



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

-oOo-

**PROVINCIAL LEGAL OFFICE**

Item No.: 07

Date: 21 2026 APR

Sangguniang Panlalawigan  
Province of Leyte

**RECEIVED**

Date: APR 15 2026

By: Jannette

LEGAL OFFICE

**RELEASED**

By: Jans

Date: 4-15-26 Time: 1:4

**2<sup>nd</sup> INDORSEMENT**

March 18, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2 of the Sangguniang Bayan of Tolosa, Leyte.

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

- Ordinance No. 2 entitled: "Revised AICS Ordinance"

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Section 447(a)(1)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160), pursuant to DSWD Memorandum Circular 11<sup>2</sup>, subject to availability of funds. 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 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

<sup>2</sup> Revised Guidelines on The Implementation of Assistance to Individuals in Crisis Situation.

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

PROVINCE OF LEYTE  
LEGAL OFFICE

RECEIVED

By: *[Signature]*  
Date: 3.6.26 Time: 9:20

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

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 02**, series of **2026** of the **Municipality of Tolosa, Leyte**, entitled: **An Ordinance establishing guidelines for the different programs and services under the Assistance to Individuals in Crisis Situation (AICS) in the Municipality of Tolosa, Leyte.**

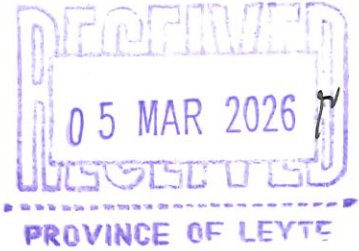
*[Signature]*  
**FLORINDA JILL S. JUVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of *Leyte*  
Municipality of Tolosa

*Office of the Sangguniang Bayan*

SANGGUNIANG PANLALAWIGAN



*1<sup>st</sup> Endorsement*


March 3, 2026

Respectfully forwarded to the Sangguniang Panlalawigan, Province of Leyte, Municipality of Palo, the herein attached **RESOLUTION NO. 02-43-2026, *Re:* A RESOLUTION APPROVING AND ENACTING AN ORDINANCE PRESCRIBING AND ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF TOLOSA, LEYTE,** Attendance of Regular Session and Certification of Posting.

For review and approval.

Issued this 3<sup>RD</sup> day of **March 2026** at Tolosa, Leyte, Philippines.

Please acknowledge receipt hereof.

  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH, US), MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I



Republic of the Philippines  
Province of Leyte  
Municipality of Tolosa

SANGGUNIANG PANGALAWIGAN  
RECEIVED  
05 MAR 2026  
PROVINCE OF LEYTE

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 32<sup>ND</sup> REGULAR SESSION  
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE  
SESSION HALL ON FEBRUARY 9, 2026 AT 9:30 A.M.**

**PRESENT:**

- |                                     |   |   |  |
|-------------------------------------|---|---|--|
| Hon. Elizabeth S. Eracho            | - | - | Municipal Vice-Mayor (Presiding Officer) |
| Hon. Daphne Dayner B. Roa           | - | - | Sangguniang Bayan Member                 |
| Hon. Purisima Z. Ocaña              | - | - | Sangguniang Bayan Member                 |
| Hon. Jose Mari Idefonso C. Roa, Jr. | - | - | Sangguniang Bayan Member                 |
| Hon. Rolando B. Legaspi             | - | - | Sangguniang Bayan Member                 |
| Hon. Ireneo Rolando A. Lumbré       | - | - | Sangguniang Bayan Member                 |
| Hon. Manuel B. Balledo              | - | - | Sangguniang Bayan Member                 |
| Hon. Felicito D. Beltran III        | - | - | Sangguniang Bayan Member                 |
| Hon. Rouen Angely M. Tubongbanua    | - | - | Sangguniang Bayan Member                 |
| Hon. Melanie Felisa M. Vivero       | - | - | Ex-Officio Member/Liga President         |
| Hon. Catherine R. Benjamin          | - | - | Ex-Officio Member/SK Fed. President      |

**RESOLUTION NO. 02-43-2026**

**A RESOLUTION APPROVING AND ENACTING AN ORDINANCE  
PRESCRIBING AND ESTABLISHING GUIDELINES FOR THE DIFFERENT  
PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS  
IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF TOLOSA, LEYTE**

**WHEREAS**, the Assistance to Individuals in Crisis Situation (AICS) is a national and local government intervention intended to provide immediate, short-term assistance to individuals and families experiencing crisis due to illness, death, disaster, or other emergency circumstances;

**WHEREAS**, the Municipality of Tolosa recognizes the need to institutionalize clear, fair, and transparent guidelines in the implementation of AICS programs and services to ensure that assistance reaches the most deserving and vulnerable constituents;

**WHEREAS**, establishing standardized procedures and criteria for AICS will promote accountability, equity, and efficiency in the delivery of social protection services at the municipal level;

**WHEREAS**, the enactment of an ordinance prescribing and establishing guidelines for AICS programs and services is consistent with the mandate of the Local Government Code of 1991 (Republic Act No. 7160) and supports the Municipality's commitment to responsive and people-centered governance;

**NOW, THEREFORE**, on motion of **Hon. Manuel B. Balledo**, duly seconded **unanimously**, be it:

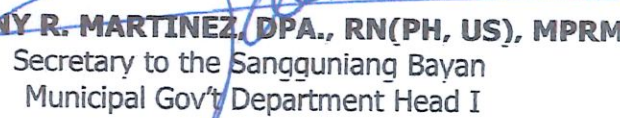
**RESOLVED**, as it is hereby **APPROVED AND ENACTED**, that an Ordinance prescribing and establishing guidelines for the different programs and services under the **Assistance to Individuals in Crisis Situation (AICS)** in the Municipality of Tolosa, Leyte, is hereby adopted;

**RESOLVED, FURTHER**, that the Municipal Social Welfare and Development Office (MSWDO), in coordination with concerned municipal offices, shall be the primary implementing unit of the said ordinance and shall ensure strict compliance with the prescribed guidelines;

**RESOLVED, FINALLY**, that copies of this Resolution be furnished to the Office of the Municipal Mayor, MSWDO, Barangay Officials, and other concerned agencies for their information, guidance, and appropriate action.

**ADOPTED**, this 9<sup>TH</sup> day of **February 2026**, at Tolosa, Leyte.


**I HEREBY CERTIFY**, in my ministerial capacity as Secretary of the Sangguniang Bayan of Tolosa, that the foregoing Resolution is a true and faithful copy, issued solely for administrative purposes with no discretion, approval, or responsibility over its content.

