

Item No.: 06  
Date: 07 2025 OCT



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

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**PROVINCIAL LEGAL OFFICE**

Province of Leyte  
Legal Office  
Date: 9-24-25

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 29 2025  
By: [Signature]

**2<sup>nd</sup> INDORSEMENT**  
September 15, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-017, series of 2025 of the Sangguniang Bayan of Sta. Fe, Leyte.

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

- Ordinance No. 2025-017, series of 2025: **“Document Request Compliance Ordinance of Sta. Fe, 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)(5)<sup>1</sup> 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*

<sup>1</sup>(5) Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of this Code, and in addition to said services and facilities, shall:

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Palo, Leyte  
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> Indorsement  
08 September 2025

*Handwritten signature and date:*  
9.8.25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-017, series of 2025** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance requiring individual taxpayers to present specific documentary requirements when requesting official documents from the Local Government Unit of Santa Fe and providing penalties for non-compliance.**

*Handwritten signature:*  
**ANDRES SANICO**  
Provl Govt. Ass't Dept Head



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Santa Fe

**SANGGUNIANG BAYAN SECRETARY**

**INDORSEMENT**

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 05 2025  
By: [Signature]

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Tacloban City, the herein attachment *Municipal Ordinance No. 2025 – 017 (Series of 2025)* of the Sangguniang Bayan, this Municipality entitled “*An Ordinance Requiring Individual Taxpayers to Present Specific Documentary Requirements When Requesting Official Documents from the Local Government Unit of Santa Fe and Providing Penalties for Non-Compliance*”, duly approved by said August Body on *August 11, 2025*, hereby recommending your appropriate favourable action.

  
**JULIUS XERXES M. OBENQUE**  
Secretary to the Sanggunian

Copy Furnished:

- *The Municipal Mayor*
- *The Municipal Treasurer's Office*
- *The Municipal Business Permit Licensing Office (BPLO)*
- *All in Santa Fe, Leyte*



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF SANTA FE  
OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 2025 - 017  
Series of 2025

**AN ORDINANCE REQUIRING INDIVIDUAL TAXPAYERS TO PRESENT SPECIFIC DOCUMENTARY REQUIREMENTS WHEN REQUESTING OFFICIAL DOCUMENTS FROM THE LOCAL GOVERNMENT UNIT OF SANTA FE AND PROVIDING PENALTIES FOR NON-COMPLIANCE**

**Sponsor: HON. ALVIN D. PETILLA**  
Chairperson, Committee on Ways and Means

Co-sponsors:

- HON. RODEL L. AJETO**
- HON. RICARDO D. FAJARDO**
- HON. BELEN C. CHUCA**
- HON. AMIEL P. ENAGE**
- HON. GENY R. ESMERO**
- HON. LARRY S. ARUTA**
- HON. LEAH T. SALCEDA**
- HON. MARILOU L. MILITANTE**
- HON. JERALD LORENZ NARGA**

**HON. EDUARDO N. TOREROS**  
Municipal Vice Mayor/Presiding Officer

Sangguniang Panlalawigan  
Province of Leyte  
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By: [Signature]

**WHEREAS**, the Local Government Code of 1991 (RA 7160) mandates local government units to promote efficiency, transparency, and accountability in the delivery of public service;

**WHEREAS**, there is a growing need to systematize and standardize the issuance of official documents to ensure that only qualified and compliant taxpayers are able to access government-issued certifications and clearances;

**WHEREAS**, the Sangguniang Bayan deems it necessary to the presentation of certain documents to validate the identity, authenticity, residence, and tax compliance status of requestors;

**BE IT ORDAINED** by the Sangguniang Bayan of Santa Fe, Province of Leyte, in session assembled,  
**that:**

**SECTION 1. Title.** This ordinance shall be known as the "Document Request Compliance Ordinance of Santa Fe, Leyte".

**SECTION 2. Coverage.** This ordinance shall apply to all individual taxpayers residing in or transacting with the Municipality of Santa Fe, Leyte who request official documents from any office of the LGU.

