



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Legal Office
Released by: *[Signature]*
Time: *[Signature]*
Date: 12.2.25

PROVINCIAL LEGAL OFFICE

Sangguniang Panlalawigan
Province of Leyte

RECEIVED
Date: DEC 03 2025
By: *[Signature]*

2nd INDORSEMENT
November 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 25-31 of the Sangguniang Bayan of Burauen, Leyte.

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

- Ordinance No. 25-31 entitled: **“An Ordinance revising Municipal Ordinance No. 24-02”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution¹. 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.

[Signature]
ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

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

1ST ENDORSEMENT
21 November 2025

Province of Leyte
Legal Office
11.24.25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 25-31, series of 2025**, of the **Municipality of Burauen, Leyte**, entitled: **"An Ordinance revising Municipal Ordinance No. 24-02, entitled: "An Ordinance granting a monthly incentive to Senior Citizens Presidents chargeable under the Elderly Welfare Program."**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

November 20, 2025

THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

ATTENTION: FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Province of Leyte
Palo, Leyte

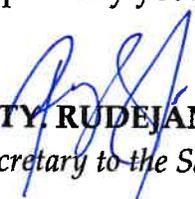


Ladies/Gentlemen:

We transmit herewith 15 copies of **Municipal Ordinance No. 25-31**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled "**An Ordinance Revising Municipal Ordinance No. 24-02, Entitled "An Ordinance Granting a Monthly Incentive to Senior Citizens Presidents Chargeable Under the Elderly Welfare Program"**", for review and approval of the body.

Thank you and please acknowledge receipt hereof.

Respectfully yours,


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Burauen



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 25-31
Series of 2025

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: NOV 20 2025
By: [Signature] 4:10 PM

Sponsored by Hon. Fe S. Renomeron

AN ORDINANCE REVISING MUNICIPAL ORDINANCE NO. 24-02, ENTITLED "AN ORDINANCE GRANTING A MONTHLY INCENTIVE TO SENIOR CITIZENS PRESIDENTS CHARGEABLE UNDER THE ELDERLY WELFARE PROGRAM"

Be it ENACTED by the Sangguniang Bayan of the Municipality of Burauen, Leyte, in session duly assembled, that:

Section 1. **TITLE.** This Ordinance shall be known as the "Revised Senior Citizen Chapter Presidents' Monthly Incentive Ordinance."

Section 2. **SCOPE AND COVERAGE.** This ordinance shall apply to Senior Citizens Chapter Presidents registered under the records of the Office of the Senior Citizens Affair.

Section 3. **GENERAL PROVISIONS:**

3.1. **Eligibility for Monthly Incentive.** Senior Citizens Chapter Presidents, as provided in Section 2 hereof, are entitled to receive a monthly incentive under the following conditions:

3.1.a. **Cluster Presidents and Federation Board of Directors:** Senior Citizens Chapter Presidents who serves as Cluster Presidents for the twelve (12) clusters of Burauen, Leyte, and concurrently act as their federation's Board of Directors, shall receive a monthly incentive of Seven Hundred (Php 700.00).

3.1.b. **Federation Officers:** Senior Citizens Chapter Presidents who hold official positions within their federation (President, Vice-President, Secretary, Treasurer, two (2) Auditors, Public Information Officers, Business Manager, and Sergeant-at-Arms – a total of nine (9) officers) shall receive a monthly incentive of Seven Hundred Pesos (PHP 700.00).

3.1.c. **Federation Members:** Senior Citizens Chapter Presidents who serve as general members of their federation shall receive a monthly incentive of Five Hundred Pesos (PHP 500.00).

3.2. **Ineligibility.** Substitute or unregistered Senior Citizens Chapter Presidents are not entitled to the monthly incentives granted herein.

3.3. **Release Schedule.** The monthly incentive shall be released on a semi-annual basis, specifically every six (6) months.

3.4. **Disbursement Authority.** The Municipal Social Welfare and Development Office, in coordination with the Municipal Treasurer's Office, is responsible for the proper

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release and disbursement of the monthly incentives to the eligible Senior Citizens Chapter Presidents.