  
**DR. MANNY R. MARTINEZ, DPA., RN(PH, US), MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

**MOVANT:**

  
**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

**ATTESTED:**

  
**HON. ELIZABETH S. ERACHO, RCE.**  
Municipal Vice-Mayor  
Presiding Officer

**APPROVED:**

  
**HON. ERWIN C. OCAÑA**  
Municipal Mayor  
Date: 2-12-26



Republic of the Philippines  
Province of Leyte  
Municipality of Tolosa

Office of the Sangguniang Bayan

**EXCERPT FROM THE MINUTES OF THE 32<sup>ND</sup> REGULAR SESSION  
OF THE SANGGUNIANG BAYAN OF TOLOSA, HELD AT THE  
SESSION HALL ON FEBRUARY 9, 2026 AT 9:30 A.M.**

**PRESENT:**

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|-------------------------------------|---|---|--|
| Hon. Elizabeth S. Eracho            | - | - | Municipal Vice-Mayor (Presiding Officer) |
| Hon. Daphne Dayner B. Roa           | - | - | Sangguniang Bayan Member                 |
| Hon. Purisima Z. Ocaña              | - | - | Sangguniang Bayan Member                 |
| Hon. Jose Mari Idefonso C. Roa, Jr. | - | - | Sangguniang Bayan Member                 |
| Hon. Rolando B. Legaspi             | - | - | Sangguniang Bayan Member                 |
| Hon. Ireneo Rolando A. Lumbré       | - | - | Sangguniang Bayan Member                 |
| Hon. Manuel B. Balleo               | - | - | Sangguniang Bayan Member                 |
| Hon. Felicito D. Beltran III        | - | - | Sangguniang Bayan Member                 |
| Hon. Rouen Angely M. Tubongbanua    | - | - | Sangguniang Bayan Member                 |
| Hon. Melanie Felisa M. Vivero       | - | - | Ex-Officio Member/Liga President         |
| Hon. Catherine R. Benjamin          | - | - | Ex-Officio Member/SK Fed. President      |

**ORDINANCE NO. 02**  
**Series of 2026**

**AN ORDINANCE ESTABLISHING GUIDELINES FOR THE  
DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE  
TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE  
MUNICIPALITY OF TOLOSA, LEYTE**

Be it ordained by the Sangguniang Bayan of the Tolosa, Leyte assembled:

**Section 1. Short Title** - This ordinance shall be referred to as the "Revised AICS Ordinance".

**Section 2. Declaration of Basic Policy** - It is the policy of the Municipality of Tolosa, Leyte to ensure a better and improved quality of life for the citizenry. Priority attention shall be given to the poor, vulnerable and marginalized sectors of the society.

**Section 3. - Background** - These guidelines are in consonance with the provisions of the **Department of Social Welfare and Development (DSWD) Memorandum Circular No. 11, series of 2019, concerning the implementation of the AICS.**

Assistance to the individuals in Crisis Situation (AICS) is the provision of integrated services to individuals in crisis or difficult situation through the Municipal Social Welfare and Development Office (MSWDO), wherein beneficiaries of the program may seek assistance directly from the MSWDO Office or through referral. The services under the AICS Program could be granted/extended to individuals/families based on the Social Worker's Assessment of client's/family's needs/programs.

**Section 4. - Programs and Services under the AICS** - it is hereby mandated that the herein, guidelines shall be strictly followed and implemented, to wit:

**HON. ELIZABETH S. ERACHO, RCE.**  
Municipal Vice-Mayor

**DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.**  
Secretary to the Sangguniang Bayan

**HON. DAPHNE DAYNER B. ROA**  
Sangguniang Bayan Member

**HON. PURISIMA Z. OCANA**  
Sangguniang Bayan Member

**HON. JOSE MARI IDEFONSO C. ROA, JR.**  
Sangguniang Bayan Member

**HON. ROLANDO B. LEGASPI**  
Sangguniang Bayan Member

**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

**HON. MANUEL B. BALLEO**  
Sangguniang Bayan Member

**HON. FELICITO D. BELTRAN III**  
Sangguniang Bayan Member

**HON. ROUEN ANGELY M. TUBONGBANUA**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member  
Liga President

**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member  
SK-Federation President

**1.) Financial and Material Assistance** - Financial assistance is the provision of monetary support in the form of outright cash or guarantee letter to augment the resources of the client whereas material assistance is the provision of non-food items. These are further classified into:

- a) Transportation Assistance - the assistance for the purchase or payment of transport (air/sea/land) and/or expenses to enable the client(s) to return to his/her/their home province permanently or seek further medical intervention(s) in another place or to attend to emergency concerns such as death, care, or other emergency or critical situations of family members, relatives, or other emergency or critical situations of family members, relatives or other individuals in need. This includes those that require immediate presence, such as but not limited to, attendance to a court hearing, rescue of abused relatives, etc.

Procured ticket shall be issued to the client unless in instances when giving outright cash is more convenient.

- b) Medical Assistance - the assistance to help shoulder hospitalization expenses, cost of medicines, other medical treatment or procedures such as implants, laboratory procedures including but not limited to computerized tomography (CT) scan, electrocardiogram (ECG), Echocardiogram (2D Echo). Magnetic Resonance Imaging (MRI), and provision of assistive device. Other medical expenses Such as professional fees may be covered.

Birthing is not covered, unless the patient suffered from complications during delivery, subject to the assessment of the social worker. The client shall not be entitled to inpatient financial assistance except for instances when the drug or treatment is not available in the hospital or covered by the Philippine Health Insurance Corporation (Phil Health).

- c) Burial Assistance - the assistance to certify funeral and related expenses, including but not limited to expenses in bringing the remains to the residence of the deceased and/or burial site in accordance with existing customary practices of the family especially among Indigenous Peoples and Moros. Due to a disaster/calamity/critical events or similar circumstances where there are casualties in the family, the surviving family shall be given an outright cash in the amount of ₱ 10,000.00 for each casualty, without need of case report, subject to availability of funds.
- d) Educational Assistance - a form of assistance given to eligible students to help defray school expenses and/or cost of sending students/children to such as school fees, supplies projects, allowances and other related expenses which will be provided once in a school/academic year for students, with priority shall be given to working students in the public high school, vocational/technological schools, state colleges and universities. A maximum of three (3) Children per family shall be entitled to this assistance.

However, this may be given to a student who, although not indigent, is assessed by the social worker to have extreme need therefor based on

  
**HON. DAPHNE DAYNER B. ROA**  
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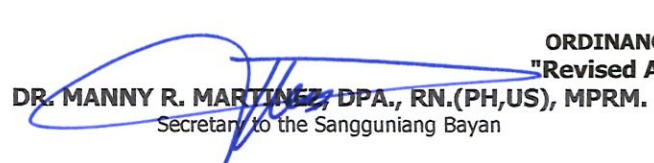
  
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 Ex-Officio Member  
 SK Federation President

  
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 Municipal Vice-Mayor

  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.**  
 Secretary to the Sangguniang Bayan

his/her family's current condition to include victims of displacement and repatriated /deported overseas Filipino (OFs), among others.

- e) Food Assistance - the provision of assistance to client(s) in need food be provided up to a maximum of ten (10) days for an amount of at least ₱ 80.00 per meal per individual. It includes hot meals, food/meal allowance, or cash equivalent to the cost of the required hot meals and/or food packs.

Eligible client(s) shall include those caring for sick relatives or relatives in the hospital, grantee(s) transportation assistance on his/her/their return to their home province or attendance to court hearings, People Who Used Drugs (PWUD) and their families, rescued trafficked individuals, former rebels, distressed OFs, stranded individuals due to emergency situations (such as, but not limited to, human-induced and natural calamities) and alike.

- f) Housing/Emergency Shelter Assistance - This refers to the provision of limited financial and material assistance to help families construct / repair their houses which are partially or totally destroyed as a result of natural, man-made or technological disaster.

Further, this also refers to the provision of financial assistance to urban poor families subject for eviction either extrajudicial or judicial proceedings, equivalent to sixty (50) days at a minimum daily wage.

- g) Cash Assistance for Other Support Services - an assistance in the form of outright cash provided to individuals and families in extremely difficult circumstances in which the needs does not fall! on the above-mentioned assistance, such as but not limited to, a child victim of online sexual exploitation and other sexual abuse cases, families of KIA (Killed in Action)/WIA (Wounded in Action) uniformed personnel (police and soldiers), repatriated or deported OFs (Overseas Filipinos), Persons Living with HIV, rescued individuals/families against women and children, rebel returnees, victims of fire, armed conflict and other incidents/occurrence putting affected in crisis situation, as may be justified by the social worker or through a case consultation/conference.

