

Item No.: 09

Date: 03 2026 FEB

PROVINCE OF LEYTE  
LEGAL OFFICE



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

RELEASED  
By: [Signature]  
Date: 01.26.26 Time: 9:24

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Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: JAN 27 2026  
By: [Signature]

**PROVINCIAL LEGAL OFFICE**

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**2<sup>nd</sup> INDORSEMENT**  
January 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-017 of the Sangguniang Bayan of Carigara, Leyte.

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

- Ordinance No. 2025-017 entitled: **“Transparency Mechanism Ordinance for Freedom of Information of Craigara, Leyte.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

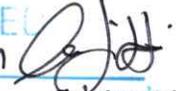
This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under EO no. 2 series of 2016<sup>1</sup>. Hence, we recommend for the declaration of its validity.

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

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

<sup>1</sup> OPERATIONALIZING IN THE EXECUTIVE BRANCH THE PEOPLE’S 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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RECEIVED  
By: AT EMMAN   
Date: 1-12-26 Time: 9:00 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> INDORSEMENT  
09 January 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-017** of the **Municipality of Carigara, Leyte**, entitled: **An Ordinance operationalizing Freedom of Information and providing for a mechanism for the disclosure of public records in Carigara, Leyte, prescribing penalties for the violations thereof, and appropriating funds therefor.**



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



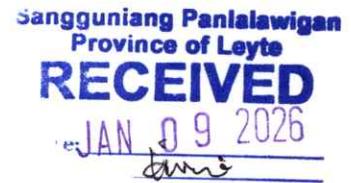
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**OFFICE OF THE SANGGUNIANG BAYAN**

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**1<sup>st</sup> Indorsement**  
January 09, 2026



Respectfully forwarded to the Honorable Members of the Sangguniang Panlalawigan of Leyte, thru the Provincial Board Secretary, Florinda Jill S. Uyvico, the herein **Municipal Ordinance No. 2025-017** –“*An Ordinance Operationalizing Freedom Of Information and Providing for a Mechanism for the Disclosure of Public Records in Carigara, Leyte, Prescribing Penalties for the Violations Thereof, and Appropriating Funds Therefor*”.

For your perusal and appropriate action.

**RACHELYN A. SILVESTRE-CABALLES**  
MGDH – I (Secretary to the Sangguniang Bayan)



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**BAGONG PILIPINAS**

EXCERPT FROM THE MINUTES/JOURNAL OF THE 24<sup>TH</sup> REGULAR SESSION OF THE 20<sup>TH</sup> COUNCIL OF THE SANGGUNIANG BAYAN OF CARIGARA HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, CARIGARA, LEYTE ON DECEMBER 10, 2025

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: JAN 09 2026  
By: [Signature]

\* \* \* \* \*

**PRESENT:**

- Hon. Jimmy A. Camposano----- Mun. Vice Mayor-Pres. Officer
- Hon. Fernando N. Moriel----- SB Member
- Hon. Vilma M. Domus ----- SB Member
- Hon. Carlo Angelo B. Go----- SB Member
- Hon. Ulpiano U. Arpon Jr.----- SB Member
- Hon. Joenlee C. Larraga ----- SB Member
- Hon. Myla L. Aguilar ----- SB Member
- Hon. Guillermo I. Panal ----- SB Member
- Hon. Arvin. N. Urmeneta----- SB Member-LnB President
- Hon. Daniel N. Ariaso, Jr.----- SB Member-SK Fed. Pres.

**ABSENT:**

- Hon. Mildred C. Modesto ----- SB Member – VL
- Hon. Daniel N. Ariaso, Jr.----- SB Member-SK Fed. Pres.

\* \* \* \* \*

**EXPLANATORY NOTE**

Public clamor for transparency is at an all-time high. The recent Senate and Congressional hearings, as well as the ongoing investigation by the Independent Commission of Infrastructure into the anomalous and “ghost” flood control projects, have put the spotlight on the urgent need for openness and accountability in public service.

