

Item No.: 08

Date: 02 2025 DEC



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

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**PROVINCIAL LEGAL OFFICE**

Province of Leyte  
Legal Office  
Date: 11-24-25

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: NOV 24 2025  
By: [Signature]

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

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 5 of the Sangguniang Bayan of Jaro, Leyte.

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

- Ordinance No. 5 entitled: **“The Salugnon Pasalubong Center of Jaro, Leyte.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Section 447(a)(3)(i) and (iii)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160). Hence we recommend for the declaration of its validity.

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

  
**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer*

<sup>1</sup> (i) Fix and impose reasonable fees and charges for all services rendered by the municipal government to private persons or entities;

(iii) Prescribe the terms and conditions under which public utilities owned by the municipality shall be operated by the municipal government or leased to private persons or entities, preferably cooperatives;

Republic of the Philippines  
PROVINCE OF LEYTE  
Tacloban City  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
17 November 2025

Province of Leyte  
Legal Office  
11-17-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein **Ordinance No. 05, series of 2025 of the Municipality of Jaro, Leyte**, entitled: **An Ordinance establishing the policies, guidelines and rules and regulations for the operation and maintenance of the Pasalubong Center, a Tourism-Oriented Project of the Local Government Unit of Jaro, Leyte.**



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



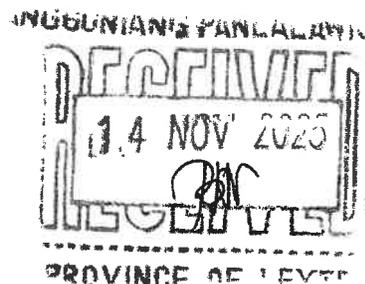
Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JARO**  
Office of the Sangguniang Bayan Secretary  
Legislative Building  
Corner Del Carmen and Real Streets

November 11, 2025

**THE HONORABLE SANGGUNIANG PANLAHAWIGAN**  
Provincial Capitol Complex  
Tacloban City

Thru: *Florinda Jill S. Uyrico*  
Secretary to the Sanggunian

Madam;



Respectfully forwarding the hereunder listed Municipal Ordinance, all series of 2025 of the Municipality of Jaro, Leyte for review and favorable action by the Honorable Sangguniang Panlalawigan.

1. **MUNICIPAL ORDINANCE NO. 02, SERIES OF 2025 - AN ORDINANCE CREATING THE COMMITTEE ON ANTI-RED TAPE (CART) IN THE MUNICIPALITY OF JARO, LEYTE, DEFINING ITS COMPOSITION, POWERS, AND FUNCTIONS.**
2. **MUNICIPAL ORDINANCE NO. 05, SERIES OF 2025 - AN ORDINANCE ESTABLISHING THE POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.**
3. **MUNICIPAL ORDINANCE NO. 06, SERIES OF 2025 - AN ORDINANCE ADOPTING THE IMPLEMENTING GUIDELINES FOR THE PHILHEALTH KONSULTASYON SULIT AT TAMA (PHILHEALTH KONSULTA PACKAGE REVISION 2) AND ESTABLISHING THE DISPOSITION AND ALLOCATION OF THE CAPITATION PAYMENTS IN THE MUNICIPALITY OF JARO, LEYTE.**

4. MUNICIPAL ORDINANCE NO. 07, SERIES OF 2025 - AN ORDINANCE INITIATING A SYSTEM FOR A PARTNERSHIP IN LOCAL GOVERNMENT BETWEEN THE LOCAL GOVERNMENT AND THE PEOPLE OF JARO, LEYTE.
  
5. MUNICIPAL ORDINANCE NO. 08, SERIES OF 2025 - AN ORDINANCE PROHIBITING STRAY ANIMALS ROAMING OR LOITERING IN PUBLIC PLACES WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF JARO, LEYTE, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES.

Thank you in advance for your kind consideration on the matter.

Very truly yours,



RENATO B. OBIÑA

Acting Secretary to the Sanggunian  
DEMO IV

NOTED:



HON. PEDRO B. TAÑALA, JR.

Municipal Vice-Mayor  
Presiding Officer



SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

## MUNICIPAL ORDINANCE NO. 05

*Series of 2025*

**INTRODUCED BY: HONORABLE ALMA A. TAMAYO**  
*Chairman Committee on Tourism, Arts and Cultural Affairs*

**AN ORDINANCE ESTABLISHING  
POLICIES, GUIDELINES, AND RULES AND  
REGULATIONS FOR THE OPERATION  
AND MAINTENANCE OF THE  
PASALUBONG CENTER, A TOURISM-  
ORIENTED PROJECT OF THE LOCAL  
GOVERNMENT UNIT OF JARO, LEYTE.**



Republic of the Philippines  
 PROVINCE OF LEYTE  
 MUNICIPALITY OF JARO

POSTED: 11/22/25

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 12<sup>th</sup> REGULAR SESSION OF THE  
 SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL,  
 LEGISLATIVE BUILDING ON OCTOBER 6, 2025.

PRESENT:

- |                                |  |
|--------------------------------|--|
| HON. PEDRO B. TAÑALA, JR.      | -Municipal Vice Mayor/SB Presiding Officer |
| HON. REY P. AURE               | -SB Member/Presiding Officer Pro-Tempore   |
| HON. LANULFO M. BORJA          | -SB Member                                 |
| HON. FRANCISCO R. ALTRES       | -SB Member/Majority Floor Leader           |
| HON. RAUL A. MACANDA           | -SB Member                                 |
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member                                 |
| HON. CARMENCITA G. TAÑALA      | -SB Member                                 |
| HON. ALMA A. TAMAYO            | -SB Member                                 |
| HON. ZANDRO T. MORABE          | -SB Member/LIGA Fed.-President             |
| HON. VIANCA MAE N. FAMILAR     | -SB Member/SK Fed.-President               |

ABSENT:

- |                         |                     |
|-------------------------|---------------------|
| HON. TEOFILO C. CABELLO | -SB Member-On Leave |
|-------------------------|---------------------|

EXPLANATORY NOTE

The Local Government Unit of Jaro, Leyte embarks on Tourism Industry as one of its potential resources for development, thus, helping its people in such a way that they can function and contribute to the betterment of society

The Municipal Government has been investing more for its people, in harnessing their skills and equipping them to improve their quality of life. Through the support of the national and local partners, groups of men and women, the primary aim is to produce local products which include processed food, native delicacies, handicrafts and other similar products that we can be proud of saying "this is only in Jaro".

The municipality has all the potentials to promote the concept of what tourism "only in Jaro" to local and international tourists, consumers and investors via the so-called Pasalubong custom.

At present there are CSO'S/farmers associations, people's organizations, private individuals, groups of entrepreneurs that market their products anywhere in the municipality and usually encounter difficulties in establishing strong and regular market linkages due to unavailability of viable area for showcasing their products.

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Republic of the Philippines  
 PROVINCE OF LEYTE  
 MUNICIPALITY OF JARO

OFFICE OF THE SANGGUNIANG BAYAN

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The municipality has all the potentials to promote the concept of what tourism "only in Jaro" to local and international tourists, consumers and investors via the so-called Pasalubong custom.

At present there are CSO'S/farmers associations, people's organizations, private individuals, groups of entrepreneurs that market their products anywhere in the municipality and usually encounter difficulties in establishing strong and regular market linkages due to unavailability of viable area for showcasing their products.

Henceforth, the LGU conceptualizes the establishment of the Salugnon Pasalubong Center Program and shall adopts a continuing support mechanism in terms of providing a venue for common display and marketing of their various products, enhancing their craft through technical assistance, capability building, exposures and development trainings, possible augmentation of their working capital for production and building linkages, among others, thus, will enable them to grow along with the boosting the local tourism industry within and outside of the municipality.

This project shall be made possible only with the primary support of the Local Government Unit, the 46 Barangays, organizations, other partners and the Department of Trade and Industry in the pursuit of economic development of the people of Jaro, Leyte.

With the continuous influx of guests visiting the Municipality of Jaro, Leyte for venture of learning, pleasure and investment, Jaro has to set its tone where people can see, feel, taste and bring home the beauty of what is best in Jaro, Leyte to their respective places.



**HONORABLE ALMA A. TAMAYO**  
Chairman Committee on Tourism, Arts and  
Cultural Affairs



INTRODUCED BY: HONORABLE ALMA A. TAMAYO  
Chairman Committee on Tourism, Arts and Cultural Affairs

ORDINANCE NO. 05  
SERIES OF 2025



AN ORDINANCE ESTABLISHING POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM-ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.

**SECTION 1. TITLE** – this ordinance shall be known as “THE SALUGNON PASALUBONG CENTER OF JARO, LEYTE”.

The Salugnon Pasalubong Center shall be the hub of locally made products using exclusively local materials and ingredients available in the municipality, such as, among others native delicacies, handicrafts, souvenir items and processed foods, for pasalubong. The finished products shall be supplied by the CSO's/Farmer's Associations, People's Organizations, Group of Entrepreneurs and Private Individuals of Jaro, Leyte;

The Salugnon Pasalubong Center shall be situated in a strategic location and shall be furnished with appropriate facilities fit to what a Pasalubong Center need to accommodate the required volume of target processed products to entice customers and suppliers.

The Salugnon Pasalubong Center primary purpose is to boost local tourism industry and to showcase the beauty of Jaro, Leyte, derived from its natural resources and diverse culture of its people guided with good governance, through its local delicacies and handicrafts. Specifically, the project shall aim to:

1. Promote the Jaro, Leyte local tourism industry through showcasing locally produced products that shall capture greater business opportunities;
2. Create a One-Town-One product (OTOP); (Ex: Engineered Bamboo Craft, Abaca Handicraft, etc.);
3. Alleviate the economic status of local producers through increasing their current income;

4. Enable the local community, institutions, business establishments and industries, as well as, visitors/tourists to be informed and for them to patronize the said local products;
5. Establish linkages and building access to external consumers and potential partners for related business opportunities; and
6. Provision of appropriate trainings to the Hub Management and Target Beneficiaries to further improve their skills and products.

**SECTION 2. IMPLEMENTATION MECHANICS:**

- a. The LGU shall provide a viable Pasalubong Center with fully furnished spaces and with complete facilities and amenities in a strategic location;
- b. Technical and financial support, for as long as necessary, shall be provided to the Pasalubong Center and its beneficiaries;
- c. A management structure and needed personnel, under the LGU supervision will be created and established for the operation of the Pasalubong Center.
- d. Operation and maintenance of the project shall be lodged to LGU until such time that the project can support its own. Necessary trainings to the management and beneficiaries and improvements of the center shall be provided.

People's Organization/Group of Entrepreneurs who will undergo series of trainings under the project will be the first priority suppliers that shall be accommodated by the Pasalubong Center.

- e. In the implementation of the project the LGU shall always adhere to the required Standard Budgeting and Auditing Rules and Procedures in the disbursements of funds for the project.

**SECTION 3. DEFINITION OF TERMS AS USED IN THIS ORDINANCE:**

- a. The **Pasalubong Center** is a small open fronted hut or cubicle from which refreshments, gifts, and souvenir items are sold.
- b. **Raw Stall** refers to the stall for displaying and selling of refreshment/snack, food items and souvenirs.

- c. **Sale** is to make over or dispose of in exchange for money.
- d. **Consignment** gives small businesses the opportunity to sell their goods without having to pay rent on premises and staff. Instead, the consignee pays the costs in return for compensation when the products sell.
- e. A **consignment agreement** is an agreement between a consignee and consignor for the storage, transfer, sale or resale and use of the commodity. The consignee may take goods from the consignment stock for use or resale subject to payment to the consignor agreeably to the terms bargained in the consignment agreement.
- f. The **Consignor** is the sender of a consignment.
- g. The **Consignee** is the receiver of the consignment of whom he/she may be a buyer or just an agent who acts on behalf of the consignor.
- h. The ownership of the goods or the consignment remains with the consignor until the goods have been paid for in full by the consignee.
- i. **Selling goods on consignment** is described as a situation whereby goods are shipped to a dealer who pays the consignor only for the merchandise which sells.
- j. By **expiration date or expiry date** is meant a previously determined date after which something should no longer be used, either by operation of law or by exceeding the anticipated shelf life for perishable goods.

#### SECTION 4. CONSIGNMENT AND FEES

- a. Goods and processed products delivered by an individual or people's organization such as Food processors and Handicrafts Groups, shall enter into a consignment agreement with the Center Management, and, delivered goods shall be received by the storekeeper and shall be sold in consignment basis at which only merchandize that has been sold sells shall be paid.
- b. The Pasalubong Center, referred to as the consignee, shall have the right to return the merchandise which has not been sold and without obligation.

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- c. If the merchandise is sold, the Pasalubong Center Management shall pay the goods (as priced by the Consignor or the original price the producer/processor gave) less the agreed percentage.

**Provided, Further,** that Ten to thirty percent (10% - 30%) jack-up to the original price shall be done. The 10 to 30 percent jack-up of the revenue from the sale of the products shall be utilized in sustaining the operations of the said facility, maintenance, proper upkeep or sanitation of the Pasalubong Center, landscaping/beautification, and, other Center Development activities therein.

- d. The consignor shall continue to own the goods until they are sold, so the goods appear as inventory in the accounting records of the consignor, not the consignee.

- e. Unsold and Expired Consigned Goods.

1. Unsold consigned merchandise shall be subject to a reduction in Selling price of 20% after 30 days and 50% after 60 days. The Consignment policy period shall be 90 days, with a 60-day minimum. Consignor shall leave all accepted consignments for a minimum of 60 days.
2. If goods/products in bottles show growth of microorganisms, they can be a sign of expiration, or if packaging materials show signs of contamination, the product/s maybe expired and unfit for consumption. Expired bottled, and packed products maybe donated; contents maybe emptied for compost making; empty the contents and recycle the can; or, shall be disposed of properly.
3. Food purchased after the expiration date shall be refunded or exchanged. Refusal of the storekeeper or seller to reimburse despite proof of receipt with the date of purchase shall be dealt with accordingly.