**2.) Psychological Intervention** - a set of interventions that is of non-biomedical means to positively alter a person's behavior and relationship with the society in order to reduce the impact of stress brought about by crisis. It may be provided with, but not limited to, cognitive or behavioral therapies. Basically, it involves giving immediate relief to psychological and emotional issues under specific circumstances.

**3.) Referral for Other Services** - refers to assistance that are not available at the MSWD Office but can be accessed from other recourses and for networks. This involves, but is not limited to referrals appropriate agencies for legal service, psychological interventions and even admission to residential facilities for temporary shelter.

**Section 5. - Documentary Requirements for Each Assistance** - The client seeking assistance shall bring and submit to the MSWD Office the following documentary requirements (certified true copy or photo copy of such documents) to certified by the assigned social worker.

  
HON. ELIZABETH S. ERACHO, RCE.  
Municipal Vice-Mayor

  
DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.  
Secretary to the Sangguniang Bayan

  
HON. DAPHNE DAYNER B. ROA  
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Ex-Officio Member  
Liga President

  
HON. CATHERINE R. BENJAMIN  
Ex-Officio Member  
SK Federation President

Type	DOCUMENTS
<b>Transportation</b>	<ul style="list-style-type: none"> <li>Any valid identification card of the Transportation client/person to be interviewed; and</li> <li>Police Blotter; or</li> <li>Police Certification (for victims of pick pockets, illegal recruitment, etc.); or</li> <li>Other supporting document(s) such as but not limited to justification of the social worker, medical certificate, death certificate, and Court order/subpoena.</li> <li>Barangay Certificate of Residency or Certificate of indigency or Certificate of the Client is in Need of assistance may be required.</li> </ul>
<b>Medical Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the Medical Assistance client/person to be interviewed; and</li> <li>Case Study Report or Case Summary that the client is in crisis situation by the MSWDO, for services more than ₱ 5,000.00;</li> <li>Medical Certificate Medical Abstract with date of issuance, complete name, signature of the Billing Clerk;</li> <li>If payment for hospital bill-Hospital/Statement of Account (Outstanding Balance) with complete name and signature of the Billing Clerk; or</li> <li>If for medicines/assistive devices Prescription with date of issuance, Complete name, signature and license number of the attending physician; or</li> <li>If for medical procedures - laboratory requests with date of issuance, complete name, signature and license number of the attending physician.</li> <li>Barangay Certificate or Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<b>Burial Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the client/person to be interviewed; and</li> <li>Death Certificate or Certification from the Tribal Chieftain for IPs), Imam (for Moro) or</li> <li>Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>Funeral Contract (except for Muslim and Indigenous People performing Customary practices)</li> </ul>

  
**HON. DAPHNE DAYNER B. ROA**  
 Sangguniang Bayan Member

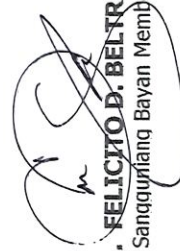
  
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 Ex-Officio Member  
 SK Federation President

	<p><u>For Transfer of Cadaver:</u></p> <ul style="list-style-type: none"> <li>• Death Certificate or Certification from the Tribal Chieftain (for IPs), Imam (for Moro) or Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>• Transfer Permit (except for Moro and indigenous People performing customary practices), if applicable.</li> <li>• Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<p><b>Education Assistance</b></p>	<ul style="list-style-type: none"> <li>• Any valid Identification Card of the client/person to be interviewed; and Enrolment Assessment Form Or Certificate of Enrolment Registration;</li> <li>• Validated school! of the student/beneficiaries; and</li> <li>• Statement of Account for college students.</li> <li>• Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<p><b>Food Assistance</b></p>	<ul style="list-style-type: none"> <li>• Any valid Identification Card of the client/person to be interviewed; and CRFS.</li> </ul> <p><u>For residents/client in CRCFs.</u></p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</p>
<p><b>Cash Assistance for other Support Services</b></p>	<ul style="list-style-type: none"> <li>• Any valid identification Card for other of the client/person to be interviewed; and</li> </ul> <p><u>Depending on the circumstance of the client:</u></p> <ul style="list-style-type: none"> <li>• Police Report or Bureau of Fire Protection (BFP) Report/Certification for fire victims: and</li> <li>• Passport, Travel Document(s), Certification from OWWA or the Barangay or any proof of repatriation by the OF; or</li> <li>• A certification from the Social Worker or Case Manager for rescued clients; or</li> </ul>

  
**HON. DAPHNE DAYNER B. ROA**  
 Sangguniang Bayan Member


  
**HON. PURTSIMA Z. OCANA**  
 Sangguniang Bayan Member


  
**HON. JOSE MARI T. DEFONSO C. ROA, JR.**  
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 SK Federation President

  
**HON. ELIZABETH S. ERACHO, RCE.**  
 Municipal Vice-Mayor

  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.**  
 Secretary to the Sangguniang Bayan



<b>Burial Assistance</b>	Funeral Expenses	₱ 5,000.00	₱ 10,000.00	The availment of one service shall exclude the availment of other of the same category
	Transfer of Cadaver	₱ 3,000.00	₱ 10,000.00	
	Casualties during disaster/calamity		₱ 10,000.00 <i>(Per casualty)</i>	
<b>Education Assistance (Maximum of Three (3) children per family)</b>	Elementary Students	₱ 1,000.00	₱ 5,000.00	Once every School Year
	High School Students	₱ 1,500.00	₱ 5,000.00	Once every School Year
	College Students	₱ 3,000.00	₱ 5,000.00	Once every Semester
<b>Food Assistance</b>	Food Subsidy for Individuals/Families	₱ 1,000.00	₱ 3,000.00	As Needed
<b>Cash Assistance</b>	Other needs	₱ 1,000.00	₱ 10,000.00	Once every Six (6) months for a maximum of one year.

**Section 7. - Funding** - The Local Government Unit of Tolosa shall allocate fund and incorporate in its Annual Budget appropriate amount for the implementation for the different programs and services contained in this ordinance, in accordance with the COA accounting auditing rules and regulations.

Cash advances from the total fund made by the Administrator, or any cash bonded employee assigned and responsible relative to the implementation of the programs and services under this ordinance, shall process the liquidation of cash advances whenever the total amount disbursed is already seventy-five percent (75%) of the total fund allocation.

**Section 8. - Separability Clause** - If, for any reason, any provision of this ordinance or the application of such provision to any person, group, or circumstance is declared invalid or unconstitutional, the remainder of this ordinance shall not be affected by such declaration.

**Section 9. - Repealing Clause** - All laws, and rules and regulations inconsistent herewith are hereby likewise repealed or modified accordingly.

HON. ELIZABETH S. ERACHO, RCE.  
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.  
Secretary to the Sangguniang Bayan

HON. DAPHNE DAYNER B. ROA  
Sangguniang Bayan Member

HON. PURSIMA Z. OCAÑA  
Sangguniang Bayan Member

HON. JOSE MARI T. DEFONSO C. ROA, JR.  
Sangguniang Bayan Member

HON. ROLANDO T. CASPI  
Sangguniang Bayan Member

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HON. MELANIE FELISA M. VIVERO  
Ex-Officio Member  
Liga President

HON. CATHERINE R. BENJAMIN  
Ex-Officio Member  
SK Federation President

**Section 10. - Effectivity Clause** - This ordinance shall take effect upon its approval and after the required posting and publication, as provided under Local Government Code of 1991.

