

Item No.: 22

Date: 13 2026 JAN



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Legal Office
Released: *[Signature]*
Time: *[Signature]*
Date: *1-7-26*

-oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
December 23, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 08 2026
By: *[Signature]*

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-019 of the Sangguniang Bayan of Carigara, Leyte.

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

- Ordinance No. 2025-019: "The Information and Communications Technology Council and the Municipal ICT Officer of Carigara Ordinance "

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76². Hence, we recommend for the declaration of its validity.

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

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

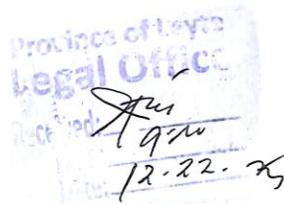
¹(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

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

1ST INDORSEMENT
19 December 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-019** of the **Municipality of Carigara, Leyte**, entitled: **An Ordinance establishing the Information and Communications Technology (ICT) Council and the Municipal Information and Communications Technology Officer (ICTO) of the Municipality of Carigara, Leyte, defining their roles and functions, and appropriating funds therefor.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF CARIGARA
-oOo-



Office of the Sangguniang Bayan

1st Indorsement
December 19, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: DEC 19 2025
By: Jenmi

Respectfully forwarded to the Honorable Members of the Sangguniang Panlalawigan of Leyte, thru the Provincial Board Secretary, Florinda Jill S. Uyvico, the herein **Municipal Ordinance No. 2025-019** –“*An Ordinance Establishing the Information and Communications Technology (ICT) Council and the Municipal Information and Communications Technology Officer (ICTO) of the Municipality of Carigara, Leyte, Defining their Roles and Functions, and Appropriating Funds Therefor*”.

For your perusal and appropriate action.

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



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF C ARIGARA
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Office of the Sangguniang Bayan



BAGONG PILIPINAS

**Sangguniang Panlalawigan
Province of Leyte
RECEIVED**

Date: DEC 19 2025
By: Jenny K

CERTIFICATION

THIS IS TO CERTIFY that herein **Municipal Ordinance No. 2025-019** – “*An Ordinance Establishing the Information and Communications Technology (ICT) Council and the Municipal Information and Communications Technology Officer (ICTO) of the Municipality of Carigara, Leyte, Defining their Roles and Functions, and Appropriating Funds Therefor*”, was posted last, December 18, 2025 in accordance with R.A. 7160, otherwise known as the Local Government Code of 1991.

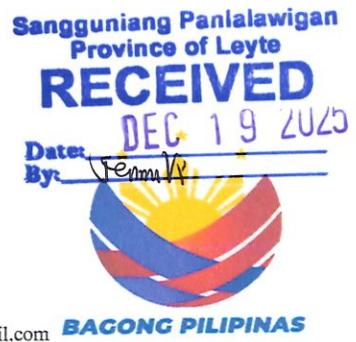
ISSUED this 19th day of December, 2025.


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



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

* * * * *

PRESENT:

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

ABSENT:

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

* * * * *

MUNICIPAL ORDINANCE 2025-019
 SERIES OF 2025

AN ORDINANCE ESTABLISHING THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COUNCIL AND THE MUNICIPAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICER (ICTO) OF THE MUNICIPALITY OF CARIGARA, LEYTE, DEFINING THEIR ROLES AND FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.

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BAGONG PILIPINAS

Page 2 Ord. No. 2025-019 dated December 10, 2025-

“AN ORDINANCE ESTABLISHING THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COUNCIL AND THE MUNICIPAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICER (ICTO)”

AUTHOR: HON. MYLA B. LIGUTAN AGUILAR

**CO-SPONSOR: HON. GUILLERMO I. PANAL
HON. JOENLEE C. LARRAGA
HON. MILDRED C. MODESTO
HON. ULPIANO U. ARPON, JR.**

WHEREAS, Information and Communication Technology (ICT) constitutes a fundamental pillar of e-governance, serving as a major economic driver that enhances administrative efficiency, transparency, and accountability in public service delivery, promotes citizen participation in governance, fosters innovation and sustainable development, and thereby strengthens the overall capacity of government to respond effectively to the needs of its people.

WHEREAS, Section 2 of Republic Act No. 10844 otherwise known as the Department of Information and Communications Technology Act of 2015 recognizes and underscores the essential value of Information and Communications Technology (ICT) as an instrument of good governance and global competitiveness, and promotes its use for the enhancement of key public services, such as Education, Public Health and Safety, Revenue Generation, and Socio-Civic Purposes.

WHEREAS, the adoption of Information and Communication

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“AN ORDINANCE ESTABLISHING THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COUNCIL AND THE MUNICIPAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICER (ICTO)”

Technology (ICT) facilitates the modernization and upgrading of government systems by enabling digital integration, improving data management and inter-agency coordination, enhancing operational efficiency, and ensuring the timely and effective delivery of public services.

WHEREAS, it also requires the strengthening of cybersecurity measures to protect government data, digital infrastructure, and public information systems from threats and vulnerabilities, thereby ensuring the integrity, confidentiality, and reliability of e-governance operations.

WHEREAS, utilization of Information and Communication Technology (ICT) in governance underscores the paramount importance of protecting individual privacy and personal data, thereby requiring the establishment of robust policies, legal safeguards, and ethical standards to ensure the responsible collection, storage, and use of information within digital government systems.

WHEREAS, the ICT Council is a multi-stakeholder organization composed of representatives from the local government, academe, business community, support groups, and national government agencies, and serves as an advisory body to transform the Municipality of Carigara, Leyte, into an ICT-ready and capable municipality for more efficient governance.

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

SECTION 1. *Title:* This Ordinance shall be known as the **“THE INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) COUNCIL AND THE MUNICIPAL ICT OFFICER OF CARIGARA, LEYTE”**

SECTION 2. *Declaration of Policy:* It is hereby declared the policy of the Municipality of Carigara, Leyte, to promote and institutionalize the use of Information and Communications Technology (ICT) as a strategic tool for good governance, efficient public service delivery, and sustainable local development. The Municipality recognizes the vital role of ICT in advancing digital transformation, fostering innovation, modernizing local government operations, and supporting socio-economic growth through responsive and inclusive digital governance.

SECTION 3. *Definition of Terms:*

a. **“Digital Governance”** shall refer to using ICT at various levels of the government and the public sector to enhance governance in increasing efficiency and effectiveness of service delivery in the public sector;

b. **“Information and Communications Technology (ICT)”** shall



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refer to the technologies and tools used to access, create, collect, store, process, receive, transmit, present, and disseminate information. It encompasses a wide range of technologies, including hardware, software, networks, and digital systems; and

- c. **“ICT Sector”** shall refer to those engaged in providing goods and services primarily intended to fulfill or enable the function of data or information processing, communicating, and securing by electronic means.

SECTION 4. *Mandate:* The mandate of the ICT Council shall:

- i. To represent the Department of Information and Communications Technology (DICT) in the local body, and to implement an efficient and more direct approach to addressing the ICT needs in the locality;
- ii. To take the lead in policy recommendations related to Information and Communications Technology (ICT) with the end result of attaining Digital Transformation and Governance. Recommendations may include legislative measures on how to further improve and develop the Municipality’s ICT Infrastructure, systems, and resources as vital information for shared and good governance;
- iii. To assess and review the Municipality’s ICT-related programs, plans, and projects deemed to be eligible for improvement and execution, and act as the Municipality’s partner in the staging

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- of ICT-related programs and activities;
- iv. To assist the Municipal Government of Carigara in setting up its ICT or Digital Governance agenda that aims to foster innovation for socio-economic advancement. A Digital Governance Roadmap shall be attuned to what is currently needed and highly essential to the Municipality, apart from being aligned with the ICT programs of the National Government through the DICT;
 - v. To spearhead collaboration and capacity-building initiatives among ICT stakeholders in the locality, such as private firms, local IT professionals, Municipal Government of Carigara, Leyte, and other government ICT-enabled agencies, to foster innovation and shared governance;
 - vi. To take the lead in promoting Digital Governance (DG) collaboration by forging partnerships with other ICT Councils or similar bodies for Technology-Knowledge Exchange;
 - vii. To promote digital literacy, ICT expertise, and knowledge-building among local citizens to enable meaningful participation in an evolving technology-driven age, and to appreciate the purpose and direction of digital governance;
 - viii. To promote the use of ICT with the end goal of enhancing the delivery of key public services, including the conduct of digital orientation and education on all ICT-related programs and activities of the Municipality;
 - ix. To leverage the use of ICT for promoting arts and culture, heritage, tourism, and national identity;

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- x. To ensure the provision of strategic, reliable, cost-efficient, and citizen-centered ICT infrastructure, systems, and resources as instruments of good governance and global competitiveness;
- xi. To ensure universal access to quality, efficient, affordable, reliable, and secure ICT services;
- xii. To provide oversight over local government offices governing and regulating the ICT sector and ensure consumer protection and welfare, data privacy, and security, foster competition, and the growth of the ICT sector.

SECTION 5. *Establishing the ICT Council of Carigara, Leyte:* There is hereby established the ICT Council of Carigara, Leyte, to enable the municipality to facilitate socioeconomic advancement through the power of digital governance. Accelerating the collective growth of the Municipality of Carigara, Leyte, can be more feasible armed with responsive digital policies in response to the challenges of the ICT age.

SECTION 6. *Composition of the ICT Council of Carigara, Leyte:*
The council shall be composed of:

CHAIRMAN	Municipal Mayor
VICE-CHAIRMAN	SB Chairperson, Transportation and Communication

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MEMBERS	SB Chairperson, Committee on Business Enterprise, Industry, and Investment
	SB Chairperson, Committee on Labor and Employment
	SB Chairperson, Committee on Education
	Municipal Administrator
	Municipal Planning and Development Officer or designated representative
	Municipal Budget Officer
	Municipal Disaster Risk Reduction and Management Officer or designated representative
	Public Employment and Services Office
	Business Permit and Licensing Office
	Tech4Ed Center Manager
	Representative, DepEd
	Representative, CHED
	Representative, DOLE
Representative, DTI	

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	Representative, DOST
	Representative, TESDA
	Representative, DICT
	Chief of Police, Philippine National Police, or designated representative
	Representative, Academe
	Representative, Youth Sector
	Representative, Business Sector
	Representative, Internet Providers
	(2) Representatives, ICT Professional Groups
Secretariat	ICT OFFICER

SECTION 7. *Functions.* The council shall exercise the following functions:

- a. To craft, assist, and recommend to the Sangguniang Bayan needed digital policies purposely to advance, grow, and increase technology awareness and appreciation among the general public;
- b. To establish a free internet service that can be accessed in government offices and public areas using the most cost-effective telecommunications technology, through partnership with private service providers as may be

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necessary;

- c. To prepare an annual local plan on ICT in consonance with the DICT Programs and the Philippine Development Plan for Technology and Innovation, which can be integrated into the local development plan and be considered in the annual appropriations.
- d. To assist in the dissemination of vital information essential to disaster risk reduction in coordination with the Municipal Disaster Risk Reduction Management Office (MDRRMO);
- e. To evaluate the implementation of all activities, projects, and programs of the Municipality of Carigara, Leyte, related to ICT and make recommendations if needed;
- f. To provide allowable assistance to local ICT practitioners. This includes liaising and/or coordinating with concerned offices on matters related to ICT Programs and Activities organized by local IT Professionals;
- g. To help in ensuring the development and protection of integrated ICT government infrastructures and designs, taking into consideration the inventory of existing manpower, plans, programs, and installed systems that include hardware and software needs;
- h. To assist in providing guidelines for the rational, equitable, and fair access to all users of all ICT facilities and resources, which shall be intended only for work-related activities;
- i. To coordinate with the appropriate agencies like the DICT, DOST, NEDA, and other government instrumentalities for

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service-alliance, program collaboration, knowledge, information, and resource-sharing, database-building, and agency-networking linkages; and

- j. Such other essential functions as may be deemed necessary.

SECTION 8 *Meetings.* The ICT Council shall convene every quarter for regular meetings, while special meetings may be held as often as necessary.

SECTION 9. *The Municipal ICT Officer.*

There shall be a Municipal Information and Communications Officer in the Municipality of Carigara under the Municipal Planning and Development Office (MPDO).

POSITION TITLE	SALARY GRADE
Information and Communications Officer II	SG 13/1

Provided, that the Municipality has the option to appoint a Municipal ICTO or merge such a position with an existing position or official in a related office, unit, or department in the municipal government.

