



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City
 -oOo-

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
 June 3, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 28 of the Sangguniang Bayan of Jaro, Leyte.

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

- Ordinance No. 28 entitled: **“An Ordinance adopting the legal procedures in the conduct of administrative investigations, etc.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance to its power under Chapter IV¹ of the Local Government Code of 1991 (R.A 7160) and Rule XIX, Article 125² of the IRR of the same code. Hence, recommending 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

¹CHAPTER IV- Disciplinary Actions

² ARTICLE 125. Form and Filing of Administrative Complaints. — A verified complaint against any erring elective local official shall be prepared and filed as follows:
 (c) Against any elective barangay official, before the sangguniang panlungsod or sangguniang bayan concerned whose decision shall be final and executory

Item No.: 16
 Date: 07 2026 JUL
 PROVINCE OF LEYTE
 LEGAL OFFICE
 RECEIVED
 By: [Signature]
 Date: 7.26.26 Time: 1:24

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: JUN 26 2026
 By: [Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Tacloban City

PROVINCE OF LEYTE
LEGAL OFFICE

RECEIVED

By: 
Date: 05-28-26 Time: 10:20 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
26 May 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein **Ordinance No. 28, series of 2026 of the Municipality of Jaro, Leyte**, entitled: **An Ordinance adopting the legal procedures in the conduct of Administrative Investigations against elective Barangay Officials of Jaro, Leyte.**



FLORINDA JHL S. UYVICO
Secretary to the Sanggunian

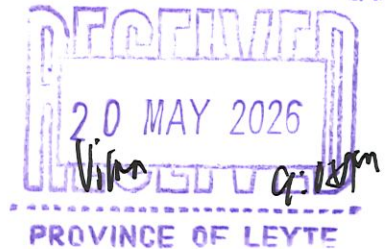


Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
Office of the Sangguniang Bayan Secretary
Legislative Building
Corner Del Carmen and Real Streets

SANGGUNIANG PANLALAWIGAN

May 18, 2026

THE HONORABLE SANGGUNIANG PANLALAWIGAN
Provincial Capitol Complex
Tacloban City



Thru: **Florinda Jill S. Uyvico**
Secretary to the Sanggunian

Madam;


Respectfully forwarding **MUNICIPAL ORDINANCE NO. 28**, series of 2026, otherwise known as, "**AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE,**" for review and favorable action by the Honorable Sangguniang Panlalawigan.

Thank you in advance for your kind consideration on the matter.

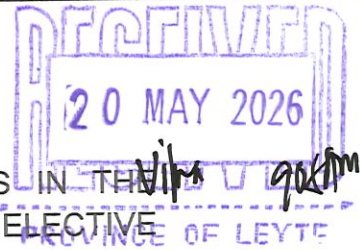
Very truly yours


ATTY. ALEXANDRA V. ABORITA
Secretary to the Sangguniang Bayan

NOTED:


HON. PEDRO B. TAÑALA, JR.
Municipal Vice-Mayor
Presiding Officer

**ORDINANCE NO. 28
SERIES OF 2026**



AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.

INTRODUCED BY: HONORABLE FRANCISCO R. ALTRES
Chairman Committee on Legal Matters, Laws and Privileges

BE IT ORDAINED by the Sangguniang Bayan of Jaro, Leyte, in session duly assembled, that:

**RULE I
PRELIMINARY PROVISIONS**

SECTION 1. TITLE - This rule shall be known as the *“Rules of Procedure in the Conduct of Administrative Investigation by the Sangguniang Bayan of Jaro, Leyte”*.

SECTION 2. COVERAGE - These Rules of Procedure shall apply to administrative cases filed against elective barangay officials within the territorial jurisdiction of the Municipality of Jaro, Leyte.

SECTION 3. RULES AND INTERPRETATION - In the interpretation of Rules of Procedure the Sangguniang Bayan shall not be strictly bound by the technical rules of evidence as found under the Rules of Court.

SECTION 4. DEFINITION OF TERMS - The following words shall be interpreted when this ordinance is used:

- A. **Quasi-judicial functions** - refers to a non-judicial function that resembles a judicial function such as deciding disputes, investigating facts, and applying relevant laws. Quasi-judicial functions are performed by public administrative officers or bodies that exercise a judicial-like discretion. It requires the body to objectively determine facts and draw conclusions from them. The actions taken as a result of a quasi-judicial function can remedy a situation or impose legal penalties.
- B. **En banc** - is a legal term that refers to a court session where all judges of a court hear a case, rather than a smaller panel or just one judge. The term comes from the French phrase “on the bench”.

Carmenita Paul

Ganalan

(Signature)

(Signature)

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Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

SANGGUNIANG PANLALAWIGAN
20 MAY 2026
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 35th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON APRIL 6, 2026.

PRESENT:

- | | |
|----------------------------|--|
| HON. PEDRO B. TAÑALA, JR. | -Municipal Vice Mayor/SB Presiding Officer |
| HON. REY P. AURE | -SB Member/Presiding Officer Pro-Tempore |
| HON. LANULFO M. BORJA | -SB Member |
| HON. FRANCISCO R. ALTRES | -SB Member/Majority Floor Leader |
| HON. RAUL A. MACANDA | -SB Member |
| HON. TEOFILO CABELLO | -SB Member |
| HON. CARMENCITA G. TAÑALA | -SB Member |
| HON. ALMA A. TAMAYO | -SB Member |
| HON. ZANDRO T. MORABE | -SB Member/LIGA Fed.-President |
| HON. VIANCA MAE N. FAMILAR | -SB Member/SK Fed.-President |

ABSENT:

- | | |
|--------------------------------|------------|
| HON. BENJAMIN H. GARIANDO, JR. | -SB Member |
|--------------------------------|------------|

EXPLANATORY NOTE

Section 61, (C) of the Local Government code of 1991 (RA 7160) and section 125 (c) of the Implementing Rules of Regulations of the Local Government Code of 1991, administrative complaint against any elective barangay officials may be filed before the Sangguniang Bayan concerned.

Such mandate gives the power and authority to the Sangguniang Bayan the so called "quasi-judicial functions" to conduct investigations on complaints against any elective Barangay Officials.

For the purpose of this Ordinance, the following terms are hereby defined to facilitate better understanding and comprehension on how the embodied guidelines in conducting administrative investigations against erring barangay officials is effectively carried out.

HONORABLE FRANCISCO R. ALTRES
Chairman Committee on Legal Matter, Laws and Privileges

[Handwritten signatures and initials: Jaro, Carmencita, Gamalain, and others]

- C. **Bill of particulars** - is a written list of claims or defenses in a legal action. It can be used to clarify the details of a lawsuit and is a discovery tool that helps parties understand the other side's theory of the case.
- D. **Motion to quash** - is similar to a motion to dismiss, but a motion to quash asks the court to nullify a previous ruling, while a motion to dismiss asks the court to nullify a current filing.
- E. **Motion for reconsideration** - is a request to a judge to review and change a previous ruling or decision. It is a common post-trial motion that can be filed when someone is unhappy with a court order.
- F. **Prima facie** - is a Latin term that means "at first sight" or "based on first impression". It's used to describe evidence or arguments that are enough to establish a case unless proven false by additional evidence.
- G. **Motu proprio** - is a Latin phrase that means "on one's own impulse". It describes an official action taken without a formal request from another party. For example, a court may perform an act motu proprio on its own initiative.
- H. **Preventive suspension** - is an interim remedial measure to address the situation of an official who have been charged administratively or criminally, where the evidence preliminarily indicates the likelihood of or potential eventual guilt or liability.
- I. **Exoneration** - a person who has been convicted of a crime is officially cleared of the charges after new evidence of innocence is discovered. This can happen when a government official or agency declares the person factually innocent, or when the person receives a pardon, acquittal, or dismissal of charges.
- J. **Emolument** - is a noun that refers to compensation or perquisites that come from employment or office. It can also include benefits, fees, wages, and allowances. Emoluments are usually based on the length of activity or time spent and can vary depending on the type of service performed.
- K. **Subpoena duces tecum** - is a court order that requires a person to produce specific documents or evidence for a legal proceeding.
- L. **Memorandum** - is a written document that summarizes and analyzes relevant laws to support a conclusion on a legal issue.

M. **Probative value** - evidence which is sufficiently useful to prove something important in a trial. It is one of the main elements of admitting evidence, as the admitted evidence must be relevant, tending to make the fact in issue more likely or less likely to happen, no matter how slight its probability is.

N. **Verified Complaint** - is a complaint that has been formally confirmed as true and correct based on personal knowledge or authentic documents.

O. **Due Process** - is a legal principle that requires fair and just treatment of individuals by the government, and that legal matters be resolved according to established rules and procedures.