**ENACTED**, this **9<sup>TH</sup>** day of **February 2026**, at the Municipality of Tolosa, Province of Leyte.

**DR. MANNY R. MARTINEZ, DPA, RN(PH, US), MPRM.**

Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

**ATTESTED:**



**HON. ELIZABETH S. ERACHO, RCE.**

Municipal Vice-Mayor  
Presiding Officer

**HON. DAPHNE DAYNER B. ROA**  
Sangguniang Bayan Member

**HON. PURISIMA Z. OCAÑA**  
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**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member/Liga President

**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member/SK Fed. President

**APPROVED:**

**HON. ERWIN C. OCAÑA**

Municipal Mayor

Date: 2-20-26



Republic of the Philippines  
Province of Leyte  
Municipality of Tolosa

Office of the Sangguniang Bayan

**MINUTES OF THE 32<sup>ND</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN OF TOLOSA, LEYTE, HELD AT THE SESSION HALL, ON FEBRUARY 9, 2026 AT 9:30 A.M.**

**PRESENT:**

- |                                      |   |  |
|--------------------------------------|---|--|
| Hon. Elizabeth S. Eracho             | - | Municipal Vice-Mayor (Presiding Officer) |
| Hon. Daphne Dayner B. Roa            | - | Sangguniang Bayan Member                 |
| Hon. Purisima Z. Ocaña               | - | Sangguniang Bayan Member                 |
| Hon. Jose Mari Idefonso C. Roa, Jr.- | - | Sangguniang Bayan Member                 |
| Hon. Rolando B. Legaspi              | - | Sangguniang Bayan Member                 |
| Hon. Ireneo Rolando A. Lumbré        | - | Sangguniang Bayan Member                 |
| Hon. Manuel B. Balleo                | - | Sangguniang Bayan Member                 |
| Hon. Felicito D. Beltran III         | - | Sangguniang Bayan Member                 |
| Hon. Rouen Angely M. Tubongbanua-    | - | Sangguniang Bayan Member                 |
| Hon. Melanie Felisa M. Vivero        | - | Ex-Officio Member/Liga President         |
| Hon. Catherine R. Benjamin           | - | Ex-Officio Member/SK Fed. President      |

**CALL TO ORDER.** - The 32<sup>ND</sup> Regular Session of the 12<sup>th</sup> Sangguniang Bayan of Tolosa, Leyte was formally convened on February 09, 2026, at 9:30 in the morning. It was not broadcasted live through the official Facebook page of the Legislative Branch.

The session was presided over by the Honorable Elizabeth Saito Eracho, Municipal Vice Mayor and the duly designated Presiding Officer of the Sangguniang Bayan. The Presiding Officer officially declared the session open and warmly welcomed all members and guests present.

**NATIONAL ANTHEM, INVOCATION, AND MUNICIPAL HYMN.** - The session commenced with the singing of the Philippine National Anthem, followed by an invocation facilitated through a computer-generated prayer that provided the members with a moment of reflection and spiritual grounding. The ceremonial opening concluded with the singing of the official municipal hymn, "Hymno han Tolosa."

**ROLL CALL.** - The Secretary to the Sangguniang Bayan, Dr. Manny R. Martinez, conducted the roll call to determine the presence of a quorum. The following members were recorded as present:

**PRESENT:**

- Hon. Elizabeth Saito Eracho – Vice Mayor - Presiding Chair
- Hon. Daphne Dayner Babar Roa – SB Member
- Hon. Purisima Zabala Ocaña – SB Member
- Hon. Jose Mari Idefonso C. Roa, Jr. – SB Member
- Hon. Rolando Baylon Legaspi – SB Member
- Hon. Ireneo Rolando A. Lumbré – SB Member
- Hon. Manuel Bolito Balleo – SB Member
- Hon. Felicito Dela Cruz Beltran III – SB Member
- Hon. Rouen Angely Marcial Tubongbanua – SB Member
- Hon. Melanie Felisa Merida Vivero – Liga ng mga Barangay President
- Hon. Catherine Robis Benjamin – PPSK

With all of the members present, the Presiding Chair declared that a quorum was established, allowing the session to proceed in accordance with the Rules of Procedure.

**APPROVAL OF THE MINUTES OF THE PREVIOUS SESSION.** - As part of the regular order of business, the approval of the minutes of the previous session was tabled for action. To expedite the proceedings, Hon. Jose Mari Idefonso C. Roa, Jr., moved for the suspension of the

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SK Federation President

HON. ELIZABETH S. ERACHO, RCE.  
Municipal Vice-Mayor

DR. MANNY R. MARTINEZ, DPA, RN-(PH,US), MPRM.  
Secretary to the Sangguniang Bayan

**RESOLUTION NO. 02-43-2026**

**A RESOLUTION APPROVING AND ENACTING AN ORDINANCE PRESCRIBING AND ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF TOLOSA, LEYTE**

**WHEREAS**, the Assistance to Individuals in Crisis Situation (AICS) is a national and local government intervention intended to provide immediate, short-term assistance to individuals and families experiencing crisis due to illness, death, disaster, or other emergency circumstances;

**WHEREAS**, the Municipality of Tolosa recognizes the need to institutionalize clear, fair, and transparent guidelines in the implementation of AICS programs and services to ensure that assistance reaches the most deserving and vulnerable constituents;

**WHEREAS**, establishing standardized procedures and criteria for AICS will promote accountability, equity, and efficiency in the delivery of social protection services at the municipal level;

**WHEREAS**, the enactment of an ordinance prescribing and establishing guidelines for AICS programs and services is consistent with the mandate of the Local Government Code of 1991 (Republic Act No. 7160) and supports the Municipality's commitment to responsive and people-centered governance;

**NOW, THEREFORE**, on motion of **Hon. Manuel B. Balledo**, duly seconded **unanimously**, be it:

**RESOLVED**, as it is hereby **APPROVED AND ENACTED**, that an Ordinance prescribing and establishing guidelines for the different programs and services under the **Assistance to Individuals in Crisis Situation (AICS)** in the Municipality of Tolosa, Leyte, is hereby adopted;

**RESOLVED, FURTHER**, that the Municipal Social Welfare and Development Office (MSWDO), in coordination with concerned municipal offices, shall be the primary implementing unit of the said ordinance and shall ensure strict compliance with the prescribed guidelines;

**RESOLVED, FINALLY**, that copies of this Resolution be furnished to the Office of the Municipal Mayor, MSWDO, Barangay Officials, and other concerned agencies for their information, guidance, and appropriate action.

**ADOPTED**, this 9<sup>TH</sup> day of **February 2026**, at Tolosa, Leyte.

**ORDINANCE NO. 02**  
**Series of 2026**

**AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF TOLOSA, LEYTE**

Be it ordained by the Sangguniang Bayan of the Tolosa, Leyte assembled:

**Section 1. Short Title** - This ordinance shall be referred to as the "Revised AICS Ordinance".

**Section 2. Declaration of Basic Policy** - It is the policy of the Municipality of Tolosa, Leyte to ensure a better and improved quality of life for the citizenry. Priority attention shall be given to the poor, vulnerable and marginalized sectors of the society.

**Section 3. - Background** - These guidelines are in consonance with the provisions of the **Department of Social Welfare and Development (DSWD) Memorandum Circular No. 11, series of 2019, concerning the implementation of the AICS.**

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Secretary to the Sangguniang Bayan

Assistance to the individuals in Crisis Situation (AICS) is the provision of integrated services to individuals in crisis or difficult situation through the Municipal Social Welfare and Development Office (MSWDO), wherein beneficiaries of the program may seek assistance directly from the MSWDO Office or through referral. The services under the AICS Program could be granted/extended to individuals/families based on the Social Worker's Assessment of client's/family's needs/programs.