Provided, further, that if the Municipality shall appoint a Municipal ICTO, the Municipality has the option to set the rank, remuneration,
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and other emoluments of the Municipal ICTO, subject to existing laws, rules, and regulations.

SECTION 10: Qualifications: No person shall be appointed as Information and Communications Technology Officer unless he/she is:

- a. a citizen of the Philippines;
- b. a resident of the local government unit concerned;
- c. of good moral character;
- d. a holder of a college degree in Information and Communications Technology, Computer Science, Computer Engineering, Data Science, Electronics and Communications Engineering, or other courses directly relevant to any of the aforementioned courses from a recognized college or university;
- e. a first-grade civil service eligible or its equivalent; and
- f. must have acquired experience in Information and Communications Technology and related experiences for at least three (3) years.

SECTION 11: Powers and Duties: The Municipal Information and Communications Officer shall exercise the following powers and functions:

1. Take custody of and be accountable for all properties, real or

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personal, owned by the Local Government Unit of Carigara and those granted to it in the form of donation, reparation, assistance, and counterpart of joint projects;

1. With the approval of the Local Chief Executive, assign resources to local officials or other public officials, who by law are entitled to such spaces;
2. Recommend to the Local Chief Executive, the reasonable purchase, lease, or rental rates of digital equipment for the implementation of digital transformation;
3. Maintain and supervise the implementation of Information and Communications Technology programs and services of the Municipality;
4. Serve as the Secretariat and Action Officer of the ICT Council. The Municipal ICT Officer shall coordinate the implementation of programs, projects, and activities as approved by the Local Chief Executive upon the recommendation of the ICT Council, and provide technical assistance to the Sangguniang Bayan on the digital policies recommended by the ICT Council;
5. Collate and disseminate information regarding Information and Communications Technology programs and services of the Municipal Government to the public;
6. Perform database and record management with respect to records of offices and departments of the Local Government Unit of Carigara;
7. Be at the forefront of Information and Communications

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Technology programs and services of the Local Government of Carigara in partnership with the private sector;

8. Develop, implement, and evaluate programs aimed at ensuring that all personnel under his or her supervision, including himself or herself, are constantly trained or exposed to knowledge in Information and Communication Technology and other relevant areas;
9. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 12: *Funding.* An initial amount of **Five Hundred Thousand Pesos (P500,000.00)** shall be sourced from the **General Fund** and incorporated into the Annual Budget.

SECTION 13. *Separability Clause.* Should any portion of this Ordinance be found unconstitutional or otherwise invalid by a court of proper jurisdiction, all remaining provisions shall remain in effect and shall not be affected by the ruling on the invalid section.

SECTION 14. *Repealing Clause.* All ordinances, rules, and regulations or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

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

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APPROVED UNANIMOUSLY this 10th day of December 2025
at the SB Session Hall, Carigara, Leyte

* * * * *

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

RACHELYN A. SILVESTRE-CABALLES
Secretary to the Sanggunian

Attested:

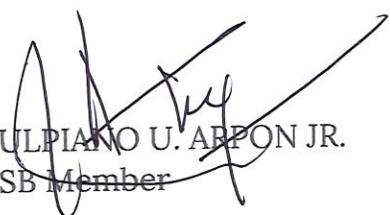

JIMMY A. CAMPOSANO
Municipal Vice Mayor / Presiding Officer

Concurred:


FERNANDO N. MORIEL
SB Member


VILMA M. DOMUS
SB Member


CARLO ANGELO B. GO
SB Member


ULPIANO U. ARPON JR.
SB Member



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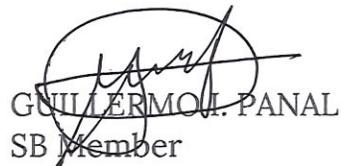
BAGONG PILIPINAS

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JOENLEE C. LARRAGA
SB Member


MYLA L. AGUILAR
SB Member


GUILLERMO L. PANAL
SB Member


ARVIN N. URMENETA
SB Member-LnB Pres.

Approved:


EDUARDO T. ONG, JR.
Municipal Mayor

Date Approved:

12/10/2025