

Item No.: 18

Date: 21 2025 OCT



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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Sangguniang Panlalawigan Province of Leyte PROVINCIAL LEGAL OFFICE

Province of Leyte  
Date: 10-13-25

RECEIVED

Date: OCT 13 2025  
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2<sup>nd</sup> INDORSEMENT  
October 3, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 22 of the Sangguniang Bayan of San Villaba, Leyte.

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

- Ordinance No. 22 entitled: **“An Ordinance regulating the operation and management of the Villaba Municipal Port, Imposing regulatory fees on the Vessels, Passengers, and Vehicles at Brgy. Silad Port.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Sections 153<sup>1</sup> and 447(5)(iii)<sup>2</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 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> Section 153. *Service Fees and Charges.* - Local government units may impose and collect such reasonable fees and charges for services rendered.

<sup>2</sup> (iii) Authorize the establishment, maintenance and operation of ferries, wharves, and other structures, and marine and seashore or offshore activities intended to accelerate productivity;

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>st</sup> Indorsement**  
01 October 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 22, s. 2025** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance regulating the operation and management of the Villaba Municipal Port, imposing regulatory fees on the vessels, passengers, and vehicles at Brgy. Silad Port.**

  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



October 1, 2025

**THE SANGGUNIANG PANLALAWIGAN MEMBERS**

New Provincial Government Complex  
Campetic, Palo, Leyte

Thru: **LEONARDO M. JAVIER, JR**  
Vice Governor/Presiding Officer

Hon. Sangguniang Panlalawigan Members:

We respectfully transmit herewith sixteen (16) original copies of:

**MUNICIPAL ORDINANCE NO. 22, S. 2025** "AN ORDINANCE REGULATING  
THE OPERATION AND MANAGEMENT OF VILLABA MUNICIPAL PORT,  
IMPOSING REGULATORY FEES ON VESSELS, PASSENGERS, AND  
VEHICLES AT BARANGAY SILAD PORT,"

For your review and approval.

Best regards.

Very truly yours,

**MC QUIRIE P. UMPAD, J. D.**  
Secretary to the Sangguniang Bayan

**Copy Furnished:**

1. *Municipal Treasury Office*
  2. *Municipal Accounting Office*
  3. *Municipal Budget Office*
- LGU- Villaba, Leyte*



September 25, 2025

**SANGGUNIANG PANLALAWIGAN MEMBERS**

New Provincial Government Complex  
Campetic, Palo, Leyte

Thru: **LEONARDO M. JAVIER, JR.**  
*Presiding Officer*  
Vice Governor, Province of Leyte

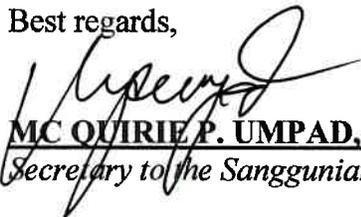
Hon. Sangguniang Panlalawigan Members;

In relation to our letter of transmittal for review of **Municipal Ordinance No. 22, S-2025** – entitled “**AN ORDINANCE REGULATING THE OPERATION AND MANAGEMENT OF THE VILLABA MUNICIPAL PORT IMPOSING REGULATORY FEES ON THE VESSELS, PASSENGERS AND VEHICLES AT BRGY. SILAD PORT**”, the undersigned undertake to submit the proof of publication within twenty (20) days from receipt of this letter.

Hoping for your favorable cooperation.

Thank you.

Best regards,

  
**MC QUIRIE P. UMPAD, J.D.**  
*Secretary to the Sanggunian*



**MUNICIPAL ORDINANCE NO. 22, S. 2025**

**PREFATORY STATEMENT**

A Municipal Ordinance regulating Port policies, Rules, and Regulations would aim to establish a framework for the management and operation of a port within a specific Local Government Unit's jurisdiction. This would likely involve setting standards for Port Safety, Security, environmental Protection, and operational procedures, as well as defining the roles and responsibilities of various stakeholders involved in Port activities. The Ordinance would also likely address the collection of fees and charges, the issuance of Permits and licenses, and enforcement of regulations;

As per Section 447 of Republic Act No. 7160 allows the Sangguniang Bayan, as the legislative body of the Municipality, to enact ordinances, approve resolutions and appropriate funds for the general welfare of the Municipality and its inhabitants pursuant to Section 16 of this Code;

As per Section 447, (a), (5), (III), of the same Code states that, in addition to the basic services and facilities as provided under Section 17, of this Code, the Sangguniang Bayan is authorized to establish, maintain and operate ferries, Wharves and other structures and marine and seashore or offshore activities intended to accelerate productivity;

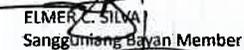
Municipality of Villaba, Leyte is the nearest location for the people from other neighboring Municipalities especially those from the 1<sup>st</sup> to 3<sup>rd</sup> District of Leyte, to travel from the island of Leyte to Cebu, City, Leyte to Manila, via RORO Vessel's, and vice versa for the purposes of studies, business, leisure and etc;

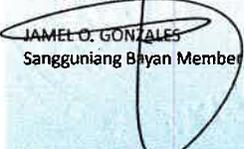
A Villaba Municipal Port, has been established through the programs and projects of the Former Congressman, of the 3<sup>rd</sup> Congressional District of Leyte, the Hon. Vicente "Ching" Veloso III, thru collaboration with the effort of Congresswoman, Hon. Anna Victoria Veloso Tuazon, in Brgy. Silad, a place along the coast within the territorial jurisdiction of the Municipality of Villaba, Leyte, which provides a harbor or shelter for ships and other invaluable importance;

In accordance with No. 5, (a), (2), of PPA Administrative Order No. 02-98, a Port within the jurisdiction of the Municipality may be operated, managed, maintained and developed by said Local Government Unit (LGU), and;

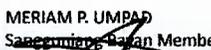
The Local Chief Executive, of the Municipality of Villaba, Leyte, Engr. Carlos G. Veloso received a Certificate of temporary Turn-over to certify that the Contractor (E.U. JINGCO

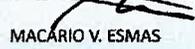
  
EDGAR T. VELOSO, M.D.  
Vice Mayor / Presiding Officer

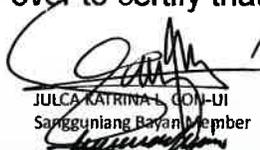
  
ELMER C. SILVA  
Sangguniang Bayan Member

  
JAMEL O. GONZALES  
Sangguniang Bayan Member

  
DENNIS L. SY  
Sangguniang Bayan Member

  
MERIAM P. UMPAD  
Sangguniang Bayan Member

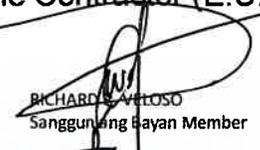
  
MACARIO V. ESMAS  
LNB President

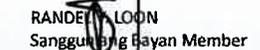
  
JULCA KATRINA L. CON-UI  
Sangguniang Bayan Member

  
ROZUE M. COMPRO  
Sangguniang Bayan Member

  
RILE CHRISTIANA B. VELOSO  
SK Beterasyon President

  
ENGR. CALROS G. VELOSO  
Municipal Mayor

  
RICHARD VELOSO  
Sangguniang Bayan Member

  
RANDEL LOON  
Sangguniang Bayan Member

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

CONSTRUCTION CORPORATION), has accomplished 100% of the works under VILLABA MUNICIPAL PORT PROJECT, and hereby is considered to be completed. Attached herein an Acknowledgement of Turn-over and Acceptance of the completed project, in good order and condition. LGU of Villaba, Leyte, assume full responsibility for the proper maintenance of the said structure. Signed by the Municipal Mayor, Engr. Carlos G. Veloso dated 4<sup>th</sup> July 2022.

In consideration of the foregoing premises and on motion by the Hon. Roque M. Compra, Chairman, SB Committee on Transportation and Communication, duly seconded en masse, Be it

**RESOLVED**, as the Sangguniang Bayan hereby resolved, that an Ordinance be enacted;

**AN ORDINANCE REGULATING THE OPERATION AND MANAGEMENT OF THE VILLABA MUNICIPAL PORT, IMPOSING REGULATORY FEES ON THE VESSELS, PASSENGERS, AND VEHICLES AT BRGY. SILAD PORT**

**AUTHOR: HON. ROQUE M. COMPRA**  
Chairman Committee on Transportation and Communication  
Hon. Elmer C. Silva, Vice Chairman, Committee on Transportation and Communication Hon.  
Randel V. Loon, Member, Committee on Transportation and Communication

Be, it ordained by the Sangguniang Bayan of Villaba, Leyte in regular Session assembled that:

**ARTICLE I**  
**GENERAL PROVISIONS**

**SECTION 1. TITLE.** – This Ordinance shall be known and cited as “An Ordinance Regulating the Operation and Management of the Villaba Municipal Port, imposing regulatory fees on the Vessels, Passengers, and Vehicles at Brgy. Silad Port”

**SECTION 2. SCOPE.** – To cater to its intent, the local government is opting that this Ordinance shall cover primarily the operation and management of the VILLABA MUNICIPAL PORT, with the official name of Silad Port, without prejudice, however, to the inclusion of other related structures of the components of a port, as wharf, installed and now existing and those that will be put up hereafter.

