



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

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Item No.: 05

Date: 18 2025 NOV

Province of Leyte
Legal Office
 Date: 11-12-25

PROVINCIAL LEGAL OFFICE

Sangguniang Panlalawigan
 Province of Leyte

RECEIVED

Date: NOV 12 2025
 By: Jem Jr

2nd INDORSEMENT

October 17, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-20 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2025-20: **“Local Housing Board Ordinance of Tanauan, Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 443(c)(2)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76² subject to availability of funds and Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ Section 443.

(c) The sangguniang bayan may:

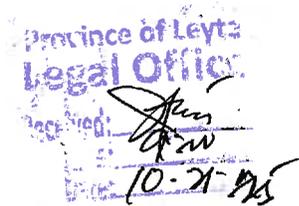
(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

² Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

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

1ST INDORSEMENT
17 October 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-20 of the Municipality of Tanauan, Leyte**, entitled: **An Ordinance establishing and institutionalizing the Local Housing Board of the Municipality of Tanauan, Leyte, defining its composition, powers and functions, and for other purposes.**


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

October 13, 2025

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

Thru: The Secretary to the Sangguyan



Sir/Madam;

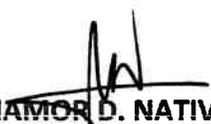
Respectfully submitting herewith 17th **Ordinance No. 2025-20, "An Ordinance Establishing and Institutionalizing the Local Housing Board of the Municipality of Tanauan, Leyte, Defining its Composition, Powers and Functions and for other Purposes"**, for your appropriate action.

Authored by: Hon. Mae Jane Angelie M. Morabe-Borais
Co-authors: Hon. Lauro A. Villero
Hon. Jan Elmer V. Magdalaga
Hon. Mark Efren E. Merilo
Hon. Quintin T. Octa, Jr., D.M.D.

Trusting that you will accord this matter with your kindest attention.

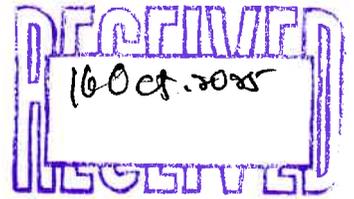
Thank you.

Truly yours,


ATTY. MIAMOR D. NATIVIDAD
OIC- Sangguniang Bayan Secretary

Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-
SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE ELEVENTH (11th) REGULAR SESSION OF THE 17TH SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON SEPTEMBER 22, 2025, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:

HON. MAE JANE ANGELIE M. MORABE-BORAIS	SB Member/OIC Vice-Mayor
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MARK CHRISTIAN FERDINAND L. GIMENEZ	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. JOSIE M. CREER	-do-
HON. QUINTIN T. OCTA, JR., D.M.D.	-do-
HON. LAURO A. VILLERO	-do-
HON. EFREN C. MERILO	-do-/Liga Fed. Pres.
HON. KYLE C. MESIAS	-do-/SK Fed. Pres.

ABSENT:

HON. ARCHIE LAWRENCE R. KAPUNAN (official travel)	Municipal Vice-Mayor
HON. MARK EFREN E. MERILO (on leave)	-do-

ORDINANCE NO. 2025 – 20

AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE LOCAL HOUSING BOARD OF THE MUNICIPALITY OF TANAUAN, LEYTE, DEFINING ITS COMPOSITION, POWERS AND FUNCTIONS, AND FOR OTHER PURPOSES.”

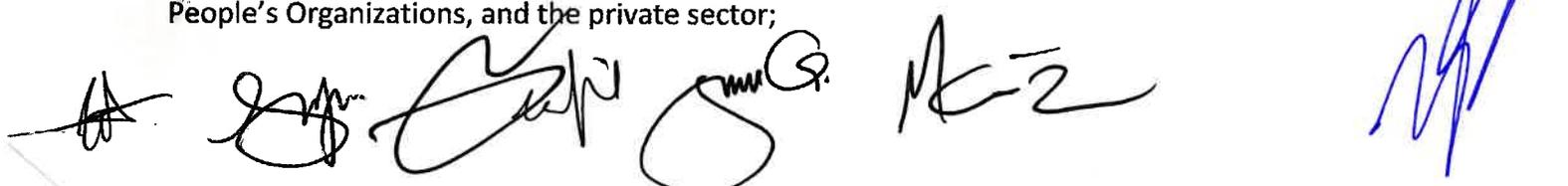
Authored by : Hon. Mae Jane Angelie M. Morabe – Borais
Co – authors : Hon. Lauro A. Villero
Hon. Jan Elmer V. Magdalaga
Hon. Mark Efren E. Merilo
Hon. Quintin T. Octa, Jr.

