



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

-oOo-

Item No.: 25
 Date: 21 2026 APR

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
 LEGAL OFFICE
RELEASED
 By: [Signature]
 Date: 4.15.26 Time: 9:42

Date: APR 15 2026
 By: [Signature]

2nd INDORSEMENT
 March 27, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2, series of 2026 of the Sangguniang Bayan of Tunga, Leyte.

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

- Ordinance No. 2, series of 2026 entitled: **“Municipal Citation Ticket Ordinance of Tunga , Leyte.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan under Sections 447(a)(1)¹ and 17(a)² of the Local Government Code of 1991 (R.A 7160). Hence, we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ (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,

² (a) Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provisions of the basic services and facilities enumerated herein.

Republic of the Philippines

PROVINCE OF LEYTE

Palo, Leyte


-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

1ST INDORSEMENT
09 March 2026

By: 
Date: 13.10.26 Time: 9:10

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 02, series of 2026** of **Tunga, Leyte**, entitled: **An Ordinance prescribing the use of a citation ticket system for violations of Municipal Ordinances, providing guidelines for its implementation, appropriating funds therefor, and for other purposes.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TUNGA

OFFICE OF THE SANGGUNIANG BAYAN

March 9, 2026

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAR 09 2026
By: Divina G. Zamora

HON. LEONARDO JAVIER JR.
Vice-Governor/Presiding Officer
Sangguniang Panlalawigan
Province of Leyte

Thru: THE SECRETARY TO THE SANGGUNIAN

Sir:


Respectfully submitting herewith fifteen (15) copies of the following, together with its supporting documents for review and approval:

1. **Supplemental Budget No. 1 C.Y. 2026 of the Municipality of Tunga, Leyte**
2. **Municipal Ordinance No. 02, Series of 2026 – AN ORDINANCE PRESCRIBING THE USE OF A CITATION TICKET SYSTEM FOR VIOLATIONS OF MUNICIPAL ORDINANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES.**

Please acknowledge receipt hereof.

Thank you.

Very truly yours,


NAOMI C. ARCALLANA
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
Province of Leyte
MUNICIPALITY OF TUNGA
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 33RD REGULAR SESSION OF THE SANGGUNIANG BAYAN, TUNGA, LEYTE HELD ON MARCH 2, 2026 AT THE SB SESSION HALL.

PRESENT:

- | | |
|--------------------------------|--|
| Hon. Lemuel G. Ponferrada | - Municipal Vice-Mayor/Presiding Officer |
| Hon. Martiniano F. Requiez | - SB Member |
| Hon. Herman A. Ayuste | - SB Member |
| Hon. Marietta A. Catalo | - SB Member |
| Hon. Cielito O. Esquibel | - SB Member |
| Hon. Jose Capoporo A. Uribe | - SB Member |
| Hon. Joselito L. Arintoc | - SB Member |
| Hon. Rex S. Ergina | - SB Member |
| Hon. Juanito G. Fallorina, Jr. | - SB Member |
| Hon. Florentina A. Obsequio | - Ex-Officio Member/Liga President |
| Hon. Leo Van C. Delgado | - Ex-Officio Member/SK Fed. President |

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: MAR 09 2026

By: [Signature]

ABSENT:

- | | |
|-----------------------------|--|
| Hon. Florentina A. Obsequio | - Ex-Officio Member/Liga President
(on official travel) |
|-----------------------------|--|

MUNICIPAL ORDINANCE NO. 02

Series of 2026

AN ORDINANCE PRESCRIBING THE USE OF A CITATION TICKET SYSTEM FOR VIOLATIONS OF MUNICIPAL ORDINANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

Sponsor: Hon. Martiniano F. Requiez

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units to promote the general welfare of their constituents;

WHEREAS, the effective enforcement of municipal ordinances is essential in maintaining public order, discipline, and community welfare within the Municipality of Tunga;

WHEREAS, the adoption of a citation ticket system provides a simplified, transparent, and non-custodial mechanism for enforcing municipal ordinances while ensuring due process and accountability.

[Handwritten signatures and initials: Jora, Requiez, Cielito O. Esquibel, and others]

WHEREAS, there is a need to establish clear guidelines for the issuance, settlement, and implementation of citation tickets to prevent abuse and ensure proper administration;

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Tunga, Province of Leyte, in session assembled, that:

SECTION 1. TITLE

This ordinance shall be known as the “Municipal Citation Ticket System Ordinance of Tunga.”

SECTION 2. DECLARATION OF POLICY

It is hereby declared the policy of the Municipality to enforce its ordinances in a fair, efficient, and non-custodial manner, consistent with the principles of transparency, accountability, and due process, through the adoption of citation ticket system.

