



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Provincial Capitol  
 Tacloban City

Item No.: 04  
 Date: 21 2026 APR

PROVINCE OF LEYTE  
 LEGAL OFFICE

-oOo-

Sangguniang Panlalawigan  
 Province of Leyte  
**RECEIVED**

PROVINCIAL LEGAL OFFICE

By: [Signature]  
 Date: 4.15.26 Time: 9:20

Date: APR 15 2026  
 By: [Signature]

**2<sup>nd</sup> INDORSEMENT**  
 March 4, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2026-03 of the Sangguniang Bayan of San Miguel, Leyte.

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

- Ordinance No. 2026-03 entitled: **“Local Coordinating and Monitoring Committee for Grievance Redress Mechanism Ordinance of the Municipality of San Miguel, Leyte”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Sections 447(a)(1)<sup>1</sup> and 83<sup>2</sup> 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*

<sup>1</sup> (a) The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code, and shall:

(1) Approve ordinances and pass resolutions necessary for an efficient and effective municipal government

<sup>2</sup> **Section 83. Grievance Procedure.** - In every local government unit, the local chief executive shall establish a procedure to inquire into, act upon, resolve or settle complaints and grievances

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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE  
LEGAL OFFICE  
RECEIVED

1<sup>ST</sup> INDORSEMENT  
03 March 2026

By:   
Date: 3.4.26 Time: 9:22

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-03**, of the **Municipality of San Miguel, Leyte**, entitled: **An Ordinance establishing the Local Coordinating and Monitoring Committee for the grievances redress mechanism of Senior Citizens and Persons with Disabilities (PWDs)**, providing for its composition , functions, duties and responsibilities, appropriating funds therefor, and for other purposes.

  
FLORINDA JILL SUYVICO  
Secretary to the Sangguniang

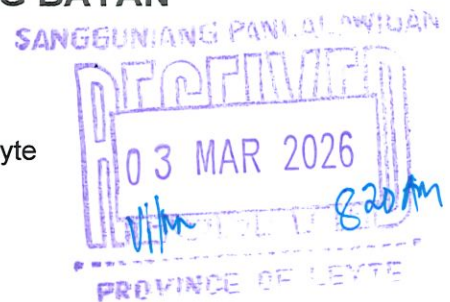


Republic of the Philippines  
**PROVINCE OF LEYTE**  
MUNICIPALITY OF SAN MIGUEL  
-oOo-

**OFFICE OF THE SANGGUNIANG BAYAN**

March 2, 2026

The Honorable Members of the Sangguniang Panlalawigan of Leyte  
Thru: The Sangguniang Panlalawigan Secretary  
Provincial Legislative Building  
Tacloban City



Gentlemen/Ladies:

I have the honor to forward herewith pertinent documents of the Sangguniang Bayan of San Miguel, Leyte, for review and approval, to wit:

1. Fourteen (14) copies of Municipal Ordinance No. 2026-03, Series of 2025 entitled **“AN ORDINANCE ESTABLISHING THE LOCAL COORDINATING AND MONITORING COMMITTEE FOR THE GRIEVANCE REDRESS MECHANISM OF SENIOR CITIZENS AND PERSONS WITH DISABILITIES (PWDs), PROVIDING FOR ITS COMPOSITION, FUNCTIONS, DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES”** as embodied under Resolution No. 64 Series of 2026.
2. Fourteen (14) copies of Certificate of Posting.

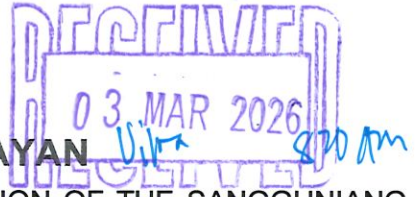
Kindly acknowledged receipt hereof.

  
**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 MUNICIPALITY OF SAN MIGUEL  
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ANGGUNIANG PANLALAWIGAN



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE ON FEBRUARY 9, 2026

**PRESENT:**

- |                                  |  |
|----------------------------------|--|
| Hon. Estanislao D. Sabdao, Jr. - | Municipal Vice-Mayor/Presiding Officer                         |
| Hon. Jerome P. Peñaranda -       | SB Member  |
| Hon. Danilo L. Aureo -           | SB Member  |
| Hon. Norman Niel G. Martija -    | SB Member  |
| Hon. Letecia G. Espos -          | SB Member  |
| Hon. Francis Jay D. Sabdao -     | SB Member  |
| Hon. Thelma M. Brazil -          | SB Member  |
| Hon. Raul A. Salaño -            | SB Member  |
| Hon. Richard Len B. Lapidario -  | SB Member  |
| Hon. Samuel P. Salomon -         | Ex-Officio Member, President, Liga ng mga Barangay             |
| Hon. Joss Novem B. Labaclado -   | Ex-Officio Member, President, Sangguniang Pambayang Pederasyon |

