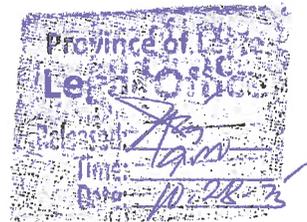


Item No.: 07

Date: 11 2025 NOV



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



-oOo-

**Sangguniang Panlalawigan**  
Province of Leyte

**PROVINCIAL LEGAL OFFICE**

**RECEIVED**

Date: OCT 29 2025  
By: [Signature]

**2<sup>nd</sup> INDORSEMENT**  
October 17, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 219 of the Sangguniang Bayan of Matag-ob, Leyte.

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

- Ordinance No. 219 entitled: **“An Ordinance operationalizing freedom of information in the Municipal Government of Matag-ob, Leyte.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under EO no. 2 series of 2016<sup>1</sup>, with emphasis that Section 14 of the proposed Ordinance be in conformity with 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*

<sup>1</sup> “Operationalizing in the Executive Branch the People’s Right to Information in the State Polices to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor”

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

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>st</sup> Indorsement  
08 October 2025

Amador S. Pineda  
Legal Officer  
*[Signature]*  
10-8-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 219<sup>S. 2025</sup>** of the **Municipality of Matag-ob, Leyte**, entitled: **An Ordinance operationalizing freedom of information in the Municipal Government of Matag-ob, Leyte and providing guidelines therefor.**

*[Signature]*  
**FLORINDA JILL S. BUVICO**  
Secretary to the Sanggunian



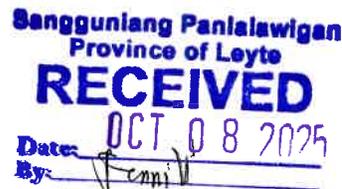
REPUBLIC OF THE PHILIPPINES  
PROVINCE OF LEYTE  
MUNICIPAL GOVERNMENT OF MATAG-OB



OFFICE OF THE SECRETARY TO THE SANGGUNIAN

ENDORSEMENT

October 07, 2025



HONORABLE LEONARDO "SANDY" JAVIER  
Vice-Governor  
Presiding Officer  
Sangguniang Panlalawigan of Leyte

Sir:

Respectfully forwarding to your good office the herein attached **Municipal Ordinance No. 219 series 2025**, entitled **"AN ORDINANCE OPERATIONALIZING FREEDOM OF INFORMATION IN THE MUNICIPAL GOVERNMENT OF MATAG-OB, LEYTE AND PROVIDING GUIDELINES THEREFOR."**, of the Sangguniang Bayan of Matag-ob, Leyte for review and approval by the Sangguniang Panlalawigan:

Very truly yours,

  
ANA MARIA SANORIA-ECIJA  
Secretary to the Sanggunian

*"The Town of United and Happy People"*



Second Floor, Legislative Building, Municipal Government Complex, Diversion Rd.,  
Barangay San Guillermo, Matag-ob, Leyte 6532 The Philippines

www.matag-ob.gov.ph • info@matag-ob.gov.ph • 483 006 221 4517



**SANGGUNIANG BAYAN**

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly adopted by the Sangguniang Bayan of Matag-ob, Leyte on September 15, 2025.

**ANA MARIA SANORIA-ECUA**  
Secretary to the Sanggunian

ATTESTED:

**ABSENT, on Leave**  
**HON. ARTEMIO T. ALMOROTO**  
Senior SB Member

**HON. JOEL N. DENOY**  
SB Member

**HON. EVANGELINE C. CARNO**  
SB Member

**HON. RICARDO L. GIVA**  
SB Member

**HON. ROBERTO N. SUÑIR**  
SB Member

**HON. LUZ M. BOLDERO**  
SB Member

**HON. JOSE B. YAP**  
SB Member

**HON. EDUARDO I. TOLEDO**  
SB Member

**HON. ANA LOVE D. BORDEN**  
Ex-Officio Member, SK Fed. Pres.

**HON. JOEL G. TACOY**  
Ex-Officio Member, LNB  
President

**HON. ROMEO N. ALBARIDA**  
Municipal Vice-Mayor  
Presiding Officer

EXCERPTS FROM THE MINUTES OF THE 12<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF MATAG-OB, LEYTE FOR THE TERM PERIOD COVERED FROM JUNE 30, 2025 TO JUNE 30, 2028 HELD AT THE LEGISLATIVE SESSION HALL ON SEPTEMBER 15, 2025.