**Section 4. - Programs and Services under the AICS** - it is hereby mandated that the herein, guidelines shall be strictly followed and implemented, to wit:

**1.) Financial and Material Assistance** - Financial assistance is the provision of monetary support in the form of outright cash or guarantee letter to augment the resources of the client whereas material assistance is the provision of non-food items. These are further classified into:

a) Transportation Assistance - the assistance for the purchase or payment of transport (air/sea/land) and/or expenses to enable the client(s) to return to his/her/their home province permanently or seek further medical intervention(s) in another place or to attend to emergency concerns such as death, care, or other emergency or critical situations of family members, relatives, or other emergency or critical situations of family members, relatives or other individuals in need. This includes those that require immediate presence, such as but not limited to, attendance to a court hearing, rescue of abused relatives, etc.

Procured ticket shall be issued to the client unless in instances when giving outright cash is more convenient.


b) Medical Assistance - the assistance to help shoulder hospitalization expenses, cost of medicines, other medical treatment or procedures such as implants, laboratory procedures including but not limited to computerized tomography (CT) scan, electrocardiogram (ECG), Echocardiogram (2D Echo). Magnetic Resonance Imaging (MRI), and provision of assistive device. Other medical expenses Such as professional fees may be covered.

Birthing is not covered, unless the patient suffered from complications during delivery, subject to the assessment of the social worker. The client shall not be entitled to inpatient financial assistance except for instances when the drug or treatment is not available in the hospital or covered by the Philippine Health Insurance Corporation (Phil Health).

c) Burial Assistance - the assistance to certify funeral and related expenses, including but not limited to expenses in bringing the remains to the residence of the deceased and/or burial site in accordance with existing customary practices of the family especially among Indigenous Peoples and Moros. Due to a disaster/calamity/critical events or similar circumstances where there are casualties in the family, the surviving family shall be given an outright cash in the amount of ₱ 10,000.00 for each casualty, without need of case report, subject to availability of funds.


d) Educational Assistance - a form of assistance given to eligible students to help defray school expenses and/or cost of sending students/children to such as school fees, supplies projects, allowances and other related expenses which will be provided once in a school/academic year for students, with priority shall be given to working students in the public high school, vocational/technological schools, state colleges and universities. A maximum of three (3) Children per family shall be entitled to this assistance.

However, this may be given to a student who, although not indigent, is assessed by the social worker to have extreme need therefor based on his/her


  
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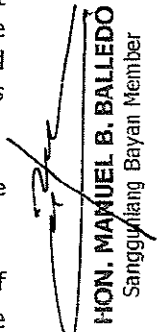
  
**HON. DAPHNE DAYNER B. ROA**  
 Sangguniang Bayan Member

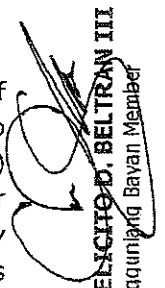
  
**HON. PURIJSIMA Z. OCAÑA**  
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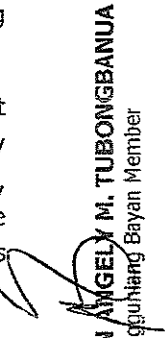
  
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 Sangguniang Bayan Member

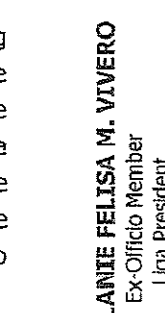
  
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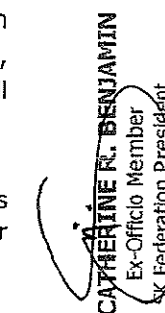
  
**HON. IRENEO ROLANDO A. LUMBRE**  
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family's current condition to include victims of displacement and repatriated /deported overseas Filipino (OFs), among others.

- e) Food Assistance - the provision of assistance to client(s) in need food be provided up to a maximum of ten (10) days for an amount of at least ₱ 80.00 per meal per individual. It includes hot meals, food/meal allowance, or cash equivalent to the cost of the required hot meals and/or food packs.

Eligible client(s) shall include those caring for sick relatives or relatives in the hospital, grantee(s) transportation assistance on his/her/their return to their home province or attendance to court hearings, People Who Used Drugs (PWUD) and their families, rescued trafficked individuals, former rebels, distressed OFs, stranded individuals due to emergency situations (such as, but not limited to, human-induced and natural calamities) and alike.

- f) Housing/Emergency Shelter Assistance - This refers to the provision of limited financial and material assistance to help families construct / repair their houses which are partially or totally destroyed as a result of natural, man-made or technological disaster.

Further, this also refers to the provision of financial assistance to urban poor families subject for eviction either extrajudicial or judicial proceedings, equivalent to sixty (50) days at a minimum daily wage.


- g) Cash Assistance for Other Support Services - an assistance in the form of outright cash provided to individuals and families in extremely difficult circumstances in which the needs does not fall! on the above-mentioned assistance, such as but not limited to, a child victim of online sexual exploitation and other sexual abuse cases, families of KIA (Killed in Action)/WIA (Wounded in Action) uniformed personnel (police and soldiers), repatriated or deported OFs (Overseas Filipinos), Persons Living with HIV, rescued individuals/families against women and children, rebel returnees, victims of fire, armed conflict and other incidents/occurrence putting affected in crisis situation, as may be justified by the social worker or through a case consultation/conference.

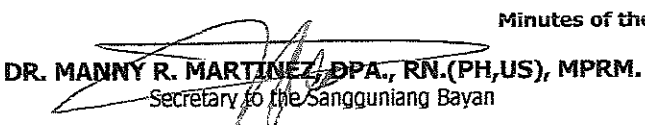
**2.) Psychological Intervention** - a set of interventions that is of non-biomedical means to positively alter a person's behavior and relationship with the society in order to reduce the impact of stress brought about by crisis. It may be provided with, but not limited to, cognitive or behavioral therapies. Basically, it involves giving immediate relief to psychological and emotional issues under specific circumstances.

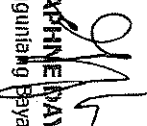
**3.) Referral for Other Services** - refers to assistance that are not available at the MSWD Office but can be accessed from other recourses and for networks. This involves, but is not limited to referrals appropriate agencies for legal service, psychological interventions and even admission to residential facilities for temporary shelter.


**Section 5. - Documentary Requirements for Each Assistance** - The client seeking assistance shall bring and submit to the MSWD Office the following documentary requirements (certified true copy or photo copy of such documents) to certified by the assigned social worker.

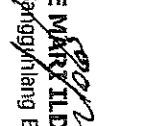
Type	DOCUMENTS
Transportation	<ul style="list-style-type: none"> <li>Any valid identification card of the Transportation client/person to be interviewed; and</li> <li>Police Blotter; or</li> <li>Police Certification (for victims of pick pockets, illegal recruitment, etc.); or</li> <li>Other supporting document(s) such as but not limited to justification of the social worker,</li> </ul>


  
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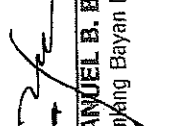
  
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 Sangguniang Bayan Member

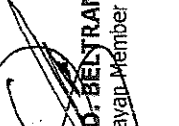
  
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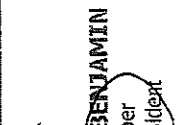
  
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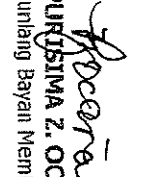
  
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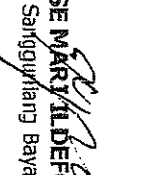
  