**SECTION 3. DECLARATION OF POLICY.** – It is hereby declared to be in the public interest the policy of the State to foster, by all reasonable means, the promotion and development of Port facilities in the municipality for the betterment of people's welfare and convenience which can hardly be adequately secured except by exercise of the powers of government.

**SECTION 4. PURPOSES.** – The objectives of this Ordinance to:

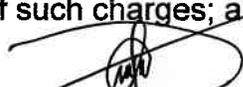
a) Authorize the municipality of Villaba through the agency of its Municipal Port to acquire construct, maintain, operate and improve public port facilities;

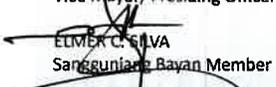
b) Authorize the making of charges for the use or the services of such facilities, and provide for the establishment, collection and enforcement of such charges; and

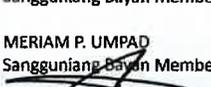
  
EDGAR T. VELOSO, M.D.  
Vice Mayor/ Presiding Officer

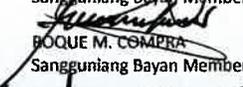
  
DENNIS L. SY  
Sangguniang Bayan Member

  
JILCA KATRINA L. CON-UI  
Sangguniang Bayan Member

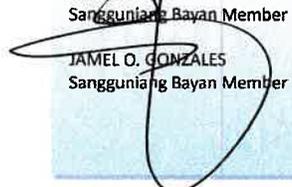
  
RICHARD M. VELOSO  
Sangguniang Bayan Member

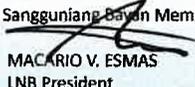
  
ELMER C. SILVA  
Sangguniang Bayan Member

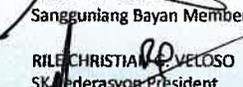
  
MERIAM P. UMPAD  
Sangguniang Bayan Member

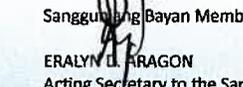
  
ROQUE M. COMPRA  
Sangguniang Bayan Member

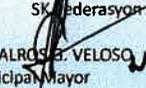
  
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SK Federasyon President

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

c) Grant to this municipality discretionary powers to provide for public port facilities and obtain funds from the users of such facilities to defray the cost thereof.

**SECTION 5. DEFINITION OF TERMS.** – As use in this Ordinance the following words are hereby defined:

a) **Anchor** – any of the various devices used to provide a rigid point of support, as for securing a rope or chain and used to moor a vessel to the sea bottom.

b) **Anchorage** – a place or an area where ships can drop anchor; the common of being held by an anchor.

c) **Arrastre** – the service of handling cargoes provided within a port area. This includes receiving, handling, custody, security, and delivery of cargo passing over piers, wharves, and storage facilities.

d) **Berthing** – the process of a ship or boat being guided to, and secured a designated area typically a pier, wharves, or dock for loading and unloading cargo operations.

e) **Cargo Handling Services** – refer to handling services such as arrastre, stevedoring, and portorage. Cargo handling procedures must adhere to safety and security regulations, ensuring the safe and legal transport of goods.

f) **Cargo throughout** – refers to total volume of cargo discharged or loaded at the port, either in weight (metric tons) or in units.

g) **Coastline** – is a line that is considered the boundary between the sea and land adjacent to it.

h) **Dock** – the landing wharf or pier for ships or boats; a landing area in a harbor

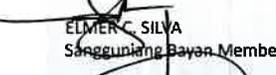
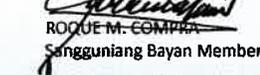
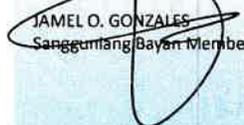
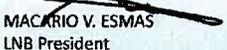
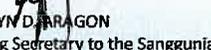
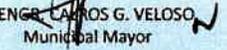
i) **Dockage** – the act of landing at a wharf of pier, a fee charged for the use of a dock or berth by a vessel to load or unload cargo.

j) **Dockage fee at berth** – refers to the amount assessed against a vessel engaged in international or foreign trade, including those engaged in barter trade, for mooring or berthing at a pier, wharf bulkhead, river or channel marginal wharf at any national port in the Philippines, or making fast to a vessel so berthed.

k) **Dockage fee at anchorage** – refers to the amount assessed against a vessel engaged in international or foreign trade including those engaged in barter trade, that do not berth but drop anchor at either a government or privately-owned port whether operated exclusively or commercially.

l) **Dredging** – Cleaning out or deepening the shore bed and other materials from the bottom of bodies of water.

m) **Harbor** – a sheltered place serving as a port for ships/vessels can safely anchor, moor, or dock.

 EDGAR T. VELOSO, M.D. Vice Mayor/ Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 JULIA KATRINA L. CON-UI Sangguniang Bayan Member	 RICHARD B. VELOSO Sangguniang Bayan Member
 ELMER C. SILVA Sangguniang Bayan Member	 MERIAM P. UMPAD Sangguniang Bayan Member	 ROQUE M. COMPRÁ Sangguniang Bayan Member	 RANDEL Y. BOOD Sangguniang Bayan Member
 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. ESMAS LNB President	 RILE CHRISTIAN V. VELOSO SK Pederasyon President	 ERALYN D. PARAGON Acting Secretary to the Sangguniang Bayan
		 ENGR. CARLOS G. VELOSO Municipal Mayor	

n) **LGU** – refers to the Local Government Unit as defined in the Local Government Code of 1991 (Republic Act No. 7160).

o) **Municipal Port** – refer to public port constructed owned and managed, and operated by the local government unit (LGU). Located at Villaba, Leyte, specifically in Silad Port.

p) **Marine Protest** – a formal declaration made by a ship's Master regarding incidents like damage to the vessel, port, or cargo, to document and authenticate the circumstances surrounding a loss or damage to a vessel or its cargo.

q) **Port Charges** – refer to port dues, dockage fee at berth, dockage fee at anchorage.

r) **Port Dues** – refer to the amount are assessed based on whether a vessel is berthed (moored at a pier or wharf) or at anchorage. Dockage at berth and dockage at anchorage are distinct charges. Port dues are typically based on the vessel's gross registered tonnage (GRT).

s) **Port related services** – refer to those services other than cargo handling and pilotage services performed inside the port, including its harbors/fairways and extensions involving provision, application and use of equipment, facility utility manpower/expertise and goods.

t) **Porterage** – the persons work of a porter port or carrying luggage, supplies, or other materials, done by porter or laborers.

u) **Stevedoring** – the work of loading or unloading cargo of ships.

v) **Usage fee** – refers to the amount assessed against a vessel engaged in domestic trade for berthing, for making fast to a vessel so berthed or for mooring at an anchorage area.

w) **Wharfage** – refers to a charge on all cargoes whether containerized or not coming in/going out or transshipped through a port on the basis of the total metric or revenue tonnage whichever is applicable.

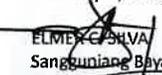
## **ARTICLE II** **GENERAL GUIDELINES**

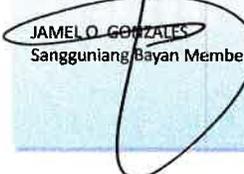
**SECTION 6.** Only ports within the municipality and jurisdiction of the LGU may be operated, managed, maintained and developed by said LGU, (PPA Administration Order No. 02-98). Hence, banking on this provision, LGU-Villaba is entitled to perform the foregoing undertakings.

**SECTION 7.** The repair and maintenance of Villaba Municipal Port, including maintenance dredging managed and operated by the LGU shall be the sole and primary responsibility of said Local Government Unit (LGU).