The State has long pursued an open records and full disclosure policy through an existing Executive Order and Memorandum Circulars; what remains lacking is an effective local mechanism to ensure that transparency

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“AN ORDINANCE OPERATIONALIZING FREEDOM OF INFORMATION AND PROVIDING FOR A MECHANISM FOR THE DISCLOSURE OF PUBLIC RECORDS IN CARIGARA, LEYTE...”

is meaningfully realized. This Ordinance seeks to provide such a mechanism.

As the Municipal Mayor emphasized during his remarks at the Inauguration and Turnover Ceremony of the new building at the Cong. Alberto T. Aguja Memorial School, “With great power comes greater transparency”. It is imperative that the Local Government Unit of Carigara, Leyte, take the lead in institutionalizing transparency by opening its doors wider to public scrutiny and fostering a culture of honest and accountable governance.

MUNICIPAL ORDINANCE 2025-017  
SERIES OF 2025

**AN ORDINANCE OPERATIONALIZING FREEDOM OF INFORMATION AND PROVIDING FOR A MECHANISM FOR THE DISCLOSURE OF PUBLIC RECORDS IN CARIGARA, LEYTE, PRESCRIBING PENALTIES FOR THE VIOLATIONS THEREOF, AND APPROPRIATING FUNDS THEREFOR**

**AUTHOR: HON. MYLA B. LIGUTAN AGUILAR**

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

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

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**BAGONG PILIPINAS**

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**WHEREAS**, the Republic Act No. 7160 or otherwise known as the Local Government Code of 1991 mandates transparency and accountability in local governance and requires the posting of specific public documents in conspicuous places, including but not limited to, Contracts (Section 22), Ordinances and Resolutions (Section 59), Public Notice of Vacancy (Section 80), Tax Ordinances and Revenue Measures (Section 188), and Summary of Income and Expenditures (Section 352);

**WHEREAS**, Republic Act No. 12009, which revised Republic Act No. 9184, otherwise known as the New Government Procurement Act, calls for transparency in all stages of the procurement process, including in the implementation of procurement contracts;

**WHEREAS**, the Department of Interior and Local Government (DILG) Memorandum Circular No. 2011-134 or the Full Disclosure Policy obliges local government units to make available to the general public key financial documents to promote transparency and keep constituents aware and informed of how public funds are managed, disbursed, and used;

**WHEREAS**, Executive Order No. 2 published on 23 July 2016, entitled “Operationalizing in the Executive Branch the People’s Right to Information and the State Policies to Full Public Disclosure and Transparency in the Public Service and Providing Guidelines

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Therefor”, affirms the State’s commitment to transparency and provides the mechanism for access to information about government transactions and operations as long as it does not jeopardize privacy or matters of national security through the Freedom of Information Program;

**WHEREAS**, the Executive Order No. 2 is only limited in scope and merely guides local government units, the Municipality of Carigara, Leyte, herein takes the proactive steps to advance Freedom of Information in an effort to pursue good and transparent governance;

**WHEREAS**, recognizing the importance of the people's Right to Information, and guided by relevant laws and executive orders, the Municipality of Carigara deems it necessary to create, strengthen, and improve local mechanisms to ensure the people’s Right to Information is upheld.

**NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG BAYAN THAT:**

**SECTION 1. *Title.*** This Ordinance shall be known as the “Transparency Mechanism Ordinance for Freedom of Information of Carigara, Leyte”

**SECTION 2. *Declaration of Policy.*** The Municipality of Carigara,

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Leyte, recognizes and upholds that public office is a public trust. As such, public officials and employees must at all times be accountable to the people. Through this Ordinance, the Municipality adopts a policy of transparency, public disclosure, and open records, as part of an effort to take effective measures toward good governance, a higher level of public accountability, and the empowerment of Kalgaranons.