**SECTION 5. OPERATION AND MANAGEMENT:**

1. The Salugnon Pasalubong Center shall be operated as one of the Local Economic Enterprises (LEE) of the Local Government unit of Jaro, Leyte.
2. The Pasalubong Center, as display area of processed products and handicrafts, shall be available and open to interested parties either as individuals or groups/organizations.

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3. Delivered items or goods shall be paid after they are sold or taken.
4. Cleanliness and sanitation shall, all the time, be well-maintained.
5. Work permits of sales personnel shall be secured from the Mayor's Office subject for the necessary documentary requirements;
6. Revenue derived from operation of the Salugnon Pasalubong Center shall be remitted to the Local Treasury recorded in a separate book of accounts for safekeeping, and disbursement of the funds shall be appropriately documented and duly approved by the Local Chief Executive.
7. Cash outflow/disbursements and cash inflow/income in the operation of the Pasalubong Center, shall be appropriately recorded in a separate book of accounts maintained for such purpose in the Accounting Office and the Municipal Treasure's Office in coordination with the LEEO and the Tourism Office.

**SECTION 6. PROHIBITED ACTS:**

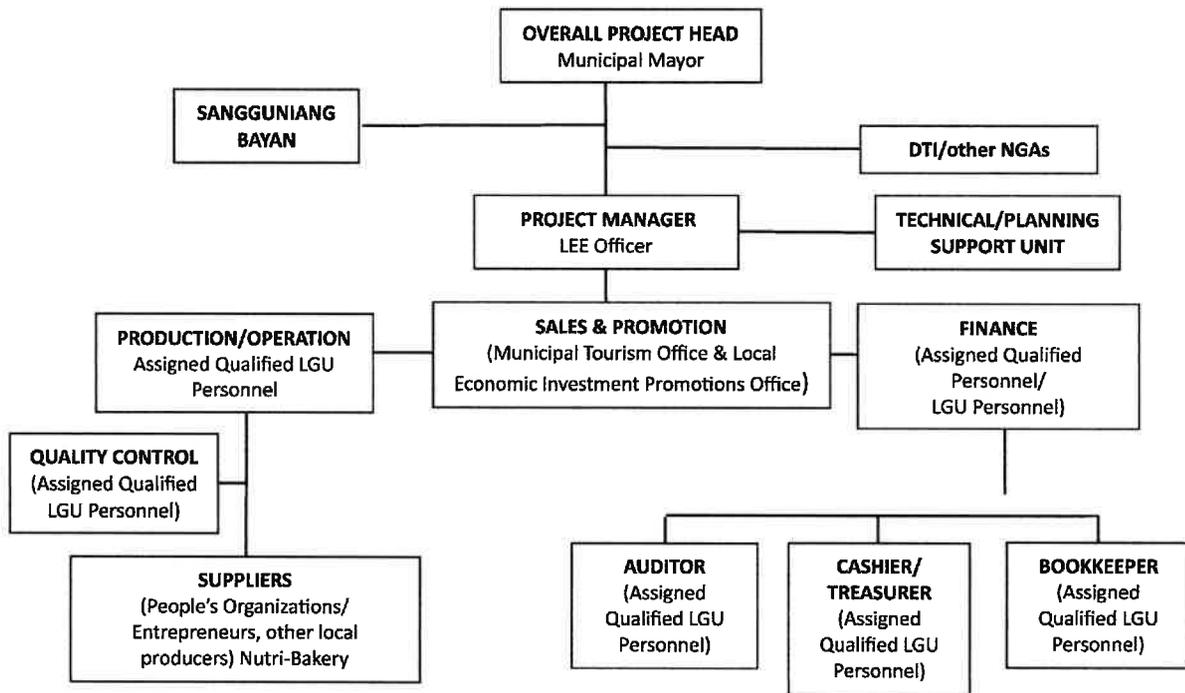
1. Selling of commercial alcoholic beverages and cigarettes is prohibited.
2. Improper disposal of washing and other wastes. A bin for segregation shall be provided for solid waste disposal.
3. Smuggled merchandizes are prohibited to be displayed and sold in the pasalubong Center.

**SECTION 7. HOURS OF OPERATION** - The Salugnon Pasalubong Center shall be open to the public at regular working hours from 8:00 AM-5:00 PM every day, and may extend overtime hours, if necessary.

**SECTION 8. SUPERVISION AND CONTROL** - The Salugnon pasalubong Center shall be managed by the LGU of Jaro, wherein Promotions and Market Linkages shall be generally through the Municipal Tourism Office and Local Economic Investment Promotions Officer, while backward linkages for supply and production shall be under the Office of the Municipal Agriculturist (MAO), and shall operate under the supervision of the Office of the Municipal Economic Enterprise (LEE), under the direct control and supervision of the Municipal Mayor.

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**THE MANAGEMENT STRUCTURE OF THE SALUGNON  
PASALUBONG CENTER**



I. **Composition.** The Management of the Salugnon Pasalubong Center (SPC) shall be composed of the following:

- A. **Overall Project Head** - Local Chief Executive (LCE) - Municipal Mayor
- B. **Sangguniang Bayan** – SB Chairman Committee on Tourism, Arts and Cultural Affairs
- C. **DTI/OTHER NGAs**- Partner Agencies
- D. **Technical/Planning and Support Unit** - Mayor's Legal unit, Municipal Planning & Development Office (MPDO), MTO, MACCO, MBO, Engineering Office and General Services Office.
- E. **Project Manager**- Local Economic Enterprise
  - 1. Production/Operation Unit
    - a. Quality Control
    - b. Suppliers
  - 2. Sales & Promotion Unit
    - a. Sales Representative
    - b. Promotions: Municipal Tourism Office Representatives; and Local Economic and Investment Promotions Officer

3. Finance Unit

- a. Head
- b. Bookkeeper
- c. Auditor
- d. Cashier

II. **Functions.** The different manpower of the Salugnon Pasalubong Center Management Unit shall have the following functions:

A. **Overall Project Head**

1. The Local Chief Executive - the Municipal Mayor shall have the over-all control, supervision, project management and operation of the Salugnon Pasalubong Center and shall:

- a. Oversee proper management and ensure smooth operation of Salugnon the Pasalubong Center;
- b. Ensure that standards and procedures set by the participating and funding national agencies in the implementation of the project is followed;
- c. Ensure participation of the Accredited People's Organization and Civil Society Organizations in the decision making, implementation and monitoring of the project in the municipality;
- d. Ensure that Pasalubong Center caters Local People's Organizations, and unified/clustered MSMEs;
- e. Ensure that the implementation of the project is in accordance with the standards set by the LGU and other agencies concerned;
- f. Ensure that all reports and other necessary documents are submitted according to timelines; and
- g. Act on all matters concerning with the project, whenever necessary.

2. **Sangguniang Bayan** - provides Legislative Support to the enterprise.

3. **DTI and other NGAs** - Partner Agencies

4. **TECHNICAL/PLANNING SUPPORT UNIT** - Coordinates with the different local agency heads, recommends and monitor operation policies and conducts further research and studies for the enhancement for the operation of the Salugnon Pasalubong Center.
  
5. **Project Manager.**
  - a. Responsible for the project development, in conjunction with the Project Funding Agency;
  - b. Ensures that the project is delivered on time, to budget and to the required quality standard (within agreed specifications);
  - c. Ensures the project is effectively resourced and manages relationships with a wide range of groups (including all project contributors);
  - d. Recommend necessary and qualified staff needed for the project;
  - e. Prepares Project Work and Financial Plan;
  - f. Manages project deliverables in line with the project W&F plan;
  - g. Resolves cross-functional issues at project level;
  - h. Monitors project progress and performance;
  - i. Recommends appropriate and necessary trainings to each unit;
  - j. Liaises with, and updates progress to Project Coordinator;
  - k. Recommends approval of the design specification/proposed activities; Works closely with each unit to ensure that the project meets business needs;
  - l. Assess suppliers training needs and devising and managing training programs;
  - m. Issues Contracts, Letters of Intent, Purchase Orders, etc.; and
  - n. Provides regular status reports to the LCE, and DTI, as the case maybe;
  - o. Manages the work of each unit, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team, as follows:

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**1. Production/Operation Unit:**

- a. Assist the Project Manager in running the business;
- b. Responsible for the day-to-day transactions and operation of the business;
- c. Ensure sufficient supply of products/goods in the Pabalubong Center;
- d. Coordinate and establish linkage with the suppliers Peoples Organization within the municipality for the continuous production of products/goods and determine the needed assistance for the development of the PO and their products;
- e. Work closely with Municipal Facilitators and Producers/Suppliers (POs) to ensure the quality of product;
- f. Shall maintain production and transaction records;
- g. Have constant communication with the Project Manager and other concerned units on the status of production and supplies;
- h. Liaise with, and update progress of production & supply to Project Manager; and
- i. Attend meetings and submit reports to the Project Manager.

**2. Quality Control**

- a. Ensure that the quality of products meet the required needs/standards;
- b. Identify and recommend trainings for suppliers related to quality standards of products/goods;
- c. Coordinate with appropriate/related agencies regarding the product standards and quality;
- d. Conduct research related to quality control and keep abreast with the trend and competencies of products of other market outlets;

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- e. Perform inspection of products from the processing areas of the PO to the Pasalubong Center;
  - f. Report any problems and/or findings and make follow-up for corrective actions with the Production/Operation Head;
  - g. Maintain record of inspections and findings and collaborate with other related agencies to ensure compliance with specification and quality standards;
  - h. Attends to meetings, trainings and seminars; and
  - i. Ensure to have records on all transactions and regularly submit report to Production/Operation Head.
3. Suppliers - among other local producers and entrepreneurs, Nutri-Bakery shall serve as the partner of the Salugnon Pasalubong Center, specifically in the supply of Specialty Bakery Product/s viable for Pasalubong and further marketing.
4. **Sales and Promotion** - Assists operation managers in running the business. Responsible for the day-to-day sales and promotion related transactions of the business.
5. **Sales Representative**
- a. Establishes, develops and maintains business relationships with current and prospective customers to generate more income;
  - b. Establish and strengthen market linkage with the potential markets, particularly with established Pasalubong Centers, Malls/Supermarkets, Food & Transport Terminals, among others, within and outside the municipality;
  - c. Recommends to the management a potential and prospected customers;
  - d. Coordinates sales effort with the managers of the production and finance units;

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- e. Identifies advantages and compares organization's products/services;
- f. Plans and organizes personal sales strategy by maximizing the Return on Time Investment for the project;
- g. Keeps abreast of product applications, technical services, market conditions, competitive activities, advertising and promotional trends through the reading of pertinent literature and consulting with marketing and technical service areas;
- h. Facilitate/assist on the forging of Contracts/Agreements with the potential markets, whenever necessary;
- i. Develop tools for customer feedback mechanism;
- j. Provide management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services;
- k. Expedites the resolution of customer complaints and suggestion; Ensure regular submission of reports and updates of the sales and promotion to the project manager;
- l. Shall maintain sales and promotions and other related transaction records and see to it that these records can be accessed to the database;
- m. Makes contact and personal visits to existing and prospective customers;
- n. Attend meetings and participates in trade shows and conventions.

**6. Municipal Tourism Council (MTC)**

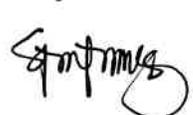
- a. Serves as the Marketing & Promotion Arm/Unit of the Salugnon Pasalubong Center;
- b. Links with Department of Tourism and other tourism related establishment for the promotion of the products through Ads, among others;

  
  
  
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- c. Attend meetings and participates in trade shows and conventions.

**7. Local Economic and Investment Promotions.**

- a. Promotes the Salugnon Pasalubong Center to acquire investments and penetrate potential markets;
- b. Links with DTI and DOST for the promotion and development of products;
- c. Analyzes the potential market area and determines existing and prospective customers value to the organization;
- d. Initiates investment and promotion activities that will further improve the project;
- e. Attend meetings and participates in trade shows and conventions.

**8. Finance Unit.**

**1. Unit Head**

- a. Assist managers in running the business;
- b. Responsible for the day-to-day financial transaction of the business;
- c. Track all transactions of the management of the PC/TP;
- d. Creates credit, collections and financial policies in collaboration with the LGU and DTI for the customers and suppliers;
- e. Advises management on fund sourcing;
- f. Work with Project Manager in preparing the organization's budget requirements, work and financial plan, and provide feedback on the progress of the business;
- g. Provide financial information to assist project manager in making key strategic decisions, as to markets or products which requires large capital purchases;

- h. Communicates all major financial procedures and processes to the PC/TP top management in consistent and timely manner; Coordinate with operations, sales, marketing, and customer service teams on the financial status of the business;
- i. Ensures the delivery of monthly targets successfully;
- j. Support process improvement initiatives to achieve financial goals.

**1. Bookkeeper**

- a. Performs bookkeeping duties such as coding, recording, posting and processing of day-to-day financial transactions;
- b. codes source documents such as invoices and receipts to the appropriate accounts;
- c. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll;
- d. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices;
- e. Maintains bank account records, reconciles bank accounts and balances check books;
- f. Prepares various accounting summaries and reports;
- g. Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties, follows up to resolve errors and discrepancies in accordance with established procedures;
- h. Documentation, preparing various accounting summaries and reports, and compiling statistics.
- i. Assists the manager in the preparation for audit and the production of financial statements, budgets and other financial reports;
- j. Performs other related duties as required.