SECTION 5. COMPOSITION - The investigating authority shall be chaired by the Presiding Officer, and its members shall be composed of all the Members of the Sangguniang Bayan. The administrative investigation as contemplated in this rule shall be conducted in the Sangguniang Bayan Session Hall, Municipality of Jaro, Leyte.

A. In any case a member of the Sangguniang Bayan is related to the complainant and respondent up to fourth degree of consanguinity and affinity, he/she shall inhibit from the administrative investigation.

**RULE II
FILING OF COMPLAINT**

SECTION 6. VERIFIED COMPLAINT - An administrative case may be initiated by any private individual or any government officer or employee by filing a verified complaint against any elective barangay officials with the corresponding affidavit or affidavits to support complaints and documents. It shall be filed with the Sangguniang Bayan, through the Sangguniang Bayan Secretary. The Sangguniang Bayan Secretary shall see to it that there are sufficient numbers of copies of the complaint. A copy of the complaint shall be furnished to the respondent, Municipal Mayor, Municipal Local Government Operation Officer, the Presiding Officer of the Sangguniang Bayan; the members of the Sangguniang Bayan and the Secretary of the Sangguniang Bayan.

The complaint, accompanied by affidavits of witness or evidence in support of the charge, shall be addressed to the Sangguniang Bayan through the Presiding Officer. It shall be drawn in clear, simple, and concise language in the methodical manner as to appraise the respondent of the nature of the charge against him and to enable him to prepare his defense. The party filing the complaint shall be called the "complainant", while the official against whom the complaints is filed shall be called the "respondent".

The complaint shall contain the following: a) full name and address of the complainant; b) full name and address of the person/s complained of as well as his/her/their position/s and office/s; and c) a narration of the relevant and material facts which shows the acts or omissions allegedly committed; d) certified true copies of documentary evidence and affidavit of his/her witnesses, if any; and e) verification. The absence of any of the aforementioned requirements may cause the dismissal of the complaint without prejudice to its refilling upon compliance with the above requirements.

SECTION 7. ANONYMOUS COMPLAINT - No action shall be taken on anonymous complaint for non-compliance of the requirements.

**RULE III
ENDORSEMENT/CALENDAR OF BUSINESS**

SECTION 8. ENDORSEMENT OF COMPLAINT - The Secretary of the Sangguniang Bayan shall endorse the complaint to the Presiding Officer and calendar the same for business in Regular Session. Thereafter, the complaint shall be referred to the Sangguniang Bayan en banc.

**RULE IV
ANSWER**

SECTION 9. FORM OF ANSWER - Within seven (7) days after the complaint is filed, the Sangguniang Bayan, through the Presiding Officer, shall require the respondent to file a verified answer within fifteen (15) days from receipt of the complaint, together with the supporting affidavits of witnesses or other evidence in support of the defense. Copies thereof shall be furnished to the complainant, the Office of the Municipal Mayor, and the Department of the Interior and Local Government (DILG). Unreasonable failure of respondent to file his verified answer within fifteen (15) days from receipt of the complaint against him shall be considered as waiver of his right to present evidence in his behalf.

SECTION 10. PROHIBITED PLEADINGS/MOTION - The Sangguniang Bayan as a whole shall not entertain request for clarification, bills of particulars, motions to dismiss or motions to quash or motion for reconsideration. If any pleadings are interposed by the respondent, the same shall be considered an answer and shall be evaluated as such.

**RULE V
EVALUATION/PRELIMINARY CONFERENCE**

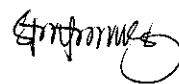
SECTION 11. DETERMINATION OF PRIMA FACIE CASE - The Sangguniang Bayan, as committee as a whole, shall determine whether or not there is prima facie case warrant the commencement of the investigation with or without the respondent filing his answer. If no prima facie case exists, the Sangguniang Bayan shall, motu proprio, dismiss the case.

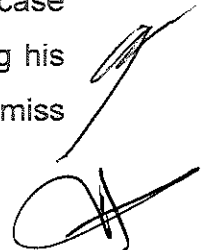
















Within ten (10) days upon receipt of the respondent's answer, the Sangguniang Bayan, as a Committee of the Whole, shall determine whether there is a prima facie case to warrant the institution of formal administrative proceedings. If prima facie case exists, the Sangguniang Bayan shall calendar the case for the preliminary conference. It shall, within twenty (20) days, summon the parties to a preliminary conference to answer the following:

- A. Whether the parties desire a formal investigation or are willing to submit the case for the resolution on the basis of the evidence on record; and
- B. If the parties desire a formal investigation, to consider the simplification of issue, the possibility of obtaining stipulation or admission of facts and of documents, specifically affidavits and depositions, to avoid necessary proof, the limitation of number of witnesses, and their names, schedule of formal investigation and such other matters as may aid the prompt disposition of the case.

The Sangguniang Bayan, as Committee of the whole shall encourage the parties and their counsels to enter at any stage of the proceedings, into amicable settlement, compromise and arbitration, the terms, and conditions of which shall be subject to the approval of the Sangguniang Bayan, as committee of the whole. After the preliminary conference, the Sangguniang Bayan, as Committee of the whole shall issue an order reciting the matters taken up there on, including the facts stipulated and the evidence marked. If any, such order shall limit the issues for hearing to those not disposed of by agreement or admission of the parties and shall schedule the formal investigation within ten (10) days from its issuance, unless a later date is mutually agreed in writing by the parties concerned.

The failure of the respondent to attend the preliminary conference constitutes a waiver to participate in the pre-hearing conference but may still participate in the formal investigation upon appropriate motion. No preliminary conference shall be conducted within ninety (90) days immediately prior to any local election.

**RULE VI
PREVENTIVE SUSPENSION**

SECTION 12. PREVENTIVE SUSPENSION - Preventive suspension may be imposed by the Municipal Mayor upon the recommendation of the Sangguniang Bayan at any time after the issues are joined, that is, after respondent has answered the complaint, when the evidence of guilt is strong and given the gravity of offense, there is a great probability that the continuance in office of the respondent could influence the witnesses or pose a threat to the safety and integrity of the record and other evidence.

No preventive suspension shall be imposed within (90) days immediately prior to any local election. If the preventive suspension has been imposed the (90) day period immediately preceding a local election, it shall be deemed automatically lifted upon the start of aforesaid period. Any single preventive suspension of barangay elective officials shall not extend beyond sixty (60) days: provided that, in the event that several administrative cases are filed against an elective official, he cannot be preventively suspended for more than ninety (90) days within a single year on the same ground or grounds existing and known as the time of the first suspension.

Upon expiration of the preventive suspension, the suspended elective barangay official shall be deemed reinstated in office without prejudice to the continuation of the proceedings against him within one hundred twenty days (120) from the time he is formally notified of the case against him. However, if the delay in the proceeding of the case is due to his fault, or request, other than the appeal duly filed, the duration of such delay shall not be included in computing the time of termination of the case.

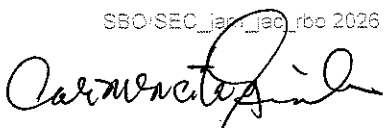
SECTION 13. SALARY OF RESPONDENT PENDING SUSPENSION - The respondent, who is preventively suspended from the office, shall not receive salary or compensation but upon subsequent exoneration and reinstatement, he shall be paid his full salary or compensation, including such emoluments accruing during such suspension.

**RULE VII
FORMAL INVESTIGATION**

SECTION 14. PROCEDURAL DUE PROCESS - The Respondent shall be accorded full opportunity to appear and defend himself in person or by a counsel, to confront and cross-examine the witnesses against him and to require the attendance of witnesses and the production of documents through the compulsory process of subpoena or duces tecum.

At the start of the hearing, the Presiding Officer shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant. If after being apprised of the right to counsel, respondent appears without the aid of a counsel, he/ she be deemed to have waived his/her right thereto, before taking the testimony of a witness, the presiding Officer shall place him/her under oath and take his/her name, address, civil status, age, and complete name and address of employment.

SECTION 15. POWER TO TAKE TESTIMONY - The Sangguniang Bayan, as committee of the whole is hereby authorized to take testimony or receive evidence relevant to the administrative proceeding, which authority shall include the power to administer oaths, summons witness, and require the production of documents by subpoena duces tecum pursuant to book 1, chapter 9, Section 37 of the Administrative Code of 1987.

















Anyone who, without lawful excuse, fails to appear upon summons issued, refuses to make oath, give testimony or produce documents for inspection, when lawfully required, shall be subject to discipline as in case of contempt of court and, upon application by the Sangguniang Bayan, as committee of the whole, shall be dealt with by the judge of the proper Regional Trial Court in the manner provided for under Book VIII, Chapter 3 Section 13, in relation to Chapter 1 Section 2 (1), of the Administrative Code of 1987.

A sworn statement of the witness/ es shall be notified by subpoena of the scheduled hearing at least five (5) days before the date thereof, stating the date, time, and place of hearing. If a party desires the attendance of a witness or the production of documents, he shall make formal request for the issuance of the necessary subpoena duces tecum at least (3) days before the scheduled hearing.

The counter-affidavits submitted by the respondent shall serve as his testimony on direct examination subject to the cross examination by the complainant and clarificatory question by the members of the Sangguniang Bayan. The failure of the parties to submit affidavits and counter affidavits shall be considered a waive and the manifestation of the parties and counsel during an investigation shall be taken. A transcript of the proceeding shall be made and duly certified by the Secretary of the Sangguniang Bayan.

SECTION 16. MARKING - All documentary evidence or exhibits shall be properly marked by letters (A, B, C, etc.) if presented by the complainant and by numbers (1, 2, 3, etc.) if presented by the respondent. These shall form part of the complete records of the case.

SECTION 17. ORDER OF HEARING - Unless otherwise directed by the Sangguniang Bayan, as Committee of the whole, the order of a hearing shall be as follows:

- A. The complainant shall produce the evidence of his part;
- B. The respondent shall then offer evidence in support of his defense; and
- C. The parties may then respectively offer rebutting evidence, unless the investigating Authority, for good reasons and in the furtherance of justice, permits them to offer evidence upon their original case.

SECTION 18. ORDER OF EXAMINATION - the order in which a witness may be examined shall be as follows:

- A. Direct examination by the proponent;
- B. Cross examination by the adverse party;
- C. Re-direct examination by the proponent; and
- D. Re-cross examination by the adverse party.

SECTION 19. MEMORANDA - The Sangguniang Bayan, as Committee of the whole may allow the parties to submit their respective memoranda, together with their respective draft resolutions and orders for the consideration of the Sangguniang Bayan, as committee of the whole, within fifteen (15) days of the termination of the formal investigation.

**RULE III
RULES OF EVIDENCE**

SECTION 20. RULES OF EVIDENCE - In administrative disciplinary proceedings-

- A. The Sangguniang Bayan may admit and give probative value to evidence commonly accepted by reasonably prudent men in the conduct of their affairs;
- B. Documentary evidence may be received in the form of copies except if the original is not readily available. Upon request, the parties shall be given opportunity to compare the copy with the original in the official custody of a public officer, a certified copy thereof may be accepted; and
- C. The Sangguniang Bayan may take notice of judicially cognized facts and of generally technical or scientific facts within its specialized knowledge. The parties shall be notified and accorded an opportunity to contest the facts so noticed.

**RULE IX
TERMINATION OF INVESTIGATION AND DECISION**

SECTION 21. TERMINATION OF INVESTIGATION AND DECISION - Within thirty (30) days after the end of the investigation or after the lapse of the period of submission of memoranda or position papers by the parties, the Sangguniang Bayan concerned in a regular session, shall render a decision in writing stating clearly and distinctly the facts and reasons for such decision. Copies of such decision shall immediately be furnished to the respondent and all interested parties.

In case the complainant does not appear in the first call of hearing, he or she shall be made to explain in writing for his failure of attendance. If the Committee is satisfied with the justification given, the investigation shall go on. However, if the second call for investigation is made and again the complainant does not make it, the Presiding Officer shall outrightly declare the case dismissed. Furthermore, if the Sangguniang Bayan is not satisfied with the reason given by the complainant for his failure to appear on the first hearing call, the Presiding Officer shall outrightly declare the "CASE DISMISSED".

SECTION 22. RECORDS CLASSIFICATION - Records in administrative disciplinary cases are classified as confidential in nature and any information as to the charges, accusation, or facts adduced may not be released, and such records may not be available, except to the proper authorities and upon request to the parties in interest or their authorities and upon request to the parties in interest or their authorized representative on the 'need to know' basis.

SECTION 23. VOTES AND VOTING OF THE SANGGUNIANG BAYAN - Votes and Voting of the Sangguniang Bayan Internal Rules and Procedures shall apply in the rendition of decisions of all administrative cases. Decisions and voting made by the Sangguniang Bayan shall be done in close doors. The decision of the Sangguniang Bayan shall become final and executory after the lapse of thirty (30) days from the receipt of a copy thereof by the complainant or the respondent, as the case may be, unless a motion for reconsideration is filed within the said period. In exceptionally meritorious cases, only one motion for reconsideration by any one party shall be allowed which shall suspend the running of the thirty (30) days reglementary period.

SECTION 24. APPEAL, WHERE MADE - Decisions of the Sangguniang Bayan may, within thirty (30) days from receipt thereof, be appealed to the Sangguniang Panlalawigan whose decision shall be final and executory. An appeal shall not prevent a decision from having been placed under preventive suspension during the pendency of an appeal. In the event the appeal results to exoneration, the respondent shall be paid his salary and such other emoluments accruing during the pendency of the appeal.

**RULE X
MISCELLANEOUS PROVISIONS**

SECTION 25. SEPARABILITY CLAUSE - If, for any reason, provision, section, or part of the Ordinance is declared invalid or unconstitutional by a Court of competent jurisdiction/ authority, or suspended or revoked by the authorities concerned, such judgement shall not affect or impair the remaining provisions, sections or parts which shall continue to be in full force and effect.

SECTION 26. SUPPLEMENTARY RULE - Any procedural matters not provided herein shall be supplemented by the provisions of the Local Government Code of 1991, the Administrative Code of 1987, and other applicable laws including the Rules of Court.

SECTION 27. REPEALING CLAUSE - All Ordinances and administrative regulations or part thereof which is inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.

Coronado

Ganador

[Signature]

[Signature]

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[Signature]

[Signature]

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SECTION 28. EFFECTIVITY - This Ordinance shall take effect fifteen (15) days after its posting in at least three (3) conspicuous places in the Municipality of Jaro, Leyte.

ENACTED this 6th day of April, 2026, at Jaro, Leyte.

I HEREBY CERTIFY, to the correctness of the foregoing ordinance.



RENATO B. OBIÑA
Acting Secretary to the Sangguniang Bayan
DEMO IV

CONCURRED:



HON. REY P. AURE
SB Member/Presiding Officer Pro-Tempore



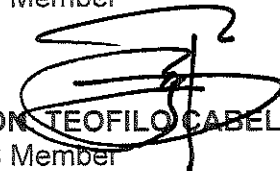
HON. LANULFO M. BORJA
SB Member



HON. FRANCISCO R. ALTRES
SB Member/Majority Floor Leader

HON. RAUL A. MACANDA
SB Member

HON. BENJAMIN H. GARIANDO, JR.
SB Member
Absent-On Leave



HON. TEOFILO CABELLO
SB Member




HON. CARMENCITA G. TAÑALA
SB Member



HON. ALMA A. TAMAYO
SB Member



HON. ZANDRO T. MORABE
SB Member/LIGA FED.-President



HON. VIANCA MAE N. FAMILAR
SB Member/SK FED.-President

ATTESTED:



HON. PEDRO B. TAÑALA, JR.
Municipal Vice Mayor
SB Presiding Officer

APPROVED:



HON. JASSIE LOU TAÑALA
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

**MINUTES OF THE 35th REGULAR SESSION OF THE SANGGUNIANG BAYAN
OF JARO, LEYTE HELD AT THE SB SESSION HALL LEGISLATIVE BUILDING
ON APRIL 6, 2026**

PRESENT:

HON. PEDRO B. TAÑALA, JR.	-Municipal Vice Mayo/Presiding Officer
HON. REY P. AURE	-SB Member/Presiding Officer Pro-Tempore
HON. LANULFO M. BORJA	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member/Majority Floor leader
HON. RAUL A. MACANDA	-SB Member
HON. TEOFILO CABELLO	-SB Member
HON. ALMA A. TAMAYO	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member
HON. ZANDRO T. MORABE	-SB Member/LIGA Fed.-President
HON. VIANCA MAE N. FAMILAR	-SB Member/SK Fed.-President

ABSENT:

HON. BENJAMIN H. GARIANDO, JR.	-SB Member-On Leave
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RECORDS OF THE PROCEEDINGS:

CALL TO ORDER, PRAYER, SINGING OF THE PHILIPPINE NATIONAL ANTHEM AND ROLL CALL.

Honorable Pedro B. Tañala, Jr., Municipal Vice Mayor/Presiding Officer called to order the 35th Regular Session of the Sangguniang Bayan at 9:43 in the morning. He then requested the SB Members to stand for the prayer, which was followed by the singing of the Philippine National Anthem.

PRAYER

The Body offered a prayer.

PAMBANSANG AWIT

The Body sang the Philippine National Anthem.

ROLL CALL

After the singing of the Philippine National Anthem, the Chair requested the SB Secretary to call the roll to determine if there is a quorum, as follows:

PRESENT:

HON. PEDRO B. TAÑALA, JR.	-Municipal Vice Mayo/Presiding Officer
HON. REY P. AURE	-SB Member/Presiding Officer Pro-Tempore
HON. LANULFO M. BORJA	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member
HON. RAUL A. MACANDA	-SB Member

HON. TEOFILO CABELLO	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member
HON. ALMA A. TAMAYO	-SB Member
HON. ZANDRO T. MORABE	-SB Member/LIGA Fed.-President
HON. VIANCA MAE N. FAMILAR	-SB Member/SK Fed.-President

ABSENT:

HON. BENJAMIN H. GARIANDO, JR. -SB Member-On Leave

The Chair declared that with ten (10) Sangguniang Bayan members present, the 35th Sangguniang Bayan Regular Session had a quorum. The Chair then requested Honorable Francisco R. Altres, Majority Floor Leader, to facilitate the Order of Business for the day.

Honorable Francisco R. Altres obtained the floor and requested the reading of the minutes of the 34th Regular Session of the Sangguniang Bayan held on March 30, 2026. After the reading thereof, the Chair asked the Body if there were any amendments to the minutes. Hearing none, the Chair declared that the minutes of the 34th Regular Session of the Sangguniang Bayan were duly adopted, without amendments thereto, as read by the SB Secretary.

PRIVILEGE HOUR-NONE.

QUESTION HOUR-NONE

READING AND REFERRAL OF PROPOSED MEASURES:

ITEM NO. 1- PROPONENT: HON. CARMENCITA G. TAÑALA
Chairman Committee on Finance, Budget and Appropriations

BARANGAY ORDINANCE NO. 01, SERIES OF 2026 OR OTHERWISE KNOWN AS "AN ORDINANCE AUTHORIZING TO COLLECT NEW REGULATORY FEES FOR DOCUMENT ISSUED BY THE BARANGAY GOVERNMENT OF BARANGAY MAG-ASO JARO, LEYTE."

The Chair gave the floor to Hon. Carmencita G. Tañala to offer the motion.

Hon. Carmencita G. Tañala requested that a committee meeting be conducted to review the Barangay Ordinance on April 8, 2026 at 9:00 in the morning, at the committee level.

Thereafter, the Chair declared that Item No. 1 is referred to committee level for review and encourage all members to attend the said committee meeting.

Carmencita G. Tañala

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COMMITTEE REPORT:

ITEM NO. 1-- PROPONENT: HON. TEOFILO CABELLO

Chairman Committee on Peace and Order, Public Safety and Transportation

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE REGULATING THE OPERATIONS OF VIDEOKE/SING-ALONG BARS, BEER HOUSES AND OTHER SIMILAR ESTABLISHMENTS, FACILITIES AND/OR PREMISES IN THE MUNICIPALITY OF JARO, LEYTE AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF.

The Chair gave the floor to Hon. Teofilo Cabello, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Teofilo Cabello, through the Chair requested Mr. Benedict H. Enales to read the committee report.

The Chair directed Mr. Enales to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Teofilo Cabello, to offer the final motion for its adoption.

Hon. Teofilo Cabello took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Hon. Teofilo Cabello announced that there will be a public hearing for this ordinance on April 07, 2026. If there will be other suggestions during the public hearing, they will make another report for the same.

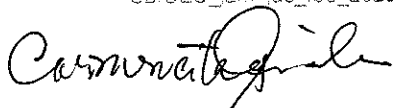
Thereafter, the Chair declared that for Item No. 1, under the Committee Report, had been moved, carried, and approved en masse.

ITEM NO. 2-- PROPONENT: HON. TEOFILO CABELLO

Chairman Committee on Peace and Order, Public Safety and Transportation

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE PROVIDING FOR THE GRANT OF DEATH BENEFITS TO ACTIVE BARANGAY TANODS IN CASE OF DEATH DUE TO NATURAL CAUSES OR ACCIDENTAL CIRCUMSTANCES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

The Chair gave the floor to Hon. Teofilo Cabello, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Teofilo Cabello, through the Chair requested Mr. Benedict H. Enales to read the committee report.







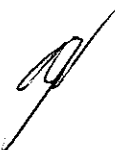












The Chair directed Mr. Enales to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Teofilo Cabello, to offer the final motion for its adoption.

Hon. Teofilo Cabello took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Thereafter, the Chair declared that for Item No. 2, under the Committee Report, had been moved, carried, and approved en masse.

ITEM NO. 3— PROPONENT: HON. TEOFILO CABELLO

Chairman Committee on Peace and Order, Public Safety and Transportation

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE PROHIBITING THE USE, SALE DISTRIBUTION AND ADVERTISEMENT OF CIGARETTES AND OTHER TOBACCO PRODUCTS IN CERTAIN PLACES, IMPOSING PENALTIES FOR VIOLATIONS THEREOF AND PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

The Chair gave the floor to Hon. Teofilo Cabello, who moved for the consideration of the above proposed resolution, which was duly seconded. He requested that this Ordinance be co-authored by Hon. Lanulfo M. Borja, Chairman Committee of Health and Hon. Vianca Mae N. Familiar, Chairman Committee on Youth, Sports and Development. Thereafter, Hon. Teofilo Cabello, through the Chair requested Mr. Benedict H. Enales to read the committee report.

The Chair directed Mr. Enales to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Teofilo Cabello, to offer the final motion for its adoption.

Hon. Teofilo Cabello took the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Thereafter, the Chair declared that for Item No. 3, under the Committee Report, had been moved, carried, and approved en masse.

At this point in time, Hon. Raul A. Macanda, moved for a five- minute recess, which was duly seconded. The Chair declared a recess at 10:42 a.m.

After the recess, the Chair declared the session resumed at 11:31 a.m. and requested the Majority Floor Leader to proceed with the next order of business.

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ITEM NO. 4- PROPONENT: HON. RAUL A. MACANDA

Chairman Committee on Social Welfare and Development and Human Rights.

A PROPOSED RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON SOCIAL WELFARE AND DEVELOPMENT AND HUMAN RIGHTS HELD ON MARCH 18, 2026, ON THE REVIEW OF THE PROPOSED AN ORDINANCE PROHIBITING FINANCIAL INSTITUTIONS, LENDING COMPANIES, USURERS, AND PRIVATE INDIVIDUALS IN THE MUNICIPALITY OF JARO, LEYTE FROM ACCEPTING PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) CASH CARDS OR RELATED DOCUMENTS AS COLLATERAL FOR LOANS AND PROVIDING PENALTIES THEREOF.

The Chair gave the floor to Hon. Raul A. Macanda, who moved for the consideration of the above proposed resolution, which was duly seconded. Thereafter, Hon. Raul A. Macanda, through the Chair requested Ms. Maria Cristina A. Coloma to read the committee report.

The Chair directed Ms. Coloma to proceed with the reading of the Committee Report. After the reading, the Chair inquired from the Body if there were any corrections. Hearing none, the Chair requested Hon. Raul A. Macanda, to offer the final motion for its adoption.

Hon. Raul A. Macanda the floor and moved for the final adoption of the Committee Report, which was duly seconded en masse.

Hon. Raul A. Macanda requested that a public hearing be conducted on April 15, 2026 at 8:00 AM at the Jaro Cultural Center inviting the parent leaders of 4Ps of the 46 Barangays in Jaro, Leyte.

Thereafter, the Chair declared that for Item No. 4, under the Committee Report, had been moved, carried, and approved en masse.

CALENDAR OF BUSINESS:

A. UNFINISHED BUSINESS: NONE

B. BUSINESS FOR THE DAY:

**ITEM NO. 1- APPROVAL ON THIRD-AND-FINAL READING
ORDINANCE NO. 28, SERIES OF 2026**

INTRODUCED BY: HON. FRANCISCO R. ALTRES

Chairman Committee on Legal Matters, Laws and Privileges

**ORDINANCE NO. 28
SERIES OF 2026**

AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.

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The Chair recognized Hon. Francisco R. Altres to offer the motion.

The Chair then opined and inquired from the floor if there were any minor amendments to the ordinance, and hearing none, requested Hon. Francisco R. Altres to offer the final motion.

Hon. Francisco R. Altres took the floor, and moved for its final approval, which was duly seconded en masse.