**SECTION 3. *Definition of Terms.*** For this Ordinance, the following terms shall be defined as follows:

1. “***Municipality***” or “***Municipal Government***” are used interchangeably in reference to the Local Government Unit of Carigara, Leyte, and all municipal offices, departments, instrumentalities, boards, and other bodies, and all municipal officials and employees that fall within its legal authority.
2. “***Government office***” refers to any office, department, agency, instrumentality, board, or any other public body within the legal authority of the Municipal Government.
3. “***Municipal Officials***” shall refer to the elected and appointed officials of the Municipality, such as the Municipal Mayor, Municipal Vice Mayor, Municipal Councilors, and Department Heads of the Municipality.
4. “***Municipal Employees***” shall refer to individuals employed by the Local Government Unit, excluding those listed as Municipal Officials, and includes those on temporary and casual.

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5. “**Information**” shall include all records, documents, papers, reports, letters, contracts, minutes, journals, and transcripts of meetings, maps, books, photographs, data, research materials, films, sound and video recordings, magnetic or other tapes, electronic data, computer-stored data any other like or similar data or materials recorded, stored, or archived, in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of the Municipal Government pursuant to law, ordinance, executive order, procedure, or rules and regulations, or in connection with the performance or transaction of official business by any Municipal Government office.
6. “**Custodian**” means the government office currently in physical possession of the public record. The custodian of a public record in the physical possession of persons or places outside the Municipal Government is the Municipal Government office owning that record. The records relating to the investment of public funds. Custodian does not refer to an automated data processing unit of a public body if the data processing unit holds the records solely as the agent of another public body, nor does it mean a unit that holds the records of other public bodies solely for storage.
7. “**Manual**” refers to the People’s Right to Information Manual as provided for in Section 20.
8. “**Official record**” shall refer to documents or pieces of information produced or received by a public officer or employee, or by the Municipal Government or any

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government office in an official capacity or pursuant to a public function or duty.

9. **“Public record”** shall include all information, stored or preserved in any medium, under the custody of the Municipal Government. This shall include incomplete or partial records, or any piece of information found therein. This shall also include, but is not limited to, official records as defined in this section.
10. **“Social Media Accounts”** such as Facebook are social media platforms that are avenues for wider accessibility to information.
11. **“Website”** means a page or a collection of pages that is readily and publicly accessible over the Internet. For this Ordinance, the access and use of a website shall be unlimited and free of charge.

**SECTION 4. Coverage.** This Ordinance shall cover all offices under the Municipal Government of Carigara, Leyte.

**SECTION 5. Right to Access to Information:**

1. Every person shall have the right to access, examine, and copy a public record. This right shall include the right to publish or otherwise disseminate a public record or the information contained in a public record. The right to copy a public record shall include the right to take photographs, video or sound recordings, or to make physical and virtual copies through printing, photocopying, scanning, or other similar means.

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2. No party requesting information shall be required to provide any personal information, except as is reasonably needed, such as name, contact information, and valid proof of identification to send either the information sought or a notice for the denial of the request, nor shall any person be required to make a personal appearance.
3. The party requesting information shall state the purpose of the request to be used solely for proper processing and documentation. *Provided*, that the stated purpose shall not, by itself, be used as a ground to deny access, unless they are contrary to law, existing rules and regulations, or one deemed confidential pursuant to Section 17.
4. All government offices shall not prevent the examination or copying of a public record by contracting with a non-governmental body to perform any of its duties or functions.

**SECTION 6. *Municipal Information Officer.*** The Municipal Mayor shall appoint a Municipal Information Officer within thirty (30) days upon the effectivity of this Ordinance.

*Provided*, that if no person is qualified for the said position, a Municipal Information Officer shall be assigned to serve concurrently as Officer-In-Charge (OIC).

*Provided, further*, that the said Municipal Information Officer shall be a permanent employee of the Municipal Government and shall not have been a candidate in a national, city, or barangay election,

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whether regular or special, for a period of one (1) year immediately preceding the appointment and subject to the applicable Civil Service laws in the course of their employment. They shall not be moved, suspended, or terminated except for cause and after due process.

**SECTION 7. *Deputy Information Officers:*** Each Municipal Government Office shall designate a Deputy Information Officer who shall be responsible for coordinating with the Municipal Information Officer and shall be responsible for providing public records when their office is the custodian.