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:

 WHEREAS, Article XIII, Section 9 of the 1987 Philippine Constitution provides that "the State shall, by law, and for the common good, undertake, in cooperation with the private sector, a continuing program of urban land reform and housing which will make available at affordable cost, decent housing and basic services to underprivileged and homeless citizens";

 WHEREAS, Republic Act No. 7279, otherwise known as the Urban Development and Housing Act of 1992, as amended by Republic Act No. 11201, mandates the provision of a comprehensive and continuing urban development and housing program;

WHEREAS, Republic Act No. 11201 created the Department of Human Settlements and Urban Development (DHSUD) and recognized the role of Local Government Units (LGUs) in the implementation of housing programs, especially in coordination with Civil Society Organizations, People's Organizations, and the private sector;



WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every LGU shall exercise the powers which are essential to the promotion of the general welfare;

WHEREAS, Section 447(a)(1)(vi) of the Local Government Code of 1991 empowers the Sangguniang Bayan to enact ordinances to protect the rights of the underprivileged and homeless and provide for effective mechanisms for their shelter and basic services;

WHEREAS, there is a pressing need to establish a Local Housing Board to serve as an advisory, policy-making, and coordinating body that shall ensure the effective implementation of housing programs and projects in the Municipality of Tanauan, Leyte;

SECTION 1. TITLE. This Ordinance shall be known as the "**Local Housing Board Ordinance of Tanauan, Leyte.**"

SECTION 2. CREATION OF THE LOCAL HOUSING BOARD. There is hereby created a Local Housing Board (LHB) in the Municipality of Tanauan, Leyte.

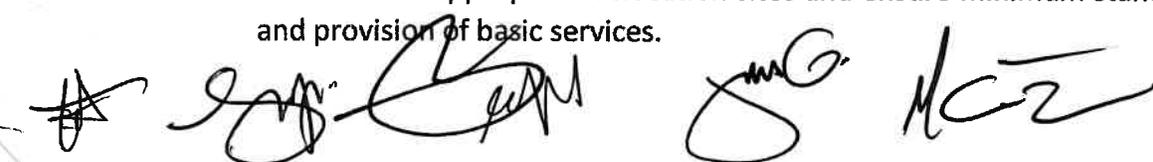
SECTION 3. COMPOSITION. The Local Housing Board shall be composed of the following:

- a. The Municipal Mayor: Chairperson
- b. The Sangguniang Bayan Committee Chairperson on Housing and Land Use: Vice Chairperson
- c. The Municipal Planning and Development Coordinator: Member
- d. The Municipal Engineer: Member
- e. The Municipal Assessor: Member
- f. The Municipal Social Welfare and Development Officer: Member
- g. Municipal Environment and Natural Resources Officer: Member
- h. The Municipal Legal Officer (if available): Member
- i. Representative from the DHSUD Regional Office: Member
- j. Representative from the Presidential Commission for the Urban Poor
- k. Two (2) Representatives from Civil Society Organizations (CSOs) involved in housing, resettlement, or social development: Members
- l. A representative from the private sector (housing developer or housing cooperative): Member

Other members as may be deemed necessary by the Board. All members from the CSOs and private sector shall be selected through a transparent selection process in accordance with DILG and DHSUD guidelines.

SECTION 4. POWERS AND FUNCTIONS. The Local Housing Board shall:

- a. Serve as the clearinghouse for all eviction and demolition activities, whether voluntary, summary, administrative, or court-ordered.
- b. Ensure that consultations and dialogues are conducted with affected families prior to any eviction or demolition.
- c. Issue Eviction and Demolition Compliance Certificates (EDCC) in accordance with RA 7279 and EO 708.
- d. Monitor compliance with pre-relocation requirements, including:
 - i. Adequate consultation;
 - ii. Availability of relocation or resettlement sites;
 - iii. Adherence to just and humane procedures.
- e. Recommend appropriate relocation sites and ensure minimum standards on site selection and provision of basic services.



- f. Coordinate with DHSUD, PCUP, and concerned government agencies for technical assistance and support.
- g. Submit reports to national oversight bodies such as DHSUD or the DILG as may be required.
- h. Act on complaints, petitions, and appeals related to eviction or demolition.
- i. Promote in-city or near-city relocation programs and rental subsidies, especially for the urban poor.
- j. Encourage the participation of Pos/NGOs/CSOs in housing programs and ensure transparency and accountability.
- k. Develop and update the Municipal Shelter Plan, in coordination with MPDC and DHSUD.

SECTION 5. EVICTION AND DEMOLITION GUIDELINES. The Board shall implement the following procedures in accordance with EO 708 and RA 7279:

A. Requirements before Demolition:

- a.1. Conduct of genuine consultation and information dissemination.
- a.2. Submission of Checklist and Guidelines for Eviction and Demolition Application for EDCC
- a.3. Board validation and inspection.
- a.4. Submission of:
 - i. Relocation and resettlement plan
 - ii. Proof of consultation with stakeholders
 - iii. List of affected families
 - iv. Written agreement on assistance

B. Eviction and Demolition Compliance Certificate (EDCC):

- b.1. Issued after all requirements are verified.
- b.2. Indicates purpose, date, location, and authorization for police assistance (if applicable).
- b.3. Valid for 30 days from date of issuance.