**SECTION 3. Required Documents.** All individual taxpayers requesting official documents (such as but not limited to certificates, permits, and clearances) from the LGU shall be required to present the following:

*[Handwritten signature]*



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MUNICIPALITY OF SANTA FE  
OFFICE OF THE SANGGUNIANG BAYAN

TYPE OF DOCUMENTS	REQUIREMENTS
<b>TRANSFER TAX</b>	<ul style="list-style-type: none"><li>➤ Title (if titled)</li><li>➤ Notarized Deed Affecting the Transfer; (Ex. Deed of Sale, Deed of Donation, Deed of Extra Judicial Settlement, Self-Adjudication of Ownership, Court Orders, etc.)</li><li>➤ Latest RPT official receipt</li><li>➤ Certified copy of latest Tax Declaration</li><li>➤ Certificate of Improvement/No Improvement(from MASSO)</li><li>➤ From BIR:Certificate of Authorizing Registration (CAR)</li><li>➤ Letter of Intent</li><li>➤ Xerox copy of valid ID of presenter/owner with original signature</li><li>➤ If representative, SPA (Notarized) and xerox copy of valid ID of the owner &amp; representative with original signature</li></ul>
<b>TAX CLEARANCE/CERTIFICATE</b>	<ul style="list-style-type: none"><li>➤ Latest PRT official receipt</li><li>➤ Latest copy of Tax Declaration/Certified True Copy</li><li>➤ Letter of Intent</li><li>➤ Xerox copy of valid ID with original signature</li></ul>
<b>PROFESSIONAL TAX</b>	<ul style="list-style-type: none"><li>➤ PRC Identification Card</li></ul>
<b>CERTIFICATE OF OWNERSHIP &amp; TRANSFER OF OWNERSHIP OF LARGE CATTLE (COLC)</b>	<ul style="list-style-type: none"><li>➤ Brgy. Certification</li><li>➤ Deed of absolute Sale</li></ul>
<b>PURCHASE OF ACCOUNTABLE FORMS</b>	<ul style="list-style-type: none"><li>➤ Brgy. Resolution Authorizing to purchase</li><li>➤ Requisition &amp; Issue Voucher</li><li>➤ Report of Collection Deposit</li><li>➤ All issued Booklet of AF</li></ul>
<b>ISSUANCE OF COMMUNITY TAX CERTIFICATE</b>	<ul style="list-style-type: none"><li>➤ Client presents Valid ID</li><li>➤ Income Tax Return or Audited FS for Business establishments (sole proprietorship, partnership or corporation)</li></ul>
<b>BUSINESS PERMIT (Renewal)</b>	<ul style="list-style-type: none"><li>➤ Application Form</li><li>➤ Barangay Clearance</li><li>➤ Police Clearance</li><li>➤ BIR Returns, Sworn Declaration of Gross Receipts</li><li>➤ Market Clearance (for Market applicant)</li><li>➤ Authorization letter if representative (for Single Proprietor)</li></ul>

*Spitiillo.*

*[Signature]*

*[Signature]*

*[Signature]*

*[Signature]*

*Santa F.*

*[Signature]*

*[Signature]*



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MUNICIPALITY OF SANTA FE  
**OFFICE OF THE SANGGUNIANG BAYAN**

	<ul style="list-style-type: none"><li>➤ Special Power of Attorney (for Partnership)</li><li>➤ Secretary's Certificate (for Corporation, Cooperative)</li><li>➤ Photocopy of business establishment</li><li>➤ Certificate of No Improvement/Improvement (from MASSO)</li><li>➤ Updated Real Property Tax/Tax Clearance</li><li>➤ Consent from the owner (if not renting-notarized)</li><li>➤ Contract of lease (if renting-notarized)</li><li>➤ Environmental Clearance (from MENRO)</li><li>➤ Fire Safety Inspection Certificate (FSIC) (from BFP)</li><li>➤ Occupancy Permit/Engineering Clearance (from MEO)</li><li>➤ Community Tax Certificate (For Business)</li><li>➤ Sanitary Permit (from RHU)</li><li>➤ Health Certificate (from RHU)</li></ul>
<b>BUSINESS PERMIT (New)</b>	<ul style="list-style-type: none"><li>➤ Application Form (Prerequisite)</li><li>➤ Police Clearance (from PNP)</li><li>➤ CDA/SEC/DTI Registration CDA for Cooperative SEC for Corporation, Partnership DTI for single proprietorship</li><li>➤ Market Clearance (for Market applicant)</li><li>➤ Authorization Letter if representative (for Single Proprietor)</li><li>➤ Special Power of Attorney (for Partnership)</li><li>➤ Secretary's Certificate (for Corporation, Cooperative)</li><li>➤ Consent from the owner (if not renting-notarized)</li><li>➤ Contract of Lease (if renting-notarized)</li><li>➤ Certificate of No Improvement/Improvement (from MASSO)</li><li>➤ Location Clearance (if establishments need building permit)</li><li>➤ Environmental Clearance (from MENRO)</li><li>➤ Bldg. Occupancy Permit/Engineering Clearance (from MEO)</li><li>➤ Fire Safety Inspection Certificate (FSIC) (from BFP)</li><li>➤ Community Tax Certificate (For Business)</li><li>➤ Sanitary Permit (from RHU)</li></ul>