*Provided,* that the Deputy Information Officers shall not have discretionary authority and shall only approve or deny requests for information based on the provisions of this Ordinance.

A Deputy Information Officer may also receive requests for information directly. In such a case, where the requester files a request directly with the Deputy Information Officer, said officer must notify the Municipal Information Officer within two (2) working days.

**Section 8: *Qualifications of the Municipal Information Officer:*** No person shall be appointed Municipal Information Officer unless he/she is:

- a. a citizen of the Philippines,
- b. a resident of the local government unit concerned,

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- c. of good moral character,
- d. a holder of a College Degree, preferably in journalism, mass communication, or any related course from a recognized college or university,
- e. and a second-grade Civil Service Eligible or its equivalent.
- f. He/She must have experience in writing articles and research papers, or in writing for print, television, or broadcast media, of at least one (1) year in the case of Municipal Information Officer.

**SECTION 9. *Duties of the Information Officers:*** The Municipal Information Officer shall, with the assistance of the Public Information Office and the Deputy Information Officers, perform the following duties:

1. Prepare a People’s Right to Information Manual pursuant to Section 20 of this Ordinance;
2. Provide assistance to all Municipal Government Offices in matters of public access to information and the processes as required by this Ordinance and other applicable laws, ordinances, executive orders, memoranda, and rules and regulations;
3. Provide assistance to requesters of information, as needed;
4. Receive requests for information and conduct an initial evaluation of the same;
5. Refer requests for information to the appropriate Deputy Information Officer;

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6. Record all incoming requests and actions taken by the Municipal Government through an Information Request Log;
7. Maintenance of the official website of the LGU and its social media accounts;
8. Maintenance of a public email address by which requests for information may be sent;
9. Designate a temporary Municipal Information Officer in case of official leave.

*Provided*, that the Municipal Information Officer shall not have any discretionary authority and shall only approve or deny requests for information based on the provisions of this Ordinance.

**SECTION 10. *Creation of Official LGU Website.*** The Municipal Government of Carigara, Leyte, shall create and maintain an official municipal website that shall be accessible to the public, which will serve as the central platform for the publication and dissemination of all public information, including:

1. Executive Orders and Municipal Programs, including Executive Orders, Public Announcements, updates on local government projects, and any other information from the Executive Department that requires dissemination.
2. Legislative Information, all Ordinances, Resolutions, Approved Minutes and Journal of the Sangguniang Bayan Sessions, Committee Reports, and any other information from the Sangguniang Bayan that requires dissemination.
3. Public Financial Records, including Budgets, Financial Reports,

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- Procurement Notices, and other financial documents.
4. Public Services, including Guidelines for Public Services, Downloadable Forms, Requirements for Application, and other related services.
  5. Public Notices, including all information regarding Public Biddings, Job Vacancies, Municipal Programs, and Events.
  6. Citizen Feedback, which is a section for constituents to submit inquiries, complaints, suggestions, and feedback on public services pursuant to Municipal Ordinance No. 2025-222 or the Ordinance Institutionalizing the Citizen Response or Feedback Mechanism for the Local Government Unit of Carigara, or other applicable laws, ordinances, executive orders, memoranda, and rules and regulations.

*Provided*, that the Official Website shall be made user-friendly and accessible, incorporating features such as larger text sizes, voice-assisted technology, and simplified user interfaces, pursuant to the Web Content Accessibility Guidelines (WCAG) or the Joint Information and Communication Technology office and National Council for Disability Affairs Circular No. 1, Series of 2010.

*Provided, further*, that the Municipal Government shall ensure that the website adheres to the provisions of the Republic Act No. 10173, or otherwise known as the Data Privacy Act of 2012, and all other applicable laws, ordinances, executive orders, memoranda, or rules and regulations protecting personal information from unauthorized access and misuse.

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*Provided, finally,* that the website shall employ security measures such

as encryption, secure passwords, and regular audits to protect against cyber threats and data breaches.

**Section 11. *Digitization of Records.*** The Municipality shall digitize its public records to ensure efficient access, retrieval, and archival.

The digitization shall be implemented in phases, with priority given to public records created or received within the last three (3) years.

All departments and offices of the Municipal Government shall cooperate in converting public records into secure digital formats.

The Municipal Information Officer shall issue guidelines and protocols for the digitization process, including timelines, priority records, file formats, data security measures, and periodic progress reporting.

**SECTION 12. *Automatic Disclosure of Public Records:*** The Municipal Government is hereby mandated to automatically disclose the following public records within seven (7) to ten (10) days of approval.

1. Annual Budget Report;
2. Annual Procurement Plan or Procurement List;

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3. Supplemental Procurement Plan, if applicable;
4. Utilization of the 20% Component of the Internal Revenue Allotment (IRA) or National Tax Allotment (NTA)
5. Quarterly Statement of Cash Flow;
6. Annual and Monthly Financial Statements on Disbursements;
7. Statement of Debt Services;
8. Report of Special Education Fund Utilization;
9. Utilization of Local Development Funds (LDF);
10. Annual Gender and Development Fund Utilization;
11. Statement of Receipts and Expenditures;
12. Local Disaster Risk Reduction and Management Fund Utilization;
13. Items to Bid, Bidding Documents, and Approved Budget for the Contract (ABC);
14. Bid Results on Civil Works, Goods and Services, and Consulting Services;
15. Abstract of Bids as Calculated;
16. Sangguniang Kabataan-related files, such as the Local Youth Development Plan and other related files;
17. Unliquidated Cash Advances
18. Manpower Complement
19. Trust Fund Utilization
20. Statement of Assets, Liabilities, and Net Worth (SALN) of all Municipal Officials;
21. Approved Minutes and Journals of the Sangguniang Bayan Regular and Special Sessions;



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22. Committee Reports and Public Hearing summaries;
23. Memorandum of Agreements or contracts entered into by the LGU-Carigara;
24. Citizens Charter;
25. All other public records provided for by law, ordinance, executive order, memoranda, and other rules and regulations.

*Provided*, that the Municipal Government continues to post and comply with the publication and posting requirements of documents pursuant to the Republic Act 7160, or otherwise known as the Local Government Code of 1991, and all other applicable laws, ordinances, executive orders, memoranda, or rules and regulations.

**SECTION 13. *Method of Automatic Disclosure of Public Records:***

In addition to posting requirements, as required under Section 12 and all other applicable laws, memorandum circulars, and other regulations, the records listed in the immediately preceding Section shall be posted on the “**PUBLIC RECORDS TRANSPARENCY SECTION**” of the official municipal website. There shall be a clearly discernible hyperlink on the homepage and the main menu leading to the said section.

*Provided*, that the Municipal Government or any of its offices are not limited to the aforementioned locations for posting, and shall post the said public records in other conspicuous places, both physically and through the Internet, including on its official website

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and social media accounts, as it has the capacity to do so.

**SECTION 14. *Livestreaming of the Annual Budget Deliberations.***

To afford the public transparency and access to the budget process, the annual budget deliberations shall be covered by real-time digital livestreaming and archiving, as needed.

**SECTION 15. *Procedure for Requests for Information:*** The following procedure shall govern the filing and processing of requests for access to information:

1. Any person, as provided in Section 5, may formally file a request for information with either the Municipal Information Officer, Deputy Information Officer, or the custodian of the public record or information sought.

The request shall state the name and contact information of the requesting party, provide valid proof of his/her identification or authorization, and the reason for, or purpose of, the request for information, and may be submitted through a written letter, including through personal delivery, postal mail, or electronically.

*Provided*, that the request clearly identifies the public records requested, and how the same may be sent to the requester.



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*Provided, further,* that the Municipal Information Officer may provide an optional form that may be used instead of a letter

2. Upon request for information, the Municipal Government shall have ten (10) working days to take action on the same.

**SECTION 16. *Presumption of Freedom of Information:*** All official records, public records, and information shall be presumed open and accessible to the public, unless they are deemed confidential pursuant to Section 17. Any ambiguity in this Ordinance shall be resolved in favor of freedom of information and transparency in governance.

