

Item No.: 15

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  
Release: *[Signature]*  
Time: *10:10*  
Date: *11.17.25*

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: NOV 24 2025  
By: \_\_\_\_\_

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

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 25-09 of the Sangguniang Bayan of Inopacan, Leyte.

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

- Ordinance No. 25-09 entitled: **“The Civil Society Organization Accreditation Ordinance of the Municipality of Inopacan, 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 3(g)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 109(b)(1)<sup>2</sup> and Section 34<sup>3</sup> of the same Code. Hence, we recommend for the declaration of its validity.

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

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

<sup>1</sup> (g) *The capabilities of local government units, especially the municipalities and barangays, shall be enhanced by providing them with opportunities to participate actively in the implementation of national programs and projects;*

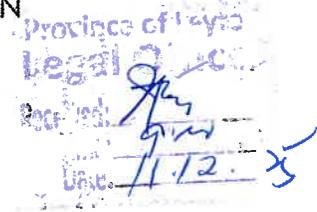
<sup>2</sup>(1) *Mobilize people's participation in local development efforts;*

<sup>3</sup> **Section 34. Role of People's and Non-governmental Organizations.** - 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.

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

1<sup>ST</sup> INDORSEMENT  
11 November 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 25-09** of the **Municipality** of **Inopacan, Leyte**, entitled: **An Ordinance providing guidelines on the accreditation of Civil Society Organizations and selection of representatives to the local special bodies of the Municipality of Inopacan, Province of Leyte.**

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



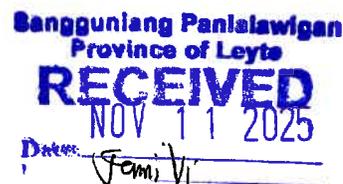
Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan



**16<sup>TH</sup> SANGGUNIANG BAYAN**

10 November 2025

**Honorable Leonardo Javier Jr.**  
Vice Governor/Presiding Officer  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte



Thru:

**Ms. Florinda Jill S. Uyvico**  
Secretary to the Sanggunian  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte

**Honorable Javier Jr.:**

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 25-09** of the 16<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled "**AN ORDINANCE PROVIDING GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE**", for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting, *for reference*.

Sincerely,

**MELANIE M. MATIN-AO, MPA**  
Secretary to the Sanggunian



Republic of the Philippines  
 Province of Leyte  
 Municipality of Inopacan  
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**16TH SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
 16<sup>th</sup> SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON  
 OCTOBER 29, 2025 AT THE SB SESSION HALL

**PRESENT:**

- |                         |                                 |
|-------------------------|---------------------------------|
| Hon. Sanders C. Lumarda | - Vice Mayor, Presiding Officer |
| Hon. Rowena K. Madrazo  | - SB Member                     |
| Hon. Sheila L. Po       | - SB Member                     |
| Hon. Fernando B. Rulete | - SB Member                     |
| Hon. Lourdes B. Villas  | - SB Member                     |
| Hon. Edna L. Ceniza     | - SB Member                     |
| Hon. Andrew B. Dedal    | - SB Member                     |
| Hon. Edmund D. Bayhonan | - SB Member                     |
| Hon. Teotimo G. Lapasa  | - SB Member                     |
| Hon. Panfila I. Alonzo  | - SB Member (LnB Pres)          |

Sangguniang Panlalawigan  
 Province of Leyte  
**RECEIVED**  
 Date: NOV 11 2025  
 By: (Fennil)

**ABSENT:**

- Hon. Nathaniel Dave M. Katigbe - SB Member (PSK Pres) (on leave)

**AUTHORS: Hon. Andrew B. Dedal  
 Hon. Fernando B. Rulete**

**WHEREAS**, Section 34 of RA 7160, known as the Local Government Code of 1991, mandates that local government units support the creation and operation of Peoples Organizations (POs) and Non-Governmental Organizations (NGOs) enabling their active participation in the promotion of local autonomy;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2025-060, dated 23 June 2025, which provides guidelines on the accreditation of Civil Society Organizations (CSOs) and selection of representatives to the local special bodies;

