

Item No.: 13

Date: 03 2025 FEB



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 27 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. 2025-XI of the Sangguniang Bayan of Dulag, Leyte.

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

- Ordinance No. 2025-XI entitled: **“Enhanced Internal Rules and Procedure (EIRP) of 2025.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Section 50(a)¹ 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

¹ **Section 50. Internal Rules of Procedure.** -
(a) On the first regular session following the election of its members and within ninety (90) days thereafter, the sanggunian concerned shall adopt or update its existing rules of procedure.

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

1ST INDORSEMENT
15 January 2026

PROVINCE OF LEYTE
LEGAL OFFICE

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The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-XI** of the **Municipality of Dulag, Leyte**, entitled: **Enhanced Internal Rules and Procedure (EIRP) of 2025**.

[Signature]
FLORINDA JUL S. JUVICO
Secretary to the Sanggunian

13TH SANGGUNIANG BAYAN MEMBERS



VICE-MAYOR DR. ROMMEL D. CAPUNGCOL
RN, MD, JD, MPA
Presiding Officer



COUN. JERSON SIMON P. VELOSO
SB MEMBER
Committee on Environment, Climate Change, and Disaster Resilience



COUN. MIGUEL O. CASTRO
SB MEMBER
Committee on Infrastructure, Public Works, and Utilities



COUN. NELSON M. LAUZON
SB MEMBER
Committee on Social Development, Health, Education, and Welfare



COUN. ROUBEL P. DUGOS
SB MEMBER
Committee on Rules, Laws, Ethics, and Governance



COUN. BENVINIDO Y. CAMPOSANO
SB MEMBER
Committee on Agriculture, Fisheries, Commerce and Industry



COUN. VICENTE Q. PETILOS JR.
SB MEMBER
Committee on Finance, Appropriations, and Economic Enterprise



COUN. MICHAEL K. BAUTISTA
SB MEMBER
Committee on Public Safety, Peace and Order



COUN. APOLONIO O. LAZAR
SB MEMBER
Committee on Culture, Tourism, Youth Sports, and Values Formation



LIGA PRES. MANUEL SIA QUE
Ex-Officio
Committee on Barangay Affairs



SK. FED. PRES. JERIC M. TUMANDAO
Ex-Officio
Committee on SK and Youth Affairs



ORLANDO L. CAGARA
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Dulag

Sangguniang Panlalawigan
Province of Leyte
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Date: JAN 15 2026
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Office of the 13th Sangguniang Bayan

ORDINANCE NO. 2025-XI

AUTHOR: COUN. ROUBEL L. DUGOS
Chairperson, Committee on Rules, Laws, Ethics, and Governance

ENHANCED INTERNAL RULES OF PROCEDURE (EIRP) OF 2025

WHEREAS, the Sangguniang Bayan of Dulag, Leyte, as the duly constituted legislative body of the Municipality, derives its powers and responsibilities from the 1987 Philippine Constitution and Republic Act No. 7160, otherwise known as the **Local Government Code of 1991**, which vests upon it the authority to enact ordinances, approve resolutions, and adopt rules for the efficient discharge of its legislative functions;

WHEREAS, Ordinance No. 2016-28, as amended by Ordinance No. 2019-VI, previously adopted the Internal Rules of Procedure (IRP) which guided the plenary and committee operations of the Sangguniang Bayan, serving as its fundamental legislative code;

WHEREAS, the 13th Sangguniang Bayan recognizes the imperative to **refine, strengthen, and modernize** these Rules to adapt to evolving governance challenges, integrate technological innovations, and embody institutional best practices in legislation, transparency, and accountability;

WHEREAS, the Enhanced Internal Rules of Procedure institutionalizes legislative modernization measures including, but not limited to: **paperless deliberations, digital archiving, systematic records management, expanded oversight by standing committees, and citizen access, transparency protocols, parliamentary efficiency**, and a restructured Order of Business with built-in feedback loops for continuous improvement;

WHEREAS, the Enhanced IRP also reflects the Sangguniang Bayan's growing sensitivity to **climate change, sustainability, and inclusive participation**, aligning with the Municipality's commitment to ethical and responsive governance;

WHEREAS, this IRP codification applies the **numerical designation "13th Sangguniang Bayan of Dulag"** for the term 2025-2028 and institutionalizes the sequential numbering of all future and prior Sangguniang Bayan terms for historical accuracy and uniformity in municipal records;

WHEREAS, the initiative to modernize, strengthen, and codify the Enhanced Internal Rules of Procedure was **crafted in full by the 13th Sangguniang Bayan of Dulag, Leyte**, whose collective authorship, legislative insight, and commitment to institutional excellence served as the foundation for this landmark reform;

WHEREAS, the Presiding Officer, Hon. Dr. Rommel de Paz Capungcol and Hon. Jerson Simon P. Veloso, Hon. Miguel O. Castro, Hon. Nelson M. Lauzon, Hon. Roubel P. Dugos, Hon. Benvinedo Y. Camposano, Hon. Vicente Q. Petilos Jr., Hon. Michael K. Bautista, Hon. Apolonio Lazar, Hon. Manuel Sia Que, Hon. Jeric M. Tumandao in faithful observance of his constitutional and parliamentary duties, **guided, reviewed, and stewarded** the process of enhancement, ensuring that the Internal Rules embody procedural discipline, democratic integrity, and forward-looking governance;

HON. MANUEL SIA QUE
LIGA NG MGA BARANGAY PRESIDENT
13th SANGGUNIANG BAYAN

HON. JERIC M. TUMANDAO
SK FEDERATION PRESIDENT
13th SANGGUNIANG BAYAN

HON. ROMMEL A. CAPUNGCOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN

HON. JERSON P. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. NELSON M. LAUZON
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. BENVINEDO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. MICHAEL K. BAUTISTA
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. MIGUEL O. CASTRO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. ROUBEL P. DUGOS
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. VICENTE Q. PETILLOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN

HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN



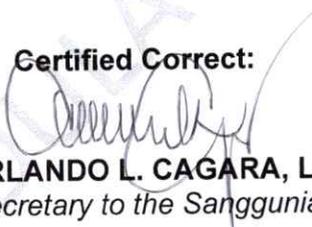
NOW, THEREFORE, BE IT ORDAINED by the 13th Sangguniang Bayan of Dulag, Leyte, in session duly assembled, that:

SECTION 1. Title. – This Ordinance shall be known as “An Ordinance Adopting the Enhanced Internal Rules of Procedure of the 13th Sangguniang Bayan of Dulag, Leyte,” thereby amending the Internal Rules and Procedure (IRP) of 2019.

SECTION 2. Short Title.– This ordinance shall be likewise known as the **Enhanced Internal Rules of Procedure** of the 13th Sangguniang Bayan of Dulag, Leyte and shall remain valid and in full force until amended, revised, or repealed.

ENACTED, this 19th day of September, 2025, at the Sangguniang Bayan Session Hall, Dulag, Leyte.

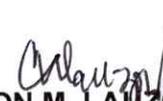
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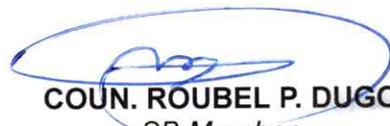

ORLANDO L. CAGARA, LIB
 Secretary to the Sanggunian

Attested by the Members of the 13th Sangguniang Bayan of Dulag, Leyte:


COUN. JERSON SIMON P. VELOSO
 SB Member


COUN. MIGUEL O. CASTRO
 SB Member

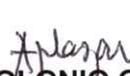

COUN. NELSON M. LAUZON
 SB Member

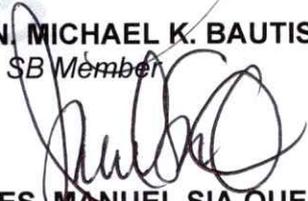

COUN. ROUBEL P. DUGOS
 SB Member


COUN. BENVINEDO Y. CAMPOSANO
 SB Member


COUN. VICENTE Q. PETILLOS JR.
 SB Member


COUN. MICHAEL K. BAUTISTA
 SB Member


COUN. APOLONIO O. LAZAR
 SB Member


PRES. MANUEL SIA QUE
 Liga ng mga Barangay


PRES. JERIC M. TUMANDAO
 Pambayang Pederasyon ng mga Sangguniang Kabataan

Approved:


HON. DR. ROMMEL DE PAZ CAPUNGCOL, RN, MD, JD, MPA
 Municipal Vice Mayor & Presiding Officer

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PREAMBLE

"Lex prospicit, non respicit — the law looks forward, not backward."

We, the Members of the 13th Sangguniang Bayan of Dulag, Leyte, exercising our legislative mandate as the duly elected representatives of the people, hereby adopt these Enhanced Internal Rules of Procedure as our official guide in all deliberative, legislative, and quasi-judicial functions.

Anchored on the constitutional principle that public office is a public trust, and guided by the mandates of Republic Act No. 7160, or the Local Government Code of 1991, we affirm our duty to promote good governance, uphold the rule of law, ensure legislative transparency, and foster responsive, inclusive, and developmental policymaking — **to give force and faithful expression to the sovereign will of the people of Dulag in every act of local legislation.**

These Rules embody the wisdom of our legislative heritage, the competence of the present body, and the foresight of our future responsibilities. In adopting these, we enshrine a culture of parliamentary order, ethical conduct, and public service excellence — to serve not only our constituents today, but the generations who will come after us.

May these Rules guide every session with clarity, every action with dignity, and every law with justice.

So adopted by the 13th Sangguniang Bayan of Dulag, Leyte, this year 2025 — under God, for the people, and in faithful service to the Dulagnon and the Republic.

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RULE I

COVERAGE AND APPLICABILITY OF THE RULES

Section 1. Title of the Rules.

These Rules shall be known and cited as the "Enhanced Internal Rules of Procedure of the Sangguniang Bayan of Dulag, Leyte," hereinafter referred to as the "Rules." They shall serve as the primary internal governance instrument of the Sangguniang Bayan in the exercise of its legislative, oversight, and quasi-judicial powers.

Section 2. Scope and Applicability.

These Rules shall govern the internal organization, sessions, proceedings, legislative processes, decorum, conduct, powers, duties, rights, privileges, immunities, and responsibilities of the Sangguniang Bayan of Dulag, Leyte, its members, officers, and personnel.

They shall likewise apply to the functions and proceedings of its Standing Committees, Special Committees, and Ad Hoc Committees.

Furthermore, these Rules shall be binding upon all persons who appear before, participate in, or observe any plenary session or committee hearing, including but not limited to department heads, government officials, consultants, stakeholders, civil society representatives, and members of the public.

Section 3. Force and Effect.

Upon adoption through a duly enacted ordinance by a majority vote of all the Members of the Sangguniang Bayan, these Rules shall have the full force and effect of law in all matters pertaining to local legislative procedure and shall remain and effect unless expressly repealed, superseded, or rendered unenforceable by higher legal authority, or duly revised by subsequent official action of the Sangguniang Bayan.

Section 4. Parliamentary Authority.

In all matters not specifically provided for herein, the Sangguniang Bayan shall be guided by applicable parliamentary and legislative authorities, including:

- (a) Robert's Rules of Order, Newly Revised (RONR);
- (b) Orendain's Parliamentary Rules and Procedure;
- (c) Handbook on Local Legislation by Prof. Reverendo M. Dihan;
- (d) Parliamentary customs and precedents observed by the Sangguniang Panlalawigan of the Province of Leyte;
- (e) Relevant issuances, memoranda, or circulars from the Department of the Interior and Local Government (DILG), the Commission on Audit (COA), and other competent agencies; and
- (f) Analogous provisions of the Rules of the House of Representatives and the Senate of the Philippines, when appropriate.

Provided, however, that in case of inconsistency, the source most aligned with the constitutional framework, statutory law, and principles of local autonomy shall prevail.

Section 5. Supremacy of Law.

No provision in these Rules shall be interpreted in a manner that contravenes or diminishes the supremacy of the 1987 Constitution of the Republic of the Philippines, existing laws, administrative regulations and or binding judicial decisions. In the event of conflict or inconsistency, the provision inconsistent with such higher legal authority shall be deemed automatically repealed or modified to conform thereto, in accordance with the doctrine of *lex superior derogat legi inferiori*, "a higher law repeals a lower law."

Section 6. Incorporation of Legislative Precedents.

The authoritative rulings of the Presiding Officer, duly adopted motions and actions of the body, and practices or traditions observed in prior sessions and committee proceedings shall form part of the legislative precedents of the Sangguniang Bayan based on the principle of stare decision.

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These precedents shall be considered persuasive and may be invoked for interpretative guidance, procedural consistency, and institutional continuity, subject to their congruence with prevailing law and principles of due process.

Section 7. Continuity and Institutional Memory.

These Rules shall be institutionalized as an enduring legislative framework for the Sangguniang Bayan of Dulag and its future compositions. Every incoming Sanggunian is encouraged to conduct a comprehensive review and enhancement of these Rules at the beginning of each term to reflect legal developments, procedural innovations, digital transformation, and the demands of public accountability.

Efforts shall likewise be made to document and preserve all amendments, annotations, and rulings issued under these Rules to safeguard institutional memory and ensure seamless transitions between legislative terms.

Section 8. Effectivity and Dissemination.

These Rules shall take effect immediately upon approval by ordinance and publication in a conspicuous place within the Sangguniang Bayan Session Hall and on the official municipal website, if available.

A certified true copy of these Rules may be furnished to the following:

- (a) The Municipal Mayor;
- (b) Provincial Field Offices;
- (c) The DILG Municipal and Provincial Field Offices;
- (d) All Members of the Sangguniang Bayan;
- (e) The Secretary to the Sanggunian; and
- (f) All Committee Chairpersons, for dissemination within their respective committees.

RULE II

PRINCIPLES AND POLICIES

Section 9. Mission of the Sangguniang Bayan.

The Sangguniang Bayan of Dulag, as the principal legislative body of the Municipality, solemnly commits itself to the realization of a first-class, just, progressive, inclusive, and God-centered society by enacting responsive, equitable, and transformative local policies.

In the faithful discharge of its legislative functions, the Sangguniang Bayan shall act as the vanguard of the people's welfare, guided by the imperatives of participatory democracy, sustainable development, social justice, and ethical public service.

It shall, at all times, endeavor to legislate in the service of the God, People and the Constitution.

Section 10. Legislative Mandate and Accountability.

As public officers and stewards of legislative authority, the Members of the Sangguniang Bayan shall perform their duties with competence, impartiality, probity, and fidelity to the constitutional mandate that public office is a public trust.

Anchored on Section 1, Article XI of the 1987 Constitution, they shall, at all times, remain accountable to the people, both collectively and individually, and subject themselves to the highest standards of integrity, performance, and transparency.

Section 11. Principle of Popular Sovereignty.

The legislative authority of the Sangguniang Bayan emanates from the sovereign will of the people of Dulag, as delegated through their electoral mandate under the Local Government Code. Accordingly, all ordinances, resolutions, and official acts must reflect the collective aspirations, urgent needs, and lived realities of the Dulagnons across all barangays and sectors.

The Sangguniang Bayan is but a mouthpiece of the people's voice — never its master.

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Section 12. Principle of Institutional Integrity.

The Sangguniang Bayan shall preserve and defend its institutional dignity, integrity, and independence through strict observance of internal discipline, adherence to its Internal Rules of Procedure, and compliance with constitutional, statutory, and administrative mandates.

It shall maintain a culture of mutual respect and ethical conduct within its Chamber, and shall uphold the rule of law, due process, and the impartial treatment of all individuals, organizations, and sectors appearing before it.

Section 13. Principle of Participatory and Open Governance.

Public participation in legislative processes shall be encouraged protected and institutionalized as a democratic right.

The Sangguniang Bayan shall, whenever practicable, conduct inclusive and meaningful consultations, public hearings, sectoral dialogues, and barangay-level engagements to ensure that every measure enacted is reflective of a truly people-centered governance.

Mechanisms for citizen feedback, redress, and suggestion shall likewise be maintained and continuously improved.

Section 14. Principle of Legislative Transparency.

All official acts, deliberations, and records of the Sangguniang Bayan shall be open to public access and scrutiny, subject only to constitutionally recognized exceptions involving national security, executive privilege, privileged communication, or public morality.

Pursuant to Executive Order No. 2, s. 2016 (Freedom of Information), and relevant provisions of R.A. No. 6713 and the Local Government Code, the Sangguniang Bayan shall ensure that its proceedings, adopted measures, and committee reports are made available through physical and digital means, including online publication where feasible.

Section 15. Principle of Innovation and Modernization.

The Sangguniang Bayan shall encourage and adopt the use of modern information and communication technologies (ICT) to improve legislative processes, records management, archiving, and citizen engagement.

Paperless sessions, digital access to legislative documents, and ICT-enabled committee operations shall be progressively implemented, subject to available resources, capacity-building, and safeguards for cybersecurity and data privacy under R.A. No. 10173 (Data Privacy Act of 2012).

Section 16. Principle of Capacity Building and Legislative Excellence.

All Members — including ex officio members and committee personnel — are encouraged to pursue continuous learning and capacity development in the fields of public policy, local governance, legislative drafting, ethics, constitutional law, and other relevant disciplines.

The Sangguniang Bayan shall support attendance to seminars, training, benchmarking missions, and inter-LGU learning exchanges aimed at enhancing the quality, efficiency, and wisdom of its legislative work.

Section 17. Principle of Collective Deliberation.

Legislative action shall proceed from collective reasoning, respectful dialogue, and democratic deliberation. Every Member shall be given equitable opportunity to speak, be heard, and participate in the formulation of measures, consistent with parliamentary rules and observance of proper decorum.

No Member shall be unduly silenced, coerced, or marginalized. The Chamber shall not be an arena of personal biases, but a crucible of truth-seeking and the common good.

Section 18. Principle of Climate Responsibility and Sustainable Development.

The Sangguniang Bayan recognizes the urgent imperative of climate action and sustainable development. Legislative measures shall be aligned with environmental protection, Disaster Risk

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Reduction and Management (DRRM), resilience-building, and the United Nations Sustainable Development Goals (SDGs).

The body shall likewise adopt and promote green governance, circular economy practices, and the safeguarding of Dulag's ecological assets for present and future generations, in accordance with R.A. No. 9003, *the Ecological Solid Waste Management Act of 2000*, that establishes a comprehensive program for managing solid waste in the Philippines through source reduction, recycling, and the establishment of an institutional framework for its implementation and penalties for non-compliance. R.A. No. 10121, known as the *Philippine Disaster Risk Reduction and Management Act of 2010*, shifts the focus from reactive disaster response to proactive disaster risk reduction, integrating it into national and local policies to minimize risk and enhance capacity to manage disasters and related environmental laws.

Section 19. Principle of Legislative Continuity.

Legislative continuity shall be pursued through codification, regular review, consolidation, and updating of existing ordinances and resolutions to eliminate redundancy, harmonize provisions, and ensure consistency with evolving policy contexts.

The Sangguniang Bayan shall maintain a Legislative Tracking System (LTS), institutional journal, and codified compilation of local laws to preserve historical integrity and enable evidence-based legislation.

RULE III

TERMINOLOGIES

Section 20. DEFINITION OF TERMS.

For purposes of this Internal Rules of Procedure (IRP) and to ensure clarity, consistency, and proper interpretation in all deliberations, proceedings, and applications thereof, the following terms are hereby defined. Words used in the masculine gender shall be deemed to include the feminine, and the singular shall include the plural, unless the context indicates otherwise:

Agenda – The official list or sequence of items prepared by the Secretary to the Sanggunian and approved by the Presiding Officer, to be taken up in a session.

Amendment – A formal revision or alteration proposed to a legislative measure. An *amendment in form* modifies grammar, structure, or arrangement, while an *amendment in substance* affects the policy content, operative effect, or intent of the measure.

Assistant to the Secretary to the Sanggunian – A staff member designated to support the Secretary in preparing agendas, journals, communications, and logistical documentation. May temporarily assume secretariat functions in the Secretary's absence, subject to authorization.

Bench - The collective term referring to the presiding platform and seats of the Vice Mayor and official officers during plenary sessions, symbolizing the authority of the legislative body.

Calendar – The adopted schedule of activities, events, deadlines, and official sessions of the Sanggunian, covering both plenary and committee matters, for a specified legislative term or year.

Calendar of Business – A categorized listing of legislative items scheduled for plenary action, including items for First Reading, Second Reading, Third Reading, Committee Reports, and Unfinished or Business for the Day.

Censure – A formal declaration of disapproval issued by the Sanggunian against a Member for misconduct, ethics violation, or breach of decorum. It is a disciplinary action short of suspension or expulsion.

Chamber – The official hall or venue where the Sangguniang Bayan holds its sessions and deliberations.

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Chairman – The head of a standing or special committee, designated to preside over committee meetings, organize hearings, and present committee reports before the plenary. This IRP adopts the classical term “Chairman” for consistency with tradition.

Codification - The process of systematically arranging existing ordinances into an organized, updated, and unified code by subject matter for ease of reference, accessibility, and application.

Committee – A sub-body of the Sanggunian, whether standing or special, tasked to conduct specialized deliberations, public hearings, or investigations, and to submit findings or recommendations on referred matters.

Committee Hearing – A session convened by a committee to receive testimony, conduct inquiry, or deliberate on a referred matter. It may be public, executive, or technical in nature and must be recorded as part of the committee process.

Committee Minutes – The documented summary of matters discussed, motions made, and actions taken during a committee hearing or meeting. It forms part of the committee record and is validated by the Chair and Committee Secretary.

Committee Report – A formal written output of a committee reflecting its findings, recommendations, and proposed action on a matter referred for study.

Committee Secretary – A designated staff or Secretariat personnel assigned to a committee to assist in documentation, communications, scheduling, and maintenance of its official records.

Committee of the Whole – A procedural device in which the entire Sanggunian sits as one committee to allow freer discussion or to deliberate on a matter of extraordinary importance, without the formal constraints of a plenary session.

Conflict of Interest – A situation where a Member’s personal, financial, or organizational interest may compromise or appear to compromise the integrity or impartiality of their official duties. Disclosure and inhibition are required.

Debate – The formal exchange of arguments and positions by Members of the Sanggunian on a proposed measure or issue, governed by rules of order, time limitations, and proper decorum.

Decorum – The standard of conduct, dress, language, and demeanor expected of Members, staff, and guests within the Sanggunian premises and during official proceedings.

Deliberation - The structured process by which Members of the Sanggunian discuss, debate, and analyze proposed measures or issues prior to decision or voting.

Digital Signature – A secure, encrypted electronic mark affixed to documents to confirm authorship, approval, and authenticity, particularly within paperless or e-legislation systems.

Division of the House – A method of voting whereby Members physically separate to indicate “yes” or “no,” often used to resolve ambiguity from a voice vote.

Ethics – The set of professional and moral principles governing the behavior and accountability of Sanggunian Members, anchored on the doctrine that public office is a public trust.

Engrossed Copy - The final, clean version of a proposed ordinance or resolution incorporating all approved amendments and certified by the Secretary to the Sanggunian prior to final approval or submission for executive action.

Executive Session – A closed-door session limited to Members and specific authorized individuals to discuss sensitive or confidential matters, subject to the limitations of law and confidentiality rules.

Ex Officio Member – A Member who sits in the Sanggunian by virtue of being the duly elected Municipal President of either the Liga ng mga Barangay or the Sangguniang Kabataan Federation.

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Expulsion – The highest form of disciplinary sanction that may be imposed by the Sanggunian on a Member, resulting in permanent removal from office, subject to due process and legal basis.

First Reading – The stage where the title and number of a proposed measure are read and referred to the appropriate committee without debate or amendment.

Floor Leader – see Majority Leader

Galleries – The designated area within the session hall reserved for guests, observers, and members of the public, who may attend sessions but shall not interfere in proceedings unless duly recognized.

Hearing – A formal meeting, either by the plenary or a committee, convened to receive testimony, comments, or evidence from stakeholders or the public concerning a legislative proposal or subject under review.

Internal Rules of Procedure (IRP) – This codified set of rules adopted by ordinance of the Sanggunian governing its legislative organization, procedures, conduct of members, committee systems, and other related matters.

Interpellation – The process where a Member questions another, particularly the sponsor of a measure, for purposes of clarification or rebuttal, subject to recognition and rules of decorum.

Journal – The official chronological and detailed record of the session, capturing the order of business, motions, deliberations, votes, and actions taken, certified by the Secretary to the Sanggunian.

Lapsing into Law – The process by which a proposed ordinance becomes law without the Mayor's signature due to inaction within the period of 15 days upon receipt of the copy thereof shall become valid and enforceable, in accordance with the provision of the Local Government Code.

Legal Adviser – The official legal counsel or consultant of the Sanggunian, responsible for providing legal opinions, statutory interpretations, and vetting of proposed legislative measures.

Legislation – The act or process of drafting, introducing, deliberating, and enacting ordinances, resolutions, or any legislative measure, including oversight and quasi-judicial functions.

Legislative Intent - The purpose or objective sought to be achieved by a legislative measure, as reflected in explanatory notes, privilege speeches, committee reports, or plenary discussions.

Legislative Calendar – The adopted schedule of regular sessions, committee activities, and deadlines for the submission and passage of measures within a given legislative year or term.

Legislative Consultant – A professional or expert engaged to assist the Sanggunian in drafting policies, reviewing technical content, and developing proposed legislation.

Legislative Tracking System (LTS) – The information management tool used to monitor, update, and record the progress and status of all legislative measures filed and acted upon by the Sanggunian.

Local Government Code – Refers to Republic Act No. 7160, also known as the Local Government Code of 1991, which defines the structure, powers, functions, and responsibilities of local government units and their legislative bodies.

Local Legislative Process – The full procedural cycle by which a measure is introduced, referred, studied, deliberated, voted upon, and approved or rejected by the Sanggunian.

Mace – The ceremonial symbol of the authority of the Sanggunian and its Presiding Officer, prominently displayed during sessions and used for enforcing order.

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13th SANGGUNIANG BAYAN
2025-2028

HON. VICENTE Q. PETILOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
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HON. APOLONIO O. LAZAR
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13th SANGGUNIANG BAYAN
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Macebearer – The staff member tasked with the custody, carriage, and presentation of the Mace, and with assisting the Presiding Officer in enforcing decorum when instructed.

Majority of Members – More than half of the total number of Members who have been elected and qualified, including ex officio Members, but excluding the Presiding Officer for purposes of voting unless otherwise provided by law.

Majority Leader – The Floor Leader designated by the majority bloc to manage the legislative agenda, facilitate motions, and coordinate the conduct of debates on the floor. The Majority Leader shall serve as the recognized Floor Leader of the Sanggunian, unless a separate designation is made.

Measure – A general term referring to any legislative proposal or action submitted to the Sanggunian, such as ordinances, resolutions, motions, or communications.

Member – Any duly elected or ex officio Member of the Sangguniang Bayan who has taken the oath of office and assumed legislative duties.

Minutes – A summarized record of the discussions, decisions, and actions taken during a session, usually forming the basis for the official Journal.

Minority Leader – The recognized leader of the minority bloc in the Sanggunian who speaks on behalf of the minority and ensures that dissenting views are represented.

Mission – The declared purpose and guiding philosophy of the Sangguniang Bayan, as defined under these Rules, in the exercise of its lawmaking function.

Motion – A formal procedural or substantive proposal submitted by a Member for the body's consideration or decision.

Nominal Voting – A voting method where each Member's vote is recorded by name as "Yes," "No," or "Abstain," also known as roll call voting.

Notice of Session – The formal communication issued to all Members announcing the schedule, time, and venue of a session. It may be delivered physically, electronically, or as authorized by the Rules.

Official Gazette / Bulletin Board – The publication medium of the Sanggunian for disseminating ordinances and official matters to the public, including physical bulletin boards and authorized digital platforms.

Online Platform / e-Legislation – A digital interface or web-based system used by the Sanggunian to facilitate paperless filing, tracking, access, and publication of legislative measures and documents.

Open Data – The practice of making legislative data—such as ordinances, voting records, and committee outputs—available to the public in accessible, machine-readable, and downloadable formats.

Open Governance – A governance principle that promotes transparency, accessibility, accountability, and public participation in all legislative operations.

Order of Business – The specific sequence by which items on the agenda are considered and taken up during a session.

Order Paper – The printed or digital document distributed to Members containing the finalized agenda and relevant measures or attachments for a session.

Ordinance Archive – The complete, indexed, and maintained collection of all ordinances enacted by the Sanggunian, organized by year, number, and subject, and stored physically and digitally for legal reference and public access.

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13th SANGGUNIANG BAYAN
Ex-Officio

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13th SANGGUNIANG BAYAN

HON. JERIC M. TUMANDAO
SK FEDERATION PRESIDENT
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Ordinance – A legislative enactment of general and permanent character passed by the Sanggunian and approved by the Mayor, or allowed to lapse into law, and which has the force and effect of law within the municipality.

Parliamentarian – A resource person, adviser, or designated expert who provides real-time guidance on questions of parliamentary procedure, motion precedence, and interpretation of the IRP, without voting rights.

Parliamentary Authority – The system of rules, precedents, and references used to govern deliberations, including the IRP, Robert's Rules of Order, the Local Government Code, and relevant jurisprudence.

Plenary – The full assembly of the Sanggunian in formal session, duly convened with quorum, to conduct legislative business.

Point of Order – A motion raised by a Member to question the application or violation of any rule, procedure, or decorum, requiring immediate ruling by the Presiding Officer.

Point of Privilege – A privileged motion raised to address issues affecting the rights, dignity, or integrity of the Sanggunian or its Members, which takes precedence over other motions and business.

Presiding Officer – The Vice Mayor of Dulag, who constitutionally and procedurally presides over the sessions of the Sanggunian and enforces the Rules. In his absence, a Member elected by the body shall preside temporarily.

Privilege Speech – A speech delivered by a Member during the designated period for matters of personal, urgent, or public interest.

Procedures – The codified steps and formal acts involved in the performance of legislative functions under these Rules.

Protocol Officer – A staff officer responsible for ceremonial coordination, observance of official decorum, dignitary arrangements, flag protocol, and guest facilitation during Sanggunian sessions and events.

Publication – The mandatory dissemination of an approved ordinance through posting in public places or publication in a newspaper of general circulation, as required under Section 59 of the Local Government Code.

Public Hearing – An official proceeding convened by the Sanggunian or its committees to gather inputs, opinions, or evidence from stakeholders and the public regarding a pending legislative measure or issue.

Quorum – The minimum number of Members required to be present in session for the Sanggunian to transact valid legislative business, which is a majority of all elected and qualified Members including ex officio Members.

Quorum in Committee – The minimum number of committee Members required to be present for a hearing or meeting to be validly convened and able to adopt official actions. This shall be a majority of all Members of the committee.

Recognition (Parliamentary) – The formal act of the Presiding Officer authorizing a Member to speak, move, or raise a point, in accordance with the rules of order and precedence.

Record – Any document, audio-visual file, transcript, journal, ordinance, or archived communication that forms part of the official legislative and administrative history of the Sanggunian.

Reference of Business – The act of formally announcing or listing communications, measures, or matters received by the Sanggunian and assigning them to appropriate committees or the legislative calendar for appropriate action.

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Referral – The act of assigning a proposed measure or matter to a specific committee for study, hearing, and recommendation.

Reprimand – A formal verbal or written warning issued by the Sanggunian to a Member for minor violations of these Rules, protocol, or decorum, without affecting tenure or position.

Resolution – A legislative measure expressing an opinion, sentiment, or intention of the Sanggunian. It does not have the force of law unless otherwise authorized by statute.

Roll Call Voting – See *Nominal Voting*.

Rules – Refers to this codified Internal Rules of Procedure (IRP), as adopted through ordinance by the Sanggunian and governing all legislative proceedings.

Sangguniang Bayan – See *Sanggunian*.

Sanggunian – A shortened term referring to the *Sangguniang Bayan*, the legislative body of the Municipality of Dulag, Leyte, composed of the Vice Mayor as Presiding Officer, eight (8) elected Regular Members, and two (2) ex officio Members representing the Liga ng mga Barangay and the Sangguniang Kabataan Federation. The term “Sanggunian” is used interchangeably with “Sangguniang Bayan” throughout these Rules.

Sanggunian Staff – The collective personnel assisting the legislative functions of the Sanggunian, including the Secretary to the Sanggunian, assistants, researchers, stenographers, and other duly assigned staff.

Seal or Emblem – The official insignia or logo adopted by the Sanggunian or its offices, symbolizing its authority and institutional identity.

Second Reading – The stage where the full text of a proposed measure is read, debated, amended, and subjected to interpellation. This is the most critical stage in the legislative process.

Secretariat – The organizational unit, headed by the Secretary to the Sanggunian, tasked with implementing documentation, coordination, logistics, and administrative support for the legislative body.

Secretary to the Sanggunian – The duly appointed officer responsible for preparing the agenda and journal, certifying measures, maintaining records, and ensuring proper documentation of sessions and committee proceedings.

Session – A formally convened meeting of the Sanggunian, whether Regular, Special, Inaugural, or Emergency in nature, to conduct legislative business under the Rules.

Session Journal – The bound and indexed compilation of all session journals, serving as the official legislative history and permanent record of the Sanggunian.

Sponsorship – The formal act by which a Member authors, endorses, and explains a proposed measure during session.

Stakeholders - Individuals, groups, institutions, or sectors who are directly or indirectly affected by proposed or existing legislation and who may participate in public consultations or submit position papers.

Substitute Measure – A proposed measure filed in place of an earlier version, reflecting major revisions or a consolidated draft. It replaces the original text in whole, subject to committee approval and proper sponsorship.

Table a Motion – A procedural move to temporarily set aside a pending motion or measure, either to consider more urgent business or to defer action to a later time. It may be lifted through a motion to resume.

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Technical Working Group (TWG) – A specialized group formed under a committee to conduct research, consolidate versions, or provide technical input on complex measures.

Third Reading – The final reading stage, during which the measure, now in engrossed form, is read by title only and voted upon without further debate or amendment.

Unanimous Consent – A procedural mechanism whereby a motion or measure is adopted without objection, eliminating the need for a formal vote.

Yielding the Floor – The act of voluntarily ceding one's speaking time or right to continue debate in favor of another Member, subject to recognition by the Presiding Officer.

RULE IV

THE SANGGUNIANG BAYAN

Section 21. Composition of the Sangguniang Bayan.

The Sangguniang Bayan of Dulag shall be composed of the following:

- a) The duly elected **Municipal Vice Mayor**, who shall serve as the **Presiding Officer**;
- b) The **eight (8) Regular Members** elected at large by the qualified voters of the municipality; and
- c) The **two (2) ex officio Members**, namely:
 - 1) The **President of the Liga ng mga Barangay**; and
 - 2) The **President of the Sangguniang Kabataan Federation**, both of whom shall sit as full-fledged Members of the Sanggunian in accordance with law.

Ex officio Members shall enjoy the same rights, privileges, and responsibilities as Regular Members, including the right to vote, introduce measures, and chair or participate in committees, unless otherwise expressly limited by law.

Section 22. Legislative Powers and Functions.

The Sangguniang Bayan, as the legislative body of the Municipality of Dulag, shall exercise all powers, duties, and functions granted to it under **Section 447 of the Local Government Code**, and such other powers as may be conferred by law, ordinance, or valid delegation. These include, but are not limited to:

- a) Enacting ordinances, approving resolutions, and appropriating funds for the general welfare of the municipality and its inhabitants;
- b) Generating and maximizing resources and revenues for the effective implementation of development plans, policies, and programs;
- c) Granting franchises, approving licenses and permits, and regulating business and trade activities;
- d) Determining the powers, duties, and compensation of municipal officials and employees;
- e) Ensuring the delivery of basic services and facilities as mandated by law;
- f) Regulating land use, zoning, and building construction consistent with the Comprehensive Land Use Plan (CLUP);
- g) Approving and adopting the Municipal Development Plan, Annual Investment Plan, and other medium- and long-term policy frameworks;
- h) Exercising legislative oversight and quasi-judicial functions as provided by law;
- i) Adopting measures to protect and promote the civil, political, economic, environmental, and cultural rights of the people; and
- j) Exercising such other legislative powers as may be necessary, incidental, or implied to carry out the foregoing functions and promote good governance.

Section 23. The Presiding Officer.

The Vice Mayor shall serve as the **Presiding Officer** of the Sangguniang Bayan and, in that capacity, shall:

- a) Preside over all regular, special, inaugural, and emergency sessions of the Sangguniang Bayan;

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- b) Enforce the Internal Rules of Procedure and exercise full parliamentary authority and procedural control during plenary deliberations;
- c) Maintain order, civility, and institutional decorum within the Chamber at all times;
- d) Sign all ordinances, resolutions, communications, certifications, and such other instruments duly approved or adopted by the Sanggunian;
- e) Vote only in case of a tie, in accordance with Section 49(a)(2) of the Local Government Code;
- f) Exercise supervisory functions over the Secretariat and the legislative staff; and
- g) Represent the Sangguniang Bayan in ceremonial functions and official gatherings, unless otherwise delegated.

Section 24. Temporary Relinquishment of the Presiding Officer.

The Presiding Officer may temporarily relinquish the Chair in order to:

- a) Participate as author, co-author, principal sponsor, or debater on a legislative measure; or
- b) Deliver a privilege speech or raise a matter of personal concern.

Such relinquishment shall:

1. Be declared formally during session and entered in the Journal and Minutes;
2. Be limited to the specific agenda item or matter for which participation is sought;
3. Not require the election of a Temporary Presiding Officer, provided a regular Member is designated to preside; and
4. Automatically terminate once the Vice Mayor resumes the Chair.

The temporarily presiding Member shall be vested with full authority to preside during the interim, and must yield the Chair upon the Presiding Officer's return.

Section 25. Temporary Vacancies and Succession.

In cases of temporary inability of the Vice Mayor to preside due to illness, travel, or official duties, the Sangguniang Bayan shall elect from among its regular Members a **Temporary Presiding Officer**, by majority vote, to serve during such absence.

No election shall be required for temporary relinquishment under Section 23. Permanent vacancies in the Office of the Vice Mayor shall be filled in accordance with Section 44 of the Local Government Code and the rules of succession promulgated by the Commission on Elections (COMELEC).

Section 26. Secretary to the Sanggunian.

The **Secretary to the Sanggunian** shall be the chief record custodian and administrative officer of the legislative body. Pursuant to **Section 469 of the Local Government Code**, the Secretary shall:

- a) Attend all sessions and ensure the accurate transcription of the Journal and Minutes;
- b) Prepare, reproduce, and distribute the Agenda, Session Kit, and legislative materials;
- c) Take custody of the Mace, Seal, legislative archives, enacted measures, journals, and records;
- d) Authenticate and certify official measures and communications;
- e) Coordinate with committee chairs, the Presiding Officer, and Secretariat staff; and
- f) Perform such other duties as may be assigned by the Presiding Officer or the Sanggunian.

Section 26-A. The Secretariat.

The **Secretariat** shall be the official administrative and legislative support unit of the Sangguniang Bayan. It shall be headed by the Secretary to the Sanggunian and composed of:

- a) Legislative assistants, committee secretaries, and clerical personnel;
- b) Researchers, stenographers, and technical writers;
- c) The Macebearer, protocol officers, and document processors.

The Secretariat shall support all plenary and committee proceedings, maintain institutional memory, and uphold neutrality, efficiency, and confidentiality in the discharge of its duties.

Section 26-B. The Macebearer.

The **Macebearer** is the designated officer who:

- a) Carries and secures the Mace during all sessions and ceremonial events;

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- b) Assists the Presiding Officer in maintaining order, decorum, and control of the Chamber;
- c) Enforces access protocols and may execute physical cues upon instruction of the Chair.

The Macebearer is under the supervision of the Secretary to the Sangguniang and forms part of the Secretariat.

Section 27. Quasi-Judicial Functions.

The Sangguniang Bayan shall exercise quasi-judicial powers as conferred by law or ordinance, including:

- a) Hearing and resolving administrative complaints against barangay officials under Section 61 of the Local Government Code;
- b) Conducting inquiries in aid of legislation and policy oversight;
- c) Issuing subpoenas, subpoenas duces tecum, or requiring the production of evidence, subject to due process; and
- d) Exercising any other quasi-judicial functions expressly or impliedly delegated by law.
- e) Robert's Rules of Order, Newly Revised (RONR)
- f) Orendain's Parliamentary Rules and Procedure;
- g) Handbook on Local Legislation by Prof. Reverendo M. Dihan;
- h) Parliamentary customs and precedents observed by the Sangguniang Panlalawigan of the Province of Leyte;
- i) Relevant issuances, memoranda, or circulars from the Department of the Interior and Local Government (DILG), the Commission on Audit (COA), and other competent agencies; and
- j) Analogous provisions of the Rules of the House of Representatives and the Senate of the Philippines, when appropriate.

Section 28. Representation in Local Special Bodies.

The Sangguniang Bayan shall be duly represented in all local special bodies mandated by law, such as:

- a) Municipal Peace and Order Council (MPOC)
- b) Municipal Development Council (MDC)
- c) Municipal Disaster Risk Reduction and Management Council (MDRRMC)
- d) Municipal Health Board
- e) Local School Board
- f) Municipal Council for the Protection of Children (MCPC)
- g) Municipal Anti-Drug Abuse Council (MADAC)
- h) Municipal Tourism Council
- i) Municipal Gender and Development Council
- j) Municipal Solid Waste Management Board
- k) Other multi-sectoral and advisory bodies as may be established

Representatives shall be designated by majority vote upon recommendation of the Presiding Officer. Reports on attendance and actions taken shall be submitted quarterly.