Thereafter, the Chair declared that **Ordinance No. 28, Series of 2026, otherwise known as "THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE"** has been moved, carried, and approved en masse by the August Body under the **third and final reading**.

OTHER MATTERS:

1. Hon. Teofilo Cabello reminded the August Body that a public hearing will be held on April 7, 2026. Registration will start at 7:00 AM, and the public hearing will commence at 8:00 AM.
2. Hon. Teofilo Cabello also sought the opinion of the August Body on who may be invited to facilitate membership with PhilHealth and the availment of its YAKAP Program for Barangay Tanods.

The Chair suggested inviting Dr. Corazon A. Acbo. He mentioned that the registered private clinic has encountered some issues with the program, particularly regarding the utilization of the ₱20,000 allocated medical budget.

Hon. Teofilo Cabello explained the benefits that may be availed of under the program and noted that other municipalities are already conducting registration.

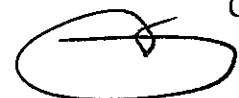
Under the YAKAP Program, there is income for the LGU, as well as incentives for its implementation. He sought clarification since the LGU has no laboratory facilities; however, other LGUs address this by entering into a Memorandum of Agreement (MOA) with private institutions that have laboratory facilities.

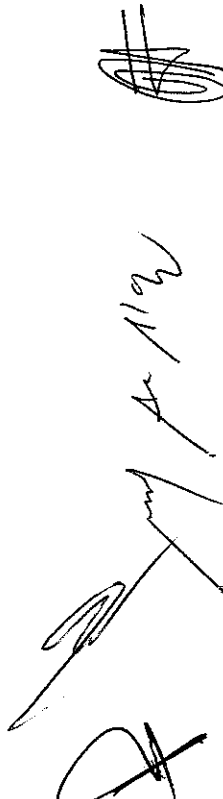












Hon. Teofilo Cabello also mentioned that he is registered under the program, and that the benefits must be utilized within the year; otherwise, the beneficiary must register again in the following year.

Hon. Lanulfo M. Borja stated that he is already working on the implementation of the program for the LGU. However, the campaign remains insufficient, which is why only a few beneficiaries have registered as of this date.

Hon. Raul A. Macanda suggested collecting the prescriptions of those who are requesting medicines from the Sanggunian and endorsing them to the DSWD, as the latter provides free medicines.

The Chair directed coordination with the Mayor's Office regarding the transportation of these constituents.

Hon. Carmencita G. Tañala mentioned that any individual with sufficient capital may become a partner in the program.

There being no more business for consideration, Hon. Francisco R. Altres, moved for the adjournment of the session, duly seconded. Thereafter, the Chair declared the 35th SB Regular Session adjourned at 12:12 P.M.

EXCERPT RESOLUTION/ORDINANCE:

ITEM NO. 1- PROPONENT: HON. TEOFILO CABELLO

Chairman Committee on Peace and Order, Public Safety and Transportation

RESOLUTION NO. 2026 - 339

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE & ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE REGULATING THE OPERATIONS OF VIDEOKE/SING-ALONG BARS, BEER HOUSES AND OTHER SIMILAR ESTABLISHMENTS, FACILITIES AND/OR PREMISES IN THE MUNICIPALITY OF JARO, LEYTE AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF.

NOW, THEREFORE, on motion presented by **Honorable Teofilo Cabello**, Chairman Committee on Peace & Order, Public Safety and Transportation, duly seconded en masse by the Honorable Members present, be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE & ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE REGULATING THE OPERATIONS OF VIDEOKE/SING-ALONG BARS, BEER HOUSES AND OTHER SIMILAR ESTABLISHMENTS, FACILITIES AND/OR PREMISES IN THE MUNICIPALITY OF JARO, LEYTE AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF;

Carmencita Tañala

Lanulfo Borja

Raul A. Macanda

Francisco R. Altres

Teofilo Cabello

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RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to other concerned for their information.

APPROVED ON APRIL 6, 2026.

ITEM NO. 2- PROPONENT: HON. TEOFILO CABELLO
Chairman Committee on Peace and Order, Public Safety and Transportation

RESOLUTION NO. 2026 - 340

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026. ON THE REVIEW OF THE PROPOSED ORDINANCE PROVIDING FOR THE GRANT OF DEATH BENEFITS TO ACTIVE BARANGAY TANODS IN CASE OF DEATH TO NATURAL CAUSES OR ACCIDENTAL CIRCUMSTANCES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

NOW, THEREFORE, on motion presented by **Honorable Teofilo Cabello**, Chairman Committee on Peace & Order, Public Safety and Transportation, duly seconded en masse by the Honorable Members present, be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026. ON THE REVIEW OF THE PROPOSED ORDINANCE PROVIDING FOR THE GRANT OF DEATH BENEFITS TO ACTIVE BARANGAY TANODS IN CASE OF DEATH TO NATURAL CAUSES OR ACCIDENTAL CIRCUMSTANCES, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES;

RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to other concerned for their information.

APPROVED ON APRIL 6, 2026.

ITEM NO. 3- PROPONENT: HON. TEOFILO CABELLO
Chairman Committee on Peace and Order, Public Safety and Transportation

RESOLUTION NO. 2026 - 341

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE PROHIBITING THE USE SALE DISTRIBUTION AND ADVERTISEMENT OF CIGARETTES AND OTHER TOBACCO PRODUCTS CERTAIN PLACES, IMPOSING PENALTIES FOR VIOLATIONS THEREOF AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES.

NOW, THEREFORE, on motion presented by **Honorable Teofilo Cabello**, Chairman Committee on Peace & Order, Public Safety and Transportation, duly seconded en masse by the Honorable Members present, be it-

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RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND TRANSPORTATION HELD ON MARCH 17, 2026, ON THE REVIEW OF THE PROPOSED ORDINANCE PROHIBITING THE USE SALE DISTRIBUTION AND ADVERTISEMENT OF CIGARETTES AND OTHER TOBACCO PROJECTS CERTAIN PLACES, IMPOSING PENALTIES FOR VIOLATIONS THEREOF AND PROVIDING FUNDS THEREFOR AND FOR OTHER PURPOSES;

RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to other concerned for their information.

APPROVED ON APRIL 6, 2026.

ITEM NO. 4- PROPONENT: HON. RAUL A. MACANDA
Chairman Committee on Social Welfare and Development and Human Rights.

RESOLUTION NO. 2026 - 342

A RESOLUTION ADOPTING THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON SOCIAL WELFARE & DEVELOPMENT AND HUMAN RIGHTS HELD ON MARCH 18, 2026, ON THE REVIEW OF THE PROPOSED AN ORDINANCE PROHIBITING FINANCIAL INSTITUTIONS, LENDING COMPANIES, USURERS, AND PRIVATE INDIVIDUALS IN THE MUNICIPALITY OF JARO, LEYTE FROM ACCEPTING PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) CASH CARDS OR RELATED DOCUMENTS AS COLLATERAL FOR LOANS AND PROVIDING PENALTIES THEREOF.

NOW, THEREFORE, on motion presented by **Honorable Raul A. Macanda**, Chairman Committee on Social Welfare & Development and Human Rights, duly seconded en masse by the Honorable Members present, be it-

RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MINUTES OF THE COMMITTEE MEETING OF THE COMMITTEE ON SOCIAL WELFARE & DEVELOPMENT AND HUMAN RIGHTS HELD ON MARCH 18, 2026, ON THE REVIEW OF THE PROPOSED AN ORDINANCE PROHIBITING FINANCIAL INSTITUTIONS, LENDING COMPANIES, USURERS, AND PRIVATE INDIVIDUALS IN THE MUNICIPALITY OF JARO, LEYTE FROM ACCEPTING PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) CASH CARDS OR RELATED DOCUMENTS AS COLLATERAL FOR LOANS AND PROVIDING PENALTIES THEREOF;

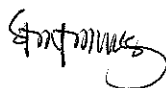
RESOLVED FINALLY, to furnish a copy of this resolution to the Municipal Mayor, and to other concerned for their information.

APPROVED ON APRIL 6, 2026.

ITEM NO. 5- APPROVAL ON THIRD-AND-FINAL READING
ORDINANCE NO. 28, SERIES OF 2026
INTRODUCED BY: HON. FRANCISCO R. ALTRES
Chairman Committee on Legal Matters, Laws and Privileges





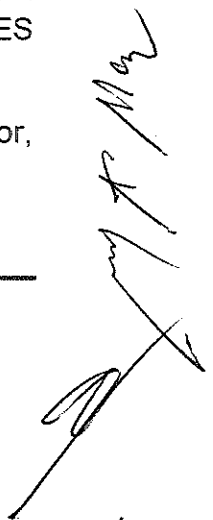












EXPLANATORY NOTE

Section 61, (C) of the Local Government code of 1991 (RA 7160) and section 125 (c) of the Implementing Rules of Regulations of the Local Government Code of 1991, administrative complaint against any elective barangay officials may be filed before the Sangguniang Bayan concerned.

Such mandate gives the power and authority to the Sangguniang Bayan the so called "quasi-judicial functions" to conduct investigations on complaints against any elective Barangay Officials.

For the purpose of this Ordinance, the following terms are hereby defined to facilitate better understanding and comprehension on how the embodied guidelines in conducting administrative investigations against erring barangay officials is effectively carried out.

HONORABLE FRANCISCO R. ALTRES
Chairman Committee on Legal Matter, Laws and Privileges

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**ORDINANCE NO. 28
SERIES OF 2026**

AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE
CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST
ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.

INTRODUCED BY: HONORABLE FRANCISCO R. ALTRES
Chairman Committee on Legal Matters, Laws and Privileges

BE IT ORDAINED by the Sangguniang Bayan of Jaro, Leyte, in session duly
assembled, that:

**RULE I
PRELIMINARY PROVISIONS**

SECTION 1. TITLE - This rule shall be known as the *“Rules of Procedure in the
Conduct of Administrative Investigation by the Sangguniang Bayan of Jaro, Leyte”*.

SECTION 2. COVERAGE - These Rules of Procedure shall apply to
administrative cases filed against elective barangay officials within the territorial
jurisdiction of the Municipality of Jaro, Leyte.

SECTION 3. RULES AND INTERPRETATION - In the interpretation of Rules of
Procedure the Sangguniang Bayan shall not be strictly bound by the technical rules of
evidence as found under the Rules of Court.

SECTION 4. DEFINITION OF TERMS - The following words shall be interpreted
when this ordinance is used:

- X*
- A. **Quasi-judicial functions** - refers to a non-judicial function that
resembles a judicial function such as deciding disputes, investigating
facts, and applying relevant laws. Quasi-judicial functions are performed
by public administrative officers or bodies that exercise a judicial-like
discretion. It requires the body to objectively determine facts and draw
conclusions from them. The actions taken as a result of a quasi-judicial
function can remedy a situation or impose legal penalties.
- B. **En banc** - is a legal term that refers to a court session where all judges
of a court hear a case, rather than a smaller panel or just one judge.
The term comes from the French phrase “on the bench”.
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- A signature 'Manly at Law' on the right margin.
- A signature 'A' on the right margin.

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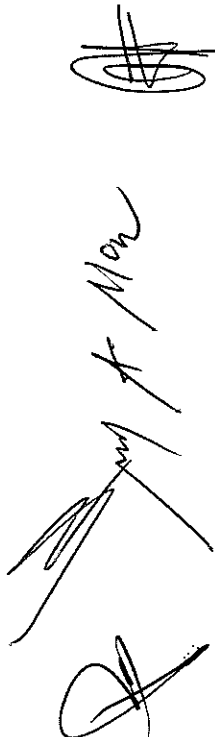
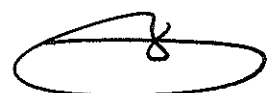
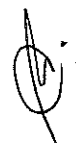
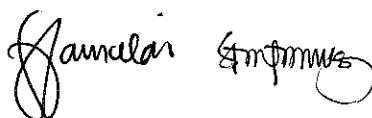
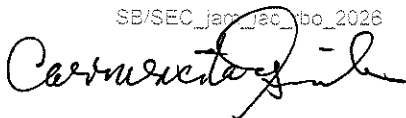
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- C. **Bill of particulars** - is a written list of claims or defenses in a legal action. It can be used to clarify the details of a lawsuit and is a discovery tool that helps parties understand the other side's theory of the case.
- D. **Motion to quash** - is similar to a motion to dismiss, but a motion to quash asks the court to nullify a previous ruling, while a motion to dismiss asks the court to nullify a current filing.
- E. **Motion for reconsideration** - is a request to a judge to review and change a previous ruling or decision. It is a common post-trial motion that can be filed when someone is unhappy with a court order.
- F. **Prima facie** - is a Latin term that means "at first sight" or "based on first impression". It's used to describe evidence or arguments that are enough to establish a case unless proven false by additional evidence.
- G. **Motu proprio** - is a Latin phrase that means "on one's own impulse". It describes an official action taken without a formal request from another party. For example, a court may perform an act motu proprio on its own initiative.
- H. **Preventive suspension** - is an interim remedial measure to address the situation of an official who have been charged administratively or criminally, where the evidence preliminarily indicates the likelihood of or potential eventual guilt or liability.
- I. **Exoneration** - a person who has been convicted of a crime is officially cleared of the charges after new evidence of innocence is discovered. This can happen when a government official or agency declares the person factually innocent, or when the person receives a pardon, acquittal, or dismissal of charges.
- J. **Emolument** - is a noun that refers to compensation or perquisites that come from employment or office. It can also include benefits, fees, wages, and allowances. Emoluments are usually based on the length of activity or time spent and can vary depending on the type of service performed.
- K. **Subpoena duces tecum** - is a court order that requires a person to produce specific documents or evidence for a legal proceeding.
- L. **Memorandum** - is a written document that summarizes and analyzes relevant laws to support a conclusion on a legal issue.



- M. **Probative value** - evidence which is sufficiently useful to prove something important in a trial. It is one of the main elements of admitting evidence, as the admitted evidence must be relevant, tending to make the fact in issue more likely or less likely to happen, no matter how slight its probability is.
- N. **Verified Complaint** - is a complaint that has been formally confirmed as true and correct based on personal knowledge or authentic documents.
- O. **Due Process** - is a legal principle that requires fair and just treatment of individuals by the government, and that legal matters be resolved according to established rules and procedures.

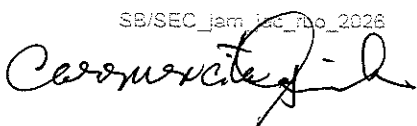
SECTION 5. COMPOSITION - The investigating authority shall be chaired by the Presiding Officer, and its members shall be composed of all the Members of the Sangguniang Bayan. The administrative investigation as contemplated in this rule shall be conducted in the Sangguniang Bayan Session Hall, Municipality of Jaro, Leyte.

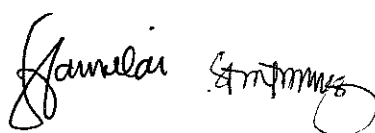
- A. In any case a member of the Sangguniang Bayan is related to the complainant and respondent up to fourth degree of consanguinity and affinity, he/she shall inhibit from the administrative investigation.

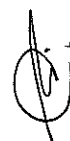
**RULE II
FILING OF COMPLAINT**

SECTION 6. VERIFIED COMPLAINT - An administrative case may be initiated by any private individual or any government officer or employee by filing a verified complaint against any elective barangay officials with the corresponding affidavit or affidavits to support complaints and documents. It shall be filed with the Sangguniang Bayan, through the Sangguniang Bayan Secretary. The Sangguniang Bayan Secretary shall see to it that there are sufficient numbers of copies of the complaint. A copy of the complaint shall be furnished to the respondent, Municipal Mayor, Municipal Local Government Operation Officer, the Presiding Officer of the Sangguniang Bayan; the members of the Sangguniang Bayan and the Secretary of the Sangguniang Bayan.

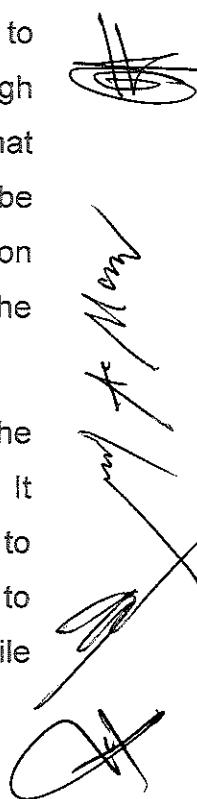
The complaint, accompanied by affidavits of witness or evidence in support of the charge, shall be addressed to the Sangguniang Bayan through the Presiding Officer. It shall be drawn in clear, simple, and concise language in the methodical manner as to appraise the respondent of the nature of the charge against him and to enable him to prepare his defense. The party filing the complaint shall be called the "complainant", while the official against whom the complaints is filed shall be called the "respondent".











The complaint shall contain the following: a) full name and address of the complainant; b) full name and address of the person/s complained of as well as his/her/their position/s and office/s; and c) a narration of the relevant and material facts which shows the acts or omissions allegedly committed; d) certified true copies of documentary evidence and affidavit of his/her witnesses, if any; and e) verification. The absence of any of the aforementioned requirements may cause the dismissal of the complaint without prejudice to its refiling upon compliance with the above requirements.