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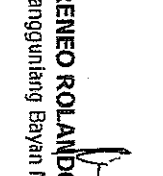
	<p>medical certificate, death certificate, and Court order/subpoena.</p> <ul style="list-style-type: none"> <li>Barangay Certificate of Residency or Certificate of indigency or Certificate of the Client is in Need of assistance may be required.</li> </ul>
<b>Medical Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the Medical Assistance client/person to be interviewed; and</li> <li>Case Study Report or Case Summary that the client is in crisis situation by the MSWDO, for services more than ₱ 5,000.00;</li> <li>Medical Certificate Medical Abstract with date of issuance, complete name, signature of the Billing Clerk;</li> <li>If payment for hospital bill- Hospital/Statement of Account (Outstanding Balance) with complete name and signature of the Billing Clerk; or</li> <li>If for medicines/assistive devices Prescription with date of issuance, Complete name, signature and license number of the attending physician; or</li> <li>If for medical procedures - laboratory requests with date of issuance, complete name, signature and license number of the attending physician.</li> <li>Barangay Certificate or Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<b>Burial Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the client/person to be interviewed; and</li> <li>Death Certificate or Certification from the Tribal Chieftain for IPs), Imam (for Moro) or</li> <li>Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>Funeral Contract (except for Muslim and Indigenous People performing Customary practices)</li> </ul> <p style="text-align: center;"><u>For Transfer of Cadaver:</u></p> <ul style="list-style-type: none"> <li>Death Certificate or Certification from the Tribal Chieftain (for IPs), Imam (for Moro) or Doctor or authorized medical practitioner, in the absence of a death certificate; and</li> <li>Transfer Permit (except for Moro and indigenous People performing customary practices), if applicable.</li> <li>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<b>Education Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the client/person to be interviewed; and Enrolment Assessment Form Or Certificate of Enrolment Registration;</li> <li>Validated school! of the student/beneficiaries; and</li> <li>Statement of Account for college students.</li> </ul>

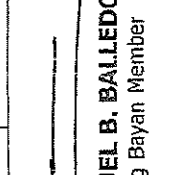
  
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 Sangguniang Bayan Member


  
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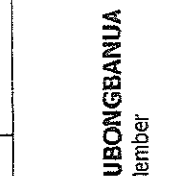
  
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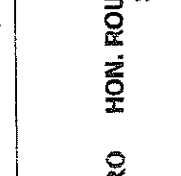
  
**HON. ROLANDO REGASPI**  
 Sangguniang Bayan Member

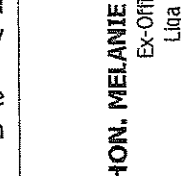
  
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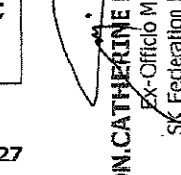
  
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**HON. ELIZABETH S. ERACHO, RCE.**  
 Municipal Vice-Mayor

  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH,US), MPRM.**  
 Secretary to the Sangguniang Bayan

	<ul style="list-style-type: none"> <li>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>
<b>Food Assistance</b>	<ul style="list-style-type: none"> <li>Any valid Identification Card of the client/person to be interviewed; and CRFS.</li> </ul> <p><i>For residents/client in CRCFs:</i></p> <p>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</p>
<b>Cash Assistance for other Support Services</b>	<ul style="list-style-type: none"> <li>Any valid identification Card for other of the client/person to be interviewed; and</li> </ul> <p><i>Depending on the circumstance of the client:</i></p> <ul style="list-style-type: none"> <li>Police Report or Bureau of Fire Protection (BFP) Report/Certification for fire victims; and</li> <li>Passport, Travel Document(s), Certification from OWWA or the Barangay or any proof of repatriation by the OF; or</li> <li>A certification from the Social Worker or Case Manager for rescued clients; or</li> <li>Police Blotter and Social Worker Certification for victims of On-line Sexual Exploitation of Children.</li> <li>Barangay Certificate of Residency or Certificate of Indigency or Certificate of the Client is in Need of Assistance may be required.</li> </ul>

**Section 6. - Implementing Procedures** - The following procedures shall be followed;


- Screening and Verification** - a screening process shall be undertaken by the designated **MSWDO** staff to ensure the completeness and correctness of the documentary requirements. The original of certified true copy of the applicable requirements must exhibited by the client.

Complete documentary requirements shall be condition precedent in the processing and release of assistance to a client.

- Assessment** - The assessment shall determine the eligibility of the client to avail the services during the interview and on the supporting documents presented. The social worker shall determine the capacity of the family in addressing the problem looking keenly on the available resources that the family could utilize. The assessment of the social worker shall be basis for the recommendation and will be indicated in the social case summary which can also be written in the General Intake Sheet (GIS) or a separate document (i.e. certificate of eligibility). The client who may be assisted using psychological intervention must attended to by the social worker with the tenet(s) of the applicable intervention as guide.

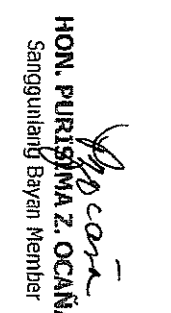
**3. Provision of Assistance**

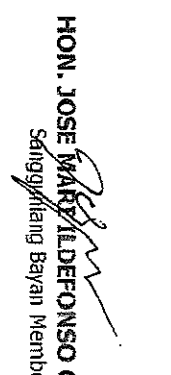
a.) **The type and rates of assistance shall be as follows:**


  
**HON. ELIZABETH S. ERACHO, RCE.**  
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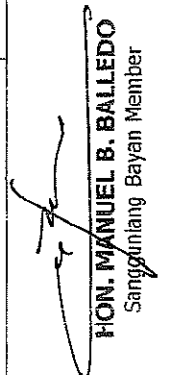
  
**HON. DAPINE DAYNER B. ROA**  
Sangguniang Bayan Member

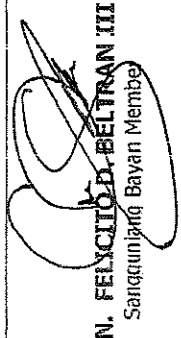
  
**HON. PURISMA Z. OCAÑA**  
Sangguniang Bayan Member

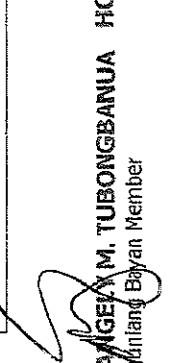
  
**HON. JOSE MARFIL DEFONSO C. ROA, JR.**  
Sangguniang Bayan Member

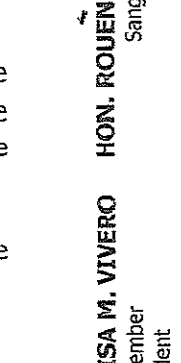
  
**HON. ROLANDO B. CASPI**  
Sangguniang Bayan Member

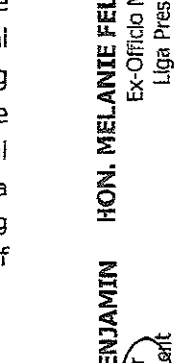
  
**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member

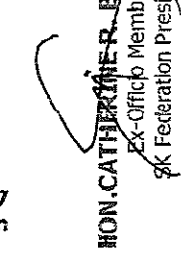
  
**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member

  
**HON. FELICIO D. BELTRAN III**  
Sangguniang Bayan Member

  
**HON. M. TUBONGBANUA**  
Sangguniang Bayan Member

  
**HON. ROUEN ANGELI**  
Sangguniang Bayan Member

  
**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member  
Liga President

  
**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member  
SK Federation President

Type	Particulars	Cost of Assistance		Frequency of Availment
		Minimum	Maximum	
<b>Transportation Assistance</b>	Land Travel	Actual Cost based on Ticket quotation		Once every Six (6) months
	Sea Travel			
	Air Travel			
<b>Medical Assistance</b>	Hospital Bill/other Medical Expenses	₱ 1,000.00	₱ 10,000.00	Once every Three (3) months
	Medicines (Out-Patient)	Actual Amount/Cost	₱ 10,000.00	
	Laboratory Procedures (Out-Patient)	Actual Amount/Cost	₱ 10,000.00	
<b>Burial Assistance</b>	Funeral Expenses	₱ 5,000.00	₱ 10,000.00	The availment of one service shall exclude the availment of other of the same category
	Transfer of Cadaver	₱ 3,000.00	₱ 10,000.00	
	Casualties during disaster/calamity		₱ 10,000.00 (Per casualty)	
<b>Education Assistance (Maximum of Three (3) children per family)</b>	Elementary Students	₱ 1,000.00	₱ 5,000.00	Once every School Year
	High School Students	₱ 1,500.00	₱ 5,000.00	Once every School Year
	College Students	₱ 3,000.00	₱ 5,000.00	Once every Semester
<b>Food Assistance</b>	Food Subsidy for Individuals/Families	₱ 1,000.00	₱ 3,000.00	As Needed
<b>Cash Assistance</b>	Other needs	₱ 1,000.00	₱ 10,000.00	Once every Six (6) months for a maximum of one year.