**MUNICIPAL ORDINANCE NO. (238) 219**

AN ORDINANCE OPERATIONALIZING FREEDOM OF INFORMATION IN THE MUNICIPAL GOVERNMENT OF MATAG-OB, LEYTE AND PROVIDING GUIDELINES THEREFOR.

Author : Hon. Evangeline C. Carno  
Co-authors : Hon. Ana Love D. Borden  
: Hon. Artemio T. Almoroto  
Hon. Joel N. Denoy  
Hon. Jose B. Yap

**WHEREAS**, pursuant to Section 28, Article I of the 1987 Constitution, the State adopts and implements a policy of full public disclosure of all its transactions involving public interest subject to reasonable conditions prescribed by law;

**WHEREAS**, Section 7, Article III of the 1987 Constitution guarantees the right of the people to information on matters of public concern;

**WHEREAS**, on 23 July 2016, Executive Order No. 2 was issued entitled "Operationalizing in the Executive Branch the People's Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines Therefor";

**WHEREAS**, the said Executive Order covers government offices under the Executive Branch, but enjoins local government units to observe and be guided accordingly;

**WHEREAS**, recognizing the importance of the people's right to government information, and guided by the President's Executive Order, the Provincial/City/Municipal Government deems it necessary to provide a local mechanism for its offices where the people's right to information is respected and upheld, subject to exceptions provided by law and jurisprudence;

1  
Mun. Ord. #(238) 219  
September 15, 2025

*"The Town of United and Happy People"*



**SANGGUNIANG BAYAN**

NOW, THEREFORE, be it Ordained by the Sangguniang Bayan of Matag-ob, Leyte, in regular session assembled that:

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly adopted by the Sangguniang Bayan of Matag-ob, Leyte on September 15, 2025.

**ANA MARIA SANORIA-ECIJA**  
 Secretary to the Sanggunian

ATTESTED:

**ABSENT, on Leave**  
**HON. ARTEMIO T. ALMOROTO**  
 Senior SB Member

**HON. JOEL N. DENOY**  
 SB Member

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 Ex-Officio Member, LNB  
 President

**HON. ROMEO N. ALBARIDA**  
 Municipal Vice-Mayor  
 Presiding Officer

**SECTION 1. Title.** This ordinance shall be known as the "Freedom of Information (FOI) Ordinance of the Municipality of Matag-ob, Leyte".

**SECTION 2. Definition of Terms.** For the purpose of this Ordinance, the following terms shall mean:

- (a) **"Information"** shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps, books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other like or similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office under the Municipal Government of Matag-ob pursuant to law, ordinance, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office under the Municipal Government of Matag-ob, Leyte.
- (b) **"Official record"** shall refer to information produced or received by a public officer or employee, or by a government office in an official capacity or pursuant to a public function or duty.
- (c) **"Public record"** shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.

**SECTION 3. Coverage.** This order shall cover all government offices under the Municipal Government of Matag-ob, Leyte.

**SECTION 4. Access to Information.** Every Filipino shall have access to information, official records, public records and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, in the custody of the Municipal Government of Matag-ob, Leyte or any of its offices.

2  
 Mun. Ord. #(238) 219  
 September 15, 2025

*"The Town of United and Happy People"*





SANGGUNIANG BAYAN

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly adopted by the Sangguniang Bayan of Matag-ob, Leyte on September 15, 2025.