**SECTION 8.** Group/Organizations wishing to commit themselves to doing Port Services as stevedoring or arrastre in the Municipal Port shall formally apply to the Villaba Municipal Port Operations and Management Board (VMPOMB) of the LGU, which application shall be approved by the Sangguniang Bayan, and arrange with the Board a contract or Memorandum of Agreement (MOA) for the specified cargo handling and other

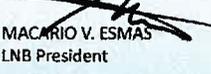
  
EDGAR T. VELOSO, M.D.  
Vice Mayor/ Presiding Officer

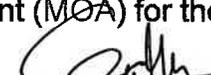
  
ELMER C. SILVA  
Sangguniang Bayan Member

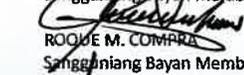
  
JAMEO GONZALES  
Sangguniang Bayan Member

  
DENNIS L. SY  
Sangguniang Bayan Member

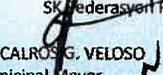
  
MERIAM P. UMPAD  
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MACARIO V. ESMAS  
LNB President

  
JOSEFINA RINA LEON-UI  
Sangguniang Bayan Member

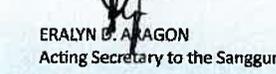
  
ROQUE M. COMPRAS  
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RILI CHRISTIAN M. VELOSO  
SK Federasyon President

  
ENGR. CALROS G. VELOSO  
Municipal Mayor

  
RICHARD B. VELOSO  
Sangguniang Bayan Member

  
RANDEL L. LOON  
Sangguniang Bayan Member

  
ERALYN B. ARAGON  
Acting Secretary to the Sangguniang Bayan

activities in the port. Concomitant with this contract or MOA is laying down of the responsibilities of the LGU with regards to its operations and management of the port, as well as the duties and obligations that would be rendered by the contracting agents.

**SECTION 9.** Guest or any inquisitive Persons shall be prohibited from entering the Port area where the Stevedoring or Arrastremen are at work to forestall being harmed, hurt, or injured.

**SECTION 10.** The Local Government Unit (LGU), shall designate signages in strategic places in the port for the guidance of all concerned.

**SECTION 11.** For health and sanitation purposes, the LGU shall provide waste reception facilities in the port vicinity to keep shippers/freight forwarders, dock workers, Arrastre, porters, and stevedors from littering the wharf and pier.

**SECTION 12.** The Local Government Unit (LGU), shall also provide a shelter with fee for vehicles of waiting passengers which may be started through a makeshift construction.

### ARTICLE III

#### CREATION OF THE VILLABA MUNICIPAL PORT OPERATION AND MANAGEMENT BOARD (VMPOMB)

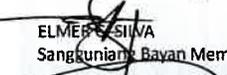
**SECTION 13. COMPOSITION.** – For the motive in mind of having efficient, effective, adequate and sustainable implementation of this Ordinance, there shall be adopted a Villaba Municipal Port Operation and Management Board (VMPOMB), with support work force, consisting of the following:

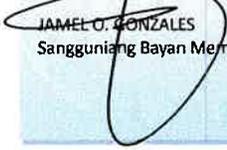
**Chairman** = Municipal Mayor  
**Vice Chairman** = Vice Mayor

**Members:**

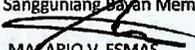
- = Municipal Secretariat / HRMO
- = Municipal Treasurer
- = Municipal Accountant
- = Municipal Agriculturist
- = Municipal Engineer
- = Municipal Health Officer
- = Municipal Budget Officer
- = MPDC
- = Philippine National Police (PNP) Villaba, MPS Chief
- = Bureau of Fire Protection (BFP) Villaba, BFP Chief
- = Philippine Coast Guard
- = MENRO
- = SB Chairman Committee on Transportation and Communication
- = Arrastre Operator Representative
- = Barangay Chairman, of Brgy. Silad

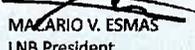
  
EDGAR T. VELOSO, M.D.  
Vice Mayor/Presiding Officer

  
ELMER P. SILVA  
Sangguniang Bayan Member

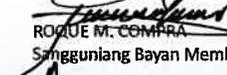
  
JAMEL O. GONZALES  
Sangguniang Bayan Member

  
DENNIS L. SY  
Sangguniang Bayan Member

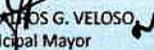
  
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Sangguniang Bayan Member

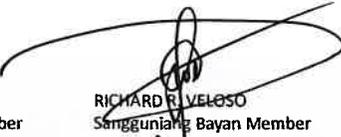
  
MAZARIO V. ESMAS  
LNB President

  
JULIA KATRINA L. CON-DI  
Sangguniang Bayan Member

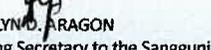
  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

  
EUSEBIO CHRISTIAN G. VELOSO  
LNB Pederasyon President

  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

  
RICHARD R. VELOSO  
Sangguniang Bayan Member

  
RANDER L. LDON  
Sangguniang Bayan Member

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

## VMPOMB WORK FORCE:

### 1. OPERATIONS UNIT:

- a) **Port Operation Manager** = HRMO / Municipal Relations Officer  
Villaba Traffic Control = SB Chairman Committee on Transportation and Communication
- b) **Terminal Operation Officer** = Municipal Administrator  
Arrastre / Stevedoring = VIPSI  
Environmental Officer = Municipal Environmental and Natural Resources Office (MENRO)
- c) **Billing and Collections / Cashier** = Municipal Treasurer  
Accounting Clerk = Municipal Accountant
- d) **Engineering/Maintenance** = Municipal Engineer  
Port maintenance / Foreman = Engineering Staff / Motorpool

### 2. SAFETY COMMITTEE AND EMERGENCY RESPONSE:

- 2.1. **Security / Safety Officer** = Philippine National Police, Villaba, MPS Chief  
Members = Police Officers  
= Barangay Tanods
- 2.2. **Medical**  
Rural Health Unit (RHU) = Municipal Rural Health Doctor  
Members = First Aiders (Nurses)  
= Support First Aiders (BHW's)
- 2.3. **Fire Brigade**  
Bureau of Fire Protection = Villaba Fire Protection Chief  
Members = Firemen  
=Brgy. Committee Chairman on Fire Protection  
= Volunteers

### 3. Disaster Risk Reduction Management

- Office Head = MDRRMO  
Members = Rescue Personnel  
= Volunteers

## ARTICLE IV

### FUNCTIONS AND RESPONSIBILITIES OF THE VILLABA PORT OPERATIONS AND MANAGEMENT BOARD (VMPOMB) / ORGANIZATION CHART

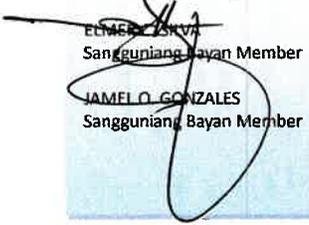
**SECTION 14. FUNCTION OF THE BOARD** – The Board shall have the following functions:

  
EDGAR T. VELOSO, M.D.  
Vice Mayor/Presiding Officer

  
DENNIS L. SY  
Sangguniang Bayan Member

  
JULIA KATRINA J. CON-UT  
Sangguniang Bayan Member

  
RICHARD B. VELOSO  
Sangguniang Bayan Member

  
ELMER Z. SILVA  
Sangguniang Bayan Member

MERIAM P. UMPAD  
Sangguniang Bayan Member

ROQUE M. COMPIRA  
Sangguniang Bayan Member

RANDEL H. DON  
Sangguniang Bayan Member

JAMEL O. GONZALES  
Sangguniang Bayan Member

MAZARIO V. ESMAS  
LNB President

RICHARD CHRISTOPHER G. VELOSO  
SP Pederasyon President

ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

ENGR. CALRO G. VELOSO  
Municipal Mayor

1. The Board is responsible for the Administration, supervision, maintenance of the port including the collection of fees for its use.
2. Create auxiliary guidelines / policies to augment the enforcement of this Ordinance;
3. Observe and provide updates on the progress of the implementation process;
4. Make plans to intensify the working capacity of the collection team using the Observation updates;
5. They are also tasked with ensuring the safety and security of the port and its Facilities.
6. Provide/set clearly defined duties and obligations of the work forces under the Control of the Board;

**SECTION 15. FUNCTIONS OF THE PORT OPERATION MANAGER.** – Is responsible for the efficient and safe movement of vessels, cargo, and people within a port. This includes managing vessel traffic, cargo handling, infrastructure maintenance, and ensuring environmental compliance.

1. Regulating vessel traffic and ensuring safe navigation within the port.
2. Managing berthing and docking of vessels;
3. Ensuring efficient transfer of cargo between ships and land transport.
4. Implementing and enforcing environmental regulations related to port operations.

**SECTION 16. FUNCTIONS OF THE TERMINAL OPERATION OFFICER.** – Would be responsible for the efficient and safe operation of the port's facilities, ensuring that cargo is handled and transported in accordance with established procedures and regulations. This includes coordinating with local authorities and other relevant parties to ensure smooth port operations.

1. This role involves supervising staff, coordinating activities, and maintaining Operational standards to meet performance targets.
2. Directing and coordinating the activities of workers involved in cargo handling, equipment operation, and another port-related task.
3. Ensuring the smooth and efficient flow of cargo, minimizing delays, and optimizing the use of resources
4. Enforcing safety regulations, ensuring compliance with environmental standards, and promoting a safe working environment.
5. Keeping records of operations, preparing reports, and communicating with other Department and management.