**2. Auditor**

- a. Audit all financial transactions; financial statements and the rest of the related documents;
- b. Prepares and submit financial audit summary, findings and recommendations, to the Head of the Finance Unit, for appropriate actions, (if any);
- c. Facilitate/Assist preparation of financial documents for external audit;
- d. Conduct periodic inventory of all equipment, furniture and fixtures, and products/goods available in the Pasalubong Center;
- e. Submit reports to the Finance Unit head;
- f. Attends meetings, trainings, seminar; and
- g. Performs other related duties as required.

**3. Cashier**

- a. Cash custodian, issues cash receipts & in-charge in disbursements;
- b. Ensures that all financial transactions in the operation of the Salugnon Pasalubong Center have corresponding supporting documents/records; and
- c. Performs other related duties as required.

**SECTION 9. FUNDING** – An initial amount of SEVEN HUNDRED THOUSAND PESOS (Php 700,000.00) shall be allocated under the Special Purpose Appropriations (SPAs) of the Mayor's Office in the annual budget of the LGU, exclusively intended for the necessary expenses to be incurred for the establishment of the Salugnon Pasalubong Center.

**Provided Further**, that annual subsidy for the continuing operation of the Center shall be provided to be determined by the Local Finance Committee and the Local Economic Enterprise Office (LEEO), until such time the Salugnon Pasalubong Center can operate solely on its own using its income from operation.

*Jam alan*

*[Signature]*

*Carmenita [Signature]*

*[Signature]*

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**SECTION 10. ADMINISTRATIVE PROVISION** - The Municipal Economic Enterprise Office (LEEO), with the assistance of the Municipal Tourism Office, the Municipal Agriculturist Office (MAO), MTO, MACCO, MBO and Municipal Licensing Office shall manage the operation and control of the Pasalubong Center. It shall oversee the proper implementation of this ordinance particularly on the guidelines, rules and regulations relative to its operation.

**SECTION 11. SEPARABILITY CLAUSE** – If for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid by a competent court, such judgment or provision found to be invalid or unconstitutional shall not affect or impair the other provisions therefore.

**SECTION 12. REPEALING CLAUSE** – All local Ordinance, rules and regulations or parts thereof, inconsistent with, or in conflict with the provision of this Ordinance shall be deemed repealed or amended accordingly.

**SECTION 13. SUPPLEMENTARY CLAUSE** – the provisions in this Ordinance, shall be implemented in accordance with the rules, guidelines and procedure of Ordinance NO. 20, Series of 2023, or otherwise known as “The Jaro Leyte Tourism Code of 2023”.

**SECTION 14. EFFECTIVITY** – This Ordinance shall take effect fifteen (15) days after a copy hereof is posted in accordance with the provision of R.A. 7160, in at least four (4) conspicuous places in the municipality.

**ENACTED BY THE SANGGUNIANG BAYAN OF JARO, LEYTE ON OCTOBER 6, 2025.**

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I HEREBY CERTIFY, to the correctness of the foregoing Ordinance.



**RENATO B. OBIÑA**  
Acting Secretary to the Sangguniang Bayan  
DEMO IV

**CONCURRED:**



**HON. REY P. AURE**  
SB Member/Presiding Officer Pro-Tempore



**HON. LANULFO M. BORJA**  
SB Member



**HON. FRANCISCO R. ALTRES**  
SB Member/Majority Floor Leader

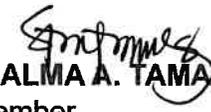


**HON. RAULA MACANDA**  
SB Member

  
HON. BENJAMIN H. GARIANDO, JR.  
SB Member

HON. TEOFILO C. CABELLO  
SB Member  
Absent-On Leave

  
HON. CARMENCITA G. TAÑALA  
SB Member

  
HON. ALMA A. TAMAYO  
SB Member

  
HON. ZANDRO T. MORABE  
SB Member/LIGA FED.-President

  
HON. VIANCA MAE N. FAMILAR  
SB Member/SK FED.-President

**ATTESTED:**

  
HON. PEDRO B. TAÑALA, JR.  
Municipal Vice Mayor  
SB Presiding Officer

**APPROVED:**

  
HON. JASSIE LOU TAÑALA  
Municipal Mayor



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

MINUTES OF THE 12<sup>th</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN  
OF JARO, LEYTE HELD AT THE SB SESSION HALL LEGISLATIVE BUILDING  
ON OCTOBER 6, 2025

**PRESENT:**

|                                |  |
|--------------------------------|--|
| HON. PEDRO B. TAÑALA, JR.      | -Municipal Vice Mayo/Presiding Officer   |
| HON. REY P. AURE               | -SB Member/Presiding Officer Pro-Tempore |
| HON. FRANCISCO R. ALTRES       | -SB Member/Majority Floor Leader         |
| HON. LANULFO M. BORJA          | -SB Member                               |
| HON. RAUL A. MACANDA           | -SB Member                               |
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member                               |
| HON. CARMENCITA G. TAÑALA      | -SB Member                               |
| HON. ALMA A. TAMAYO            | -SB Member                               |
| HON. ZANDRO T. MORABE          | -SB Member/LIGA Fed.-President           |
| HON. VIANCA MAE N. FAMILAR     | -SB Member/SK Fed.-President             |

**ABSENT:**

|                         |                      |
|-------------------------|----------------------|
| HON. TEOFILO C. CABELLO | -SB Member -On-Leave |
|-------------------------|----------------------|

RECORDS OF THE PROCEEDINGS:

CALL TO ORDER, PRAYER, SINGING OF THE PHILIPPINE NATIONAL ANTHEM AND ROLL CALL.

Honorable Pedro B. Tañala, Jr., Vice-Mayor and SB Presiding Officer called to order the 12th Regular Session of the Sangguniang Bayan at 9:32 in the morning. He then requested the SB Members to stand for the prayer, which was followed by the singing of the Philippine National Anthem.

PRAYER

The Body offered a silent prayer.

PAMBANSANG AWIT

The Body sang the Philippine National Anthem.

ROLL CALL

After the singing of the Philippine National Anthem, the Chair requested the SB Secretary to call the roll to determine if there is a quorum, as follows:

**PRESENT:**

|                           |  |
|---------------------------|--|
| HON. PEDRO B. TAÑALA, JR. | -Municipal Vice Mayo/Presiding Officer   |
| HON. REY P. AURE          | -SB Member/Presiding Officer Pro-Tempore |
| HON. FRANCISCO R. ALTRES  | -SB Member/Majority Floor Leader         |

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|                                |                                |
|--------------------------------|--------------------------------|
| HON. LANULFO M. BORJA          | -SB Member                     |
| HON. RAUL A. MACANDA           | -SB Member                     |
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member                     |
| HON. CARMENCITA G. TAÑALA      | -SB Member                     |
| HON. ALMA A. TAMAYO            | -SB Member                     |
| HON. ZANDRO T. MORABE          | -SB Member/LIGA Fed.-President |
| HON. VIANCA MAE N. FAMILAR     | -SB Member/SK Fed.-President   |

**ABSENT:**

|                         |                     |
|-------------------------|---------------------|
| HON. TEOFILO C. CABELLO | -SB Member-On-Leave |
|-------------------------|---------------------|

The Chair declared that with Ten (10) Sangguniang Bayan members present, the 12<sup>th</sup> Sangguniang Bayan Regular Session had a quorum. The Chair then requested Honorable Francisco R. Altres, Majority Floor Leader, to facilitate the Order of Business for the day.

Honorable Francisco R. Altres obtained the floor and requested the reading of the minutes of the 11<sup>th</sup> Regular Session of the Sangguniang Bayan held on September 29, 2025. After the reading, the Chair asked the Body if there were any amendments to the minutes. Hearing none, the Chair declared that the minutes of the 11<sup>th</sup> Regular Session of the Sangguniang Bayan were duly adopted, without amendments thereto, as read by the SB Secretary.

PRIVILEGE HOUR-NONE.

QUESTION HOUR-NONE

READING AND REFERRAL OF PROPOSED MEASURES: NONE

COMMITTEE REPORT:

**ITEM NO. 1: PROPONENT: HONORABLE ZANDRO T. MORABE**  
Chairman Committee on Barangay Affairs

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON BARANGAY AFFAIRS HELD ON SEPTEMBER 24, 2025 TO REVIEW THE ORDINANCE PROVIDING GUIDELINES, RULES AND PROCEDURES ON THE COLLECTION OF CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS-RELATED TRANSACTIONS IN THE MUNICIPALITY OF JARO.

The Chair gave the floor to Hon. Zandro T. Morabe, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Zandro T. Morabe, through the Chair requested Mr. Crispo Limpoco to read the committee report.

The Chair directed Mr. Limpoco to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Zandro T. Morabe, to offer the final motion for its adoption.

*Gamalai*

*Carmencita G. Tañala* *G. Limpos*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*

Hon. Zandro T. Morabe took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Thereafter, the Chair declared that for Item No. 1, under the Committee Report, had been moved, carried, and approved en masse.

**ITEM NO. 2: PROPONENT: HONORABLE REY P. AURE**  
Chairman Committee on Agriculture and Accreditation

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON AGRICULTURE AND ACCREDITATION HELD ON OCTOBER 01, 2025 TO REVIEW THE ORDINANCE INSTITUTIONALIZING THE KATUWANG SA DIWA AT GAWA PARA SA MASAGANANG ANI AT MATAAS NA KITA (KADIWA) NG PANGULO IN THE MUNICIPALITY OF JARO, LEYTE.

The Chair gave the floor to Hon. Rey P. Aure, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Rey P. Aure, through the Chair requested Ms. Maria Madelyn Togonon to read the committee report.

The Chair directed Ms. Togonon to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Rey P. Aure, to offer the final motion for its adoption.

Hon. Rey P. Aure took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Thereafter, the Chair declared that for Item No. 2, under the Committee Report, had been moved, carried, and approved en masse.

**ITEM NO. 3: PROPONENT: HONORABLE REY P. AURE**  
Chairman Committee on Agriculture and Accreditation

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE JOINT COMMITTEE ON AGRICULTURE AND ACCREDITATION, TOURISM, ARTS AND CULTURAL AFFAIRS HELD ON SEPTEMBER 16, 2025 TO REVIEW THE APPLICATION FOR RE-ACCREDITATION OF THE AMANDEWING HOTSPRING TOURISM AND AGRIFARMERS ASSOCIATION OF BARANGAY RUBAS JARO, LEYTE.

The Chair gave the floor to Hon. Alma A. Tamayo, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Rey P. Aure, through the Chair requested Ms. Maria Ana Horca to read the Committee Report.

After the reading, the Chair asked the Body if there were any corrections to the Committee Report. Hearing none, the Chair requested Hon. Alma A. Tamayo, to offer the final motion for its adoption.

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*Handwritten signature*

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*Handwritten signature*

Hon. Alma A. Tamayo took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Thereafter, the Chair declared that Item No. 3 under the Committee Report had been moved, carried, and approved en masse.

CALENDAR OF BUSINESS:

A. UNFINISHED BUSINESS: NONE

B. BUSINESS FOR THE DAY:

**ITEM NO. 1- PROPONENT – HON. REY P. AURE**

Chairman Committee on Agriculture and Accreditation

A PROPOSED RESOLUTION APPROVING THE APPLICATION FOR ACCREDITATION OF HORCA CLAN OF JARO, LEYTE INC. OF 809 REAL STREET, BARANGAY IV, JARO, LEYTE.

The Chair gave the floor to Hon. Rey P. Aure to offer the motion.

Hon. Rey P. Aure moved for the approval of the proposed resolution, which was unanimously approved en masse by the Body.

During the discussion, Hon. Francisco R. Altres asked if there were any representatives from the Horca Clan present and inquired about changing their logo since it closely resembles that of the Municipality of Jaro, with only the name replaced by "Horca Clan." He clarified that he is not against their application but expressed concern regarding the logo.

Hon. Rey P. Aure responded that the logo has a different color scheme, and that the icon of the Cabayongan River and Amandewing is a trademark of Jaro.

Hon. Francisco R. Altres countered that it is indeed a trademark of Jaro, not of the Horca Clan.

Hon. Rey P. Aure added that the use of the said symbol indicates that they belong to Jaro.

Hon. Raul A. Macanda emphasized that the Horca Clan cannot copy the logo of the Municipality of Jaro. Instead, they should create a distinct logo that represents their organization, with its own symbolism and meaning for the colors and design.

Hon. Rey P. Aure stated that he is not a Horca but an Aure; however, since he is the proponent of the resolution, the Body cannot compel the Horca Clan to alter their logo.

*Samalan*

*Carmencita* *Amfms*

*[Handwritten signature]*

He explained that the group has their own interpretation of its meaning, and while the color is almost the same, it is not identical.

Mr. Chair suggested that the Clan be requested to change their logo to one that is distinctly different from that of the LGU.

Hon. Francisco R. Altres raised that since the President of the Horca Clan is also a member of the Sangguniang Bayan, approving this application may pose a conflict. Out of delicadeza, it may not reflect well for the Body to approve an application where the applicant is also part of the approving entity. This might also set a precedent for future applications.

Hon. Benjamin H. Garriando, Jr. in response to the query of Hon. Altres, noted that if the application is approved but Hon. Cabello, being the Clan President and also a Sanggunian Bayan member, is absent, he will not sign to the resolution.

Hon. Raul A. Macanda noted that since the President of the Clan is elected annually, his position is not permanent, and thus it may not always be the case.

Hon. Francisco R. Altres reiterated his concern that approving this matter may set a precedent for future CSO applications of a similar nature.

Hon. Vianca Mae Familiar asked, since this is the first time a clan has applied as a CSO, to which local special body they would most appropriately belong. It was noted that they applied for membership in the Local Development Council. She asked whether clans are allowed to be part of the Local Development Council.