Section 29. Parliamentary Authority.

The Sangguniang Bayan shall observe and enforce rules of order grounded in:

- a) The Local Government Code of 1991 (R.A. No. 7160);
- b) This Internal Rules of Procedure;
- c) *Robert's Rules of Order, Newly Revised*, as a suppletory source; and
- d) Customary legislative practices in the Philippine Congress and local governments.

All motions, debates, recognitions, and votes shall be governed by these authorities to ensure fairness, discipline, and legislative efficiency.

Section 30. Adoption of the Internal Rules of Procedure.

Within ninety (90) calendar days from the commencement of their term, the Sangguniang Bayan shall adopt or amend its Internal Rules of Procedure pursuant to Section 50 of the Local Government Code.

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Failure to adopt shall result in automatic re-adoption of the preceding IRP until amended by the current Sanggunian.

Section 31. Mandate of Transparency and Accountability.

The Sangguniang Bayan of Dulag reaffirms that **public office is a public trust**. In line with this principle, it shall:

- a) Ensure public access to all non-confidential sessions and records;
- b) Publish or post enacted measures in compliance with the Local Government Code and FOI standards;
- c) Institutionalize mechanisms for citizen feedback, consultation, and participation; and
- d) Uphold ethics, integrity, and accountability in all legislative actions and conduct.

Section 32. The Legislative Journal.

The Legislative Journal shall be the official and complete record of proceedings, votes, debates, and actions of the Sangguniang Bayan. It shall be:

- a) Maintained in both physical and digital formats;
- b) Certified by the Secretary to the Sanggunian; and
- c) Considered a public document admissible as evidence under the Rules of Court.

Section 33. Legislative Archives and Record Custody.

All official legislative records shall be preserved under the custody of the Secretary to the Sanggunian, including:

- a) Approved ordinances, resolutions, and committee reports;
- b) Session journals, minutes, attendance logs, and referrals;
- c) Audio-visual or digital recordings of proceedings, if available.

Access to such records shall be governed by applicable laws on public records and freedom of information.

Section 34. Order of Precedence and Protocol.

For ceremonial purposes and public functions, the following order of precedence shall be observed within the Sanggunian:

1. Presiding Officer
2. Majority Floor Leader (if designated)
3. Chairpersons of Standing Committees
4. Members by length of service, alphabetical surname as tie-breaker
5. Ex officio Members

Protocol for seating, introductions, and speaking order shall follow this hierarchy unless adjusted for practical or ceremonial reasons.

Section 35. Annual Legislative Calendar.

At the start of each calendar year, the Sangguniang Bayan shall convene an internal planning conference to:

- a) Approve a Legislative Calendar of regular sessions, breaks, and key dates;
- b) Align with national holidays, budgeting timelines, and mandatory reporting periods;
- c) Schedule committee reports, public hearings, and local legislative milestones.

Said calendar shall be approved by majority vote and may be amended as necessary during the year.

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VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN
2025-2028

HON. JERSON P. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
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RULE V

OFFICERS OF THE SANGGUNIANG BAYAN

Section 36. Officers of the Sangguniang Bayan.

The Sangguniang Bayan, as the collegial legislative body of the Municipality of Dulag, shall be assisted by duly designated officers whose defined roles, authorities, and responsibilities are vital to the orderly conduct of plenary sessions, committee proceedings, and institutional operations.

These officers shall include:

- a. The Presiding Officer
- b. The Majority Leader
- c. The Minority Leader
- d. The Secretary to the Sanggunian
- e. Members of the Legislative Secretariat
- f. Committee Chairpersons
- g. Such other officers as may be created, designated, or recognized through a resolution or ordinance duly adopted by the Sangguniang Bayan.

For clarity, the abovementioned positions shall function in accordance with the principles of accountability, representativeness, and operational effectiveness within a legislative framework. Their hierarchy, authority flow, and inter-office coordination shall be guided by these Rules, customary parliamentary practices, and applicable law.

Section 37. The Presiding Officer.

The Vice Mayor of the Municipality of Dulag shall serve as the Presiding Officer of the Sangguniang Bayan, pursuant to Section 49 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

The Presiding Officer shall:

- a. Preside over all regular, special, and emergency sessions of the Sangguniang Bayan;
- b. Maintain order and decorum during plenary sessions and ensure strict adherence to parliamentary rules;
- c. Oversee the implementation of the Internal Rules of Procedure, including administrative supervision over the Secretary to the Sanggunian and the Legislative Secretariat;
- d. Serve as administrative head of the legislative department, including the authority to sign official communications, records, certifications, and the Journal of Proceedings;
- e. Designate auxiliary officers and staff for session operations, subject to law and internal resolutions;
- f. Represent the Sangguniang Bayan in official functions and mandated local special bodies, or delegate the same when appropriate;
- g. Perform such other duties as may be provided by law, internal resolution, or customary parliamentary usage, provided they do not impair the Presiding Officer's neutrality in deliberations, except in the exercise of the tie-breaking vote.

In all his functions, the Presiding Officer shall be guided by the doctrine of *par decorum legis*—the dignity of the lawmaking process—and shall uphold neutrality, procedural fairness, and institutional decorum.

Section 38. The Majority Leader.

There shall be a Majority Leader, elected by and from among the members of the majority bloc.

The Majority Leader shall:

- a. Articulate and advance the policy direction and legislative priorities of the majority bloc;
- b. Coordinate with the Presiding Officer on the Order of Business and agenda-setting;
- c. Facilitate sponsorship, referrals, and floor deliberations of priority measures;
- d. Exercise the right of priority recognition during plenary debates;
- e. Serve as liaison between committee chairpersons and the plenary;
- f. Perform such other duties as may be assigned by the Presiding Officer or the majority bloc.

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The Majority Leader shall likewise assist in ensuring legislative pacing, the timely submission of committee reports, and the efficient management of floor proceedings in furtherance of good governance.

Section 39. The Minority Leader.

There shall be a Minority Leader, elected by and from among the members of the minority bloc.

The Minority Leader shall:

- a. Represent and articulate the views of the minority bloc in all legislative proceedings;
- b. Provide critical scrutiny and constructive dissent on proposed measures;
- c. Advocate for transparency, accountability, and inclusivity in deliberations;
- d. Safeguard the parliamentary rights of the minority;
- e. Coordinate internal caucus positions and inter-bloc consultations;
- f. Perform such other duties as may be assigned or traditionally attached to the role.

The position of the Minority Leader shall be protected by the democratic guarantees of pluralism and the rule of minority rights, in accordance with the constitutional principles of checks and balances.

Section 40. Term and Vacancy of Floor Leaders.

The Majority and Minority Leaders shall serve co-terminously with the organizational term of their respective blocs or until a reorganization is formally declared by said blocs.

In the event of a vacancy, the concerned bloc shall elect a new Floor Leader within five (5) calendar days. The Office of the Secretary to the Sanggunian shall be promptly notified and shall record such election for archival and operational purposes.

Section 41. Committee Chairpersons.

All Committee Chairpersons, whose mandates are detailed under the Rule on Committees, shall be recognized as integral officers of the plenary.

They shall:

- a. Exercise leadership and direction in committee hearings and proceedings;
- b. Ensure prompt action, processing, and reporting of measures referred to their committees;
- c. Sponsor or endorse committee reports and substitute drafts for plenary consideration;
- d. Coordinate with the Majority Leader on scheduling, calendar placement, and measure prioritization;
- e. Uphold transparency, consultation, and institutional accountability within their committee work.

All Chairpersons shall likewise ensure compliance with quorum, documentation, and public notice requirements under Section 59 of the Local Government Code.

Section 42. The Secretary to the Sanggunian.

The Secretary to the Sanggunian shall serve as the principal administrative, recording, and attesting officer of the legislative department. The Secretary shall be appointed in accordance with law and civil service rules.

The Secretary shall:

- a. Record, attest to, and preserve all proceedings and transactions of the Sangguniang Bayan;
- b. Supervise the Legislative Secretariat and its component units, with accountability to the Presiding Officer;
- c. Ensure the safekeeping and indexing of ordinances, resolutions, committee reports, and legislative records;
- d. Issue certified true copies, legislative certifications, and provide administrative support to Members;
- e. Submit monthly performance and compliance reports to the Office of the Presiding Officer.

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In the performance of duties, the Secretary shall maintain impartiality, confidentiality, and fidelity to procedural rules, and may recommend procedural innovations and digitization reforms for Sanggunian consideration.

Section 43. Composition of the Legislative Secretariat.

The Legislative Secretariat shall be composed of the Secretary to the Sanggunian and the following three (3) assistant staff members:

- a. **Administrative Assistant** – Oversees personnel matters, financial logistics, supplies, and general administrative support.
- b. **Operations Assistant** – Manages session logistics, documentation, Mace readiness, seating arrangements, and hall operations.
- c. **Legislative Assistant** – Handles legislative research, agenda preparation, draft review, and document archiving.

One among the three assistants may be designated as Assistant Secretary to the Sanggunian by internal resolution or by written order of the Presiding Officer.

Additional personnel may be designated or hired through legal mechanisms such as job order or contract of service, subject to civil service regulations and budgetary availability.

Section 44. Legislative Secretariat Units and Functions.

To ensure specialization and functional efficiency, the Legislative Secretariat shall be subdivided into the following operational clusters or units:

- a. Records and Archives Section
- b. Plenary and Protocol Services Unit
- c. Committee Support Services Unit
- d. Legal Research and Drafting Unit
- e. Digital Governance and Transparency Unit
- f. Public Information and Legislative Publication Unit
- g. Citizen Engagement and Open Governance Desk

The Secretary shall designate unit leads, ensure inter-unit coordination, and submit periodic performance and compliance reports to the Office of the Presiding Officer.

Section 45. Designated and Auxiliary Officers.

Auxiliary officers may be designated from among the Secretariat or Sanggunian staff by the Presiding Officer, or through a resolution duly adopted by the Sangguniang Bayan. These may include:

- a. Assistant Secretary to the Sanggunian
- b. Protocol Officer
- c. Legislative Counsel or Legal Officer (if available)
- d. Parliamentarian
- e. Sergeant-at-Arms or Macebearer
- f. Digital Governance Officer
- g. Legislative Journal Keeper
- h. Ethics and Accountability Officer

Such designations shall not create permanent plantilla status, nor confer additional compensation, unless supported by legal appropriation, ordinance, or national guidelines. These positions function under the doctrine of *delegata potestas non potest delegari*—delegated authority must remain within the limits of the source power.

Section 46. Line of Authority and Supervision.

All legislative officers, committee heads, and Secretariat staff shall be under the administrative supervision of the Secretary to the Sanggunian, and ultimately under the administrative and fiscal control of the Presiding Officer.

The Secretary shall implement internal policies, enforce performance standards, and maintain personnel accountability, subject to applicable laws and due process.

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In case of administrative conflict, the decision of the Presiding Officer shall prevail, unless overturned by a majority vote of all the Members of the Sangguniang Bayan.

Section 47. Creation of Additional Offices.

The Sangguniang Bayan may, by resolution or ordinance, create additional technical positions or units, provided that:

- a. No duplication or conflict of functions shall occur;
- b. All financial implications are supported by proper appropriations;
- c. Legal basis exists under law, jurisprudence, or administrative circulars.

All such offices shall be subject to review during the legislative budget cycle or IRP revision period.

Section 48. Performance and Accountability Standards.

All officers and personnel under this Rule shall embody the values of public service, including professionalism, efficiency, competence, integrity, and decorum.

Habitual neglect of duty, inefficiency, or misconduct may be subject to investigation and sanction in accordance with these Rules and the Civil Service Law.

To foster a culture of excellence, the Presiding Officer may institute performance evaluation tools, integrity systems, and feedback mechanisms, with results reported quarterly to the Sangguniang Bayan.

RULE VI

REGULAR AND SPECIAL SESSIONS

Section 49. Frequency and Schedule of Regular Sessions.

The Sangguniang Bayan shall hold its regular sessions every Monday at 9:00 o'clock in the morning, unless the day is declared a public holiday, in which case the regular session shall be held on the next working day or on a rescheduled date to be determined by the Presiding Officer with written notice to all Members and posted in accordance with transparency rules.

The Presiding Officer may **adjourn, suspend, postpone, or reschedule** a session for **justifiable causes** such as force majeure, emergency conditions, or other compelling municipal concerns **only when proper motion is made and duly approved by the members present**. In such cases, **reasonable advance notice** must be given to all Members and the public (e.g., via posting or other public dissemination).

This exercise of power is recognized under DILG jurisprudence, which affirms that the regular Presiding Officer has the authority to adjourn or suspend sessions under the Local Government Code, subject to internal rules and procedural safeguards.

Section 50. Legislative Session Calendar.

At the beginning of each calendar year, the Sangguniang Bayan shall adopt an Annual Legislative Calendar indicating the dates of regular sessions, recess periods, barangay-based sessions, budget hearings, and other legislative activities.

This calendar shall serve as a guide for Members, departments, and the public, and shall be posted on official bulletin boards and websites.

Section 51. Venue of Sessions.

All regular and special sessions shall be held at the Session Hall of the Sangguniang Bayan of Dulag, Leyte.

However, upon proper motion duly approved by majority vote of the Members present, the Sangguniang Bayan may conduct a session in another venue **within or outside the municipality** provided it is conducive to deliberations, safe, and accessible to the public.

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Off-site sessions must comply with transparency requirements and shall be recorded in the Session Journal.

Section 52. Special Sessions; When and How Called.

Special sessions may be called at any time when public interest or exigency so demands.

The following shall have authority to call a special session:

- a) The Municipal Mayor, through a formal written request addressed to the Vice Mayor;
- b) The Vice Mayor, in his capacity as Presiding Officer, *motu proprio*; or
- c) By a majority vote of the Members of the Sangguniang Bayan, or upon the written concurrence of most of its Members expressed through a signed request.

No special session shall be called without a clear and compelling purpose.

Section 53. Notice and Service of Special Session.

Notice of a special session shall be made in writing, stating clearly the date, time, venue, and specific agenda. Such notice shall be served to each Member personally or through electronic means, at least twenty-four (24) hours before the session.

In case of calamities, emergencies, or force majeure, a shorter notice period may be allowed, provided that quorum requirements are observed and the urgency is duly noted in the Session Journal.

Section 54. Business During Special Sessions.

Only matters stated in the Notice of Special Session shall be taken up during a special session, unless two-thirds (2/3) of all Members present, and there being a quorum, vote to consider additional urgent matters.

All proceedings must remain within the bounds of the declared purpose and be entered in the Session Journal.

Section 55. Limit on Number of Sessions Per Day.

No two (2) sessions—regular, special, or otherwise—shall be held on the same calendar day.

This provision shall not preclude the resumption of a recessed session, nor the conduct of committee meetings or hearings on the same day.

This ensures the integrity, focus, and orderliness of each legislative proceeding, unless a continuation or reconvening of a recessed session is necessary and duly agreed upon by majority vote.

Section 56. Barangay-Based Sessions.

In pursuit of inclusive and participatory governance, the Sangguniang Bayan may conduct at least one (1) regular or special session in a barangay or barangay cluster every quarter.

The purpose of these sessions shall be to:

- a) Bring the legislative process closer to the people;
- b) Consult the community on pending or proposed measures;
- c) Hear public sentiments on key policies; and
- d) Promote awareness of the functions and work of the Sangguniang Bayan.

All barangay-based sessions shall be properly documented and the expenses thereon charged against the appropriate fund allocated for the legislative operations.

For further procedural guidance, see also Section 56.

Section 57. Community-Based Sessions in the Barangays.

The Sangguniang Bayan may, by internal resolution or calendar designation, hold one or more of its regular sessions within the barangays of the Municipality. Such sessions shall aim to promote participatory governance, legislative accessibility, and local issue sensitivity.

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The conduct of sessions in barangays shall be coordinated with the Punong Barangay and Barangay Council concerned. Adequate notice, logistical preparation, and documentation shall be undertaken.

These sessions shall have the same legal force and effect as those conducted in the SB Session Hall, provided all procedural and quorum requirements are met.

Section 58. Hybrid or Virtual Sessions.

In cases where physical presence is hindered by justifiable causes such as natural calamities, public health emergencies, or force majeure, the Sangguniang Bayan may conduct its sessions through hybrid or fully virtual platforms, provided that:

- a) A quorum is verifiably established;
- b) All Members have access to the platform used;
- c) Public access is guaranteed through livestreaming or on-site viewing; and
- d) Proceedings are recorded and transcribed in full.

The conduct of such sessions shall be governed by separate digital protocols approved by the body.

Section 59. Hybrid and Mixed-Mode Sessions.

The Sangguniang Bayan may, when warranted by circumstances or upon authority of the Presiding Officer with majority consent of the body, conduct hybrid or mixed-mode sessions, wherein some Members participate physically while others attend virtually.

The integrity of the legislative process shall be preserved by ensuring that all Members joining remotely are visible, audible, and able to participate in deliberations and voting in real time.

Hybrid sessions shall be supported by adequate ICT infrastructure and documented in the Session Journal as such.

The rules on quorum, debate, and voting shall apply with equal force regardless of mode of attendance.

Guidelines and protocols for hybrid sessions shall be issued by the Presiding Officer or by separate resolution of the Sangguniang Bayan.

Section 60. Quorum Requirements.

A quorum for both regular and special sessions shall consist of the majority of all the Members of the Sangguniang Bayan who have been duly elected and qualified. In determining a quorum, only those physically or virtually present in a duly convened session shall be counted. Presence shall be recorded and certified by the Secretary to the Sanggunian.

Section 61. Opening and Conduct of Sessions.

The Presiding Officer shall call the session to order at the designated time. In the absence of a quorum within thirty (30) minutes, the session shall be adjourned for lack of quorum.

The conduct of the session shall follow the Order of Business as set forth in these Rules, and be governed by applicable provisions of the Local Government Code, this IRP, and Robert's Rules of Order, Newly Revised.

Section 62. Executive Sessions.

The Sangguniang Bayan may hold an Executive Session upon a motion duly approved by at least two-thirds (2/3) of the Members present.

Executive sessions are closed to the public and shall be reserved for confidential matters involving national security, personnel issues, investigations, or any other matter as defined under the rules of privilege and statutory confidentiality.

Minutes of executive sessions shall be recorded separately and securely kept by the Secretary to the Sanggunian under seal, accessible only by authority of the Sangguniang Bayan.

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The Presiding Officer shall caution Members prior to entering executive session on the confidentiality and legal implications of the proceedings.

Section 63. Public Access and Transparency.

All sessions of the Sangguniang Bayan shall be open to the public, subject to reasonable rules on decorum, space, and safety.

Executive sessions may only be held in exceptional cases where public interest so requires, and upon two-thirds (2/3) vote of the Members present.

All regular and special sessions must be recorded, live-streamed when feasible, and logged in the Session Journal and Legislative Archive.

Section 64. Session Decorum and Public Conduct.

Members of the public attending sessions must observe proper decorum and comply with guidelines issued by the Secretariat.

Disorderly conduct, interference, or disrespect towards the Sangguniang Bayan shall be grounds for exclusion from the session hall or possible sanctions under the Revised Penal Code, the Code of Conduct for Public Assemblies, or municipal ordinances.

Section 65. Language of Proceedings.

The official language of sessions shall be English or Filipino. However, any Member may speak in Waray-Waray or any local dialect provided that the Presiding Officer or Secretary to the Sanggunian ensures proper translation for the record. This provision promotes inclusivity while preserving the dignity of the proceedings.

To preserve the dignity and accuracy of legislative records, proper translation shall be provided by the Secretariat or through Member coordination.

Section 66. Recordkeeping and Session Documentation.

All proceedings of regular and special sessions shall be recorded verbatim by the Legislative Secretariat and entered into the Official Minutes of the Session.

A Session Journal shall be maintained, indexed, and made accessible to the public, subject to the provisions of the Freedom of Information Ordinance and data privacy protocols.

Section 67. Integration with Digital Legislative Archive.

All session recordings, minutes, attendance logs, and documents shall be integrated into the Dulag Digital Legislative Archive, to be maintained by the Legislative Secretariat.

This system shall ensure:

- a) Easy access and retrieval;
- b) Data integrity and audit trail;
- c) Public transparency and digital governance.

Such records shall be kept in both digital and physical formats, with proper backup, and made available for inspection subject to the Freedom of Information ordinance, confidentiality laws, and reasonable administrative conditions.

The digital archive shall be hosted on secure, government-owned or accredited platforms and updated within five (5) working days from the date of session.

Section 68. Attendance Monitoring and Session Logbook.

The Legislative Secretariat shall maintain an official Attendance Logbook and Session Time Record, signed by each Member before and after the session.

HON. MANUEL SIA QUE
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13th SANGGUNIANG BAYAN
Ex-Officio

HON. JERIC M. TUMANDAO
SK FEDERATION PRESIDENT
13th SANGGUNIANG BAYAN
Ex-Officio

HON. ROMMEL D. CAPONGCOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN

HON. JERSON P. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. NELSON M. LAUZON
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. BEVINNEO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. MICHAEL K. BAUTISTA
SANGGUNIANG BAYAN MEMBER
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2025-2028

HON. MIGUEL O. CASTRILLON
SANGGUNIANG BAYAN MEMBER
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2025-2028

HON. ROUBEL P. DUGOS
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13th SANGGUNIANG BAYAN
2025-2028

HON. VICENTE Q. PETILOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
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This log shall indicate time of arrival, recess, resumption, and adjournment. Absences, tardiness, and early departures shall be noted and included in the monthly attendance report for purposes of transparency, performance tracking, and honoraria computation.

Section 69. Standardized Roll Call Procedure.

At the commencement of every session, the Secretary to the Sanggunian or a designated Secretariat member shall conduct a roll call of all Members of the Sangguniang Bayan, including the Ex Officio Members.

The roll call may be done manually or electronically, and shall form part of the official Journal.

Late arrivals, early departures, and excused absences shall be indicated in the session records for transparency, honorarium validation, and attendance analysis.

Any tampering or misrepresentation of attendance shall be subject to disciplinary action.

Section 70. Session Health and Wellness Protocols.

In observance of health, safety, and work-life balance, the Sangguniang Bayan may, in coordination with the Municipal Health Office, adopt session wellness protocols.

These may include appropriate ventilation, hydration breaks, ergonomic considerations, mental wellness advisories, and emergency medical readiness during plenary sessions.

Such protocols, though non-disruptive to the flow of session, shall enhance Member well-being and legislative efficiency. Provisions for remote attendance during medically warranted circumstances may also be adopted, subject to verification and Presiding Officer approval.

Any disruption in physical presence due to medical reasons shall not be prejudicial to legislative participation, subject to validation.

Section 71. Additional Sessions in a Week Due to Exigency of Purpose.

The Sangguniang Bayan may hold more than one regular session in a calendar week when warranted by public interest, urgent legislative matters, or time-sensitive municipal concerns.

Such additional sessions shall be treated as extensions or continuations of regular proceedings, or may be convened anew by the Presiding Officer with the consent of the majority of all the Members, provided quorum rules are observed.

These exigency-based sessions shall comply with notice, documentation, and journal protocols, and may not substitute for the following week's regular session unless otherwise resolved by the body.

Section 72. Finality of Proceedings and Legal Effect.

All acts, resolutions, and motions duly approved in accordance with the provisions of this Rule shall have full legal effect and be binding upon the Municipality, subject to existing laws, regulations, and oversight by the appropriate reviewing authorities.

The legal effect of all enacted measures shall be subject to post-enactment review, publication, and the rules on effectivity under applicable law.

**RULE VII
EXECUTIVE SESSIONS**

SECTION 73. Executive Session; Manner of Convening.

An executive session—also referred to as a closed-door session—may be convened upon motion of the Chairperson of the Committee on Rules, Privileges, Good Governance, and Justice, or by any Member duly recognized by the Presiding Officer, and with the affirmative vote of the majority of all Members present, there being a quorum.

Executive sessions may be held only in legally permissible instances of confidentiality, including but not limited to the following:

HON. MANUEL SIA QUE
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HON. ROMMEL D. PAPUNGCOL, MD JD
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13th SANGGUNIANG BAYAN
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HON. JERSON R. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

- a) Matters affecting public security, national or local interest, morality, or public decency;
- b) Protection of privileged or confidential information under Republic Act No. 10173 (Data Privacy Act of 2012) or any other applicable law;
- c) Matters involving disciplinary action or administrative investigations of local officials, personnel, or contractors;
- d) Deliberations on sensitive matters which, by nature or law, require confidentiality (e.g., pending negotiations, property acquisition, or litigation strategy);
- e) Situations where public disclosure would compromise the legality, integrity, security, or dignity of legislative proceedings.

HON. MIGUEL O. CASTRO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 74. Authority to Restrict Access.

Upon the adoption of a motion to enter into executive session, the Presiding Officer shall:

HON. NELSON M. LAUZON
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

- a) Order the immediate exclusion of all unauthorized persons, including the general public, guests, and members of the media;
- b) Direct the sealing of access points, enforce soundproofing measures if necessary, and ensure the deployment of appropriate security protocols;
- c) Limit the presence in the session hall strictly to:
 - (1) Members of the Sangguniang Bayan;
 - (2) The Secretary to the Sanggunian; and
 - (3) Any person expressly authorized to be present by a majority vote of the Members present.

HON. ROUBEL P. DUGOS
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 75. Minutes of the Executive Session.

The minutes of all executive sessions shall:

HON. BENIGNO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

- a) Be recorded separately in a securely maintained register labeled "Minutes of Executive Sessions";
- b) Be digitally encrypted and access-limited to the Presiding Officer, the Secretary to the Sanggunian, and Members of the Sangguniang Bayan;
- c) Be certified as true and correct by the Secretary and Presiding Officer through signature or secure digital means; and
- d) Be stored in a fire-resistant cabinet and mirrored in a secure, encrypted digital archive with disaster recovery protocols.

HON. VICENTE Q. PETLOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 76. Confidentiality and Non-Disclosure.

All deliberations, documents, testimonies, and proceedings during executive sessions are deemed strictly confidential and privileged.

No Member, officer, staff, or authorized participant shall disclose or transmit any portion thereof—whether oral, written, visual, electronic, symbolic, or derivative—unless and until confidentiality is formally lifted through a resolution of the Sangguniang Bayan.

Any form of unauthorized disclosure shall be prima facie evidence of breach and subject to corresponding sanctions.

HON. MICHAEL K. BAPTISTA
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 77. Lifting of Confidentiality.

Confidentiality over executive sessions may only be lifted upon the concurrence of the following conditions:

- a) Adoption of a formal resolution by the Sangguniang Bayan;
- b) Approval by at least two-thirds (2/3) vote of all Members present, there being a quorum;
- c) Express concurrence of the Presiding Officer; and
- d) A finding of justifiable and lawful grounds, including:
 - (1) Compliance with a lawful subpoena duces tecum or valid judicial order;
 - (2) Exercise of the Sanggunian's oversight authority over municipal operations or its internal affairs; or
 - (3) A determination that disclosure no longer compromises public interest, safety, or institutional integrity.

HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 78. Sanctions for Breach of Confidentiality.

(a) For Members of the Sangguniang Bayan:

HON. MANUEL SIA QUE
LIGA NG MGA BARANGAY PRESIDENT
13th SANGGUNIANG BAYAN
Ex-Officio

HON. ROMMEL D. CAPUNGCOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN

HON. JERICM TUMANDAO
SK FEDERATION PRESIDENT
13th SANGGUNIANG BAYAN
Ex-Officio

Any Member who violates the confidentiality of executive sessions shall, after due process in accordance with Section 50 of the Local Government Code of 1991 and by a two-thirds (2/3) vote of all Members present excluding the respondent, be subject to any of the following disciplinary sanctions:

1. Suspension for a period not exceeding sixty (60) calendar days; or
2. Expulsion from the Sangguniang Bayan, if warranted by the gravity of the breach.

This is without prejudice to the filing of administrative, civil, or criminal charges under applicable laws, including but not limited to:

1. Republic Act No. 3019 – Anti-Graft and Corrupt Practices Act;
2. Republic Act No. 6713 – Code of Conduct and Ethical Standards for Public Officials and Employees; and
3. Republic Act No. 10173 – Data Privacy Act of 2012.
4. Revised Penal Code Provision: New Civil Code (NCC) Revised Penal Code (RPC)

(b) For Sanggunian Officers or Employees:

Any officer, staff member, or employee who breaches confidentiality shall be subject to the following penalties in accordance with Civil Service laws and Civil Service Commission regulations:

1. Suspension for the first offense.
2. Dismissal from service upon commission of a second offense.

Without prejudice to separate administrative or criminal proceedings under existing laws and rules.

SECTION 79. Secure Handling and Preservation of Confidential Records.

The Secretary to the Sanggunian shall:

- a) Properly classify and label records as "STRICTLY CONFIDENTIAL – FOR SB EYES ONLY";
- b) Maintain a Confidential Access Logbook, indicating date, time, and identity of every person who accessed such records;
- c) Submit a semi-annual Certification of Record Integrity and Security to the Presiding Officer; and
- d) Implement encrypted backup systems and disaster-resilient storage protocols in accordance with national information security standards.

SECTION 80. Special Confidential Briefings.

In exceptional and exigent circumstances, the Sangguniang Bayan may hold closed-door briefings with select external entities, including:

- a) National Government Agencies (e.g., Philippine National Police, Department of the Interior and Local Government, National Bureau of Investigation, Commission on Audit, Department of Justice);
- b) Executives and department heads of the Local Government Unit;
- c) Accredited resource persons, subject-matter experts, and legal consultants.

All such briefings shall observe the procedural safeguards for executive sessions, and all non-Member participants shall execute a Confidentiality Undertaking prior to participation.

SECTION 81. Exception for Whistleblowing and Ethical Disclosure.

Nothing in this Rule shall prohibit any Member, officer, or employee from disclosing, in good faith and through lawful and secure channels, any matter discussed in executive session that:

- a) Constitutes a clear and present danger to public health, safety, or the environment;
- b) Reveals gross illegality, abuse of authority, corruption, or miscarriage of justice; or
- c) Falls under the protective ambit of whistleblower doctrines and ethical disclosures recognized under applicable laws and jurisprudence.

Any such disclosure must be directed exclusively to competent oversight or investigative authorities, and must not be used for political vendetta, personal gain, or retaliatory ends.

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13th SANGGUNIANG BAYAN
2025-2028

SECTION 82. Supplementary Rules.

In the absence of specific procedures in this Rule, the conduct of executive sessions shall be governed by:

1. Robert's Rules of Order, Newly Revised (RONR);
2. Orendain's Parliamentary Rules and Procedure;
3. Handbook on Local Legislation by Prof. Reverendo M. Dihan;
4. Parliamentary customs and precedents observed by the Sangguniang Panlalawigan of the Province of Leyte;
5. Relevant issuances, memoranda, or circulars from the Department of the Interior and Local Government (DILG), the Commission on Audit (COA), and other competent agencies;
6. Analogous provisions of the Rules of the House of Representatives and the Senate of the Philippines, when appropriate; and
7. Section 50 of the Local Government Code of 1991;

Provided, that such supplementary procedures are consistent with existing jurisprudence, due process, and the principles of good governance.

RULE VIII

QUORUM

SECTION 83. Determination of Quorum.

A majority of all the Members of the Sangguniang Bayan, including the Presiding Officer, shall constitute a quorum for the valid transaction of legislative business.

Pursuant to Section 52(c) of the Local Government Code of 1991, such quorum shall be no less than six (6) Members, unless adjusted due to permanent vacancies, suspensions, legal disqualifications, or other causes recognized by law.

When a question of quorum is raised, the Presiding Officer shall immediately ascertain the presence or absence of a quorum through a nominal roll call or any other lawful and verifiable means, which shall be duly recorded in the Session Journal.

SECTION 84. Roll Call Attendance and Recording.

At the commencement of every session, the Secretary to the Sanggunian shall conduct a nominal roll call and record the names of all Members who are present, absent, or officially excused. The attendance roll shall form part of the official session minutes.

Absences shall be justified in writing and supported by appropriate documentation, such as medical certificates, travel orders, subpoenas, or memoranda. Such justifications shall be subject to acknowledgment or approval by the Body.

SECTION 85. Effect of Lack of Quorum.

When a quorum does not exist at the scheduled time of the session, or when it is lost during deliberations, the following rules shall apply:

- a) The Presiding Officer shall suspend the proceedings for a maximum of thirty (30) minutes to await the arrival of Members;
- b) If quorum is not attained after the suspension period, the session shall be deemed adjourned for lack of quorum and such adjournment shall be recorded in the Journal;
- c) No legislative business shall be transacted in the absence of a quorum, except for a motion to adjourn or to compel attendance of absent Members.

SECTION 86. Compelling Attendance of Absent Members.

Upon motion approved by the majority of those present, the Sangguniang Bayan may direct the Sergeant-at-Arms or the Philippine National Police to secure the immediate attendance of absent Members whose presence is necessary to constitute a quorum, especially when urgent or time-bound legislative matters are pending.

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13th SANGGUNIANG BAYAN
2025-2028

Persistent and unjustified non-compliance with such directive shall be subject to disciplinary action under Rule XIII of these Rules, without prejudice to administrative liability under applicable laws.

SECTION 87. Virtual or Remote Participation in Quorum.

In times of declared public emergencies, natural disasters, pandemics, or other exceptional circumstances as recognized by competent authority, a Member may be deemed present for purposes of quorum through virtual or remote participation, provided that:

- a) Presence is clearly verifiable through real-time audio-visual means;
- b) The Member remains continuously visible, audible, and capable of participating in deliberations and voting;
- c) Remote attendance is certified by the Secretary to the Sanggunian and recorded in the minutes; and
- d) The Sangguniang Bayan has previously adopted a resolution allowing hybrid or virtual participation under clearly defined conditions.

SECTION 88. Attendance During Executive Sessions.

The quorum requirement shall apply equally to executive sessions. Absence from such sessions without prior notice or subsequent written justification shall be deemed a dereliction of legislative duty and may warrant appropriate administrative sanctions under these Rules and relevant laws.

SECTION 89. Failure to Meet Quorum for Three (3) Consecutive Regular Sessions.

If the Sangguniang Bayan fails to meet quorum for three (3) consecutive regular sessions, the Secretary to the Sanggunian shall:

- a) Submit to the Presiding Officer a formal written report of such failure and furnish official copies to all Members;
- b) Notify the Department of the Interior and Local Government (DILG) Field Officer assigned to the Municipality;
- c) Recommend to the Presiding Officer the issuance of formal written notices requiring explanation from chronically absent Members; and
- d) Record such failure in the Legislative Journal and the official monthly performance report of the Sangguniang Bayan.

SECTION 90. Excused and Officially Sanctioned Absences.

A Member shall be considered excused from a session and excluded from the quorum count only under the following conditions:

- a) The absence is due to an official mission or representation duly authorized by the Sangguniang Bayan or the Local Chief Executive;
- b) The Member is confined or medically advised to rest due to illness, supported by a valid medical certificate;
- c) The Member is attending a court hearing, quasi-judicial proceeding, or any legally mandated appearance; or
- d) The absence is covered by a duly approved leave of absence or acknowledged through a formal resolution of the Sangguniang Bayan.

SECTION 91. Suspension of Session Due to Loss of Quorum.

If quorum is lost during an ongoing session, the Presiding Officer shall:

- a) Declare the suspension of the proceedings;
- b) Attempt to reconstitute quorum within thirty (30) minutes; and
- c) If quorum remains unattained after such period, declare the session adjourned, ensuring that all actions and proceedings prior to the loss of quorum are duly recorded and carried over to the agenda of the next session.

SECTION 92. Duty to Attend as a Legislative Obligation.

The duty to attend sessions is a constitutional, statutory, and ethical obligation of every elected Member of the Sangguniang Bayan.

HON. MANUEL SIA QUE
LIGA NG MGA BARANGAY PRESIDENT
13th SANGGUNIANG BAYAN
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HON. ROMMEL D. CAPUNGCOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN
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13th SANGGUNIANG BAYAN
2025-2028

Persistent and unjustified absences, habitual tardiness, or early departures may constitute nonfeasance, and shall be grounds for the filing of administrative complaints or the imposition of disciplinary sanctions under:

- a) These Rules;
- b) Section 50 of the Local Government Code of 1991;
- c) Civil Service rules and regulations; and
- d) Other applicable laws and jurisprudence on public accountability.

RULE IX

ORDER OF BUSINESS

SECTION 93. Order of Business.

The Order of Business of the Sangguniang Bayan shall serve as the structured framework for every regular session, ensuring solemnity, coherence, efficiency and productivity in legislative work. Unless modified pursuant to this Rule, the standard sequence shall be as follows:

- a) **Mace Placement and Opening Rite** – The Sergeant-at-Arms shall solemnly bring in and place the Mace at the head table, signifying the constitution of the session and the authority of the Body.
- b) **Call to Order** – The Presiding Officer shall formally open the session by striking the gavel and declaring, "The Sangguniang Bayan of Dulag is now in session."
- c) **Roll Call** – The Secretary shall conduct a nominal roll call to determine quorum, annotate attendance, and indicate each Member's mode of participation (physical or electronic).
- d) **Invocation** – To be led by a designated Member or invited faith representative or a prepared digital video or audio format.
- e) **Singing of the National Anthem**
- f) **Singing of the Dulag Hymn**
- g) **Recitation of the Councilors' Creed** – All Members shall recite the Councilors' Creed as a reaffirmation of their legislative oath.
- h) **Singing of the Philippine Councilors League (PCL) Hymn**
- i) **Presiding Officer's Guidance** – A brief message, address, or overview by the Presiding Officer emphasizing priorities, decorum, institutional updates, or legislative reminders.
- j.) Adoption of Order of Business for the Day
- k) **Reading, Correction, and Approval of the Minutes of the Previous Session**
- l) **Reference of Business and First Reading**
 - (1) Messages from the Municipal Mayor;
 - (2) Communications and Petitions;
 - (3) First Reading and Referral of Proposed Ordinances and Resolutions.
- m) **Committee Reports** – Oral or written reports, endorsements, or substitute measures submitted by Standing or Special Committees.
- n) **Privilege Hour** – Members may deliver privilege speeches pursuant to Rule XV.
- o) **Barangay and SK Affairs**
 - (1) ABC President's Report;
 - (2) Barangay Transmissions and Concerns;
 - (3) SK President's Report and Youth Legislation.
- p) **Calendar of Business for Second Reading**
 - (1) Unfinished Business;
 - (2) Business for the Day;
 - (3) Unassigned Business.
- q) **Proposed Ordinances and Resolutions for Third Reading** – To be acted upon without further debate.
- r) **Other Matters and Unscheduled Business** – Upon consent of the August Body.
- s) **Announcements** – By the Presiding Officer, Secretary, or Members of the Sangguniang Bayan.
- t) **Final Legislative Reflections** – Optional reflections or expressions of gratitude, purpose, or institutional insights.
- u) **Adjournment** – Upon motion duly approved; the Mace shall then be solemnly retrieved.

HON. MANUEL SIA QUE
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2025-2028

SECTION 94. Review and Preparation of the Order of Business.

The Order of Business shall be prepared by the Secretary to the Sanggunian in close coordination with the Presiding Officer and reviewed by the Majority Floor Leader and Chairperson of the Committee on Rules. A copy thereof shall be:

- a) Finalized and approved not later than 5:00 PM of the day prior to session;
- b) Transmitted electronically to all Members at least one (1) calendar day before the session;
- c) Made available in printed form unless specifically waived by the Member concerned.

SECTION 95. Modification or Rearrangement of the Order of Business.

Any proposal to modify, reorder, or suspend any item in the Order of Business shall require:

- a) A motion by the Chairperson of the Committee on Rules or any Member duly recognized by the Presiding Officer;
- b) Approval by a majority vote of the Members present, there being a quorum;
- c) Proper entry in the Session Journal with a brief justification.

SECTION 96. Supplemental Business and Late Entries.

Items not originally calendared may be considered as Supplemental Business and taken up during the session, provided:

- a) Endorsed by the Presiding Officer or the Committee on Rules;
- b) Approved by a majority vote of the Members present; and
- c) The urgency or public importance of the matter is clearly established on record.

SECTION 97. Enforcement of Order and Time Management.

The Presiding Officer shall strictly enforce the approved Order of Business and may:

- a) Set reasonable time limits for deliberation per item;
- b) Defer protracted matters to appropriate committees or reschedule them for the next session;
- c) Issue procedural reminders to uphold decorum and legislative efficiency.

SECTION 98. Recording and Public Access.

The final Order of Business and the Session Journal shall be:

- a) Archived in the official Session Records Book;
- b) Published on the Municipal Bulletin Board and official digital platforms, subject to redaction of confidential or privileged matters;
- c) Used as the official narrative source for press releases, legislative summaries, or public communication materials.

SECTION 99. Recognition of Guests and Observers.

Following the Invocation and before legislative deliberations, the Presiding Officer or Secretary may briefly recognize the presence of:

- a) Invited barangay officials, department heads, or agency representatives;
- b) Students, interns, or educational observers;
- c) NGOs, civic groups, or citizens observing under participatory governance programs.

SECTION 100. Public Participation Segment.

The Sangguniang Bayan may allot a public participation segment not exceeding five (5) minutes per session, subject to:

- a) A motion duly approved by the majority of Members present;
- b) Prior registration and the adoption of implementing guidelines by resolution;
- c) Acknowledgment that public statements shall be recorded for transparency but do not constitute official or binding legislative acts.