**SECTION 17. FUNCTIONS OF BILLING AND COLLECTIONS.** – function is responsible for generating and processing invoices for services rendered, tracking payments, and managing outstanding debts. This function ensures the port's financial health by efficiently collecting revenue for various services, and other port-related activities.

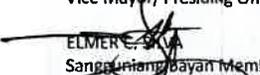
1. The Billing and Collections function is closely linked to other port operations, such as cargo handling, Vessel berthing, and cargo storage.
2. Accurate and timely billing is essential for efficient cargo clearance and vessel turnaround.
3. Effective communication and coordination with other port departments are crucial for resolving billing or payment issues.

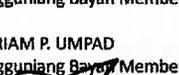
  
EDGAR T. VELOSO, M.D.  
Vice Mayor / Presiding Officer

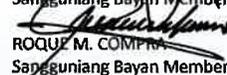
  
DENNIS L. SY  
Sangguniang Bayan Member

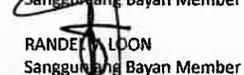
  
JULEA KATRINA L. CON-UI  
Sangguniang Bayan Member

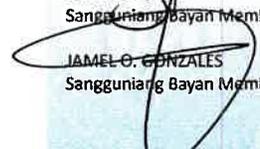
  
RICHARD A. VELOSO  
Sangguniang Bayan Member

  
ELMER C. SILVA  
Sangguniang Bayan Member

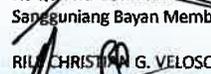
  
MERIAM P. UMPAD  
Sangguniang Bayan Member

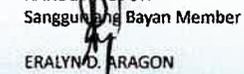
  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

  
RANDEY ALDON  
Sangguniang Bayan Member

  
JAMEL O. GONZALES  
Sangguniang Bayan Member

  
MACARIO V. ESMAS  
LNB President

  
RILYN CHRISTIAN G. VELOSO  
SH Federation President

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

  
ENGR. CALVIN G. VELOSO  
Municipal Mayor

4. Effective billing and collections are essential for maintaining a positive cash flow and ensuring the financial stability of a business.

**SECTION 18. FUNCTIONS OF PORT ENGINEER / ENG'G MAINTENANCE.** – primary function is to ensure the operational readiness and safety of a port's infrastructure and vessels, including their machinery and equipment.

1. They are responsible for maintenance, repair, and inspection, as well as managing budgets and coordinating with various stakeholders.
2. Overseeing all aspects of ship maintenance and repair, including developing repair specifications, managing contractors, and ensuring compliance with regulations.
3. Maintaining port infrastructure, including machinery and equipment, and ensuring it meets safety standards.
4. Port Engineer acts as a technical expert, project manager, and coordinator, ensuring the smooth and safe operation of a port's engineering assets.

## ARTICLE V

### REPORTING AND CALLING: VESSEL'S ON ARRIVAL AND DEPARTURE

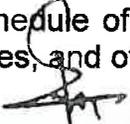
**SECTION 19. REPORTING AND CALLING PROCEDURES.** – A Vessels Arrival, and Departure involves notifying the relevant authorities, such as the Villaba Municipal Port Authority, and the Port Operation Officer/Manager, by submitting necessary documents, including manifest and clearance papers. These reports ensure proper supervision and control over vessels and their cargo, facilitating efficient port operations and procedures.

**a) Arrival Notice** – Vessel arriving Villaba Municipal Port, are typically required to submit a Notice of Arrival, (NOA) approximate two (2) hours their Estimated Time of Arrival (ETA), CALL: VILLABA TRAFFIC CONTROL ON VHF CHANNEL 16, before entering the Port. This notice provides key details of a Vessels about its Port of Origin, the voyage from, and nature of cargo.

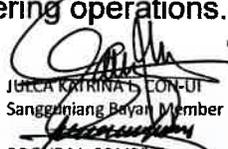
**b) Departure Procedures** – Vessels departing from Villaba Municipal Port, involve a series of checks and actions to ensure safe and efficient departure from port. reports and obtain necessary clearance documents, and compliance with port rules and regulations. CALL: VILLABA TRAFFIC CONTROL ON VHF CHANNEL 16, approximate two (2) hours before departure time.

**c) Villaba Traffic Control** – The Port Management Office (PMO), must provide individuals responsible for the traffic control in maritime related fields. Generally required to have access to, and maintain a continuous listening radio watch on designated Very High Frequency (VHF) channels. Such as CHANNEL 16 (for distress, safety, and calling) This ensures they can communicate effectively with vessels and other stakeholders, facilitating safe and efficient traffic flow and navigation purposes.

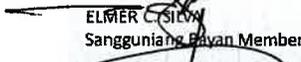
**d) Bunkering Permit Application (if required)** – Depending on the specific circumstances and the Port Management Office (PMO's) procedures, an additional bunkering permit fees might be required. This application may involve providing information about the vessel, the type and quantity of fuel being bunkered, and the schedule of operations. Vessels are required to pay applicable fees for dockage, port dues, and other services, related to bunkering operations.

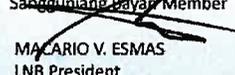
  
EDGAR T. VELOSO, M.D.  
Vice Mayor/Presiding Officer

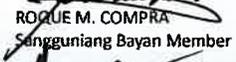
  
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Sangguniang Bayan Member

  
JULECA KATRINA E. EON-UI  
Sangguniang Bayan Member

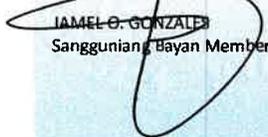
  
RICHARD R. VELOSO  
Sangguniang Bayan Member

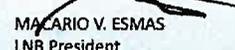
  
ELMER CASTILLO  
Sangguniang Bayan Member

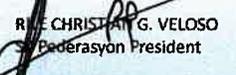
  
MERIAM P. UMPAD  
Sangguniang Bayan Member

  
ROQUE M. COMPRA  
Sangguniang Bayan Member

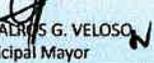
  
RANDEL ALNDON  
Sangguniang Bayan Member

  
JAMEL O. GONZALEZ  
Sangguniang Bayan Member

  
MACARIO V. ESMAS  
LNB President

  
RIFE CHRISTIAN G. VELOSO  
Pederasyon President

  
ERALYND ARAGON  
Acting Secretary to the Sangguniang Bayan

  
ENGR. CALIXTO S. VELOSO  
Municipal Mayor

e) **Port facilities for fresh water supply** – Typically include systems of sourcing, storing, treating and distributing potable water to ships. To ensure that ships receive a safe and adequate supply of fresh water and other onboard needs, common components include water sources, distribution networks, shore hydrants, that can be easily connect ship's hoses directly to the ships potable water tank. Regardless of whether the port is public or private, vessels taking on fresh water are generally expected to pay for the service. The specific charges and payment procedures would depend on the Port's policies.

f) **Provision of goods and foods supply** – Ship chandlers provide a wide range of provisions and supplies to vessels, including fresh, frozen, and canned food items like fruits, vegetables, meat, eggs, fish, dairy, and dry goods, maintenance products, cleaning supplies, and spare parts. Vessels charges and payment of provisions of goods, according to the local commodities price list and market control, Vessel's request and arrange for food and other supply provision, contact to Port Operation Officer/Manager.

g) **Precautions of a Vessels, while alongside in Port** – when strong winds are expected, several precautions are necessary to ensure safety and prevent damage. These include securing mooring, monitoring weather updates, and maintaining a vigilant watch ship's personnel on deck. Or CALL: VILLABA TRAFFIC CONTROL ON VHF CHANNEL 16, to take necessary actions by cast off immediately a Vessel to a safer location or at the anchorage area. As directed by the Port Operation Officer/Manager, or other relevant Port Authorities.

## ARTICLE VI

### CHARGES AND FEES

**SECTION 20.** The LGU shall collect imposing regulatory fees on the Vessels, Passengers, and entering Vehicles at the Barangay Silad Port of this Municipality, charges or fees such as:

- **Business Permit**

TICKETING OFFICE (Depends on annual gross sales)

Vessels Owner shall secure a Mayor's Permit, or Business Permit, to the Municipal Treasurer Office those involved in ticketing office in the municipality of Villaba, Leyte.

Valid for one (1) year and must be renewed annually, the renewal period typically falls within the first month of calendar year, often January.

- **Bunkering Permit Fee** = **Php 500.00**

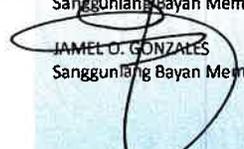
These fees can be based on factors like Vessel type, cargo handled, and whether the port is Government-operated or private.