C. Timelines:

- c.1. Administrative: apply at least within 15 working days
- c.2. Summary: apply at least within 7 working days
- c.3. Voluntary: apply at least within 15 working days before

SECTION 6. AUTHORIZED POLICE ASSISTANCE. Police assistance may only be given under these circumstances:

- a. With court order
- b. With written Board approval for voluntary eviction
- c. For local infrastructure projects (with Board approval)
- d. For national infrastructure (with written approval of Board)
- e. When needed to maintain peace and order (with Board approval)

Requests must be accompanied by:



- i. Sheriff's order or writ (for court-ordered)
- ii. Board's Certificate of Compliance List of affected families and plan of action
- iii. PNP officers must be in uniform and carry proper documentation.

SECTION 7. OVERSIGHT AND MONITORING. The Board shall:

- a. Monitor the actual conduct of demolition and relocation.
- b. Assign a representative to observe and document the activity.
- c. Submit reports to national agencies when required.
- d. Serve as the municipal-level monitoring body for RA 7279 compliance.

SECTION 8. MEETINGS AND QUORUM. The Board shall meet at least once a month or as often as necessary. The presence of the Chairperson and majority of the members shall constitute a quorum.

SECTION 9. EXECUTIVE COMMITTEE. The Board shall create a three-member Executive Committee (ExeCom) from among the members to represent it and act on its behalf when it is not in session. The Mayor or his duly designed representative shall head the ExeCom.

SECTION 10. SECRETARIAT. The Municipal Planning and Development Office (MPDO) shall serve as the Secretariat of the Local Housing Board and provide administrative and technical support.

SECTION 11. COOPERATION OF CONCERNED AGENCIES. The Board shall coordinate with all concerned agencies, such as but not limited to Department of Interior and Local Government (DILG), Philippine National Police (PNP), Department of Social Welfare and Development (DSWD), Department of Public Works and Highways (DPWH), Department of Health (DOH), Department of Human Settlements & Urban Development (DHSUD), the National Housing Authority (NHA), and the Presidential Commission for Urban Poor (PCUP) to ensure the effective and efficient implementation of this Ordinance.

SECTION 12: IMPLEMENTING PROCEDURES: The Implementing Rules and Regulations will be formulated by the Local Housing Board.

SECTION 13. FUNDING. An initial amount is hereby appropriated from the available funds of the municipality to operationalize the Local Housing Board. Subsequent funding shall be included in the annual municipal budget.

SECTION 14. SEPARABILITY CLAUSE. If any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected shall remain in full force and effect.

SECTION 15. REPEALING CLAUSE. All ordinances, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 16. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval and after compliance with posting and publication requirements as prescribed by law.

ENACTED : 22 SEPTEMBER 2025

CERTIFIED TRUE AND CORRECT:

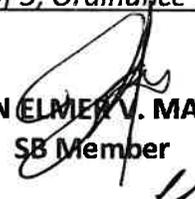
ELEUTERIO T. LERIOS
SB Secretary

ATTESTED BY:

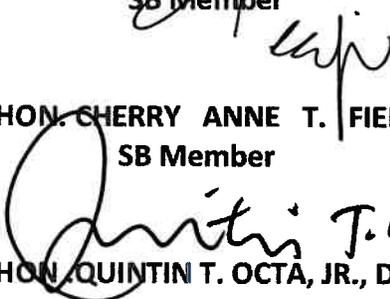
HON. MAE JANE ANGENE M. MORABE BORAS
SB Member/Temporary Presiding

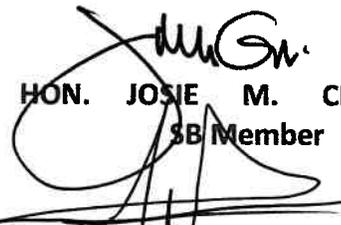





HON. JAN ELMER V. MAGDALAGA
SB Member

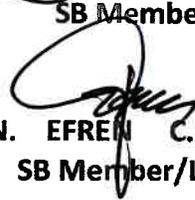

HON. MARK CHRISTIAN FERDINAND L. GIMENEZ
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HON. LAURO A. VILLERO
SB Member


HON. EFREN C. MERILO
SB Member/Liga Pres.


HON. KYLE MESIAS
SB Member/SK Fed. Pres.

Approved:


HON. MA. GINA E. MERILO
Municipal Mayor
Date: 10-09-2025





Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIAN BAYAN

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2025-20, "AN ORDINANCE ESTABLISHING AND INSTITUTIONALIZING THE LOCAL HOUSING BOARD OF THE MUNICIPALITY OF TANAUAN, LEYTE, DEFINING ITS COMPOSITION, POWERS AND FUNCTIONS AND FOR OTHER PURPOSES.", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning October 10, 2025 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: October 10, 2025


ATTY. MIAMOR D. NATIVIDAD
OIC-Sangguniang Bayan Secretary