SECTION 101. Priority Business Certified as Urgent by the Municipal Mayor.

Business items certified as urgent by the Municipal Mayor shall be calendared ahead of other matters under Section 92(o), provided that:

- a) A written certification of urgency is submitted by the Mayor;

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- b) The item is endorsed by the Presiding Officer or Committee on Rules; and
- c) Legislative due process, including proper reading, referral, and deliberation, is still observed.

SECTION 102. Parliamentary Privileges During Session.

During session, Members shall enjoy the following parliamentary privileges:

- a) Freedom of speech and debate, subject to rules on parliamentary decorum and ethics;
- b) The right to raise points of order, privilege, or clarification;
- c) The right to move for reconsideration, division of the house, or point of information.

Such privileges shall be exercised responsibly and shall not be used to delay proceedings or violate ethical norms.

SECTION 103. Documentary Materials for Business Items.

No item shall be calendared unless accompanied by:

- a) The complete text of the proposed measure or communication;
- b) A properly accomplished docket form; and
- c) All relevant annexes, certifications, or supporting documents.

Failure to comply shall warrant deferment or return to the originator, with such action recorded in the Session Journal.

SECTION 104. Session Evaluation and Continuous Improvement.

At least once every quarter, the Presiding Officer shall initiate a formal evaluation of session conduct in coordination with the Committee on Rules and the Secretary to the Sangguniang, focusing on:

- a) Timeliness and adherence to the Order of Business;
- b) Quality, relevance, and decorum of deliberations;
- c) Compliance with documentary and recording standards;
- d) Recommendations for process improvement and capacity development.

A summary report of such evaluation shall be formally submitted to and adopted by the Sangguniang Bayan.

SECTION 105. Suspension of Order of Business for Ceremonial or Emergency Purposes.

The Order of Business may be suspended, upon proper motion, for:

- a) Ceremonial recognitions, commendations, or institutional tributes;
- b) Receipt of emergency or time-sensitive communications;
- c) Moments of silence or expressions of condolence.

Suspension shall not exceed thirty (30) minutes unless extended by a two-thirds (2/3) vote of the Members present.

SECTION 106. Session Conduct for Hybrid or Fully Remote Settings.

In hybrid or fully virtual sessions, the following rules shall apply:

- a) All Members shall log in at least fifteen (15) minutes before the scheduled start time;
- b) The official Mace shall be symbolically displayed on screen to signify the authority of the Body;
- c) Hymns, invocations, and pledges shall be rendered live or via synchronized recordings;
- d) The "floor" shall include the virtual platform, and roll calls shall indicate whether participation is in-person or remote.

All remote sessions shall strictly observe protocols for identity verification, digital integrity, and session documentation.

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RULE X

CALL TO ORDER, ROLL CALL, NATIONAL ANTHEM, AND INVOCATION

SECTION 107. CALL TO ORDER.

Every session of the Sangguniang Bayan shall be formally convened and opened by the Presiding Officer through one solemn stroke of the gavel, accompanied by the official pronouncement:

"The Sangguniang Bayan of Dulag is hereby called to order."

Prior to such declaration, the official Mace of the Sangguniang Bayan — the enduring symbol of the Body's legislative authority, independence, and institutional dignity — shall have been ceremonially carried and positioned at the head table by the Sergeant-at-Arms.

No legislative business shall proceed without this symbol having been properly placed in full public view.

SECTION 108. ROLL CALL AND DETERMINATION OF QUORUM.

Immediately following the call to order, the Secretary to the Sanggunian shall conduct a nominal roll call, stating:

1. The full name of each Member;
2. Their attendance status (present or absent); and
3. Their mode of participation — whether physically present or virtually participating, in accordance with the provisions of Rule VIII (Quorum).

The roll call shall constitute the official determination of quorum. Should a quorum not be present, the procedures outlined in Rule VIII shall immediately apply, including suspension or adjournment protocols.

SECTION 109. CONDUCT DURING ROLL CALL.

During the roll call, all Members shall:

1. Remain seated in silence, attentive to proceedings;
2. Refrain from engaging in private conversations or electronic activity.
3. Avoid unnecessary movement or disruption of the solemnity of the session.

No Member shall leave the session hall or disengage from the platform without prior permission from the Presiding Officer.

Any breach of decorum, negligence, or deliberate interruption during roll call shall constitute disorderly conduct and may be subject to disciplinary action under Rule XVII (Sanctions and Remedies).

SECTION 110. INVOCATION AND PATRIOTIC RITES.

Once quorum is confirmed, the session shall immediately proceed with the opening ceremonial rites, to be conducted in the following sequence:

- a) Invocation — To be led by a designated Member, faith leader, or via pre-approved digital audio-visual material, invoking divine guidance, unity, wisdom, and integrity in governance;
- b) Singing of the National Anthem — All present shall stand at attention and salute appropriately in accordance with Republic Act No. 8491, the Flag and Heraldic Code of the Philippines;
- c) Singing of the Dulag Hymn — A solemn musical tribute to the culture, aspirations, and civic pride of the people of Dulag;
- d) Recitation of the Councilors' Creed — To be delivered in unison by all Members as a ritual of legislative solidarity, reaffirming their oath of office, public trust, and ethical commitment to the people they serve.

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d) Singing of the Philippine Councilors League (PCL) Hymn — A reaffirmation of the legislative calling and shared commitment to public service among councilors nationwide;

SECTION 111. ORDER AND SOLEMNITY OF OPENING RITES.

The invocation and patriotic rites shall be observed with utmost reverence, discipline, and solemnity. The Presiding Officer shall ensure the following:

- a) All Members and session attendees shall stand or remain in respectful posture and participate as required;
- b) The session hall shall be properly arranged and equipped with functioning flags, sound systems, and multimedia displays as necessary;
- c) The Sergeant-at-Arms shall maintain silence, ensure reverence, and prevent disruption among attendees, including visitors, staff, and media;
- d) Any act of disrespect, deviation from protocol, or disruption shall be promptly addressed and documented in the Session Journal, and may be referred for administrative action if warranted.

SECTION 112. INTEGRATION INTO THE ORDER OF BUSINESS.

The ceremonial components of this Rule shall form an essential and non-dispensable part of the formal Order of Business as outlined under Rule IX. These shall be conducted in full at the start of every regular session.

Such rites may be dispensed with only in the following exceptional cases:

- a) When the session is a direct continuation or reconvening of a session previously commenced on the same calendar day; and
- b) The invocation and patriotic rites were already completed at the beginning of said continued session.

In all other cases, the opening rites shall be strictly observed and logged as part of the official session record.

RULE XI

READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS SESSION

SECTION 113. MINUTES OF THE SESSION.

The Sangguniang Bayan shall maintain a faithful, complete, and accurate record of all its official proceedings. The Minutes shall serve as the institutional journal of deliberations, actions, and decisions, and shall contain, at a minimum, the following:

- (a) The date, time, and venue of the session;
- (b) The names of Members present, absent, or attending remotely, with appropriate notation of official mission, approved leave, or unjustified absence;
- (c) A summary of the matters taken up, including titles of proposed measures, motions raised, and actions taken;
- (d) The results of all votes, indicating the names of those voting in favor, against, or abstaining;
- (e) Points of order raised, rulings of the Presiding Officer, and remarks or interventions of notable significance;
- (f) The names of Members who delivered privilege speeches or participated in public hearings, if any; and
- (g) The exact time of adjournment and other remarks pertinent to session closure.

The Secretary to the Sanggunian shall be the official custodian of the Minutes and shall ensure its integrity, timely preparation, and safekeeping.

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SECTION 114. FORMAT AND DIGITAL PRESERVATION.

The Minutes shall be prepared in both printed and electronic formats, with proper pagination, indexing, and archiving. It shall be entered into:

- (a) The Minutes Book maintained by the Office of the Secretary;
- (b) The Electronic Session Archive stored in the Sanggunian's internal database; and
- (c) A secure, encrypted cloud-based or local backup repository, where available, to ensure redundancy, disaster recovery, and historical preservation.

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HON. MIGUEL O. CASTRO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 115. DISTRIBUTION OF COPIES.

The draft Minutes of the immediately preceding session shall be transmitted electronically to all Members and the Presiding Officer not later than two (2) calendar days before the next regular session. Printed copies shall likewise be made available at the Office of the Secretary and inside the Session Hall, unless a Member expressly waives receipt thereof.

SECTION 116. CORRECTION OF MINUTES.

Any Member may propose corrections to the draft Minutes during the designated portion of the Order of Business. Said corrections must pertain only to factual inaccuracies or clerical errors and shall be clearly stated for the record. Upon acceptance by the Body, or ruling by the Presiding Officer, such corrections shall be incorporated into the final version.

SECTION 117. APPROVAL OF THE MINUTES.

After deliberation and resolution of proposed corrections, the Minutes shall be approved by majority vote of the Members present. In the absence of objection, the Minutes shall be deemed approved as distributed and shall acquire full legal effect as the official record of proceedings.

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HON. ROUBEL P. DUGOS
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 118. AUTHENTICATION AND ATTESTATION.

Once approved, the Minutes shall be:

- (a) Authenticated by the Secretary to the Sanggunian;
- (b) Attested by the Presiding Officer; and
- (c) Affixed with the official seal of the Sangguniang Bayan.

The authenticated and attested copy shall serve as the definitive legal and institutional record and shall be archived accordingly in both physical and electronic form.

SECTION 119. PUBLIC ACCESS TO MINUTES.

The approved Minutes shall be made publicly accessible within five (5) working days from approval, subject to exceptions on confidential or executive matters under Rule VII.

Access shall be governed by:

- (a) The constitutional right to information under Article III, Section 7 of the 1987 Constitution;
- (b) Republic Act No. 11032, or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018; and
- (c) Republic Act No. 10173, or the Data Privacy Act of 2012.

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HON. VICENTE Q. PETTLOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 120. CORRECTIONS MADE AFTER APPROVAL.

No post-approval corrections shall be allowed, except:

- (a) For clerical, typographical, or transcriptional errors that do not alter the substance of deliberations or voting results;
- (b) When correction is mandated by a competent authority such as the Commission on Audit, Department of the Interior and Local Government, or the Judiciary; or
- (c) Upon a formal motion supported by clear documentation, session recordings, and approved by at least two-thirds (2/3) vote of all Members.

All such amendments shall be annotated in the Session Journal and reflected by marginal notation on the originally approved Minutes.

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HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
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SECTION 121. LOSS, DAMAGE, OR DESTRUCTION OF SESSION MINUTES.

In the event of loss, damage, or destruction of the official Minutes, the Secretary shall immediately report the incident to the Presiding Officer. The Sangguniang Bayan may authorize the reconstruction of the Minutes, using the following sources:

- (a) Audio-visual recordings of the session;
- (b) Session notes or transcripts by the Secretary or Committee Secretaries; and
- (c) Official written records of motions, resolutions, and ordinances adopted during the session.

The reconstructed Minutes shall be certified by the Secretary, attested by the Presiding Officer, and ratified by a majority vote of the Members present at the session concerned. Allegations of foul play or negligence shall be referred for investigation under Rule XVII.

HON. NELSON M. LAUZON
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
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SECTION 122. AUDIO-VISUAL RECORDING AS SUPPORTING RECORD.

Where feasible, all regular sessions of the Sangguniang Bayan shall be audio and/or video recorded. These recordings:

- (a) Shall be securely archived by the Office of the Secretary for a minimum of five (5) years;
- (b) Shall serve as supplementary, not substitute, documentation for the official Minutes; and
- (c) May be accessed by the public upon written request, subject to applicable data privacy regulations and prior approval by the Presiding Officer.

The use of such technology shall promote accuracy, transparency, and institutional memory in local legislative governance.

RULE XII

REFERENCE OF BUSINESS AND FIRST READING

HON. BENVENIDO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 123. FILING OF MATTERS FOR REFERENCE.

Messages, correspondence, communications, petitions, and proposed legislative measures intended for first reading shall be filed with the Office of the Secretary not later than twelve o'clock noon (12:00 NN) of Friday preceding the regular session. Only those timely filed shall be included in the next session's Order of Business under the Reference of Business.

The Chairperson of the Committee on Rules, Laws, Ethics, and Governance shall sign the Agenda Slip prior to its finalization and electronic transmission to the Members.

SECTION 124. FORMAT AND REQUIREMENTS FOR FILING.

All proposed ordinances and resolutions must comply with the following requirements before they may be calendared for first reading:

- 1. Must be encoded and submitted in digital format;
- 2. Must bear the full name and signature of the author(s) or co-authors;
- 3. Must be accompanied by an Explanatory Note, or Preparatory Statement, Preface, Foreword or Rationale detailing the rationale, policy implications, and legal basis of the measure;
- 4. Must contain a clear and concise title, enacting or ordaining clause, and whereas clauses, if applicable;
- 5. Must be assigned a legislative tracking number by the Office of the Secretary;
- 6. Must be filed with sufficient copies or sent via email for proper dissemination to all Members;
- 7. Must be endorsed by the Committee Chairperson if originating from a committee;
- 8. May optionally include a Legislative Intent Memorandum.

HON. MICHAEL K. BAUTISTA
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 125. PRECEDENCE OF REFERENCE.

The following order of reference shall be strictly observed:

- 1. Messages and official correspondence from the Municipal Mayor;
- 2. Communications and petitions from other public officers, agencies, organizations, or private individuals;
- 3. Proposed legislative measures, as follows:
 - a. Proposed Ordinances

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- b. Proposed Resolutions
- c. Committee-Initiated Measures
- d. Barangay or SK Endorsed Measures
- e. Sectoral or People's Council-Initiated Measures (if authorized by ordinance)

SECTION 126. RIGHT TO AUTHORSHIP AND SPONSORSHIP.

Only the Presiding Officer and Members of the Sangguniang Bayan may author proposed ordinances and resolutions.

- 1. Multiple authors are allowed.
- 2. Any Member may become a co-author by securing the written or oral consent of the principal author.
- 3. Co-authorship shall be duly reflected in the finalized measure and entered into the records.
- 4. A Member who delivers the sponsorship speech or moves for adoption during Second Reading shall be designated as the sponsor.
- 5. No authorship or co-authorship shall be allowed after the passage of a measure on Second Reading.
- 6. A co-author may withdraw in writing, addressed to the Secretary.
- 7. Committee Chairpersons may act as sponsors on measures endorsed by their respective committees.
- 8. In the event of collective authorship, the lead author must be indicated.
- 9. Nothing herein shall prohibit the Presiding Officer from authoring or initiating proposed legislative measures. However, in accordance with Section 49 of Republic Act No. 7160, the Presiding Officer shall not vote on any matter except to break a tie. Any measure authored by the Presiding Officer must be formally sponsored during Second Reading by a Member of the Sangguniang Bayan.

SECTION 127. REFERRAL TO COMMITTEES.

Matters shall be referred to the appropriate Standing Committees based on subject matter jurisdiction. A measure may be jointly referred to two or more committees when it involves overlapping jurisdictions.

In all cases involving appropriations, taxation, fees, or revenue matters, referral to the Committee on Finance, Appropriations, and Economic Enterprise shall be mandatory.

Referral shall be guided by the jurisdictional mandates enumerated under the Article on Standing Committees.

SECTION 128. ERRONEOUS OR DUPLICATIVE REFERRALS.

In case of erroneous, duplicative, or improper referral, the Chairperson of the Committee on Rules, Laws, Ethics, and Governance may raise a point of order, subject to correction by the Presiding Officer motu proprio or upon motion. Otherwise, the referral shall be deemed sustained.

SECTION 129. MANNER OF REFERRAL.

The Secretary shall read the full title or a summary of each item for reference. The Presiding Officer shall then declare the specific committee or committees to which the item is referred, and thereupon pound the gavel to signify official referral.

In urgent matters, and in the absence of the Chairperson of the appropriate committee, the Presiding Officer may, with the body's consent, refer the matter to another committee member or a willing Member of the Sangguniang Bayan for appropriate preliminary action.

SECTION 130. NO DEBATE DURING FIRST READING.

No debate, commentary, or plenary deliberation shall be entertained during the Reference of Business and First Reading. Discussions on substance shall commence only upon the report of the appropriate committee.

SECTION 131. ACTION ON NON-LEGISLATIVE CORRESPONDENCE.

Messages or communications that do not require legislative action shall be:

- 1. Duly received and noted;
- 2. Referred to the Records Section for archiving; or

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Ex-Officio

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HON. ROMMEL D. SAMPANGCOL, MD JD
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3. Referred to the proper local executive department, agency, or office for appropriate response.

The Secretary shall issue an acknowledgment of disposition for transparency.

SECTION 132. REFERRAL TO BARANGAY OR YOUTH AFFAIRS COMMITTEES.

Legislative communications or measures that directly affect Barangays or the Sangguniang Kabataan shall be promptly referred to the Committee on Barangay Affairs and/or the Committee on SK and Youth Affairs, in consonance with the principles of grassroots participation and youth empowerment under the Local Government Code and Republic Act No. 10742.

SECTION 133. LEGISLATIVE TRACKING AND PUBLIC POSTING.

All measures filed shall be entered into the official Legislative Tracking System maintained by the Office of the Secretary.

Within five (5) working days from referral, a summary of referred items shall be:

1. Posted on the official bulletin board;
2. Uploaded to the official website and/or social media page of the Sangguniang Bayan;
3. Made available for viewing in the Public Assistance and Information Desk.

This is in compliance with Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018) and the principle of transparency.

SECTION 134. DIGITAL FILING AND ACKNOWLEDGMENT SYSTEM.

To ensure efficient document handling, all filings under this Rule shall be processed through the Electronic Legislative Submission and Tracking System (ELSTS) or equivalent digital platform, maintained by the Office of the Secretary.

An auto-generated digital acknowledgment receipt shall be issued, indicating timestamp, tracking ID, and document title.

SECTION 135. REFERRAL MONITORING AND COMMITTEE FEEDBACK LOOP.

The Secretary shall generate a monthly Referral Status Report, submitted to the Committee on Rules, Laws, Ethics, and Governance. This shall include:

1. List of all referred measures;
2. Their status (e.g., pending, calendared, reported out);
3. Notation of measures without committee action beyond thirty (30) calendar days.

Committees shall submit a Preliminary Action Report within fifteen (15) calendar days from referral.

SECTION 136. LEGISLATIVE INTENT MEMORANDUM.

The principal author or committee may submit a Legislative Intent Memorandum (LIM) to:

1. Clarify policy objectives;
2. Cite the legal basis and affected statutes or ordinances;
3. Present a comparative matrix if amending existing measures;
4. Guide legal interpretation and harmonization.

The LIM shall form part of the legislative dossier and be preserved in the archives.

SECTION 137. INTERFACE WITH CITIZEN PARTICIPATION MECHANISMS.

For measures involving significant policy shifts, the Office of the Secretary shall ensure accessibility to citizen feedback by:

1. Posting the referred measures for public comment;
2. Accepting position papers or memoranda of support or objection within five (5) calendar days;
3. Transmitting such submissions to the appropriate committee for consideration.

This procedure advances participatory democracy and fulfills the mandate of public consultation in local legislation.

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RULE XIII

COMMITTEE REPORTS

SECTION 138. COMMITTEE REPORTS; MANDATE TO REPORT.

Every Committee of the Sangguniang Bayan shall submit a written report to the plenary on all matters referred to it, or initiated within its jurisdiction, in accordance with the provisions of these Rules.

SECTION 139. MATTERS SUBJECT TO REPORTING.

The Committee shall report to the plenary:

1. Any proposed ordinance, resolution, or subject matter referred to it, with or without amendments, or a substitute measure thereof;
2. A legislative proposal initiated by the Committee, subject to proper calendaring under Committee Reports;
3. Results of inquiries, oversight, or investigations in aid of legislation;
4. Any matter that requires policy direction, legislative intervention, or documentation of findings.

SECTION 140. PRIVILEGED COMMITTEES TO REPORT AT ANY TIME.

The Committee on Rules, Laws, Ethics, and Governance and the Committee on Finance, Appropriations, and Economic Enterprise shall be privileged to report at any time matters within their jurisdiction.

SECTION 141. PRECEDENCE AND SCHEDULING OF REPORTS.

Reports shall be calendared based on urgency, date of referral, or importance to the legislative agenda, as determined by the Presiding Officer in consultation with the Committee on Rules.

SECTION 142. PERIOD TO RENDER REPORT.

Unless extended for valid cause, a Committee shall report on any referred matter within thirty (30) calendar days from the date of referral. Beyond this, any five (5) Members, with the concurrence of the Presiding Officer, may move to include the matter in the Order of Business.

SECTION 143. WHO MAY REPORT.

The Chairperson or any member duly authorized by the Committee shall present the report in plenary.

SECTION 144. NO WITHDRAWAL OF REPORT WITHOUT CONSENT.

No Committee Report submitted to the plenary shall be withdrawn except with the consent of the body.

SECTION 145. UNIFORM FORMAT OF COMMITTEE REPORTS.

All Committee Reports shall:

1. Be in writing and addressed to the Presiding Officer;
2. Bear a heading indicating:
 - a. Report number and date of adoption;
 - b. Name of Committee/s reporting;
 - c. Title and docket number of the referred matter;
 - d. Name of author/s of the measure;
4. Contain a body with:
 - a. Summary of proceedings, hearings, and consultations conducted;
 - b. List of persons and entities heard or invited;
 - c. Specific findings, votes cast, and rationale;
 - d. Legislative intent and policy rationale for each amendment made;
5. Include attachments:
 - a. Subject measure as amended or substituted;
 - b. Minutes of hearings and attendance sheets;
 - c. Draft ordinance or resolution, if applicable;
6. Be signed by the majority of the Committee members concurring therein and certified by the Committee Clerk and the Secretary to the Sanggunian;

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7. Include the Committee's final recommendation are;

1. legal Foundation
2. beneficiality
3. practicability
4. necessity

SECTION 146. COMMITTEE MINUTES AS REQUIREMENT.

No report shall be presented to the plenary unless accompanied by minutes of the Committee hearing or meeting where the recommendation was deliberated and adopted.

SECTION 147. FILING AND ARCHIVING.

One certified true copy of every Committee Report shall be filed with the Office of the Secretary and shall form part of the Sanggunian archives.

SECTION 148. DEBATE/DELIBERATION ON COMMITTEE REPORTS.

Debates, question, and or interpellation, shall be allowed during the presentation of Committee Reports. Deliberations on the recommended legislative measure shall commence upon Second Reading.

SECTION 149. MANNER OF REPORTING.

The designated Member shall briefly state the Committee's recommendation and move for its inclusion under the Calendar of Business for Second Reading.

SECTION 150. ADVANCING A REPORT FOR IMMEDIATE CONSIDERATION.

A Committee Report may be considered immediately upon motion, with the consent of the plenary, if the matter is urgent and ripe for deliberation.

SECTION 151. REPORTS WITH UNFAVORABLE RECOMMENDATION.

Unfavorable reports shall be:

1. Transmitted to the Records Section for archiving;
2. Accompanied by written notice to the author/s or referring party;
3. Subject to override upon motion by five (5) Members with the concurrence of the Presiding Officer.

SECTION 152. JOINT AND MULTIPLE REFERRALS.

In cases of multiple referrals, the Committee first named shall serve as the primary Committee and shall consolidate the report, incorporating the recommendations of the other Committees.

SECTION 153. VOTE REQUIRED FOR REPORT ADOPTION.

A majority vote of the Members present in a Committee meeting or hearing, there being a quorum, is required to approve the Committee's recommendation.

SECTION 154. REQUIREMENTS FOR COMMITTEE REPORT SIGNING.

The Committee Report shall only be validly presented in the plenary if signed by a majority of the entire Committee membership who voted in its favor.

SECTION 155. JOINT COMMITTEE REPORTS; CONSOLIDATED APPROVAL.

For joint referrals, each Committee involved must approve the joint report through a majority vote of their respective members, duly documented.

SECTION 156. NON-AMENDABILITY OF ADOPTED REPORT.

Once approved by the Committee, the report and proposed measure therein shall no longer be amended except for typographical or formatting corrections.

SECTION 157. FAILURE TO RENDER A REPORT.

Failure of a Committee to act on a referred matter within the prescribed period of sixty (60) days calendar shall constitute grounds for the Rules Committee to recommend reassignment or direct referral to another Committee.

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SECTION 158. DISSEMINATION OF REPORTS.

All Committee Reports for Second Reading shall be furnished electronically to Members of the Sangguniang Bayan not later than one (1) calendar day before the scheduled deliberation.

SECTION 159. REPORTS ON LEGISLATIVE INQUIRIES.

Reports arising from legislative inquiries, site inspections, or fact-finding activities shall comply the same requirements and format for Committee Reports and may include proposed remedial legislation.

SECTION 160. REPORTS INVOLVING APPROPRIATIONS OR REVENUE.

Measures involving budget appropriations, fiscal policies, or local economic enterprises shall be reported only after coordination with the Committee on Finance, Appropriations, and Economic Enterprise.

SECTION 161. COMMITTEE REPORT MONITORING AND TRACKING.

The Office of the Secretary shall maintain a Committee Report Monitoring System that shall track:

1. Status and deadlines of reports;
2. Compliance with format and procedural requirements;
3. Timeliness of report submission;
4. Legislative outputs and policy impact.

SECTION 162. REPORTING ON NON-LEGISLATIVE MATTERS.

Reports involving oversight, monitoring, or performance evaluation of government agencies, programs, or contracts shall be received and noted in plenary, and shall form part of the official public records.

SECTION 163. COMMITTEE REPORTS DATABASE.

A digital repository of Committee Reports shall be maintained by the Secretary, and selected reports shall be uploaded on the official website of the Sangguniang Bayan for transparency and public information.

SECTION 164. INCLUSION IN LEGISLATIVE DIGEST.

All approved Committee Reports shall be included in the quarterly Legislative Digest compiled by the Secretariat, subject to review by the Committee on Rules.

SECTION 165. ANNUAL PERFORMANCE REPORTS OF COMMITTEES.

Each Committee shall submit an Annual Performance Report summarizing its:

1. Total reports rendered;
2. Legislative outputs filed or endorsed;
3. Hearings and consultations conducted;
4. Resolutions adopted;
5. Performance vis-à-vis the Legislative Agenda;
6. Challenges encountered and strategic recommendations.

SECTION 166. SANCTIONS FOR DELAY OR NON-COMPLIANCE.

Unjustified refusal, neglect, or inexcusable delay in the submission of required reports shall constitute neglect of duty and may warrant disciplinary action under Rule XVII of this IRP, without prejudice to sanctions under the Code of Conduct and Ethical Standards for Public Officials and Employees.

RULE XIV

CALENDAR OF BUSINESS FOR SECOND READING

SECTION 167. CALENDAR OF BUSINESS FOR SECOND READING; CONTENTS.

After the Reference of Business to the proper committees, the Sangguniang Bayan shall proceed with the Calendar of Business for Second Reading. This shall consist of the following sequential classifications:

HON. MANUEL SIA QUE
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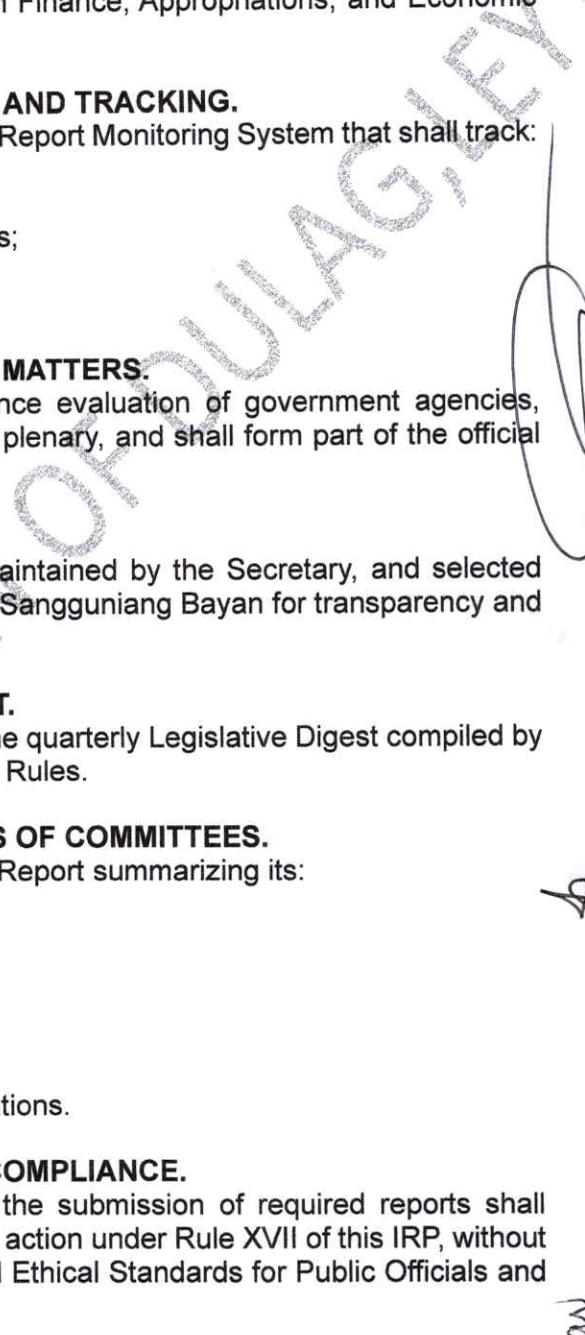
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1. Unfinished Business;
2. Business for the Day;
3. Unassigned Business.

The Calendar of Business shall be prepared and distributed by the Secretary prior to each regular session, incorporating all matters in proper order and as approved by the Presiding Officer.

SECTION 168. UNFINISHED BUSINESS.

All legislative measures and matters calendared for Second Reading in a prior session, the deliberation of which was not concluded, shall be entered into the Unfinished Business of the next session and shall retain precedence until finally disposed of.

SECTION 169. BUSINESS FOR THE DAY.

Business for the Day shall include proposed ordinances or resolutions favorably reported by the committees in the immediately preceding session and duly calendared by the Secretary for Second Reading deliberation by the plenary.

SECTION 170. UNASSIGNED BUSINESS.

Legislative measures which were previously laid on the table, postponed indefinitely, or deferred without a definite calendar date shall be classified under Unassigned Business until re-activated by appropriate motion and approval of the plenary.

SECTION 171. PROCEDURES DURING CONSIDERATION OF PROPOSED MEASURES ON SECOND READING.

The following procedures shall govern the Second Reading of proposed ordinances, resolutions, or subject matters:

1. The Secretary shall read the title of the measure;
2. The Committee Chairperson or designated Member shall deliver a Sponsorship Speech not exceeding five (5) minutes;
3. Plenary Debate shall follow, with alternating turns for and against the measure, if applicable;
4. The Sponsor or Author shall have the right to close the debate;
5. The Period of Amendments shall follow, if warranted;
6. Upon conclusion of the amendments, the plenary shall vote on the measure;
7. If approved, the measure shall be calendared for Third Reading in the next regular session. If disapproved, it shall be archived or referred anew to the appropriate committee, as the case may warrant.

SECTION 172. CONCURRING COMMITTEE MEMBER PRECLUDED FROM OPPOSING DURING DEBATE.

A committee member who concurred in the approval of a committee report during its deliberation may not speak against the proposed measure in the plenary Second Reading. However, the member may interpose amendments, clarifications, or vote independently during final voting.

SECTION 173. PARLIAMENTARY RECORDING DURING SECOND READING.

To ensure the integrity of legislative proceedings, the Secretary shall maintain a real-time parliamentary log of all events during Second Reading, including sponsorship remarks, motions, amendments, votes, and points of order. This record shall form part of the permanent archives and shall be accessible to all Members.

SECTION 174. LIMITATION OF DEBATE.

Upon motion duly approved by majority vote, the Sangguniang Bayan may fix a time limit for the overall plenary debate or the time allocated per Member. This rule shall be used sparingly to protect both deliberative rights and session efficiency.

SECTION 175. MINORITY INTERVENTIONS DURING DELIBERATIONS.

The Minority Floor Leader or any minority-aligned Member may raise inquiries, reservations, or alternative perspectives during Second Reading, without being construed as opposing the measure per se. Such input shall form part of the official record of deliberation.

SECTION 176. PRIORITY RANKING OF MEASURES.

The Committee on Rules, Laws, Ethics, and Governance may submit to the Presiding Officer a ranked list of priority measures to be calendared under Second Reading. Urgency, relevance, public impact, and statutory deadlines may guide such prioritization.

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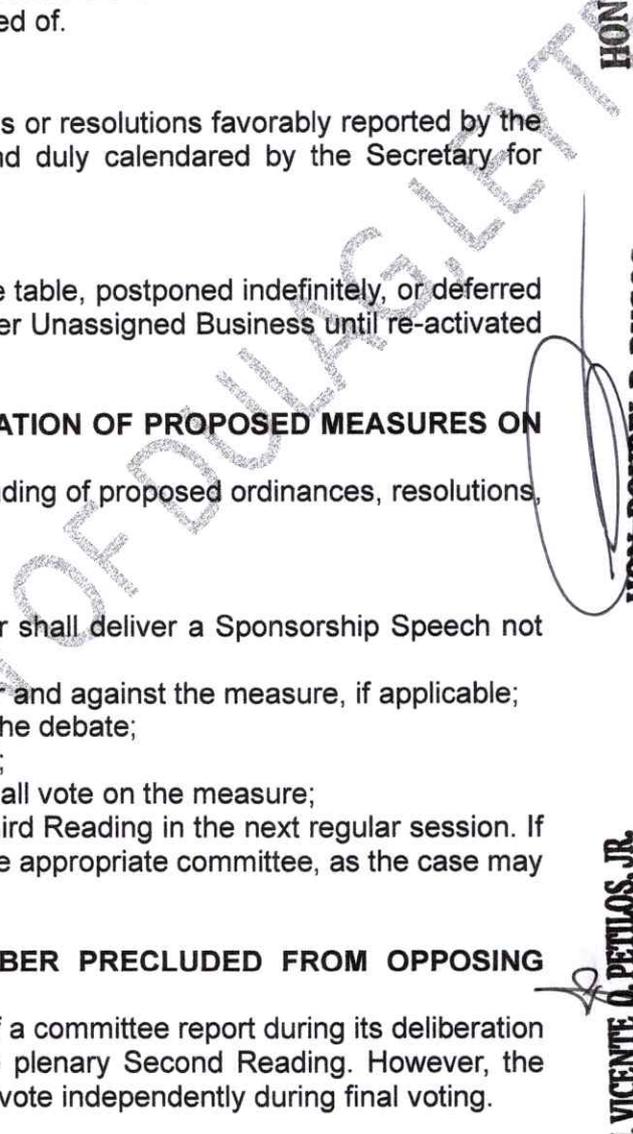
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SECTION 177. ELECTRONIC SUPPORT DURING SECOND READING.

The Secretary shall ensure that Members receive electronic access to the original and amended versions of the proposed measure, including committee attachments, legal bases, and explanatory notes. Where possible, real-time visual projection may be used during session to assist plenary clarity.

SECTION 178. SPONSORSHIP FAILURE OR UNAVAILABILITY.

In the absence or unwillingness of the designated sponsor without sufficient cause, the Presiding Officer may assign another Member—preferably a co-author or a committee member—to act as temporary sponsor. If no Member is willing or able, the measure shall be laid on the table or re-committed to the originating committee.

SECTION 179. PUBLIC ACCESS TO SECOND READING DELIBERATIONS.

All deliberations on Second Reading shall be open to the public, subject to seating limitations and order. Livestreaming or other transparency mechanisms shall be employed where feasible. Exceptions may be made only by motion and approval of the body, consistent with Rule VII on Executive Sessions.

SECTION 180. CONTINUITY OF CALENDAR OF BUSINESS.

In cases of force majeure, loss of quorum, or other legitimate disruption, the Calendar of Business for Second Reading shall be rolled over to the next regular session in the same order, unless revised by plenary action or motion of the Committee on Rules.

SECTION 181. RULES ON CLOSURE OF DEBATE.

The period of debate may be closed by motion of any Member, provided it is supported by a majority vote of all those present, there being a quorum. Upon closure of debate, the measure shall immediately proceed to the period of amendments.

SECTION 182. PERIOD OF AMENDMENTS.

Proposed amendments shall be taken up in sequence as raised, either by interpellation or by the sponsor. Each amendment must be approved by majority vote of the Members present. The Secretary shall read each amendment clearly and note its approval or rejection on record.

SECTION 183. MOTIONS DURING SECOND READING.

The following motions shall be in order during Second Reading:

1. Motion to amend;
2. Motion to divide the question;
3. Motion to refer back to committee;
4. Motion to lay on the table;
5. Motion to defer deliberation to a future date.

No motion to adjourn or suspend session shall be entertained while a Member holds the floor unless for compelling reason.

SECTION 184. AMENDMENT BY SUBSTITUTION.

A measure may be substituted in full or in part during Second Reading upon motion by the sponsor, provided that the substitution is germane to the subject matter and receives the approval of the majority. The substituted measure shall be read anew before final voting.

SECTION 185. RECORD OF AMENDMENTS.

All amendments adopted during Second Reading shall be annotated to the original text and encoded into a consolidated version. This version shall be distributed to Members before Third Reading and shall be deemed the official version unless further amended.

SECTION 186. DEADLINES FOR ACTION ON PRIORITY MEASURES.

Measures certified as urgent by the Municipal Mayor or prioritized by committee action shall be calendared and disposed of within thirty (30) calendar days from referral to the plenary, unless extended by body motion for justifiable cause.

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13th SANGGUNIANG BAYAN
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SECTION 187. SUPPLEMENTAL REPORTS OR LEGAL OPINIONS.

During Second Reading, the Presiding Officer may allow the inclusion of supplemental legal opinions, committee clarifications, or technical inputs to clarify ambiguous provisions or to ensure legal sufficiency. Such documents shall form part of the legislative records.

SECTION 188. POINT OF ORDER DURING SECOND READING.

Any Member may raise a point of order during Second Reading to question procedure, rule application, or decorum. The Presiding Officer shall rule on the point immediately, subject to appeal to the body.

SECTION 189. MOTION TO RECONSIDER.

Any Member who voted in the majority may move to reconsider the result of the Second Reading vote within the same session or in the immediately succeeding regular session. The motion shall require a majority vote of all members of the Sanggunian present.

SECTION 190. WITHDRAWAL OF MEASURE DURING SECOND READING.

A measure may be withdrawn by the principal author prior to plenary approval on Second Reading, provided the withdrawal is approved by the majority vote of the body. Once adopted, withdrawal shall not be allowed.

SECTION 191. COMMITTEE REPORT ATTACHMENTS.

Committee Reports presented during Second Reading must be accompanied by the following documents:

1. Minutes of committee meetings or hearings;
2. List of resource persons and attendees;
3. Committee votes per member;
4. Attachments, documentations or studies relied upon.

These attachments shall be submitted in digital format and archived accordingly.

SECTION 192. TRANSMITTAL OF APPROVED MEASURES TO THE SECRETARY.

All measures approved on Second Reading shall be transmitted to the Secretary within two (2) working days for final formatting and calendaring for Third Reading, including all amendments and notes taken during deliberation.

SECTION 193. RULES SUPPLETORY TO THIS RULE.

In matters not specifically covered under this Rule, the Rules of Procedure of the House of Representatives, the Robert's Rules of Order, or applicable parliamentary references may be applied suppletory, provided they do not conflict with the Local Government Code or the Internal Rules of Procedure.

SECTION 194. PARLIAMENTARY RECORDING DURING SECOND READING.

To ensure the integrity and traceability of all deliberations under the Calendar of Business for Second Reading, the Secretary or a designated Legislative Officer shall maintain a running log of all parliamentary events during Second Reading. Said log shall include, but not be limited to: sponsorship remarks and responses, motions presented and acted upon, interpellations and amendments proposed, voting outcomes, and points of order or rulings raised and resolved.

SECTION 195. LIMITATION OF DEBATE.

Upon motion duly seconded and approved by a majority of the Members present, the Sangguniang Bayan may impose a time limit on debates for any item on Second Reading. This may apply to the overall period of interpellation or per Member speaking.

SECTION 196. MINORITY INTERVENTIONS DURING DELIBERATIONS.

The Minority Floor Leader or any designated Member from the minority shall be accorded the right to raise reservations, clarifications, or contextual observations during Second Reading debates, even when concurring with the committee report.