SECTION 7. ANONYMOUS COMPLAINT - No action shall be taken on anonymous complaint for non-compliance of the requirements.

**RULE III
ENDORSEMENT/CALENDAR OF BUSINESS**

SECTION 8. ENDORSEMENT OF COMPLAINT - The Secretary of the Sangguniang Bayan shall endorse the complaint to the Presiding Officer and calendar the same for business in Regular Session. Thereafter, the complaint shall be referred to the Sangguniang Bayan en banc.

**RULE IV
ANSWER**

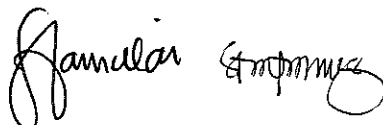
SECTION 9. FORM OF ANSWER - Within seven (7) days after the complaint is filed, the Sangguniang Bayan, through the Presiding Officer, shall require the respondent to file a verified answer within fifteen (15) days from receipt of the complaint, together with the supporting affidavits of witnesses or other evidence in support of the defense. Copies thereof shall be furnished to the complainant, the Office of the Municipal Mayor, and the Department of the Interior and Local Government (DILG). Unreasonable failure of respondent to file his verified answer within fifteen (15) days from receipt of the complaint against him shall be considered as waiver of his right to present evidence in his behalf.

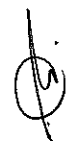
SECTION 10. PROHIBITED PLEADINGS/MOTION - The Sangguniang Bayan as a whole shall not entertain request for clarification, bills of particulars, motions to dismiss or motions to quash or motion for reconsideration. If any pleadings are interposed by the respondent, the same shall be considered an answer and shall be evaluated as such.

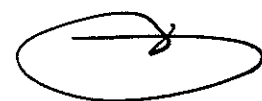
**RULE V
EVALUATION/PRELIMINARY CONFERENCE**



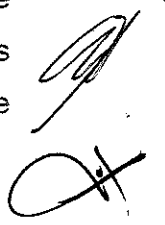
SECTION 11. DETERMINATION OF PRIMA FACIE CASE - The Sangguniang Bayan, as committee as a whole, shall determine whether or not there is prima facie case warrant the commencement of the investigation with or without the respondent filing his answer. If no prima facie case exists, the Sangguniang Bayan shall, motu proprio, dismiss the case.









Within ten (10) days upon receipt of the respondent's answer, the Sangguniang Bayan, as a Committee of the Whole, shall determine whether there is a prima facie case to warrant the institution of formal administrative proceedings. If prima facie case exists, the Sangguniang Bayan shall calendar the case for the preliminary conference. It shall, within twenty (20) days, summon the parties to a preliminary conference to answer the following:

- A. Whether the parties desire a formal investigation or are willing to submit the case for the resolution on the basis of the evidence on record; and
- B. If the parties desire a formal investigation, to consider the simplification of issue, the possibility of obtaining stipulation or admission of facts and of documents, specifically affidavits and depositions, to avoid necessary proof, the limitation of number of witnesses, and their names, schedule of formal investigation and such other matters as may aid the prompt disposition of the case.

The Sangguniang Bayan, as Committee of the whole shall encourage the parties and their counsels to enter at any stage of the proceedings, into amicable settlement, compromise and arbitration, the terms, and conditions of which shall be subject to the approval of the Sangguniang Bayan, as committee of the whole. After the preliminary conference, the Sangguniang Bayan, as Committee of the whole shall issue an order reciting the matters taken up there on, including the facts stipulated and the evidence marked. If any, such order shall limit the issues for hearing to those not disposed of by agreement or admission of the parties and shall schedule the formal investigation within ten (10) days from its issuance, unless a later date is mutually agreed in writing by the parties concerned.

The failure of the respondent to attend the preliminary conference constitutes a waiver to participate in the pre-hearing conference but may still participate in the formal investigation upon appropriate motion. No preliminary conference shall be conducted within ninety (90) days immediately prior to any local election.

RULE VI PREVENTIVE SUSPENSION

SECTION 12. PREVENTIVE SUSPENSION - Preventive suspension may be imposed by the Municipal Mayor upon the recommendation of the Sangguniang Bayan at any time after the issues are joined, that is, after respondent has answered the complaint, when the evidence of guilt is strong and given the gravity of offense, there is a great probability that the continuance in office of the respondent could influence the witnesses or pose a threat to the safety and integrity of the record and other evidence.

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[Signature]

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No preventive suspension shall be imposed within (90) days immediately prior to any local election. If the preventive suspension has been imposed the (90) day period immediately preceding a local election, it shall be deemed automatically lifted upon the start of aforesaid period. Any single preventive suspension of barangay elective officials shall not extend beyond sixty (60) days: provided that, in the event that several administrative cases are filed against an elective official, he cannot be preventively suspended for more than ninety (90) days within a single year on the same ground or grounds existing and known as the time of the first suspension.

Upon expiration of the preventive suspension, the suspended elective barangay official shall be deemed reinstated in office without prejudice to the continuation of the proceedings against him within one hundred twenty days (120) from the time he is formally notified of the case against him. However, if the delay in the proceeding of the case is due to his fault, or request, other than the appeal duly filed, the duration of such delay shall not be included in computing the time of termination of the case.

SECTION 13. SALARY OF RESPONDENT PENDING SUSPENSION - The respondent, who is preventively suspended from the office, shall not receive salary or compensation but upon subsequent exoneration and reinstatement, he shall be paid his full salary or compensation, including such emoluments accruing during such suspension.

**RULE VII
FORMAL INVESTIGATION**

SECTION 14. PROCEDURAL DUE PROCESS - The Respondent shall be accorded full opportunity to appear and defend himself in person or by a counsel, to confront and cross-examine the witnesses against him and to require the attendance of witnesses and the production of documents through the compulsory process of subpoena or duces tecum.

At the start of the hearing, the Presiding Officer shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant. If after being apprised of the right to counsel, respondent appears without the aid of a counsel, he/ she be deemed to have waived his/her right thereto, before taking the testimony of a witness, the presiding Officer shall place him/her under oath and take his/her name, address, civil status, age, and complete name and address of employment.

SECTION 15. POWER TO TAKE TESTIMONY - The Sangguniang Bayan, as committee of the whole is hereby authorized to take testimony or receive evidence relevant to the administrative proceeding, which authority shall include the power to administer oaths, summons witness, and require the production of documents by subpoena duces tecum pursuant to book 1, chapter 9, Section 37 of the Administrative Code of 1987.

Carmen... *Jamela...* *...* *...* *...* *...* *...* *...* *...* *...*

Anyone who, without lawful excuse, fails to appear upon summons issued, refuses to make oath, give testimony or produce documents for inspection, when lawfully required, shall be subject to discipline as in case of contempt of court and, upon application by the Sangguniang Bayan, as committee of the whole, shall be dealt with by the judge of the proper Regional Trial Court in the manner provided for under Book VIII, Chapter 3 Section 13, in relation to Chapter 1 Section 2 (1), of the Administrative Code of 1987.

A sworn statement of the witness/ es shall be notified by subpoena of the scheduled hearing at least five (5) days before the date thereof, stating the date, time, and place of hearing. If a party desires the attendance of a witness or the production of documents, he shall make formal request for the issuance of the necessary subpoena deuces tecum at least (3) days before the scheduled hearing.

The counter-affidavits submitted by the respondent shall serve as his testimony on direct examination subject to the cross examination by the complainant and clarificatory question by the members of the Sangguniang Bayan. The failure of the parties to submit affidavits and counter affidavits shall be considered a waive and the manifestation of the parties and counsel during an investigation shall be taken. A transcript of the proceeding shall be made and duly certified by the Secretary of the Sangguniang Bayan.

SECTION 16. MARKING - All documentary evidence or exhibits shall be properly marked by letters (A, B, C, etc.) if presented by the complainant and by numbers (1, 2, 3, etc.) if presented by the respondent. These shall form part of the complete records of the case.

SECTION 17. ORDER OF HEARING - Unless otherwise directed by the Sangguniang Bayan, as Committee of the whole, the order of a hearing shall be as follows:

- A. The complainant shall produce the evidence of his part;
- B. The respondent shall then offer evidence in support of his defense; and
- C. The parties may then respectively offer rebutting evidence, unless the investigating Authority, for good reasons and in the furtherance of justice, permits them to offer evidence upon their original case.

SECTION 18. ORDER OF EXAMINATION - the order in which a witness may be examined shall be as follows:

- A. Direct examination by the proponent;
- B. Cross examination by the adverse party;
- C. Re-direct examination by the proponent; and
- D. Re-cross examination by the adverse party.