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MUNICIPALITY OF SANTA FE  
**OFFICE OF THE SANGGUNIANG BAYAN**

**SECTION 4. Penalties.** Failure to comply with the above requirements shall result in the non-processing or denial of the requested document. Falsification of documents shall be dealt with under existing national laws.

**SECTION 5. Implementing Authority.** All offices of the LGU, including but not limited to the Municipal Treasurer's Office, the Municipal Business Permit Licensing Office (BPLO), and the Office of the Municipal Mayor, shall implement this ordinance in coordination with the Sangguniang Bayan.

**SECTION 6. Separability Clause.** If any provision of this ordinance is declared unconstitutional or invalid, the remaining provisions shall remain in full force and effect.

**SECTION 7. Repealing Clause.** All ordinances, rules, or regulations inconsistent with this ordinance are hereby repealed or modified accordingly.

**SECTION 8. Effectivity Clause.** This ordinance shall take effect fifteen (15) days after posting in at least three (3) conspicuous places in the Municipality of Santa Fe, Leyte.

**ENACTED** this 11<sup>th</sup> day of August 2025 during the 6<sup>th</sup> Regular Session of the Sangguniang Bayan at the Sangguniang Bayan Session Hall, 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 Treasury of this LGU and to all other concerned for their guidance and appropriate action.

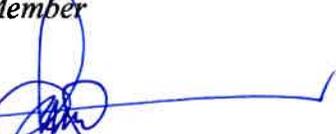
This ordinance is approved unanimously.

  
**HON. RODEL L. AJETO**  
*SB Member*

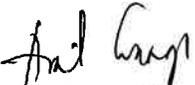
  
**HON. LARRY S. ARUTA**  
*SB Member*

  
**HON. RICARDO D. FAJARDO**  
*SB Member*

  
**HON. ALVIN D. PETILLA**  
*SB Member*

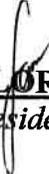
  
**HON. BELÉN C. CHUCA**  
*SB Member*

  
**HON. LEAH T. SALCEDA**  
*SB Member*

  
**HON. AMIEL P. ENAGE**  
*SB Member*

  
**HON. MARILOU L. MILITANTE**  
*ABC President*

  
**HON. GENY R. ESMERO**  
*SB Member*

  
**HON. JERALD LORENZ NARGA**  
*SK Federation President*



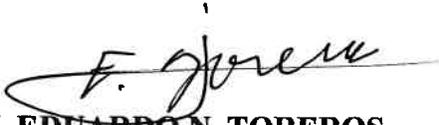
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**OFFICE OF THE SANGGUNIANG BAYAN**

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**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: \_\_\_\_\_



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Santa Fe

**SANGGUNIANG BAYAN SECRETARY**

**CERTIFICATION OF POSTING**

**TO WHOM IT MAY CONCERN:**

This is to certify that copies of Municipal Ordinance of the herein attached **“Municipal Ordinance No. 2025 – 017 (Series of 2025)** of the Sangguniang Bayan, this Municipality, entitled ***“An Ordinance Requiring Individual Taxpayers to Present Specific Documentary Requirements When Requesting Official Documents from the Local Government Unit of Santa Fe and Providing Penalties for Non-Compliance”***, duly approved and/or enacted by said August Body on **August 11, 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 **22<sup>nd</sup>** day of **August 2025** at Santa Fe, Leyte.

  
**JULIUS XERXES M. OBENQUE**  
Secretary to the Sanggunian