- **Environmental fee for the Vessels at berth** = **Php 300.00**

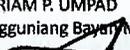
- **Environmental/Terminal fee for the Passengers** = **Php 20.00/except Senior Citizens, Students, Person with Disabilities (PWD) and Men in uniform**

  
EDGAR T. VELOSO, M.D.  
Vice Mayor/Presiding Officer

  
ELMER SILVA  
Sangguniang Bayan Member

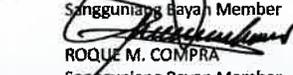
  
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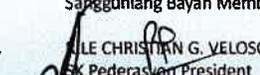
  
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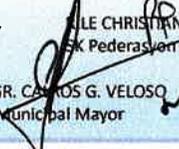
  
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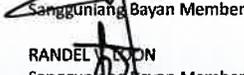
  
JOYCE KATRINA L. LEON-UI  
Sangguniang Bayan Member

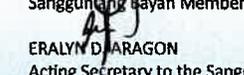
  
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ERALLYN D. JARAGON  
Acting Secretary to the Sangguniang Bayan

- Terminal fee for the Truck Vehicles (10 Wheelers and Up) = Php 300.00
  - Truck Vehicles (6 to 8 Wheelers) = Php 150.00
  - Truck Vehicles (4 Wheelers) = Php 75.00
  - Motor Vehicles (2 to 3 Wheelers) = Php 30.00
- Parking fee for the Large Vehicles = Php 200.00
- Parking fee for the Light Vehicles = Php 100.00
- Storage fee of Cargo left at Port facilities = Php 5.65 / weight of Cargo in volume x GRT, and days duration of storage.
- Potable fresh water supply to a vessels = Php 12.60/Cubic meters
- Garbage collection from the Vessels = Php 20.00/bags

**SECTION 21.** Every Owner of light Vehicles, such as Tricycle, SUV, Motor/Habal-habal engaged in passengers, entering the port at the gate area using the shelter for waiting Passengers, shall be collected a charge of = **Php 10.00. as gate pass.**

**SECTION 22. TRANSPORTING OF LIVESTOCK AND POULTRY PRODUCTS - The Municipal Agricultural Office (MAO)**, plays a role in issuing permits for transporting animals, particularly for local movements, within the municipality of Villaba, Leyte.

However, for broader or international transport, additional permits from higher authorities, like the Bureau of Animal Industry (BAI) or the Department of Agriculture (DA) may require.

22.1-Transport Permit of Poultry (for consumption) - shall pay of = **Php.10.00 / crate**

22.2-Transport Permit of Poultry Eggs (small,large) - shall pay of = **Php 3.00 / tray**

Under SECTION 22. paragraph, 22.2, of this Code - No Transport Permit, shall be issue for passengers carrying of poultry eggs of not more than 20 pieces, for consumption purposes.

22.3-Transport Permit of Poultry (for Cockfighting) - shall pay of = **Php. 150.00 / head**

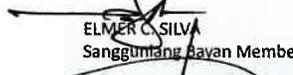
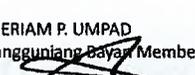
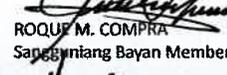
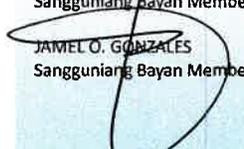
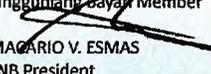
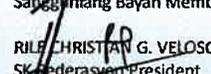
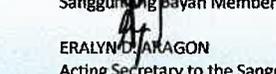
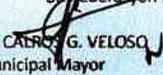
22.4-Transport Permit of Small ruminant animals (Goat, Sheep)- shall pay of **Php. 200.00 / head**

22.5-Transport Permit of Large ruminant animals (Cow, Carabao, and Horse) **Php.300.00 / head**

**SECTION 23. Transporting of Plants from a Vessels Port of Origin thru the Port of Destination.** – To transport of Plants from the Municipal Port, most likely need a Domestic Permit to Transport issued by the Department of Agriculture Regional Field Office (DA RFO) or the Municipal Agriculture Office (MAO). This permit is crucial for ensuring the safe and regulated movement of plants, preventing the spread of pest and diseases.

23.1- The Local Government Unit (LGU), in the Municipality of Villaba, have the power to regulate the movement of certain resources, including plants, within their

jurisdiction. This regulation might involve permits, fees, or other requirements for

 EDGAR T. VELOSO, M.D. Vice Mayor/Presiding Officer	 DENNIS L. SY Sangguniang Bayan Member	 JULCA PATRICIA L. COM-UI Sangguniang Bayan Member	 RICHARD M. VELOSO Sangguniang Bayan Member
 ELMER C. SILVA Sangguniang Bayan Member	 MERIAM P. UMPAD Sangguniang Bayan Member	 ROQUE M. COMPRÁ Sangguniang Bayan Member	 RANDE FALCON Sangguniang Bayan Member
 JAMEL O. GONZALES Sangguniang Bayan Member	 MAGARIO V. ESMAS LNB President	 RILE CHRISTIAN G. VELOSO SK Federasyon President	 ERALYN D. ARAGON Acting Secretary to the Sangguniang Bayan
 ENGR. CARLOS G. VELOSO Municipal Mayor			

transporting plants.

23.2 - The permit is usually valid for a limited time duration of five (5) days and for a single transaction.

23.3 - Upon payment to the Municipal Treasurer's Office, where the cost is calculated based on the number of seedlings or young plants being moved, the transporter shall pay in the amount of = **Php. 20.00 per seedling.**

23.4 - The receipt of payment from the Municipal Treasurer's Office, the transporter shall present to the Office of Municipal Agriculture for issuance of Transport Plants Permit.

## ARTICLE VII

### VIOLATION ENTRY OF POULTRY, LIVESTOCK AND PLANTS, IN VILLABA MUNICIPAL PORT

**SECTION 24.** A Port could impose fines related to entry of Poultry, livestock, or pigs, this is often due to regulations regarding biosecurity, disease prevention, and proper handling of Agricultural products. Violations like inadequate documentation, improper transportation, or failure to meet quarantine requirements could lead to fines.

24.1 Port play a crucial role in preventing the spread of animal diseases. They implement measures to ensure that animals entering the Villaba Municipal Port, are healthy and don't pose a risk to existing livestock populations.

24.2 Various national and local regulations govern the Entry of Poultry, Livestock, and Pigs, these regulations may specify requirements for permits, transportation, and handling, with penalties for non-compliance.

24.3 Strict biosecurity protocol are often in place at Port to minimize the risk of disease introduction. These protocols might include inspection of animals, verification of Health Certificate, and requirements for specific quarantine periods.

24.4 Violations like bringing in animals or entry in Villaba Municipal Port, without proper documentation / Permits can result in finer and confiscate by the port authority.

a) Entry of Poultry Meat (for consumption) NO PERMIT, shall pay of = **Php 10.00/ crate**

b) Entry of Poultry Eggs (Small,large) NO PERMIT, shall pay of = **Php 3.00/tray**

Under SECTION 24. paragraph 24.4, (b), of this Code – Entry of poultry eggs, No Permit, shall be issue for passengers carrying poultry eggs of not more than 20 pieces, for consumption purposes.

c) Entry of Poultry (for cockfighting) NO PERMIT, shall pay of = **Php 150.00/head**

d) Entry of Small ruminant animals (Goat, Sheep) NO PERMIT, shall pay of = **Php 200.00/crate**

e) Entry of Large ruminant animals (Cow, Carabao, and Horse) NO PERMIT, shall pay of = **Php 300.00/head**

f) Entry of plants and ornamental plants into a Port, NO PERMIT, could result in fines.

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Vice Mayor/ Presiding Officer

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Sangguniang Bayan Member

JAMELO O. GONZALES  
Sangguniang Bayan Member

DENNIS L. SY  
Sangguniang Bayan Member

MERIAM P. UMBAD  
Sangguniang Bayan Member

MAZARIO V. ESMAS  
LNB President

JOLCA KATHINA LLON-UI  
Sangguniang Bayan Member

RODRE M. COMPRA  
Sangguniang Bayan Member

RUFF CHRISTIAN G. VELOSO  
Sangguniang Pederasyon President

ENGR. CADIZ S. G. VELOSO  
Municipal Mayor

RICHARD R. VELOSO  
Sangguniang Bayan Member

RANDEL MOON  
Sangguniang Bayan Member

ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

Failure to comply with these regulations can lead to seizure or confiscate the plants, shall pay of = **Php 20.00/seedling**.

**SECTION 25. REGULATORY AUTHORITY.** - The Department of Agriculture (DA) – Bureau of Animal Industry (BAI) – National Veterinary Quarantine Services Division (NVQSD) shall exercise the regulatory functions as the veterinary authority under the Administrative Order No. 05, Series of 2019. Outlines guidelines for the local transport of animals, animal products, and by-products within the Philippines. This order, issued by the Department of Agriculture (DA), aims to ensure the safe and regulated movement of these items while protecting public health and preventing the spread of animal diseases. Liked controlling animal diseases, including African Swine Fever (ASF).

