

Item No.: 05
Date: 03 2026 FEB



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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By: [Signature]
Date: 1.26.26 Time: 9:21

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 26 2026
By: [Signature]

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
January 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 512 of the Sangguniang Bayan of Babatngon, Leyte.

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

- Ordinance No. 512 entitled: **“Babatngon FOI Ordinance of 2025”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Executive Order 02 series of 2016¹. Hence, we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE’S CONSTITUTIONAL RIGHT TO INFORMATION AND THE STATE POLICIES TO FULL PUBLIC DISCLOSURE AND TRANSPARENCY IN THE PUBLIC SERVICE AND PROVIDING GUIDELINES THEREFOR

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

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED

1ST INDORSEMENT
19 January 2026

By: *Faus*
Date: 1.20.26 Time: 10:24

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein **Ordinance No. 512 s. 2025** of the **Municipality of Babatngon, Leyte**, entitled: **An Ordinance establishing Freedom of Information in the Municipality of Babatngon, Leyte and providing for its implementing guidelines.**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

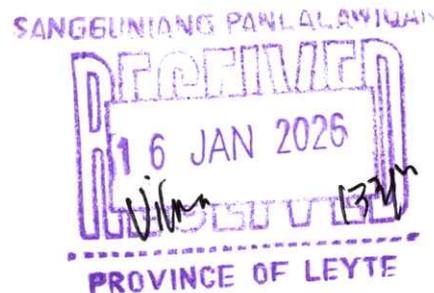


OFFICE OF THE SANGGUNIANG BAYAN

16 January 2026

Honorable Leonardo M. Javier, Jr,
Vice Governor and Presiding Officer, and

The Honorable Members
Sangguniang Panlalawigan
Province of Leyte
Legislative Bldg., Capitol Grounds
Tacloban City



Dear Honorable Ladies and Gentlemen,

Respectfully endorsed to the Honorable Sangguniang Panlalawigan of Leyte is **ORDINANCE NO. 512**, ENTITLED: "AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES." Said ordinance is being forwarded to that Body for review in compliance with Section 56(a) of Republic Act 7160.

Enclosed please find the following:

1. Ordinance No. 512
2. Certification of Posting

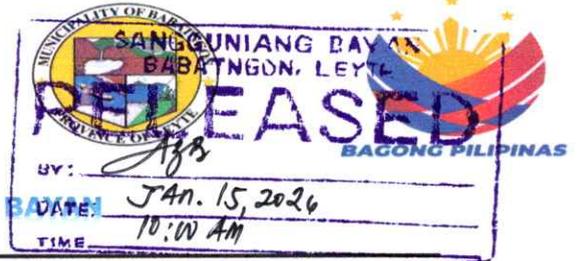
Please find them in order and praying for your favorable action thereof.

Very truly yours,


ALMA A. BALDOMAR
Secretary II
Secretary to the Sanggunian-designate

Enclosed:
As stated





OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 23rd REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BABATNGON, LEYTE HELD ON THE 9th DAY OF DECEMBER 2025 AT THE SB SESSION HALL, LEGISLATIVE BUILDING, BABATNGON, LEYTE.

MAYOR'S OFFICE
BABATNGON, LEYTE
RECEIVED

ORDINANCE NO. 512
Series of 2025

BY: *[Signature]*
DATE: 1-6-2026
TIME: 4:11 P.M.

AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES.

Author: HON. HILARION S. MENZON
Co-Author: ALL SB Member, ABC President and SK Federation President

WHEREAS, the 1987 Philippine Constitution guarantees the people's right to information on matters of public concern, fostering transparency and accountability in government;

WHEREAS, Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," mandates full public disclosure of government transactions and ensures transparency in public service;

WHEREAS, Republic Act No. 10173, known as the Data Privacy Act of 2012, aims to protect individual personal information in both the public and private sectors in the Philippines;

WHEREAS, the Municipality of Babatngon recognizes the vital role of citizen participation in local governance through timely access to accurate information;

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Babatngon, Leyte, in session assembled, to enact this ordinance to institutionalize freedom of information in the municipality, as follows:

Section 1. Title. This ordinance shall be known as the "**Babatngon Freedom of Information (FOI) Ordinance of 2025.**"

Section 2. Declaration of Policy - Section 2 of RA 10173 states that, "it is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth." The Municipality of Babatngon shall uphold the constitutional right of its constituents to access government-held information, promote transparency, reduce corruption, and encourage citizen participation in governance.

Section 3. Definition of Terms

- Freedom of Information (FOI): The right of any person, natural or juridical, to access and obtain public information under the custody of the municipal government, subject to reasonable limitations except those covered by RA 10173.

OFFICE OF THE SANGGUNIANG BAYAN

ORDINANCE NO. 512 - AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES.

PAGE 2 of 4

- Public Information: All data, documents, communications, and records stored or maintained by any municipal department or office, regardless of format except those covered by RA 10173.
- Requestor: Any individual, group, organization, or entity who files a written request for information.

Section 4. Coverage. This ordinance covers all records and documents held by the municipal government of Babatngon including, but not limited to, financial reports, contracts, resolutions, correspondence, plans, projects, and other documents pertaining to public interest.