**ANA MARIA SANORIA-ECIJA**  
Secretary to the Sanggunian

ATTESTED:

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Municipal Vice-Mayor  
Presiding Officer

**SECTION 5. Exceptions.** Access to information shall be denied when the information falls under any of the exceptions enshrined in the Constitution, existing law, or jurisprudence.

Pursuant to this, the Municipal Administrative Officer is directed to prepare a local inventory of (FOI) exceptions and submit the same to the Sangguniang Bayan within thirty (30) calendar days from the date of effectivity of this Ordinance, for its approval.

Thereafter, the Secretary to the Sangguniang Bayan shall cause the publication of the local inventory of (FOI) exceptions for the guidance of all government offices covered by this Ordinance. Said local inventory of (FOI) exceptions shall be periodically updated by the Municipal Administrative Officer and the Sangguniang Bayan.

**SECTION 6. Availability of SALN.** Subject to the provisions contained in Sections 4 and 5 of this Ordinance, all public officials of the Municipal Government of Matag-ob, Leyte are reminded of their obligation to file and make available for scrutiny their Statements of Assets, Liabilities and Net Worth (SALN) in accordance with existing laws, rules and regulations, and the spirit and letter of this Ordinance.

**SECTION 7. Application and Interpretation.** There shall be a legal presumption in favor of access to information, public records, and official records. No request for information shall be denied unless it clearly falls under any of the exceptions in the inventory of (FOI) exceptions. The Municipal Government of Matag-ob shall adopt the "disclose to one, disclose to all" policy for the information requested through this Ordinance and shall exercise proactive disclosure of information not subject to the exceptions.

The determination of the applicability of any of the exceptions to the request shall be the responsibility of the Head of Office, which is in custody or control of the information, public record, or official record, or the responsible Municipal or field officer duly designated by him/her in writing.

In making such determination, the Head of Office or his/her designated officer shall exercise reasonable diligence to ensure that no exception shall be used or availed of to deny any request for information or access to public records, or official records if the



**SANGGUNIANG BAYAN**

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**ANA MARIA SANORIA-ECIJA**  
Secretary to the Sanggunian

ATTESTED:

**ABSENT, on Leave**  
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Senior SB Member

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Ex-Officio Member, LNB  
President

**HON. ROMEO N. ALBARIDA**  
Municipal Vice-Mayor  
Presiding Officer

denial is intended primarily and purposely to cover up a crime, wrongdoing, graft, or corruption.

**SECTION 8. Protection of Privacy.** While providing access to information, public records, and official records, responsible officials shall afford full protection to the right to privacy of the individual, pursuant to the Data Privacy Act of 2012 (Republic Act No. 10173), as follows:

- (a) Each government office shall ensure that personal information in its custody or under its control is disclosed or released only if it is material or relevant to the subject matter of the request and its disclosure is permissible under this Ordinance or existing law, rules, or regulations;
- (b) Each government office must protect personal information in its custody or control by making reasonable security arrangements against leaks or premature disclosure of personal and sensitive information, which unduly exposes the individual, whose personal and sensitive information is requested, to vilification (defaming or speaking ill), harassment, or any other wrongful acts; and
- (c) Any employee, official or director of a government office who has access, authorized or unauthorized, to personal information in the custody of the office, must not disclose that information except when authorized under this Ordinance or pursuant to existing laws, rules, or regulation.

**SECTION 9. FOI Focal Person and FOI Receiving Officers**

- (a) The Municipal Administrative Officer is designated to be the FOI Focal Person. He/she is tasked to oversee the implementation of the FOI Ordinance. The focal person shall also develop the standard forms for the submission of requests and for the proper acknowledgment of such requests;
- (b) The FOI Focal Person shall monitor the status of all requests for access to information filed in the Municipal Government of Matag-ob and its offices. Thus, the FOI Focal Person shall establish a system to trace the status of all requests for information in the LGU and submit an





**SANGGUNIANG BAYAN**

annual report of FOI Requests to the Presidential Communications Office; and

(c) Each of the offices under the Municipal Government shall also designate a Freedom of Information Receiving Officer (FOIRO) who will accommodate requests for access to information filed through their office.