**NOW THEREFORE**, on motion of Honorable Andrew B. Dedal, duly seconded by All the Members present, be it;

**RESOLVED** as it is hereby **RESOLVED** to enact the following;

**Ordinance No. 25 - 09**

**“AN ORDINANCE PROVIDING GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE”**

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(Ordinance no. 25-09 of the Sangguniang Bayan of Inopacan, Leyte dated October 29, 2025 continued)

**BE IT ORDAINED** by the Sangguniang Bayan of Inopacan, Leyte that;

**SECTION 1. SHORT TITLE.** This ordinance shall be known as "The Civil Society Organizations Accreditation Ordinance of the Municipality of Inopacan."

**SECTION 2. Definition of Terms.** As used in this ordinance, these terms shall have the following meaning:

- 2.1. Civil Society Organization (CSO) – A non-state and non-profit association that works to improve society and the human condition.
- 2.2. Non-Government Organization (NGO) – A non-profit, non-stock entity dedicated to advancing the well-being and development of diverse communities and sectors. These include social development organizations, foundations and independent research institutions.
- 2.3. People's Organization (PO) – An association of residents in a barangay, or barangays, established to promote public interest and with an identifiable membership, leadership and structure. These include disadvantaged sectors of society such as but not limited to farmer-peasant, marginalized fisherfolks, workers in the formal sector, and migrant worker, workers in the informal sector indigenous people and urban poor, etc. as defined in R.A. No. 8425 or the Social Reform and Poverty Alleviation Act of 1997.
- 2.4. Accreditation shall mean a process of granting authorization to an organization for purposes of representation to a local special body.
- 2.5. Local Special Bodies (LSBs) refers to Municipal Development Council (MDC), Local Health Board (LHB), Local School Board (LSB), and Municipal Peace and Order Council (MPOC)

**SECTION 3. Purpose of Accreditation.** The Civil Society Organization (CSO) is mandated to apply for accreditation in the Local Government Unit concerned in order to participate government programs and projects, as well as being part of the Local Special Bodies.

**SECTION 4. Call for Accreditation.** Every organization seeking accreditation or renewal thereof shall submit one (1) copy of the following administrative requirements to the Sanggunian to wit:

- 4.1. Letter of Application
- 4.2. Duly Accomplished Application form for accreditation
- 4.3. Duly approved Board Resolution signifying intention for accreditation



(Ordinance no. 25-09 of the Sangguniang Bayan of Inopacan, Leyte dated October 29, 2025 continued)

**4.4. Certificate of Registration or existing valid certificate of accreditation from any National Government Agencies such as, but not limited to the following:**

- 4.4.1. Securities and Exchange Commission
- 4.4.2. Cooperative Development Authority
- 4.4.3. Department of Labor and Employment
- 4.4.4. Department of Agriculture
- 4.4.5. Department of Agrarian Reform
- 4.4.6. National Housing Authority
- 4.4.7. Housing and Land Use Regulatory Board
- 4.4.8. Department of Social Welfare Development
- 4.4.9. Department of Health
- 4.4.10. National Commission on Indigenous People (NCIP)
- 4.4.11. National Anti-Poverty Commission
- 4.4.12. Insurance Commission
- 4.4.13. Philippine Regulatory Commission
- 4.4.14. Any National Government Agency empowered by law to accredit/register an organization

**4.5. List of current officers and members**

**4.6. Minutes of the annual meetings of the immediately preceding year as certified by the board secretary (CSO in operation for at least one (1) year)**

**4.7. Annual Accomplishment Report for the immediately preceding year (for CSO in operation for at least one (1) year)**

**4.8. Financial Statements signed by the Executive Officers of the Organization (for CSO in operation for at least one (1) year)**

**SECTION 5. The Sangguniang Bayan shall issue any of the following after resolving accredited Civil Society Organization, namely:**