**ABSENT:**

None

**Resolution No. 64  
 Series of 2026**

**AN ORDINANCE ESTABLISHING THE LOCAL COORDINATING AND MONITORING COMMITTEE FOR THE GRIEVANCE REDRESS MECHANISM OF SENIOR CITIZENS AND PERSONS WITH DISABILITIES (PWDs), PROVIDING FOR ITS COMPOSITION, FUNCTIONS, DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES**

**WHEREAS**, the Constitution of the Republic of the Philippines recognizes the fundamental rights of every person, including the right to equal protection of the laws and access to justice regardless of age, disability, or social status;

**WHEREAS**, Republic Act No. 9994, otherwise known as the *Expanded Senior Citizens Act of 2010*, declares a policy to assist and protect senior citizens, maximize their contributions, and adopt measures to ensure their rights, benefits, and privileges are upheld and enforced; such policy implies the need for mechanisms to address grievances arising from implementation or denial of said rights and privileges;

**WHEREAS**, Republic Act No. 7277, otherwise known as the *Magna Carta for Disabled Persons*, as amended, mandates the State to adopt policies ensuring full support for the welfare, rehabilitation, self-development, and integration of persons with disabilities (PWDs) into the mainstream of society, including measures against discrimination and mechanisms to address violations of their rights;

**WHEREAS**, Republic Act No. 7277, as amended by Republic Act No. 10070, further requires Local Government Units (LGUs) to establish offices, programs, and institutional mechanisms at the local level to ensure implementation of programs and services for PWDs, which necessarily includes accessible grievance handling and redress mechanisms;

**WHEREAS**, local government units are mandated under the Local Government Code of 1991 (RA 7160) to implement programs and policies for vulnerable sectors, to promote social welfare, protect rights and ensure equitable access to services, including effective channels for complaints, investigations, resolution, and redress of grievances;

**WHEREAS**, there is a compelling need to create a *Local Coordinating and Monitoring Committee for the Grievance Redress Mechanism* to properly coordinate, monitor, and facilitate grievance handling involving senior citizens and PWDs within the Municipality of San Miguel, thereby ensuring compliance with national laws and enhancing the delivery of rights, privileges, and services to these vulnerable sectors;

Certified Correct:

Attested by:

Concurred:

Approved:

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. NEIL B. BRAZIL  
Secretary to the Sangguniang Bayan

HON. ESTANISLAO D. SABDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

HON. JEROME P. PEÑARANDA  
SB MEMBER

HON. DANILLO L. AUREO  
SB MEMBER

HON. NORMAN NIEL G. MARTIJA  
SB MEMBER

HON. LETECIA G. ESPOS  
SB MEMBER


HON. RAUL A. SALAÑO  
SB MEMBER

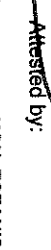
HON. RICHARD LEN B. LAPIDARIO  
SB MEMBER

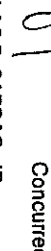
HON. SAMUEL P. SALOMON  
President, Liga ng mga Barangay

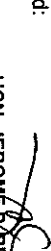
HON. JOSS NOVEM B. LABACLADO  
President, SK Pambayang Pederasyon


ATTN: FRANCIS JAY D. SABDAO  
Municipal Mayor


Certified Correct:   
 BRYAN NEIL B. BRAZIL  
 Secretary of the Sangguniang Bayan


Attested by:   
 HON. ESTANISLAO D. SABDAO, JR.  
 Municipal Vice-Mayor/Presiding Officer


Concurred:   
 HON. JEROME P. BENARANDA  
 SB MEMBER

  
 HON. DANILLO L. AUREO  
 SB MEMBER

  
 HON. NORMAN NEL G. MARTIJA  
 SB MEMBER

Approved:   
 HON. LETECIA G. B. POS  
 SB MEMBER

  
 HON. LETECIA G. B. POS  
 SB MEMBER

  
 ATTY. NORMAN D. SABDAO  
 Municipal Mayor

HON. FRANCIS JAY D. SABDAO  
 SB MEMBER

HON. THELMA M. BRAZIL  
 SB MEMBER

HON. RAUL A. SALAÑO  
 SB MEMBER

HON. RICHARD LENT B. LAPIDARIO  
 SB MEMBER

HON. SAMUEL P. SALOMON  
 President, Liga ng mga Barangay

HON. JOSS NOVEM B. LABACLAADO  
 President, SK Pambarangay Pederasyon

WHEREFORE on motion of Hon. Raul A. Salaño duly seconded by all members present;

NOW, THEREFORE, be it ordained by the Sangguniang Bayan in session assembled that this Ordinance establishing the Local Coordinating and Monitoring Committee for the Grievance Redress Mechanism of Senior Citizens and Persons with Disabilities be enacted.