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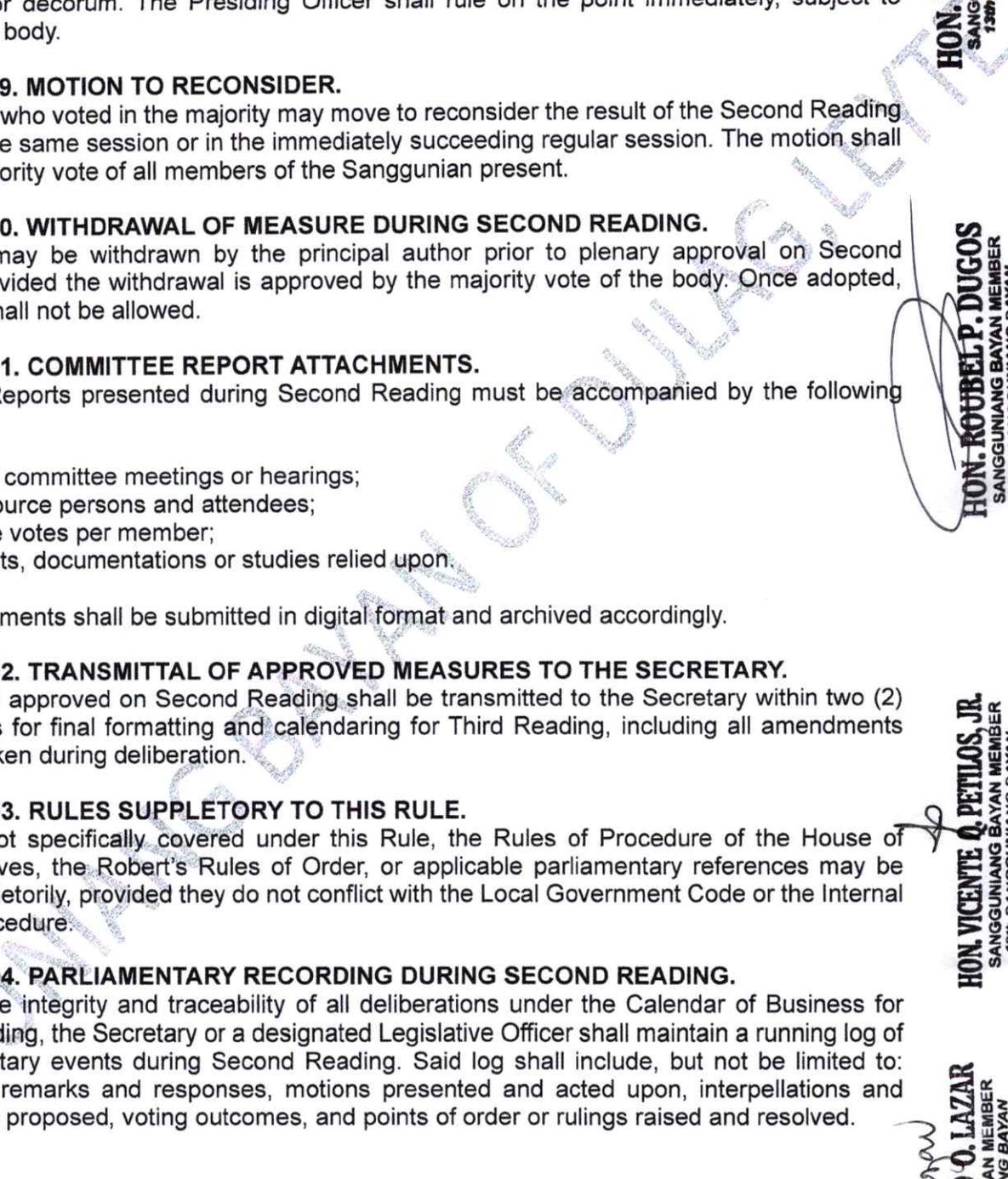
HON. ROMMEL D. CAJANGCOL, MD JD
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2022-2025



HON. JERSON P. VELOSO
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13th SANGGUNIANG BAYAN
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SECTION 197. PRIORITY RANKING OF MEASURES.

The Committee on Rules, Laws, Ethics, and Governance may submit to the Presiding Officer a priority list of measures recommended for calendaring under Second Reading. This list may be guided by urgency, statutory timelines, or public impact.

SECTION 198. ELECTRONIC SUPPORT DURING SECOND READING.

The Secretariat shall ensure digital access to the original version of the proposed measure, the committee-reported version, and all official attachments or legal references. Projection systems or internal communication tools may be used during session.

SECTION 199. SPONSORSHIP FAILURE OR UNAVAILABILITY.

If the designated sponsor is absent or withholds sponsorship without just cause, the Presiding Officer may assign another Member to act as temporary sponsor. If no Member is available, the measure may be laid on the table or referred anew to the originating committee.

SECTION 200. PUBLIC ACCESS TO SECOND READING DELIBERATIONS.

All Second Reading deliberations shall be open to the public, either by gallery access or livestreaming, unless the matter is declared confidential under Rule VII. Session agendas shall be posted publicly at least twenty-four (24) hours prior to session day.

SECTION 201. CONTINUITY OF CALENDAR OF BUSINESS.

If a regular session is postponed or disrupted, the Calendar of Business for Second Reading shall roll over to the next regular session in the original order, unless revised by plenary motion.

RULE XV

PROPOSED ORDINANCES AND RESOLUTIONS FOR THIRD READING

SECTION 202. THIRD READING DEFINED.

Third Reading is the final stage in the legislative process whereby proposed ordinances and resolutions, having passed Second Reading, are formally adopted or rejected in their final form without further amendment or debate, except as provided herein.

SECTION 203. INCLUSION IN THE ORDER OF BUSINESS.

All proposed ordinances and resolutions favorably acted upon on Second Reading shall be automatically included in the Order of Business of the next regular session under the item "Proposed Ordinances and Resolutions for Third Reading," unless otherwise provided by the Sangguniang Bayan.

SECTION 204. DISTRIBUTION OF FINAL COPIES.

Copies of the final version of proposed ordinances or resolutions for Third Reading shall be distributed to all Members of the Sangguniang Bayan and the Presiding Officer at least one (1) working day before the scheduled session. Such distribution shall be made electronically via the official legislative email or document portal of the Sangguniang Bayan.

SECTION 205. EXCEPTIONS TO ADVANCE DISTRIBUTION.

Advance distribution shall not be required in the following exceptional instances:

1. When the Municipal Mayor certifies the necessity of immediate enactment to address public calamity or emergency;
2. When the Sangguniang Bayan, through majority vote, declares a measure urgent;
3. When the proposed measure was approved on Second Reading without any amendment or correction.

SECTION 206. MANNER OF THIRD READING.

On Third Reading, the Secretary to the Sanggunian shall read only the title of the final version of the proposed ordinance or resolution. Immediately thereafter, voting shall be conducted and the ayes and nays shall be entered into the Minutes of the Session.

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SECTION 207. NO DEBATE OR AMENDMENTS ALLOWED.

No debate shall be entertained, and no amendments shall be allowed during Third Reading. Only correction of typographical, clerical, or grammatical errors shall be permitted before the final vote is taken.

SECTION 208. VOTING REQUIREMENTS.

Adoption of a proposed ordinance on Third Reading shall require the affirmative vote of a majority of all the Members of the Sangguniang Bayan. For resolutions, a majority of those present, there being a quorum, shall suffice, unless otherwise provided by law.

SECTION 209. RECORDING OF VOTES.

The vote of each Member shall be recorded individually in the Journal of the Sangguniang Bayan. Members shall vote either Aye, Nay, or Abstain, with abstentions duly justified during the voting period and entered into the record.

SECTION 210. POST-APPROVAL ENROLLMENT.

The Secretary to the Sanggunian shall, immediately upon approval of a measure on Third Reading, prepare the enrolled copy of the ordinance or resolution, which shall bear the official seal, legislative tracking number, final version, and authenticated signatures of the Presiding Officer and Secretary.

SECTION 211. TRANSMITTAL TO THE MUNICIPAL MAYOR.

All ordinances and resolutions requiring executive concurrence or action shall be transmitted to the Municipal Mayor within five (5) working days from approval, in accordance with Section 54 of the Local Government Code of 1991.

SECTION 212. RECORDING IN THE LEGISLATIVE REGISTRY.

All measures approved on Third Reading shall be entered into the Legislative Registry Book maintained by the Office of the Secretary and be reflected in the Sangguniang Bayan's Legislative Information System (LIS) or any future digital equivalent.

SECTION 213. PUBLIC DISCLOSURE OF APPROVED MEASURES.

All ordinances and resolutions adopted on Third Reading shall be posted on the official bulletin board and uploaded on the official website of the Municipality within seven (7) working days, pursuant to the policy of full transparency under Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

SECTION 214. THIRD READING FAILURE.

If a proposed ordinance or resolution fails to obtain the required number of votes on Third Reading:

1. It shall be recorded as "Failed on Third Reading" in the Legislative Journal;
2. The reasons for failure, if declared, shall be entered into the record;
3. The measure may be refiled in the next regular session year unless substantially modified or certified urgent.

SECTION 215. REPRODUCTION AND ARCHIVAL.

All ordinances and resolutions passed on Third Reading shall be reproduced, catalogued, and securely archived both in hard copy and digital form under the custody of the Secretary and the Records Custodian. Official copies shall be made available upon request for legal, administrative, or public interest purposes.

SECTION 216. MONITORING OF IMPLEMENTATION.

The Secretary to the Sanggunian, in coordination with the appropriate Standing Committee, shall:

1. Monitor the implementation status of all ordinances and resolutions adopted on Third Reading;
2. Prepare a quarterly Legislative Implementation Matrix (LIM) to be submitted to the Sangguniang Bayan;
3. Recommend follow-through measures, if necessary, to ensure compliance by the executive branch or concerned implementing entities.

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SECTION 217. DIGITAL SIGNATURE AND ENROLLMENT PROTOCOLS.

The Sangguniang Bayan shall adopt a secured digital signature system for the final enrolled copies of ordinances and resolutions, ensuring authentication, traceability, and non-repudiation of authorship and adoption.

The Secretary to the Sanggunian, in coordination with the Office of the Municipal Information and Communications Technology Officer (MICTO), shall:

1. Establish a secure digital repository of enrolled measures;
2. Implement version control and timestamping protocols;
3. Facilitate access via encrypted portals for Members and authorized stakeholders.

SECTION 218. BARANGAY CIRCULARIZATION OF MUNICIPAL ORDINANCES.

To ensure local enactments are felt at the grassroots, all approved municipal ordinances of general application shall be:

1. Transmitted in summary form to all Barangay Secretaries within five (5) working days from final passage;
2. Posted in the conspicuous areas of barangay halls or barangay information boards;
3. Made available through barangay councils for local dissemination and compliance.

The Committee on Barangay Affairs shall oversee compliance and submit an annual Barangay Compliance Matrix to the Sanggunian.

SECTION 219. WHISTLEBLOWER PROTECTION AND CITIZEN REPORTING ON ENFORCEMENT.

Any individual, barangay official, or concerned citizen may submit a report regarding the non-enforcement, abuse, or selective application of a passed ordinance.

Such reports shall be:

1. Received by the Committee on Oversight and Legal Affairs;
2. Protected under the provisions of Republic Act No. 10173 (Data Privacy Act) and local whistleblower protocols;
3. Subject to validation and committee hearing, with corresponding recommendations for remedial legislation, sanctions, or executive coordination.

SECTION 220. ENFORCEMENT IMPACT REVIEW (EIR) SYSTEM.

The Sangguniang Bayan shall institutionalize an Enforcement Impact Review (EIR) protocol to assess, at regular intervals, the real-world implementation of ordinances passed.

The review shall consider:

1. Executive compliance and implementing mechanisms;
2. Public feedback, complaints, or commendations;
3. Performance indicators and measurable outcomes.

The results shall be submitted by the Oversight Committee annually, with recommendations for amendment, repeal, or further executive-legislative action.

SECTION 221. THIRD READING FAILURE REPORTING AND ARCHIVAL.

In cases where a proposed ordinance or resolution fails to secure approval on Third Reading:

1. The measure shall be recorded as Failed on Third Reading in the Legislative Journal;
2. The reasons for failure—whether due to lack of votes, procedural errors, or technical defects—shall be annotated;
3. The measure may only be reintroduced in the next regular session year, unless the refiled version is substantially different and certified urgent.

All failed measures shall be catalogued separately for historical and legal reference under the Office of the Records Custodian.

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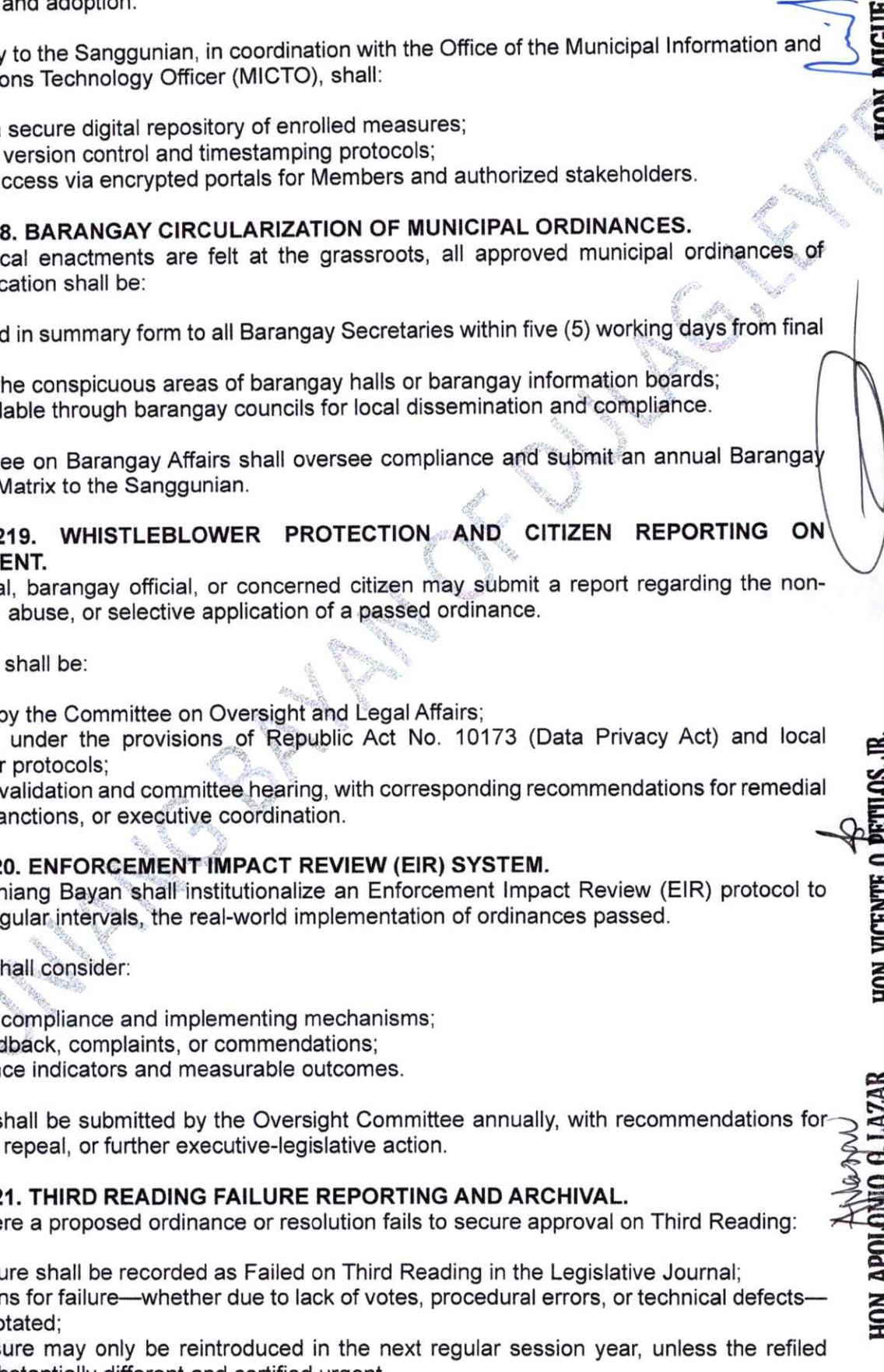
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RULE XVI

ANNOUNCEMENTS

SECTION 222. PRIVILEGE SPEECH; INCLUSION IN THE ORDER OF BUSINESS NECESSARY.

A Member of the Sangguniang Bayan who wishes to deliver a privilege speech shall schedule the same with the Secretary and the Chairperson of the Committee on Rules, Laws, Ethics, and Governance. Such speech shall be included in the Order of Business under Other Matters, with a clear statement of the topic, title, or subject matter. No Member may deliver a privilege speech without its prior inclusion in the Order of Business.

SECTION 223. PRIVILEGE SPEECH; MANNER OF DELIVERY AND TIME LIMIT.

A Member delivering a privilege speech shall take the rostrum and face the Members, addressing the speech to the Presiding Officer. A maximum of ten (10) minutes shall be allotted for the delivery of such speech.

SECTION 224. PRIVILEGE SPEECH NOT DEBATABLE.

After delivering a privilege speech, the Member shall return to his or her seat. No rebuttal, comment, or plenary debate shall be entertained on the speech.

SECTION 225. PRIVILEGE SPEECH MAY BE REFERRED.

A privilege speech may be referred by the Presiding Officer, motu proprio or upon motion, to the appropriate committee or committees for appropriate action, response, or consideration. Otherwise, the Sangguniang Bayan shall not act upon it.

SECTION 226. SANGGUNIANG BAYAN MEMBER MAY INTRODUCE ANY SUBJECT MATTER.

A Member may request to introduce any matter of urgent interest, or propose simple motions or resolutions under Other Matters. If multiple Members express intent to do so, precedence shall be given to the Member who first filed or declared such intent.

SECTION 227. REPORT OF THE PRESIDING OFFICER AND THE SECRETARY.

The Presiding Officer or the Secretary may utilize the period for Announcements to report to the plenary on official functions, legislative concerns, or matters requiring collective awareness or action of the Sangguniang Bayan.

SECTION 228. READING AND INCLUSION OF DOCUMENTS.

Any document may be read into the record or included in plenary deliberations or committee references upon motion by a Member or by directive of the Presiding Officer.

SECTION 229. DIGITAL ANNOUNCEMENTS MONITORING SYSTEM.

The Secretariat shall maintain a Digital Announcements Monitoring System (DAMS), which shall:

1. Encode and timestamp all announcements and privilege speeches;
2. Tag each item by topic, authoring Member, and intended action or referral;
3. Alert committees of necessary follow-up action or documentation;
4. Generate reports for internal tracking and legislative planning;
5. Aid the Committee on Rules, Laws, Ethics, and Governance in monitoring the disposition of announced matters.

SECTION 230. ANNOUNCEMENTS AS LEGISLATIVE SIGNALS.

Announcements bearing on public safety, constituent concerns, administrative issues, or emergent policy matters shall be treated as legislative signals and may be included in a quarterly Policy Pulse Report submitted by the Committee on Rules, Laws, Ethics, and Governance to:

1. The Municipal Mayor;
2. National government agencies or LGU departments;
3. Concerned barangays, civil society partners, or sectoral representatives.

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SECTION 231. ANNOUNCEMENTS REGISTER AND PERPETUAL RECORD.

A Register of Announcements and Privilege Speeches shall be maintained by the Secretary, containing:

1. Indexing by session date and topic;
2. Summary of committee referrals or resulting actions;
3. Notes on whether the announcement yielded a legislative output;
4. Classification of archival significance;
5. Cross-reference to the minutes and records of the Sangguniang Bayan.

SECTION 232. SPEECHES OF HISTORICAL OR POLICY SIGNIFICANCE.

A privilege speech or announcement may be declared of historical or policy significance by a two-thirds (2/3) vote of all Members. Once so declared, the same shall:

1. Be transcribed in full and included in the Local Legislative Journal;
2. Be communicated to appropriate external institutions or government bodies;
3. Be the subject of a Sangguniang Bayan Resolution of Acknowledgment.

SECTION 233. COMMITTEE RECOMMENDATIONS ON ANNOUNCED MATTERS.

Any matter arising from announcements or privilege speeches, once referred to a committee, shall be calendared by the receiving committee within fifteen (15) working days for appropriate action, and a report shall be issued within thirty (30) calendar days unless otherwise justified.

SECTION 234. ANNOUNCEMENTS IN RELATION TO LEGISLATIVE TRACKING.

All privilege speeches and announcements shall be linked to the Legislative Tracking System and encoded in the same platform used for tracking ordinances, resolutions, and committee reports, in fulfillment of Republic Act No. 11032 and transparency mandates.

SECTION 235. ROLE OF THE COMMITTEE ON RULES.

The Committee on Rules, Laws, Ethics, and Governance shall regularly evaluate the volume, subject trends, and disposition of announcements and privilege speeches to enhance agenda planning, rule-making, and responsiveness of the Sangguniang Bayan.

SECTION 236. RIGHTS OF NON-MEMBERS AND INVITED GUESTS.

Invited resource persons, civil society representatives, or guest officials may be granted time under Announcements for brief statements or acknowledgments, subject to prior approval of the Presiding Officer and the Rules Committee.

SECTION 237. PROTOCOLS ON ANNOUNCEMENTS CONCERNING OTHER BRANCHES.

Announcements that directly involve the Executive or Judicial branches, or other Sanggunians, shall be made with due courtesy and factual accuracy. When applicable, copies shall be transmitted formally to the concerned offices.

SECTION 238. ANNOUNCEMENTS INVOLVING COMMEMORATIONS OR RESOLUTIONS OF CONDOLENCE.

The period for Announcements may include commemorative statements, condolences, or public messages. Such matters may be calendared for adoption of resolutions expressing sympathy, appreciation, or institutional sentiment.

SECTION 239. RECORDING AND PUBLIC POSTING.

All privilege speeches and significant announcements shall be duly recorded in the session minutes and, when warranted, publicly posted through the Sangguniang Bayan's official platforms, including the website, bulletin boards, or social media accounts.

SECTION 240. ETHICAL LIMITATIONS ON ANNOUNCEMENTS.

No announcement shall be used:

1. To attack the personal integrity or reputation of another Member, official, or individual without verified basis;
2. To disclose confidential or executive session matters;
3. To promote partisan political content, fundraising, or commercial endorsement;
4. In any manner that contravenes Republic Act No. 6713, the Code of Conduct of Public Officials.

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SECTION 241. PROHIBITED RE-ANNOUNCEMENTS WITHOUT BASIS.

No matter previously announced and already acted upon may be reintroduced unless new circumstances, factual updates, or legal bases exist and are presented. The Presiding Officer shall rule on the admissibility of such re-announcements, with recourse to a plenary appeal if contested.

SECTION 242. ANNOUNCEMENTS FOR INTER-AGENCY COORDINATION.

Announcements involving policies, developments, or concerns that overlap with other national agencies, regional offices, or municipal departments shall be subject to:

1. Recording in a designated "Inter-Agency Coordination Log" maintained by the Secretary;
2. Immediate referral to the Committee on Intergovernmental Relations or any relevant Committee;
3. Follow-up transmittals and dialog with affected agencies, with updates to be reported in the succeeding session.

SECTION 243. CLASSIFICATION OF ANNOUNCEMENTS.

All announcements shall be preliminarily classified into the following categories:

1. Administrative;
2. Legislative;
3. Oversight;
4. Commemorative;
5. Emergency;
6. External Coordination;
7. Historical and Institutional Records.

SECTION 244. PRIVILEGE SPEECHES AS ARCHIVAL LEGACIES.

Privilege speeches that embody landmark views or crises may, upon motion, be:

1. Included in the Municipal Legislative Archive of Historic Proceedings (MLAHP);
2. Recommended to the Municipal Library or Department of Education for civic education;
3. Included in a printed "Voices of the Council" Yearbook.

SECTION 245. ANNOUNCEMENTS ON IMPLEMENTATION OF SB MEASURES.

Members may use the Announcements Period to report on the implementation of their authored ordinances or sponsored resolutions. Such reporting shall:

1. Include coordination efforts with the Executive or departments;
2. Mention community feedback or implementation gaps;
3. Be scheduled quarterly under a consolidated "Implementation Reporting Segment."

SECTION 246. CONSTITUENT-CENTERED ANNOUNCEMENTS.

A Member may request that verified constituent petitions or updates be included, subject to:

1. Verification by the Secretary or Committee on Public Information;
2. Ethical clearance to avoid personal attacks or misinformation;
3. Attribution and encoding under a "Citizen Legislative Participation Log."

SECTION 247. INTEGRATION WITH THE MUNICIPAL INFORMATION ECOSYSTEM.

The Secretariat shall work with the Municipal Information Officer to:

1. Disseminate key announcements via local radio, website, or bulletin boards;
2. Translate select announcements into Waray-Waray;
3. Archive visual and audio records of significant speeches.

SECTION 248. SYSTEM ON SANGGUNIANG ALERTS AND MEMORANDA.

The Sangguniang Bayan shall adopt a "Session Alert and Memoranda System (SAMS)" to:

1. Relay alerts and policy reminders;
2. Include scheduling for follow-up actions;

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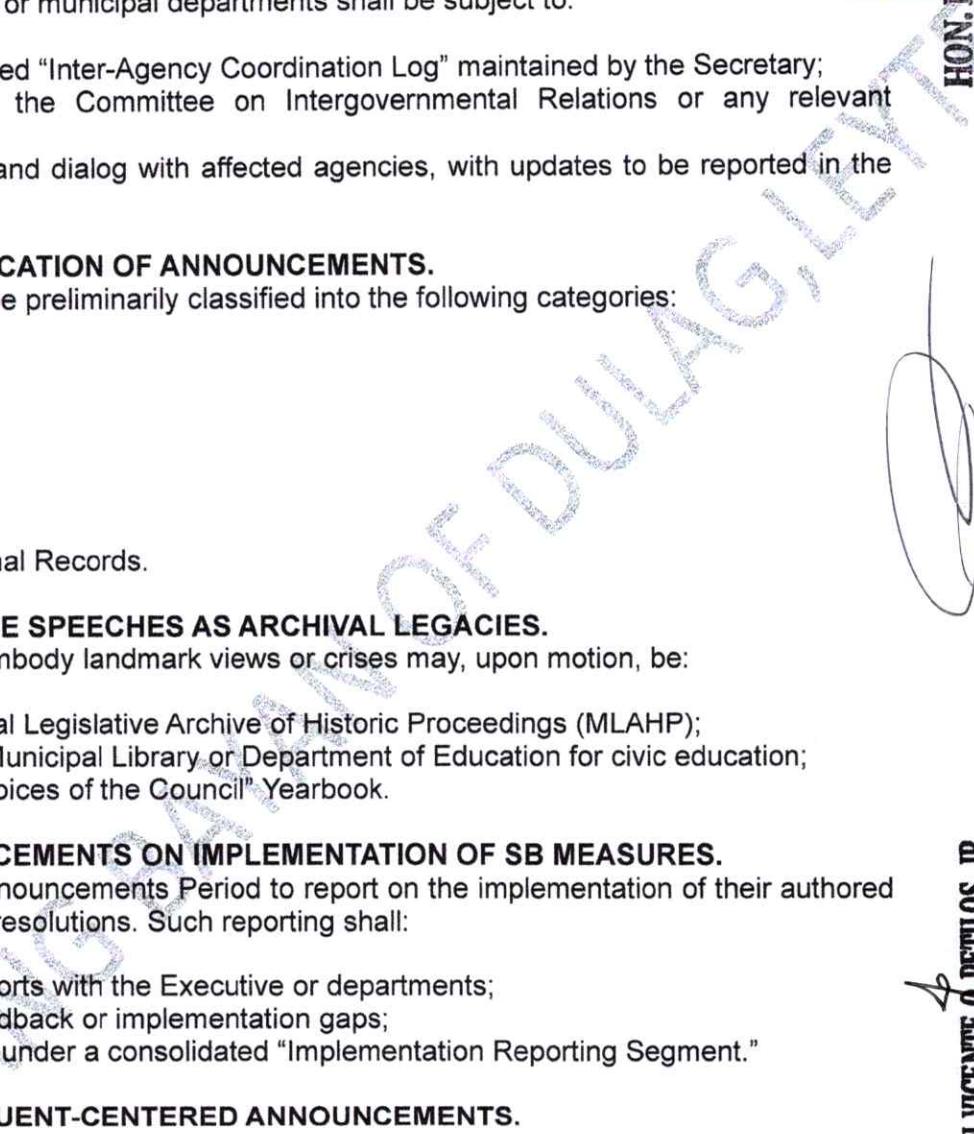
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3. Send automated session updates to Members and Committee Secretaries.

SECTION 249. ANNOUNCEMENTS FROM YOUTH, WOMEN, SENIOR CITIZENS, AND PWD SECTORS.

The Presiding Officer may allocate time for statements from recognized:

1. Youth councils (SK), senior citizens' federations;
2. Women's groups or PWD associations;
3. Transmit concerns to Committees for action, when warranted.

SECTION 250. SESSION-END SUMMARY OF ANNOUNCEMENTS.

Before adjournment, the Secretary shall report a Session-End Summary to:

1. Reiterate follow-up items for Members;
2. Confirm scheduling of committee actions;
3. Clarify the legislative intent and outcomes of announcements.

SECTION 251. LEGISLATIVE ANALYTICS DASHBOARD ON ANNOUNCEMENTS.

The Secretariat shall maintain a Legislative Analytics Dashboard reflecting:

1. Volume of announcements per Member;
2. Categories and trends;
3. Percentage converted to legislative outputs;
4. Timeliness and disposition status.

RULE XVII

MANNER OF PRESENTING MOTIONS

SECTION 252. MANNER OF HAVING THE FLOOR.

Whenever a Member of the Sangguniang Bayan desires to speak or to make a motion, he or she shall respectfully raise a hand and address the Presiding Officer for recognition. The Presiding Officer shall recognize the Member perceived to have first made the request. No Member may proceed to speak or make a motion without having first obtained the floor.

SECTION 253. PRESENTATION OF MOTIONS.

All motions must be presented in an orderly and parliamentary manner. The following rules shall be observed:

1. After obtaining the floor, a Member shall clearly and concisely state the motion by saying, "I move that..." followed by the specific action desired.
2. The Member who made the motion shall have the prior right to speak in favor of the motion.
3. A Member who has made a motion may not speak or vote against it.
4. Once made, the Presiding Officer shall restate the motion clearly for the record before opening the floor to any further action.

SECTION 254. MOTIONS THAT REQUIRE A SECOND.

All substantive motions require a second to be considered by the body, except those deemed procedural or privileged under these Rules. In seconding a motion, a Member expresses support for the body to consider the issue—not necessarily agreement with its substance.

SECTION 255. DISPOSITION OF MOTIONS WITHOUT A SECOND.

If a motion fails to obtain a second, it shall be considered lost for lack of support and shall not be entertained further, unless reintroduced at a later time under a new motion properly seconded.

SECTION 256. WITHDRAWAL OF MOTIONS.

A motion, once stated by the Presiding Officer, becomes the property of the body. However, it may be withdrawn by the proponent before a decision or amendment is made, with the consent of the plenary.

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SECTION 257. MOTION TO AMEND.

When a motion or proposition is under consideration, the following rules shall apply regarding amendments:

1. A motion to amend may be made and shall be acted upon before the main motion is decided.
2. A motion to amend an amendment is likewise in order.
3. Further amendment by substitution may be entertained but shall not be voted upon until the main motion is perfected.
4. Amendments must be stated clearly and in writing when necessary.

SECTION 258. LIMITS ON AMENDMENTS.

Amendments must be germane to the subject matter of the original motion. No amendment shall introduce a new subject, purpose, or object foreign to the main motion.

SECTION 259. MOTION TO POSTPONE DEFINITELY OR INDEFINITELY.

A motion to postpone may be:

1. Definitely, setting a specific date or session for future deliberation; or
2. Indefinitely, with no fixed time, which may result in the measure's effective termination.

A motion to postpone indefinitely shall require a majority vote and is debatable but not amendable.

SECTION 260. MOTION TO RECONSIDER.

A motion to reconsider any matter previously resolved by the Sangguniang Bayan may be made under the following conditions:

1. The motion must be made by a Member who voted with the majority.
2. It must be made within the same session or the next regular session immediately following.
3. It requires a majority vote of the Members present.
4. Debate is limited to two (2) minutes per Member, not exceeding ten (10) minutes total.

If approved, the matter shall be reopened in the status it held prior to the original vote.

SECTION 261. MOTION TO RESCIND OR REPEAL.

A motion to rescind or repeal a prior action, ordinance, or resolution shall:

1. Require a two-thirds (2/3) vote, unless prior notice has been given, in which case a majority shall suffice;
2. Be accompanied by a written explanation stating the legal or factual justification;
3. Not be used to override adjudicated or completed actions, respecting the principle of *res judicata*.

SECTION 262. MOTION TO REFER BACK TO COMMITTEE.

A motion to recommit a matter to a committee may be entertained if:

1. New information or significant developments arise;
2. A substantial amendment is proposed that may change the nature of the measure;
3. Further study, consultation, or clarification is warranted.

The motion shall state the target committee and expected date of report-back.

SECTION 263. MOTION TO LAY ON THE TABLE.

A motion to lay a matter on the table shall suspend further consideration without prejudice. It is not debatable and requires a majority vote. The matter may be revived upon motion at any subsequent session.

SECTION 264. MOTION TO CALL FOR THE ORDER OF THE DAY.

Any Member may move to call for the order of the day when discussion departs from the scheduled business. If sustained by a majority, the body shall return to the approved Order of Business.

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SECTION 265. PRIVILEGED MOTIONS.

Privileged motions include:

1. Motion to adjourn
2. Motion to recess
3. Motion to raise a question of privilege
4. Motion to call for the orders of the day
5. Motion to suspend the Rules

These shall take precedence over ordinary motions and are generally not debatable.

SECTION 266. INCIDENTAL MOTIONS.

Incidental motions, arising out of pending business, include:

1. Point of order
2. Motion to appeal the ruling of the Chair
3. Motion to suspend the rules
4. Motion to divide the question
5. Motion to object to consideration of a question

Such motions must be disposed of immediately.

SECTION 267. MOTION TO SUSPEND THE RULES.

A motion to suspend the Rules may be entertained for urgent and extraordinary reasons. It requires a two-thirds (2/3) vote of all Members present. The motion must specify the Rule or section to be suspended and the specific purpose for which suspension is sought.

SECTION 268. DIVISION OF THE QUESTION.

When a motion contains multiple independent proposals, a Member may move to divide the question for separate consideration and voting. The motion to divide must clearly identify the parts and be approved by a majority vote.

SECTION 269. OBJECTION TO CONSIDERATION.

A Member may object to the consideration of a question if its discussion is deemed detrimental to the dignity of the body. If one-fifth (1/5) of the Members present sustain the objection, the motion shall not be entertained.

SECTION 270. MOTION TO CLOSE DEBATE.

A motion to close debate and proceed to vote may be made if discussion has become repetitive or unproductive. It shall require a two-thirds (2/3) vote to carry. If adopted, the Presiding Officer shall immediately put the question to a vote.

SECTION 271. MOTION TO ADJOURN.

A motion to adjourn shall take precedence over all other motions and is not debatable. However, it may not be made while a Member has the floor or a vote is being taken.

SECTION 272. MOTIONS DURING COMMITTEE SESSIONS.

In committee hearings or meetings, motions may be adopted by a majority of the Members present, provided there is a quorum. Committee motions must be recorded in the minutes and reflected in any resulting committee report.

SECTION 273. ORDER OF PRECEDENCE OF MOTIONS.

When several motions are pending, the order of precedence is as follows:

1. Motion to adjourn
2. Motion to recess
3. Motion to raise a question of privilege
4. Motion to lay on the table
5. Motion to call the previous question (close debate)
6. Motion to postpone definitely
7. Motion to refer to a committee

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SANGGUNIANG BAYAN MEMBER

8. Motion to amend
9. Main motion

Motions higher in rank shall be decided before those lower in rank.

SECTION 274. RESPONSIBILITY OF THE PRESIDING OFFICER.

The Presiding Officer shall ensure:

1. That all motions are entertained and decided upon fairly and promptly;
2. That proper language and decorum are observed;
3. That the rules on motions are strictly followed.

SECTION 275. RECORDING OF MOTIONS.

All motions duly made, seconded, and acted upon shall be recorded in the journal. The record shall indicate the full wording of the motion, the name of the proponent, the result of the vote, and any action taken thereon.

SECTION 276. MOTIONS MONITORING AND INDEXING SYSTEM.

The Office of the Secretary shall maintain a comprehensive Motions Monitoring Log and a digital indexing system to ensure:

1. Transparency and historical tracking;
2. Ease of reference and retrieval;
3. Periodic review and codification by the Committee on Rules, Laws, Ethics, and Governance.

SECTION 277. UNPARLIAMENTARY MOTIONS AND DISCIPLINARY CONSEQUENCES.

Any motion found to be:

1. Dilatory in nature;
 2. Intended solely to obstruct or derail legislative proceedings;
 3. Repetitive of previously resolved matters without substantial difference; or
 4. Frivolous, malicious, or disrespectful to any Member or institution,
- may be ruled out of order by the Presiding Officer *motu proprio* or upon motion. Repeated violations may lead to disciplinary sanctions under these Rules or referral to the Committee on Ethics.

SECTION 278. MOTION FLOWCHART PROTOCOL.

The Secretary shall maintain a Motion Flowchart Protocol indicating:

1. Types of motions and their required majorities;
2. The sequence of precedence and dependencies;
3. Rules for admissibility, withdrawal, amendment, or recommitment;
4. A ready-reference chart displayed in session halls and digital portals.

SECTION 279. PARLIAMENTARY MOTIONS ASSISTED DRAFTING SYSTEM (PMADS).

The Sanggunian shall develop and maintain a PMADS providing:

1. Automated templates for standard motions;
2. Rule citations and rationale fields;
3. Pre-formatted structures for digital submission and publication.

SECTION 280. PROXY PRESENTATION OF MOTIONS.

A Member unable to attend a session due to official leave or emergency may authorize any member of the committee to present the motion in his/her stead provided that the following requisites are comply with:

1. Prior written authorization is submitted;
2. The motion is not personal or privileged in nature;
3. No debate or vote rights are transferred.

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SECTION 281. EQUITY OF TIME IN MOTION DEBATES.

To promote fairness and participation:

1. Speaking times shall be balanced across Members;
2. Time caps may be applied by the Presiding Officer;
3. The Secretary shall log speaking statistics for review.

SECTION 282. TRAINING ON MOTIONS AND PARLIAMENTARY PRACTICE.

The Committee on Rules shall conduct annual workshops for:

1. Members and Secretariat staff;
2. Barangay legislative officers and interns;
3. Local legislative fellows and scholars.

SECTION 283. COMPARATIVE LEGISLATIVE PARLIAMENTARY PRACTICE.

The Sanggunian shall benchmark its practices against:

1. The Philippine Congress and Senate;
2. ASEAN and international parliaments;
3. UN and intergovernmental legislative bodies.

SECTION 284. TRANSPARENCY AND OPEN DATA IN MOTION RECORDS.

All motions shall be:

1. Digitally published in open-data formats;
2. Integrated into the Legislative Tracking System (LTS);
3. Made publicly accessible pursuant to R.A. No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018"

RULE XVIII

POINTS

SECTION 285. POINTS; DEFINITION AND CLASSIFICATION.

"Points" refer to procedural tools raised by Members during plenary proceedings to address matters of process, fairness, clarification, or personal concern. These are privileged interventions, non-debatable, and must be promptly ruled upon by the Presiding Officer. The recognized classifications are:

1. Point of Order
2. Point of Parliamentary Inquiry
3. Point of Information
4. Point of Personal Privilege
5. Point of Legislative Privilege
6. Point of Correction

These are non-substantive in nature but vital for upholding decorum, equity, and procedural integrity during legislative sessions.

SECTION 286. POINT OF ORDER.

A Point of Order is raised when a Member believes there has been a breach of the Rules, procedure, or established law. It must be raised immediately at the time of the perceived infraction.

1. The Member shall state, "Point of Order," without needing recognition.
2. The Presiding Officer must immediately address the point and suspend current proceedings if necessary.
3. The ruling shall be final unless appealed and reversed by a majority vote of those present.
4. No debate shall be allowed on the point itself.

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WATERMARK: HON. DUWAG, LEYTE

SECTION 287. POINT OF PARLIAMENTARY INQUIRY.

A Point of Parliamentary Inquiry is raised to seek clarification on rules, procedure, or parliamentary order.

1. It shall be confined strictly to procedural questions.
2. The Chair shall respond or refer the matter to the Secretary for procedural clarification.
3. It shall not interrupt another Member's speech unless consented or deemed urgent.

SECTION 288. POINT OF INFORMATION.

A Point of Information is a factual inquiry relevant to the business under discussion.

1. The Member shall seek recognition and say, "Point of Information."
2. The speaker must yield the floor before the question is posed.
3. The inquiry must be brief, relevant, and non-argumentative.
4. Prolonged use may be curtailed by the Chair to avoid disruption.

SECTION 289. POINT OF PERSONAL PRIVILEGE.

This may be raised when a Member's dignity, health, safety, or rights are impaired in a manner that affects legislative performance.

1. The Member may interrupt proceedings by saying, "Point of Personal Privilege."
2. The Chair may allow explanation or refer it to the Committee on Ethics.
3. The matter must be confined strictly to personal rights or misrepresentation.

SECTION 290. POINT OF LEGISLATIVE PRIVILEGE.

This asserts a right or immunity under the Constitution or Local Government Code, such as:

1. Speech and debate protection
2. Access to information and documents
3. Protection against improper arrest or intimidation

Violation of legislative privilege may be referred to the Committee on Ethics or Committee on Rules.

SECTION 291. POINT OF CORRECTION.

This addresses factual or clerical inaccuracies during proceedings or in official records.

1. The Member shall state, "Point of Correction."
2. If the correction is valid, the Secretary shall amend the record accordingly.
3. If contested, it shall be resolved by majority vote.

SECTION 292. MANNER OF RAISING POINTS.

All points shall be raised in a courteous and efficient manner.

1. No argumentation or personal attacks shall accompany any point.
2. Repeated or baseless points may be ruled out of order.
3. All points take precedence except during actual voting.

SECTION 293. RECORDING OF POINTS.