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SECTION 19. MEMORANDA - The Sangguniang Bayan, as Committee of the whole may allow the parties to submit their respective memoranda, together with their respective draft resolutions and orders for the consideration of the Sangguniang Bayan, as committee of the whole, within fifteen (15) days of the termination of the formal investigation.

**RULE III
RULES OF EVIDENCE**

SECTION 20. RULES OF EVIDENCE - In administrative disciplinary proceedings-

- A. The Sangguniang Bayan may admit and give probative value to evidence commonly accepted by reasonably prudent men in the conduct of their affairs;
- B. Documentary evidence may be received in the form of copies except if the original is not readily available. Upon request, the parties shall be given opportunity to compare the copy with the original in the official custody of a public officer, a certified copy thereof may be accepted; and
- C. The Sangguniang Bayan may take notice of judicially cognized facts and of generally technical or scientific facts within its specialized knowledge. The parties shall be notified and accorded an opportunity to contest the facts so noticed.

**RULE IX
TERMINATION OF INVESTIGATION AND DECISION**

SECTION 21. TERMINATION OF INVESTIGATION AND DECISION - Within thirty (30) days after the end of the investigation or after the lapse of the period of submission of memoranda or position papers by the parties, the Sangguniang Bayan concerned in a regular session, shall render a decision in writing stating clearly and distinctly the facts and reasons for such decision. Copies of such decision shall immediately be furnished to the respondent and all interested parties.

In case the complainant does not appear in the first call of hearing, he or she shall be made to explain in writing for his failure of attendance. If the Committee is satisfied with the justification given, the investigation shall go on. However, if the second call for investigation is made and again the complainant does not make it, the Presiding Officer shall outrightly declare the case dismissed. Furthermore, if the Sangguniang Bayan is not satisfied with the reason given by the complainant for his failure to appear on the first hearing call, the Presiding Officer shall outrightly declare the "CASE DISMISSED".

and

M. Nino

SECTION 22. RECORDS CLASSIFICATION - Records in administrative disciplinary cases are classified as confidential in nature and any information as to the charges, accusation, or facts adduced may not be released, and such records may not be available, except to the proper authorities and upon request to the parties in interest or their authorities and upon request to the parties in interest or their authorized representative on the 'need to know' basis.

SECTION 23. VOTES AND VOTING OF THE SANGGUNIANG BAYAN - Votes and Voting of the Sangguniang Bayan Internal Rules and Procedures shall apply in the rendition of decisions of all administrative cases. Decisions and voting made by the Sangguniang Bayan shall be done in close doors. The decision of the Sangguniang Bayan shall become final and executory after the lapse of thirty (30) days from the receipt of a copy thereof by the complainant or the respondent, as the case may be, unless a motion for reconsideration is filed within the said period. In exceptionally meritorious cases, only one motion for reconsideration by any one party shall be allowed which shall suspend the running of the thirty (30) days reglementary period.

SECTION 24. APPEAL, WHERE MADE - Decisions of the Sangguniang Bayan may, within thirty (30) days from receipt thereof, be appealed to the Sangguniang Panlalawigan whose decision shall be final and executory. An appeal shall not prevent a decision from having been placed under preventive suspension during the pendency of an appeal. In the event the appeal results to exoneration, the respondent shall be paid his salary and such other emoluments accruing during the pendency of the appeal.

**RULE X
MISCELLANEOUS PROVISIONS**

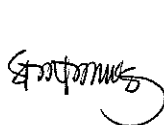
SECTION 25. SEPARABILITY CLAUSE - If, for any reason, provision, section, or part of the Ordinance is declared invalid or unconstitutional by a Court of competent jurisdiction/ authority, or suspended or revoked by the authorities concerned, such judgement shall not affect or impair the remaining provisions, sections or parts which shall continue to be in full force and effect.

SECTION 26. SUPPLEMENTARY RULE - Any procedural matters not provided herein shall be supplemented by the provisions of the Local Government Code of 1991, the Administrative Code of 1987, and other applicable laws including the Rules of Court.

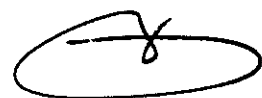
SECTION 27. REPEALING CLAUSE - All Ordinances and administrative regulations or part thereof which is inconsistent with any provision of this Ordinance are hereby repealed or modified accordingly.



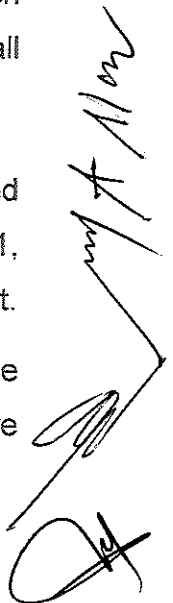












SECTION 28. EFFECTIVITY - This Ordinance shall take effect fifteen (15) days after its posting in at least three (3) conspicuous places in the Municipality of Jaro, Leyte.

ENACTED this 6th day of April, 2026, at Jaro, Leyte.

I HEREBY CERTIFY, to the correctness of the foregoing records of the proceedings.



RENATO B. OBIÑA

Acting Secretary to the Sangguniang Bayan
DEMO IV

CONCURRED:



HON. REY P. AURE
SB Member/Presiding Officer Pro-Tempore



HON. LANULFO M. BORJA
SB Member



HON. FRANCISCO B. ALTRES
SB Member/Majority Floor Leader




HON. RAUL A. MACANDA
SB Member

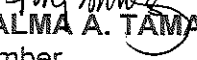
HON. BENJAMIN H. GARIANDO, JR.
SB Member
Absent-On Leave



HON. TEOFILO CABELLO
SB Member



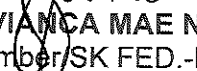
HON. CARMENCITA G. TAÑALA
SB Member



HON. ALMA A. TAMAYO
SB Member



HON. ZANDRO T. MORABE
SB Member/LIGA FED.-President



HON. VIANCA MAE N. FAMILAR
SB Member/SK FED.-President

ATTESTED:



HON. PEDRO B. TAÑALA, JR.
Municipal Vice Mayor
SB Presiding Officer

APPROVED:



HON. JASSIE LOU TAÑALA
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
Office of the Sangguniang Bayan
Legislative Building
Corner Del Carmen and Real Streets

May 13, 2026

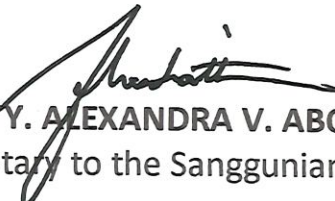
CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 28, series of 2026** otherwise known as, **“AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE”**, been posted on April 27, 2026 in a conspicuous place in the Municipality of Jaro, Leyte.

ISSUED this 13th day of May 2026 at Jaro, Leyte.

CERTIFIED CORRECT:


ATTY. ALEXANDRA V. ABORITA
Secretary to the Sanggunian Bayan

APPROVED:


HON. PEDRO B. TAÑALA, JR.
Municipal Vice-Mayor

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay I

May 13, 2026


CERTIFICATION

TO WHOM THIS MAY CONCERN:


THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 28**, series of 2026, otherwise known as, **“AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.”** have been posted last April 27, 2026 to date in conspicuous place in our Barangay.

ISSUED this 13th day of May 2026 at Barangay District I, Jaro, Leyte.

CERTIFIED CORRECT:


IVY M. SOLAR
Barangay Secretary

APPROVED:


HON. MARIA FE LINDA B. COSARES
Barangay Chairwoman

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay II

May 13, 2026

CERTIFICATION

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 28**, series of 2026, otherwise known as, **“AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.”** have been posted last April 27, 2026 to date in conspicuous place in our Barangay.

ISSUED this 13th day of May 2026 at Barangay District II, Jaro, Leyte.

CERTIFIED CORRECT:


JENNIFER D. BACALANDO
Barangay Secretary

APPROVED:


HON. RONALD C. SUPERABLE
Barangay Chairman

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JARO
- o0o -
Barangay III

May 13, 2026


CERTIFICATION

TO WHOM THIS MAY CONCERN:


THIS IS TO CERTIFY that **MUNICIPAL ORDINANCE NO. 28**, series of 2026, otherwise known as, **“AN ORDINANCE ADOPTING THE LEGAL PROCEDURES IN THE CONDUCT OF ADMINISTRATIVE INVESTIGATIONS AGAINST ELECTIVE BARANGAY OFFICIALS OF JARO, LEYTE.”** have been posted last April 27, 2026 to date in conspicuous place in our Barangay.

ISSUED this 13th day of May 2026 at Barangay District III, Jaro, Leyte.

CERTIFIED CORRECT:


JAINA O. BATUCAN
Barangay Secretary

APPROVED:


HON. ADRIANO DIOLA
Barangay Chairman