:

- ORD – Ordinance Review
- ADM – Administrative Case
- PET – Petition
- REQ – Request for Legislative Action
- RES – Resolution Referral
- APP – Appeal
- BDPET – Boundary Dispute Petition
- Additional codes may be adopted by the Secretariat as needed.

**SECTION 7. FILING REQUIREMENTS** – Subject to the provisions of the Internal Rules and Procedure of the Sangguniang Panlalawigan, the secretariat may require the filing of the following:

- A written request, resolution or petition addressed to the Sangguniang Panlalawigan;
- Supporting documents, affidavits, or certifications;
- Contact details of the filer;
- Proof of endorsement, if applicable.

**SECTION 8. MONITORING AND REPORTING** - The Secretariat shall:

- Maintain a monthly summary of docketed matters;
- Submit quarterly reports to the Presiding Officer;
- Ensure timely referral to appropriate committees.

**SECTION 9. DIGITALIZATION AND ACCESS** - Subject to budgetary appropriations and data privacy regulations, the Sangguniang Panlalawigan is encourage to:

- Develop an electronic docketing and tracking system;
- Provide public access to non-confidential docket entries;
- Archive resolved matters for institutional memory.

**SECTION 10. INCLUSION OF COMMITTEE REPORTS** - All committee reports arising from docketed matters shall be filed under the same docket number and appended to the corresponding Case Folder. The Secretariat shall:

- Assign a sub-reference code (e.g., 2025-ORD-001-CR) to each committee report;
- Record the date of submission and committee name;
- Ensure that the report is included in the tracking system and reflected in the monthly and quarterly summaries;
- Archive both the original and final versions, if amendments were made during plenary deliberation.

#### WORKFLOW

- a. Referral: Once a docketed matter is referred to a committee, the Secretariat logs the referral date.
- b. Committee Action: Upon completion, the committee submits its report to the Secretariat.



**SECTION 10. PENALTIES** - Any personnel who knowingly delays, misfiles, or tampers with docketed matters shall be subject to administrative sanctions in accordance with civil service rules and applicable laws.

**SECTION 11. SEPARABILITY CLAUSE** - If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

**SECTION 12. REPEALING CLAUSE** - All ordinances, resolutions, or issuances inconsistent with this Ordinance are hereby repealed or modified accordingly.

**SECTION 13. EFFECTIVITY** - This Ordinance shall take effect fifteen (15) days after posting and/or publication in accordance with applicable laws.