Hon. Rey P. Aure responded in the affirmative, stating that any organized group recognized by the local government may do so.

Hon. Raul A. Macanda further clarified that under the CSO guidelines, community-based organizations include clans, provided they are recognized by the local government. He pointed out that based on their profile, the Horca Clan submitted a SEC Certificate of Registration as a recognized clan.

Hon. Francisco R. Altres emphasized that he was willing to waive his earlier manifestation so as not to hinder the application. However, he reiterated his concern about the precedent this may create. Nonetheless, he stated that if the Body approves, he will abide by the decision.

The Chair noted that once approved, other clans may also apply for CSO recognition. He stressed that the only concerns are the logo and the President's membership in the Sanggunian. He therefore requested the proponent to inform the Clan to modify their logo so that it will not resemble that of the LGU.

Hon. Rey P. Aure stated that since the Clan's representative was present, the Body could recommend modifying the logo.

Hon. Rey P. Aure then moved for the approval of the proposed resolution, which was unanimously approved en masse by the Body.

Thereafter, the Chair declared that Item No. 1 under the Business for the Day had been moved, carried, and approved en masse by the August Body.

**ITEM NO. 2 – APPROVAL ON THIRD AND FINAL READING  
OF ORDINANCE NO. 08, SERIES OF 2025  
INTRODUCED BY: HONORABLE TEOFILO C. CABELLO  
Chairman Committee on Peace and Order, Public Safety and Transportation.**

**ORDINANCE NO. 08  
SERIES OF 2025**

AN ORDINANCE PROHIBITING STRAY ANIMALS FROM ROAMING OR LOITERING IN PUBLIC PLACES WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF JARO, LEYTE, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES.

Hon. Francisco R. Altres informed the Chair that Hon. Cabello was absent. However, pursuant to the Internal Rules and Procedure of the Sanggunian Bayan, the Vice Chairperson, Hon. Benjamin H. Garriando, Jr., may move for the approval of this ordinance in lieu of the Chairperson.

The Chair recognized Hon. Benjamin H. Garriando, Jr. to offer the motion.

The Chair then opined and inquired from the floor if there were any minor amendments to the ordinance, and hearing none, requested Hon. Benjamin H. Garriando, Jr. to offer the final motion.

Hon. Benjamin H. Garriando, Jr. took the floor, and moved for its final approval, which was duly seconded en masse.

Thereafter, the Chair declared that **Ordinance No. 08, Series of 2025, otherwise known as "Ordinance Prohibiting Stray Animals from Roaming or Loitering in Public Places within the Territorial Jurisdiction of the Municipality of Jaro, Leyte, Providing Penalties for Violation Thereof and for Other Purposes"** has been moved, carried, and approved en masse by the August Body under the **third and final reading**.

**ITEM NO. 3 – APPROVAL ON THIRD AND FINAL READING  
OF ORDINANCE NO. 05, SERIES OF 2025.  
INTRODUCED BY: HONORABLE ALMA A. TAMAYO  
Chairman Committee on Tourism, Arts and Cultural Affairs**

*Samalas*

*Carmona* *Amor*

*[Handwritten signature]*

**ORDINANCE NO. 05  
SERIES OF 2025**

AN ORDINANCE ESTABLISHING POLICIES, GUIDELINES, RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE SALUGNON PASALUBONG CENTER, A TOURISM ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE AND APPROATING FUNDS THEREOF.

The Chair recognized Hon. Alma A. Tamayo to offer the motion.

The Chair then opined and inquired from the floor if there were any minor amendments to the ordinance, and hearing none, requested Hon. Alma A. Tamayo to offer the final motion.

Hon. Alma A. Tamayo took the floor, and moved for its final approval, which was duly seconded en masse.

Thereafter, the Chair declared that **Ordinance No. 05, Series of 2025, otherwise known as "THE SALUGNON PASALUBONG CENTER"** has been moved, carried, and approved en masse by the August Body under the **third and final reading**.

**ITEM NO. 4 – APPROVAL ON THIRD AND FINAL READING  
OF ORDINANCE NO. 07, SERIES OF 2025.**

**INTRODUCED BY: HONORABLE RAUL A. MACANDA**

Chairman Committee on Social Welfare and Development and Human Rights

**ORDINANCE NO. 07  
SERIES OF 2025**

AN ORDINANCE INITIATING A SYSTEM FOR A PARTNERSHIP IN LOCAL GOVERNANCE BETWEEN THE LOCAL GOVERNMENT AND THE PEOPLE OF JARO, LEYTE.

The Chair recognized Hon. Raul A. Macanda to offer the motion.

The Chair then opined and inquired from the floor if there were any minor amendments to the ordinance, and hearing none, requested Hon. Raul A. Macanda to offer the final motion.

Hon. Raul A. Macanda took the floor, and moved for its final approval, which was duly seconded en masse.

Thereafter, the Chair declared that **Ordinance No. 05, Series of 2025, otherwise known as "THE EMPOWERMENT ORDINANCE OF JARO, LEYTE"** has been moved, carried, and approved en masse by the August Body under the **third and final reading**.

*Samala*

*Carmelita Sil* *gmpmms*

*[Handwritten signature]*

OTHER MATTERS:

1. Hon. Lanulfo M. Borja informed the Body that at 1:00 p.m. there will be a meeting to inquire into the alleged refusal of RHU/MDDRMO personnel to assist a patient. He added that the complainant, as well as the MDRRMO and MHO, were invited, and he encouraged everyone to attend the said meeting.

Hon. Benjamin H. Garriando, Jr. suggested that all drivers be invited as well.

Mr. Chair responded that all employees of the MDDRMO and MHO are invited.

There being no more business for consideration, Hon. Carmencita G. Tañala, moved for the adjournment of the session, duly seconded. Thereafter, the Chair declared the 12th SB Regular Session adjourned at 11:11 A.M.

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EXCERPT RESOLUTION/ORDINANCE:

ITEM NO.1- PROPONENT: HONORABLE ZANDRO T. MORABE  
Chairman Committee on Barangay Affairs

**RESOLUTION NO. 2025 - 146**

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON BARANGAY AFFAIRS, HELD ON SEPTEMBER 24, 2025, TO REVIEW THE ORDINANCE PROVIDING GUIDELINES, RULES AND PROCEDURES ON THE COLLECTION OF CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS-RELATED TRANSACTIONS IN THE MUNICIPALITY OF JARO, LEYTE.

**On motion of Honorable Zandro T. Morabe**, Chairman Committee on Barangay Affairs, duly seconded en masse by the Honorable Sangguniang Bayan members present, be it-

**RESOLVED**, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON BARANGAY AFFAIRS, HELD ON SEPTEMBER 24, 2025, TO REVIEW THE ORDINANCE PROVIDING GUIDELINES, RULES AND PROCEDURES ON THE COLLECTION OF CORRESPONDING BARANGAY CLEARANCE FEE IN THE APPLICATION FOR ANY BUSINESS-RELATED TRANSACTIONS IN THE MUNICIPALITY OF JARO, LEYTE;

**RESOLVED FINALLY**, to furnish a copy of this resolution to the Municipal Mayor, and to other local offices concerned for their information.

**APPROVED ON OCTOBER 6, 2025.**

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**ITEM NO. 2- PROPONENT: HONORABLE REY P. AURE**

Chairman Committee on Trade & Industry, Agriculture, Local Franchising and Accreditation

**RESOLUTION NO. 2025 - 146**

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON TRADE & INDUSTRY, AGRICULTURE, LOCAL FRANCHISING AND ACCREDITATION, HELD ON OCTOBER 1, 2025, TO REVIEW THE ORDINANCE INSTITUTIONALIZING THE KATUWANG SA DIWA AT GAWA PARA SA MASAGANANG ANI AT MATAAS NA KITA (KADIWA) NG PANGULO IN THE MUNICIPALITY OF JARO, LEYTE.

**On motion of Honorable Rey P. Aure**, Chairman Committee on Trade & Industry, Agriculture, Local Franchising and Accreditation, duly seconded en masse by the Honorable Sangguniang Bayan members present, be it-

**RESOLVED**, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON TRADE & INDUSTRY, AGRICULTURE, LOCAL FRANCHISING AND ACCREDITATION, HELD ON OCTOBER 1, 2025, TO REVIEW THE ORDINANCE INSTITUTIONALIZING THE KATUWANG SA DIWA AT GAWA PARA SA MASAGANANG ANI AT MATAAS NA KITA (KADIWA) NG PANGULO IN THE MUNICIPALITY OF JARO, LEYTE;

**RESOLVED FINALLY**, to furnish a copy of this resolution to the Municipal Mayor, and to other local offices concerned for their information.

**APPROVED ON OCTOBER 6, 2025.**

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**ITEM NO. 3- PROPONENT: HONORABLE REY P. AURE**

Chairman Committee on Trade & Industry, Agriculture, Local Franchising and Accreditation and

**HONORABLE ALMA A. TAMAYO**

Chairman Committee on Tourism, Arts and Cultural Affairs

**RESOLUTION NO. 2025 - 147**

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE JOINT COMMITTEE ON TRADE & INDUSTRY, AGRICULTURE, LOCAL FRANCHISING AND ACCREDITATION AND TOURISM, ARTS AND CULTURAL AFFAIR, HELD ON SEPTEMBER 16, 2025, TO REVIEW THE APPLICATION FOR RE-ACCREDITATION OF THE AMANDEWING HOT SPRING TOURISM AND AGRI-FARMERS ASSOCIATION OF BARANGAY RUBAS, JARO, LEYTE.

On motion of **Honorable Rey P. Aure**, Chairman Committee on Trade & Industry, Agriculture, Local Franchising and Accreditation and **Honorable Alma A. Tamayo**, Chairman Committee on Tourism, Arts and Cultural Affairs, duly seconded en masse by the Honorable Sangguniang Bayan members present, be it-

**RESOLVED**, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE JOINT COMMITTEE ON TRADE & INDUSTRY, AGRICULTURE, LOCAL FRANCHISING AND ACCREDITATION AND TOURISM, ARTS AND CULTURAL AFFAIR, HELD ON SEPTEMBER 16, 2025, TO REVIEW THE APPLICATION FOR RE-ACCREDITATION OF THE AMANDEWING HOT SPRING TOURISM AND AGRI-FARMERS ASSOCIATION OF BARANGAY RUBAS, JARO, LEYTE;

**RESOLVED FINALLY**, to furnish a copy of this resolution to the Municipal Mayor, and to other local offices concerned for their information.

**APPROVED ON OCTOBER 6, 2025.**

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ITEM NO. 4- PROPONENT: HONORABLE REY P. AURE  
Chairman Committee on Trade & Industry, Agriculture, Local Franchising and Accreditation

**RESOLUTION NO. 2025- 142**

A RESOLUTION APPROVING AND GRANTING THE ACCREDITATION OF HORCA CLAN, INC. OF 809 REAL STREET, BARANGAY IV, JARO, LEYTE.

**WHEREAS**, Section 34 of the Local Government Code of 1991 (Book 1, Chapter 4) states that local government units shall promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy;

**WHEREAS**, on June 23, 2025, the Department of the Interior and Local Government issued Memorandum Circular No. 2025- 060, on the Guidelines on the Accreditation of Civil Society Organizations and Selection of Representatives to the Local Special Bodies;

**WHEREAS**, the **HORCA CLAN, INC.** through its President, TEOFILO C. CABELLO, has signified its intention to be an accredited CSO in the Municipality of Jaro to pursue an active partnership with the Local Government Unit in the pursuit of local autonomy and nation building;

**WHEREAS**, the **HORCA CLAN, INC.** has satisfactorily complied with the requirements and criteria for accreditation as a Civil Society Organization in accordance with the procedures and guidelines set forth in DILG MC 2025-060;

**WHEREFORE**, on motion of Hon. Rey P. Aure and duly seconded by all members present, be it;

**RESOLVED, AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan to approve and grant the accreditation of **HORCA CLAN, INC.** in the Municipality of Jaro;

**RESOLVED FURTHER**, that this accreditation is effective only until June 30, 2028;  
**RESOLVED FURTHERMORE**, that copies of this Resolution be furnished to the Honorable Jassie Lou Tañala, Local Chief Executive, and Teofilo C. Cabello, Horca Clan, Inc. President for their information and guidance.

ADOPTED this 6<sup>th</sup> day of October 2025 in the Municipality of Jaro, Leyte.

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**ITEM NO. 5- PROPONENT: HONORABLE TEOFILO C. CABELLO**  
Chairman Committee on Peace and Order, Public Safety and Transportation

### EXPLANATORY NOTE

The presence of stray animals roaming or loitering in public places within the Municipality of Jaro, Leyte has been a persistent concern affecting the safety, health, and general welfare of the community. Stray animals, particularly dogs and cats, often pose risks such as the spread of rabies and other animal-borne diseases, damage to property, and road accidents caused by animals suddenly crossing streets. Moreover, they contribute to unsanitary conditions in public areas, thereby endangering public health and order.

While animal welfare is of paramount importance, it is equally vital to protect the residents from potential harm and maintain peace and order in the locality. This ordinance seeks to strike a balance between public safety and the humane treatment of animals by providing clear regulations that prohibit stray animals from roaming or loitering in public places within the municipality.

The ordinance also outlines appropriate penalties to ensure compliance while encouraging responsible pet ownership among the constituents. Through this measure, the Local Government Unit of Jaro, Leyte aims to safeguard public health and safety, promote discipline, instill accountability, and foster a more orderly and livable community.

In view of the foregoing, the immediate passage of this ordinance is earnestly sought.