SECTION 3. DEFINITION OF TERMS

For purposes of this Ordinance, the following terms shall be defined as follows:

- a) **Citation ticket** – A written notice issued by an authorized enforcement officer to a person who commits a violation of a municipal ordinance, requiring payment of the prescribed fine or appearance before the proper office or court.
- b) **Authorized Enforcement Officer** – Any duly designated municipal employee or law enforcement officer authorized by the Municipal Mayor to issue citation tickets.
- c) **Violator** – Any natural or juridical person who commits a violation of a municipal ordinance.
- d) **Implementing Office** – The office designated by the Municipal Mayor to administer and supervise the citation ticket system.
- e) **Settlement Office** – The Municipal Treasurer’s Office or any office duly authorized to receive payments.

SECTION 4. SCOPE AND COVERAGE

This Ordinance shall apply to violations of municipal ordinances punishable by fines or administrative penalties only, except those violations which, under existing laws, require immediate arrest or custodial investigation.

SECTION 5. PERSONS AUTHORIZED TO ISSUE CITATION TICKETS

- 1. Uniformed personnel of Tunga Municipal Police Station.
- 2. Tunga Auxiliary Traffic Unit (TATU)

SECTION 6. GROUNDS FOR REVOCATION OF AUTHORITY.

The authority granted to persons under Section 5 shall be revoked on the following grounds:

- a) **Misconduct** – engaging in any activity using his/her position for personal gain, issuing tickets unfairly or targeting specific individuals;
- b) **Corruption** – accepting bribes, falsifying ticket information, and engage in any other corrupt practices;
- c) **Incompetence** – demonstrating a lack of understanding or inability to properly enforce municipal ordinance and other laws.

- d) Abuse of Authority – aggressive, biased, and unjust exercise of power to enforce the provisions of existing ordinance.
- e) Other analogous instances.

SECTION 7. INCENTIVE.

Fines paid by violators through this ordinance shall be shared by the following:

- a) Office/Unit of the apprehending officer who issued the citation ticket ----- 30%
- b) Local Government Unit of Tunga (shall accrue to the Trust Fund) ----- 70%

- 1) The share of the Tunga Municipal Police Station shall be given as additional support of the local government in the plans and programs of the police station.
- 2) The share of the Municipal Traffic Enforcers shall be given as their additional incentive that will be given at the end of the year.
- 3) The share of the Local Government Unit shall be utilized for programs aimed at enhancing the implementation of municipal ordinances and the provision of health, hazard, and other related benefits for local government employees and personnel specified under Section 5.

SECTION 8. GUIDELINES IN THE ISSUANCE OF CITATION TICKETS

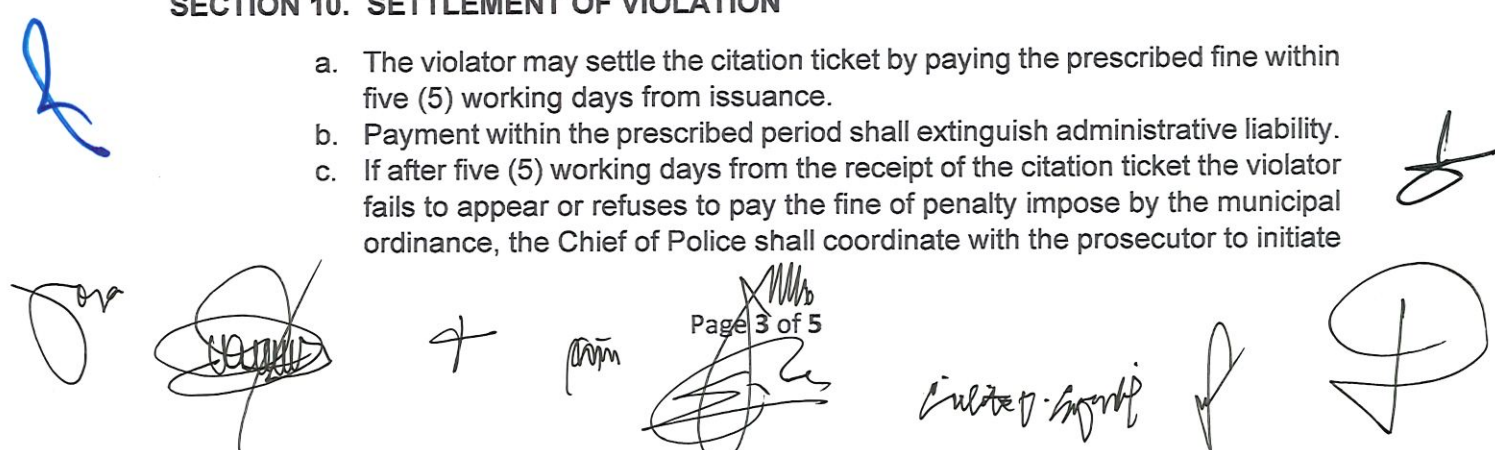
- a. Citation tickets shall be issued at the time the violation is committed or immediately thereafter.
- b. The citation ticket shall indicate the following:
 - Name and address of the violator
 - Date, time, and place of violation
 - Specific ordinance and provision violated
 - Prescribed fine or penalty
 - Period and place for settlement or contest
- c. The issuing officer shall explain the nature of the violation and the options available to the violator.
- d. Refusal of the violator to receive or sign the citation ticket shall not invalidate its issuance, provided that such refusal is noted therein.

