

Item No.: 19

Date: 07 2026 JUL



Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: JUN 26 2026
By: Jemil H.

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By: Jemil H.
Date: 6.26.26 Time: 1:20

2nd INDORSEMENT

June 15, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 11-2026 of the Sangguniang Bayan of Pastrana, Leyte.

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

- Ordinance No. 11-2026 entitled: "An Ordinance creating the Human Rights Action Center under the Office of the Municipal Mayor etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 443(c)(2)² of the same, subject to CSC rules and the availability of funds. Hence, we recommend 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;Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

² Section 443.

(c) The sangguniang bayan may:


(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

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Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

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1ST INDORSEMENT
02 June 2026

By: 
Date: 0.3.26 Time: 9:20

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 11-2026** of the **Municipality of Pastrana, Leyte**, entitled: **An Ordinance creating the Human Rights Action Center under the Office of the Municipal Mayor and defining its power and functions.**


FLORINDA JUL S. UYVICO
Secretary to the Sanggunian

CHITO C. CAYACO

Municipal Vice Mayor/
Presiding Officer

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

Sangguniang Bayan Member

LOIDA B. VILLABLANCA

Sangguniang Bayan Member

NATHAN G. DETRODO

Sangguniang Bayan Member

ALEX C. SEQUITO

Sangguniang Bayan
Member

FIO M. TAN

Sangguniang Bayan Member

NICOLE MARIE C. MARCOS

Sangguniang Bayan Member

RODEL M. TOBILLA

Sangguniang Bayan Member

JERLYN C. BORJA

ABC President

**FRANCIS CHARLES T.
ALVAREZ**

Sangguniang Kabataan
Federation President



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PROVINCE OF LEYTE
Municipality of Pastrana

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Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUN 01 2026

By: Jenni V.

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE 37th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF PASTRANA HELD LAST April 20, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, PASTRANA LEYTE

Municipal Ordinance No. 011- 2026 Series of 2026

“AN ORDINANCE CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING ITS POWER AND FUNCTIONS,”

WHEREAS, Article 2, Section 11 of the 1987 Constitution of the Philippines, provides that the State values the dignity of every person and guarantees full respect for human rights,

WHEREAS, the Commission on Human Rights (CHR) is mandated to develop local policies and legislations that will address issues on human rights, rule of law and access to justice;

WHEREAS, in strengthening the Human Rights Action Center and Rule of Law and strategy of the Commission on Human Rights (CHR), and the Department of the Interior and Local Government (DILG), there is a need to ensure the accountability of local authorities in the promotion, protection and full realization of all human rights, and instilling a greater public awareness on human rights.

WHEREAS, with the continuing human rights violations transpiring every day, it is high time to create a Human Rights Action Center in the Municipality of Pastrana that shall establish a continuing program of research, information and education to enhance respect for the primacy of human rights.

CHITO C. CAYACO

*Municipal Vice Mayor/
Presiding Officer*

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

Sangguniang Bayan Member

LOIDA B. VILLABLANCA

Sangguniang Bayan Member

NATHAN G. LETRODO

Sangguniang Bayan Member

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*Sangguniang Bayan
Member*

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Sangguniang Bayan Member

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Sangguniang Bayan Member

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Sangguniang Bayan Member

JERLYN C. BORJA

ABC President

**FRANCIS CHARLES T.
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*Sangguniang Kabataan
Federation President*

NOW, THEREFORE, BE IT ORDAINED, by the Sangguniang Bayan of Pastrana, Leyte in its regular session duly assembled that;

SECTION 1. Title. This Ordinance shall be known as the AN ORDINANCE CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING ITS POWER AND FUNCTIONS,”

SECTION 2. COMPOSITION. This shall be composed of the following local career personnel:

- 2.1 Chairperson – Municipal Social Welfare Development Officer
- 2.2 Co-Chairperson – SB Chair of the Committee on Human Rights
- 2.3 Members – Other Department Heads and CSO Representatives

SECTION 3. DUTIES AND RESPONSIBILITIES. The Municipal Human Rights Action Center shall have the following duties and responsibilities:

- 3.1) Develop and implement the human rights plan of the Municipal Government of Pastrana;
- 3.2) Propose to the Sanggunian the integration of human rights programs, projects and activities in the annual budget appropriation;
- 3.3) Recommend appropriate legislations to the Human Rights Committee of the Sanggunian;
- 3.4) Utilize available resources for human rights promotion activities;
- 3.5) Spearhead and coordinate the implementation of human rights programs, projects and activities;
- 3.6) Serve as hubs for Access to Justice Network;
- 3.7) Posting of human rights programs, projects and activities in the websites, bulletin boards and newsletters within the Municipality of Pastrana;
- 3.8) Provide legal and/or paralegal assistance to victims of human rights violations;
- 3.9) Encourage participation of Municipal Government of Pastrana Officials and Civil Society Organizations in human rights promotion activities;

CHITO C. CAYACO

*Municipal Vice Mayor/
Presiding Officer*

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

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ALVAREZ**

*Sangguniang Kabataan
Federation President*

3.10) Mobilize sectoral groups and locally-based people's organization and civil society organizations in the community to participate in human rights activities;

3.11) Publish feature articles on various human rights concerns and issues in the websites, bulletin boards and newsletters within the Municipality of Pastrana;

3.12) Reproduce and disseminate Human Rights Information, Education, and Communication materials within the Municipality of Pastrana;

3.13) Serve as information centers on Human Rights Programs and Services, including referral system within the Municipality;

3.14) Maintain and update the Directory of Human Rights Programs and Services within the Municipality;

3.15) Organize the association Of Human Rights Action Officers (HRAOs) at the municipal and barangay level, and support their operations;

3.16) Strengthen linkages with the regional/field officers of the Commission on Human Rights (CHR), Department of Interior and Local Government (DILG), other human rights service providers and Civil Society Organizations in time implementation of the human rights programs, projects and activities;

3.17) Organize capacity-building on human rights of all Municipal Government Officials and employees in close coordination with regional/field offices of the Commission on Human Rights (CHR) Regional Offices and other appropriate agencies;

3.18) Establish and maintain a database of human rights situation including the monitoring of status of complaints of human rights violations referred to the Commission on Human Rights (CHR) Regional Offices and other appropriate agencies;

3.19) Provide technical input on human rights;

3.20) Consolidate Semestral Human Rights Situation Reports submitted by the Barangay Human Rights Action Officer and submit the same to the Provincial Human Rights Action Teams, the Commission on Human Rights (CHR) regional or field offices, and the Department of Interior and Local Government websites, newsletters and bulletin boards;

3.21) Assist the Barangay Human Rights Action Officers in referral of complaints of human rights violations to the Commission on Human Rights (CHR) Regional Offices and other appropriate agencies and monitoring their status thereof; and

3.22) Assist the Barangay Human Rights Action Teams in the conduct of human rights advocacy, information, and educational activities.

CHITO C. CAYACO

*Municipal Vice Mayor/
Presiding Officer*

GERARDO S. CARIAN

Sangguniang Bayan Member

ANGELINA C. DIOLA

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ABC President

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*Sangguniang Kabataan
Federation President*

SECTION 4. IMPLEMENTING RULES AND GUIDELINES. In addition to the provisions enshrined under Article 2, Section 11 of the 1987 Constitution and Section 50 (b) (1) of the 1991 Local Government Code, which highlights “the dignity of every human person and full respect for human rights” along with the necessity of mainstreaming human rights through the rule of law and access to justice within the Local Government Units, matters not defined herein, particularly the implementing rules and guidelines, shall be governed by the provisions adopted in Joint Memorandum Circular No. 1. S 2014 that was issued by the Commission on Human Rights and the Department of Interior and Local Government (DILG) dated December 16, 2014, and which form an integral part of this Ordinance.

SECTION 5. EFFECTIVITY. This Ordinance Shall take effect upon the approval.

NOW, THEREFORE, on motion of HON. RODEL M. TOBILLA, and seconded unanimously by the August body be it RESOLVED AND ENACTED:

APPROVED UNANIMOUSLY, this 20th day of April 2026


I HEREBY CERTIFY to the correctness of the above-quoted ordinance.