Section 4. FUNCTIONS OF SENIOR CITIZENS CHAPTER PRESIDENTS SERVING AS CLUSTER PRESIDENTS AND FEDERATION BOARD OF DIRECTORS

- 4.1. **Cluster Representation:** Primarily lead and represent the interests of senior citizens within their respective clusters.
- 4.2. **Advocacy for Federation Members:** Act as a voice for Senior Citizen Chapter Presidents who are members of the federation, ensuring their needs and concerns are addressed by the Local Government Unit.
- 4.3. **Program Dissemination and Facilitation:** Help disseminate information about and facilitate access to government programs, such as social pensions, health services, and discounts for senior citizens.
- 4.4. **Role as Federation Board of Directors (BOD):** As members of the Federation's governing body, they are responsible for:
 - 4.4.a. **Strategic Decision-Making and Oversight:** Guiding strategic decisions, overseeing operations, and ensuring the federation's objectives are met.
 - 4.4.b. **Member Representation:** Representing the interests of member organizations within the federation, ensuring their voices are heard and needs are addressed.
 - 4.4.c. **Financial Stewardship:** Monitoring the federation's financial health, including budgeting, fundraising, and financial reporting.
 - 4.4.d. **Performance and Compliance:** Overseeing the federation's overall performance, managing risks, and ensuring compliance with relevant laws and regulations.

Section 5. FUNCTIONS OF THE SET OF OFFICERS

- 5.1. **President:** Leads the organization, establishes overall policy and direction, and serves as its primary representative.
- 5.2. **Vice-President:** Supports the President, assumes leadership responsibilities in the President's absence, and may oversee specific operational areas.
- 5.3. **Secretary:** Maintains accurate records of meetings, manages correspondence, and ensures proper documentation of the organization's activities.
- 5.4. **Treasurer:** Manages the organization's finances, including handling funds, preparing financial reports, and ensuring compliance with financial regulations.
- 5.5. **Auditors:** Responsible for meticulously reviewing financial statements, accounting data, and operational procedures to ensure both accuracy and compliance with relevant regulations. They play a crucial role in identifying and assessing potential financial risks, subsequently recommending improvements to internal controls and processes to mitigate these risks. Furthermore, Auditors are tasked with investigating any instances of financial fraud or irregularities. Their work culminates in the preparation of comprehensive reports that summarize their findings, often including an informed opinion on the financial statements.

- 5.6. **Public Information Officer:** responsible for managing all communication between the organization and the public. This involves crafting clear messages and distributing information through various channels. They also handle media inquiries, prepare press releases, and actively manage the organization's public image. A key part of their role is to create and implement public awareness campaigns on different important issues.
- 5.7. **Business Manager:** Responsible for overseeing the organization's overall operations, or for managing specific projects to ensure they are completed efficiently, on time, and within budget. Their role also includes leading and managing sales teams, which involves developing and implementing effective sales strategies. Furthermore, they oversee all marketing activities, from developing to executing marketing campaigns. Finally, the Business Manager is crucial in managing the day-to-day business operations and financial activities, encompassing budgeting, financial reporting, and comprehensive analysis.
- 5.8. **Sergeant-at Arms:** Responsible for maintaining peace and order during meetings and events, often by enforcing rules and protocols.

Section 6. DUTIES AND RESPONSIBILITIES OF SENIOR CITIZENS CHAPTER PRESIDENTS:

- 6.1. **Beneficiary Record Management:** Senior Citizens Chapter Presidents are responsible for regularly updating and maintaining accurate records of all qualified senior citizen beneficiaries within their respective barangays.
- 6.2. **Facilitation of Social Pension Documents:** Presidents shall assist in preparing essential documents for qualified beneficiaries prior to claiming their stipend from the Social Pension Program. These documents include, but are not limited to:
 - 6.2.a. Registration Form
 - 6.2.b. Waitlist Form
 - 6.2.c. Certification of Social Pension Beneficiary
 - 6.2.d. Authorization Letter
 - 6.2.e. Accomplishment Report
- 6.3. **Submission of Validated Documents:** All prepared and validated documents for beneficiaries must be promptly submitted to the Office of Senior Citizen Affairs (OSCA) for processing and record-keeping.
- 6.4. **Annual Reporting of Senior Age Groups:** Annually, Presidents are tasked with submitting a comprehensive list of all Octogenarians (80-89 years old), Nonagenarians (90-99 years old), and Centenarians (100+ years old) residing in their barangays. This ensures proper recognition and support for these age groups.
- 6.5. **Regular Submission of Senior Citizen Lists:** In addition to specific age groups, Presidents must regularly submit an updated list of all senior citizens in their respective barangays to OSCA, ensuring all records are current and accurate.

Section 7. TERM OF OFFICE – The Senior Citizen Chapter Presidents shall serve a term of office of three (3) years. In case of death or permanent disability, the remaining term shall be served by the Vice-President.