SECTION 9. GUIDELINES FOR IMPLEMENTATION

- a. The Implementing Office shall ensure the proper printing, custody, and accounting of citation tickets.
- b. Citation tickets shall be serially numbered and officially recorded.
- c. No enforcement officer shall collect fines or payments from violators.
- d. All payments shall be made exclusively to the Municipal Treasurer's Office and covered by an official receipt.
- e. Monthly reports on issued, settled, and unsettled citation tickets shall be submitted to the Municipal Mayor and the Sangguniang Bayan.

SECTION 10. SETTLEMENT OF VIOLATION

- a. The violator may settle the citation ticket by paying the prescribed fine within five (5) working days from issuance.
- b. Payment within the prescribed period shall extinguish administrative liability.
- c. If after five (5) working days from the receipt of the citation ticket the violator fails to appear or refuses to pay the fine of penalty impose by the municipal ordinance, the Chief of Police shall coordinate with the prosecutor to initiate



within twenty-four (24) hours prosecution proceedings against the violator or respondent.

SECTION 11. CONTESTING THE CITATION TICKET

Any violator who wishes to contest the citation ticket may file a written protest or explanation with the Tunga Auxiliary Traffic Unit and Philippine National Police – Tunga within three (3) working days upon the issuance of citation ticket.

SECTION 12. PROHIBITED ACTS

The following acts are hereby prohibited:

- a. Issuance of citation tickets by unauthorized persons
- b. Alteration, falsification, or misuse of citation tickets
- c. Collection of fines by enforcement officers
- d. Failure to properly account for issued citation tickets.

Any violation of this Section shall subject the offender to administrative, civil, and/or criminal liability under existing laws.

SECTION 13. IMPLEMENTING RULES AND REGULATIONS

The Municipal Mayor is hereby authorized to promulgate the necessary rules and regulations for the effective implementation of this ordinance.

SECTION 14. SEPARABILITY CLAUSE

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall continue to be in full force and effect.

SECTION 15. REPEALING CLAUSE

All ordinances, resolutions, or rules inconsistent with this ordinance are hereby repealed or modified accordingly.

SECTION 16. EFFECTIVITY

This ordinance shall take effect after posting in at least three (3) conspicuous places in the municipality.

ENACTED by the Sangguniang Bayan, in session assembled this 2nd day of March 2026 at Tunga, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Municipal Ordinance.



NAOMI C. ARCALLANA
Secretary to the Sanggunian


ATTESTED:


LEMUEL G. PONFERRADA
Municipal Vice Mayor/Presiding Officer



MARTINIANO F. REQUIEZ
SB Member


HERMAN A. AYUSTE
SB Member


MARIETTA A. CATALO
SB Member


CIELITO O. ESQUIBEL
SB Member


JOSE CAPOPORO A. URIBE
SB Member


JOSELITO L. ARINTOC
SB Member


REX S. ERGINA
SB Member


JUANITO G. FALLORINA, JR.
SB Member

(on official travel)
FLORENTINA A. OBSEQUIO
Ex-Officio Member/Liga President


LEO VAN C. DELGADO
Ex-Officio Member/SK Fed. President

APPROVED:


REINBERT C. COSTELO
Municipal Mayor
Date: 03-08-20



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TUNGA

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that *Municipal Ordinance No. 02, S. 2026* entitled: “**AN ORDINANCE PRESCRIBING THE USE OF A CITATION TICKET SYSTEM FOR VIOLATIONS OF MUNICIPAL ORDINANCES, PROVIDING GUIDELINES FOR ITS IMPLEMENTATION, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES**”, has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Issued this 9th day of March 2026 at Tunga, Leyte.


NAOMI C. ARCALLANA
Secretary to the Sanggunian