HON. DAPHNE DAYNER B. ROA  
Sangguniang Bayan Member

HON. PUSASIMA Z. OCAÑA  
Sangguniang Bayan Member

HON. JOSE MARI DE FONSÓ C. ROA, JR.  
Sangguniang Bayan Member

HON. ROLANDO B. MEGASPI  
Sangguniang Bayan Member

HON. IRENEO ROLANDO A. LUMBRE  
Sangguniang Bayan Member

HON. MANUEL B. BALLEDO  
Sangguniang Bayan Member

HON. FELICITO B. BELTRAN III  
Sangguniang Bayan Member

HON. TUBONGBANUA M. ANGEL M. TUBONGBANUA  
Sangguniang Bayan Member

HON. MELANIE FELISA M. VIVERO  
Ex-Officio Member  
Liga President

HON. ROUEN ANIBEL M. ROUEN  
Sangguniang Bayan Member

HON. CATHERINE R. BENJAMIN  
Ex-Officio Member  
SK (Federation) President

HON. ELIZABETH S. ERACHO, RCE.  
(Municipal Vice-Mayor)

DR. MANNY R. MARTINEZ, DPA, RN.(PH,US), MPRM.  
Secretary to the Sangguniang Bayan

**THE ROAD REBLOCKING PROJECT FROM BARANGAY QUILAO TO BARANGAY MALBOG IN THE MUNICIPALITY OF TOLOSA, LEYTE**

**WHEREAS**, the Municipality of Tolosa, Leyte, recognizes the need to improve the accessibility and mobility of residents and facilitate the safe transport of goods and services between Barangay Quilao and Barangay Malbog;

**WHEREAS**, the road connecting Barangay Quilao to Barangay Malbog requires reblocking to ensure safer and more efficient travel for residents, enhance local economic activities, and improve overall public service delivery;

**WHEREAS**, the Municipality of Tolosa seeks financial assistance from the Department of Budget and Management – Local Government Support Fund (DBM-LGSF) to support the implementation of this vital infrastructure project;

**NOW, THEREFORE, BE IT RESOLVED**, as it is hereby resolved by the Sangguniang Bayan of the Municipality of Tolosa, Leyte, in its regular session assembled, on the motion of **Hon. Ireneo Rolando A. Lumbré**, duly seconded by all members present, to request the financial assistance of **Twenty Million Pesos (P20,000,000.00)** from His Excellency President Ferdinand Marcos through His Usec. Rolando Toledo, from the DBM-LGSF, for the road reblocking project from Barangay Quilao to Barangay Malbog;

**RESOLVED FURTHER**, that a copy of this resolution be furnished to the Department of Budget and Management, His Excellency President Ferdinand Marcos, and Usec. Rolando Toledo for their reference and appropriate action;

**RESOLVED FINALLY**, that the Municipal Local Chief Executive and other concerned officials of the Municipality of Tolosa are hereby authorized to take all necessary steps to implement the purpose of this resolution upon approval of the requested financial assistance.


**ADOPTED**, this **9<sup>TH</sup>** day of **February 2026**, at Tolosa, Leyte.

**ADJOURNMENT.** - There being no other matters left for deliberation, Hon. Jose Mari Ildefonso C. Roa, Jr., moved for the adjournment of the session. With no objections raised from the members, the Presiding Chair, Hon. Elizabeth S. Eracho formally declared the session adjourned at 11:45 in the morning.

**Prepared by:**

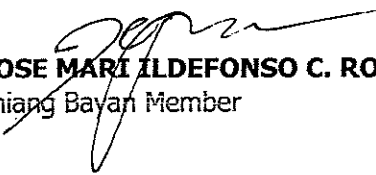
  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH, US), MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I

**ATTESTED:**

  
**HON. ELIZABETH S. ERACHO, RCE.**  
Municipal Vice-Mayor  
Presiding Officer

  
**HON. DAPHNE DAYNER B. ROA**  
Sangguniang Bayan Member

  
**HON. PURISIMA Z. OCAÑA**  
Sangguniang Bayan Member



**HON. JOSE MARI ILDEFONSO C. ROA, JR.**  
Sangguniang Bayan Member



**HON. ROLANDO B. LEGASPI**  
Sangguniang Bayan Member



**HON. IRENEO ROLANDO A. LUMBRE**  
Sangguniang Bayan Member



**HON. MANUEL B. BALLEDO**  
Sangguniang Bayan Member




**HON. FELICITIO D. BELTRAN III**  
Sangguniang Bayan Member



**HON. ROUEN ANGELY M. TUBONGBANUA**  
Sangguniang Bayan Member

**HON. MELANIE FELISA M. VIVERO**  
Ex-Officio Member/Liga President



**HON. CATHERINE R. BENJAMIN**  
Ex-Officio Member/SK Fed. President



Republic of the Philippines  
*Province of Leyte*  
Municipality of Tolosa

*Office of the Sangguniang Bayan*


## **CERTIFICATION**

### **TO WHOM THIS MAY CONCERN:**

This is to **CERTIFY** that pursuant to paragraph (a) of Article 114 of RA 7160 Posting of **Ordinance 02, Series of 2026, Re: AN ORDINANCE ESTABLISHING GUIDELINES FOR THE DIFFERENT PROGRAMS AND SERVICES UNDER THE ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION (AICS) IN THE MUNICIPALITY OF TOLOSA, LEYTE,** was posted in three (3) conspicuous places, the undersigned has complied the said provision last February 25, 2026.

This **Certification** is issued in compliance of Article 114 of RA 7160.

Given this **3<sup>rd</sup>** day of **March 2026**.