- 5.1. Certificate of Accreditation shall be issued to qualified Civil Society Organizations;
- 5.2. Notice to CSO lacking requirements. This issuance of notice is applicable to CSO which applied and satisfied the set criteria but failed to submit all requirements, hence encouraging them to complete the lacking documents as soon as possible;
- 5.3. Notice of Non-qualification is issued to CSOs that are not able to satisfy their requirements and set criteria, hence stating the reason of non-qualification and encouraging them to participate in other avenues for civil society participation in local governance, such as sectoral or functional committees;
- 5.4. Certificate of Recognition is issued to CSOs that meet all the criteria stipulated under Section 4 of this ordinance

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(Ordinance no. 25-09 of the Sangguniang Bayan of Inopacan, Leyte dated October 29, 2025 continued)

**SECTION 6. Selection of Representatives to Local Special Body.** After the accreditation process, the Municipal Local Government Operations Officer, as the case may be, or a duly LGU appointive official shall issue a notice to all accredited CSOs for a meeting on the selection of representatives to the LSBs. An organization with an issued Certificate of Recognition or its representative thereof may be permitted by the Sanggunian to participate in a local special body to meet membership requirements.

**Section 7. Penal Provision.** Any Civil Society Organization who shall operate/undertake any programs/projects in this municipality without accreditation from the Sangguniang Bayan, its representative shall be stopped or barred from undertaking any means until such time that the said CSO can secure/obtain necessary requirements for accreditation from the Sangguniang Bayan.

**Section 8. Repealing Clause.** All ordinances, resolutions, orders, and/or rules and regulations inconsistent herewith are hereby repelled and modified accordingly.

**Section 9. Separability Clause.** If, for any reason/s, any part or provision of this ordinance shall be declared by competent court to be invalid or unconstitutional, other parts of provisions hereof which are not affected thereby shall continue to be in full force and effect.

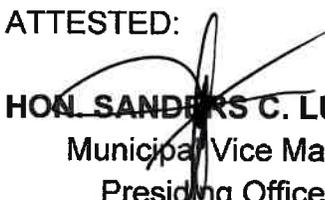
**Section 10. Effectivity Clause.** This ordinance shall take effect upon its approval.

**ENACTED** this 29<sup>th</sup> day of October 2025 at Inopacan, Leyte.

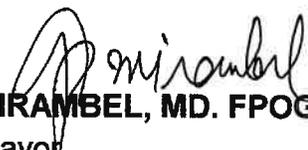
I **HEREBY CERTIFY** to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.

  
**MELANIE M. MARTIN-AO, MPA**  
Secretary to the Sanggunian

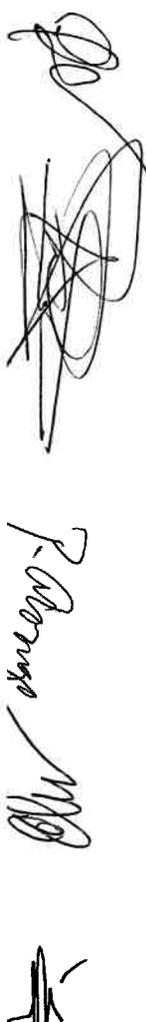
ATTESTED:

  
**HON. SANDERS C. LUMARDA**  
Municipal Vice Mayor  
Presiding Officer

APPROVED:

  
**HON. AZUCENA P. MIRAMBEL, MD. FPOGS.**  
Municipal Mayor

Date 11-07-2025







Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan



**16<sup>TH</sup> SANGGUNIANG BAYAN**

**CERTIFICATE OF POSTING**

TO WHOM THIS MAY CONCERN:

**THIS IS TO CERTIFY** that copies of **Ordinance No. 25-09** of the 16<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **“AN ORDINANCE PROVIDING GUIDELINES ON THE ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS AND SELECTION OF REPRESENTATIVES TO THE LOCAL SPECIAL BODIES OF THE MUNICIPALITY OF INOPACAN, PROVINCE OF LEYTE”**, has been posted in the bulletin board in the municipal hall/building and in conspicuous places of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this **10<sup>th</sup>** day of **November 2025**, at **Inopacan, Leyte**.

  
**MELANIE M. MARTIN-AO, MPA**  
Secretary to the Sanggunian