## **ARTICLE VIII**

### **PROHIBITIONS**

**SECTION 26. PROHIBITIONS.** – The following prohibited acts are enforced in this Ordinance, as follows:

1. Dumping waste, prohibits discharging garbage, oil, or other pollutants into port waters, while a vessel at berth or anchorage.
2. Handling hazardous materials, restricted the handling of dangerous cargo without proper authorization or in designated areas.
3. Carrying prohibited items, such as: Bans weapons explosives, illegal drugs, and other dangerous or restricted items.
4. For vessels dumping or causing the emission and spread of crude oil, kerosene, or gasoline at the wharf or pier within Three (3) nautical miles from the nearest coastline.
5. Any Unauthorized Persons entering the Port, while vessel at berth for loading or unloading cargo operations.
6. Fishing inside within Three (3) nautical miles away from the nearest coastline, covered by the vicinity in Port.
7. Transport Animals it prohibits acts of cruelty, maltreatment, torture, and neglect towards animals. It reflects a growing awareness of animal rights and ethical obligation to treat animals humanely.
8. The Transport of Plants products is restricted and often prohibited without proper documentation and authorization to prevent the spread of plant pest and diseases. This is primarily managed through domestic and international plant quarantine regulations. Specific restrictions may vary depending on the Port of Origin, and destination of the plants, as well as the type of plant material involved.

## **ARTICLE IX**

### **PENALTIES**

**SECTION 27. PENALTIES.** – The following misconducts are hereby penalized under this Ordinance:

a) Dumping waste, prohibits discharging garbage, oil, or other pollutants into port, port waters, while a vessel at berth or anchorage. A maximum fine of = **Php 2 500.00**, or

  
EDGAR T. VELOSO, M.D.  
Vice Mayor/ Presiding Officer

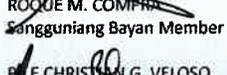
  
DENNIS L. SY  
Sangguniang Bayan Member

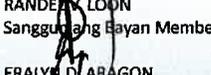
  
JULCA KATRINA L. CON-UI  
Sangguniang Bayan Member

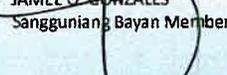
  
RICHARD R. VELOSO  
Sangguniang Bayan Member

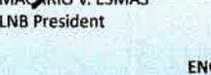
  
ELMER Z. SILVA  
Sangguniang Bayan Member

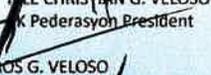
  
MERIAM P. UMPAD  
Sangguniang Bayan Member

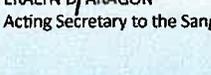
  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

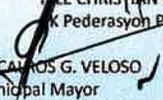
  
RANDEY V. LOON  
Sangguniang Bayan Member

  
JANEL O. GONZALES  
Sangguniang Bayan Member

  
MACARIO V. ESMAS  
LNB President

  
RYLE CHRISTIAN G. VELOSO  
K Pederasyon President

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

imprisonment of not more than six (6) months, or both, at the discretion of the court. In addition to the offender being required to pay the cost of the clean-up operations.

b) Handling Hazardous materials, restricted the handling of dangerous cargo without proper authorization or in designated areas. A maximum fine of = **Php 2,500.00**, or imprisonment of not more than six (6) months, or both, at the discretion of the court.

c) Carrying prohibited items, such as: Bans weapons, explosives, illegal drugs, and other dangerous or restricted items. A maximum fine of = **Php 2,500.00**, or imprisonment of not more than six (6) months, or both, at the discretion of the court.

d) For Vessels dumping or causing the emission and spread of crude oil, kerosene, or gasoline at the wharf or pier within Three (3) nautical miles from the nearest coastline. A fine of = **Php 2,500.00**, or imprisonment of not more than six (6) months, or both, at the discretion of the court. In addition to the offender being required to pay the cost of the clean-up operations.

e) Any Unauthorized persons entering the port, while vessels at berth loading or unloading cargo operations. If the unauthorized entry is related to smuggling or illegal activities the penalties could be much more. A fine of = **Php 2,500.00**, imprisonment of not more than six (6) months, or both, at the discretion of the court.

f) Fishing within Three (3) nautical miles from the nearest coastline, particularly in Municipal waters, is regulated and penalties apply for violations that can result in fines, imprisonment, and confiscation of fishing boats and gear. A fine of = **Php 500.00**, or imprisonment of not more than six (6) months, or both, at the discretion of the court.

g) Any Violations of Ordinance related to Transporting Animals, without Permit from the Municipal Agriculture Office (MAO), such as those outlined in the Animal Welfare Act of 1998, (RA 8485) in the Philippines, can result in fines and/or imprisonment. Penalties vary depending on the specific violation and may escalate with repeat offenses. Those found guilty a fine of =**Php.1,000.00** for the first offence, **Php. 2,000.00** for the second offence, and **Php. 2,500.00** for the third offence, or imprisonment of not more than six (6) months, or both, at the discretion of the court. Additionally, juridical persons may face penalties for violations, and aliens could face deportation after serving their sentence.

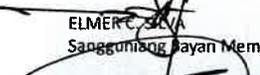
h) Penalties for illegal Plant Transport, without permit from the Office of Municipal Agriculture, vary depending on the specific circumstances and applicable laws, but generally involve fines and potential imprisonment. Violating regulations related to illegal transport of plants could result in fines of **Php. 1,000.00** for the first offence, **Php. 2,000.00** for the second offence, and **Php. 2,500.00** for the third offence, or imprisonment of not more than six (6) months, or both, at the discretion of the court.

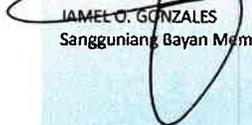
## ARTICLE X

### FINAL PROVISIONS

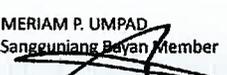
**SECTION 28. REPEALING CLAUSE.** – All Ordinance, Executive Orders and rules and regulations, or part/s thereof that are contrary to or inconsistent with any provisions of this ordinance, are hereby repealed or modified accordingly.

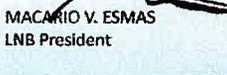
  
EDGAR T. VELOSO, M.D.  
Vice Mayor / Presiding Officer

  
ELMER C. SORIA  
Sangguniang Bayan Member

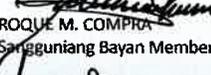
  
JANEL O. GONZALES  
Sangguniang Bayan Member

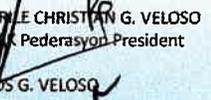
  
DENNIS L. SY  
Sangguniang Bayan Member

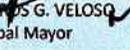
  
MERIAM P. UMPAD  
Sangguniang Bayan Member

  
MACARIO V. ESMAS  
LNB President

  
JULIA PATRICIA L. CONDIT  
Sangguniang Bayan Member

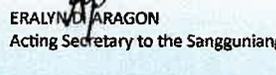
  
ROQUE M. COMPRAN  
Sangguniang Bayan Member

  
RILE CHRISTIAN G. VELOSO  
LNB Pederasyon President

  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

  
RICHARD R. VELOSO  
Sangguniang Bayan Member

  
RANDELL S. LOON  
Sangguniang Bayan Member

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

**SECTION 29. SEPARABILITY CLAUSE.** – Should any part or provisions of this ordinance be held unconstitutional and declared invalid by a court of law, other parts or provisions hereof which are not affected thereby, shall continue to be in full force and effect.

**SECTION 30. EFFECTIVITY CLAUSE.** – This Ordinance shall take effect upon its approval.

This Ordinance was approved by the Sangguniang Bayan in its Regular Session on August 22, 2025.