**SECTION 17. *Exceptions for Confidential Records:*** The Municipality may only deny a request for information if a public record is deemed confidential under one or more of the following categories:

- 1) Personal medical records, unless the release is necessary to protect the life and health of the subject of the information or another person, and the data subject is not legally or physically able to express his or her consent before the processing;
- 2) Personal information of students, including grades and disciplinary records, but not including information on public scholarships and benefits that the student may have received

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from the Municipal Government.

- 3) Information falling under intellectual property rights and trade secrets pursuant to existing law;
- 4) Communications related to litigation during the pendency of legal proceedings, including communications falling under the attorney-client privilege;
- 5) Law enforcement records when the release would jeopardize an ongoing investigation or pose an imminent danger to an individual or public safety;
- 6) Security and emergency plans and procedures concerning public buildings, activities, and participants;
- 7) Identity and personal information of any person are confidential in nature, in accordance with the right to privacy, including Civil Registry Documents;
- 8) Personal contact information not used for official business, and home addresses;
- 9) Other information considered confidential pursuant to national law or jurisprudence.

*Provided*, that the subject of such public records or information may waive their right of confidentiality, and allow for the release of the same.

**SECTION 18. *Redactions from Public Records:*** When only a part or

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several parts of the requested public record fall under the confidentiality exceptions under Section 17, only those parts shall be withheld, and the rest of the public record shall be released.

**SECTION 19. *Information Disclosure Platform:*** The Municipality shall, as soon as practicable, establish an online platform wherein any person can request information through a website. The use of such platforms shall be free of charge. The platform shall provide for a mechanism for anonymous requests.

**SECTION 20. *People’s Right to Information Manual:*** The Municipal Information Officer, with guidance and assistance from the Public Information Office, Deputy Information Officers, and the Municipal Administrator’s Office, shall prepare a People’s Right to Information Manual for the municipality within sixty (60) calendar days from the date of effectivity of this Ordinance.

The People’s Right to Information Manual shall form part of the Citizens Charter, serving as a guide for all citizens in exercising their right to access public records.

The manual shall be readily available to the public at no charge and shall be published on the official website of the Municipal Government and social media accounts.

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The said manual shall contain the following:

1. Name, location, and official contact information, including email addresses of the Municipal Information Officer and Deputy Information Officers;
2. Procedure for filing and processing the Request for Information;
3. Remedies available and procedure for the same in case of denial;
4. A list of administrative and disciplinary sanctions provided for municipal officials in violation of this Ordinance;
5. Standard forms for the submission of requests;
6. Applicable fees;
7. Inventory of exceptions as provided for in Section 17; and
8. A complete copy of the text of this Ordinance.

**SECTION 21. Fees:** The acceptance and processing of requests for information shall be free of cost to the public. Access to websites and requests for copies in the form of digital or computer files to be retrieved in person, through email, or other similar means shall be completely free of charge.

*Provided*, that the Municipal Government may charge for the recovery of costs for certification, printing, and photocopying

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rendered by government office to wit:

Certification of Official Records	Php50.00 per page for the first copy and Php10.00 per page for the succeeding copies
Printing (colored ink)	Php10.00
Printing (black ink)	Php 3.00
Photocopying	Php 2.00
Mail	Actual Postage rates

A Municipal Government Office may require that the assessed fee be paid to the Municipal treasurer before copies are released.

*Provided, further,* that a Municipal Government Office may exempt any requester from payment of fees, upon stating the valid reason why such a party should not pay the fee.

**SECTION 22. *Identical or Substantially Similar Requests.*** The Municipal Government shall not be required to act upon an unreasonable subsequent identical or substantially similar request-



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from the same requesting party whose request from the same requesting party has already been previously granted or denied by the same municipal government office.

**SECTION 23: *Notice of Denial.*** If the municipal government office decides to deny the request, in whole or in part, it shall, as soon as practicable, in any case within ten (10) working days from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.