Section 5. Request for Information

- Any person may file a written request or through electronic means to the designated FOI office or officer.
- Requests must clearly specify the information sought for efficient processing.
- Information requests shall be acted upon within fifteen (15) working days from receipt of the request or depending on the period stated in the Citizen's Charter whichever is earlier. The requester shall be notified in writing about the approval or denial and basis thereof.

Section 6. Fees

- Reasonable fees may be charged for actual costs of reproduction or photocopying, but no fees shall be assessed for inspection or viewing of records.
- Fees must be published and accessible to the public to avoid abuse.

Section 7. Grounds for Denial. Requests for information may be denied when:

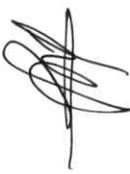
- Disclosure would jeopardize national security, public safety, or defense;
- The information is covered by executive privilege or confidentiality agreements;
- It pertains to personal information without the consent of the individual concerned;
- It is otherwise exempt under existing laws, rules, or regulations.

Section 8. Appeals and Complaint Mechanism

- A requestor who is denied access to information may file an appeal within ten (10) working days to the Municipal Mayor or designated appeal officer.
- An independent Municipal FOI Review Committee shall be created to hear such appeals and rule promptly.

Section 9. FOI Officer

- The Municipal Mayor shall designate an FOI Officer responsible for receiving, processing, and responding to information requests.



OFFICE OF THE SANGGUNIANG BAYAN

➤ **ORDINANCE NO. 512 - AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES.**

PAGE 3 of 4

- The FOI Officer shall maintain a log of all requests and responses for transparency and record-keeping.

Section 10. Training and Public Awareness

- Regular capacity-building for municipal personnel shall be conducted to ensure proficiency in handling FOI requests.
- The Municipality shall conduct information campaigns to make the public aware of their rights under this ordinance.

Section 11. Penalties. The Municipal officials or employees who willfully deny, delay, or obstruct access to public information shall face administrative and/or criminal sanctions in accordance with existing laws.

Section 12. Implementing Rules and Regulations. Within sixty (60) days after the passage of this ordinance, the Municipal Mayor, together with the FOI Officer and pertinent stakeholders, shall promulgate the necessary rules and guidelines for its effective implementation.

Section 13. Separability Clause. If any provision of this ordinance is declared invalid or unconstitutional, the other provisions not affected shall remain in full force and effect.

Section 14. Repealing Clause. All ordinances, resolutions, or parts thereof inconsistent with this ordinance are hereby repealed or modified accordingly.

Section 15. Effectivity. This ordinance shall take effect fifteen (15) days after publication in a local newspaper or posting in at least three (3) conspicuous places within the municipality.

ENACTED and APPROVED this 9th day of December 2025 at Babatngon, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ALMA A. BALDOMAR
Secretary II
Secretary to the Sanggunian-Designate

ATTESTED :


HON. FEDERICO P. ELIZAGA, JR.
Sangguniang Bayan Member
Temporary Presiding Officer



OFFICE OF THE SANGGUNIANG BAYAN

ORDINANCE NO. 512 - AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES.
PAGE 4 of 4

(Mandatory Leave)
HON. ROSARY PEARL G. CATUDIO
Mun. Vice-Mayor


HON. KEMUEL RUE M. CORSIGA
Sangguniang Bayan Member


HON. CHRISTIAN C. LAWSIN
Sangguniang Bayan Member

(Mandatory Leave)
HON. MA. RESTITA D. DANTE
Sangguniang Bayan Member

(Sick Leave)
HON. HILARION S. MENZON
Sangguniang Bayan Member


HON. CHONA ROSE B. LUGNASIN
Sangguniang Bayan Member

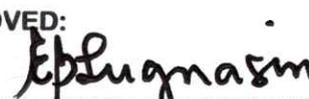
(Official Travel)
HON. ALEX V. BELLO
Sangguniang Bayan Member


HON. ILDEFONSO B. ODON
Sangguniang Bayan Member


HON. EDGARDO Y. MORDEN
President
Liga ng mga Barangay


HON. JUDE LEMWEL B. VETHIMVAS
President, Pambayang Pederasyon ng
Sangguniang Kabataan



APPROVED:

ELEONOR B. LUGNASIN
Municipal Mayor

Date: 14 JAN. 2024





OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM THIS MAY CONCERN:

This is to certify that **POSTING** in prominent places in the Municipal Hall and some conspicuous places in the locality was undertaken starting **15 January 2026** and copies of said ordinance shall remain posted for **three (3) consecutive weeks**, pursuant to **Sec. 59 (b) of Republic Act 7160**, in relation to hereunder ordinance, to wit:

1. **ORDINANCE NO. 512 - AN ORDINANCE ESTABLISHING FREEDOM OF INFORMATION IN THE MUNICIPALITY OF BABATNGON, LEYTE AND PROVIDING FOR ITS IMPLEMENTING GUIDELINES.**

Made this **15th** day of **January 2026** at **Babatngon, Leyte.**

A handwritten signature in black ink, appearing to read "Alma A. Baldomar".

ALMA A. BALDOMAR
Secretary II
Secretary to the Sanggunian-designate