ATTESTED:

  
**EDGAR T. VELOSO, M.D.**  
Vice Mayor/Presiding Officer

  
**ERALYN D. ARAGON**  
Acting Secretary to the Sanggunian

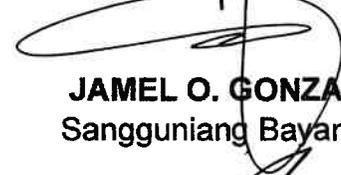
  
**DENNIS L. SY**  
Sangguniang Bayan Member

  
**ROQUE M. GOMPURA**  
Sangguniang Bayan Member

  
**RICHARD R. VELOSO**  
Sangguniang Bayan Member

  
**RANDEL V. LOON**  
Sangguniang Bayan Member

  
**JULCA KATRINA L. CON-UI**  
Sangguniang Bayan Member

  
**JAMEL O. GONZALES**  
Sangguniang Bayan Member

**MERIAM P. UMPAD**  
Sangguniang Bayan Member

  
**MACARIO V. ESMAS**  
LNB President

  
**ELMER C. SILVA**  
Sangguniang Bayan Member

  
**RILE CHRISTIAN G. VELOSO**  
SK Pederasyon President

APPROVED:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

*e.g. Minutes of Public Hearing and Committee Meetings and Attendance Sheet,  
Photo/Videos.*



**MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON  
TRANSPORTATION AND COMMUNICATION ON THE PROPOSED ORDINANCE “AN  
ORDINANCE REGULATING THE OPERATION AND MANAGEMENT OF THE VILLABA  
MUNICIPAL PORT, IMPOSING FEES ON THE VESSELS, PASSENGERS, AND VEHICLES AT  
BRGY. SILAD PORT”**

**ON AUG. 19, 2025, AT THE SB SESSION HALL. PRESIDING OFFICER: HON. ROQUE M.  
COMPRA, COMMITTEE CHAIRMAN**

The public hearing commenced at exactly 1:55 in the afternoon, at the Sangguniang Bayan session hall. The prayer led by Hon. Elmer C. Silva, the Vice Chairman of Committee on Transportation and Communication, the hearing was attended by Hon. Jamel O. Gonzales, Chairman committee on laws & rules; Mr. Teddy L. Vapor, HRMO; Ana Marie B. Sarino, Acting Municipal Treasurer; Mr. Antonio G. Calumba, Municipal Accountant; Merlita D. Veloso, Municipal Administrator; Renato N. Casas, Municipal Agriculturist; Ronie S. Romero, Punong Barangay of Silad; Manolito B. Barillo, Municipal Engineering representative, Love Joy Aponte, VIPS I Mgt; and Dhadai Denzo, VIPS I Mgt.

Hon. Roque M. Compra, delivered the welcome message and acknowledged all attendees. Presented the full content of the ordinance, after which an open forum, and corrections of the said provisions.

Mr. Teddy L. Vapor, HRMO; suggested that the Title of this Ordinance be shortened into and read “**An Ordinance Regulating the Operation and Management of the Villaba Municipal Port, Imposing Regulatory fees on the Vessels, Passengers, and Vehicles at Brgy. Silad Port**” and in SECTION 2. SCOPE. He also suggested that after the Villaba Municipal Port, insert the words with the official name of Silad Port, in order that peoples have an idea entering into, and agreed by the body’s concerned.

Merlita D. Veloso, the Municipal Administrator, suggested that in SECTION 5. Under Definition of terms, paragraph (o), that Municipal Port, located at Villaba, Leyte, specifically in Silad Port.

Mr. Teddy L. Vapor, HRMO; corrected and arranged the form of the Composition, creation of the Villaba Municipal Port Operation and Management Board (VMPOMB), the Chairman, shall be the Municipal Mayor, the Vice Chairman, shall be the Vice Mayor, and the Members, SB Chairman Committee on Transportation, all Municipal Department heads, COP Villaba MPS, Fire Marshall, Villaba Municipal Fire Station, Philippine Coast Guard Substation Villaba, and Arrastre Operator representative.

Hon. Roque M. Compra, emphasized that very important to have a Radio watch on designated Very High Frequency (VHF), channel 16 (for distress, safety, and calling) to ensure they can communicate effectivity with Vessels, in time of traffic congestion, and safe navigation.

Mr. Antonio G. Calumba, suggested that under Article VI, Charges and Fees, SECTION 20. Terminal fee for the Truck Vehicles, must be in Ten (10) Wheelers and up) a fine of Php 300.00. and changed truck vehicles to Motor Vehicles 2 to 3 wheelers.

Hon. Elmer C. Silva, Suggested that in SECTION 20. Under Environmental/Terminal fee for the Passengers, shall includes Senior Citizens, Students and Person with Disabilities (PWD) for exception in this code. And he also suggested that in SECTION 21. Every owner of light vehicles, such as tricycle, SUV, Motor/Habal-habal engaged in passengers, entering the port at the gate area using the shelter for waiting passengers, shall be collected a charge of = Php. 10.00 as gate pass.

Mr. Renato N. Casas, the Municipal Agriculturist, suggested that in SECTION 22. Transporting of Livestock and Poultry products, must put additional Transport Permit of poultry in eggs, and how much eggs per tray, and the passengers limit of eggs without permit issue, of not more than 20 pieces for consumption purposes.

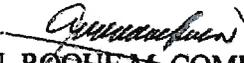
The Presiding officer, Hon. Roque M. Compra, asked if they have no more correction and comments in this Ordinance, and agreeable by everybody attending the meeting.

Without further deliberations, the Public hearing ended at 3:50 in the afternoon.

CERTIFIED CORRECT:

  
ERALYN D. ARAGON  
Acting Secretary to the Sangguniang Bayan

ATTESTED:

  
HON. ROQUE M. COMPRA  
Committee Chairman



## COMMITTEE ON TRANSPORTATION AND COMMUNICATION

### COMMITTEE REPORT / S. 2025

AUGUST 19, 2025

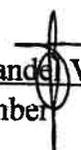
SUBJECT: "AN ORDINANCE REGULATING THE OPERATION AND MANAGEMENT OF THE VILLABA MUNICIPAL PORT, IMPOSING REGULATORY FEES ON THE VESSELS, PASSENGERS, AND VEHICLES AT BRGY. SILAD PORT"

#### FINDINGS AND RECOMMENDATIONS:

- (1.) Villaba Municipal Port, need to create and install VILLABA TRAFFIC CONTROL, in a Very High Frequency (VHF) Channel 16 by continuous listening and monitoring, watch on Radio communication, in order to facilitate the incoming or outgoing vessels to avoid traffic congestion. Especially vessels at berth loading/unloading of cargo, or a Vessel's arriving in Port, where, the instructions from the Port Manger has no vacant and berthing prospect. The Port Manager and the Arriving Vessel agreed to proceed by dropping anchor outside in the safest anchorage area.
- (2.) The Villaba Municipal Port, series a vital getaway for the Transport of passengers, goods, and vehicles within the municipality and neighboring areas. The current system of port operations, lacks on comprehensive regulatory framework, to ensure efficient management, safety and equitable collection of fees. In order to generate more income to the Local government Unit (LGU), in the municipality.
- (3.) Health and Sanitary purposes, needs of cleaning personnel to maintain cleanliness and a good housekeeping.
- (4.) Signages in strategically placed in designated areas to ensure clear communication and safety for all personnel and visitors. These signages should clearly indicate emergency exits, escape routes, and safety procedures, especially in areas with potentials hazards like restricted areas or loading zone. To established standards for design, construction, and maintenance, promoting public safety and security measures, controlling port rules and regulations.
- (5.) General Area Lighting; adequate lighting should be provided in general work and traffic areas, including access roads, parking areas, quays, piers, and cargo handling zones. The lighting levels should be sufficient to allows personnel and vehicles to operate safely.