Section 8. PROHIBITION. Senior Citizens Chapter Presidents shall be forfeited to avail the monthly incentive subject to the following instances:

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8.1. **Non-Performance of Duties:** If a Senior Citizens Chapter President, serving as an officer or Board of Director of their federation, fails to perform their prescribed duties and responsibilities, their monthly incentive will be reduced. Instead of receiving Seven Hundred Pesos (PHP 700.00), they will only receive Five Hundred Pesos (PHP 500.00) as a Senior Citizen Chapter President.

8.2. **Guilty Verdict for Offense:** A Senior Citizens Chapter President will forfeit their monthly incentive if found guilty of any administrative or criminal offense by a government agency, quasi-judicial body, or court of justice during their term of office.

Section 9. **FUNDING** – An amount of at least Five Hundred Eighty-Eight Thousand (Php588,000.00) Philippine Currency, shall be allotted annually for the monthly incentives of herein granted, chargeable against the Elderly Welfare Program of the municipality in the following conditions, to wit:

- 9.1. 12 Senior Citizens Chapter Presidents who are Board of Directors shall allocate One Hundred Seventy-Six Thousand and Four Hundred (Php 176,400.00) Pesos;
- 9.2. 9 Senior Citizens Chapter Presidents who are Officers of their Federation shall allocate Seventy-Five Thousand and Six Hundred (Php 75,600.00) Pesos;
- 9.3. 56 Senior Citizens Chapter Presidents who are members of the federation shall allocate Three Hundred Thirty-Six Thousand (Php 336,000.00) Pesos;

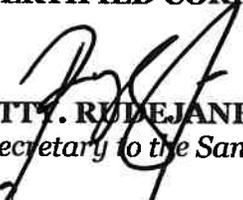
Section 10. **REPEALING CLAUSE** – All ordinances, resolutions and rules and regulations or parts thereof which are inconsistent or in conflict with any provision of this Ordinance are hereby deemed repealed or modified accordingly.

Section 11. **SEPARABILITY CLAUSE** – If, for any reason, any section or provision of this ordinance is held unconstitutional or invalid, other sections or provisions hereof which are not affected shall continue to be in full force and effect.

Section 12. **EFFECTIVITY** – This ordinance shall take effect immediately upon approval by the Sangguniang Bayan of Burauen.

ENACTED AND APPROVED, June 25, 2025.

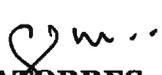
CERTIFIED CORRECT:


ATTY. RUDEJANE S. TAN
Secretary to the Sanggunian

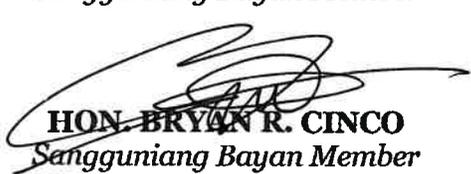
ATTESTED:


HON. NOEL P. ALPINO
*Municipal Vice Mayor
Presiding Officer*


HON. VINCENT G. ENERLAN
Sangguniang Bayan Member


HON. CIPRIANO R. RELATORRES, JR.
Sangguniang Bayan Member


HON. HERMENIA C. CAMASIN
Sangguniang Bayan Member

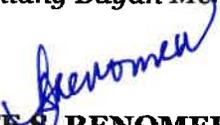

HON. BRYAN R. CINCO
Sangguniang Bayan Member

HON. DEXTER R. SENO
Sangguniang Bayan Member


HON. ROBERT G. DEL PILAR
Sangguniang Bayan Member

(absent)
HON. EVAFE A. CORAL
Sangguniang Bayan Member


HON. OSCAR A. CAGARA
Sangguniang Bayan Member


HON. FE S. RENOMERON
LnB President/ Ex-Officio SB Member


HON. JUSTINE MERP G. ANDRADE
SK Federation President/ Ex-Officio Member

APPROVED:


HON. JUANITO E. RENOMERON
Municipal Mayor





Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF BURAUEN



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **Municipal Ordinance No. 25-31**, Series of 2025 of the Sangguniang Bayan of Burauen, Leyte, entitled, *"An Ordinance Revising Municipal Ordinance No. 24-02, Entitled "An Ordinance Granting a Monthly Incentive to Senior Citizens Presidents Chargeable Under The Elderly Welfare Program""*, was enacted on June 25, 2025, and has been posted in two (2) conspicuous and publicly accessible places of the municipality from *June 27, 2025 to July 17, 2025*, in compliance with Section 59, paragraph (b) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

Burauen, Leyte, July 25, 2025.


ATTY. RUDEHANE S. TAN
Secretary to the Sanggunian