VERNADITH L. NIEGOS-DIZON, LPT.
Local Legislative Staff Officer II/
Sangguniang Bayan Secretary -
Designate



Concurred:


GERARDO S. CARIAN
SB Member


ANGELINA C. DIOLA
SB Member


LOIDA B. VILLABLANCA
SB Member



NATHAN G. LETRODO
SB Member


ALEX C. SEQUITO
SB Member


PIO M. TAN
SB Member


NICOLE MARIE C. MARCOS
SB Member


RODEL M. TOBILLA
SB Member


JERLYN C. BORJA
Liga Ng Mga Barangay President


FRANCIS CHARLES T. ALVAREZ
Sangguniang Kabataan Federation President

Attested:


HON. CHITO C. CAYACO
Municipal Vice-Mayor

Approved by:


HON. MARITESS B. CAYACO-MARCOS, RN.
Municipal Mayor



MINUTES OF THE COMMITTEE MEETING ON THE PROPOSED ORDINANCE “AN ORDINANCE CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING EACH POWER AND FUNCTIONS” LAST APRIL 06, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

(See attached attendance)

The Committee Meeting was called to order by the Presiding Officer, Hon. Rodel M. Tobilla, at exactly 10:00 in the morning. The proceedings commenced with a prayer led by Hon. Angelina C. Diola.

Thereafter, the Presiding Officer directed the Sangguniang Bayan Secretary-Designate to conduct the roll call. Upon confirmation of a quorum, the Presiding Officer acknowledged the presence of the committee members and proceeded to present the agenda for the day.

The Presiding Officer then presented the proposed ordinance entitled:

“An Ordinance Creating the Human Rights Action Center Under the Office of the Municipal Mayor and Defining Each Power and Functions”

The Presiding Officer presented the proposed ordinance and encourage the committee members to give their corrections and suggestions to ensure contextual accuracy and applicability to the Municipality of Pastrana.

Page-by-Page Review:

After thorough deliberation, and no comments and corrections were made, Hon. Pio M. Tan moved to recommend the proposed ordinance entitled:

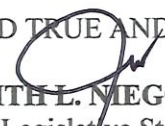
“AN ORDINANCE CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING EACH POWER AND FUNCTIONS”

for Second Reading during the next regular session.

The motion was duly seconded by Hon. Alex C. Sequito.

There being no other matters to discuss, the meeting was adjourned at 10:52 in the morning upon motion of Hon. Gerardo S. Carian, duly seconded by Hon. Loida B. Villablanca.

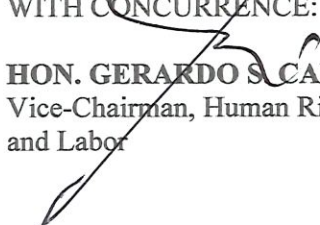
CERTIFIED TRUE AND CORRECT:



VERNADITH L. NIEGOS-DIZON, LPT.
Local Legislative Staff Officer II/
Sangguniang Bayan Secretary- Designate


APPROVED:


HON. RODEL M. TOBILLA
Presiding Officer/Chairman, Human Rights
and Labor


WITH CONCURRENCE:



HON. GERARDO S. CARIAN
Vice-Chairman, Human Rights
and Labor


HON. LOIDA B. VILLABLANCA
Member, Human Rights
and Labor


HON. PIO M. TAN
Member, Human Rights
and Labor


HON. ANGELINA C. DIOLA
Member, Human Rights
and Labor


HON. ALEX C. SEQUITO
Member, Human Rights
and Labor


HON. NATHAN G. LETRODO
Member, Human Rights
and Labor



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PROVINCE OF LEYTE
Municipality of Pastrana



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The Sangguniang Bayan

C E R T I F I C A T I O N

THIS IS TO CERTIFY, that we have posted in several conspicuous places with the entire jurisdiction of the Municipality of Pastrana, Province of Leyte, the invitation for **COMMITTEE MEETING** in **AN ORDINANCE CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING ITS POWER AND FUNCTIONS** (as per attached invitation) Posted APRIL 6, 2026

Posted **COMMITTEE MEETING**

APRIL 6, 2026

Certified True and Correct,


VERNADITH N. DIZON
Sangguniang Bayan Secretary -
Designate

Issued on: April 14, 2026
Issued at: Pastrana, Leyte



Republic of the Philippine
PROVINCE OF LEYTE
Municipality of Pastrana
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Office of the Sangguniang Bayan

Committee on Human Rights and Labor

ATTENDANCE COMMITTEE MEETING

April 6, 2026

"AN CREATING THE HUMAN RIGHTS ACTION CENTER UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND DEFINING ITS POWER AND FUNCTIONS"

Name	Signature
Hon. Gerardo S. Carian	
Hon. Pio M. Tan	
Hon. Alex C. Sequito	
Hon. Nathan G. Letrodo	
Hon. Loida B. Villablanca	
Hon. Angelina C. Diola	Angelina Diola

The Sangguniang Bayan, Santo Niño St. District IV, Pastrana, Leyte;
sbpastranaleyte2022@gmail.com