  
Hon. Roque M. Compra  
Chairman on Committee

  
Hon. Elmer C. Silva  
Vice Chairman

  
Hon. Randed V. Loon  
Member



**ATENDANCE SHEET**  
**Committee Hearing**  
**August 19, 2025**  
**1:00 PM**  
**SB SESSION HALL**

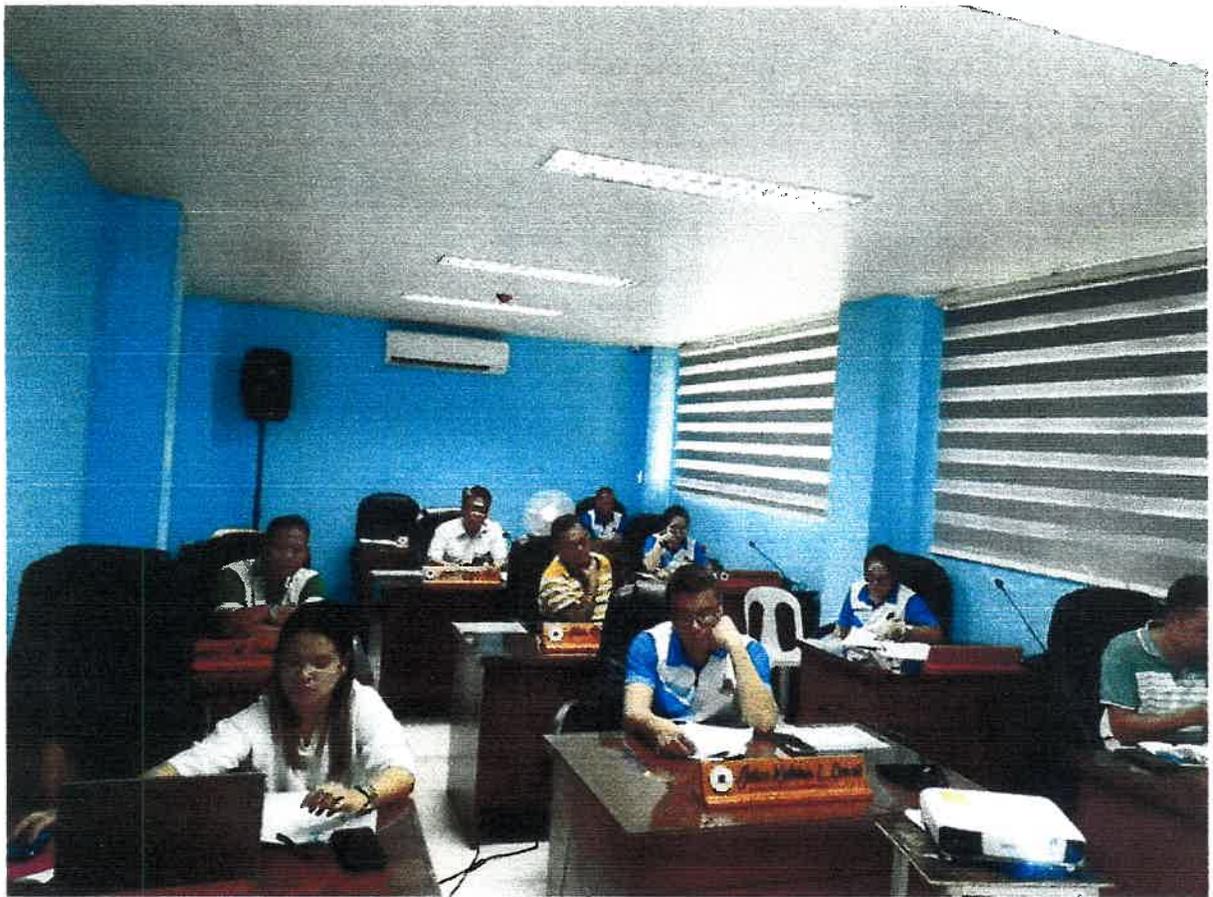
**"A Municipal Ordinance Imposing Regulatory Fees on the Vessels, Passengers and Vehicles at the Silad Port.**

NAME	POSITION/ OCCUPATION	SIGNATURE
ANA MARIE B. VARINO	Acting Mun. Treasurer	<i>[Signature]</i>
Antonio G. Columba	Accountant	<i>[Signature]</i>
Merlita D. Velasco	Mun. Admin.	<i>[Signature]</i>
ELMER C. SILVA	SBM	<i>[Signature]</i>
RONIE C. ROMERO	PUNONG BARANGAY	fr: <i>[Signature]</i>
Manolito B. Barillo	MEB	<i>[Signature]</i>
TERINA L. VERA	HRMO	<i>[Signature]</i>
JAMEL O. GONZALEZ	SB member	<i>[Signature]</i>
Love Joy Aponte	VIPSI Mgt.	<i>[Signature]</i>
Dhadai Danzo	VIPSI MGT.	<i>[Signature]</i>
LEONARDO N. CASAS	MUN. AGRIC.	<i>[Signature]</i>
VICTOR PABUCAS	HRMO	<i>[Signature]</i>
MERHILA P. PACHALDO	SB JO	<i>[Signature]</i>
ARLENE P. AGUILAR	SB JO	<i>[Signature]</i>
JEAN DEE BELLE P. ALARUE	SB JO	<i>[Signature]</i>

UNA L. DOMENAS	SB J.O	<i>[Signature]</i>
Ana Len Dalag	SB J.O	<i>[Signature]</i>
Viel Grace A. Casul	SB JO	<i>[Signature]</i>
Darling Neloza	SB JO	<i>[Signature]</i>
Marlon M. Posue	SB JO	<i>[Signature]</i>
Ruben B. Abenojo	SB JO	<i>[Signature]</i>
RUBAN MICHAEL	SB JO	<i>[Signature]</i>
CLAIRE MONSANTO	SB JO	<i>[Signature]</i>
JENNY GEE MONDRES	SB JO	<i>[Signature]</i>

Prepared by:

*[Signature]*  
**HON. ROQUE M. COMPRA**  
 Chairman





SANGGUNIANG BAYAN

Office of the Secretary to the Sanggunian

NOTICE OF THE PUBLIC HEARING

Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Transportation and Communication, August 19, 2025 at 1:00 in the afternoon at the Sangguniang Bayan Session Hall, this Municipality in aide of legislation by Sangguniang Bayan Member Roque M. Comprá, on the matter:

**"AN ORDINANCE REGULATING THE OPERATION OF THE VILLABA MUNICIPAL PORT, POLICIES, RULES AND REGULATIONS FOR THE CONTROL AND MANAGEMENT, IMPOSING REGULATORY FEES ON THE VESSELS, PASSENGERS AND VEHICLES AT BRGY. SILAD PORT, SUCH AS: MAYOR'S PERMIT, BUNKERING PERMIT FEE, ENVIRONMENTAL FEE FOR THE VESSELS, ENVIRONEMNTAL FEE FOR THE PASSENGERS, TERMINAL FEE FOR THE PASSENGERS, AND PROVIDING FUNDS THEREOF."**

The Human Resource and Management Officer (HRMO), Municipal Administrator, Municipal Treasurer, Municipal Accountant, Municipal Agriculturist, Municipal Environment and Natural Resources Officer (MENRO), Municipal Engineer, Municipal Health Officer (MHO), Villaba-PNP Chief, Villaba-BFP Chief, MDRRMO Head, VIPSI Representative, Shipping Representatives, and Vice-Chairman and Member of the Committee on Transportation and Communication are invited to attend.

Villaba, Leyte, August 15, 2025.

recd - 8/15/25  
RENX TO N. CASAS  
Julius R. Labay  
VIPSI - Shipping Rep  
8/15/25

In public service,

ERALYN D. ARAGON  
Acting Secretary to the Sanggunian

Received by:  
Jol Kabana, Jr

Received by:  
P.S. Sg. Shanda S. Flardo  
PNP Villaba

MEZALIA P. PACALDO

ARLENE AGUILAN  
8-15-25

owner stock  
8-15-25

LIZA R. SUMER  
RAU  
08-17-2025



Republic of the Philippines)  
City of Ormoc )S.S.

### AFFIDAVIT OF PUBLICATION

I, JIMA ZANDRA VERGARA, being first duly sworn, deposes and says: that I am the Managing Editor of the EASTERN VISAYAS MAIL, a newspaper edited and published in the City of Ormoc and circulated in the cities of Ormoc, Tacloban Maasin and Calbayog, and in the islands of Leyte, Samar and Biliran, the rest of the Visayas islands, Mindanao, Manila and Luzon;

That the publication captioned:

Republic of the Philippines  
Province of Leyte  
Municipality of Villaba  
OFFICE OF THE SANGGUNIANG BAYAN

#### MUNICIPAL ORDINANCE NO. 22, S. 2025

**AN ORDINANCE REGULATING THE OPERATION AND MANAGEMENT OF THE VILLABA MUNICIPAL PORT, IMPOSING REGULATORY FEES ON THE VESSELS, PASSENGERS, AND VEHICLES AT BRGY. SILAD PORT  
APPROVED:**

(SGD)ENGR. CARLOS G. VELOSO  
Municipal Mayor

was published in said newspaper for (1) one consecutive weeks in its EV Mail \_\_\_\_\_  
EV Mail Sept. 29- Oct. 5, 2025 issues.

That I am executing this affidavit to attest to the fact of the foregoing statements. Affiant further sayeth naught.

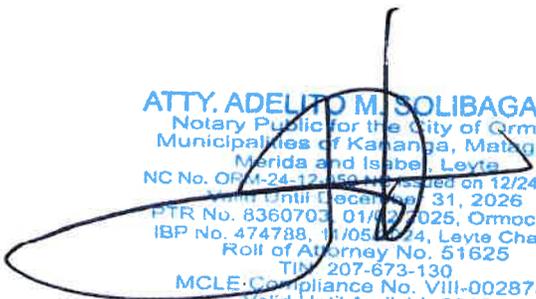
IN WITNESS WHEREOF, I have hereunto affix my signature this OCT 06 2025 day of \_\_\_\_\_, 20\_\_ in Ormoc City.

  
JIMA ZANDRA J. VERGARA  
Affiant

### VERIFICATION

SWORN AND SUBSCRIBED before me this OCT 06 2025 day of \_\_\_\_\_ with affiant exhibiting his Tax Identification Number 932-314-846-000 issued on July 9, 2016 at Ormoc City, Leyte, Philippines.

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ATTY. ADELITO M. SOLIBAGA, JR.  
Notary Public for the City of Ormoc  
Municipalities of Kananga, Matag-ob,  
Merida and Isabel, Leyte  
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