**HONORABLE TEOFILO C. CABELLO**  
Chairman Committee on Peace and Order, Public Safety and  
Transportation

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**INTRODUCED BY: HONORABLE TEOFILO C. CABELLO**  
Chairman Committee on Peace and Order, Public Safety and Transportation

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**ORDINANCE NO. 08**  
**SERIES OF 2025**

AN ORDINANCE PROHIBITING STRAY ANIMALS FROM ROAMING OR LOITERING IN PUBLIC PLACES WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF JARO, LEYTE, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES.

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

**SECTION 1. TITLE** - This ordinance shall be known as the "Ordinance Prohibiting Stray Animals from Roaming or Loitering in Public Places within the Territorial Jurisdiction of the Municipality of Jaro, Leyte, Providing Penalties for Violation Thereof and for Other Purposes".

**SECTION 2. PURPOSE AND SCOPE** - The purpose of the ordinance is to adopt a new ordinance with stiffer fees and penalties to deter proliferation of stray animals in all public places within the territorial jurisdiction of the Municipality of Jaro, Leyte. It also intends to provide for the registration and ownership of animals, provision of an impounding area with corresponding impounding authorities to house stray animals caught in violation of its provisions, and proper disposition of unclaimed impounded stray animals, with the end view of attaining a cleaner and safer environment to the whole municipality.

**SECTION 3. DEFINITION OF TERMS**

1. **Animals** - refers to all domesticated pet animals belonging to or relating to quadruped e.g. dogs, cats, hogs, goats, sheep, rabbits, carabaos, horses, cows, etc.;
2. **Pet** - any domesticated or tamed animal that is kept as a companion and cared for affectionately;
3. **Poultry** - are domesticated birds kept by humans for their eggs, their meat or their feathers. These birds are most typically members of the superorder Galloanserae (fowl), especially the order Galliformes (which includes chickens, quails, and turkeys);

4. **Domesticated** - to accustomed to remain much at home, to tame, to reduce from wild life;
5. **Municipal Pound or Animal Shelter** - means a Local Government operated animal care and control facility
6. **No Contest Rule** - the unquestionable and voluntary admission of violating an ordinance by stray animal owners when confronted and/or booked by the impounding authorities.
7. **Impounding Authorities** – are local government personnel designated to enforce and implement the ordinance and their authorized representatives;
8. **Stray animal** - are animals let loosed, unrestrained and or loitering in public places whether lost by its owner or otherwise;
9. **Adoption** - means the transfer of ownership of an unwanted, abandoned, abused stray animal by a shelter to an adoptive owner. The term adoption does not include the sale of an animal for profit; and
10. **Euthanasia** - is the act or practice of intentionally ending a life to relieve pain and suffering of a terminally ill or hopelessly injured individual or animal by using a humane, painless method for reasons of mercy.

**SECTION 4. UNLAWFUL ACTS** - It shall be unlawful for owners of quadruped or four legged animals and two legged animals (poultry/fowl) whether domesticated or not to allow it to astray and roam around in public places.

**SECTION 5. REGISTRATION AND OWNERSHIP** - Local residents of Jaro, Leyte who are pet owners, custodian, keepers of animals within the territorial jurisdiction of the Municipality of Jaro, Leyte shall register their domesticated pets at the Municipal Agriculture Office to commence upon the effectivity of this ordinance and until or before the 31<sup>st</sup> day of January every year, and shall pay the amount of Three Hundred Pesos (Php 300.00) at the Municipal Treasurers Office.

The registration of animal shall include the details of the pet/animal as well as the name, address and contact number of the pet/animal owner. Upon registration of pets/animals the series of vaccination process immediately follows. A pet tag shall be assigned to every domesticated pet bearing a serial number to serve as identification tab for health reference and record of vaccination.



A fee of One Hundred Pesos (Php 100.00) shall be collected from the owner for every tag issued. In case of loss, the same amount shall be paid for replacement thereof. The owner must ensure that the pet tag is worn by the pets at all times. It is also unlawful to keep an unregistered, unvaccinated and unsecured dog within the territorial domain of the municipality.

All pet dogs three (3) months old and above must be registered and vaccinated. Dog registration and vaccination shall be undertaken by the Office of the Municipal Agriculturist in such manner that it will be feasible, convenient and safe to all concerned. After vaccination, owners will be provided with certificates of vaccination which will serve as proof of compliance.

Pet owners who fail to register his dog/cat within the prescribed time shall be penalized by a fine of Five Hundred Pesos (Php 500.00) payable within five (5) calendar days from receipt of notice thereof; failure to comply with this provision shall subject the dog/cat to impounding and disposition.

**SECTION 6. IMPOUNDING OF STRAY ANIMALS** - Any stray animal found and caught by impounding authorities or their authorized representatives within the domain of the municipality shall be impounded. Before proceeding to the impounding area, a blotter must be first entered in the barangay concerned where the pet/animal has been caught straying.

**SECTION 7. IMPOSITION OF FEES** – The following fees are hereby imposed for the impounding of stray animals including cost of food, to wit:

- a. Small animals (cats, dogs) regardless of breed – Php 300.00
- b. Large animals (carabaos, horses, cows, goats and sheep) – Php 500.00
- c. Other animals – Amount shall be based on the losses or destruction incurred

**SECTION 8. DISPOSITION OF UNCLAIMED IMPOUNDED STRAY ANIMALS** - Stray animals not claimed within three (3) days of impoundment becomes property of the municipality/barangay and may be placed for adoption or rescue or may be disposed of through euthanasia in the case of pet animals afflicted with an incurable communicable disease as determined and certified by a duly licensed veterinarian.

The Office in charge shall attempt to contact the owner of the pet animal impounded before humane disposition of the same. The impounded animal shall be released to their owners upon presentation of proof of ownership and upon payment of fees. Pets placed for adoption or rescue shall be vaccinated and sterilized before custody is relinquished. Any individual interested in adopting the pet animal may indicate his interest by completing an adoption application to be approved by the designated Animal Shelter Officer and may proceed to pay the adoption fee of Five Hundred Pesos (Php 500.00) for small animals and One Thousand Pesos (Php 1,000.00) for large animals at the Municipal Treasurer's Office.

**SECTION 9. DESIGNATION OF A MUNICIPAL POUND OR ANIMAL SHELTER AND BARANGAY ANIMAL POUND/SHELTER** - For purposes of this ordinance, the Municipal Mayor shall designate a place as Municipal Pound or Animal Shelter and preferably one each in every barangay of the municipality where impounded animals will be kept or deposited pending their dispositions.

**SECTION 10. IMPOUNDING AUTHORITIES** - All Barangay Officials of the municipality through the assistance of the Jaro-PNP shall cause the impounding of stray animals in their respective barangays. The Office of the Municipal Agriculturist is designated as principal office tasked to cause the impounding of stray animals in coordination with the Barangay Officials.

**SECTION 11. PENALTY** - The owner of the impounded animal shall be meted with the following fines:

- a. Five Hundred Pesos (Php 500.00) and responsible pet ownership seminar (Information Education Campaign) for the first offense at the discretion of the court;
- b. One Thousand Pesos (Php 1,000.00) for the second offense and warning for disqualification to own a pet/animal at the discretion of the court; and
- c. One Thousand Five Hundred Pesos (Php 1,500.00) for the third and succeeding offenses and disqualification to own a pet/animal at the discretion of the court.

**SECTION 12. BARANGAY SHARE ON THE PROCEEDS OF FEES AND FINES**  
- The Barangay is entitled to Fifty Percent (50%) share on all fees and fines collected within their areas of jurisdiction.

**SECTION 13. NO CONTEST PROVISION** - Any person caught in violation of this Ordinance who does not wish to contest the violation and is willing to voluntarily pay the penalty imposed upon him/her prior to the filing of a formal complaint shall be allowed to pay said fine to the Municipal Treasurer's Office to avoid getting prosecuted.

**SECTION 14. RECORD OF IMPOUNDMENT** - The Office of the Municipal Agriculturist shall keep a record of impoundment and disposition of all animals under the control of the Municipal Pound or Animal Shelter and shall record the relevant dates, names and addresses of persons to whom any animals are released.

**SECTION 15. FUNDING** - The amount of Three Hundred Thousand Pesos (Php 300,000.00) shall be appropriated under Other Special Purpose Appropriation in the Annual Budget of the municipality for C.Y. 2026, subject to the availability of funds, for the operation and maintenance of the Municipal Pound/Animal Shelter for the food, vaccines and medications of the impounded animals.

**SECTION 16. SEPARABILITY CLAUSE** - If for any reason or reasons, any part or provision of this ordinance shall be held unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 17. REPEALING CLAUSE** - Except as otherwise provided herein, all ordinances, rules and regulations, and other similar issuances, or parts thereof, which are inconsistent herewith, are hereby repealed or modified accordingly.

**SECTION 18. EFFECTIVITY** - This Ordinance shall take effect fifteen (15) days after posting in conspicuous places within the LGU and publication in a local newspaper of general circulation.

**ENACTED ON OCTOBER 6, 2025.**

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**ITEM NO. 6- PROPONENT: HONORABLE ALMA A. TAMAYO**  
Chairman Committee on Tourism, Arts and Cultural Affairs

**EXPLANATORY NOTE**

The Local Government Unit of Jaro, Leyte embarks on Tourism Industry as one of its potential resources for development, thus, helping its people in such a way that they can function and contribute to the betterment of society

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The Municipal Government has been investing more for its people, in harnessing their skills and equipping them to improve their quality of life. Through the support of the national and local partners, groups of men and women, the primary aim is to produce local products which include processed food, native delicacies, handicrafts and other similar products that we can be proud of saying "this is only in Jaro".

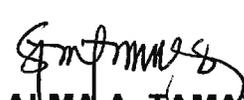
The municipality has all the potentials to promote the concept of what tourism "only in Jaro" to local and international tourists, consumers and investors via the so-called Pasalubong custom.

At present there are CSO'S/farmers associations, people's organizations, private individuals, groups of entrepreneurs that market their products anywhere in the municipality and usually encounter difficulties in establishing strong and regular market linkages due to unavailability of viable area for showcasing their products.

Henceforth, the LGU conceptualizes the establishment of the Salugnon Pasalubong Center Program and shall adopts a continuing support mechanism in terms of providing a venue for common display and marketing of their various products, enhancing their craft through technical assistance, capability building, exposures and development trainings, possible augmentation of their working capital for production and building linkages, among others, thus, will enable them to grow along with the boosting the local tourism industry within and outside of the municipality.

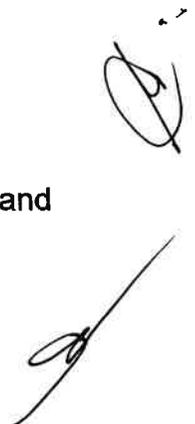
This project shall be made possible only with the primary support of the Local Government Unit, the 46 Barangays, organizations, other partners and the Department of Trade and Industry in the pursuit of economic development of the people of Jaro, Leyte.

With the continuous influx of guests visiting the Municipality of Jaro, Leyte for venture of learning, pleasure and investment, Jaro has to set its tone where people can see, feel, taste and bring home the beauty of what is best in Jaro, Leyte to their respective places.

  
**HONORABLE ALMA A. TAMAYO**  
Chairman Committee on Tourism, Arts and  
Cultural Affairs







**INTRODUCED BY: HONORABLE ALMA A. TAMAYO**  
Chairman Committee on Tourism, Arts and Cultural Affairs

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**ORDINANCE NO. 05**  
**SERIES OF 2025**

AN ORDINANCE ESTABLISHING POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM-ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.

**SECTION 1. TITLE** – this ordinance shall be known as “THE SALUGNON PASALUBONG CENTER OF JARO, LEYTE”.

The Salugnon Pasalubong Center shall be the hub of locally made products using exclusively local materials and ingredients available in the municipality, such as, among others native delicacies, handicrafts, souvenir items and processed foods, for pasalubong. The finished products shall be supplied by the CSO's/Farmer's Associations, People's Organizations, Group of Entrepreneurs and Private Individuals of Jaro, Leyte;

The Salugnon Pasalubong Center shall be situated in a strategic location and shall be furnished with appropriate facilities fit to what a Pasalubong Center need to accommodate the required volume of target processed products to entice customers and suppliers.

The Salugnon Pasalubong Center primary purpose is to boost local tourism industry and to showcase the beauty of Jaro, Leyte, derived from its natural resources and diverse culture of its people guided with good governance, through its local delicacies and handicrafts. Specifically, the project shall aim to:

1. Promote the Jaro, Leyte local tourism industry through showcasing locally produced products that shall capture greater business opportunities;
2. Create a One-Town-One product (OTOP); (Ex: Engineered Bamboo Craft, Abaca Handicraft, etc.);
3. Alleviate the economic status of local producers through increasing their current income;

4. Enable the local community, institutions, business establishments and industries, as well as, visitors/tourists to be informed and for them to patronize the said local products;
5. Establish linkages and building access to external consumers and potential partners for related business opportunities; and
6. Provision of appropriate trainings to the Hub Management and Target Beneficiaries to further improve their skills and products.

**SECTION 2. IMPLEMENTATION MECHANICS:**

- a. The LGU shall provide a viable Pasalubong Center with fully furnished spaces and with complete facilities and amenities in a strategic location;
- b. Technical and financial support, for as long as necessary, shall be provided to the Pasalubong Center and its beneficiaries;
- c. A management structure and needed personnel, under the LGU supervision will be created and established for the operation of the Pasalubong Center.
- d. Operation and maintenance of the project shall be lodged to LGU until such time that the project can support its own. Necessary trainings to the management and beneficiaries and improvements of the center shall be provided.

People's Organization/Group of Entrepreneurs who will undergo series of trainings under the project will be the first priority suppliers that shall be accommodated by the Pasalubong Center.