(d) The Municipal Mayor shall designate a Freedom of Information Receiving Officer (FOIRO)

**SECTION 10. Procedure.** The following procedure shall govern the filing and processing of request for access to information:

(a) The requestor shall submit a written request to the FOIRO of the concerned office using the standard form of the Municipal Government. The request shall state the name and contact information of the requesting party, provide valid proof of his identification or authorization, reasonably describe the information requested, and the reason for, or purpose of, the request for information: Provided, that no request shall be denied or refused acceptance unless the reason for the request is contrary to law, existing rules and regulations or it is one of the exceptions contained in the inventory or updated inventory of exception as hereinabove provided;

(b) The FOIRO receiving the request shall provide reasonable assistance, free of charge, to enable all requesting parties and particularly those with special needs, to comply with the request requirements under this Section;

(c) The request shall be stamped by the FOIRO, indicating the date and time of receipt and the name, rank, title, and position with the corresponding signature, and a copy thereof furnished to the requesting party;

(d) The FOIRO shall transmit the request to the concerned office. The FOIRO may consult the Municipal Government's FOI Focal Person to identify the concerned office who keeps the information being requested;

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly adopted by the Sangguniang Bayan of Matag-ob, Leyte on September 15, 2025.

**ANA MARIA SANORIA-ECIJA**  
 Secretary to the Sanggunian

ATTESTED:

**ABSENT, on Leave**  
**HON. ARTEMIO T. ALMOROTO**  
 Senior SB Member

**HON. JOEL N. DENOY**  
 SB Member

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 SB Member

**HON. ANA LOVE D. BORDEN**  
 Ex-Officio Member, SK Fed. Pres.

**HON. JOEL G. TAGOY**  
 Ex-Officio Member, LNB  
 President

**HON. ROMEO N. ALBARIDA**  
 Municipal Vice-Mayor  
 Presiding Officer





**SANGGUNIANG BAYAN**

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 Secretary to the Sanggunian

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 Ex-Officio Member, LNB  
 President

**HON. ROMEO N. ALBARIDA**  
 Municipal Vice-Mayor  
 Presiding Officer

- (e) The concerned office shall respond to a request fully compliant with requirements of sub-section (a) hereof as soon as practicable but not exceeding fifteen (15) working days from the receipt thereof. The response mentioned above refers to the decision of the concerned office to grant or deny access to the information requested;
- (f) The period to respond may be extended whenever the information requested requires extensive search of the office's records facilities, examination of voluminous records, the occurrence of fortuitous cases or other analogous cases. The concerned office shall notify the person making the request of the extension, setting forth the reasons for such extension. In no case shall the extension go beyond twenty (20) working days unless exceptional circumstances warrant a longer period;
- (g) Once a decision is made to grant the request, the person making the request shall be notified of such decision and directed to pay any applicable fees; and
- (h) The FOI Focal Person shall establish a system to trace the status of all requests for information received by the FOIRO.

**SECTION 11. Fees.**

- (a) Government offices shall not charge any fee for accepting requests for access to information. Likewise, there shall be no charge for obtaining information in digital format (i.e., pdf, jpeg, etc.). However, the following schedule of fees may be imposed for printing, photocopying, and certification services rendered by a government office:

<b>Certification of Official Records</b>	150.00/page for the 1st copy	10.00/page for succeeding copies
<b>Printing</b>	P10.00/page	
<b>Photocopying</b>	Long - P5.00/page	Short and A4 - P3.00/page





### SANGGUNIANG BAYAN

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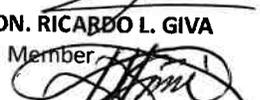
  
**ANA MARIA SANORIA-ECIJA**  
Secretary to the Sanggunian

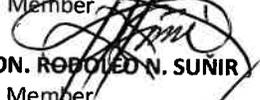
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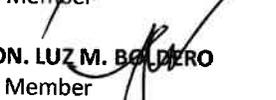
**ABSENT, on Leave**  
HON. ARTEMIO T. ALMOROTO  
Senior SB Member

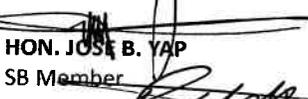
  
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SB Member

  
HON. EVANGELINE C. CARNO  
SB Member

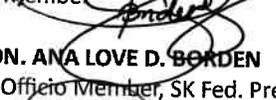
  
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SB Member

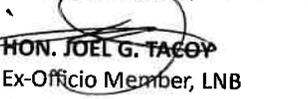
  
HON. ROBERTO N. SUNIR  
SB Member

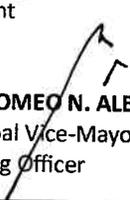
  
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HON. ROMEO N. ALBARIDA  
Municipal Vice-Mayor  
Presiding Officer

(b) The fee shall be paid to the Municipal Treasury Office (MTO) at the time of the request, whether written or verbal. The Official Receipt number, the amount of the total fees, and the date of payment shall be indicated at the bottom of the certificate; and

(c) The concerned office may exempt any requesting party from payment of fees, upon request stating the valid reason why such party should not pay the fee.

### SECTION 12. Remedies in Cases of Denial of Request for Access to Information.

(a) Denial of any request for access to information may be appealed to the Office of the Municipal Mayor (OMM): Provided, that the written appeal must be filed by the same person making the request within fifteen (15) calendar days from the notice of denial or from the lapse of the relevant period to respond to the request;

(b) The appeal shall be decided by the Municipal Mayor within thirty (30) working days from the filing of said written appeal. Failure of the person or office next higher in the authority to decide within the aforesaid period shall be deemed a denial of the appeal; and

(c) Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

**SECTION 13. Keeping of Records.** Subject to existing laws, rules, and regulations, government offices shall create and/or maintain accurate and reasonably complete records of important information in appropriate formats, and implement a records management system that facilitates easy identification, retrieval, and communication of information to the public.

**SECTION 14. Penalties.** Failure of any government officer to comply with the provisions of this Ordinance shall be a ground for the following penalties:

- 1st Offense - Reprimand
- 2nd Offense - Suspension of one (1) to thirty (30) days; and
- 3rd Offense - Dismissal from the service

7  
Mun. Ord. #(238) 219  
September 15, 2025

"The Town of United and Happy People"





**SANGGUNIANG BAYAN**

The FOI Focal Person shall submit the list of government officers who fail to comply with the provisions of this Ordinance to the Municipal Mayor who shall decide on the appropriate administrative and disciplinary sanctions.

**SECTION 15. Separability Clause.** If any section or part of this Ordinance is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

**SECTION 16. Amendments Clause.** This ordinance may be amended or modified as necessary through the appropriate legislative process.

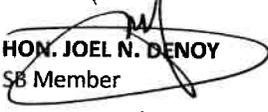
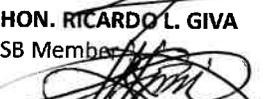
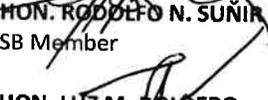
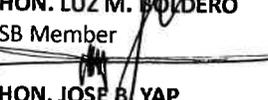
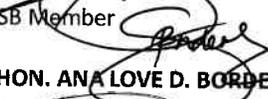
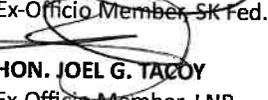
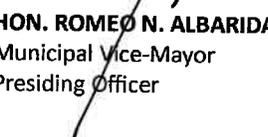
**SECTION 17. Repealing Clause.** All other ordinances, orders, issuances, rules, and regulations, which are inconsistent with the provisions of this Ordinance are hereby repealed, amended, or modified accordingly.

**SECTION 18. Effectivity.** This Ordinance shall take effect fifteen (15) days after publication.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly adopted by the Sangguniang Bayan of Matag-ob, Leyte on September 15, 2025.

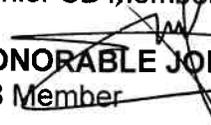
  
ANA MARIA SANORIA-ECIJA  
Secretary to the Sanggunian

- ATTESTED:
- ABSENT, on Leave**  
HON. ARTEMIO T. ALMOROTO  
Senior SB Member
  -   
HON. JOEL N. DENOY  
SB Member
  -   
HON. EVANGELINE C. CARNO  
SB Member
  -   
HON. RICARDO L. GIVA  
SB Member
  -   
HON. RODOLFO N. SUNIR  
SB Member
  -   
HON. LUZ M. BOLDERO  
SB Member
  -   
HON. JOSE B. YAP  
SB Member
  -   
HON. EDUARDO T. TOLEDO  
SB Member
  -   
HON. ANA LOVE D. BORDEN  
Ex-Officio Member, SK Fed. Pres.
  -   
HON. JOEL G. TACOY  
Ex-Officio Member, LNB  
President
  -   
HON. ROMEO N. ALBARIDA  
Municipal Vice-Mayor  
Presiding Officer

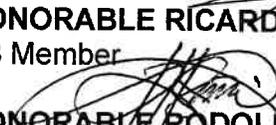


SANGGUNIANG BAYAN  
**ATTESTED AND CERTIFIED TO BE DULY ADOPTED:**

**ABSENT, on Leave**  
HONORABLE ARTEMIO T. ALMOROTO  
Senior SB Member

  
HONORABLE JOEL N. DENOY  
SB Member

  
HONORABLE EVANGELINE C. CARNO  
SB Member

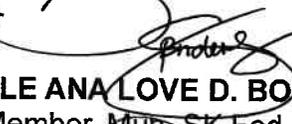
  
HONORABLE RICARDO L. GIVA  
SB Member

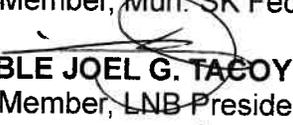
  
HONORABLE RODOLFO N. SUÑIR  
SB Member

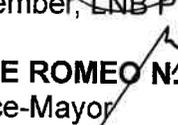
  
HONORABLE LUZ M. BOLDERO  
SB Member

  
HONORABLE JOSE B. YAP  
SB Member

  
HONORABLE EDUARDO I. TOLEDO  
SB Member

  
HONORABLE ANA LOVE D. BORDEN  
Ex-Officio Member, Mun. SK Fed. President

  
HONORABLE JOEL G. TACOY  
Ex-Officio Member, LNB President

  
HONORABLE ROMEO N. ALBARIDA  
Municipal Vice-Mayor  
Presiding Officer

APPROVED: 

HONORABLE BERNARDINO G. TACOY  
Municipal Mayor

08 OCT 2025

Date Signed

9

Mun. Ord. #(238) 219

September 15, 2025

*"The Town of United and Happy People"*





OFFICE OF THE SECRETARY TO THE SANGGUNIANG **Sangguniang Panlalawigan**  
Province of Leyte

CERTIFICATION OF POSTING

**RECEIVED**

Date: OCT 08 2025  
By: [Signature]

THIS IS TO CERTIFY that copies of **Municipal Ordinance No. 219** series 2025, titled "AN ORDINANCE OPERATIONALIZING FREEDOM OF INFORMATION IN THE MUNICIPAL GOVERNMENT OF MATAG-OB, LEYTE AND PROVIDING GUIDELINES THEREFOR.", of the Sangguniang Bayan of Matag-ob, Leyte are posted in Three (3) conspicuous places within the municipality of Matag-ob, Leyte for three consecutive weeks from October 8, 2025.

This certification is issued in compliance with Section 59 of R.A. 7160, otherwise known as the Local Government Code of 1991.

Issued this 7th Day of October 2025.

Very truly yours,

ANA MARIA SANORIA-ECIJA  
Secretary to the Sanggunian

*"The Town of United and Happy People"*