**MUNICIPAL ORDINANCE NO. 2026-03**  
**Series of 2026**

**AN ORDINANCE ESTABLISHING THE LOCAL COORDINATING AND MONITORING COMMITTEE FOR THE GRIEVANCE REDRESS MECHANISM OF SENIOR CITIZENS AND PERSONS WITH DISABILITIES (PWDS), PROVIDING FOR ITS COMPOSITION, FUNCTIONS, DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES**

**Sponsor: Hon. Raul A. Salaño**  
**SB Member/Chairman on Committee on Education, Family and Housing**

**ARTICLE I. General Provision**

**Section 1. Title.** This Ordinance shall be known as the "Local Coordinating and Monitoring Committee for Grievance Redress Mechanism Ordinance of the Municipality of San Miguel, Series of 2026."

**Section 2. Declaration of Policy.** It is hereby declared the policy of the Municipality to ensure the effective implementation of grievance redress mechanisms for Senior Citizens and Persons with Disabilities in accordance with applicable national laws and local policies, to protect their rights, promote their welfare, and promptly address complaints relating to discrimination, neglect, abuse, violation of privileges, or any other grievances.

**Section 3. Definition of Terms.** For purposes of this Ordinance:

- a. Senior Citizen – refers to persons sixty (60) years old and above, as defined under RA 9994 (Expanded Senior Citizens Act of 2010).
- b. Persons With Disabilities (PWDs) – refer to persons who have long-term physical, mental, intellectual, or sensory impairments, consistent with RA 7277 (Magna Carta for Disabled Persons) and related issuances.
- c. Grievance – a complaint or concern raised by or on behalf of a Senior Citizen or PWD regarding rights, privileges, service delivery, treatment, or any act or omission that adversely affects their welfare.
- d. Committee – refers to the Local Coordinating and Monitoring Committee for Grievance Redress Mechanism created under this Ordinance.

**ARTICLE II: Governance**

**Section 4. Creation of the Committee.** The creation of Local Coordinating and Monitoring Committee for the Grievance Redress Mechanism for Senior Citizens and PWDs shall serve as the primary body to coordinate, monitor, and facilitate grievance handling, ensure compliance with related laws and ordinances, and recommend improvements in local service delivery and protection mechanisms.

**Section 5. Composition.** The Committee shall be composed of the following:

- a. Chairperson – Local Chief Executive

- b. Co- Chairperson- the Municipal Social Welfare and Development Officer (MSWDO) or designated senior officer; chief operating officer.
- c. Co-Chairperson – Head of the Office of the Senior Citizens Affairs (OSCA);
- d. Co-Chairperson – Head of the Persons with Disability Affairs Office (PDAO);
- e. Members:

Certified Correct:

Attested by:

Concurred:

Approved:

1. Municipal Legal Officer
2. Municipal Health Officer or representative
3. Representative from the Local Council for the Protection of Children (LCPC) or equivalent
4. Representative from Sangguniang Bayan committee on Social Welfare and Senior Citizen
5. Municipal Local Government Operations Officer (MLGOO)
6. President, Federation of Senior Citizens
7. President, PWD Federation/Association
8. Representative from the Liga ng mga Barangay (optional)
9. Representative from Non-Government Organizations (NGOs) or Civil Society Organizations (CSOs) engaged in senior and PWD advocacy

The Committee may invite other resource persons from relevant offices/agencies when necessary.

**ARTICLE III: Governance**

**Section 6. Functions and Duties.** The Committee shall have the following functions, duties, and responsibilities:

- a. Serve as the lead coordinating mechanism for grievance intake, assessment, and facilitation of redress actions for Senior Citizens and PWDs;
- b. Ensure that grievances filed are properly logged, investigated, and resolved within reasonable timeframes;
- c. Develop and implement standard operating procedures for handling grievances, including escalation, mediation, and referral systems;
- d. Conduct regular monitoring and evaluation of grievance cases to identify systemic issues and recommend corrective measures;
- e. Conduct awareness, orientation, and capability-building activities for barangay officials, frontline LGU personnel, and community stakeholders on grievance procedures and rights protections;
- f. Compile and submit periodic reports to the Mayor, Sangguniang Bayan, and relevant offices on grievance data, trends, resolutions, and recommendations for policy improvement;
- g. Coordinate with barangay-level counterparts and other agencies to ensure accessible avenues for filing grievances.
- h. Ensure the confidentiality of the complainants and the protection of sensitive personal information in accordance with existing data privacy laws and ethical standards.
- i. Maintain a systematic and secured database of all grievance, actions taken, resolutions, and outcomes for monitoring and reporting purposes.
- j. work for policy formulation and recommendation

**Section 7. Secretariat.** The OSCA and PDAO, in coordination with the MSWDO, shall provide secretariat support to the Committee, including scheduling meetings, maintaining records, documentation of cases, and preparation of reports.