- e. In the implementation of the project the LGU shall always adhere to the required Standard Budgeting and Auditing Rules and Procedures in the disbursements of funds for the project.

**SECTION 3. DEFINITION OF TERMS AS USED IN THIS ORDINANCE:**

- a. The  **Pasalubong Center**  is a small open fronted hut or cubicle from which refreshments, gifts, and souvenir items are sold.
- b.  **Raw Stall**  refers to the stall for displaying and selling of refreshment/snack, food items and souvenirs.

- c. **Sale** is to make over or dispose of in exchange for money.
- d. **Consignment** gives small businesses the opportunity to sell their goods without having to pay rent on premises and staff. Instead, the consignee pays the costs in return for compensation when the products sell.
- e. A **consignment agreement** is an agreement between a consignee and consignor for the storage, transfer, sale or resale and use of the commodity. The consignee may take goods from the consignment stock for use or resale subject to payment to the consignor agreeably to the terms bargained in the consignment agreement.
- f. The **Consignor** is the sender of a consignment.
- g. The **Consignee** is the receiver of the consignment of whom he/she may be a buyer or just an agent who acts on behalf of the consignor.
- h. The ownership of the goods or the consignment remains with the consignor until the goods have been paid for in full by the consignee.
- i. **Selling goods on consignment** is described as a situation whereby goods are shipped to a dealer who pays the consignor only for the merchandise which sells.
- j. By **expiration date or expiry date** is meant a previously determined date after which something should no longer be used, either by operation of law or by exceeding the anticipated shelf life for perishable goods.

#### SECTION 4. CONSIGNMENT AND FEES

- a. Goods and processed products delivered by an individual or people's organization such as Food processors and Handicrafts Groups, shall enter into a consignment agreement with the Center Management, and, delivered goods shall be received by the storekeeper and shall be sold in consignment basis at which only merchandize that has been sold sells shall be paid.
- b. The Pasalubong Center, referred to as the consignee, shall have the right to return the merchandise which has not been sold and without obligation.

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- c. If the merchandise is sold, the Pasalubong Center Management shall pay the goods (as priced by the Consignor or the original price the producer/processor gave) less the agreed percentage.

**Provided, Further,** that Ten to thirty percent (10% - 30%) jack-up to the original price shall be done. The 10 to 30 percent jack-up of the revenue from the sale of the products shall be utilized in sustaining the operations of the said facility, maintenance, proper upkeep or sanitation of the Pasalubong Center, landscaping/beautification, and, other Center Development activities therein.

- d. The consignor shall continue to own the goods until they are sold, so the goods appear as inventory in the accounting records of the consignor, not the consignee.

- e. Unsold and Expired Consigned Goods.

1. Unsold consigned merchandise shall be subject to a reduction in Selling price of 20% after 30 days and 50% after 60 days. The Consignment policy period shall be 90 days, with a 60-day minimum. Consignor shall leave all accepted consignments for a minimum of 60 days.

2. If goods/products in bottles show growth of microorganisms, they can be a sign of expiration, or if packaging materials show signs of contamination, the product/s maybe expired and unfit for consumption. Expired bottled, and packed products maybe donated; contents maybe emptied for compost making; empty the contents and recycle the can; or, shall be disposed of properly.

3. Food purchased after the expiration date shall be refunded or exchanged. Refusal of the storekeeper or seller to reimburse despite proof of receipt with the date of purchase shall be dealt with accordingly.

**SECTION 5. OPERATION AND MANAGEMENT:**

1. The Salugnon Pasalubong Center shall be operated as one of the Local Economic Enterprises (LEE) of the Local Government unit of Jaro, Leyte.
2. The Pasalubong Center, as display area of processed products and handicrafts, shall be available and open to interested parties either as individuals or groups/organizations.

3. Delivered items or goods shall be paid after they are sold or taken.
4. Cleanliness and sanitation shall, all the time, be well-maintained.
5. Work permits of sales personnel shall be secured from the Mayor's Office subject for the necessary documentary requirements;
6. Revenue derived from operation of the Salugnon Pasalubong Center shall be remitted to the Local Treasury recorded in a separate book of accounts for safekeeping, and disbursement of the funds shall be appropriately documented and duly approved by the Local Chief Executive.
7. Cash outflow/disbursements and cash inflow/income in the operation of the Pasalubong Center, shall be appropriately recorded in a separate book of accounts maintained for such purpose in the Accounting Office and the Municipal Treasure's Office in coordination with the LEEO and the Tourism Office.

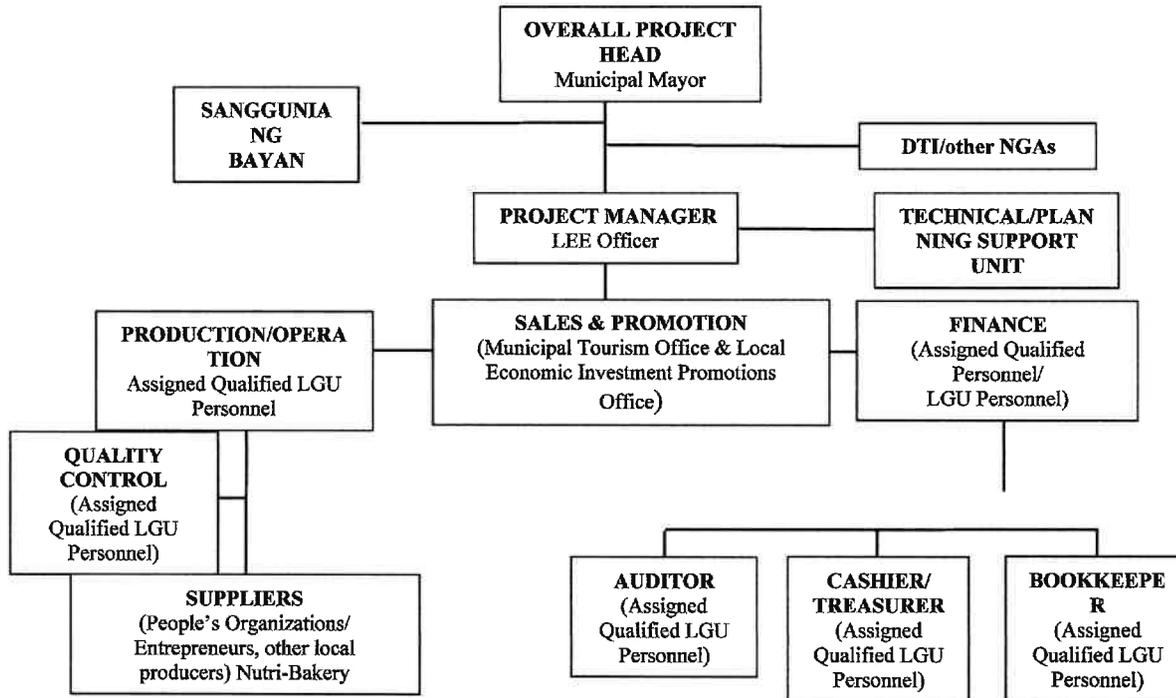
**SECTION 6. PROHIBITED ACTS:**

1. Selling of commercial alcoholic beverages and cigarettes is prohibited.
2. Improper disposal of washing and other wastes. A bin for segregation shall be provided for solid waste disposal.
3. Smuggled merchandizes are prohibited to be displayed and sold in the pasalubong Center.

**SECTION 7. HOURS OF OPERATION** - The Salugnon Pasalubong Center shall be open to the public at regular working hours from 8:00 AM-5:00 PM every day, and may extend overtime hours, if necessary.

**SECTION 8. SUPERVISION AND CONTROL** - The Salugnon pasalubong Center shall be managed by the LGU of Jaro, wherein Promotions and Market Linkages shall be generally through the Municipal Tourism Office and Local Economic Investment Promotions Officer, while backward linkages for supply and production shall be under the Office of the Municipal Agriculturist (MAO), and shall operate under the supervision of the Office of the Municipal Economic Enterprise (LEE), under the direct control and supervision of the Municipal Mayor.

**THE MANAGEMENT STRUCTURE OF THE SALUGNON PASALUBONG CENTER**



I. **Composition.** The Management of the Salugnon Pasalubong Center (SPC) shall be composed of the following:

- A. **Overall Project Head** - Local Chief Executive (LCE) - Municipal Mayor
- B. **Sangguniang Bayan** – SB Chairman Committee on Tourism, Arts and Cultural Affairs
- C. **DTI/OTHER NGAs**- Partner Agencies
- D. **Technical/Planning and Support Unit** - Mayor's Legal unit, Municipal Planning & Development Office (MPDO), MTO, MACCO, MBO, Engineering Office and General Services Office.
- E. **Project Manager**- Local Economic Enterprise Officer

1. Production/Operation Unit

- a. Quality Control
- b. Suppliers

2. Sales & Promotion Unit

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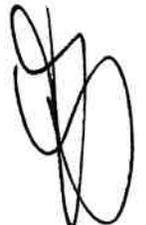
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- a. Sales Representative
  - b. Promotions: Municipal Tourism Office Representatives; and  
Local Economic and Investment Promotions Officer
3. Finance Unit
- a. Head
  - b. Bookkeeper
  - c. Auditor
  - d. Cashier

 II. **Functions.** The different manpower of the Salugnon Pasalubong Center Management Unit shall have the following functions:

**A. Overall Project Head**

1. The Local Chief Executive - the Municipal Mayor shall have the overall control, supervision, project management and operation of the Salugnon Pasalubong Center and shall:
- a. Oversee proper management and ensure smooth operation of Salugnon the Pasalubong Center;
  - b. Ensure that standards and procedures set by the participating and funding national agencies in the implementation of the project is followed;
  - c. Ensure participation of the Accredited People's Organization and Civil Society Organizations in the decision making, implementation and monitoring of the project in the municipality;
  - d. Ensure that Pasalubong Center caters Local People's Organizations, and unified/clustered MSMEs;
  - e. Ensure that the implementation of the project is in accordance with the standards set by the LGU and other agencies concerned;
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- f. Ensure that all reports and other necessary documents are submitted according to timelines; and
  - g. Act on all matters concerning with the project, whenever necessary.
- 2. **Sangguniang Bayan** - provides Legislative Support to the enterprise.
  - 3. **DTI and other NGAs** - Partner Agencies
  - 4. **TECHNICAL/PLANNING SUPPORT UNIT** - Coordinates with the different local agency heads, recommends and monitor operation policies and conducts further research and studies for the enhancement for the operation of the Salugnon Pasalubong Center.
  - 5. **Project Manager.**
    - a. Responsible for the project development, in conjunction with the Project Funding Agency;
    - b. Ensures that the project is delivered on time, to budget and to the required quality standard (within agreed specifications);
    - c. Ensures the project is effectively resourced and manages relationships with a wide range of groups (including all project contributors);
    - d. Recommend necessary and qualified staff needed for the project;
    - e. Prepares Project Work and Financial Plan;
    - f. Manages project deliverables in line with the project W&F plan;
    - g. Resolves cross-functional issues at project level;
    - h. Monitors project progress and performance;
    - i. Recommends appropriate and necessary trainings to each unit;
    - j. Liaises with, and updates progress to Project Coordinator;

- k. Recommends approval of the design specification/proposed activities; Works closely with each unit to ensure that the project meets business needs;
- l. Assess suppliers training needs and devising and managing training programs;
- m. Issues Contracts, Letters of Intent, Purchase Orders, etc.; and
- n. Provides regular status reports to the LCE, and DTI, as the case maybe;
- o. Manages the work of each unit, allocating and utilizing resources in an efficient manner and maintaining a co-operative, motivated and successful team, as follows:

**1. Production/Operation Unit:**

- a. Assist the Project Manager in running the business;
- b. Responsible for the day-to-day transactions and operation of the business;
- c. Ensure sufficient supply of products/goods in the Pabalubong Center;
- d. Coordinate and establish linkage with the suppliers Peoples Organization within the municipality for the continuous production of products/goods and determine the needed assistance for the development of the PO and their products;
- e. Work closely with Municipal Facilitators and Producers/Suppliers (POs) to ensure the quality of product;
- f. Shall maintain production and transaction records;
- g. Have constant communication with the Project Manager and other concerned units on the status of production and supplies;



- h. Liaise with, and update progress of production & supply to Project Manager; and
- i. Attend meetings and submit reports to the Project Manager.

**2. Quality Control**

- a. Ensure that the quality of products meet the required needs/standards;
  - b. Identify and recommend trainings for suppliers related to quality standards of products/goods;
  - c. Coordinate with appropriate/related agencies regarding the product standards and quality;
  - d. Conduct research related to quality control and keep abreast with the trend and competencies of products of other market outlets;
  - e. Perform inspection of products from the processing areas of the PO to the Pasalubong Center;
  - f. Report any problems and/or findings and make follow-up for corrective actions with the Production/Operation Head;
  - g. Maintain record of inspections and findings and collaborate with other related agencies to ensure compliance with specification and quality standards;
  - h. Attends to meetings, trainings and seminars; and
  - i. Ensure to have records on all transactions and regularly submit report to Production/Operation Head.
3. Suppliers - among other local producers and entrepreneurs, Nutri-Bakery shall serve as the partner of the Salugnon Pasalubong Center, specifically in the supply of Specialty Bakery Product/s viable for Pasalubong and further marketing.

4. **Sales and Promotion** - Assists operation managers in running the business. Responsible for the day-to-day sales and promotion related transactions of the business.

5. **Sales Representative**

- a. Establishes, develops and maintains business relationships with current and prospective customers to generate more income;
- b. Establish and strengthen market linkage with the potential markets, particularly with established Pasalubong Centers, Malls/Supermarkets, Food & Transport Terminals, among others, within and outside the municipality;
- c. Recommends to the management a potential and prospected customers;
- d. Coordinates sales effort with the managers of the production and finance units;
- e. Identifies advantages and compares organization's products/services;
- f. Plans and organizes personal sales strategy by maximizing the Return on Time Investment for the project;
- g. Keeps abreast of product applications, technical services, market conditions, competitive activities, advertising and promotional trends through the reading of pertinent literature and consulting with marketing and technical service areas;
- h. Facilitate/assist on the forging of Contracts/Agreements with the potential markets, whenever necessary;
- i. Develop tools for customer feed backing mechanism;

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- j. Provide management with oral and written reports on customer needs, problems, interests, competitive activities, and potential for new products and services;
- k. Expedites the resolution of customer complaints and suggestion; Ensure regular submission of reports and updates of the sales and promotion to the project manager;
- l. Shall maintain sales and promotions and other related transaction records and see to it that these records can be accessed to the database;
- m. Makes contact and personal visits to existing and prospective customers;
- n. Attend meetings and participates in trade shows and conventions.

**6. Municipal Tourism Council (MTC)**

- a. Serves as the Marketing & Promotion Arm/Unit of the Salugnon Pasalubong Center;
- b. Links with Department of Tourism and other tourism related establishment for the promotion of the products through Ads, among others;
- c. Attend meetings and participates in trade shows and conventions.

**7. Local Economic and Investment Promotions.**

- a. Promotes the Salugnon Pasalubong Center to acquire investments and penetrate potential markets;
- b. Links with DTI and DOST for the promotion and development of products;

*Sanida*

*Coronado* *Sanida*

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- c. Analyzes the potential market area and determines existing and prospective customers value to the organization;
- d. Initiates investment and promotion activities that will further improve the project;
- e. Attend meetings and participates in trade shows and conventions.

**8. Finance Unit.**

**1. Unit Head**

- a. Assist managers in running the business;
- b. Responsible for the day-to-day financial transaction of the business;
- c. Track all transactions of the management of the PC/TP;
- d. Creates credit, collections and financial policies in collaboration with the LGU and DTI for the customers and suppliers;
- e. Advises management on fund sourcing;
- f. Work with Project Manager in preparing the organization's budget requirements, work and financial plan, and provide feedback on the progress of the business;
- g. Provide financial information to assist project manager in making key strategic decisions, as to markets or products which requires large capital purchases;
- h. Communicates all major financial procedures and processes to the PC/TP top management in consistent and timely manner; Coordinate with operations, sales, marketing, and customer service teams on the financial status of the business;

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- i. Ensures the delivery of monthly targets successfully;
- j. Support process improvement initiatives to achieve financial goals.

**1. Bookkeeper**

- a. Performs bookkeeping duties such as coding, recording, posting and processing of day-to-day financial transactions;
- b. codes source documents such as invoices and receipts to the appropriate accounts;
- c. Maintains and updates accounting records by performing duties such as recording and posting transactions in journals and the general ledger for accounts payable, accounts receivable and payroll;
- d. Prepares and issues invoices and follows up on late accounts in accordance with established procedures. Pays approved invoices;
- e. Maintains bank account records, reconciles bank accounts and balances check books;
- f. Prepares various accounting summaries and reports;
- g. Responds to inquiries and requests regarding payroll, benefits and other bookkeeping duties, follows up to resolve errors and discrepancies in accordance with established procedures;
- h. Documentation, preparing various accounting summaries and reports, and compiling statistics;
- i. Assists the manager in the preparation for audit and the production of financial statements, budgets and other financial reports; and
- j. Performs other related duties as required.

**2. Auditor**

- a. Audit all financial transactions; financial statements and the rest of the related documents;
- b. Prepares and submit financial audit summary, findings and recommendations, to the Head of the Finance Unit, for appropriate actions, (if any);
- c. Facilitate/Assist preparation of financial documents for external audit;
- d. Conduct periodic inventory of all equipment, furniture and fixtures, and products/goods available in the Pasalubong Center;
- e. Submit reports to the Finance Unit head;
- f. Attends meetings, trainings, seminar; and
- g. Performs other related duties as required.

**3. Cashier**

- a. Cash custodian, issues cash receipts & in-charge in disbursements;
- b. Ensures that all financial transactions in the operation of the Salugnon Pasalubong Center have corresponding supporting documents/records; and
- c. Performs other related duties as required.

**SECTION 9. FUNDING** – An initial amount of SEVEN HUNDRED THOUSAND PESOS (Php 700,000.00) shall be allocated under the Special Purpose Appropriations (SPAs) of the Mayor's Office in the annual budget of the LGU, exclusively intended for the necessary expenses to be incurred for the establishment of the Salugnon Pasalubong Center.

**Provided Further**, that annual subsidy for the continuing operation of the Center shall be provided to be determined by the Local Finance Committee and the Local Economic Enterprise Office (LEEO), until such time the Salugnon Pasalubong Center can operate solely on its own using its income from operation.

**SECTION 10. ADMINISTRATIVE PROVISION** - The Municipal Economic Enterprise Office (LEEO), with the assistance of the Municipal Tourism Office, the Municipal Agriculturist Office (MAO), MTO, MACCO, MBO and Municipal Licensing Office shall manage the operation and control of the Pasalubong Center. It shall oversee the proper implementation of this ordinance particularly on the guidelines, rules and regulations relative to its operation.

**SECTION 11. SEPARABILITY CLAUSE** – If for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid by a competent court, such judgment or provision found to be invalid or unconstitutional shall not affect or impair the other provisions therefore.

**SECTION 12. REPEALING CLAUSE** – All local Ordinance, rules and regulations or parts thereof, inconsistent with, or in conflict with the provision of this Ordinance shall be deemed repealed or amended accordingly.

**SECTION 13. SUPPLETORY CLAUSE** – the provisions in this Ordinance, shall be implemented in accordance with the rules, guidelines and procedure of Ordinance N0. 20, Series of 2023, or otherwise known as "The Jaro Leyte Tourism Code of 2023".

**SECTION 14. EFFECTIVITY** – This Ordinance shall take effect fifteen (15) days after a copy hereof is posted in accordance with the provision of R.A. 7160, in at least four (4) conspicuous places in the municipality.

**ENACTED BY THE SANGGUNIANG BAYAN OF JARO, LEYTE ON OCTOBER 6, 2025.**

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ITEM NO. 7- PROPONENT: HONORABLE RAUL A. MACANDA  
Chairman Committee on Social Welfare & Development and Human Rights

### EXPLANATORY NOTE

Article X III, Section 15 of the Philippine Constitution states that (a) the State shall respect the role of independent people's organizations to enable the people to pursue and protect, within the democratic framework, their legitimate and collective interests and aspirations through peaceful and lawful means; (b) The right of the people and their organizations to effective and reasonable participation at all levels of social, political and economic decision-making shall not be abridged. The state shall, by law, facilitate the establishment of adequate consultation mechanisms;

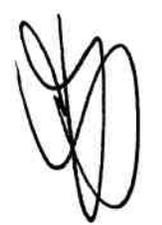
*Raul A. Macanda* *Amador*

*Macanda*

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Chapter 4, Section 34 of the Local Government Code of 1991 states that Local Government Units shall promote the establishment and operation of people's and non-governmental organizations to become active partners in the pursuit of local autonomy.

  
**HONORABLE RAUL A. MACANDA**  
Chairman Committee on Social Welfare & Development and  
Human Rights



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**INTRODUCED BY: HONORABLE RAUL A. MACANDA**  
Chairman Committee on Social Welfare & Development and Human Rights

---

**ORDINANCE NO. 07**  
**SERIES OF 2025**

AN ORDINANCE INITIATING A SYSTEM FOR A PARTNERSHIP IN LOCAL GOVERNANCE BETWEEN THE LOCAL GOVERNMENT AND THE PEOPLE OF JARO, LEYTE.

**BE IT ORDAINED** by the Sangguniang Bayan of the Jaro, Leyte, that:

**SECTION 1. SHORT TITLE** - This ordinance shall likewise be known as "**THE EMPOWERMENT ORDINANCE OF JARO, LEYTE**".

**SECTION 2. DECLARATION OF PRINCIPLES** - The Local Government of Jaro, Leyte, as a creation of the Sovereign People, shall at all times adhere to the following principles of governance:

- 
- A. The will of the people shall always reign supreme. It shall be the prime responsibility of any government to ensure that such will is at all times manifested and enforced.
  - B. The will of the people can best be determined if they organize themselves to address their sectoral or common concerns.
  - C. Governance is best effected if its responsibilities are shared by the people. A system of partnership between the governor and the governed shall guarantee that sovereignty effectively resides in the people.
- 

**GO-NGO-PO PARTNERSHIP**

**SECTION 3. DECLARATION OF INTENT TO ENTER INTO PARTNERSHIP WITH NGO'S AND PO'S** – The Local Government of Jaro, Leyte hereby declares itself open to a partnership with duly accredited Jaro-based people's organizations and non-government organizations in the conception, implementation and evaluation of all government activities and functions.



As used in this Ordinance, the following terms shall mean:



- A. Non-Government Organizations (NGO's)** – any aggrupation of individuals, not subsidized by government funds or organized for religious purposes or partisan politics, and whose primary ends are advocacy of issues or the realizations of specific developmental objectives for the community or a sector thereof.
- B. People's Organization (PO's)** – any cooperative, labor union, business group, or any aggrupation of at least twenty-five (25) individuals belonging to the same sector or sharing a common interest, not subsidized by government funds or organized for religious purposes or partisan politics, and whose primary concern is the advocacy of sectoral issues; and/or the realization of specific developmental objectives for their sector or the promotion of their common interest; provided, that organizations of government employees shall not qualify as people's organizations under this ordinance.

The record, more than what is stated in the articles of incorporation, constitution or by laws of the NGO and PO, shall determine whether the aggrupation is primarily organized for religious purposes or partisan politics.

**SECTION 4. ACCREDITATION OF NGO'S AND PO'S** - Any Jaro-based non-government organization or people's organization in active operation for at least one (1) year may be registered and accredited by the Sangguniang Bayan upon submission of and/or compliance with the following requirements:

- A. Proof of existence and operation in Jaro, Leyte for at least one (1) year prior to the application for accreditation;
- B. Proof of activities held in pursuit of developmental objectives or of organizational activities conducted;
- C. Program of activities planned for the year following the date of application for accreditation;
- D. Copies of its constitution, by-laws and/or articles of incorporation;
- E. Lists of its officers and members of good standing;
- F. Financial statement and declaration of assets and liabilities; and
- G. Board resolution manifesting a decision to seek accreditation and participation under this Ordinance.

Coalitions, alliances and federations of NGO's and PO's shall not be entitled to a separate accreditation if at least 50 percent of its members are already accredited as individual NGO's and PO's.

An NGO or PO whose application for accreditation has been approved shall be issued a resolution and certificate of accreditation containing, among others, the terms and conditions for the maintenance of its accredited status.

The Sangguniang Bayan, however, may from time to time, and in consultation with the People's Council, impose such other requirements for accreditation as it may deem appropriate to best adhere to the principles behind this Ordinance.

Any NGO or PO already accredited by the Local Government prior to the effectivity hereof need not apply again for accreditation for purposes of this Ordinance, unless its accreditation has in the meantime been withdrawn.

**SECTION 5. WITHDRAWAL OF ACCREDITATION** - The Sangguniang Bayan may, in consultation with the People's Council and after hearing, withdraw any accreditation granted to any non-government organization or people's organization for violation of any provision of this Ordinance or for failure to comply with any of the conditions for accreditation.

**SECTION 6. SPECIAL COMMITTEE ON ACCREDITATION** - The Sangguniang Bayan shall create a special committee from among its members for purposes of processing applications for accreditation, monitoring compliance with the conditions for accreditation, recommending withdrawals thereof, and initiating necessary and desirable legislative measures for the effective performance of its tasks.

The People's Council, once formally organized, shall be entitled to a two-seat representation in the Committee.

**SECTION 7. RIGHTS AND PRIVILEGES OF ACCREDITED NGO'S AND PO'S**  
Accredited NGO's and PO's may enter into joint ventures and other cooperative undertakings with the local government to engage in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people within the framework of equitable and sustainable development.

*Cornelito G. Garmes*

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The Local Government may provide assistance, financial or otherwise, to accredited NGO's and PO's for economic, socially-oriented, environmental, or cultural projects to be implemented within the territorial jurisdiction of the municipality.

### PEOPLE'S COUNCIL

**SECTION 8. CREATION** - All accredited NGO's and PO's may organize themselves into a People's Council which shall upon petition made to the Sangguniang Bayan, be recognized as their representative, and through which their rights, privileges and responsibilities under this Ordinance may be exercised.

For this purpose, the Sanggunian Special Committee on Accreditation shall, not later than ninety (90) days from the effectivity hereof, call for a convention of all accredited NGO's and PO's to facilitate the formal organization of the People's Council.

**SECTION 9. STRUCTURES AND INTERNAL RULES** - The People's Council shall determine its own organizational structures and internal rules, but shall at all times provide for adequate consultation mechanisms for purposes of obtaining the views and suggestions of all political parties or movements, government employees' organizations, other non-accredited but legitimate NGO's and PO's, and accredited NGO's and PO's which are not members of the Council; Provided, that no such political Party, government employees' organization or non-accredited NGO and PO may be nominated by the Council for membership in the municipality's special bodies nor may they be granted the rights and privileges of accredited NGO's and PO's under this Ordinance; and, Provided further, that no provision herein shall be interpreted to prohibit the Council from changing its name or from being organized other than for purposes of this Ordinance.