All points and corresponding rulings shall be entered into the Journal, including:

1. Type of point raised
2. Name of the Member
3. Ruling of the Presiding Officer
4. Disposition or follow-up action

SECTION 294. APPEALING THE RULING OF THE CHAIR.

1. An appeal must be made immediately after the ruling.
2. It must be supported by at least one other Member.
3. It shall be resolved by majority vote, without debate except for the appellant and the Chair, limited to two minutes each.

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SECTION 295. ABUSE AND SANCTIONS.
Frequent or intentional misuse of Points may be penalized by:

1. Censure
2. Reprimand
3. Suspension from the session
4. Referral to the Committee on Ethics for further action

SECTION 296. ORDER OF PRECEDENCE.
In case of simultaneous Points, the order of priority shall be:

1. Point of Order
2. Point of Legislative Privilege
3. Point of Personal Privilege
4. Point of Parliamentary Inquiry
5. Point of Correction
6. Point of Information

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SECTION 297. POINTS DURING COMMITTEE OF THE WHOLE.
1. Points of Order, Information, and Correction may be addressed by the Committee Chair.
2. Points of Privilege must be ruled upon by the Presiding Officer.
3. Rulings shall be subject to plenary confirmation.

SECTION 298. WRITTEN POINTS FOR COMPLEX MATTERS.
The Chair may require that a complex or technical Point be submitted in writing to the Committee on Rules, Privileges, Good Governance, and Justice for report and recommendation.

SECTION 299. PRIVILEGE TO RAISE POINTS CANNOT BE SUSPENDED.
The right to raise Points may not be suspended, except during actual voting, or upon a two-thirds vote of all Members present and provided it does not contravene the Constitution or the Local Government Code.

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SECTION 300. EDUCATIONAL VALUE OF POINTS.
All Points shall be included in the Sangguniang Bayan's internal continuing education and capacity-building programs for Members and staff.

SECTION 301. POINTS MONITORING SYSTEM.
The Office of the Secretary shall maintain a Points Monitoring System, which shall:

1. Digitally record and classify all Points raised
2. Generate quarterly reports for institutional analysis
3. Assist the Committee on Rules and the Chair in identifying misuse, trends, or training needs

SECTION 302. CONFIDENTIALITY OF CERTAIN POINTS.
Points that relate to executive sessions, sensitive personnel issues, or privileged communications shall be recorded in a confidential annex and governed by Rule VII on Executive Sessions.

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SECTION 303. TIME LIMIT FOR RESOLVING APPEALS ON POINTS.
All appeals on rulings of the Chair involving Points must be resolved within the same session during which they are raised, unless referred for legal study by a majority vote.

SECTION 304. SUPPLEMENTAL POINTS AFTER ADJOURNMENT.
If a Member wishes to submit a clarification, explanation, or supplemental Point in writing after adjournment, such may be recorded in the next session's Order of Business under "Other Matters" or attached as an addendum to the Journal, subject to the body's approval.

SECTION 305. COMPENDIUM OF RULINGS ON POINTS.
The Committee on Rules shall compile a Compendium of Rulings on Points every two years, including landmark decisions, precedents, and interpretations. This shall serve as guide for future parliamentary governance.

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SECTION 306. INTERFACE WITH DIGITAL JOURNAL SYSTEM.

The Points Monitoring System shall be integrated into the digital legislative journal platform to ensure seamless documentation, transparency, and historical continuity across sessions and legislative terms.

SECTION 307. REVIEW OF THE POINTS FRAMEWORK.

This Rule shall be reviewed every three years by the Committee on Rules, Laws, Ethics, and Governance to ensure its continued alignment with evolving legislative norms, technological systems, and constitutional mandates.

SECTION 308. GENDER AND CULTURAL SENSITIVITY IN RAISING POINTS.

When Points relate to personal privilege, harassment, or discriminatory language or behavior, the Chair shall ensure that redress, support mechanisms, and decorum policies are strictly applied in accordance with gender and culturally sensitive protocols.

SECTION 309. RECOGNITION OF EXEMPLARY USE OF POINTS.

The Sangguniang Bayan may adopt a Resolution of Commendation for Members who consistently use parliamentary Points to uphold ethical debate, legislative efficiency, and institutional discipline.

SECTION 310. OBSERVERS' RIGHT TO MONITOR POINTS.

Civil society observers, accredited NGOs, and concerned citizens shall have access to non-confidential data on the use of Points, as part of public transparency and participatory governance.

SECTION 311. SEPARABILITY CLAUSE FOR POINTS FRAMEWORK.

If any part of this Rule is found unconstitutional or unenforceable, the remaining provisions shall continue in full force and effect.

RULE XIX

MOTIONS

SECTION 312. DEFINITION AND PURPOSE.

A motion is a formal proposal by a Member, in a duly convened session, that the Sangguniang Bayan take a specific action, adopt a particular view, or express itself on a matter within its jurisdiction. Motions are the primary means by which business is introduced, debated, amended, deferred, or decided in plenary, and shall be presented, processed, and disposed of in accordance with these Rules, the Local Government Code of 1991, and established parliamentary practice.

Motions serve to:

1. Facilitate orderly conduct of business
2. Ensure clarity in decision-making
3. Protect the rights of the majority, the minority, individual Members, and the institution
4. Provide mechanisms for revisiting or correcting decisions when necessary

SECTION 313. GENERAL CLASSIFICATION OF MOTIONS.

In accordance with parliamentary law and Robert's Rules of Order (Newly Revised), motions are classified into the following main categories:

1. Main Motions – Introduce substantive business for consideration
2. Subsidiary Motions – Modify or affect the treatment of a main motion, such as amend, refer, or postpone
3. Privileged Motions – Concern matters of immediate importance unrelated to pending business, such as recess, adjourn, or questions of privilege
4. Incidental Motions – Arise out of other motions or procedural situations, such as point of order or appeal
5. Motions That Bring a Question Again Before the Body – Such as reconsider, rescind, or amend something previously adopted

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SECTION 314. MANNER OF PRESENTING MOTIONS.

1. A Member must be recognized by the Presiding Officer before making a motion, except where recognition is not required under these Rules, such as a Point of Order under Rule XVIII
2. The motion must be clearly and precisely worded, beginning with "I move that" followed by the proposed action
3. The motion must be seconded, unless otherwise provided herein
4. The Presiding Officer shall restate the motion for clarity before debate or disposition
5. Complex or lengthy motions may be required by the Presiding Officer to be submitted in writing before debate

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SECTION 315. MOTION TO RECESS.

1. The Presiding Officer may, motu proprio or upon motion duly seconded, call for a recess at any time for a specified or reasonable period
2. A motion for recess is a privileged motion, is not debatable, and requires a majority vote for adoption
3. A recess shall not exceed thirty minutes unless otherwise agreed by majority vote
4. The Sergeant-at-Arms shall maintain decorum during the recess period

SECTION 316. MOTION TO APPEAL THE DECISION OF THE CHAIR.

1. Any ruling of the Presiding Officer may be appealed to the body immediately after such ruling is made
2. The appellant speaks first, the Presiding Officer may respond, and no other Member may speak except by leave of the body
3. Requires a second and a majority vote to overturn the ruling
4. Appeals on questions of fact are not debatable; appeals on questions of procedure are debatable within the limits of decorum
5. All appeals shall be resolved in accordance with Rule XVIII on Points

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SECTION 317. MOTION TO SET DEBATE.

A motion to set debate is used to fix the time, scope, or sequence of discussion on a specific matter. It is debatable, amendable, and requires a majority vote.

SECTION 318. MOTION TO POSTPONE.

1. Postpone to a Certain Time (Definite Postponement) – Delays consideration to a specific later time or date
2. Postpone Indefinitely – Effectively disposes of the main motion without direct vote on it
3. Both require a second, are debatable, and require a majority vote
4. Definite postponements shall indicate the specific agenda slot or date for resumption

SECTION 319. MOTION TO CLOSE DEBATE (PREVIOUS QUESTION).

1. Ends debate immediately and brings the pending question or questions to a vote
2. Requires a second and a two-thirds vote of Members present
3. Applies to all pending motions in the order in which they were made, unless otherwise specified
4. Once adopted, no further debate shall be entertained

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SECTION 320. MOTION TO SUSPEND THE SESSION.

1. Temporarily halts proceedings for a set time
2. Requires a second, is not debatable, and needs a majority vote

SECTION 321. QUESTION OF PRIVILEGE.

1. Concerns rights, reputation, conduct, or urgent needs of the Sangguniang Bayan or its Members
2. May interrupt a speaker but must be recognized by the Presiding Officer
3. Personal questions of privilege are confined to matters directly affecting the Member's ability to perform duties; collective privilege concerns the integrity or functioning of the Sanggunian

SECTION 322. PRECEDENCE OF MOTIONS.

When a motion or main question is pending, the only motions in order, ranked from highest to lowest precedence, are:

1. Motion to adjourn
2. Motion to recess
3. Question of privilege

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4. Motion to postpone to a certain time
5. Motion to refer to committee
6. Motion to amend
7. Motion to postpone indefinitely

SECTION 323. MOTIONS DECIDED WITHOUT DEBATE.

The following shall be decided without debate:

1. Motion to adjourn
2. Motion to recess
3. Motion to suspend the Rules
4. Motion to table or lay on the table
5. Motions relating to priority of business

SECTION 324. AMENDMENT OF MOTIONS.

1. A motion to amend may be made by inserting, striking out, or substituting words, phrases, or provisions
2. An amendment to an amendment, or secondary amendment, is in order, but no further amendment may be entertained until the secondary amendment is decided
3. Amendments must be germane to the subject of the motion

SECTION 325. MOTION TO RECONSIDER.

1. May be made by a Member who voted with the prevailing side, on the same day or the next session day
2. Requires a second, is debatable if the motion reconsidered was debatable, and requires a majority vote

SECTION 326. MOTION TO RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED.

1. May be made by any Member, regardless of how they voted originally
2. Requires notice or a two-thirds vote without notice

SECTION 327. SUSPENSION OF THE RULES.

1. Allows the body to take action otherwise prohibited by its Rules
2. Requires a two-thirds vote and cannot violate law or the Constitution

SECTION 328. TABLING OR LAY ON THE TABLE.

1. Temporarily sets aside a pending motion without debate
2. Requires a majority vote and may be taken from the table at the same or next session

SECTION 329. RECORDING AND MONITORING OF MOTIONS.

The Secretary to the Sangguniang Bayan shall maintain a Motions Register detailing:

1. Type of motion
2. Proponent and seconder
3. Disposition and vote result
4. Date and session reference

SECTION 330. ABUSE OF MOTIONS.

Intentional or repeated dilatory use of motions shall constitute disorderly behavior, subject to sanction by the body, including censure, loss of floor privilege, or referral to the Committee on Ethics

SECTION 331. EDUCATION AND ORIENTATION ON MOTIONS.

The Sangguniang Bayan shall periodically conduct training sessions to enhance Members' mastery of motions under these Rules and Robert's Rules of Order

SECTION 332. SPECIAL MOTION PROTOCOLS FOR HYBRID OR EMERGENCY SESSIONS.

1. Applicability – These protocols apply when sessions are conducted wholly or partially through teleconferencing, videoconferencing, or other electronic means, as authorized under law
2. Recognition of Motions – Members shall signal intent to make a motion through the official virtual platform's "raise hand" function or equivalent method

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3. Floor Assignment – The Presiding Officer shall verbally recognize the Member before the motion is considered as formally presented
4. Voting on Motions – All votes on motions during hybrid sessions must be conducted via secure, real-time electronic roll call or voting software approved by the Sanggunian
5. Technical Disruptions – In case of technical failure affecting quorum or vote integrity, the motion shall be suspended and taken up again once stable connectivity is restored
6. Documentation – All motions made in hybrid sessions shall be logged in the same manner as those made in face-to-face sessions, with additional notation on the mode of participation

SECTION 333. DIGITAL MOTION AUTHENTICATION.

1. Electronic Submission – Motions, when pre-filed or submitted electronically, must use the official Sangguniang Bayan email or document management system, with timestamps preserved
2. Authentication Requirements – Digital motions must bear:
 - a. The Member's electronic signature or digital certificate, where applicable
 - b. The date and time of filing
 - c. Confirmation of receipt by the Secretariat
3. Integrity and Security – The Secretariat shall maintain a secure repository of all electronically filed motions to safeguard against alteration or unauthorized deletion
4. Cybersecurity – Digital filing platforms shall comply with the Data Privacy Act of 2012 and other applicable laws on information security

SECTION 334. PRE-FILED MOTIONS REGISTRY.

1. Purpose – A registry of pre-filed motions shall be maintained to ensure orderly scheduling and avoid duplication
2. Filing Deadline – Pre-filed motions must be submitted at least twenty-four hours before the session, unless classified as urgent
3. Priority Consideration – Motions pre-filed within the prescribed period shall be taken up before motions made from the floor, unless otherwise ordered by the Presiding Officer with the concurrence of the majority
4. Transparency – The registry shall be made accessible to all Members through the official digital workspace
5. Archiving – The Secretariat shall maintain both digital and printed archives of pre-filed motions for institutional memory

SECTION 335. EMERGENCY AND URGENT MOTIONS.

1. Definition – An emergency or urgent motion addresses a matter that, if delayed, would result in substantial prejudice to public interest, safety, health, or the legislative process
2. Procedure – Such motions may be entertained without pre-filing, provided:
 - a. The urgency is explained immediately upon making the motion
 - b. The body, by majority vote, agrees to consider it at once
3. Documentation – All urgent motions acted upon must be documented with justification for the urgency, entered into the session journal

SECTION 336. CONTINUOUS IMPROVEMENT AND REVIEW OF MOTION PRACTICES.

1. Periodic Assessment – The Committee on Rules shall review the motion protocols every two years, or sooner if necessary, to adapt to evolving parliamentary standards and technological advancements
2. Integration of Best Practices – The Sanggunian shall adopt improvements from reputable parliamentary authorities, such as Robert's Rules of Order (latest revised edition), the Institute of Parliamentary Procedure, and relevant legal updates under Philippine law
3. Capacity Building – Regular workshops and simulations shall be held to keep Members and Secretariat personnel adept in the effective use and management of motions

SECTION 337. MOTION TO DIVIDE THE QUESTION.

When a motion contains several distinct parts, a Member may move to have each part considered and voted on separately.

1. Form – "I move to divide the question so that each part may be debated and voted upon separately"
2. Adoption – Requires a majority vote, without debate
3. Effect – Each divided portion shall be treated as a separate motion, subject to the full procedural rules

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SECTION 338. MOTION FOR RECONSIDERATION.

1. Purpose – A Member who voted with the prevailing side may move to reconsider a decision of the Sanggunian
2. Time Limit – Must be made within the same session or at the next regular session
3. Effect – If adopted, the matter is reopened for debate and possible amendment before a new vote is taken
4. Limitation – Only one motion for reconsideration per question shall be allowed

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SECTION 339. MOTION TO LAY ON THE TABLE.

1. Definition – This motion sets aside the pending question temporarily without setting a time for resumption
2. Vote Required – Majority of Members present
3. Resumption – May be taken from the table at any time before adjournment of the next regular session

SECTION 340. MOTION TO TAKE FROM THE TABLE.

When a matter has been laid on the table, a Member may move to take it up again.

1. Timing – May be made during the same session or the next regular session
2. Vote Required – Majority vote

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SECTION 341. MOTION TO REFER OR RECOMMIT.

1. Purpose – To send a matter back to the appropriate committee for further study, amendment, or public consultation
2. Vote Required – Majority vote
3. Effect – The committee must report back within the period set by the Sanggunian or as prescribed by these Rules

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SECTION 342. MOTION TO RESCIND OR REPEAL.

1. Definition – A motion to annul or cancel a previous action or decision of the Sanggunian
2. Vote Requirement –
 - a. Majority of the entire membership if prior notice has been given
 - b. Two-thirds vote without prior notice
3. Limitations – Cannot be used to rescind an action that has been fully executed or where rights have already vested

SECTION 343. DOCUMENTATION AND ARCHIVING OF MOTIONS.

1. Official Record – Every motion, whether adopted, rejected, or withdrawn, must be entered verbatim into the Session Journal, along with the mover's name, the seconder's name, and the vote result
2. Digital Archive – The Secretariat shall maintain a searchable electronic repository of all motions, indexed by date, subject, mover, and outcome
3. Public Access – Non-confidential motions shall be made available on the official website or public notice board

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SECTION 344. TRAINING AND PARLIAMENTARY SUPPORT.

1. Workshops – The Secretariat, in coordination with the Committee on Rules, shall conduct at least one annual parliamentary procedure workshop for Members and staff
2. Reference Materials – Copies of the latest Robert's Rules of Order (revised), the Local Government Code, and this IRP shall be made available in both print and digital form for ready reference during sessions
3. Parliamentarian Role – The Committee on Rules Chairperson or a designated Parliamentarian shall be available during sessions to advise on the form, precedence, and legality of motions

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SECTION 345. PREVENTION OF ABUSE OF MOTIONS.

1. Dilatory Motions – The Presiding Officer may rule a motion out of order if it is manifestly intended to delay proceedings, obstruct decision-making, or harass Members
2. Pattern of Abuse – Repeated misuse of motions by a Member may be referred to the Committee on Ethics for investigation
3. Sanctions – May include censure, reprimand, or temporary suspension from participation in debates

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SECTION 346. SUNSET REVIEW OF MOTION RULES.

Every three years, the Sanggunian shall conduct a Sunset Review of motion-related provisions to ensure continued relevance, efficiency, and compliance with updated laws and parliamentary standards

SECTION 347. MOTIONS REQUIRING SUPERMajority.

For clarity, the following motions require a two-thirds vote of all Members present:

1. Suspension of the Rules
2. Previous Question (to close debate)
3. Rescind without prior notice
4. Dispensing with the separation of readings under certified urgency
5. Any motion specifically requiring such vote by law or these Rules

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SECTION 348. MOTIONS OUT OF ORDER.

A motion shall be ruled out of order if:

1. It conflicts with the Constitution, the Local Government Code, or existing law
2. It is dilatory or frivolous in nature
3. It is substantially identical to a motion already decided in the same session without new facts
4. It infringes on the rights of absent Members without due notice

SECTION 349. MOTIONS DURING BUDGET DELIBERATIONS.

1. Motions to reduce, realign, or augment appropriations shall be made in writing, stating the specific item and amount affected
2. No motion to terminate budget debate shall be entertained until all Members wishing to speak have been given the floor, subject to reasonable time limits

HON. BENIGNO Y. CAMPOSANO
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SECTION 350. JOINT OR COORDINATED MOTIONS.

When acting jointly with other legislative bodies, such as the Sangguniang Panlalawigan or Barangay Councils, a motion shall:

1. Clearly state the joint nature of the action
2. Be transmitted to all counterpart bodies for concurrence
3. Take effect only upon parallel adoption

SECTION 351. MOTIONS IN EXECUTIVE SESSION.

1. Motions made in executive session shall be recorded in a separate confidential journal
2. Disclosure of such motions without authority shall constitute a breach of privilege, subject to sanctions under Rule VII and Rule XVIII

SECTION 352. SEVERABILITY OF MOTIONS RULES.

If any provision of this Rule is declared invalid or unconstitutional, the remaining provisions shall continue to be in force.

RULE XX

REQUISITES OF MOTIONS

SECTION 353. Riders Prohibited.

No motion, amendment, or proposition on a subject matter different from that under consideration shall be allowed under the guise of an amendment. This prohibition preserves coherence and clarity in legislative action, prevents surprise or "ambush" tactics, and ensures that Members receive proper notice of the subject under discussion. Any such motion or amendment shall be ruled out of order by the Presiding Officer, subject to appeal to the body under Rule XIX, Section Three Hundred Fifteen.

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SECTION 354. One-Subject Rule.

No motion shall embrace more than one principal subject matter. Related details, procedural steps, or ancillary actions that are incidental to the principal subject may be included. This ensures that each motion is capable of independent debate and decision.

SECTION 355. Form and Language.

All motions shall be stated in clear, concise, and affirmative language, free from ambiguous terms or double negatives. When presented in writing, motions shall be submitted to the Secretary to ensure accurate transcription into the Session Journal pursuant to Rule XIX, Section Three Hundred Twenty-Eight.

SECTION 356. Requirement of Recognition.

Except where privileged motions permit immediate interruption, no Member may make a motion without first being recognized by the Presiding Officer, in accordance with Rule XVII.

SECTION 357. Requirement of a Seconder.

All substantive motions shall be seconded, except where otherwise provided in these Rules. A second merely signifies that another Member considers the motion worthy of consideration; it does not necessarily imply support. Failure to secure a second results in the motion's immediate disposal.

SECTION 358. Compliance with Notice Requirements.

Motions affecting the rights of Members, altering the Rules, or revisiting prior decisions must comply with applicable advance notice requirements under these Rules or by law. Lack of proper notice renders such motion out of order.

SECTION 359. Germaneness.

Any amendment to a motion shall be germane to the original subject. The Presiding Officer shall rule on questions of germaneness, subject to appeal to the body.

SECTION 360. Timing and Stage of Presentation.

Motions shall be presented at the appropriate stage of business under the established Order of Business in Rule IX. Certain motions may be entertained only at specific points, as determined by these Rules.

SECTION 361. Classification and Precedence.

Motions shall be classified as:

- (a) Privileged motions, relating to the rights and privileges of the body or its Members;
- (b) Incidental motions, arising incidentally out of pending business;
- (c) Subsidiary motions, applied to other motions to modify, delay, or dispose of them; and
- (d) Main motions, introducing new business.

Their precedence shall follow Rule XIX, Section Three Hundred Twenty-One.

SECTION 362. Prohibition Against Dilatory Motions.

Motions intended solely to delay, obstruct, or harass proceedings are prohibited. The Presiding Officer may, after one warning, refuse recognition of such motions. Persistent abuse may be referred to the Committee on Ethics under Rule XXVII.

SECTION 363. Documentation of Complex Motions.

Any motion containing multiple clauses, technical provisions, or legislative directives shall be submitted in writing prior to debate or voting. The Secretary shall ensure precise transcription to prevent disputes over the text.

SECTION 364. Motions Requiring Special Vote.

Certain motions require a two-thirds vote or other supermajority as mandated by law or these Rules. The Presiding Officer shall state the required threshold before the vote is taken.

SECTION 365. Withdrawal.

A motion may be withdrawn by its mover with the consent of the seconder before voting begins. Once withdrawn, it shall be deemed as if never made.

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SECTION 366. Divisibility.

A motion containing distinct propositions may be divided upon the request of any Member and with the approval of the body. Each division shall be considered and voted upon separately.

SECTION 367. Legality.

No motion shall be entertained if it proposes an action that is illegal, unconstitutional, or beyond the powers of the Sanggunian. The Presiding Officer shall declare such motions out of order immediately.

SECTION 368. Public Access.

Non-confidential motions, once recorded, shall be available for public inspection within three working days after the session. Confidential or privileged motions shall remain restricted in accordance with Rule VII.

SECTION 369. Digital Submission in Hybrid Sessions.

In hybrid or online sessions, motions may be submitted electronically through the official secure channel designated by the Secretariat. Such submissions shall be valid if acknowledged by the Presiding Officer.

SECTION 370. Supplementary Application.

In case of ambiguity, the provisions of Robert's Rules of Order, Newly Revised shall apply supplemented by the Local Government Code and other applicable laws.

SECTION 371. Sunset Review.

This Rule shall be reviewed every three years to ensure continued effectiveness, alignment with best practices, and responsiveness to evolving legislative needs.

SECTION 372. Identification of Motion Type.

The Member making a motion shall explicitly state the type of motion being presented to avoid confusion in classification, precedence, and voting requirements.

SECTION 373. Mandatory Rereading of Complex or Amended Motions.

Before voting on any motion that has been amended, the Secretary shall read aloud its final text to ensure that Members are voting on the correct version.

SECTION 374. Clarification Period.

The Presiding Officer shall allow a reasonable period, not exceeding five minutes, for Members to seek clarification or ask questions on the motion's scope, legality, or effect prior to voting.

SECTION 375. Proof of Relevance.

For motions arising during deliberations, the proponent shall briefly state the motion's relevance to the matter at hand. Irrelevant motions shall be ruled out of order.

SECTION 376. Automatic Referral for Technical or Legal Questions.

Motions involving technical, financial, or legal consequences may be referred to the appropriate committee for study before being acted upon, unless declared urgent by a two-thirds vote.

SECTION 377. Time Limit on Speeches.

No Member shall speak for more than five minutes on a motion unless granted additional time by the Presiding Officer. Equal opportunity shall be afforded for opposing views.

SECTION 378. Consolidation of Similar Motions.

When two or more motions address substantially the same matter, the Presiding Officer may, with the consent of the body, consolidate them for efficiency, while preserving the right of each mover to be recognized.

SECTION 379. Resolution of Conflicting Motions.

If two motions are in direct conflict, the body shall first dispose of the motion that most closely preserves the status quo before acting on the motion proposing change.

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SECTION 380. Urgent Motions.

A motion may be considered urgent if it involves imminent harm to the public interest, if delay will render the matter moot or cause significant prejudice, or if certified as urgent by the Local Chief Executive with concurrence of a majority of Members present. Urgent motions may bypass certain procedural requirements, subject to constitutional and legal limits.

SECTION 381. Restriction on Repeated Motions.

No motion defeated may be renewed in the same session, except by motion to reconsider as provided in Rule XIX, Section Three Hundred Twenty-Four or Section Three Hundred Thirty-Seven.

SECTION 382. Ethical Presentation.

All motions shall be presented in good faith, without concealment of material facts, and in a manner consistent with the dignity of the Sanggunian. Violations may be referred to the Committee on Ethics.

SECTION 383. Recording of Proposed Amendments.

All proposed amendments to motions shall be recorded separately in the Session Journal, even if withdrawn or defeated, to preserve legislative history.

SECTION 384. Post-Adoption Certification.

Upon adoption of a motion with significant operational or legal consequences, the Secretary shall prepare a written certification of its text and effect within two working days for the Presiding Officer's signature.

SECTION 385. Indexing and Tracking.

The Secretariat shall maintain a Motion Index containing the serial number, date of presentation, proponent, action taken, and reference to related legislation or session. This Index shall be accessible to Members and, for non-confidential motions, to the public.

SECTION 386. Final Interpretation.

All doubts regarding the requisites of motions shall be resolved in favor of transparency, orderliness, and legislative efficiency, with Robert's Rules of Order, Newly Revised and the Local Government Code applying suppletorily.

RULE XXI

DEBATE

SECTION 387. Debate; Purpose.

Debate is the formal exchange of arguments and viewpoints by Members of the Sangguniang Bayan for the purpose of clarifying, improving, or determining the merits of a motion, ordinance, resolution, or other matter under consideration. It shall be conducted with due regard to parliamentary decorum, fairness, and the dignity of the institution, in accordance with these Rules, the Local Government Code, and Robert's Rules of Order, Newly Revised.

SECTION 388. Recognition Before Speaking.

No Member shall speak in debate without first being recognized by the Presiding Officer. Recognition shall be requested by raising one's hand or, in hybrid sessions, by using the approved digital signal under Rule VIII.

SECTION 389. Closure of Debate by Motion.

In the discussion of any measure, a motion to close the debate shall be in order after at least two speeches in favor and one against, or after one speech for has been delivered and none entered against it, subject to the voting threshold under Rule XX, Section Three Hundred Sixty-Three.

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SECTION 390. Right to Open and Close.

The proponent of the motion shall have the right to open and close the debate and may speak for not more than five minutes in each instance, unless extended by majority vote of the Members present.

SECTION 391. Limit on Speeches.

No Member shall speak more than twice on the same question in a single session, and the second speech shall only be permitted after all other Members desiring to speak have been heard.

SECTION 392. Time Limit Per Speech.

A Member shall be allowed a maximum of ten minutes for the first speech and five minutes for the second speech, unless extended by majority vote.

SECTION 393. Relevancy.

Speeches must be germane to the question under discussion. The Presiding Officer may call a Member to order for irrelevancy or repetition, subject to appeal to the body in accordance with Rule XVIII.

SECTION 394. Interruption.

No Member shall be interrupted while speaking, except by a Point of Order, a Point of Personal or Legislative Privilege, or by the Presiding Officer for enforcement of rules.

SECTION 395. Questions During Debate.

A Member may, through the Presiding Officer, request another Member to yield time for a question. The speaking Member may accept or decline the request.

SECTION 396. Use of Documents and Visual Aids.

Documents, charts, and visual aids may be used in debate, provided such materials are submitted to the Secretariat for inclusion in the official record.

SECTION 397. Limiting or Extending Debate.

A motion to limit or extend debate requires a second, is not debatable, and requires a two-thirds vote.

SECTION 398. Closure by Unanimous Consent.

The Presiding Officer may, after both sides have had reasonable opportunity to speak, inquire if the body wishes to close debate. If no objection is raised, closure is deemed by unanimous consent.

SECTION 399. Debate on Motion to Reconsider.

Debate shall be confined strictly to whether the original decision should be reconsidered, consistent with Rule XXII on Reconsideration.

SECTION 400. Speaking Order.

Recognition shall alternate between those in favor and those against to ensure balanced representation of viewpoints.

SECTION 401. Withdrawal.

A Member who has secured the floor may withdraw from debate at any time, thereby yielding the floor.

SECTION 402. Conduct and Decorum.

Members shall confine themselves to the question and avoid personalities. Disparaging, defamatory, or disorderly remarks are prohibited and may be subject to sanction under Rule XXVII.

SECTION 403. Anti-Filibuster.

The Presiding Officer may, with consent of two-thirds of the Members present, impose shorter speaking times or limit speeches to prevent undue delay.

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SECTION 404. Executive Session Debate.

Debate in executive session shall follow the same rules but remain confidential, consistent with Rule VII.

SECTION 405. Remote Participation.

Remote participants shall have equal debate rights, provided they request recognition through the approved platform, maintain clear audio-visual presence, and comply with decorum requirements.

SECTION 406. Prohibition on Cross-Debate.

All remarks shall be addressed to the Chair. Direct exchanges between Members require the Presiding Officer's leave.

SECTION 407. Pre-Debate Briefings.

The Secretariat may prepare non-partisan summaries of measures scheduled for debate, to be furnished to Members in advance.

SECTION 408. Recording and Archiving.

Debates shall be audio- or video-recorded and preserved for at least five years unless otherwise restricted by law.

SECTION 409. Post-Debate Summarization.

Before voting, the Presiding Officer or Secretary shall summarize key arguments for and against, without personal bias.

SECTION 410. Accountability for Statements.

Members are responsible for verifying factual claims. Requests to correct the record shall be promptly acted upon by the Secretariat.

SECTION 411. Educational Use.

Debate transcripts may be used for training, civic education, or research, subject to confidentiality provisions under Rule VII.

SECTION 412. Recognition of Majority and Minority.

The Presiding Officer shall ensure equitable speaking opportunities among Majority, Minority, and independent Members.

SECTION 413. Urgent Debates.

In urgent matters certified as such, debate shall be limited to two speakers for and two against, each allotted five minutes, unless extended by a two-thirds vote.

SECTION 414. Prevention of Abuse.

Any use of debate rights solely to obstruct proceedings may be curtailed by the Presiding Officer with the body's consent.

SECTION 415. Preservation of Order.

The Presiding Officer may order a Member to yield the floor for persistent violation of debate rules, subject to appeal to the body.

SECTION 416. Effect of Closure on Amendments.

When debate is closed, all pending amendments shall be put to a vote without further discussion.

SECTION 417. Finality After Closure.

Once voting has commenced after closure, no further discussion shall be permitted.

SECTION 418. Suppletory Application.

In matters not covered, the debate provisions of Robert's Rules of Order, Newly Revised shall apply, provided they do not conflict with the Constitution, the Local Government Code, or these Rules.

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SECTION 419. Position Papers.

Written position papers from Members, committees, or recognized stakeholders may be submitted prior to debate and shall be distributed by the Secretariat.

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2025-2028
13th SANGGUNIANG BAYAN

SECTION 420. Fact-Checking Support. The Secretariat may, upon the Presiding Officer's request, provide real-time fact-checking or legal clarifications during debate without disrupting proceedings.

SECTION 421. Hybrid Format Etiquette.

Remote participants shall maintain professional attire and background, keep microphones muted when not speaking, and use the raise-hand feature for recognition.

SECTION 422. Priority Debate Scheduling.

The Committee on Rules shall give debate priority to urgent measures or those mandated by law for resolution within a fixed period.

SECTION 423. Post-Debate Action Minutes.

Within two working days after debate, the Secretariat shall circulate a summary of final points proposed amendments, and follow-up actions.

SECTION 424. Prohibition on Misquoting.

A Member who materially misquotes another Member or a document shall correct the record immediately and may be subject to sanction.

SECTION 425. Expert Resource Persons.

With the body's consent, expert resource persons may be allowed to clarify factual or technical points during debate but shall have no right to vote.

HON. BENVENIDO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
2025-2028
13th SANGGUNIANG BAYAN

SECTION 426. Time Tracking.

The Sergeant-at-Arms or designated timekeeper shall display visible timers in the session hall and on virtual platforms to ensure compliance with time limits.

RULE XXII

LIMITS ON SPEECHES

SECTION 427. General Principle.

The right of a Member to speak on any matter before the Sangguniang Bayan is fundamental to deliberative democracy. This right shall, however, be exercised in a manner consistent with the orderly and efficient conduct of proceedings, the prevention of monopolization of the floor, and the assurance of equitable participation by all Members.

SECTION 428. Five-Minute Rule.

Except as otherwise provided in these Rules, each Member shall be allotted a maximum of five minutes to speak for or against any motion, ordinance, resolution, or other matter under consideration. The time spent in answering questions or responding to interpellations shall not be counted against this allotment. A Member may yield any unused portion of speaking time to another Member, subject to the consent of the Presiding Officer. Extensions of time may be granted for compelling reasons by a majority vote of the Members present or by unanimous consent.

HON. MICHAEL K. BAUTISTA
SANGGUNIANG BAYAN MEMBER
2025-2028
13th SANGGUNIANG BAYAN

SECTION 429. Desisting from Speaking.

When several Members have signified their intent to speak, or when a matter has been sufficiently discussed, any Member may raise a Point of Order to request that the current speaker desist so that other Members may be heard. The Presiding Officer shall rule immediately on such request. If the ruling is challenged, the matter shall be put to a vote without debate.

SECTION 430. Limit on Number of Speeches.

No Member shall speak more than twice on the same question during the same session, except with the consent of two-thirds of the Members present. The second speech shall be permitted only after all other Members wishing to speak have been recognized.

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SECTION 431. Order of Speakers.

The Presiding Officer shall alternate recognition between those speaking in favor of and those speaking against the pending matter to ensure balanced debate.

SECTION 432. Speaking to the Question.

A Member must confine all remarks to the subject under debate. The Presiding Officer may call a Member to order for irrelevancy or repetition, subject to appeal to the body.

SECTION 433. Closure of Speeches.

When the allotted debate time expires, or when a motion for the previous question is adopted, all speeches shall immediately cease and the body shall proceed to vote on the matter.

SECTION 434. Prohibition on Cross-Debate.

All remarks shall be addressed to the Chair. Direct exchanges between Members without the recognition of the Presiding Officer are prohibited.

SECTION 435. Anti-Filibuster Measures.

If it appears that prolonged speeches are being employed solely to delay proceedings, the Presiding Officer may, with the consent of the body, impose stricter time limits or move to close debate pursuant to Rule XXI.

SECTION 436. Use of Reading Materials.

A Member may read from prepared notes, documents, or references during a speech, provided that such materials are submitted to the Secretariat for inclusion in the record.

SECTION 437. Silence and Decorum.

While a Member has the floor, all other Members shall refrain from private conversations, disruptive movements, or the use of electronic devices in a manner that distracts from the proceedings.

SECTION 438. Remote Participation Time Limits.

Members participating remotely shall be subject to the same speaking time limits as those physically present. The Secretariat shall operate an official timer for virtual speeches.

SECTION 439. Timer and Signal System.

The Secretariat shall maintain a visible or audible timing device to indicate speaking time: green signal for time in progress, yellow signal for one minute remaining, and red signal for time expired, upon which the Member shall immediately yield the floor.

SECTION 440. Recording of Speech Time.

The Secretary to the Sanggunian shall record the speaking time of each Member to ensure compliance with these Rules and equitable participation. Both physical and digital copies of such records shall form part of the official Session Journal.

SECTION 441. Suppletory Application of Robert's Rules.

In cases not covered by this Rule, the provisions on limits of debate and speeches under Robert's Rules of Order, Newly Revised shall apply, insofar as they do not conflict with the Constitution, the Local Government Code, or this Internal Rules of Procedure.

SECTION 442. Priority Recognition.

When multiple Members seek recognition simultaneously, priority shall be given in the following order: the Member moving the main motion or measure; the Member who has not yet spoken on the matter; the Member with an opposing viewpoint to the last speaker; the Majority Leader or Minority Leader when asserting caucus positions; and, where all other factors are equal, by seniority in service.

SECTION 443. Speech Reservation.

A Member intending to make a principal speech on a measure may, before the start of the debate, reserve speaking time by notifying the Secretariat. Reserved slots shall be honored in the recognition order unless overridden by a two-thirds vote of the Members present.

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13th SANGGUNIANG BAYAN
2022-2025

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SECTION 444. Limitation on Successive Items.

A Member may not speak for the maximum allotted time on every successive agenda item if such conduct results in monopolization of the floor. The Presiding Officer may reduce the time for speeches on successive items for purposes of equitable participation.

SECTION 445. Explanation of Motions.

When a Member has moved a substantive motion, ordinance, or resolution, the Chair shall allow a separate explanation time not exceeding three minutes, apart from the general debate speaking time, to clarify the proposal.

SECTION 446. Interruption by Privileged Matters.

A Member holding the floor may be interrupted only by a Point of Order, a Point of Privilege, a Call for Orders of the Day, an appeal from the decision of the Chair, or the expiration of the allotted speaking time.

SECTION 447. Priority of Committee Chairs.

When a matter reported by a committee is under consideration, the Chair of the reporting committee shall be granted priority recognition to explain or defend the report, for a period not exceeding ten minutes unless extended by the body.

SECTION 448. Non-Member Speakers.

By a two-thirds vote, the body may permit a non-member resource person to speak on a matter, subject to the same time limits applicable to Members and only upon invitation through the Presiding Officer.

SECTION 449. Surrender of Speaking Time.

If a Member voluntarily yields the floor before the expiration of their speaking time, the remainder shall not automatically transfer to another Member unless permitted by the Chair to prevent coordinated monopolization of time.

SECTION 450. Sanctions for Exceeding Time Limits.

A Member who repeatedly exceeds speaking limits despite warnings may be directed to yield the floor, named in the record for disorderly conduct, or referred to the Committee on Ethics for repeated violations.

SECTION 451. Limits on Public Participation.

In public hearings conducted during plenary sessions, recognized non-member speakers shall be limited to three minutes per intervention, unless extended by majority consent.

SECTION 452. Finality of Time Rulings.

All rulings of the Presiding Officer on the enforcement of speaking time limits shall be immediately effective and binding unless appealed to, and overturned by, a majority of the Members present.

SECTION 453. Aggregate Session Limit.

No Member shall consume more than twenty minutes of speaking time in total during a single session, excluding interpellations, unless extended by a two-thirds vote of the Members present.

SECTION 454. Time Recall.

If a Member yields the floor before their time expires, they may reclaim the unused portion within the same debate stage, provided such recall does not interrupt another recognized speaker.

SECTION 455. Silence After Decision.

Once a matter has been put to a vote and resolved, no Member may speak further on it, except for a brief explanation of vote under Rule XXIII or for a motion to reconsider under Rule XXI.

SECTION 456. Equalization of Time.

Where certain Members have not yet spoken on a matter, the Presiding Officer may reduce the time for subsequent speeches by Members who have already spoken to ensure equitable participation.

SECTION 457. Technical Delays in Hybrid Sessions.

If a Member's speech is interrupted by technical failure during remote participation, their speaking time shall be paused until reconnection, up to a maximum suspension of five minutes.

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SECTION 458. Compliance with Visual Cues.

All Members shall immediately yield the floor when the red signal in the timer and signal system is activated, except to conclude a sentence in progress.

SECTION 459. Protection of Minority Time.

A minimum of one-third of the total debate time on any measure shall be reserved for Members of the Minority Bloc, unless such Members waive their entitlement.

SECTION 460. Rotation of Speakers.

No Member shall be recognized twice in succession for principal speeches when other Members seek recognition.

SECTION 461. Relationship with Other Rules.

The provisions of this Rule shall be read in conjunction with Rule XXI on Debate, Rule XVIII on Points, and other applicable provisions of this Internal Rules of Procedure. In case of conflict, the provision most conducive to the maintenance of order, fairness, and efficiency in proceedings shall prevail.

RULE XXIII

SUSPENSION OF THE RULES

SECTION 462. Purpose and Scope.

Suspension of the Rules is a recognized parliamentary device whereby the Sangguniang Bayan may temporarily set aside one or more provisions of the Internal Rules of Procedure to permit an action otherwise prohibited or out of order. It may be invoked for purposes including, but not limited to:

1. Exceptions to the Order of Business to immediately consider and pass a matter, resolution, or ordinance not in the agenda but certified urgent by the Local Chief Executive or the Presiding Officer
2. Waiver of a procedural requirement when strict enforcement would hinder the will of the majority or prevent timely action
3. Admission of guests, dignitaries, or resource persons beyond normal admission rules
4. Advancement of an item of business for immediate deliberation due to time-sensitive circumstances
5. Alteration of formalities for commemorations, recognitions, or visits by high-ranking officials

SECTION 463. Who May Move.

The motion to suspend the Rules may be made by the Presiding Officer; in the absence of the Presiding Officer, by any Member of the Committee on Rules, Styles and Codification of Ordinances and Resolutions; or by any Member duly recognized by the Chair, provided that the matter is of urgent collective interest and does not contravene the Constitution or the law.

SECTION 464. Form of Motion.

A motion to suspend the Rules shall specify the exact rule or provision to be suspended, state the purpose for the suspension, indicate the duration or point at which the normal rules shall resume, and, when practicable, be made in writing. Urgent oral motions shall be duly recorded in the Journal.

SECTION 465. Approval Requirement.

No Rule shall be suspended except by a vote of two-thirds of the Members present, there being a quorum. The Presiding Officer shall announce the exact vote count and cause it to be entered into the Journal.

SECTION 466. Limitations on Suspension.

No suspension of the Rules shall be permitted if it would:

1. Violate any provision of the 1987 Constitution
2. Contravene the Local Government Code of 1991 or other national laws
3. Deprive any Member of fundamental parliamentary rights such as the right to debate, the right to vote, or due process in disciplinary proceedings
4. Alter or amend the Internal Rules of Procedure itself, which requires compliance with the formal amendment process

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SECTION 467. Precedence and Interruptions.

When a motion to suspend the Rules is pending, only a motion to adjourn, a motion to recess, or a Point of Order relating to the propriety of the suspension shall be entertained in precedence. If a motion to adjourn is lost, no similar motion shall be entertained until the suspension motion has been resolved.

SECTION 468. Duration of Effect.

Unless otherwise stated in the motion, the suspension of the Rules shall be effective only for the specific purpose and period stated, after which the normal rules shall automatically resume without further motion.

SECTION 469. Recording and Justification.

The Secretary to the Sanggunian shall record in the Journal the exact wording of the motion, its stated purpose and scope, the vote count, and any objections raised.

SECTION 470. Safeguards Against Abuse.

Frequent or frivolous motions to suspend the Rules without substantial cause may be declared out of order by the Presiding Officer or referred to the Committee on Ethics for investigation and appropriate sanction after due hearing.

SECTION 471. Reinstatement of Rules.

The body may, at any time during a period of suspension, adopt a motion to reinstate the Rules by majority vote, thereby resuming normal procedure ahead of the stated schedule.

SECTION 472. Non-Suspendable Provisions.

The following provisions shall be deemed absolute and shall never be suspended: quorum requirements; voting thresholds mandated by law, such as two-thirds, three-fourths, or unanimous consent where expressly required; provisions protecting Members' rights against censure, suspension, or expulsion without due process; legal and constitutional mandates relating to fiscal appropriations, public bidding, and public accountability; and transparency and public access provisions mandated by law.

SECTION 473. Urgency Test.

Before a motion to suspend the Rules is put to a vote, the Presiding Officer shall require the mover to justify urgency by demonstrating time sensitivity, public necessity or benefit, absence of prejudice to Members' rights, and compliance with legal and constitutional boundaries. Such justification shall be entered into the Journal before voting.

SECTION 474. Unanimous Consent Procedure.

If no Member objects after the motion is stated, the Presiding Officer may declare the Rules suspended by unanimous consent without a formal vote, provided that the motion does not contravene Section 471.

SECTION 475. Temporary Adjustment of Multiple Rules.

When the suspension involves multiple provisions, the motion shall specify each provision to be suspended and the alternative rules or procedures to be followed during the suspension.

SECTION 476. Automatic Reversion.

If the business for which the Rules were suspended is completed earlier than expected, the original Rules shall automatically and immediately resume without the need for a separate motion.

SECTION 477. Special Safeguard for Executive Session.

A motion to suspend the Rules for the purpose of holding an executive session shall comply with the confidentiality provisions of the Internal Rules of Procedure, the limitations under the Local Government Code, and the requirement to specify the topic or topics to be discussed, with open session to be reinstated immediately unless extended by a separate two-thirds vote.

SECTION 478. Ethical Accountability.

Any Member found to have initiated or supported a suspension of the Rules for the purpose of concealing legislative action from public scrutiny, bypassing lawful notice requirements, avoiding legitimate debate, or granting undue advantage to any person or entity shall be held liable under Republic Act No. 6713 and other applicable laws.

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SECTION 479. Digital and Hybrid Session Application.

When sessions are conducted virtually or in hybrid format, motions to suspend the Rules shall be raised verbally and confirmed in writing via the official electronic communication channel, be subject to the same voting thresholds, be announced to all Members simultaneously to prevent technical exclusion, and be valid only if the digital record contains the exact time and method of consent.

SECTION 480. Limitation on Successive Suspensions.

No motion to suspend the Rules for substantially the same purpose shall be entertained more than once within the same session unless justified by materially changed circumstances and approved by a two-thirds vote.

SECTION 481. Precedential Effect.

The granting of a suspension of the Rules shall not create a binding precedent for future sessions unless the Sangguniang Bayan expressly adopts such suspension as a permanent amendment to the Internal Rules of Procedure.

SECTION 482. Notice to Absent Members.

When a suspension of the Rules materially alters the conduct of pending or imminent legislative business, the Secretary to the Sanggunian shall, as far as practicable, immediately notify absent Members through the official communication channels.

SECTION 483. Public Disclosure.

Except when national security or lawful confidentiality applies, all motions and actions involving suspension of the Rules shall be posted on the official bulletin board and website of the Sangguniang Bayan within three working days.

SECTION 484. Mandatory Legal Review.

Suspension motions that materially deviate from normal legislative procedure in matters involving appropriations, taxation, or civil rights shall, when practicable, be reviewed by the Committee on Rules, Laws, Ethics, and Governance before being put to a vote.

SECTION 485. Prohibition on Retroactive Suspension.

The Rules may not be suspended retroactively to validate actions taken out of order before the motion was made and approved.

SECTION 486. Automatic Expiration.

Unless expressly renewed by another vote, no suspension shall extend beyond the adjournment of the session in which it was adopted.

SECTION 487. Protection of Minority Rights.

The suspension of the Rules shall not be used to deprive the Minority Bloc of guaranteed minimum debate or participation time provided in these Internal Rules of Procedure.

RULE XXIV

VOTING

SECTION 488. Matters Subject to Vote.

All questions, motions, propositions, creation of committees and their chairpersons, passage of ordinances or resolutions, and other acts of the Sangguniang Bayan shall be decided by vote of all Members entitled thereto, including the Presiding Officer, regular Members, ex officio Members, and duly recognized sectoral representatives, except where the 1987 Constitution, the Local Government Code of 1991, or these Rules provide otherwise.

Voting shall occur only after debate has closed, unless the pending motion is non-debatable under Rule XIX or governed by expedited procedures under Rule XXIII.

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SECTION 489. Manner of Voting.

Voting shall be conducted in any of the following manners:

1. By General Consent (Unanimous Consent) – When the Presiding Officer perceives no opposition, the motion may be declared carried unless a Member objects, in which case a formal vote shall follow.
2. By Show of Hands – Members voting in the affirmative or negative raise their hands, to be counted by the Secretary and verified by the Presiding Officer.
3. By Rising Vote (Standing Vote) – Members stand to indicate their vote; used to verify close or disputed results.
4. By Nominal Voting (Roll Call) – The Secretary calls each Member's name, and the Member responds "Yes," "No," or "Abstain." A brief explanation of vote, not exceeding three minutes, may be permitted before the vote closes.
5. By Secret Ballot – Used when confidentiality is essential; ballots are written, collected, and counted by the Secretary in the presence of Members.
6. By Electronic or Digital Means – In hybrid or virtual sessions, voting may be conducted via secure, authenticated platforms approved by the Sangguniang Bayan, with results recorded in real time by the Secretariat.

SECTION 490. Recording of Votes.

1. The Secretary shall record all votes in the Journal, specifying the names of those voting "Yes," "No," or "Abstain."
2. For unanimous consent votes, the Journal shall note "Approved by Unanimous Consent," unless an objection was raised and withdrawn.
3. Secret ballot results shall reflect only the numerical totals, unless the body orders otherwise.

SECTION 491. No Interruption During Voting.

Once the Presiding Officer has called for a vote, no other motion, point, or interruption shall be entertained, except a Point of Order on quorum or voting procedure under Rule XVIII.

SECTION 492. Conflict of Interest and Inhibition.

No Member shall vote on any matter in which they, their spouse, or a relative within the fourth degree of consanguinity or affinity has a direct pecuniary or personal interest, as defined by law. Abstentions on this ground shall be recorded in the Journal with the stated reason.

SECTION 493. When Vote is Not to be Counted.

1. A Member not physically or virtually present at the time their name is called shall not have their vote counted.
2. Votes cast after the Presiding Officer has announced the result shall be void.

SECTION 494. Prohibition of Proxy Voting.

All voting shall be personal and direct. No Member may authorize another to vote in their stead.

SECTION 495. Tie-Breaking Vote.

In the event of a tie, the Presiding Officer shall cast the deciding vote, except where law or these Rules require a specific voting threshold that cannot be met thereby.

SECTION 496. Division of the House.

Any Member dissatisfied with the result of a voice or show-of-hands vote may demand a division, requiring a rising vote or roll call for accuracy.

SECTION 497. Voting in Committee of the Whole.

When sitting as the Committee of the Whole, the same voting procedures herein shall apply, unless altered by majority vote before deliberations commence.

SECTION 498. Reconsideration of Vote.

A motion to reconsider may be entertained only by a Member who voted with the prevailing side and must be made within the same session or at the next regular session, in accordance with Rule XXI.

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SECTION 499. Public Disclosure of Voting Records.
Voting records, except for secret ballots, shall be made publicly accessible through:

1. Posting on the official Sangguniang Bayan bulletin board;
2. Publication on the municipal government website within five working days; and
3. Archival in the legislative digital repository.

SECTION 500. Certification of Results.

The Secretary, countersigned by the Presiding Officer, shall certify the correctness of voting results prior to their inclusion in the Journal and before transmittal to any concerned office or agency.

SECTION 501. Thresholds for Approval of Measures.

Unless otherwise provided by law, ordinance, or these Rules:

1. Simple Majority Vote – Required for ordinary motions, resolutions, and ordinances not otherwise specified.
2. Two-Thirds Vote – Required for suspension of the Rules (Rule XXIII), closure of debate without full discussion, expulsion of a Member, overriding a veto, and other matters expressly provided by law or these Rules.
3. Majority of All Members – Required for franchise grants, long-term contracts, or acts with permanent municipal liability.
4. Unanimous Consent – Required when stipulated by prior agreement or by nature of the measure, such as urgent inclusions in the agenda without objection.

SECTION 502. Announcement and Effectivity of Vote.

1. The Presiding Officer shall clearly announce:
 - a. The motion voted upon;
 - b. The voting method used;
 - c. The number of votes for, against, and abstaining; and
 - d. Whether the motion is carried or lost.
2. Such announcement renders the decision immediately effective, unless a motion for reconsideration is duly filed.

SECTION 503. Verification and Audit of Votes.

1. Any Member may, immediately after the announcement of results, demand verification through roll call, division, or recount in case of ballots.
2. The Secretary shall preserve all ballots and electronic voting records for at least one year for audit purposes.

SECTION 504. Order of Voting in Nominal Votes.

Names shall be called in alphabetical order, with the Presiding Officer voting last. A Member present but failing to respond when called shall be marked "Not Voting."

SECTION 505. Treatment of Abstentions.

1. An abstention shall not be counted as a vote in favor or against, but the Member shall still be counted as present for purposes of quorum under Rule VIII.
2. Abstentions due to conflict of interest shall be so recorded in the Journal.

SECTION 506. Voting Under Hybrid or Remote Participation.

1. Members attending via teleconference, videoconference, or other approved electronic means shall vote through secure, verifiable platforms designated by the Secretariat.
2. The system shall authenticate identity, ensure confidentiality where applicable, and generate an electronic record for the Journal.

SECTION 507. Change of Vote.

A Member may change their vote only before the Presiding Officer announces the final result. After such announcement, a change shall be allowed only by unanimous consent.

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SECTION 508. Special Voting on Personnel Appointments or Discipline.

When the matter involves the appointment, suspension, or removal of an officer or employee, voting shall be by secret ballot unless the body, by two-thirds vote, decides otherwise.

SECTION 509. Presiding Officer's Voting Limitations.

1. The Presiding Officer may vote only:
 - a. In case of a tie;
 - b. When their vote will affect the result; or
 - c. When voting is by ballot.
2. In all other instances, the Presiding Officer shall refrain from voting to preserve impartiality.

SECTION 510. Vote Tabulation Board.

For transparency, a vote tabulation board or screen may be used in the Session Hall to display real-time vote counts, except in secret ballot votes.

SECTION 511. Effect of Illegal or Void Votes.

Votes cast by ineligible Members, or in violation of conflict-of-interest provisions, shall be deemed void and excluded from the final tally.

SECTION 512. Preservation of Voting Data.

All physical ballots, digital records, and vote tabulation sheets shall be preserved by the Secretariat for at least one year, or longer if required by law, audit, or pending inquiry, and shall be available for inspection upon lawful request.

SECTION 513. Prohibition on Undue Influence During Voting.

No Member shall approach, converse with, or signal to another Member in a manner reasonably construed as attempting to influence their vote while voting is in progress. The Presiding Officer may cause the naming in the record of any violator for disorderly conduct.

SECTION 514. Mandatory Disclosure of Explanation of Vote on Key Measures.

For measures involving appropriations, taxation, franchises, long-term obligations, or public debt, each Member shall be entitled to briefly state, for not more than two minutes, the reason for their vote, which shall be entered into the Journal.

SECTION 515. Public Simulcast of Voting.

Whenever technically feasible, nominal or roll call votes shall be live-streamed or otherwise broadcast on official government platforms.

SECTION 516. Procedure for Tied Multiple-Choice Votes.

When voting involves selecting among multiple candidates or proposals and results in a tie, the body shall proceed to a second round between the tied choices only. If still tied, the Presiding Officer shall cast the deciding vote.

SECTION 517. Special Protocol for Recount or Re-Vote.

Upon credible evidence of counting error or procedural irregularity, the body may, by majority vote, order an immediate recount or re-vote under the supervision of the Presiding Officer and the Secretary, with all Members present.

SECTION 518. Recording of Non-Voting Members.

The Journal shall distinctly list Members as "Not Voting" when present but failing to vote, separately from "Absent" and "Abstain."

SECTION 519. Certification for External Transmission.

Voting results transmitted to external offices, such as the Sangguniang Panlalawigan, the Department of the Interior and Local Government, or other agencies, shall be accompanied by a formal certification of correctness signed by the Secretary and attested by the Presiding Officer, citing the applicable IRP voting threshold.

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RULE XXV

STANDING COMMITTEES

SECTION 520. Standing Committees; Mandate and Permanence.

The Sangguniang Bayan shall maintain Standing Committees as permanent, specialized, and functional arms of the legislative body. Each Standing Committee shall exercise continuing jurisdiction over the subject areas assigned to it; conduct in-depth deliberations prior to the referral of any measure to the plenary; serve as a policy incubator for research, consultation, and stakeholder engagement; monitor, evaluate, and oversee the implementation of laws, ordinances, programs, and projects within its jurisdiction; and ensure alignment with the 1987 Constitution, the Local Government Code of 1991, Robert's Rules of Order (Newly Revised), and other applicable laws.

SECTION 521. General Purposes of Standing Committees.

The Standing Committees shall, within the scope of their respective jurisdictions:

1. Draft, review, and recommend legislative measures;
2. Conduct public hearings, inquiries, and fact-finding missions;
3. Undertake policy research and legal analysis;
4. Facilitate coordination between the Sangguniang Bayan, the Executive, and relevant agencies;
5. Provide regular oversight reports to the plenary;
6. Encourage public participation in the legislative process; and
7. Exercise, when necessary, own-initiative jurisdiction to protect public welfare.

SECTION 522. Organization of Standing Committees.

Each Standing Committee shall be composed of one Chairperson and two Members, unless otherwise provided by law. Memberships shall be equitably distributed among the Members of the Sangguniang Bayan to balance workloads and expertise. No Member shall chair more than two Committees simultaneously. Committee assignments shall be made through a resolution of the Sangguniang Bayan at the commencement of each term, or at any time as may be necessary. Ex officio Members shall automatically chair the statutory committees corresponding to their office.

SECTION 523. Duties of the Committee Chairperson.

The Chairperson of each Standing Committee shall:

1. Preside over meetings and hearings;
2. Set the agenda in consultation with the Members and the Committee Clerk;
3. Ensure compliance with quorum and attendance rules;
4. Supervise the preparation of minutes, reports, and recommendations;
5. Sign and submit committee reports to the plenary without undue delay;
6. Maintain discipline and order in committee proceedings; and
7. Initiate measures, consultations, and oversight activities relevant to the Committee's jurisdiction.

SECTION 524. Records and Documentation.

All Standing Committees shall maintain a complete, indexed, and digitized record of proceedings, reports, and attendance. Committee reports shall be uploaded to the Legislative Information System within five working days from approval, except when confidentiality is mandated by law. The Committee Clerk, under the supervision of the Secretary to the Sanggunian, shall ensure proper filing, safekeeping, and archival compliance of all committee records.

SECTION 525. Performance Accountability.

Standing Committees shall submit quarterly performance reports to the plenary. The Committee on Rules, Laws, Ethics, and Governance shall conduct an annual evaluation of all Standing Committees. A non-performing Committee may, for cause and after due deliberation, be reorganized, merged, or dissolved by a vote of two-thirds of all the Members.

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SECTION 526. Conflicts of Interest.

Any Member of a Standing Committee who has a personal or financial interest in a matter under deliberation shall make a full disclosure of such interest and shall refrain from voting thereon. When necessary, such Member shall also abstain from participating in the discussions.

SECTION 527. Standing Committees; Chairmanship and Jurisdiction.

The Sangguniang Bayan of Dulag, Leyte shall have ten Standing Committees, each chaired by one Honorable Member, with jurisdiction as follows:

- (a) Committee on Environment, Climate Change, and Disaster Resilience – Jurisdiction over environmental protection and conservation; climate change adaptation and mitigation; disaster risk reduction and management; solid waste management and pollution control; and green initiatives and ecological community projects.
- (b) Committee on Infrastructure, Public Works, and Utilities – Jurisdiction over infrastructure projects including roads, drainage, and public buildings; public utilities such as water, electricity, and waste systems; public works and engineering program supervision; construction project monitoring; and oversight of land use and urban development.
- (c) Committee on Social Development, Education, Health, and Welfare – Jurisdiction over education programs and facilities; public health, sanitation, and hospital or clinic oversight; social welfare services; programs for senior citizens, persons with disabilities, and marginalized sectors; and community mental health and wellness initiatives.
- (d) Committee on Rules, Laws, Ethics, and Governance – Jurisdiction over the Internal Rules of Procedure and parliamentary discipline; review of ordinances and resolutions for legal form and substance; matters relating to ethics, accountability, and governance; legislative agenda setting and tracking; oversight on personnel welfare; and implementation of approved measures.
- (e) Committee on Agriculture, Fisheries, Commerce, and Industry – Jurisdiction over agricultural development and support services; fisheries and coastal resource management; trade, commerce, and market development; livelihood and micro-enterprise programs; cooperative development; and local industry promotion.
- (f) Committee on Finance, Appropriations, and Economic Enterprise – Jurisdiction over budget preparation, review, and recommendation; appropriations and disbursement oversight; local revenue generation and collection monitoring; economic enterprise management; and financial policy review for income improvement.
- (g) Committee on Public Safety, Peace, and Order – Jurisdiction over peace and order policies; coordination with the Philippine National Police, the Bureau of Fire Protection, and barangay tanods; traffic and road safety measures; anti-drug abuse and prevention programs; and emergency preparedness and response.
- (h) Committee on Culture, Tourism, Youth, Sports, and Values Formation – Jurisdiction over local culture, arts, and heritage promotion; tourism development and events; youth and sports development programs; gender and development advocacy; values formation, patriotism, and faith-based initiatives; and regulation of games and amusements.
- (i) Committee on Barangay Affairs – Chaired by the Liga ng mga Barangay President as ex officio Member; jurisdiction over barangay ordinance coordination; leadership development for barangay officials; and monitoring and assistance on barangay concerns.
- (j) Committee on Sangguniang Kabataan and Youth Affairs – Chaired by the SK Federation President as ex officio Member; jurisdiction over SK program monitoring and alignment; youth participation in governance; and coordination of youth development initiatives.

SECTION 528. Transition Provision.

This ten-committee structure shall replace the twenty-two Committee system under the Internal Rules of Procedure of 2016. All pending matters shall be reassigned to the appropriate Committee under this Rule. The Secretary to the Sanggunian shall prepare and circulate a Committee Jurisdiction Mapping Matrix within seven days from effectivity.

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SECTION 529. Guiding Principles for Committee Work.

Standing Committees shall operate guided by the principles of collegiality, transparency, accountability, and legislative efficiency, ensuring that deliberations advance the general welfare and comply with applicable laws.

SECTION 530. Committee Autonomy and Coordination.

Each Standing Committee shall be autonomous in the conduct of its work but shall coordinate with other Committees where jurisdictions overlap, to prevent duplication, conflicting recommendations, or legislative gaps.

SECTION 531. Inter-Committee Consultations and Joint Hearings.

Two or more Committees may, upon agreement of their Chairpersons and approval of the Presiding Officer, hold joint hearings on measures involving multiple jurisdictions. The lead Committee shall prepare the report in consultation with the co-hearing Committees, and such report shall reflect the contributions and concurrences of all participating Committees.

SECTION 532. Committee Legislative Calendar.

Each Standing Committee shall prepare a Quarterly Legislative Work Plan indicating pending measures, scheduled hearings, and oversight activities, to be submitted to the Committee on Rules for inclusion in the Master Legislative Calendar.

SECTION 533. Mandatory Oversight Functions.

Every Standing Committee shall exercise oversight powers over offices, agencies, and programs within its jurisdiction by requiring accomplishment and financial reports, calling resource persons, conducting field inspections, and initiating performance audits and evaluations.

SECTION 534. Committee Hearings.

All Committee hearings shall have a written agenda circulated at least three days before the meeting, unless urgent. Hearings shall be open to the public except when the Committee votes to hold an executive hearing. A majority of all Committee Members shall constitute a quorum. All proceedings shall be recorded, and minutes signed by the Chairperson and Members present.

SECTION 535 Ethical Standards in Committee Work.

Committee Members shall disclose any conflict of interest in matters under deliberation, abstain from voting when directly or indirectly interested, and uphold impartiality and decorum during hearings.

SECTION 536. Attendance and Performance Tracking.

The Secretariat shall maintain a Committee Performance and Attendance Record, which shall form part of the annual performance review of Members. Persistent neglect of Committee duties may be subject to sanctions under these Rules.

SECTION 537. Committee Reports.

All Committee reports shall be written, signed, and dated, containing a summary of proceedings, findings, and recommendations. Minority views shall be included if formally submitted. Reports shall be filed within the period prescribed by the Committee on Rules.

SECTION 538. Digitalization of Committee Records.

All Committee outputs, including reports, attendance logs, and minutes, shall be digitized and archived in the Legislative Information System for transparency and research purposes.

SECTION 539. Capacity-Building for Committee Members.

The Sangguniang Bayan shall allocate resources for the training and development of Committee Members to enhance legislative, research, and oversight competencies.

SECTION 540. Continuity and Turnover of Committee Work.

At the end of each term or upon reorganization, outgoing Committee Chairpersons shall submit a comprehensive turnover report containing pending measures, ongoing oversight activities, research files, and coordination notes.

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SECTION 541. Public Participation Framework.

Committees shall invite public comment on pending measures by posting agendas on the official bulletin board and website at least three days before hearings, providing submission channels for position papers, and recognizing stakeholders to speak during hearings, subject to rules on time and order.

SECTION 542. Cross-Reference in Plenary Calendaring.

No measure shall be calendared for Second Reading unless the Committee on Rules has certified that the corresponding Committee report is complete and jurisdictionally compliant.

SECTION 543. Performance Recognition.

The Sangguniang Bayan may, through a resolution, commend a Committee for exemplary performance based on timeliness, hearing efficiency, and public engagement.

SECTION 544. Annual Legislative Summit.

The Standing Committees, through the Committee on Rules, shall convene an Annual Legislative Summit with executive agencies, barangay officials, and civil society to review enacted measures, identify policy gaps, and align the legislative agenda.

SECTION 545. Interface with Higher Legislative Bodies.

Standing Committees shall, when necessary, coordinate with their provincial, regional, or national counterparts for harmonization of measures and best practice sharing.

SECTION 546. Data-Driven Decision-Making.

All Committee recommendations shall, where feasible, cite relevant statistical data, research findings, and legal precedents to strengthen the legislative record and facilitate informed plenary decisions.

RULE XXVI

COMMITTEE MEETINGS AND HEARINGS

SECTION 547. Committee Meetings; Calling Authority.

Each Standing Committee shall meet upon the call of its Chairperson. In the absence or refusal of the Chairperson to call a meeting within five (5) working days from receipt of a written request, any two (2) Members of the Committee may call the meeting by notifying all Members in writing. Special meetings may likewise be called by the Chairperson, provided that Members are notified in writing or electronically at least twenty-four (24) hours prior to the meeting. All notices shall specify the agenda, date, time, and venue.

SECTION 548. Schedule and Venue of Committee Meetings.

1. Committee meetings shall preferably be held in the Sangguniang Bayan Session Hall or other designated municipal government facilities.
2. Off-site meetings may be conducted in barangays or other appropriate venues upon approval of the Committee on Rules.
3. Virtual or hybrid meetings may be conducted when physical attendance is impracticable, subject to authentication procedures and recording protocols.
4. Related subject matters shall, as far as practicable, be scheduled in the same meeting to promote efficiency.

SECTION 549. Minimum Frequency of Meetings.

Each Committee may hold at least one (1) regular meeting per month, regardless of whether new matters have been referred to it, for purposes of monitoring implementation of measures and planning oversight activities.

SECTION 550. Committee Rules of Procedure.

Each Committee shall adopt its own internal rules, consistent with this Internal Rules of Procedure, Robert's Rules of Order (Newly Revised), and relevant laws. Such rules shall be submitted to the Committee on Rules within ten (10) days from adoption and posted on the official Sangguniang Bayan website.

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SECTION 551. Relinquishment of Chair in Certain Cases.

When the Chairperson is an author or principal proponent of a measure under deliberation, they shall relinquish the chair to the Vice-Chairperson or the most senior Member present, unless the Committee unanimously decides otherwise.

SECTION 552. Types of Committee Hearings.

1. Legislative Hearings – Deliberations on proposed ordinances and resolutions; mandatory for measures with penal provisions, land reclassification, and imposition or increase of taxes, fees, or charges.
2. Oversight Hearings – Review of the implementation and effectiveness of ordinances, resolutions, and municipal programs.
3. Investigative Hearings – Inquiries into alleged misconduct, irregularities, or matters of public interest, with witnesses placed under oath by the Chairperson.
4. Budget Hearings – Examination of proposed budgets, supplemental budgets, and financial reports of the municipality and its instrumentalities.
5. Confirmatory Hearings – Consideration of matters requiring confirmation or concurrence by the Sangguniang Bayan.

SECTION 553. Notice and Agenda of Hearings.

Notices shall be posted in at least one (1) conspicuous place in the Municipal Hall and on the official Sangguniang Bayan website for at least three (3) calendar days prior to the hearing, except in urgent cases. Notices shall also be sent to Members and resource persons in writing or electronically. The agenda shall list specific measures to be taken up and sectors or stakeholders invited.

SECTION 554. Quorum.

A majority of the Committee's Members shall constitute a quorum. In the absence of a quorum, the Committee may still conduct information-gathering but may not take formal action.

SECTION 555. Attendance and Participation.

1. Members must attend all meetings and hearings of Committees they belong to unless prevented by illness or urgent official duties, with notice to the Chairperson.
2. Attendance shall be recorded in both physical and electronic logs.
3. Members who fail to attend three (3) consecutive meetings without valid excuse shall be subject to sanction under these Rules.

SECTION 556. Public Participation.

Committees shall encourage public involvement by inviting citizens to hearings on measures affecting specific sectors, recognizing sector representatives to present position papers or oral testimonies, and maintaining a register of interested stakeholders.

SECTION 557. Documentation and Record-Keeping.

1. All hearings shall be audio-recorded and, where possible, video-recorded.
2. Minutes shall reflect the date, time, place, attendance, subjects discussed, motions made, actions taken, and a summary of testimonies.
3. Records shall be filed in both printed and digital formats and uploaded to the Legislative Information System.

SECTION 558. Invitation of Resource Persons.

Committees may invite or, when necessary, compel attendance of resource persons or submission of documents by written request of the Sangguniang Bayan.

SECTION 559. Conduct of Hearings.

At the start of each hearing, the Chairperson shall state the objectives, rules of order, introduce Members and guests, and ensure decorum.

SECTION 560. Joint Hearings.

Committees with overlapping jurisdiction may conduct joint hearings upon mutual agreement of their Chairpersons. The lead Committee shall consolidate reports to incorporate recommendations of all participating Committees.

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SECTION 561. Executive Hearings.

Committees may, by majority vote, hold executive hearings where matters involve sensitive security issues, privileged communications, or privacy concerns. Proceedings shall be confidential unless declassified.

SECTION 562. Legislative Calendar and Work Plan.

Each Committee shall adopt an annual work plan within thirty (30) days from the start of each year, indicating regular meeting dates, priority measures, oversight activities, and consultations. This shall be posted publicly and filed with the Committee on Rules.

SECTION 563. Secretariat Support.

1. Committees shall be assisted by Secretariat staff responsible for notices, agendas, minutes, and documentation.
2. The Committee Docket Book shall record all referred measures and their status.
3. All Committee actions shall be encoded in the Legislative Information Management System within three (3) working days.

SECTION 564. Timeline for Action.

1. Committees must report to the plenary within thirty (30) days from referral of a measure, unless extended by the Presiding Officer for just cause.
2. Failure to act within the period shall result in automatic inclusion of the measure in the Calendar for Second Reading, marked "No Committee Report Submitted."

SECTION 565. Stakeholder Engagement.

Committees shall maintain a Stakeholder Registry for sectors relevant to their jurisdiction, for use in invitations, draft measure distribution, and consultations.

SECTION 566. Position Papers.

1. Position papers submitted during hearings shall form part of official records and be digitally scanned for archival purposes.
2. Non-confidential submissions shall be made public within five (5) working days.

SECTION 567. Hybrid and Virtual Hearings.

1. Committees may conduct hybrid or fully virtual hearings using secure platforms.
2. Virtual participants shall be deemed present if their attendance is authenticated and uninterrupted.
3. Virtual hearings shall observe the same rules of recognition, decorum, and voting as physical hearings.

SECTION 568. Technical Working Groups (TWGs).

1. Committees may create TWGs to refine complex measures or investigate specialized matters.
2. TWG composition, terms of reference, and timelines shall be approved by the Committee and reported to the plenary.
3. TWG findings shall be reported to the Committee for formal adoption.

SECTION 569. Media Access.

1. Accredited media may cover public hearings, subject to space and security considerations.
2. Live streaming may be undertaken for measures of high public interest, with Committee approval.
3. Media coverage in executive hearings is prohibited unless expressly authorized.

SECTION 570. Decorum and Discipline.

1. All participants shall address remarks through the Chair.
2. Disorderly conduct may result in expulsion from the venue.
3. Members may be ruled out of order for repeated interruptions or failure to follow the Chair's rulings.

SECTION 571. Post-Hearing Action Plans.

1. Within seven (7) working days after a hearing, the Committee shall adopt an Action Plan summarizing next steps.
2. Oversight hearings shall culminate in an Implementation Status Report to the plenary within fifteen (15) days.

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SECTION 572. Preservation and Archiving.

1. All Committee records shall be preserved for at least ten (10) years.
2. Digital copies shall be stored in a secure legislative archive with redundancy backups.

SECTION 573. Compliance Tracking.

1. The Secretariat shall monitor compliance with Committee directives or agreements.
2. A Follow-Up Report shall be presented in subsequent regular meetings until completion.

SECTION 574. Output Validation.

1. The draft Committee report shall be circulated to all Members for review at least forty-eight (48) hours before submission.
2. Minority views shall be annexed if submitted in writing.

SECTION 575. Honoraria for Resource Persons.
Subject to municipal budget appropriations:

1. Committees may recommend honoraria or transportation reimbursement for invited experts or resource persons.
2. Processing shall be in accordance with Commission on Audit rules.

SECTION 576. Monitoring of Executive Implementation.

1. Within sixty (60) days from conclusion of an oversight hearing, the implementing office shall submit a compliance report.
2. The Committee shall evaluate and, if necessary, recommend further action.

SECTION 577. Capacity-Building.

The Sangguniang Bayan shall allocate training funds for Members and staff on hearing management, legislative research, stakeholder engagement, and digital archiving.

SECTION 578. Institutional Memory.

1. At year-end, each Committee shall prepare an Annual Report summarizing hearings, measures processed, oversight activities, and pending matters.
2. Reports shall be turned over to the incoming Chairperson at the start of the next term.

RULE XXVII

SPECIAL COMMITTEES

SECTION 579. Functions.

Special Committees may be organized by the Sangguniang Bayan for the following purposes:

1. To address special or urgent needs, concerns, issues, and interests of certain sectors or constituencies requiring immediate legislative action or urgent response.
2. To take up matters falling within the scope of an existing Standing Committee's jurisdiction but which such Standing Committee is unable to address with dispatch due to workload or the need for specialized focus.
3. To handle cross-cutting or multi-sectoral issues requiring the participation of Members from different Standing Committees.
4. To undertake time-bound or event-specific assignments such as centennial celebrations, commemorative events, disaster response monitoring, or special project evaluations.
5. To conduct investigations in aid of legislation where the subject matter is so specific or sensitive that a smaller, specially constituted body is deemed more effective.

SECTION 580. Manner of Constituting Special Committees.

1. The composition and Chairperson of a Special Committee shall be determined by the Sangguniang Bayan through a majority vote of all Members present, there being a quorum, upon motion duly seconded.
2. A Special Committee shall have not less than three Members, including the Chairperson, and may include Members who also sit in Standing Committees.

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3. The Municipal Vice Mayor may serve as Chairperson of a Special Committee when the nature of the task requires direct presiding oversight.
4. Sectoral or ex officio Members may be appointed to Special Committees if the subject matter directly concerns their represented constituency.
5. The term of office of a Special Committee shall be co-extensive with the completion of its assigned task, unless earlier dissolved by the Sangguniang Bayan.

SECTION 581. Procedures.

1. Special Committees shall operate under the same general rules applicable to Standing Committees, subject to modifications approved by the Sangguniang Bayan.
2. They shall adopt an internal work plan, define deliverables, and set timelines within five calendar days from constitution.
3. Reports, recommendations, and proposed measures arising from the work of a Special Committee shall be submitted in writing to the plenary, signed by a majority of its Members, and sponsored by its Chairperson.
4. In matters of investigation, Special Committees shall observe due process, allowing all concerned parties the opportunity to be heard and to present evidence.

SECTION 582. Time-Bound Mandates.

Special Committees shall be automatically dissolved upon submission of their final report and acceptance thereof by the plenary, unless otherwise extended by formal motion and approval.

SECTION 583. Powers and Limitations.

1. Special Committees shall have the power to summon witnesses, request documents, and coordinate with municipal offices necessary for the discharge of their duties, subject to the Local Government Code of 1991 and other applicable laws.
2. They may recommend actions but may not commit municipal funds or enter into binding agreements without plenary approval.
3. Their jurisdiction is limited to the specific matter or task for which they were created.

SECTION 584. Coordination with Standing Committees.

1. Where the work of a Special Committee overlaps with that of a Standing Committee, both shall coordinate and share resources to avoid duplication of efforts.
2. Findings and recommendations of the Special Committee shall be furnished to any concerned Standing Committee for further legislative action.

SECTION 585. Reporting and Accountability.

1. A Special Committee shall submit periodic progress reports every thirty days to the Sangguniang Bayan if its work exceeds one month.
2. A Final Report shall include: (a) a summary of activities conducted; (b) findings and recommendations; (c) draft measures for consideration; and (d) supporting documents and testimonies where applicable.
3. All reports shall be recorded in the Legislative Information Management System for public access, unless classified as confidential by a two-thirds vote of the Sangguniang Bayan.

SECTION 586. Secretariat Support.

The Sangguniang Bayan Secretariat shall designate staff to assist the Special Committee in clerical, research, and documentation functions, ensuring compliance with legislative records management standards.

SECTION 587. Integration of Robert's Rules on Special Committees.

In accordance with Robert's Rules of Order (Revised):

1. Special Committees are considered ad hoc or select committees and are created for a specific purpose.
2. Once their final report is accepted, their existence automatically terminates.
3. No business outside their assigned mandate shall be considered, unless authorized by the plenary.
4. The Chairperson of a Special Committee shall avoid presiding over hearings on matters where he or she is a principal party or direct beneficiary.

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SECTION 588. Creation Through Resolution.

All Special Committees shall be formally constituted through a Resolution of the Sangguniang Bayan, which shall clearly:

1. State the purpose, mandate, and scope of the Special Committee.
2. Identify the Chairperson and Members.
3. Fix the duration of the Committee's existence.
4. Specify any special powers or limitations.

SECTION 589. Resource Person Engagement.

1. Special Committees may invite experts, consultants, or stakeholders as resource persons to provide technical assistance or sector-specific perspectives.
2. Resource persons may participate in deliberations but shall have no voting rights.
3. All invitations shall be in writing and indicate the date, time, venue, and specific subject matter for discussion.

SECTION 590. Conflict of Interest Safeguards.

1. Members of a Special Committee shall disclose any personal or financial interest in matters before the Committee.
2. The Member concerned may participate in discussions but shall abstain from voting on matters directly affecting such interest.
3. The disclosure shall be recorded in the minutes and included in the final report.

SECTION 591. Public Participation and Transparency.

1. Hearings of Special Committees shall be open to the public except when matters involve national security, privileged communications, or confidential information.
2. The schedule and agenda shall be posted at least three days before the hearing in the Municipal Hall bulletin board, the official website, and other conspicuous places.
3. Summaries of discussions and resolutions shall be posted within five days after the meeting for public information.

SECTION 592. Digital Documentation and Archiving.

1. Special Committees shall utilize the Legislative Information Management System for real-time recording of proceedings.
2. Audio-visual recordings shall be kept for at least five years and archived in both physical and digital form.
3. Reports and findings shall be integrated into the Permanent Legislative Record for future reference.

SECTION 593. Funding and Logistical Support.

1. Funding for Special Committee operations shall be sourced from the approved annual budget for legislative operations or from special appropriations approved by the Sangguniang Bayan.
2. The Secretariat shall provide logistical support including transport arrangements for site visits, necessary equipment for hearings, and clerical assistance.

SECTION 594. Interim Measures Pending Final Report.

1. When immediate action is necessary, a Special Committee may submit Interim Recommendations for plenary approval before its final report is completed.
2. Interim recommendations must be in writing and indicate their urgency and necessity.

SECTION 595. Post-Activity Evaluation.

1. Within thirty days after dissolution, the Sangguniang Bayan shall conduct a post-activity evaluation to assess the effectiveness of the Special Committee in fulfilling its mandate.
2. Lessons learned and best practices shall be recorded for use in future committee work.

SECTION 596. Parliamentary Discipline.

In accordance with Robert's Rules of Order (Revised):

1. Special Committees must strictly limit themselves to their defined scope of work.
2. They shall report only on the business referred to them and may not introduce unrelated matters.

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3. All recommendations are subject to plenary action and cannot take effect without such approval.

SECTION 597. Performance Metrics for Special Committees.

1. The Sangguniang Bayan shall establish performance indicators for each Special Committee at the time of its creation.
2. These may include timelines met, outputs produced, level of stakeholder engagement, and the quality of recommendations submitted.
3. Performance assessments shall form part of the post-activity evaluation report under Section 594.

SECTION 598. Knowledge Transfer and Continuity.

1. Upon dissolution, each Special Committee shall prepare a Knowledge Transfer Package consisting of research materials, datasets, and contact lists developed during its work.
2. This package shall be deposited with the Secretariat to aid future legislative efforts on related subjects.

SECTION 599. Integration of Findings into Standing Committee Work.

1. The Committee on Rules shall ensure that accepted recommendations from Special Committees are referred to the appropriate Standing Committees for monitoring, oversight, and implementation follow-up.
2. Standing Committees shall submit periodic reports on the implementation status of these adopted recommendations.

SECTION 600. Special Committee Handbook.

1. The Secretariat shall maintain and periodically update a Special Committee Handbook detailing best practices, procedural templates, and case studies.
2. This Handbook shall be provided to all Members upon constitution of a Special Committee to guide their operations.

SECTION 601. Termination and Debriefing Session.

1. Within seven days after the acceptance of the final report, a formal debriefing session shall be conducted with all Members, Secretariat staff, and key stakeholders.
2. The purpose of the debriefing is to evaluate operational challenges, document lessons learned, and provide recommendations for procedural improvements.

SECTION 602. Archival Research Access.

1. Archived Special Committee reports, recordings, and findings shall be made available for academic and policy research, subject to applicable confidentiality rules.
2. The Secretariat shall develop an index of all dissolved Special Committees and their outputs for ease of reference.

RULE XXVIII

COMMITTEE OF THE WHOLE

SECTION 603. Constitution and Formation.

The Sangguniang Bayan may, at any regular or special session, constitute itself into a Committee of the Whole through a duly approved motion supported by a majority of all Members present, there being a quorum. Such constitution shall preferably be upon the recommendation of the Committee on Rules, Laws, Ethics, and Governance when the subject matter requires unified deliberation, broader participation, or intensive investigation. A motion to constitute the body into a Committee of the Whole, once lost, shall not be renewed within the same session day unless supported by a majority of all Members.

SECTION 604. Purpose and Functions.

The Committee of the Whole shall function as a composite standing committee composed of all Members of the Sangguniang Bayan, tasked to:

1. Deliberate on urgent, complex, or multi-jurisdictional measures.
2. Address matters requiring immediate and unified action by the entire body.
3. Conduct oversight inquiries involving multiple executive departments or offices.

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4. Undertake investigative proceedings in aid of legislation.
5. Hear public or sectoral testimonies on issues of municipal significance.
6. Facilitate consensus-building on highly contentious matters.
7. Consolidate multiple related measures for unified plenary action.
8. Serve as the principal forum for legislative discussions of exceptional municipal impact.

SECTION 605. Calling and Notice.

The Committee of the Whole may be convened upon motion initiated by the Presiding Officer, the Chairperson of the Committee on Rules, or at least one-third of all Members through a written motion. In urgent cases, it may be convened immediately by motion from the floor, subject to majority approval. Except in emergencies, at least one calendar day's written or electronic notice shall be given, indicating the purpose, agenda, and supporting documents. The Secretariat shall post public notices at least three days prior to the hearing, except when urgency requires immediate convening, in which case reasonable public notice shall be made.

SECTION 606. Presiding Officer and Chairpersonship.

The Presiding Officer shall appoint a Chairperson from among the Members to preside over the Committee of the Whole until it rises. The Presiding Officer may participate in debates and deliberations but shall not preside while the body sits as a Committee of the Whole. In the absence of the appointed Chairperson, the most senior Member present shall preside, unless the Committee decides otherwise by majority vote.

SECTION 607. Quorum and Proceedings.

A majority of all Members of the Sangguniang Bayan shall constitute a quorum. In the absence of a quorum, the Chairperson shall immediately report to the plenary and move that the Committee rise and suspend proceedings. Proceedings shall follow Robert's Rules of Order (Revised) on the "Committee of the Whole," with modifications provided under this IRP. Deliberations shall be confined strictly to the subject for which the Committee was constituted.

SECTION 608. Powers and Privileges.

The Committee of the Whole may:

1. Require the appearance of any municipal official or employee to answer inquiries.
2. Invite resource persons, technical advisers, and sectoral representatives.
3. Compel the submission of documents, records, or reports relevant to its deliberations.
4. Administer oaths to witnesses in accordance with Section 22, Article VI of the 1987 Constitution and the Local Government Code of 1991.
5. Approve procedural motions necessary for the orderly conduct of proceedings.
6. Recommend sanctions for refusal to cooperate or for contemptuous conduct.

SECTION 609. Resource Gathering and Evidence Handling.

All documents, exhibits, and records shall be marked, received, and catalogued by the Secretariat. Testimonies shall be transcribed, indexed, and archived. Sensitive or confidential evidence shall be handled in executive session and sealed upon conclusion, unless declassified by a two-thirds vote of the Committee.

SECTION 610. Public Access and Transparency.

Proceedings shall be open to the public unless, by majority vote, the Committee decides to hold an executive session for matters involving security, privacy, or privileged communications. When feasible, proceedings may be livestreamed, and digital copies of non-confidential materials shall be archived in the Legislative Information Management System. Summaries of deliberations and non-confidential recommendations shall be posted publicly within five working days.

SECTION 611. Order and Decorum.

The Chairperson shall maintain order, ensure civility, and direct that only recognized Members speak. Public attendees shall maintain silence and refrain from any demonstration of approval or disapproval. Disorderly conduct may result in removal from the venue without prejudice to further sanctions.

SECTION 612. Suspension, Reconvening, and Continuity.

The Committee may suspend deliberations and reconvene at a set date and time upon majority approval. A motion to suspend and reconvene shall be decided without debate and shall take

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precedence over other motions. Unfinished business shall be calendared as priority for the next meeting.

SECTION 613. Reporting to the Plenary.

Upon conclusion of its proceedings, the Committee of the Whole shall rise and the Chairperson shall submit a report to the plenary containing a summary of proceedings, key findings and recommendations, minority or dissenting reports if any, and annexes of documentary or testimonial evidence. The report shall be considered as a standing committee report for purposes of plenary action. Recommendations of the Committee shall have no binding effect unless adopted by the Sangguniang Bayan in plenary session.

SECTION 614. Recording, Archiving, and Post-Activity Review.

All proceedings shall be documented in written minutes, audio-visual recordings, and digital archives. The Secretariat shall ensure proper indexing and retrieval of all records for future reference. Within thirty days after the Committee is dissolved, the Sangguniang Bayan shall conduct a post-activity evaluation to assess process efficiency and legislative outcomes.

SECTION 615. Conflict of Interest Safeguards.

Any Member with a direct personal or financial interest in the subject matter shall make a full disclosure before participation. The Member concerned may join discussions but shall abstain from voting on related recommendations. Such disclosure shall be recorded in the minutes.

SECTION 616. Limitations.

In accordance with Robert's Rules of Order (Revised):

1. The Committee of the Whole may only recommend, never enact, legislative measures.
2. It shall dissolve immediately after submitting its report.
3. No matter beyond the referred subject shall be entertained.

SECTION 617. Effect of Non-Compliance.

Failure to comply with the provisions of this Rule may result in the nullification of the Committee's proceedings, without prejudice to its reconstitution and reconvening in accordance with proper procedure.

RULE XXIX

LEGISLATIVE MEASURES

SECTION 618. Legislative Measures; Forms.

Legislative measures of the Sangguniang Bayan shall be expressed only in the form of ordinances or resolutions, in strict conformity with the Local Government Code of 1991, other relevant national laws, and these Internal Rules of Procedure. No other form of enactment, declaration, or instruction shall possess binding force unless duly reduced into, and adopted as, an ordinance or resolution.

SECTION 619. Resolution; Definition and Character.

A resolution is a formal expression of the opinion, sentiment, decision, or will of the Sangguniang Bayan, generally having specific or temporary effect, and not constituting a permanent law unless otherwise provided by statute.

SECTION 620. Coverage of Resolutions.

The Sangguniang Bayan shall adopt resolutions, among others, to:

1. Express the collective opinion, stand, or policy of the body.
2. Adopt, amend, or repeal these through an Ordinance by 2/3 votes of all its members.
3. Concur with, confirm, or reject appointments, creations of positions, or formations of municipal bodies by the Municipal Mayor.
4. Authorize the Municipal Mayor to undertake actions, enter into contracts or agreements, or represent the Municipality in dealings with government or private entities.
5. Request services, assistance, or aid from government agencies, private organizations, or international institutions.

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6. Grant franchises, licenses, or permits where not otherwise required to be enacted through an ordinance.
7. Declare the legality or illegality of barangay ordinances after review.
8. Approve subdivision or development plans.
9. Grant exclusive privileges as provided by law.
10. Grant tax exemptions, incentives, or reliefs.
11. Authorize loans, grants, or financial assistance to other local government units or qualified institutions.
12. Accredite non-government or people's organizations.
13. Override an executive veto by way of ordinance 2/3 votes of all its members.
14. Recognize persons, entities, or events of municipal significance.
15. Act on other matters which, by law or policy, require the formal expression of the Sangguniang Bayan without the force and permanence of an ordinance.

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SECTION 621. Ordinance; Definition and Character.

An ordinance is a local law enacted by the Sangguniang Bayan, having the force and effect of a statute within the Municipality, permanent in character unless repealed or amended, and binding upon all persons, properties, and transactions within its territorial jurisdiction.

SECTION 622. Coverage of Ordinances.

Ordinances shall include, but not be limited to:

1. Adoption of budgets and appropriations.
2. Approval of the local development plan, investment program, and public investment projects.
3. Creation of Plantilla positions, abolitions and change of nomenclature of determination of compensation, and provision of benefits to municipal personnel.
4. Determination of powers and duties of municipal officials and employees.
5. Establishment of rules, systems, and procedures for municipal governance.
6. Regulation of land use, zoning, and building numbering.
7. Regulation of trade, commerce, industry, and business practices.
8. Imposition, modification, or abolition of taxes, fees, and charges.
9. Regulation or penalization of acts and omissions.
10. Enactment of any measure required by law to be in the form of an ordinance.

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SECTION 623. Classification of Ordinances.

Ordinances shall be classified as:

- (a) Governmental Ordinances — relating to the corporate and administrative powers of the Municipality, including corporate ordinances exercising powers enumerated under the Local Government Code, and administrative ordinances concerning internal operations, budgeting, and procedural matters.
- (b) Municipal Ordinances — affecting the general public, including regulatory ordinances prescribing regulations with penalties, and developmental ordinances promoting socio-economic growth and quality of life.

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SECTION 624. Numbering System.

Resolutions shall be numbered chronologically within the calendar year (e.g., Resolution No. 2025-001, 2025-002, and so forth); ordinances shall be numbered chronologically in continuous sequence from the first ordinance enacted by the Sangguniang Bayan, regardless of year. The numbering system shall be maintained in both printed and digital official logs.

SECTION 625. Official Legislative Logbook.

The Secretary to the Sangguniang Bayan shall maintain an Official Legislative Register, in both hardbound archival form and in the Legislative Information Management System, containing the complete title and text of each measure, the names of principal author or authors and co-author or co-authors, the dates of filing, readings, approval, and effectivity, remarks on veto, override, or repeal, and references to related laws, ordinances, or resolutions.

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SECTION 626. Drafting Standards.

All legislative measures shall be drafted in clear and plain language, avoiding ambiguity; address only a single subject; conform to the prescribed format including enacting or resolving clauses,

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sections, and numbering; comply with the Legislative Drafting Manual of the Sangguniang Bayan; and be reviewed for legality, constitutionality, and harmony with existing laws.

SECTION 627. Parliamentary Handling.

In accordance with Robert's Rules of Order:

1. Ordinances shall require three separate readings on different days, unless this requirement is lawfully suspended.
2. Resolutions shall require at least one reading and adoption by majority vote, unless otherwise required by law.
3. All motions to amend, recommit, or substitute shall be governed by the provisions of these Internal Rules on amendments.

Measures involving appropriation, taxation, or penal provisions shall be automatically referred to the proper committee or committees.

SECTION 628. Transparency and Public Access.

All approved measures shall be posted in the Municipal Hall and on the official municipal website within five days from approval. Certified copies shall be furnished to requesting parties upon payment of authorized fees. Digital archives shall be maintained for historical and research purposes.

SECTION 629. Legislative Tracking and Impact Review.

The Secretary shall maintain a Legislative Tracking Database showing the status of every measure from filing to implementation. Each ordinance or significant resolution shall undergo post-enactment review by the concerned committee one year after effectivity to determine compliance, effectiveness, and need for amendment. The Sangguniang Bayan shall provide avenues for citizen feedback during such review. The Municipal Mayor shall submit semi-annual reports on the implementation status of ordinances.

SECTION 630. Codification and Revision of Ordinances.

The Committee on Rules, Style, and Codification shall compile all ordinances into a Municipal Code every three years. The codification process shall identify and recommend the repeal of ordinances that are obsolete, unconstitutional, or superseded. The updated Municipal Code shall be printed, posted, and uploaded online for public access, and shall be aligned with new national legislation and jurisprudence.

SECTION 631. Effectivity.

Ordinances shall take effect after publication or posting as required by the Local Government Code. Resolutions shall take effect upon approval, unless a later date is specified.

SECTION 632. Legislative Oversight Powers Over Approved Measures.

The Sangguniang Bayan shall exercise continuing legislative oversight to ensure faithful implementation, consistency with legislative intent, and responsiveness to public needs. Oversight may include monitoring, compliance review, impact assessment, and recommending amendments or repeals. It may be exercised through committee oversight hearings, requiring compliance reports, field inspections, public consultations, and inter-agency coordination. The Sangguniang Bayan may summon officials or private parties and require submission of relevant documents. Oversight findings shall be reduced into a report for plenary discussion, and measures shall be reviewed at least once every two years. Non-confidential oversight reports shall be posted online. Oversight shall not unduly interfere with executive operations, except where violations occur.

SECTION 633. Digital Authentication and Anti-Tampering Safeguards.

All final measures shall bear a digital authentication code via the Legislative Information Management System, blockchain timestamping for immutability, and government-recognized electronic signatures pursuant to Republic Act No. 8792. Triple digital backup storage shall be maintained, and automatic tamper alerts shall be sent to key officials.

SECTION 634. Periodic Repeal and Sunset Review.

All ordinances and significant resolutions shall be subject to a mandatory sunset review within five years from effectivity. A repeal review calendar shall be maintained. Public and sectoral

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participation shall be encouraged in the review process. Criteria for repeal shall include obsolescence, redundancy, unconstitutionality, or ineffectiveness. A Repeal Report shall be prepared for plenary action, and repeal actions shall be duly published.

RULE XXX

REQUIREMENT FOR PASSAGE OF LEGISLATIVE MEASURES

SECTION 635. Three Readings for Passage of an Ordinance.

No ordinance shall be enacted without having been read on at least three separate days, each reading to occur on a different calendar day, except as otherwise provided under these Rules or by law. The three-reading requirement is mandatory to ensure thorough deliberation and public awareness, and may be dispensed with only in cases of urgency duly certified in writing by the Municipal Mayor or as expressly allowed by law.

SECTION 636. First Reading.

The first reading shall consist of the reading of the title and number of the proposed ordinance, followed by its immediate referral to the appropriate standing or special committee for study, report, and recommendation. No debate shall be permitted at this stage.

SECTION 637. Second Reading.

The second reading shall be conducted only upon the presentation of the committee report. At this stage:

1. The measure shall be sponsored by its author or the chairperson of the committee to which it was referred.
2. General debate shall be in order.
3. Committee and floor amendments may be proposed, considered, and acted upon.
4. Approval on second reading shall be by majority vote, either in its original form or as amended.

SECTION 638. Third Reading.

The third reading shall be conducted only upon distribution to all Members of the final, clean copy incorporating all approved amendments from second reading, at least three calendar days prior thereto, except when the measure is certified as urgent. No further amendments shall be allowed at this stage; only an affirmative or negative vote shall be taken.

SECTION 639. Resolutions Not Requiring Three Readings.

Resolutions of a purely declaratory or non-legislative character, including those:

1. Expressing the collective sentiment of the Sangguniang Bayan.
 2. Requesting services or assistance from government or private entities.
- shall not require three readings unless otherwise mandated by law.

SECTION 640. Urgent Matters.

When certified as urgent by the Municipal Mayor, any legislative matter may be taken up immediately without the need to suspend the rules. In such case, second and third readings may be held on the same day, provided that:

1. Members have received copies of the measure in the form approved on second reading.
2. Unanimous consent is obtained to dispense with the three-day rule, unless otherwise provided by law.
3. The urgency is clearly stated in writing and entered into the Journal.

SECTION 641 Affirmative Vote Required.

- (a) Ordinances – Majority vote of all Members present, there being a quorum, unless a higher vote is required by law.
- (b) Resolutions – Majority vote of Members present, there being a quorum.
- (c) Appropriation ordinances, franchise grants, tax measures, and creations of offices – As provided by the Local Government Code, by majority vote of all Members.

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SECTION 642. Resolutions Relating to Barangay Ordinances.

An ordinance shall not require an enacting resolution. Barangay ordinances under review shall be returned to the Sangguniang Barangay with a resolution of concurrence or disapproval as required by law.

SECTION 643. Distribution of Final Copies.

No measure shall be voted upon on third reading unless printed copies in final form have been distributed to all Members, except in cases of urgency duly certified by the Mayor.

SECTION 644. Recording and Journal Entry.

The Journal shall record:

1. The exact vote of each Member, indicating yea, nay, or abstention.
2. Whether the vote was nominal, viva voce, or by division of the House.
3. Any explanation of vote made by a Member, reproduced verbatim.

SECTION 645. Reconsideration of Votes.

A motion to reconsider the vote on any measure shall be in order only on the same session day or on the next session day, and only by a Member who voted with the prevailing side.

SECTION 646. Prohibition on Amendments on Third Reading.

No amendment shall be allowed on third reading. Should an amendment be necessary, the measure shall be recommitted to the appropriate committee or returned to second reading.

SECTION 647. Electronic and Hybrid Voting.

In hybrid or remote sessions, votes shall be cast through secure electronic means with verified identity, and the system shall record and publicly display the tally in real time.

SECTION 648. Public Access to Passed Measures.

All ordinances and resolutions duly passed shall be posted on the official municipal website within seven calendar days from approval, without prejudice to the posting requirements under the Local Government Code.

SECTION 649. Post-Enactment Review of Urgent Measures.

Any measure passed under urgency provisions shall undergo a post-enactment review within sixty days from effectivity to assess necessity, compliance, and continuing validity.

SECTION 650. Legislative Impact Statement.

No proposed ordinance of general application shall proceed to second reading without a Legislative Impact Statement attached to the committee report, stating objectives, expected outcomes, affected sectors, projected costs and funding sources, timelines, and compatibility with the Constitution, the Local Government Code, and existing ordinances.

SECTION 651. Certification of Public Consultation.

All regulatory, penal, or revenue-raising ordinances shall be accompanied by a Certificate of Public Consultation and Hearing signed by the committee chair and the Secretary, attesting to compliance with notice, hearing, and consultation requirements.

SECTION 652. Plain-Language Translation.

Any ordinance or resolution with direct and substantial public effect shall have a plain-language summary in Waray-Waray and or Filipino for posting alongside the full text.

SECTION 653. Prohibition on Omnibus Insertions.

No provision foreign to the subject expressed in the title shall be inserted into a measure on second or third reading. Any unrelated insertion shall be ruled out of order.

SECTION 654. Fiscal Impact Clearance.

All ordinances with fiscal implications shall carry clearance from the Committee on Appropriations confirming the availability of funds or projected revenues.

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SECTION 655. Reading Interval.

Except for urgent measures, the second reading shall not take place earlier than three days after first reading, and the third reading shall not take place earlier than three days after second reading.

SECTION 656. Cross-Reference to Related Laws.

Any measure amending, repealing, or supplementing existing laws shall include a cross-reference list of affected provisions appended to the final version.

SECTION 657. Constitutionality and Legality Review.

Before third reading, the Committee on Rules shall issue a certification that the measure is constitutional, lawful, and consistent with existing statutes.

SECTION 658. Public Right to Petition.

Citizens may petition to amend or repeal an ordinance after enactment, provided that the petition bears signatures of at least one percent of registered municipal voters, subject to committee evaluation.

SECTION 659. Legislative History Archiving.

For every approved measure, the complete legislative history — including committee reports, hearing records, amendments, and final votes — shall be digitized and archived for public access.

SECTION 660. Enrolled Copy.

All approved measures shall have an enrolled copy signed by the Presiding Officer and the Secretary, bearing the seal of the Municipality, for transmittal to the Mayor and posting.

SECTION 661. Sunset and Review Clause.

Any ordinance of regulatory, fiscal, or developmental impact shall contain a clause mandating a review of its effectiveness within a period not exceeding five years.

SECTION 662. Legislative Due Process.

No measure shall be declared validly passed unless all readings, journal entries, and procedural requirements have been duly completed and recorded.

SECTION 663. Interpretation Clause.

This Rule shall be construed liberally to promote transparency, public participation, due process, and compliance with the Local Government Code.

SECTION 664. Separability Clause.

If any provision of this Rule is declared unconstitutional or invalid, the remaining provisions shall remain in full force and effect.

SECTION 665. Repealing Clause.

All inconsistent provisions of prior Internal Rules of Procedure are hereby repealed, modified, or superseded accordingly.

RULE XXXI

APPROVAL OF LEGISLATIVE MEASURES BY THE MUNICIPAL MAYOR

SECTION 666. Resolutions Requiring Approval of the Municipal Mayor.

Resolutions enumerated under items number 6, 7, 8, 9, 10, 11, 12, and 13 of Section 149 of these Rules and all other resolutions which by express provision of law, ordinance, or these Rules so require, shall be transmitted to and need the approval of the Municipal Mayor before taking effect.

SECTION 667. Ordinances Which Require Approval.

All ordinances shall require the approval of the Municipal Mayor, except:

1. Those concerning the internal budget of the Sangguniang Bayan where the appropriation or expenditure does not affect the budgets of other offices or agencies of the Executive Branch of the Municipal Government.

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2. Ordinances expressly exempted by the Local Government Code of 1991 or other pertinent laws.

Such ordinances shall remain subject to applicable budgeting rules, accounting regulations, and auditing standards as prescribed by law.

SECTION 668. Manner of Approval.

Approval by the Mayor shall be signified by:

1. Affixing the Mayor's signature on each page of the ordinance or resolution.
2. The word Approved appearing above the signature on the final page.
3. Return of the duly signed document to the Sangguniang Bayan through the Office of the Secretary to the Sanggunian.

The Secretary shall affix the Official Seal of the Sangguniang Bayan on each approved copy and record the same in the Legislative Archive and Logbook.

SECTION 669. Deadline for Action.

The Municipal Mayor shall act on any ordinance or resolution requiring approval within ten calendar days from receipt. Failure to act within such period shall result in deemed approval. The Secretary shall certify the fact of deemed approval in writing, enter the certification in the Journal, and annotate the Legislative Logbook accordingly.

SECTION 670. Veto Form and Scope.

The veto shall:

1. Be in writing and communicated to the Sangguniang Bayan through the Secretary.
2. State the specific legal, constitutional, or factual grounds therefor.
3. In the case of appropriation ordinances, be limited to particular item or items objected to, pursuant to the item-veto power under the Local Government Code.
4. Leave unaffected all items or provisions not objected to, which shall be deemed approved.

SECTION 671. Procedure Upon Receipt of a Veto.

Upon receipt, the Secretary shall:

1. Read the veto message in full during the next regular session.
2. Furnish all Members with copies.
3. Calendar the reconsideration of the vetoed measure or item or items for action within thirty days from receipt.

SECTION 672. Override of a Veto.

A veto may be overridden by a two-thirds vote of all Members of the Sangguniang Bayan, taken by nominal voting. Once overridden, the measure shall take effect as if approved by the Mayor.

SECTION 673. Authentication of Overridden Measures.

When a veto is overridden, the Presiding Officer and Secretary shall authenticate the measure with the notation:

Passed over the veto of the Municipal Mayor on [date], by a vote of [x] yeas and [y] nays.

SECTION 674. Return of Vetoed Barangay Ordinances.

Barangay ordinances reviewed by the Sangguniang Bayan and disapproved by the Municipal Mayor shall be returned to the originating Sangguniang Barangay with a written explanation of the grounds for disapproval.

SECTION 675. Transparency and Public Posting.

All ordinances and resolutions finally approved, vetoed, or overridden shall be posted on the municipal bulletin board and uploaded to the official municipal website within five working days from final action, without prejudice to other publication or posting requirements under law.

SECTION 676. Legislative-Executive Tracking.

The Secretary shall maintain a Legislative-Executive Coordination Ledger recording all measures transmitted to the Mayor, dates of receipt, final actions taken, and pertinent annotations.

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SECTION 677. Preservation of Legislative Due Process.

No ordinance or resolution shall be implemented or enforced unless accompanied by the necessary approval, deemed approval, or override certification, together with the duly authenticated enrolled copy on file in the archives.

SECTION 678. Parliamentary Reference.

On matters not specifically covered by this Rule, Robert's Rules of Order (Revised) shall apply, particularly in resolving questions on approval, reconsideration, and veto override, subject to appeal to the plenary.

SECTION 679. Certification of Transmission.

The Secretary shall issue a formal certification indicating the date and exact time the measure was transmitted to the Office of the Mayor. Such certification shall be prima facie evidence in computing the ten-day approval or veto period.

SECTION 680. Proof of Receipt.

A receiving copy signed by the Mayor or duly authorized representative, indicating date and time, shall be required for physical transmittals. For electronic transmittals, an official acknowledgment or confirmation email from the receiving office shall suffice.

SECTION 681. Enrolled Copy Requirement.

Prior to transmittal to the Mayor, the measure shall be prepared in enrolled form, incorporating all approved amendments, final numbering, and proper pagination, certified by the Secretary and Presiding Officer.

SECTION 682. Recommendations in Lieu of Veto.

The Mayor may return a measure with written recommendations for amendment. The Sangguniang Bayan may adopt, reject, or recommit the measure to committee.

SECTION 683. Time Frame for Action on Returned Measures.

Measures returned by the Mayor for veto or amendment shall be acted upon within thirty calendar days from receipt; failure to act shall be deemed to sustain the veto or accept the recommendations.

SECTION 684. Simultaneous Transmittal to Higher Review.

When the law requires review by a higher authority, the Sangguniang Bayan shall transmit the measure, together with proof of the Mayor's action, within the statutory deadline.

SECTION 685. Register of Executive Actions.

The Secretary shall maintain a Register of Executive Actions containing:

1. Title and number of the measure.
2. Date passed.
3. Date transmitted to the Mayor.
4. Date received.
5. Nature of action taken.
6. Date and nature of Sanggunian disposition.
7. Remarks and related document references.

SECTION 686. Obligation to Publish and Disseminate.

All ordinances and resolutions requiring publication shall be published or posted in conspicuous public places within ten days from final approval or veto override.

SECTION 687. Electronic Archiving.

All approved and overridden measures shall be digitally scanned, indexed, and uploaded to the Sangguniang Bayan's online repository for public access.

SECTION 688. Parliamentary Inquiries on Mayoral Action.

Any Member may raise a Parliamentary Inquiry as to the timeliness, legality, or validity of the Mayor's action or inaction. Such inquiries shall be resolved in plenary session.

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SECTION 689. Preservation of Legislative-Executive Comity.

All communications and transmittals under this Rule shall observe courtesy and mutual respect, consistent with the principles of separation of powers and cooperative governance.

SECTION 690. Interpretation Clause.

Any doubt in the application of this Rule shall be resolved in favor of preserving legislative independence and due process, while recognizing the lawful powers of the Mayor.

SECTION 691. Separability Clause.

If any provision herein is declared invalid, the remainder shall not be affected and shall remain in force.

SECTION 692. Repealing Clause.

All inconsistent provisions of prior Internal Rules of Procedure are hereby repealed, modified, or superseded accordingly.

RULE XXXII

VETO

SECTION 693. Nature and Scope of the Veto Power.

The veto power of the Municipal Mayor is an executive prerogative under the Local Government Code of 1991, serving as a statutory check against legislative acts that are prejudicial to public welfare, inconsistent with law, or financially unsustainable. The veto may apply to ordinances, certain resolutions, or specific items in appropriation ordinances, but shall not extend to purely internal, procedural, or administrative resolutions of the Sangguniang Bayan.

SECTION 694. Form and Substance of the Veto Message.

The veto shall:

1. Be in writing, addressed to the Sangguniang Bayan.
2. Contain clear and specific grounds, citing relevant laws, jurisprudence, or factual bases.
3. Indicate whether the veto is total or partial, also referred to as an item veto.
4. Be personally signed by the Municipal Mayor.
5. Bear the date and time of signing for purposes of computing statutory periods.

The veto message shall form part of the Sanggunian records and be entered in the Journal.

SECTION 695. Timeliness of the Veto.

The Municipal Mayor must act on the ordinance or resolution within ten calendar days from receipt, excluding the day of receipt. Weekends and holidays are included unless the last day falls on a non-working day, in which case the veto may be exercised on the next working day. Failure to return the measure within this period results in its automatic approval.

SECTION 696. Certification of Transmission and Receipt.

The Secretary to the Sanggunian shall certify:

1. The date and exact time of transmission to the Office of the Mayor.
2. The date and exact time of receipt by the Mayor or duly authorized representative.

Such certification shall be conclusive for purposes of computing the veto period unless rebutted by clear and convincing evidence.

SECTION 697. Partial or Item Veto of Budgetary and Money Ordinances.

In appropriation ordinances or measures directing the payment of money or creating liability, the Mayor may veto specific items without affecting non-vetoed provisions. Vetoed items, if not overridden, shall be deemed reenacted from the previous fiscal year's budget or remain unappropriated, as applicable.

SECTION 698. Effect of Veto on Urgent Measures.

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An urgency certification issued by the Mayor does not preclude the subsequent exercise of veto power. If an urgent measure so certified is later vetoed, the Sanggunian shall proceed with reconsideration in accordance with these Rules.

SECTION 699. Parliamentary Procedure for Reconsideration of Vetoed Measures.

Upon receipt of the veto message, the Presiding Officer shall calendar the reconsideration of the veto as the first item under Unfinished Business in the next regular session. The procedure shall be:

1. Reading of the veto message in full.
2. Motion to reconsider the vetoed measure.
3. Debate on whether to sustain or override the veto, subject to the debate limitations in these Rules and Robert's Rules of Order (Revised).
4. Roll call vote for override, requiring a two-thirds vote of all Members of the Sanggunian.

SECTION 700. Standards for Overriding a Veto.

In deciding to override, the Sanggunian shall consider:

1. Whether the Mayor's objections are contrary to law or fact.
2. Whether public interest or necessity outweighs the grounds of veto.
3. The fiscal and operational implications of implementing the measure as originally passed.

SECTION 701. Documentation of Override or Sustention.

The Secretary shall prepare a Resolution of Override or a Resolution Sustaining the Veto, signed by the Presiding Officer and attested by the Secretary, stating:

1. The result of the vote.
2. The names of Members voting in the affirmative and negative.
3. The date of action.

SECTION 702. Effectivity of Overridden Measures.

A vetoed measure that is overridden shall take effect as if approved by the Mayor, subject to publication or posting requirements under the Local Government Code and applicable laws.

SECTION 703. Judicial Review of Vetoed Measures.

Any party adversely affected by a vetoed or overridden measure may seek judicial review before a competent court, but such action shall not stay the effectivity of the measure unless restrained by court order.

SECTION 704. Recordkeeping and Transparency.

All veto messages, override records, and related proceedings shall be preserved in the Sanggunian archives, indexed for retrieval, and posted in the official legislative information system for public access.

SECTION 705. Preservation of Executive-Legislative Comity.

All communications relating to veto actions shall be conducted with courtesy and professionalism, preserving cooperative relations between the Legislative and Executive branches while upholding the principles of checks and balances.

SECTION 706. Legal Grounds for Veto.

The veto shall only be exercised on grounds expressly recognized by law. Mere policy disagreement, absent a legal or welfare-based justification, shall not be a valid basis for veto and may constitute abuse of discretion if proven.

SECTION 707. Mandatory Consultation for Potential Veto.

Where practicable, before exercising the veto, the Mayor or authorized representative shall communicate with the Presiding Officer and or principal authors to discuss possible amendments to obviate the need for a veto. This shall not limit the Mayor's veto authority but shall promote collaboration.

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SECTION 708. Veto in Cases of Procedural Defects.

The Mayor may veto a measure solely on procedural defects such as absence of required readings, lack of quorum, or violation of notice rules. The veto message shall clearly specify the defect and return the measure for compliance, without prejudice to refileing.

SECTION 709. Veto of Franchise Grants and Tax Measures.

The Mayor shall exercise heightened scrutiny in vetoing measures that grant franchises, impose or increase taxes, or create monetary obligations, ensuring compliance with constitutional limitations, the Local Government Code, and other laws.

SECTION 710. Prohibition on Pocket Veto Beyond the Prescribed Period.

Failure to return a measure with written objections within the statutory ten days from receipt shall automatically render it approved. Any attempt to disapprove or delay implementation after the lapse of the period shall be null and void.

SECTION 711. Measures Passed During Adjournment.

When a measure is passed within ten days before adjournment of the Sangguniang Bayan, the Mayor shall communicate any veto in writing to the Secretary within ten days after reassembly; otherwise, the measure shall be deemed approved.

SECTION 712. Public Disclosure of Vetoed Measures.

The Secretary shall post in conspicuous public places and on official municipal online platforms:

1. The title of the vetoed measure.
2. The full veto message.
3. The results of any override attempt.

SECTION 713. Entry in the Minutes and Legislative Tracking System.

All veto actions and override votes shall be recorded verbatim in the Minutes and encoded in the Legislative Tracking System with status indicators such as Approved by Mayor, Vetoed – Sustained, or Vetoed – Overridden.

SECTION 714. Training and Capacity-Building on Veto and Override Powers.

At least once every term, Members of the Sangguniang Bayan and the Office of the Mayor shall undergo a joint briefing on the legal, procedural, and ethical exercise of veto and override powers, to be facilitated by the DILG or recognized parliamentary authorities.

SECTION 715. Applicability of Robert's Rules of Order on Reconsideration and Override.

Unless inconsistent with the Local Government Code or these Rules, the reconsideration and override of a veto shall be governed by Robert's Rules of Order (Revised), including precedence of motions, limits on debate, and the prohibition on repeated override attempts in the same session after a failed vote.

SECTION 716. Legislative-Executive Pre-Veto Conference.

For measures with significant fiscal, legal, or political implications, the Presiding Officer may, with the consensus of the Body, request a pre-veto conference with the Mayor to clarify points of contention, seek technical input, and avoid unnecessary veto confrontations.

SECTION 717. Non-Waiver of Veto Right.

Any informal assurance or verbal expression of approval by the Mayor or representative shall not be construed as a waiver of the formal veto right. Only written approval or the lapse of the statutory period without veto perfects the measure.

SECTION 718. Veto and Override Historical Compendium.

The Secretary shall maintain a Veto and Override Compendium documenting for the last ten years:

1. Titles and numbers of all vetoed measures.
2. Grounds of veto.
3. Outcome of override attempts.
4. Subsequent legal or policy developments.

Such record shall serve as a legislative drafting reference and capacity-building tool.

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RULE XXXIII

POSTING AND PUBLICATION

SECTION 719. Mandatory Posting of Ordinances and Resolutions of Permanent Character.
Within ten days after approval, the Secretary to the Sanggunian shall cause the posting of the full text of every approved ordinance and of resolutions with permanent application:

1. In at least three conspicuous public places in the Municipality, including the main bulletin board of the Municipal Hall, the public market, and the municipal plaza.
2. In the bulletin boards of all barangay halls within the Municipality.

SECTION 720. Publication in a Newspaper of General Circulation.
In addition to posting, ordinances with penal provisions, tax implications, or regulatory impact shall be published once in a newspaper of general circulation within the Province, in accordance with the Local Government Code of 1991. Proof of publication shall be preserved in the legislative archives as part of the permanent legislative record.

SECTION 721. Certified True Copies for Barangays and Agencies.
The Secretary to the Sanggunian shall transmit certified true copies of every approved ordinance and relevant resolutions to:

1. All Punong Barangays of the Municipality.
2. The Municipal Mayor.
3. The Provincial Sangguniang Panlalawigan for review, when required by law.
4. Any concerned government agency as mandated by law or as directed by the Sangguniang Bayan.

SECTION 722. Digital Posting and Open Data Access.
All approved ordinances and resolutions of permanent character shall be uploaded within five working days from approval to the Municipality's official website, digital archive, or official social media platforms, with:

1. The full text in searchable PDF format.
2. A summary in layman's terms.
3. The date of effectivity clearly indicated.

SECTION 723. Public Access and Archival Safeguards.
The archives of the Sangguniang Bayan shall maintain both physical and digital copies of all enacted ordinances and resolutions for at least fifty years. These records shall be open to public inspection during office hours, subject to reasonable regulations on handling, reproduction, and preservation.

SECTION 724. Responsibility for Compliance.
The Secretary to the Sanggunian shall be directly responsible for ensuring compliance with all posting and publication requirements. Failure to comply without lawful cause shall constitute neglect of duty and may subject the offender to administrative sanctions.

SECTION 725. Proof of Posting and Publication.
The Secretary shall prepare and sign a Certificate of Posting and or Certificate of Publication for each ordinance, indicating the exact locations and dates of posting and publication. This certificate shall be attached to the original copy of the ordinance in the archives.

SECTION 726. Effectivity Clause Compliance.
No ordinance or resolution of permanent application shall take effect until after the completion of the posting and or publication requirements, unless a later date is expressly provided therein. Any enforcement prior to such compliance shall be null and void.

SECTION 727. Additional Posting for Urgent and Critical Measures.
For measures involving public safety, disaster response, or urgent health regulations, the Presiding Officer or the Municipal Mayor may direct additional postings in schools, churches, transport terminals, and other strategic locations to ensure maximum public awareness.

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SECTION 728. Parliamentary Principles on Public Notice.

In all matters requiring public notice, the principles of fairness, adequate dissemination, and reasonable opportunity for awareness, as recognized under Robert's Rules of Order (Revised), shall be observed. When practicable, advance notice of measures affecting public rights shall be made available before final passage.

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SECTION 729. Multilingual Posting for Public Comprehension.

Where appropriate, ordinances and resolutions with broad public impact shall be accompanied by an official translation in the predominant local languages of the Municipality, such as Waray-Waray, Cebuano, or Tagalog, to ensure accessibility, without altering the legal meaning of the original English or Filipino text.

SECTION 730. Interim Posting for Urgent Measures.

For ordinances certified urgent by the Municipal Mayor or declared urgent by the Sangguniang Bayan due to public health, safety, or welfare, temporary posting shall be made within twenty-four hours of approval, followed by formal posting and publication within the statutory periods.

SECTION 731. Official Gazette Integration.

If the Province or Municipality maintains an official gazette, whether printed or online, the Secretary to the Sanggunian shall ensure that all ordinances and resolutions of permanent character are transmitted for publication therein, in addition to statutory posting requirements.

SECTION 732. Periodic Compilation and Codification.

At the end of each calendar year, the Secretary to the Sanggunian shall compile all ordinances and resolutions of permanent character into a bound volume and an indexed digital file, which shall be distributed to:

1. All Members of the Sangguniang Bayan.
2. The Municipal Mayor.
3. The Municipal Library.
4. The Provincial Sangguniang Panlalawigan.
5. The public via the municipal website.

SECTION 733. Public Feedback and Clarification Window.

Within thirty days after posting and publication, any resident, business, or organization may submit written queries or requests for clarification to the Sangguniang Bayan regarding the meaning, scope, or implementation of an ordinance. The Committee on Rules shall review and respond in writing within a reasonable period.

SECTION 734. Preservation of Proof of Public Notice.

Certificates of Posting and Publication, affidavits of barangay officials, and proof of newspaper publication shall be preserved in both physical and scanned digital formats for not less than fifty years, with secure backups stored off-site or in a cloud archive.

SECTION 735. Public Awareness Enhancement Measures.

For ordinances of significant public consequence, the Sangguniang Bayan may authorize public forums, press releases, radio broadcasts, and social media campaigns to accompany the official posting and publication.

SECTION 736. Penalties for Premature Enforcement.

Any official or employee who enforces an ordinance or resolution prior to the completion of its posting and publication requirements, without lawful justification, shall be subject to administrative sanctions, without prejudice to applicable criminal or civil liability.

SECTION 737. Continuous Updating of Digital Archive.

The Municipal Government shall maintain a secure, searchable, and publicly accessible online legislative database containing the full text, effectivity date, and status—whether active, repealed, or amended—of all ordinances and resolutions from the enactment of the Enhanced IRP of 2025 onwards.

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SECTION 738. Redundancy in Dissemination Platforms.

In addition to mandatory postings, the Secretary to the Sanggunian shall ensure that ordinances and resolutions of public importance are disseminated through at least two independent communication channels, such as local radio, community cable television, or SMS advisories, to mitigate the risk of information gaps.

SECTION 739. Archival Authentication Standards.

All archived copies of ordinances and resolutions, whether physical or digital, shall bear the authentication signatures of both the Secretary to the Sanggunian and the Presiding Officer, and, where applicable, the Municipal Mayor. Digital copies shall incorporate metadata or digital signatures to prevent tampering.

SECTION 740. Proof of Receipt by Barangay Units.

The Secretary shall secure a written acknowledgment of receipt from each Punong Barangay for transmitted ordinances or resolutions, indicating the date and time received. Such acknowledgment shall form part of the legislative record for compliance verification.

SECTION 741. Annual Legislative Digest.

At the close of each fiscal year, the Secretary to the Sanggunian shall prepare a Legislative Digest summarizing all ordinances and resolutions passed, their subject matter, dates of effectivity, and implementing offices. This digest shall be made publicly available in both print and digital formats.

RULE XXXIV

DECORUM

SECTION 742. General Rule of Decorum.

Every Member of the Sangguniang Bayan shall at all times maintain order, dignity, and respect for the legislative process during plenary sessions, committee meetings, and other official functions. Members shall refrain from engaging in unrelated conversations, distracting activities, or any act not pertinent to the business before the Body. No Member shall walk between the Member who has the floor and the Presiding Officer, nor enter or leave the Session Hall in a manner that disrupts proceedings. The Member recognized to speak shall confine remarks strictly to the matter under consideration, address all statements to the Presiding Officer, avoid personalities, and refrain from indecorous, offensive, or disrespectful words, gestures, or conduct.