**SECTION 24. *Remedies in Case of Denial of Request for Information:*** A denial of any Request for Information may be appealed to the Municipal Mayor.

- a. The appeal must be made in writing within thirty (30) calendar days from the receipt of the notice of denial or from the lapse of the relevant period to respond to the request.
- b. The appeal shall be decided by the Mayor within ten (10) working days from the filing of said written appeal. Failure of the Mayor to decide within the aforementioned period shall be deemed an approval of the request.
- c. Upon exhaustion of the administrative remedies provided for in this Ordinance, the appropriate case may be filed in the proper court in accordance with the Rules of Court.

**SECTION 25. *Penalties:*** Failure of any government official or

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employee to comply with the provisions of this Ordinance shall be a ground for the following penalties:

1st Offense:	Reprimand
2nd Offense:	Suspension of five (5) to thirty (30) days
3rd Offense:	Preventive Suspension

*Provided*, that subsequent acts related to the same Request for Information may constitute a second and third offense.

**SECTION 26. *Funding:*** The necessary funds for the effective implementation of this Ordinance shall be sourced from the 20% Development Fund, and for the creation of the Website shall be sourced from the appropriation of the “Official LGU Website Development and Installation” Fund, and shall be included in the subsequent annual or supplemental budget of the Municipality.

**SECTION 27. *Separability Clause:*** Should any portion of this Ordinance be found unconstitutional or otherwise invalid by a court of proper jurisdiction, all remaining provisions shall remain in effect and shall not be affected by the ruling on the invalid section.

**SECTION 28. *Repealing Clause:*** All ordinances, rules, and regulations or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

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**SECTION 29. *Effectivity Clause.*** This Ordinance shall take effect fifteen (15) days following its posting in at least three conspicuous places in the Municipality of Carigara, Leyte.

**APPROVED UNANIMOUSLY** this 10<sup>th</sup> day of December 2025 at the SB Session Hall, Carigara, Leyte

\* \* \* \* \*

**I HEREBY CERTIFY** that this is a true and accurate copy of the ordinance duly enacted by the Sanggunian on 10 December 2025.

**RACHELYN A. SILVESTRE-CABALLES**  
Secretary to the Sanggunian

Attested:

**JIMMY A. CAMPOSANO**

Municipal Vice Mayor / Presiding Officer

Concurred:

**FERNANDO N. MORIEL**  
SB Member

**VILMA M. DOMUS**  
SB Member



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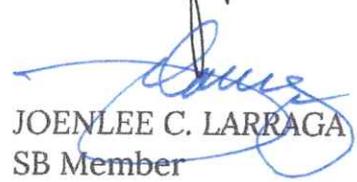
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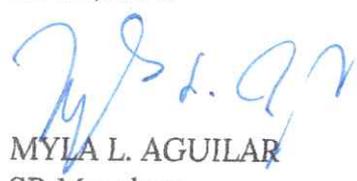
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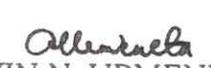
  
CARLO ANGELO B. GO  
SB Member

  
ULPIANO U. ARPON JR.  
SB Member

  
JOENLEE C. LARRAGA  
SB Member

  
MYLA L. AGUILAR  
SB Member

  
GUILLERMO L. PANAL  
SB Member

  
ARVIN N. URMENETA  
SB Member-LnB Pres.

Approved:

  
EDUARDO T. ONG, JR.  
Municipal Mayor

Date Approved:

01/00/2026



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## CERTIFICATION

**THIS IS TO CERTIFY** that **Municipal Ordinance No. 2025-017** –“*An Ordinance Operationalizing Freedom Of Information and Providing for a Mechanism for the Disclosure of Public Records in Carigara, Leyte, Prescribing Penalties for the Violations Thereof, and Appropriating Funds Therefor*”, was posted last, January 08, 2026 in accordance with R.A. 7160, otherwise known as the Local Government Code of 1991.

**ISSUED** this 9<sup>th</sup> day of January, 2026.

**RACHELYN A. SILVESTRE-CABALLES**  
MGDH – I (Secretary to the Sangguniang Bayan)