  
**DR. MANNY R. MARTINEZ, DPA., RN.(PH, US), MPRM.**  
Secretary to the Sangguniang Bayan  
Municipal Gov't Department Head I



Republic of the Philippines  
**Province of Leyte**  
 Municipality of Tolosa

*Office of the Sangguniang Bayan*

**ATTENDANCE SHEET**

**32<sup>nd</sup> Regular Session**  
 of the 12<sup>th</sup> Sangguniang Bayan

**SB Session Hall**  
 Venue

**February 9, 2026**  
 Date

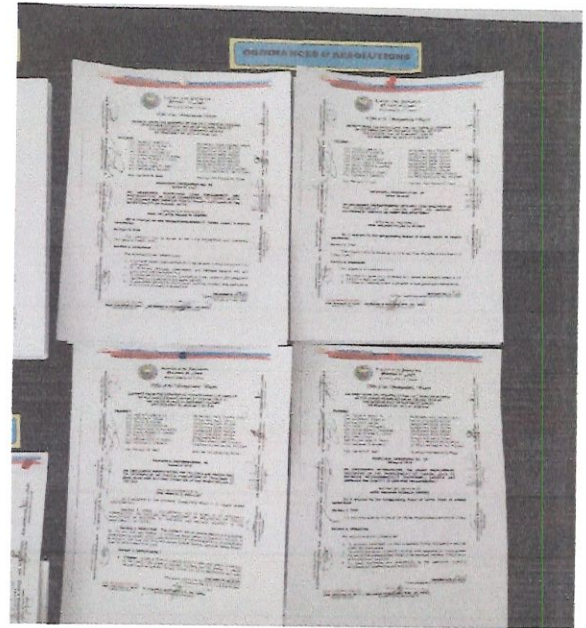
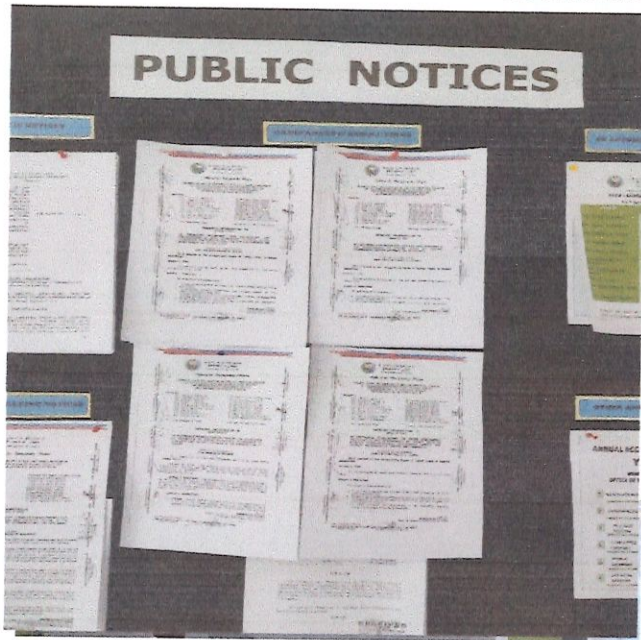
No.	Name	Designation	Signature
1	Hon. Elizabeth S. Eracho, RCE.	Municipal Vice-Mayor	
2	Hon. Daphne Dayner B. Roa	Municipal Councilor	
3	Hon. Purisima Z. Ocaña	Municipal Councilor	
4	Hon. Jose Mari Ildfonso C. Roa, Jr.	Municipal Councilor	
5	Hon. Rolando B. Legaspi	Municipal Councilor	
6	Hon. Ireneo Rolando A. Lumbre	Municipal Councilor	
7	Hon. Manuel B. Balledo	Municipal Councilor	
8	Hon. Felicito D. Beltran III	Municipal Councilor	
9	Hon. Rouen Angely M. Tubongbanua	Municipal Councilor	
10	Hon. Melanie Felisa M. Vivero	Liga President, Ex-Officio	
11	Hon. Catherine R. Benjamin	SK Fed. President, Ex-Officio	

**CERTIFICATION**

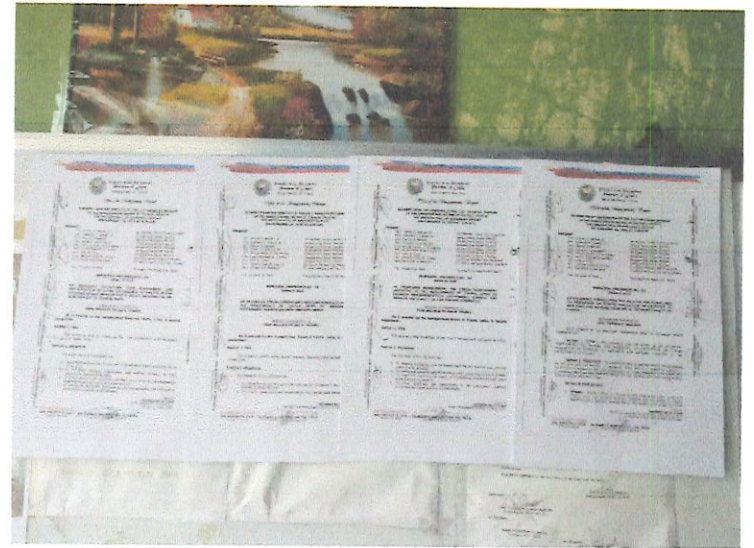
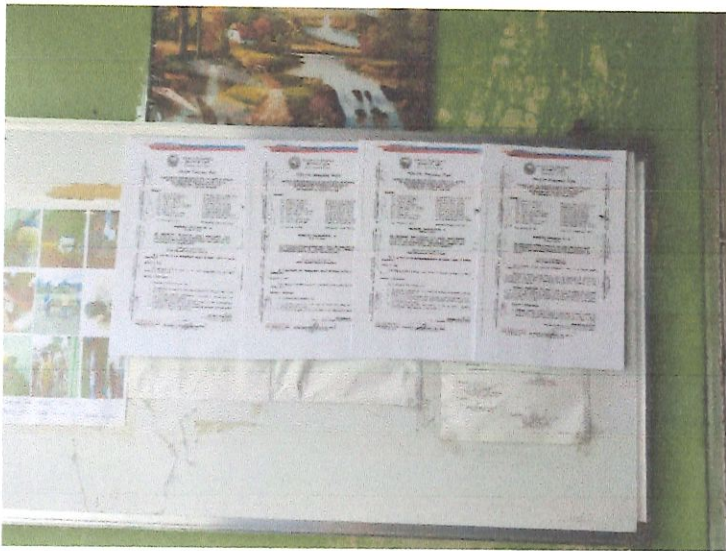
I hereby **CERTIFY** that those who have signatures above, have actually attended the **32<sup>nd</sup> Regular Session** of the **12<sup>th</sup> Sangguniang Bayan** of Tolosa, Leyte, held at the SB Session Hall on February 9, 2026.

**DR. MANNY R. MARTINEZ, DPA, RN(PH, US), MPRM.**  
 Secretary to the Sangguniang Bayan  
 Municipal Gov't Department Head I

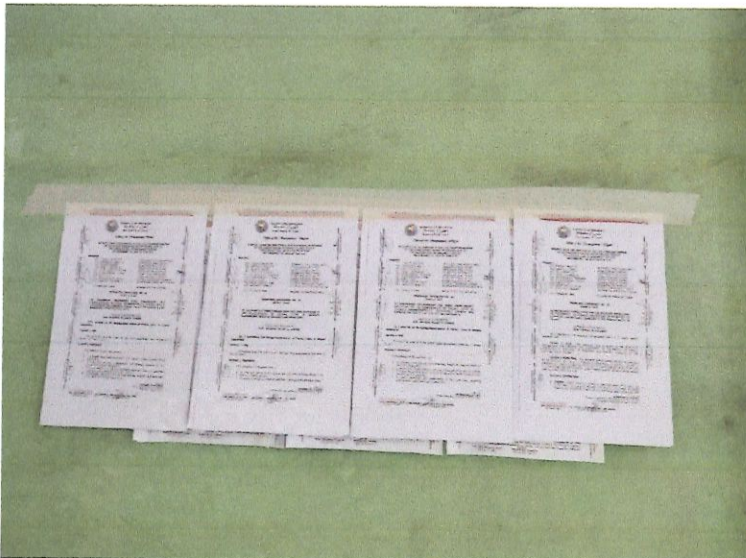
# POSTING OF ORDINANCES 1, 2, 3 and 4 Series of 2026



AT MUNICIPAL BUILDING



AT TOLOSA PUBLIC TERMINAL



AT TOLOSA PUBLIC MARKET