SECTION 743. Interruption of a Member.

No Member shall interrupt another who has obtained the floor except:

1. To raise a Point of Order or other parliamentary point recognized under these Rules.
2. When expressly permitted by the Presiding Officer and with the explicit consent of the Member speaking.

Unauthorized interruptions shall be subject to declaration as "out of order" and to disciplinary action.

SECTION 744. Proper Attire.

The Sangguniang Bayan shall prescribe formal attire for all Members during sessions. Failure to comply without prior written approval for valid and documented reasons shall subject the offending Member to a fine of Five Thousand Pesos (P5,000.00), automatically deducted from remuneration for the month of the infraction. Repeated violations may warrant additional sanctions.

SECTION 745. Public and Spectator Conduct.

Applause, loud outbursts, heckling, or any disruptive demonstrations by spectators are prohibited. The Presiding Officer may order violators removed from the Session Hall. In extreme cases, the Presiding Officer may declare a recess, clear the hall, or request law enforcement assistance.

SECTION 746. Enforcement by the Presiding Officer.

The Presiding Officer shall ensure strict compliance with this Rule. Violations by Members shall be recorded in the Minutes and referred to the Committee on Ethics and Privileges. Violations by

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visitors shall be addressed immediately by the Sergeant-at-Arms under the Presiding Officer's direction.

SECTION 747. Media and Recording Protocol.

Accredited media and authorized recorders shall conduct their work without disrupting proceedings. Flash photography, obstructive positioning, and distracting behavior are prohibited. Non-compliance may result in the revocation of access.

SECTION 748. Digital Decorum in Hybrid or Virtual Sessions.

In hybrid or virtual meetings, the same decorum as in physical sessions shall apply. Members shall:

1. Keep cameras on.
2. Wear prescribed attire.
3. Avoid distracting backgrounds, noises, or misuse of chat functions.
4. Remain attentive to the proceedings.

SECTION 749. Decorum During Voting.

During voting, Members shall remain seated or connected, silent, and attentive until results are announced. No Member shall leave or disconnect unless excused by the Presiding Officer for urgent reasons.

SECTION 750. Addressing the Chair and Members.

Members shall address the Presiding Officer as "Mr. Presiding Officer" or "Madam Presiding Officer" and refer to fellow Members by official titles and surnames. Personal names or nicknames shall be avoided except for ceremonial purposes authorized by the Chair.

SECTION 751. Decorum of Public Participants.

Invited guests, resource persons, or members of the public granted speaking privileges shall maintain the same standard of decorum required of Members. Offensive or disorderly conduct shall be grounds for immediate removal.

SECTION 752. Use of Electronic Devices.

Electronic devices shall be used only for legislative purposes during sessions. All devices must be in silent mode and may not be used for unrelated activities.

SECTION 753. Statements to the Media on Pending Matters.

Members shall avoid premature, speculative, or misleading public statements regarding matters still under deliberation. Possible breaches may be referred to the Committee on Ethics and Privileges.

SECTION 754. Immediate Discipline for Disorderly Conduct.

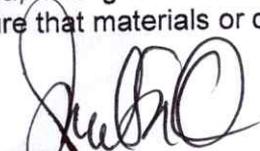
After one warning, the Presiding Officer may order a disorderly Member to leave the Session Hall for the remainder of the meeting. Refusal to comply shall be enforced by the Sergeant-at-Arms and recorded as "Absent by Order of the Chair."

SECTION 755. Penalties for Grave Breaches.

Grave breaches of decorum, including but not limited to physical altercations, gross disrespect to the Chair, obscene language, or deliberate disruption, shall be subject to formal investigation by the Committee on Ethics and Privileges, with penalties ranging from public censure, written reprimand, suspension without pay for up to thirty days, to recommendation for expulsion as provided by law.

SECTION 756. Session Hall Layout and Maintenance.

The Session Hall shall be arranged to promote order, with designated seating for Members, staff, media, and guests. The Sergeant-at-Arms shall maintain cleanliness, safety, and order, and ensure that materials or displays have prior approval of the Presiding Officer.


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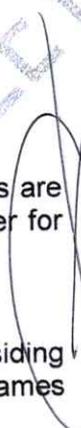
HON. JERSON P. VELOSO
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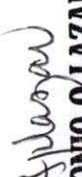

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HON. VICENTE Q. PETTIOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028


HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. JERSON P. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 757. Decorum During Ceremonial Rites.

All Members and attendees shall observe proper respect during the singing of the National Anthem, recitation of the Pledge of Allegiance, and other ceremonial rites, in accordance with Republic Act No. 8491.

SECTION 758. Progressive Discipline.

Violations shall be addressed progressively:

1. First Offense – Verbal warning and record in minutes.
2. Second Offense – Written warning.
3. Third Offense – Five Thousand Pesos (P5,000.00) fine and loss of speaking privilege for one session day.
4. Fourth and Subsequent Offenses – Formal investigation and penalties under Section 754.

SECTION 759. Parliamentary Reference.

Matters not covered herein shall follow Robert's Rules of Order (Revised) and Mason's Manual of Legislative Procedure, unless inconsistent with the Local Government Code of 1991 or the 1987 Constitution.

SECTION 760. Preventive Suspension for Session Day.

By a two-thirds vote of all Members present, the Presiding Officer may impose preventive suspension for the remainder of the session day if a Member poses an immediate threat to order or safety.

SECTION 761. Authority of Committee Chairpersons.

In committee meetings, the Chairperson shall have the same authority to enforce decorum as the Presiding Officer in plenary sessions.

SECTION 762. Visitors' Decorum and Seating.

Visitors shall occupy designated seating and may not approach the Members' area, rostrum, or Secretariat table without permission. Violations may result in removal and restrictions on future access.

SECTION 763. Documentation of Violations.

The Secretary to the Sanggunian shall maintain a confidential but complete log of all decorum violations for review by the Committee on Ethics and Privileges.

SECTION 764. Annual Orientation.

At the start of each term, and annually thereafter, Members and Secretariat staff shall attend an orientation on parliamentary ethics, decorum standards, and disciplinary procedures.

SECTION 765. Cross-Reference.

This Rule shall be read in harmony with the Rules on Ethics, Privileges, Disciplinary Proceedings, and Public Access. In case of conflict, the stricter provision favoring the maintenance of order shall prevail.

RULE XXXV

UNPARLIAMENTARY ACTS AND LANGUAGE

SECTION 766. Definition and Scope.

Acts, expressions, or conduct—whether verbal, written, symbolic, or gestural—that are offensive, disrespectful, disruptive, or degrading toward any Member of the Sangguniang Bayan, the Presiding Officer, a public official, or any public institution, shall be deemed unparliamentary. This prohibition applies to conduct occurring:

1. During plenary sessions, committee meetings, or official hearings.
2. In official correspondence or entries in the legislative records.
3. In hybrid or online platforms connected with official proceedings.
4. In any public engagement where the Member is acting in an official capacity.

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Ex-Officio

HON. ROMMEL D. CAPUNZOL, MD JD
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2025-2028

HON. JERIM M. TUMANDAO
SK FEDERATION PRESIDENT
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Ex-Officio

HON. NELSON M. LAUZON
SANGGUNIANG BAYAN MEMBER
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2025-2028

SECTION 767. Prohibited Language and Conduct.

No Member shall:

1. Use offensive, insulting, threatening, or defamatory language against another Member, the Presiding Officer, or any public official.
2. Impugn the motives of another Member without substantive proof.
3. Use language or behavior calculated to disrupt, delay, or obstruct proceedings.
4. Make allusions to the private conduct of Members unrelated to their legislative performance.
5. Use obscene, profane, or indecorous expressions.
6. Engage in shouting, banging of tables, or physically aggressive gestures.
7. Employ discriminatory, sexist, racist, or derogatory remarks.
8. Display written, digital, or symbolic materials intended to demean or ridicule any Member or institution.

HON. MIGUEL O. CASTRO
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13th SANGGUNIANG BAYAN
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HON. NELSON W. LAZON
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 768. Calling the Member to Order.

- (a) Authority to Call to Order — The Presiding Officer, motu proprio or upon a duly recognized Point of Order, shall immediately call to order any Member committing an unparliamentary act.
- (b) Immediate Compliance — The Member concerned shall forthwith desist from speaking or acting in the offensive manner.
- (c) Right to be Heard — Before ruling, the Presiding Officer may allow the concerned Member to offer a brief explanation not exceeding two minutes.

HON. ROUBEL P. DUGOS
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 769. Reading of Objectionable Words.

Upon demand of any Member, the Secretary to the Sanggunian shall read aloud the exact words deemed objectionable from the official record or recording, for the Body's determination.

SECTION 770. Withdrawal and Apology.

If the Presiding Officer sustains the point of order:

1. The Member shall formally withdraw the unparliamentary words from the record.
2. The Member shall issue a verbal or written apology to the offended party, as directed by the Sangguniang Bayan or the Committee on Ethics and Privileges.

HON. BENIGNO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 771. Abstention for Pecuniary Interest.

No Member shall participate in the deliberations or vote on any measure that directly or indirectly affects his or her pecuniary interest. Such interest shall be fully disclosed to the Body prior to discussion.

HON. VICENTE O. PETLOS, JR.
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 772. Referral to the Committee on Ethics and Privileges.

Serious or repeated violations of this Rule shall be referred to the Committee on Ethics and Privileges for investigation, which may recommend penalties including censure, written reprimand, suspension without pay, or other lawful sanctions.

SECTION 773. Progressive Disciplinary Measures.

Unless otherwise warranted by the gravity of the offense:

1. First Offense – Verbal warning recorded in the minutes.
2. Second Offense – Written reprimand.
3. Third Offense – Fine of Five Thousand Pesos (P5,000.00) and forfeiture of privilege to speak for one session day.
4. Fourth and Subsequent Offenses – Formal investigation and suspension without pay for up to thirty calendar days.

HON. MICHAEL K. BAUTISTA
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. APOLONIO O. LAZAR
SANGGUNIANG BAYAN MEMBER
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SECTION 774. Application in Hybrid and Remote Proceedings.

This Rule applies equally to virtual or hybrid sessions. Unparliamentary acts committed through chat, video, audio, or other digital means shall be sanctioned in the same manner as in-person violations.

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HON. JEROME TUMANDAO
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HON. ROMMEL D. CAPONGZOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN
2025-2028

HON. JERSON P. VELOSO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

SECTION 775. Parliamentary Reference.

For matters not expressly covered herein, the determination of unparliamentary acts shall be guided by Robert's Rules of Order Newly Revised and Mason's Manual of Legislative Procedure, insofar as they are not inconsistent with the 1987 Constitution, the Local Government Code of 1991, and these Rules.

SECTION 776. Pre-Session Preventive Briefing.

The Presiding Officer, at the start of each Regular Session, may issue a brief reminder on parliamentary courtesy, proper decorum, and prohibitions on unparliamentary language.

SECTION 777. Contextual Test.

In determining whether an act is unparliamentary, consideration shall be given to:

1. The tone and manner of delivery.
2. The context and subject matter.
3. The intent or probable intent.
4. Whether the act or language obstructed, delayed, or impaired proceedings.

SECTION 778. Prohibition of Retaliation.

A Member shall not respond to an unparliamentary remark with another. Retaliation constitutes a separate and independent offense.

SECTION 779. Immediate Removal for Severe Misconduct.

If a Member's conduct renders proceedings unmanageable, the Presiding Officer, upon majority vote of those present, may order the Member's removal by the Sergeant-at-Arms for the remainder of the session day.

SECTION 780. Public Apology for Grave Offenses.

For grave acts—such as slanderous accusations, discriminatory slurs, or physical intimidation—the Sangguniang Bayan may, by majority vote, require a public apology to be entered in the minutes and posted publicly.

SECTION 781. Reinstatement After Suspension.

A suspended Member shall only be reinstated upon written commitment to adhere to parliamentary decorum.

SECTION 782. Safeguard Against Abuse.

No ruling of unparliamentary conduct shall be used to suppress legitimate debate or dissent. Members retain the right to appeal the ruling to the Body.

SECTION 783. Record Preservation.

All incidents of unparliamentary conduct, rulings, and disciplinary actions shall be recorded and preserved in the archives for at least ten years.

SECTION 784. Continuous Education.

The Sangguniang Bayan shall conduct annual training on parliamentary procedure, ethics, and respectful debate.

SECTION 785. Cross-Reference.

This Rule shall be read in conjunction with Rule XXXIV (Decorum), Rule XVIII (Points), and the Rules on Ethics and Privileges. In case of conflict, the provision that best preserves order, dignity, and institutional integrity shall prevail.

SECTION 786. Legislative Culture Statement.

It is the declared sense of the Sangguniang Bayan that adherence to parliamentary courtesy and mutual respect is essential to legislative performance. All Members pledge, upon assumption of office and annually thereafter, to uphold this standard and avoid conduct that diminishes public trust.

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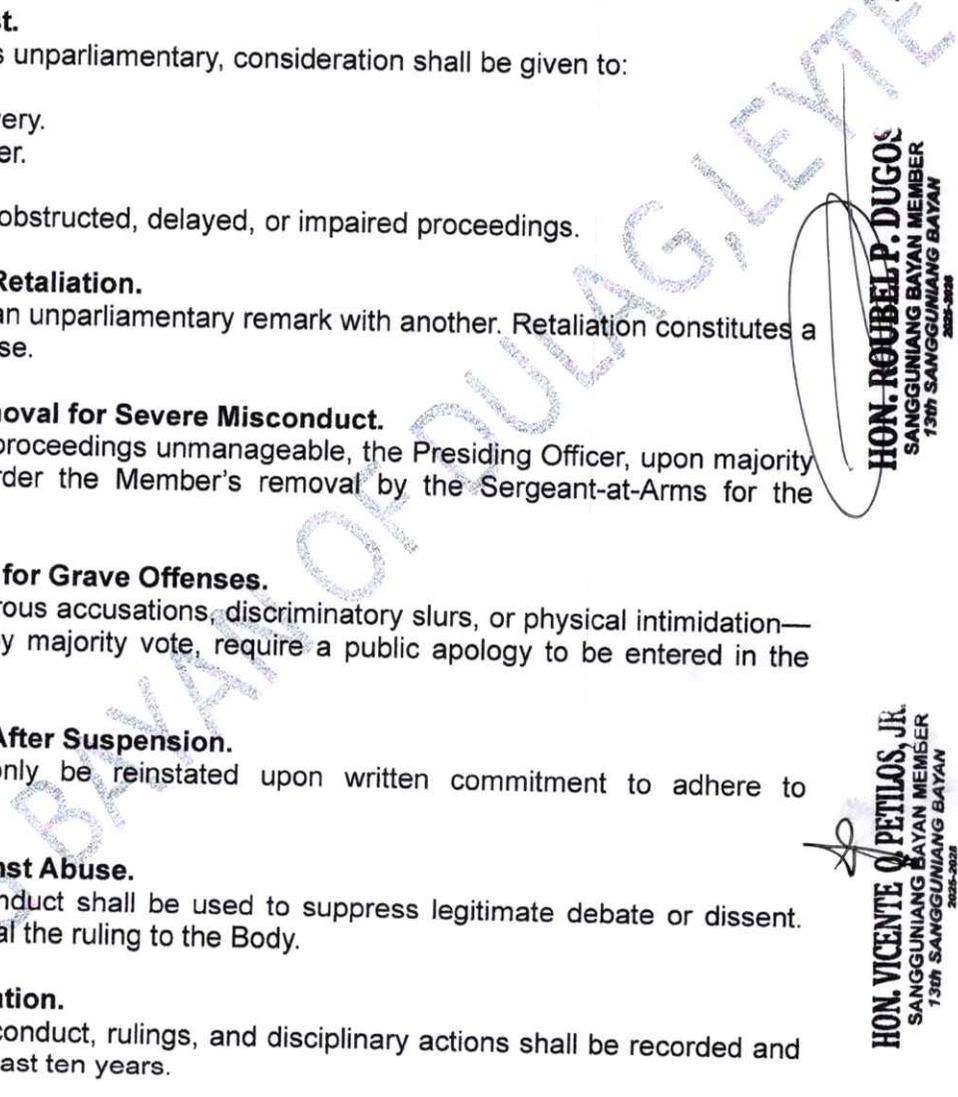
HON. MICHAEL K. BAUTISTA
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RULE XXXVI

PARLIAMENTARY SANCTIONS AND DISCIPLINARY ACTIONS

SECTION 787. Preventive Measures Prior to Formal Discipline.

To preserve order and prevent escalation, the Presiding Officer may direct any Member engaging in disruptive conduct to:

1. Immediately desist from the offending act.
2. Take his or her seat and yield the floor.
3. Undergo a brief recess for consultation with the Majority Floor Leader or the Chairperson of the Committee on Rules before the resumption of proceedings.

SECTION 788. Progressive Disciplinary System.

Except for grave offenses warranting immediate severe sanctions, disciplinary measures shall generally follow a progressive order:

1. Oral admonition during session.
2. Written reprimand.
3. Censure with public reading.
4. Short-term suspension.
5. Long-term suspension.
6. Expulsion.

This progression is intended to correct behavior prior to the imposition of the most severe penalties.

SECTION 789. Grave Offenses Warranting Direct Severe Penalty.

Notwithstanding Section 787, the Sangguniang Bayan may, by the required vote, immediately impose suspension or expulsion upon finding a Member guilty of:

1. Physical assault or attempted assault within the premises.
2. Direct bribery or corruption in relation to a pending measure.
3. Intentional destruction or theft of official documents or records.
4. Gross disrespect to the Office of the Presiding Officer or to the Body in open session.

SECTION 790. Contempt Powers.

The Sangguniang Bayan may cite in contempt any person, including Members, for refusal to obey summons, failure to appear in inquiries in the exercise of its quasi-judicial function, or refusal to answer questions without lawful excuse, in accordance with Section 50 of the Local Government Code of 1991.

SECTION 791. Apology and Restoration.

A Member suspended or censured may, at the discretion of the Body, be restored to full privileges upon submission of a written apology to the Presiding Officer and the Body, and commitment to adhere to these Rules. The apology shall be entered into the minutes.

SECTION 792. Special Procedure for Confidential Matters.

When the offense involves the disclosure of executive session proceedings or other confidential information, the disciplinary hearing shall be conducted in executive session unless otherwise decided by majority vote of the Body.

SECTION 793. Rights of the Respondent-Member.

In all disciplinary proceedings, the Member concerned shall have the right to:

1. Be informed in writing of the charges.
2. Be given access to all supporting evidence.
3. Be heard personally or through counsel.
4. Present evidence and witnesses.
5. Cross-examine adverse witnesses.
6. Appeal the decision in accordance with these Rules.

HON. MANUEL SIA QUE
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HON. ROMMEL D. CAPUNCCOL, MD JD
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SANGGUNIANG BAYAN MEMBER
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SECTION 794. Disqualification from Leadership Roles.

A Member under suspension shall be temporarily disqualified from holding any committee chairmanship, vice-chairmanship, or other leadership role during the period of sanction.

SECTION 795. Publication of Sanctions.

Final disciplinary actions, except those involving confidential matters, shall be posted on the official bulletin board, published on the municipal website, and included in the Journal, indicating the offense, penalty, and voting results.

SECTION 796. Legislative Ethics Training.

The Sangguniang Bayan shall conduct mandatory annual ethics and parliamentary procedure training for all Members, incorporating lessons derived from prior disciplinary cases.

SECTION 797. Parliamentary Safeguard Against Abuse.

No disciplinary motion shall be entertained if it is clearly intended to suppress legitimate dissent, curtail freedom of speech in debate, or retaliate for political opposition. Where such allegation is raised, a two-thirds vote of those present shall be required to proceed.

SECTION 798. Automatic Review by the Committee on Rules.

All disciplinary sanctions imposed shall be automatically reviewed by the Committee on Rules within fifteen days from approval, for the purpose of recommending corrective or procedural refinements to these Rules.

SECTION 799. Summary Sanctions for In-Session Misconduct.

1. When a Member engages in disorderly behavior during an ongoing session, the Presiding Officer may, without full proceedings, order:

- (a) Immediate loss of the floor.
- (b) Temporary removal from the session hall until the end of the day's sitting.
- (c) Relocation to an assigned seat under the supervision of the Sergeant-at-Arms.

2. Summary sanctions are without prejudice to the initiation of subsequent formal disciplinary proceedings.

SECTION 800. Role of the Sergeant-at-Arms.

The Sergeant-at-Arms shall:

- 1. Enforce lawful orders of the Presiding Officer relating to discipline.
- 2. Escort Members or other persons out of the session hall when directed.
- 3. Maintain an incident logbook containing the time, nature, and disposition of all disciplinary incidents, to be signed by the Presiding Officer.

SECTION 801. Sanctions for Non-Members within the Session Hall.

Any person other than a Member who commits disorderly conduct within the premises may be summarily removed by order of the Presiding Officer and may be:

- 1. Banned from attending future sessions for a period not exceeding six months.
- 2. Cited for contempt under Section 789.
- 3. Referred to law enforcement authorities for possible criminal action.

SECTION 802. Protection of Minority Rights.

No sanction shall be imposed solely for the exercise of legitimate dissent or minority opinion, provided such debate is conducted within the bounds of parliamentary decorum and without personal attacks or obstruction.

SECTION 803. Written Decision Requirement.

All final disciplinary sanctions, except oral admonitions, shall be contained in a written decision stating:

- 1. The facts found.
- 2. The specific rule or law violated.
- 3. The penalty imposed.
- 4. The vote count.

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HON. ROMMEL D. CAPUNCO, MD JD
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2025-2028

HON. JERICM. TUMANDAO
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13th SANGGUNIANG BAYAN
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HON. MIGUEL O. CASTRO
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13th SANGGUNIANG BAYAN
2025-2028

5. The date of effectivity.
Such decision shall be served upon the Member concerned and entered into the Journal.

SECTION 804. Public Disclosure of Voting Records.

The individual votes of each Member in any disciplinary proceeding shall be recorded in the minutes and posted on the official bulletin board and municipal website, except where the matter involves classified or security-sensitive information.

SECTION 805. Coordination with the Office of the Ombudsman and Other Oversight Bodies.

If the offense also constitutes a possible violation of the Anti-Graft and Corrupt Practices Act, the Code of Conduct and Ethical Standards for Public Officials and Employees, or other laws, the Presiding Officer shall transmit a certified copy of the disciplinary record and supporting evidence to the proper body within five working days.

SECTION 806. Rehabilitation and Reintegration Program.

A Member suspended for more than fifteen days shall attend a Legislative Ethics Rehabilitation Program under the supervision of the Committee on Rules before resuming full participation.

SECTION 807. Expulsion Procedures.

When expulsion is moved:

1. The motion must be in writing and entered on the agenda.
2. The Member concerned must receive at least ten days' notice before the hearing.
3. Debate shall occur in executive session unless otherwise decided by the Body.
4. The vote shall be by nominal roll call, requiring two-thirds of all Members.

SECTION 808. Record Preservation and Archival System.

The Secretary to the Sanggunian shall maintain an indexed archive of all disciplinary cases since the adoption of these Rules, to ensure institutional memory and precedent-based decision-making.

SECTION 809. Annual Disciplinary Report.

The Committee on Rules shall submit to the Sangguniang Bayan, within the first regular session of each calendar year, a report summarizing:

1. All disciplinary actions from the previous year.
2. Common violations and trends.
3. Recommendations for improving decorum and compliance.

SECTION 810. Mandatory Review of Sanctions Provisions.

This Rule shall be reviewed every three years to ensure its continuing relevance, effectiveness, and alignment with the Local Government Code, recognized parliamentary authorities, and prevailing jurisprudence.

RULE XXXVII

PRIVILEGES, IMMUNITIES, AND RIGHTS OF MEMBERS

SECTION 811. Parliamentary Immunity.

In accordance with Article VI, Section 11 of the 1987 Philippine Constitution and Section 50 of the Local Government Code of 1991, no Member shall be questioned or held liable in any other place for any speech, debate, motion, or vote made in the Sangguniang Bayan or in any committee thereof.

1. This immunity shall not extend to speech or acts constituting crimes under the Revised Penal Code, special laws, or administrative offenses when committed outside the exercise of legislative functions.
2. For purposes of legislative work, the term "speech or debate" shall include all forms of oral or written expression made within the confines of legislative sessions, committee meetings, or in official reports.

HON. MANUEL SIA QUE
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13th SANGGUNIANG BAYAN
Ex-Officio

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HON. ROMMEL D. CANGCOL, MD JD
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13th SANGGUNIANG BAYAN
2025-2028

HON. JERIC M. TUMANDAO
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13th SANGGUNIANG BAYAN
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SECTION 812. Freedom from Arrest.

A Member shall be privileged from arrest in offenses punishable by imprisonment of not more than six years while the Sangguniang Bayan is in session and during the fifteen days before and after its sessions, except when apprehended in flagrante delicto.

1. In case of arrest during the protected period, the arresting officer shall immediately inform the Presiding Officer and the Secretary to the Sanggunian, who shall verify the nature of the offense.
2. The privilege from arrest shall not be construed as immunity from the service of court processes other than arrest, such as subpoenas or summons.

SECTION 813. Right to Information.

Members shall have the right to prompt access to all municipal government records, documents, data, and official communications relevant to legislative duties, subject to exceptions provided by law, including matters involving national security, executive privilege, or legally protected confidential information.

1. Requests shall be made in writing and acted upon within five working days by the custodian office.
2. Unjustified denial or delay shall constitute contempt of the Sangguniang Bayan.

SECTION 814. Right to Legislative Support.

Each Member shall be entitled to:

1. Necessary office equipment, supplies, and utilities commensurate to their official functions.
2. Access to legislative research staff, secretariat, and technical support.
3. Use of the legislative library, archives, and online legislative tracking systems.
4. Timely furnishing of the Order of Business, minutes, committee reports, and reference materials at least forty-eight hours before each session.

SECTION 815. Right to Fair Participation.

Every Member has the right to participate fully in all deliberations, introduce measures, and be recognized in accordance with the Rules, without discrimination based on political affiliation, seniority, gender, religion, or ideology.

1. The Presiding Officer shall ensure equitable recognition and speaking opportunities under Robert's Rules of Order, Revised.
2. No Member shall be deprived of voting rights except as provided by law or these Rules.

SECTION 816. Legislative Privilege of Travel.

Members authorized to attend official functions, conferences, or study visits directly connected to legislative work shall be entitled to official travel status, subject to budgetary availability and applicable government accounting rules.

SECTION 817. Protection Against Retaliation.

No Member shall be subjected to retaliation, intimidation, harassment, or penalization for lawful acts performed in the exercise of official duties, including the filing of privileged motions, interpellations, or whistleblowing on official misconduct.

SECTION 818. Enforcement of Privileges.

Any violation of the privileges and immunities herein shall be taken up as a matter of personal and collective privilege in plenary and referred immediately to the Committee on Rules for appropriate action, which may recommend sanctions or protective measures.

SECTION 819. Contempt Powers for Protection of Privileges.

The Sangguniang Bayan may, by two-thirds vote of all its Members, cite any person for contempt for acts that obstruct, impede, or degrade the exercise of Members' privileges and rights. Contempt may be punished by detention not exceeding thirty days in the municipal detention facility, without prejudice to the filing of criminal or civil actions.

HON. BENVIDEYO Y. CAMPOSANO
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. MICHAEL X. BAUTISTA
SANGGUNIANG BAYAN MEMBER
13th SANGGUNIANG BAYAN
2025-2028

HON. MANUEL SIA QUE
LIGA NG MGA BARANGAY PRESIDENT
13th SANGGUNIANG BAYAN
Ex-Officio

HON. ROMMEL D. APONGCOL, MD JD
VICE MAYOR/PRESIDING OFFICER
13th SANGGUNIANG BAYAN

HON. JERIC M. TUMANDAO
SK FEDERATION PRESIDENT
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HON. MIGUEL O. CASTRO
SANGGUNIANG BAYAN MEMBER
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SECTION 820. Right to Ethics and Decorum Protection.
Members are entitled to protection from slander, defamation, or unfounded accusations made within the legislative chamber. The Presiding Officer shall ensure that debate remains within the bounds of parliamentary language.

SECTION 821. Right to Security During Legislative Functions.
Members shall be afforded adequate security during sessions, committee hearings, and official functions, coordinated through the Sergeant-at-Arms in collaboration with law enforcement agencies.

SECTION 822. Privilege of Priority in Municipal Services.
When acting in their official capacity, Members may be given priority assistance by municipal offices to facilitate legislative tasks, provided such priority does not prejudice essential public services.

SECTION 823. Protection of Minority and Independent Members.
The rights and privileges of Minority and Independent Members shall be respected, including:

1. Access to all legislative information.
2. Proportional representation in committees.
3. The right to dissenting opinions in committee and plenary reports.

SECTION 824. Use of Legislative Identification and Insignia.
Members shall be entitled to an official identification card, seal, and other insignia of office, the unauthorized use of which by non-Members shall be punishable under applicable laws and ordinances.

SECTION 825. Periodic Review of Member Privileges.
The Committee on Rules shall conduct a review of these privileges every three years to ensure alignment with the Constitution, the Local Government Code, jurisprudence, and evolving best practices in parliamentary governance.

SECTION 826. Waiver of Privileges.
A Member may voluntarily waive certain privileges, provided such waiver is in writing, explicit, and approved by the Body if it affects legislative process integrity.

SECTION 827. Preservation of Records of Privilege Invocations.
The Secretary to the Sanggunian shall maintain a permanent log of all instances where privileges and immunities are invoked, challenged, or enforced, for purposes of precedent and institutional memory.

SECTION 828. Parliamentary Remedy for Disputed Privileges.
When a dispute arises over the scope or application of a privilege, the Presiding Officer shall rule, subject to appeal to the Body under Robert's Rules of Order. The Body's decision shall be final unless overturned by judicial review.

SECTION 829. Supremacy of Law.
All privileges and immunities shall be exercised in harmony with the Constitution, the Local Government Code, and other laws. In case of conflict, the law shall prevail.

SECTION 830. Privilege of Legislative Initiative and Autonomy.
No Member shall be prevented, by threat, coercion, or executive interference, from filing any ordinance, resolution, or motion within the jurisdiction of the Sangguniang Bayan. Any attempt to unduly influence or obstruct the filing of measures shall be deemed contempt of the Sangguniang Bayan.

SECTION 831. Privilege of Confidential Consultations.
Members shall have the right to hold private consultations with constituents, stakeholders, and experts within the Session Hall, committee rooms, or offices, without unauthorized monitoring, recording, or interference, except when such acts constitute a crime.

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SECTION 832. Right to Timely Budgetary Allocation.

Funds appropriated for legislative operations, including Members' office budgets, travel allowances, and committee allocations, shall be released promptly and without discrimination, subject to COA regulations. Any withholding of such funds as political retaliation shall be treated as a violation of legislative privilege.

SECTION 833. Privilege of Legislative Access to Executive Offices and Field Sites.

In aid of legislation and oversight, Members shall be allowed access to municipal offices, facilities, and project sites, upon proper coordination, for purposes of inspection, verification, and consultation, except in areas restricted for security or safety reasons.

SECTION 834. Legislative Privilege in Media Communications.

Members may communicate to the public, through authorized media, their legislative work and positions without prior censorship, provided such communications remain within the bounds of truth, fairness, and parliamentary decorum.

SECTION 835. Privilege of Equal Resource Access.

All Members, regardless of political alignment, shall be entitled to equal access to legislative research data, IT facilities, and logistical support. The Secretariat shall ensure parity of service delivery.

SECTION 836. Privilege of Introducing Dissenting Views.

Members shall have the right to append their dissenting opinions in committee or plenary reports, which shall form part of the official records and be made accessible to the public.

SECTION 837. Right to Immediate Redress of Privilege Violations.

A Member whose privilege is violated may rise on a question of personal privilege at any time, which shall take precedence over all other business except a motion to adjourn. The Presiding Officer shall immediately rule, subject to appeal to the Body.

SECTION 838. Parliamentary Immunity from Subpoena without Plenary Consent.

During the pendency of regular or special sessions, no Member shall be compelled to appear before courts, quasi-judicial bodies, or administrative agencies in a manner that disrupts legislative duties, without the consent of the Sangguniang Bayan, except in criminal cases punishable by reclusion perpetua or higher.

SECTION 839. Privilege of Adequate Time for Legislative Review.

No measure shall be rushed to a vote without giving Members a reasonable period for review, except in cases of declared public emergency or urgency duly recognized by a two-thirds vote of the Body.

SECTION 840. Privilege of Collective Bargaining for Institutional Needs.

The Sangguniang Bayan, through the Committee on Rules, may collectively negotiate with the Executive for budgetary, logistical, and staffing requirements to ensure the independent and effective performance of legislative functions.

SECTION 841. Legislative Privilege of Digital Security.

Members shall be entitled to secure official communication platforms, devices, and networks, safeguarded against unauthorized access or surveillance, to protect legislative integrity and constituent confidentiality.

SECTION 842. Enforcement Protocol and Contempt Powers Integration.

Violations of any provision of this Rule shall be addressed using the disciplinary and contempt mechanisms under Rules XXXV and XXXVI, without prejudice to the filing of separate criminal, civil, or administrative cases.

SECTION 843. Interpretative Authority.

Questions of interpretation or scope regarding Member privileges and immunities shall be resolved by the Body upon recommendation of the Committee on Rules, applying the principle of liberal construction in favor of legislative independence.

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SECTION 844. Separability Clause.

If any section or provision of this Rule is declared unconstitutional or invalid, the remaining provisions shall remain in full force and effect.

RULE XXXVIII

FINAL PROVISIONS

SECTION 845. Amendments to the Rules.

1. General Rule. – Any provision of these Rules, except those embodied in the Local Government Code of 1991 or the 1987 Philippine Constitution, may be amended, revised, or supplemented by a majority vote of all the Members of the Sangguniang Bayan, there being a quorum.

2. Notice Requirement. – No amendment shall be considered unless the proposed change has been filed in writing, furnished to all Members, and calendared for consideration at least three calendar days prior to its deliberation.

3. Public Transparency. – All approved amendments shall be incorporated into the official Codified Enhanced Internal Rules of Procedure (CE-IRP) within fifteen days from adoption and shall be posted on the Legislative Information Board and the official municipal website.

4. Emergency Amendment Procedure. – In times of calamity, public emergency, or when immediate parliamentary adjustments are required, amendments may be made by a two-thirds vote of all Members present, provided such amendments are temporary and subject to ratification in the next regular session.

SECTION 846. Supplementary Parliamentary Authority.

1. In cases where these Rules are silent, the following authorities shall be resorted to, in order of precedence:

- a. Local Government Code of 1991 (Republic Act No. 7160, as amended)
- b. Applicable national laws, administrative orders, and jurisprudence
- c. Robert's Rules of Order – Newly Revised (latest edition), adapted to the local legislative setting
- d. Orendain's Rules of Procedure in Philippine Legislative Bodies
- e. Handbook on Local Legislation by Rev. M. Dithans
- f. Established parliamentary precedents of the Sangguniang Panlalawigan of Leyte and the Sangguniang Bayan of Dulag

2. If ambiguity remains, the Presiding Officer, upon consultation with the Majority Leader and the Committee on Rules, shall issue an interpretative ruling, subject to appeal to the Body.

SECTION 847. Continuity and Transition Clause.

- 1. These Rules shall remain in force until formally amended, suspended, or repealed.
- 2. Upon the organization of a newly elected Sangguniang Bayan, these Rules shall continue to apply until the adoption of a new or amended set.
- 3. Ongoing legislative measures, committee referrals, and oversight actions shall not be prejudiced by any change in the Rules unless expressly provided.

SECTION 848. Archiving, Authentication, and Preservation of the Rules.

- 1. The Secretary to the Sanggunian shall maintain three authenticated copies of these Rules: one for the official archives, one for the Office of the Vice Mayor, and one for public access.
- 2. A digitally signed and timestamped version shall be kept in the official Legislative Information System for secure retrieval.
- 3. Historical versions and amendments shall be archived to preserve legislative heritage and institutional memory.

SECTION 849. Monitoring and Enforcement of Compliance.

- 1. The Committee on Rules shall monitor compliance with these Rules and recommend corrective measures for repeated or deliberate violations.
- 2. Violations of procedural rules that substantially affect the validity of legislative action may be corrected through a motion to reconsider or, if already enacted, through a curative resolution.

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SECTION 850. Applicability Clause.

All matters not expressly provided in these Rules shall be governed by applicable constitutional provisions, laws, ordinances, and the supplementary parliamentary authorities enumerated herein.

SECTION 851. Separability Clause.

If any part or provision of these Rules is declared unconstitutional or contrary to law, such declaration shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

SECTION 852. Repealing Clause.

All previous Internal Rules of Procedure or portions thereof inconsistent with these Rules are hereby repealed or modified accordingly.

SECTION 853. Effectivity Clause.

These Enhanced Internal Rules of Procedure of 2025 shall take effect immediately upon adoption by the Sangguniang Bayan of Dulag, Leyte, and shall remain in force until duly amended or repealed, with certified copies furnished to:

- a. All Members of the Sangguniang Bayan
- b. The Municipal Mayor
- c. The Sangguniang Panlalawigan of Leyte
- d. The Department of the Interior and Local Government (DILG) – Leyte Provincial Office

SECTION 854. Legislative Modernization and Digital Governance Clause.

1. The Sangguniang Bayan shall maintain an official Digital Legislative Management System (DLMS) to house authenticated versions of the IRP, ordinances, resolutions, committee reports, and legislative histories.
2. The system shall be password-protected, with tiered access: public access for finalized measures, internal access for drafts and working documents.
3. All updates to the IRP shall be digitally timestamped, version-tracked, and made publicly viewable within five working days of approval.

SECTION 855. Annual Review and Performance Audit of the IRP.

1. The Committee on Rules shall conduct an annual procedural audit every December to assess the implementation, efficiency, and relevance of these Rules.
2. This review shall include:
 - a. Compliance statistics, including quorum maintenance and timely submission of committee reports
 - b. Identification of outdated or ambiguous provisions
 - c. Recommendations for modernization or legal alignment
3. A Legislative Rules Performance Report shall be filed in January of each year and entered into the archives.

SECTION 856. Emergency Continuity Protocol.

1. In cases of calamity, public health emergency, armed conflict, or other force majeure that prevents physical assembly, the Sangguniang Bayan may convene through secure electronic means compliant with national cybersecurity standards.
2. All parliamentary rights and privileges shall remain in effect, and votes cast via authenticated digital platforms shall be valid for all intents and purposes.
3. The Committee on Rules shall pre-approve the Digital Session Guidelines and ensure their activation within twenty-four hours of an emergency declaration.

SECTION 857. Institutional Memory and Legislative Education.

1. The Secretary to the Sanggunian shall maintain a Legislative Heritage Compendium containing the history of amendments to these Rules, landmark rulings of the Presiding Officer, and notable parliamentary precedents.
2. Orientation on these Rules shall be conducted for all newly elected Members within thirty days of assumption of office, and refresher workshops shall be held every two years.
3. The Sangguniang Bayan shall coordinate with the DILG and the Sangguniang Panlalawigan to ensure consistency in parliamentary practice across municipal and provincial levels.

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SECTION 858. Mandatory Public Accessibility.

1. A citizen-friendly digest of these Rules shall be prepared and posted alongside the full text in the Municipal Hall and on the official website.
2. Copies shall be furnished to barangay councils, local schools, and civic organizations to encourage public understanding of legislative processes.

SECTION 859. Legislative Ethics Linkage.

1. Any violation of these Rules involving ethical misconduct shall automatically be referred to the Committee on Ethics and Good Governance for possible sanctions under Rule XXXVI.
2. The findings of the Committee on Rules on procedural breaches shall be cross-referenced with ethical considerations to ensure comprehensive accountability.

SECTION 860. Sunset and Revival Clause.

1. Any temporary or emergency provision introduced under this Rule shall have a sunset period of one year, unless renewed by majority vote of all Members.
2. Expired provisions may be revived by formal resolution, following the same amendment process.

SECTION 861. Formal Parliamentary Attestation.

Upon adoption, these Rules shall be:

1. Signed by all incumbent Members
2. Attested by the Secretary to the Sanggunian
3. Sealed with the official seal of the Sangguniang Bayan
4. Transmitted to the Municipal Mayor, Sangguniang Panlalawigan, and the DILG

SECTION 862. Ceremonial Adoption and Oath of Commitment.

Immediately after the adoption of these Rules, the Members of the Sangguniang Bayan shall, in open session, take an oath of commitment to uphold and defend the Enhanced Internal Rules of Procedure of 2025, to be administered by the Presiding Officer and entered into the Journal.

SECTION 863. Cross-Reference Indexing.

The Secretary to the Sanggunian shall prepare and maintain a cross-reference index linking each section of these Rules to related provisions in the Local Government Code, the Constitution, Robert's Rules of Order, and other supplementary authorities, to aid interpretation and training.

SECTION 864. Official Legislative Seal Authentication.

All copies of the Enhanced Internal Rules of Procedure of 2025 shall bear the embossed seal of the Sangguniang Bayan of Dulag, Leyte, affixed by the Secretary to the Sanggunian, as a mark of authenticity and institutional ownership.

SECTION 865. Commendation of the Drafting Body.

A resolution of commendation shall be passed recognizing the Members and Secretariat who contributed to the drafting, enhancement, and adoption of these Rules, which shall be recorded in the Legislative Heritage Compendium.

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