**SECTION 10. RECOGNITION** - There shall only be one (1) People's Council which shall be recognized by the Sangguniang Bayan within thirty (30) days from the filing of the petition for recognition. If only one petition is filed and the Sanggunian fails to deny the same within the said period, the petition shall be deemed automatically granted.

Should more than one petition be filed, the Sanggunian shall, within the same period of thirty (30) days, exert its best efforts to allow the petitioner to form a single Council. Failing in which the Sanggunian shall, within fifteen (15) days, resolve the petitions based on all of the following:

- A. The petitioner with the most number of member organizations;
- B. The petitioner with the most number of individual members;

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- C. The petitioner which is representative of the most number of sectors, interests or concerns;
- D. The petitioner with the most credible track record of inter-organization activities and cooperative undertakings between and among its members; and
- E. The petitioner which is most capable of exercising the powers and responsibilities of the People's Council.

Recognition once granted, shall not be withdrawn except upon an action of a petitioner and upon showing that the People's Council no longer possesses most of the foregoing qualifications or has allowed itself or any of its members to engage primarily in, or to be used primarily for, religious purposes and/or partisan political activities.

The Sangguniang Bayan shall not entertain and exercise jurisdiction over internal and/or inter-organizational conflicts within the People's Council.

**SECTION 11. POWERS AND RESPONSIBILITIES** - Upon recognition, the People's Council may, in accordance only with its policies and internal rules, elect or appoint from among its member organizations only its representatives to all local government bodies, boards, councils, committees, task forces special government bodies and other similar work groups which the city government or the national laws may hereinafter create.

Member organizations elected or appointed to represent the People's Council shall have the sole prerogative to choose from among their bona fide members the persons that shall seat in the boards, councils, committees, task forces and/or special bodies concerned.

Unless otherwise provided herein, such representatives shall not exceed twenty-five (25) percent of the membership of the board, council, committee, task force or special body.

Participation of the People's Council or any of its member organization in the conception, implementation and evaluation of government activities and functions shall be without any compensation or remuneration. The Local Government, however, shall provide for the necessary office spaces, facilities and/or equipment for said participation of the Council.

Representatives of the People's Council may observe, vote and participate in the deliberation, conceptualization, implementation and evaluation of projects, activities and programs of the Local Government, propose legislations and participate and vote at the committee level of the Sangguniang Bayan, and/or act as the people's representatives in the exercise of their constitutional rights to information on matters of public concern and of access to official records and documents.

**SECTION 12. NON-PARTISAN NATURE OF THE PEOPLE'S COUNCIL** - The People's Council shall not engage in or allow itself or its member organizations to be used for purposes of, partisan politics and shall adopt such measures to ensure that it is adequately shielded from any political partisanship or influence.

For purposes of this Ordinance, partisan politics shall refer to any activity statement or manifestation which solely or primarily serves to campaign for or against any particular political party or any candidate for any elective public office.

**SECTION 13. AMENDMENT OF COMPOSITION OF LOCAL GOVERNMENT BODIES** - The existing compositions of the Local Government's committees, boards, councils, task forces, special bodies are hereby amended and modified to accommodate the membership and participation therein of the People's Council or its representatives as herein mandated.

**SECTION 14. TRANSITORY PROVISION** - The power and responsibilities of the People's Council as provided under Section 11 hereof shall not be exercised unless and until the People's Council has been recognized and has manifested by resolution to the Sangguniang Bayan that it is ready to exercise and to perform such powers and responsibilities.

Pending such resolution by the People's Council, it may, after recognition, send representatives only to such boards, councils, committees, task forces or special bodies as it may deem appropriate. However, such representatives may not vote, nor their attendance counted for purposes of determining a quorum, unless their appointment to represent the Council is made known to the Sangguniang Bayan within thirty (30) days after the Council's recognition.

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**SECTORAL REPRESENTATION**

**SECTION 15. SECTORAL REPRESENTATIVES IN THE SANGGUNIANG BAYAN** - There shall be one (1) representative in the Sangguniang Bayan from each of the non-agricultural labor, women and urban poor sectors of the municipality who shall be elected from among the members of the accredited NGO's and PO's in each sector.

The term of office of the elected sectoral representatives shall be co-terminus with the term of office of the regular members of the Sangguniang Bayan. They shall not be entitled to any salary or emolument, except such reasonable allowances as may be granted by the Sangguniang Bayan to defray necessary expenses for attending and/or participating in official functions, the session of the Sangguniang Bayan, its committee hearings, and other activities in aid of legislation.

Except as herein provided, the sectoral representatives shall enjoy the same rights and privileges, and exercise the same powers and responsibilities, as the regular members of the Sangguniang Bayan.

**SECTION 16. ELECTION OF SECTORAL REPRESENTATIVES** - The guidelines for, and the conduct of, the election for sectoral representatives shall be issued and supervised by the Commission on Elections (COMELEC) and the Department of Interior and Local Government in coordination with the Local Government which shall advance the necessary expenses therefor. No government official or employee shall directly or indirectly intervene or influence the conduct or result of the election.

Unless otherwise disqualified, no person belonging to a particular sector shall be denied his right to vote by reason of his not being a member of any accredited NGO or PO. For purposes of the election, a person shall be entitled to be registered as a voter or allowed to be voted upon in only one (1) sector.

Existing election laws shall apply in a suppletory manner to the sectoral election herein mandated.

**SECTION 17. EFFECTIVITY** - The foregoing provisions on election for sectoral representatives shall take effect only, and the representatives elected therein shall only hold office, until the relevant provisions on sectoral representation of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, are actually implemented on a national scale.

**RIGHT TO SELF-ORGANIZATION**

**SECTION 18. RIGHT TO SELF-ORGANIZATION** - It shall be the joint responsibility of the Local Government and the People's Council to organize the Salugnon into cooperatives, labor unions, interest groups, non-government organizations, sectoral organizations and/or people's organizations, or to encourage and support their own efforts towards self-organization to address their common concerns, to promote their common welfare, and/or to serve the municipality or their communities and interests.

**SECTION 19. FUNDING** - An annual appropriation of **THREE HUNDRED FIFTY THOUSAND PESOS (P350,000.00)** shall be appropriated for the next three (3) years for purposes of community organizing, establishment of cooperatives, people's and non-government organizations, interest groups, labor unions and other activities which promote and advance the people's right to self-organization.

No part of the public funds, however, shall be used to support any activity which is intended for religious purposes or as a form of partisan politics. In no case shall funds be used other than for organizing purposes as defined by the People's Council and approved by the Sangguniang Bayan.

The People's Council and the Local Government shall form a joint committee to prepare a three-year program for the budget herein appropriated and the guidelines for the disbursement of funds for approval by the Sangguniang Bayan and subject to existing accounting rules and regulations. Once approved, such program and guidelines shall not be modified except upon the concurrence of the People's Council.

**GENERAL PROVISIONS**

**SECTION 20. PUBLIC HEARINGS AND CONSULTATIONS, REFERENDA AND PLEBISCITES** - It shall be the principal obligation of the Local Government to conduct regular public, barangay and sectoral hearings and consultations on all matters affecting the general welfare, and/or submit all controversial issues and legislations to the people in a referendum or plebiscite specially called for the purpose, upon two-thirds vote of the Sangguniang Bayan and subject to the provisions of existing laws.

**SECTION 21. INFORMATION BOARDS AND SUGGESTION BOXES** - Information boards and suggestion boxes shall be provided, maintained and controlled by the Local Government in each barangay, at the public plazas, municipal hall compound, public markets, schools, government offices, and at such public places accessible to the people, which boards and boxes shall be other than those maintained by the barangays and the national government, and shall be controlled solely by the Local Government.

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Copies of the contents of the suggestion boxes shall be timely furnished the Office of the Municipal Mayor, the members of the Sangguniang Bayan and the People's Council.

**SECTION 22. EDUCATIONAL PROGRAMS ON EMPOWERMENT, SUSTAINABLE DEVELOPMENT AND FUNDING-** The Local Government shall maintain an information program on municipal policies, programs, projects and activities to adequately inform the people on issues and matters affecting their rights and welfare.

The Municipal Library thru the Municipal Librarian, the Municipal Culture and Arts Office shall develop and implement a public information, cultural and general education program for the people through video's and/or other form of visual aids.

The Local Government and the People's Council shall jointly create and provide for the composition of a Municipal Council for Jaro History, Culture and Arts. Such Council shall be institutionalized by an ordinance and an annual appropriation shall be provided, and shall be separate and independent of any other local bodies for the promotion of the local culture and arts.

**SECTION 23. SECTORAL DESKS** - The Local Government shall maintain sectoral desks or offices for labor, students, women, peasants, urban poor agricultural workers, senior citizens, differently-abled persons, and disadvantaged minors to serve as centers for cooperation, coordination and joint actions with the People's Council on matters affecting the interest of said sectors.

**SECTION 24. REPEALING CLAUSE** - All resolutions, ordinances and executive issuances, or provisions thereof, which are inconsistent with any of the provisions hereof are hereby accordingly repealed, amended and/or modified.

**SECTION 25. SEPARABILITY CLAUSE** - Should any provision of this ordinance be subsequently declared unconstitutional or ultra vires, the rest of the provisions not so declared shall remain to be in full force and effect.

**SECTION 26. EFFECTIVITY CLAUSE** - This ordinance shall take effect after Fifteen (15) days of its posting in at least Three (3) conspicuous places in the Municipality of Jaro, Leyte.

**ENACTED ON COTOBER 6, 2025.**

*Coronacion* *San Marcos*

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I HEREBY CERTIFY, to the correctness of the foregoing records of the proceedings.



RENATO B. OBIÑA

Acting Secretary to the Sangguniang Bayan  
DEMO IV

**CONCURRED:**



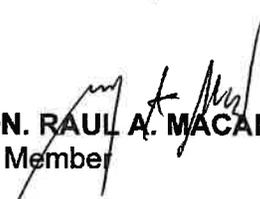
HON. REY P. AURE  
SB Member/Presiding Officer Pro-Tempore



HON. LANULEO M. BORJA  
SB Member



HON. FRANCISCO R. ALTRES  
SB Member/Majority Floor Leader



HON. RAUL A. MACANDA  
SB Member

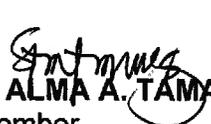


HON. BENJAMIN H. GARIANDO, JR.  
SB Member

HON. TEOFILO C. CABELLO  
SB Member  
Absent-On Leave



HON. CARMENCITA G. TAÑALA  
SB Member



HON. ALMA A. TAMAYO  
SB Member



HON. ZANDRO T. MORABE  
SB Member/LIGA FED.-President



HON. VIANCA MAE N. FAMILAR  
SB Member/SK FED.-President

**ATTESTED:**



HON. PEDRO B. TAÑALA, JR.  
Municipal Vice Mayor  
SB Presiding Officer

**APPROVED:**



HON. JASSIE LOU TAÑALA  
Municipal Mayor



Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JARO**  
Office of the Sangguniang Bayan  
Legislative Building  
Corner Del Carmen and Real Streets

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November 6, 2025

## CERTIFICATION

### TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 05**, series of 2025 entitled **"AN ORDINANCE ESTABLISHING THE POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE."** have been posted last October 22, 2025 in a conspicuous place in the Municipality of Jaro, Leyte.

ISSUED this 6<sup>th</sup> day of November 2025 at Jaro, Leyte.

### CERTIFIED CORRECT:

**RENATO B. OBIÑA**

Acting Secretary to the Sanggunian  
(DEMO IV)

### APPROVED:

**HON. PEDRO B. TANALA, JR.**  
Municipal Vice-Mayor

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JARO**  
- o0o -  
Barangay I

November 5, 2025

**CERTIFICATION**

**TO WHOM THIS MAY CONCERN:**

**THIS IS TO CERTIFY** that **MUNICIPAL ORDINANCE NO. 05**, series of 2025, otherwise known as, **"AN ORDINANCE ESTABLISHING THE POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE."** have been posted last October 22, 2025 to date in conspicuous place in our Barangay.

**ISSUED** this 5<sup>th</sup> day of November 2025 at Barangay District I, Jaro, Leyte.

**CERTIFIED CORRECT:**

  
**IVY M. SOLAR**  
Barangay Secretary

**APPROVED:**

  
**HON. MARIA FE LINDA B. COSARES**  
Barangay Chairwoman

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JARO**  
- o0o -  
**Barangay II**

November 5, 2025

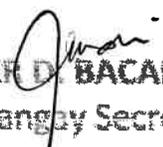
**CERTIFICATION**

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**ISSUED** this 5<sup>th</sup> day of November 2025 at Barangay District II, Jaro, Leyte.

**CERTIFIED CORRECT:**

  
**JENNIFER D. BACALANDO**  
Barangay Secretary

**APPROVED:**

  
**HON. RONALD C. SUPERABLE**  
Barangay Chairman

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JARO**  
- oŃo -  
Barangay III

November 5, 2025

**CERTIFICATION**

**TO WHOM THIS MAY CONCERN:**

**THIS IS TO CERTIFY** that **MUNICIPAL ORDINANCE NO. 05**, series of 2025, otherwise known as, **"AN ORDINANCE ESTABLISHING THE POLICIES, GUIDELINES AND RULES AND REGULATIONS FOR THE OPERATION AND MAINTENANCE OF THE PASALUBONG CENTER, A TOURISM ORIENTED PROJECT OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE."** have been posted last October 22, 2025 to date in conspicuous place in our Barangay.

**ISSUED** this 5<sup>th</sup> day of November 2025 at Barangay District III, Jaro, Leyte.

**CERTIFIED CORRECT:**

  
**JAINA O. BATUCAN**  
Barangay Secretary

**APPROVED:**

  
**HON. ADRIANO DIOLA**  
Barangay Chairman