Item No.: 03

Date: DEC 0 1 2026

Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

PROVINCE OF LEYTE
LEGAL OFFICE
RELEASED
By: Time:
Date:

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: NOV 27 2026
By:

2nd INDORSEMENT
August 26, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2026-16 of the Sangguniang Bayan of San Miguel, Leyte.

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)[1] of the Local Government Code of 1991 (R.A 7160) in relation to RA 9994[2]. Hence we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

[1] (a) The sangguniang bayan, as the legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of this Code, and shall:
(1) Approve ordinances and pass resolutions necessary for an efficient and effective municipal government,

[2] "Expanded Senior Citizens Act of 2010"

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

PROVINCE OF LEYTE
LEGAL OFFICE
RECEIVED
By:
Date: 8-27-26 Time: 9AM

1ST INDORSEMENT
26 August 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2026-16** of the **Municipality of San Miguel, Leyte,** entitled: **An Ordinance creating a Senior Citizen Help Desk in the Municipality of San Miguel, defining its functions, providing funds therefor, and for other purposes.**

FLORINDA JILL S. UYVICO
Secretary to the Sangguniang

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

OFFICE OF THE SANGGUNIANG BAYAN

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 26 2026
By:

August 25, 2026

The Honorable Members of the Sangguniang Panlalawigan of Leyte
Thru: The Sangguniang Panlalawigan Secretary
Provincial Legislative Building,
Candahug, Palo, Leyte

Gentlemen/Ladies:

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

1. Fifteen (15) copies of Municipal Ordinance No. 2026-16, Series of 2026 entitled: **"AN ORDINANCE CREATING A SENIOR CITIZEN HELP DESK IN THE MUNICIPALITY OF SAN MIGUEL, DEFINING ITS FUNCTIONS, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES".**

Kindly acknowledge receipt hereof.

Very truly yours,

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

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

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: AUG 26 2026
By:

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE ON AUGUST 03, 2026

PRESENT:

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

ABSENT:

Hon. Richard Len B. Lapidario - SB Member
Hon. Joss Novem B. Labaclado - Ex-Officio Member, President, Sangguniang Kabataan Pambayang Pederasyon (on official leave)

Resolution No. 192
Series of 2026

AN ORDINANCE CREATING A SENIOR CITIZEN HELP DESK IN THE MUNICIPALITY OF SAN MIGUEL, DEFINING ITS FUNCTIONS, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES

WHEREAS, Article II, Section 15 of the 1987 Philippine Constitution declares that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, Article XIII, Section 11 of the Constitution mandates the State to adopt an integrated and comprehensive approach to health development and make essential social services available to all people at affordable cost, giving priority to the needs of the underprivileged, the sick, the elderly, persons with disabilities, women, and children;

WHEREAS, Republic Act No. 9994 grants additional benefits and privileges to senior citizens and encourages local government units to promote their welfare through appropriate programs and services;

WHEREAS, Republic Act No. 7876 provides for the establishment of Senior Citizens Centers in every city and municipality and recognizes the responsibility of local government units to support programs and services for senior citizens;

WHEREAS, Republic Act No. 7160 empowers local government units to enact ordinances necessary to promote the general welfare, protect vulnerable sectors, and improve the delivery of basic services within their respective jurisdictions;

WHEREAS, the Municipality of San Miguel, recognizes the need to establish a dedicated Senior Citizen Help Desk that shall provide accessible information, referral, assistance, and grievance handling for senior citizens regarding their rights, privileges, benefits, and government services;

WHEREAS, the creation of a Senior Citizen Help Desk will strengthen coordination among the Office of Senior Citizens Affairs (OSCA), the Municipal Social Welfare and Development Office (MSWDO), the Municipal Health Office (MHO), and other concerned offices to ensure prompt and efficient delivery of services to senior citizens.

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

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

Concurred:
HON. JEROME P. PEÑARANDA
SB MEMBER

HON. DANILO L. AUREO
SB MEMBER

HON. NORMAN NIEL G. MARTIJA
SB MEMBER

HON. LETECIA G. ESPOS
SB MEMBER

Approved:
ATTY. NORMAN D. SABDAO
Municipal Mayor

HON. FRANCIS JAY D. SABDAO
SB MEMBER

HON. THELMA M. BRAZIL
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

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

WHEREFORE on motion of Hon. Letecia G. Espos duly seconded by all members present;

NOW THEREFORE, BE IT ORDAINED, by the Sangguniang Bayan of Municipality of San Miguel, Leyte in regular session assembled;

MUNICIPAL ORDINANCE NO.2026-16
Series of 2026

AN ORDINANCE CREATING A SENIOR CITIZEN HELP DESK IN THE MUNICIPALITY OF SAN MIGUEL, DEFINING ITS FUNCTIONS, PROVIDING FUNDS THEREFOR, AND FOR

Authored by: HON. LETECIA G. ESPOS
Committee Chairman on Women, Social Welfare, and Senior Citizens

SECTION 1. Title. This Ordinance shall be known as the **"Senior Citizen Help Desk Ordinance of the Municipality of San Miguel."**

SECTION 2. Declaration of Policy. It is hereby declared the policy of the Municipality to uphold the rights, dignity, welfare, and well-being of senior citizens by ensuring easy access to government services, information, and assistance through the establishment of a Senior Citizen Help Desk.

SECTION 3. Objectives.

This Ordinance aims to:

a. Establish a Senior Citizen Help Desk that shall serve as a centralized, accessible, and responsive facility for senior citizens seeking information, assistance, referral, and support concerning their rights, privileges, benefits, and government services;

b. Ensure the prompt, efficient, and client-centered delivery of services to senior citizens through effective coordination among the Office for Senior Citizens Affairs (OSCA), the Municipal Social Welfare and Development Office (MSWDO), the Municipal Health Office (MHO), the National Commission of Senior Citizens (NCSC), and other concerned government agencies and stakeholders;

c. Strengthen the protection and promotion of the rights, welfare, dignity, and well-being of senior citizens by providing an accessible mechanism for receiving inquiries, requests, complaints, and referrals;

d. Increase awareness among senior citizens, their families, caregivers, and the community regarding the benefits, privileges, programs, and services available under existing laws and local ordinances;

e. Facilitate timely access to social welfare, health, legal, financial, emergency, and other government services intended for senior citizens;

f. Establish an efficient system for documenting, monitoring, and evaluating the concerns and service needs of senior citizens to improve local planning, policy formulation, and service delivery,

g. Promote active collaboration among local government offices, barangays, national government agencies, civil society organizations, and other stakeholders in advancing programs that uphold the welfare and quality of life of senior citizens in the Municipality.

SECTION 4. Definition of Terms

For purposes of this Ordinance, the following terms shall mean:

Certified Correct:

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:

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

Concurred:

HON. FRANCIS JAY D. SABDAO
SB MEMBER

HON. THELMA M. BRAZIL
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. JEROME P. PEÑARANDA
SB MEMBER

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

HON. DANILO L. AUREO
SB MEMBER

HON. NORMAN NIEL S. MARTIJA
SB MEMBER

HON. LETECIA G. ESPOS
SB MEMBER

Approved:

ATTY. NORMAN D. SABDAO
Municipal Mayor

a. Senior Citizen – Refers to any Filipino citizen who is a resident of the Philippines and is at least sixty (60) years of age, as defined under Republic Act No. 9994, otherwise known as the "Expanded Senior Citizens Act of 2010."

b. Senior Citizen Help Desk – Refers to the designated service desk established by the Municipality to provide information, assistance, referral, facilitation, and grievance-handling services for senior citizens concerning their rights, privileges, benefits, and access to government programs and services.

e. Assistance – Refers to any form of aid, guidance, facilitation, or support extended to senior citizens in accessing government services, benefits, privileges, and social protection programs.

f. Referral Service – Refers to the process of directing or endorsing a senior citizen to the appropriate government agency, office, or institution for services beyond the authority or capacity of the Senior Citizen Help Desk.

g. Complaint – Refers to any written or verbal report made by a senior citizen or his/her authorized representative concerning the denial of benefits, poor service, discrimination, abuse, neglect, exploitation, or any violation of laws protecting senior citizens.

h. Information and Advocacy Services – Refers to activities that provide senior citizens with information on their legal rights, privileges, health, social services, and government programs through orientations, seminars, brochures, and other communication materials.

i. Help Desk Personnel – Refers to the municipal employee or designated focal person assigned to manage and operate the Senior Citizen Help Desk and perform the duties prescribed under this Ordinance.

j. Stakeholders – Refers to government agencies, non-government organizations, civil society organizations, barangays, healthcare institutions, private establishments, and other entities that collaborate with the Municipality in promoting and protecting the welfare of senior citizens.

SECTION 5. Creation. There is hereby created a Senior Citizen Help Desk under the Office of the Mayor, in close coordination with the Office of Senior Citizens Affairs (OSCA), the Municipal Social Welfare and Development Office (MSWDO), the Municipal Health Office (MHO), and other concerned offices.

SECTION 6. Functions.

The Senior Citizen Help Desk shall:

1. Serve as the primary information and assistance center for senior citizens;
2. Receive and respond to inquiries, requests, complaints, and referrals;
3. Assist in accessing government benefits, privileges, and services;
4. Coordinate with OSCA, MSWDO, MHO, DSWD, PhilHealth, the National Commission of Senior Citizens (NCSC), and other agencies;
5. Maintain a logbook and database of requests and actions taken;
6. Conduct information dissemination and orientation on senior citizens' rights and benefits;
7. Submit periodic accomplishment reports to the Municipal Mayor and the Sangguniang Bayan.

Certified Correct:

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:

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

Concurred:

HON. FRANCIS JAY D. SABDAO
SB MEMBER

HON. THELMA M. BRAZIL
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. JEROME P. PENARANDA
SB MEMBER

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

HON. DANILO L. AUREO
SB MEMBER

HON. NORMAN NIEL G. MARTIJA
SB MEMBER

HON. LETECIA G. ESPOS
SB MEMBER

Approved:

ATTY. NORMAN D. SABDAO
Municipal Mayor

SECTION 7. Implementing Authority. The Municipal Mayor shall exercise overall supervision over the implementation of this Ordinance. The Office for Senior Citizens Affairs (OSCA), in coordination with the Municipal Social Welfare and Development Office (MSWDO), the Municipal Health Office (MHO), the Barangays, and other concerned municipal offices, shall be responsible for the implementation and enforcement of the provisions of this Ordinance.

SECTION 8. Administration and Management.

The Senior Citizen Help Desk shall be administered by the Office for Senior Citizens Affairs (OSCA), under the supervision of the Municipal Mayor, and shall coordinate with the Municipal Social Welfare and Development Office (MSWDO), Municipal Health Office (MHO), Barangays, and other concerned government agencies to ensure the effective delivery of services to senior citizens.

SECTION 9. Monitoring and Evaluation. The Office for Senior Citizens Affairs (OSCA) shall maintain records of all services rendered by the Senior Citizen Help Desk and shall submit an annual accomplishment report to the Municipal Mayor and the Sangguniang Bayan. The report shall include the number and nature of inquiries, requests, complaints, referrals, actions taken, and recommendations to improve services for senior citizens.

SECTION 10. Appropriations. The amount necessary for the initial implementation of this Ordinance shall be charged against the current appropriations of the Municipality, subject to existing accounting and auditing laws. Thereafter, funding shall be included in the Municipality's annual budget.

SECTION 11. Separability Clause. If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall continue in full force and effect.

SECTION 12. Repealing Clause. All ordinances, resolutions, executive orders, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 13. Effectivity This Ordinance shall take effect after compliance with the publication and posting requirements under the Local Government Code of 1991.

UNANIMOUSLY APPROVED - August 3, 2026

I HEREBY CERTIFY to the correctness of the foregoing resolution/ordinance.

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan

Attested by:

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

Approved:

ATTY. NORMAN D. SABDAO
Municipal Mayor

Concurred by:

HON. THELMA M. BRAZIL
SB MEMBER

HON. JEROME P. PEÑARANDA
SB MEMBER

HON. RAUL A. SALAÑO
SB MEMBER

HON. DANILO L. AUREO
SB MEMBER

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

HON. NORMAN WEL C. MARTIJA
SB MEMBER

HON. LETECIA G. ESPOS
SB MEMBER

HON. FRANCIS JAY D. SABDAO
SB MEMBER

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

CERTIFICATE OF POSTING

THIS IS TO CERTIFY that Municipal Ordinance No. 2026-16, Series of 2026 as embodied under Resolution No. 192, Series of 2026 entitled: **"AN ORDINANCE CREATING A SENIOR CITIZEN HELP DESK IN THE MUNICIPALITY OF SAN MIGUEL, DEFINING ITS FUNCTIONS, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES",** has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Done this 25th day of August 2026 at San Miguel, Leyte.

BRYAN NEIL B. BRAZIL
Secretary to the Sangguniang Bayan