HON. FRANCIS JAY D. SABBDAO  
SB MEMBER

HON. THELMA M. BRAZIL  
SB MEMBER

HON. RAUL A. SALAÑO  
SB MEMBER

HON. RICHARD LEN B. LAPIDARIO  
SB MEMBER

HON. SAMUEL P. SALOMON  
President, Liga ng mga Barangay

HON. JOSS NOVEN B. LABACLADO  
President, SK Pambayang Pedersasyon

ATTY. NORMAND SABBDAO  
Municipal Mayor

BRYAN NEIL B. BRAZIL  
Secretary to the Sangguniang Bayan

HON. ESTANISLAO D. SABBDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

HON. JEROME P. BENARANDA  
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HON. DANIL O. L. AUREO  
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HON. NORMAN NIEL G. MARTILJA  
SB MEMBER

HON. LETECIA G. ESPRÓS  
SB MEMBER

Concurred by:

HON. THELMA M. BRAZIL  
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HON. JEROME P. PENARRANDA  
SB MEMBER

HON. RAUL A. SALAÑO  
SB MEMBER

HON. DANILLO L. AURO  
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HON. RICHARD LEN B. LAPIDARIO  
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HON. NORMAN MEL G. MARTIJA  
SB MEMBER

HON. SAMUEL P. SALOMON  
PRESIDENT, LIGA NG MGA BARANGAY

HON. LETECIA G. ESPOS  
SB MEMBER

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. JOSS NOVEM B. LABACLADO  
PRESIDENT, SK PAMBAYANG PEDERASYON

### ARTICLE IV: Budget and Finance

**Section 8. Funding.** The funds necessary for the effective implementation of this Ordinance, in an initial **minimum amount of One Hundred Thousand Pesos (P100,000.00)**, shall be appropriated and included in the Annual Budget of the Municipality under the Office of the Municipal Social Welfare and Development (MSWD), Office of the Senior Citizens Affairs (OSCA), and Persons with Disability Affairs Office (PDAO).

Additional funding, appropriations, and resource augmentations may be provided as necessary and subject to the availability of funds, in accordance with existing budgeting and appropriations laws, rules, and regulations.

### ARTICLE V: Operation

**Section 9. Implementing Rules and Regulations.** The Committee, in coordination with the Office of the Municipal Mayor and the Sangguniang Bayan Committee on Social Services, shall promulgate the Implementing Rules and Regulations (IRR) of this Ordinance within sixty (60) days from its approval.

### ARTICLE VI: Miscellaneous

**Section 10. Repealing Clause.** All ordinances, executive orders, rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**Section 11. Effectivity.** This Ordinance shall take effect fifteen (15) days after publication in a newspaper of local circulation and upon compliance with all legal requirements.

**UNANIMOUSLY APPROVED - February 9, 2026**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan

Attested by:

**HON. ESTANISLAO D. SABDAO, JR.**  
Municipal Vice-Mayor/Presiding Officer

Approved:

**ATTY. NORMAN D. SABDAO**  
Municipal Mayor



Republic of the Philippines  
**PROVINCE OF LEYTE**  
MUNICIPALITY OF SAN MIGUEL  
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**OFFICE OF THE SANGGUNIANG BAYAN**

**CERTIFICATE OF POSTING**

**THIS IS TO CERTIFY** that Municipal Ordinance No. 2026-03, Series of 2026 as embodied under Resolution No. 64 Series of 2026 entitled **“AN ORDINANCE ESTABLISHING THE LOCAL COORDINATING AND MONITORING COMMITTEE FOR THE GRIEVANCE REDRESS MECHANISM OF SENIOR CITIZENS AND PERSONS WITH DISABILITIES (PWDs), PROVIDING FOR ITS COMPOSITION, FUNCTIONS, DUTIES AND RESPONSIBILITIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES”** has been posted in (3) three conspicuous places within the municipality and shall remain posted for (3) three consecutive weeks.

Done this 2<sup>nd</sup> day of March, 2026 in San Miguel, Leyte



**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan