

**MUNICIPAL ORDINANCE NO. 16-11-2004**

**AN ORDINANCE PROVIDING PENALTY TO PROPRIETORS OR OWNERS OF COMMERCIAL STORES SELLING VOLATILE SUBSTANCE PRODUCT SUCH AS "RUGBY" TO MINORS**

(Sponsored by: HON. SENEN C. LLOREN)

Be it Ordained by the 5<sup>th</sup> Sangguniang Bayan of Jagna, Bohol, that;

**Section 1. PROHIBITION.**

- a) Proprietors or owners of commercial stores shall be prohibited to sell volatile substance product such as rugby to minors.
- b) Minors are prohibited to use Rugby for addictive purposes.

**Section 2. RATIONALE.** As shown in the television and published in the national newspapers that there is tremendous increase of minors taking rugby as means of entertaining themselves without knowing the addictive properties and effect of such substance. This measure is initiated in order to protect minors from taking rugby for addictive purposes.

**Section 3. DEFINITION OF TERMS.**

1. Commercial Stores - are industrial or consumer stores engaging in selling a wide variety of commercial products including rugby product;
2. Proprietors or Owners - these are entrepreneurs engaging in buy and sell of industrial or consumers products including rugby;
3. Rugby - is a volatile substance product used as alternative means for high addictive activities instead of using illegal drugs like shabu

**Section 4. PENALTY.**

- 4.1. First Offense - PhP 2,500 fine
- 4.2. Second Offense - Cancellation of Business Permit

**Section 5. EFFECTIVITY.** This measure shall be effective upon approval

**Enacted:** November 8, 2004

**PROVINCIAL ORDINANCE NO. 119**  
**Series of 2005**

**AN ORDINANCE CREATING THE LOCAL YOUTH DEVELOPMENT COUNCIL OF THE PROVINCE OF AURORA AND FOR OTHER PURPOSES**

(Author: HON. SHIERWIN H. TAAY)

**Be it ordained** by the Province of Aurora, that:

**SECTION 1. TITLE** - This ordinance shall be known as the "Local Youth Development Council Ordinance of the Province of Aurora."

**SECTION 2. DECLARATION OF POLICY** - It is hereby declared the policy of the province to promote and protect the physical, moral, spiritual, intellectual and social well-being of Filipino youth, inculcating in them patriotism and nationalism, and encouraging their involvement in public and civic affairs;

**SECTION 3. DEFINITION OF TERMS** - As used in this ordinance, the following terms shall mean:

1. Youth - refers to those persons whose age ranges from fifteen (15) to thirty (30) years as provided under Republic Act 8044.
2. In-School Youth - refers to youth attending either formal schools or non-school-based educational programs under institutions recognized by the State.
3. Out-of-School Youth - refers to youth not enrolled in any formal or vocational school, not employed or self-employed, or not college or technical/vocational school graduates.
4. Working Youth - refers to youth who are either employed, self-employed, underemployed or belong to specific employable job seeking youth groups (such as graduates of tertiary and vocational school, or those who previously were employed and are actively looking for work) both in the formal and informal sectors of the society.
5. Youth with Special Needs - refers to youth marginalized by existing societal forces, namely: youth in indigenous cultural communities, youth with disabilities, youth situations of armed conflict, victims of natural disasters and calamities, youth offenders, delinquent youth, drug-dependent youth, street youth, abused/exploited youth, and abandoned/neglected youth.

**SECTION 4. LOCAL YOUTH DEVELOPMENT COUNCIL** - There shall be created a Local Youth Development Council which shall be responsible for the formulation of policies and implementation of youth development programs, projects and activities in coordination with various government and non-government organizations.

- **GENERAL OBJECTIVE** - To develop and harness the full potential of the youth as a prime mover and a catalyst of development, to become responsible partners in nation building and to encourage their intensive and active participation in all governments and non-government programs that may affect the general welfare of the youth sector of Aurora.
- **SPECIFIC OBJECTIVES**
  - To broaden and strengthen the services provided by the national government agencies, local government units and private agencies to young people;
  - To provide information mechanism on youth opportunities on the areas of education, employment, livelihood, physical and mental health, capability-building and networking;
  - To increase the spirit of volunteerism among the youth of the province particularly in the maintenance of peace and order and prevention, conservation and protection of the environment and natural resources within the locality;
  - To provide monitoring and coordinating mechanisms for youth programs, projects and activities; and
  - To provide a venue for the active participation of the youth in cultural and eco-tourism awareness program.

**SECTION 5. COMPOSITION OF THE COUNCIL** - The council shall be composed of the following:

- a. Provincial Governor – Chairman
- b. Provincial Planning and Development Coordinator – Member
- c. Provincial Local Government Operations Officer – Member
- d. Provincial Social Welfare and Development Officer – Member
- e. Philippine National Police – Member
- f. Provincial Health Officer – Member
- g. Department of Environment and Natural Resources – Member
- h. Schools Division Superintendent or his duly designated representative – Member
- i. Technical Education and Skills Development Authority – Member
- j. Youth Organization Representatives from the:
  - a. President of the Panlalawigan na Pederasyon ng mga Sangguniang Kabataan – Member
  - b. Federation of Youth Organizations or
  - c. Federation of Student Councils – Member
- k. Two (2) Youth Serving Organization Representatives
  - a. Church-based – Member
  - b. Community-based – Member

**SECTION 6. SECRETARIAT OF THE LYDC** - The office of the Provincial Social Welfare and Development is hereby designated as the Secretariat of the Local Youth Development Council. It shall be responsible for the preparation of all documents, minutes and other duties that maybe deemed necessary to carryout the objectives of the council.

**SECTION 7. FUNCTIONS OF THE LOCAL YOUTH DEVELOPMENT COUNCIL** - The Local Youth Development Council shall have the following functions:

1. To formulate policies and component programs in coordination with the various government agencies handling youth-related programs, projects and activities;
2. To coordinate and provide support for the development and coordination of youth projects and design strategies to gain support and participation of the youth;

3. To coordinate and harmonize activities of all agencies and organizations in the municipality engaged in youth development programs;
4. To accredit sports and recreational centers, hostels, training centers and other institutions providing services to the youth as identified in the ordinance;
5. To assist the national government and non-government agencies in the promotion of programs, projects and activities in the local level;
6. To conduct fund raising programs and solicitation. It shall likewise receive donations, bequest, and may enter into contracts with other government and non-government agencies necessary for the accomplishment of the objectives of this ordinance;
7. To recommend youth programs and project proposals to appropriate government agencies and non-government organizations necessary for the accomplishment of the objectives of this ordinance;
8. To accredit training pools for the assisting line agencies in implementing training and capability-building programs;
9. To solicit books, receive donations from any individual, non-government agencies, both local and international;
10. To create a research team that will formulate a mechanism to come up with a local youth situationer;
11. To establish youth centers as maybe deemed necessary;
12. To monitor implementation of programs and projects at all local level;
13. To nominate its delegate to the National Youth Parliament; and
14. Perform such other functions as maybe provided by law.

**SECTION 8. LOCAL YOUTH DEVELOPMENT PLAN** - The council shall formulate and adopt a five-year Provincial Youth Development Plan, which shall duly supported by an ordinance enacted by the Sangguniang Panlalawigan. The said plan shall be the basis for the implementation of local youth development programs and services in coordination with concerned agencies. This shall include but not limited to youth development programs and youth development services.

**SECTION 9. YOUTH CENTER** - The council may establish a youth center, which shall be located in the provincial proper. The youth center shall operate as a multi-purpose center or a one-stop shop center.

**SECTION 10. MEETINGS OF THE COUNCIL** - The council shall meet at least once a month or as often as maybe deemed necessary. The Chairman or his duly designated shall preside in all council meetings.

**SECTION 11. APPROPRIATIONS** - There is hereby authorized appropriation for the establishment of the Local Youth Development Council amounting to P500,000.00. Such amount shall take from the general fund of the province.

**SECTION 12. EFFECTIVITY CLAUSE** - This ordinance shall take effect upon its approval.

**PROVINCIAL ORDINANCE NO. 2005-02**

**AN ORDINANCE CREATING A “YOUTH INFORMATION DESK” IN ALL BARANGAYS WITHIN THE TERRITORIAL JURISDICTION OF THE PROVINCE OF CAVITE**

(Sponsored by: HON. SOPHIA MARIE G. PAGTAKHAN)  
(Co-Sponsored by: HON. ARLEEN C. ARAYATA)

**SECTION 1. SHORT TITLE.** This Ordinance shall be known and cited as the “**YOUTH INFORMATION DESK ORDINANCE**”

**SECTION 2. DEFINITION OF TERMS.** As used in this ordinance, the following shall mean:

1. **YOUTH OR YOUTH CLIENT** – shall refer to all members of the Katipunan ng mga Kabataan of all barangays within the Province of Cavite.
2. **YOUTH INFORMATION DESK** – shall refer to a table or desk situated in the Barangay Hall or School within the Barangay, which will be primarily, used in attending to the needs and concerns of the youth-client.

**SECTION 3. CREATION OF YOUTH INFORMATION DESK.** There shall be created in all Barangays within the territorial jurisdiction of the province a “Youth Information Desk” which shall be manned by the Officers of the Sangguniang Kabataan and Members of the Katipunan ng mga Kabataan of the Barangay concerned.

**SECTION 4. IMPLEMENTATION.**

1. The “Youth Information Desk” shall be opened from Monday to Friday at 5:00 p.m. to 8:00 p.m. and every Saturdays and Sundays, 8:00 a.m. to 5:00 p.m.
2. There shall be one or two “front liners” who will be responsible in attending to the youth-clients.
3. The Sangguniang Kabataan Chairman of each Barangay shall cause the schedules of “front liners”
4. The youth-client shall be required to fill-up the information slip, which shall be devised by the Sangguniang Kabataan Provincial Federation. This slip will be used to gather the concerns of the youth-client.
5. The “front liners” shall record all the issues and concerns gathered from the youth-client during the day. It shall then be reported to the Sangguniang Kabataan Chairman for appropriate action.
6. All issues concerning the city or municipality shall be reported to the SK City or Municipal Federation President concerned while those matters concerning the province shall be reported to the SK Provincial Federation President.
7. All SK Chairmen and SK City or Municipal Presidents shall take necessary measures on all issues and concerns immediately and appropriately. All matters that need to be addressed by any law or ordinance shall be considered for further study and sponsorship in their respective Sanggunian. Other matters which are beyond the Sangguniang Kabataan’s jurisdiction or boundaries of duties shall be forwarded to the Barangay Chairman or City/Municipal Mayor for their disposition.
8. All matters that require immediate action shall be given more priority.
9. The “Youth Information Desk” shall also serve as an information center that will provide necessary data to youth-clients, such as details about the existing youth organizations operating in the province and its activities, information about the different government offices, etc.
10. Suggestion box shall also be made available. Any comment, suggestion and/or evaluation of clients may be dropped to the box. The SK Chairman shall open the suggestion box during the meeting of the Barangay council concerned.

**SECTION 5. MONITORING AND REPORTING.**

1. The Sangguniang Kabataan Provincial Federation shall, from time to time, conduct random visit to all “youth information desk” in order to ensure its full and effective operations and implementation.
2. The Sangguniang Kabataan City and Municipal Presidents shall make periodic reports and/or recommendations to the SKPF President for information and appropriate action.

**SECTION 6. APPROPRIATION OF FUNDS.** A portion of the Barangay funds shall be appropriated for the purpose of implementing this ordinance.

**SECTION 7. PUBLICATION.** This ordinance shall be published in a newspaper of local circulation within fifteen (15) days after its approval.

**KAUTUSANG IPINAGBABAWAL ANG PAGGAMIT NG MGA MALALASWANG “VIDEO DISPLAY” SA MGA KOMERSYAL NA VIDEO-KARAOKE SYSTEM NA MATATAGPUAN SA MGA LUGAR NA NAPUPUNTAHAN O NARARATING NG MGA MENOR DE EDAD SA NASASAKUPAN NG LALAWIGAN NG CAVITE, AT PAGTATAKDA NG KAPARUSAHANG NAUUKOL DITO.**

KGG. SOPHIA MARIE G. PAGTAKHAN  
SK Provincial Federation President  
Ex-Officio Board Member, Province of Cavite

**SAPAGKAT**, ang mga kabataan ay itinuturing na mahalagang miyembro ng lipunan kaya't ang kanilang pisikal, moral, ispiritual, sosyal, at intelektuwal na pag-unlad ay dapat protektahan;

**SAPAGKAT**, isa sa itinuturing na malaking impluwensya sa mga Kabataan ngayon ay ang iba't ibang impormasyon na nakukuha nito na nanggaling sa telebisyon, diyaryo, mga “computer”, babasahin at iba pang uri ng teknolohiya;

**SAPAGKAT**, tungkulin ng pamahalaan na tiyakin na ligtas sa anumang uri ng kapahamakan ang mga kabataan kung kaya't nararapat na magkaroon ng mga regulasyon na mangangalaga sa mga kabataan;

Kung kaya't dapat pagtibayin ng Sangguniang Panlalawigan ang mga sumusunod:

**Seksiyon 1. LAYUNIN.** Ang kautusang ito ay naglalayong bigyang proteksiyon ang mga murang kaisipan ng mga bata o ng mga “menor de edad” sa mga di-mabuting naidudulot ng mga malalawang “video display” na nakikita o napapanood sa mga komersyal na Video-Karaoke System.

**Seksiyon 2. SAKOP.** Ang kautusang ito ay ipatutupad sa buong nasasakupan ng Lalawigan ng Cavite.

**Seksiyon 3. KAHULUGAN NG MGA SALITA**

1. **MALALASWANG VIDEO DISPLAY** – mga video display na ang mga gumaganap ay walang saplot sa katawan o kung mayroon man ay halos nakalabas na ang maseselang bahagi ng katawan nito, ang video display na naglalarawan ng malalawang gawain sa pagitan ng lalaki at babae at iba pang pagpapamalas ng kalaswaan na di dapat nakikita ng mga bata.
2. **KOMERSYAL NA VIDEO KARAOKE SYSTEM** – mga video-karaoke system na ginagamit sa paghahanap-buhay o mga “Videoke for Hire”
3. **LUGAR NA NAPUPUNTAHAN NG MGA BATA** – restawran, kasiyahan o handaan para sa anumang pagdiriwang, bahay na may paupahang karaoke system sa pamamagitan ng paghuhulog ng “coins”
4. **MENOR DE EDAD** – mga kabataang may edad na 17 taon pababa

**Seksiyon 4. REGULASYON.**

1. Mahigpit na ipinagbabawal ang paggamit ng malalawang video display sa mga komersyal na video karaoke system na matatagpuan sa lugar na napupuntahan o nararating ng mga menor de edad.
2. Ang mga namumuhunan ng mga komersyal na video-karaoke system at mga may-ari o taga-pangasiwa ng restawran na may komersyal na video-karaoke system ay binibigyan ng tatlong (30) araw mula sa pagpapatibay ng Kautusang ito upang mapalitan ang video display alinsunod sa itinatatadhana ng kautusang ito.
3. Ang mga tanggapan ng Punong Bayan/Punong Lungod at Municipal/City Social Welfare and Development, sa pakikipag-ugnayan ng mga Punong Barangay at Pulisya ay inaatang maging kabahagi ng Pamahalaang lalawigan sa pagpapatupad ng layunin ng Kautusang ito at ang nasabing mga tanggapan ay binibigyan ng kapahintulutan na kumpiskahin ang Video-Karaoke sytem na hindi tumutugon sa isinasaad ng kautusang ito.

**Seksiyon 5. KAPARUSAHAN.** Ang sinumang mahuhuling lumalabag sa kautusang ito ay papatawan ng kaparusahang tulad ng sumusunod:

Unang paglabag	P 2,000.00 multa
Ikalawang paglabag	P 3,000.00 multa at babala para sa pagkansela ng kaukulang “Business Permit”
Ikatlong paglabag	P 5,000.00 multa o pagkakakulong sa loob ng anim (6) na buwan at pagkansela ng “Business Permit”

**Seksiyon 6.** Ang Kautusang ito ay magkakabisa tatlong (30) araw matapos na mapagtibay at mailathala sa pahayagang panglalawigan.

**PROVINCIAL ORDINANCE NO. 02-2005**

**AN ORDINANCE ADOPTING A COMPREHENSIVE YOUTH EMPLOYMENT AND ENTREPRENEURSHIP PROGRAM IN THE PROVINCE OF CAGAYAN AND PROVIDING FUNDS THEREOF**

(Sponsor: HON. MILA CATABAY-LAUIGAN)

**SECTION 1. TITLE.** This ordinance shall be known as “Comprehensive Youth Employment and Entrepreneurship Program” or “CYEEP”

**SECTION 2. POLICY.** The provincial government of Cagayan recognizes the vital role of the youth in nation building and in the development of society and shall provide for their training, social welfare, employment opportunity, and community support. A comprehensive program for the development of youth calls for an extensive support on their training, productivity, and community involvement thru the effective collaboration of different government agencies and other partner organizations.

**SECTION 3. RATIONALE AND OBJECTIVE.**

- 3.1. Collaborating agencies in the government and different private organizations are mandated and empowered to implement programs that assist the youth in developing their capabilities and potentials as well as provide venue for their full development particularly in the field of economic enterprise.
- 3.2. While the Provincial Government includes youth employment in its program by providing summer job opportunities, the same is temporary in nature and does allow the youth to acquire needed skills and training that can develop their entrepreneurial skills and make them economically productive even while they are studying.
- 3.3. The Provincial Government is in the best position to spearhead this program considering its close linkages with national line agencies holding office in the province as well as the strong support of Local Government Units and the NGO's.
- 3.4. A Comprehensive Youth Entrepreneurship and Employment Program for Cagayan aims to provide the following benefits among others:

For the Cagayan Youth:

- a. Increase their productivity and employability
- b. Develop and/or increase their self-esteem
- c. Make them job providers instead of being job seekers

For Business Sector:

- a. Improve skills and competence of potential youth workers in the province
- b. Generate a young, dynamic and vibrant business enterprise in the province

For the Province:

- a. Alleviate poverty
- b. Reduce unemployment
- c. Create wealth through increased economic activities

**SECTION 4. DEFINITION OF TERMS.** For the purpose of this ordinance, the term hereunder mentioned shall be defined as follows:

- 4.1 Youth refers to young individuals permanently residing in the Province of Cagayan whose ages range from twelve (12) to thirty (30).
- 4.2 Entrepreneurship refers to starting or conducting an enterprise or a business within the province and assuming full control and risk
- 4.3 Employment refers to engaging the services of a person for a fee.
- 4.4 Mentoring refers to providing technical know how and other relevant information necessary in undertaking a business.
- 4.5 Forward and backward linkages refer to the nurturing environment conducive to the growth and development of entrepreneurship.
- 4.6 Small and Medium Enterprise (SME) refers to small business with a capitalization of not more than P 25,000.00.
- 4.7 The Program refers to the Comprehensive Youth Entrepreneurship and Employment Program in the Province of Cagayan.
- 4.8 The Province refers to the Province of Cagayan.

**SECTION 5. COVERAGE.** This ordinance covers a broad range of Cagayano in-school youth; out-of-school youth, working youth; youth with special needs, with special focus on youth who have a keen interest in developing their skills and talents towards engaging in business ventures either alone or in partnership with another youth.

**SECTION 6. COMPONENTS.** Components of the program include but are not limited to the following:

- 6.1 Education and Information Campaign – aims to disseminate the features of the program to target beneficiaries
- 6.2 Screening – interview of all those who have signified their interest to participate in the program for the purposes of determining those who have potential and the needed determination to complete the program
- 6.3 Training – all qualified youth participants undergo an initial seminar to be undertaken by the TESDA in collaboration with the Provincial Planning and Development Office of the Province of Cagayan and imbibe the qualified participants with entrepreneurial concepts and tools and build professional and technical competence and in the process determine the participants' specific interest for purposes of designing a training package responsive to the participants' needs.
  - 6.3.1 Training
    - Conduct of Training
    - Development of Training Packages and Curriculum
    - Aims to provide the trainees or young entrepreneur with the basic skills on how to start and manage a business enterprise; upgrade skills and capacity building and expose them to technologies.
  - 6.3.2 Competency Assessment
    - Assessment Packages
    - Accreditation of Competency Assessors and Venue
    - One-way to assure that a youth is competent enough once they pass both knowledge and skills test given by TESDA.

- 6.4 Business Plan Development – assist trainees or young entrepreneurs in developing/improving their business plan.
- 6.5 Credit Assistance and Lending – aims to provide the young entrepreneurs with information on various credit windows and facilitation to access the credit fund.
- 6.6 Mentoring – provide continues and follow up assistance required and necessary through business counseling to address the problems faced by trainees or entrepreneurs. A strategy that will develop “big brother-small brother relationship”
- 6.7 Business Incubation – provides a venue or facility such as access to products and succeeds in their business.
- 6.8 Monitoring and Evaluation for the purpose of the program planning and impact evaluation.

**SECTION 7. STRATEGY/ADMINISTRATION.**

- 7.1 The Provincial Government of Cagayan shall be the lead agency for the implementation of this program in collaboration with the following partner/agencies/offices:
  - 1. National Youth Commission (NYC)
  - 2. Technical Education and Skills Development Authority (TESDA)
  - 3. Department of Labor and Employment (DOLE)
  - 4. Department of Trade and Industry (DTI)
  - 5. Department of Education (DepEd)
  - 6. Department of Agriculture (DA)
  - 7. Land Bank of the Philippines (LBP)
  - 8. Department of Science and Technology (DOST)
  - 9. Academic Sector
  - 10. Department of Agrarian Reform (DAR)
  - 11. Public Employment Service Office (PESO)
  - 12. Provincial Agriculture Office
  - 13. Commission on Higher Education (CHED)
  - 14. Department of Environment and Natural Resources (DENR)
  - 15. Bureau of Food and Drugs (BFAD)
  - 16. Department of Social Welfare and Development (DSWD)
  - 17. Cooperative Development Authority (CDA)
  - 18. Department of Interior and Local Government (DILG)
  - 19. UNESCO
  - 20. Philippine National Bank
  - 21. Land Bank
  - 22. QUEDANCOR
  - 23. LGU's
  - 24. MEDIA Group
  - 25. NGO's and Private Sector Representatives

Provided, however, that Non-Government Organization (NGO's) and other able partners (individuals/private sectors) shall be encourage to be close partners.

- 7.2 A Memorandum of Agreement (MOA) providing among others the Implementing Guidelines will be entered into by the Provincial Government of Cagayan with all collaborating agencies/offices and partner organizations for the implementation of the program.
- 7.3 A Technical Working Group (TWG) composed of representatives of the different collaborating agencies and partner organization is hereby created with the Provincial Governor as Chairman, the proponent of this ordinance as Vice-Chairman and the Sangguniang Kabataan (SK) Provincial Federation President as Member.
- 7.4 Within 30 days from the approval thereof, the TWG shall be convened and necessary implementing guidelines for the strategy and implementation of the program shall be immediately drafted subject for approval of all parties concerned.

**SECTION 8. OTHER SUPPORT FACILITIES.** The following facilities are hereby created to support the program, to wit:

- 8.1 Youth Entrepreneurship Financing Facility Program – providing a credit and financing facility for viable business projects.
- 8.2 Forward and Backward Linkages – aims to provide a nurturing environment conducive to the growth and development of entrepreneurship, such as market and techno fairs, summits, skills competition by TESDA, conference and symposia, lobbying and advocacy.

**SECTION 9. FUNDING.** Funding requirements for the program implementation will be taken cared by the collaborating agencies. On the part of the Provincial Government of Cagayan, provincial counterpart with an initial amount of P 500,000 shall be provided in the 20% Community Development Fund (CDF) for CY 2005 and shall be prioritized in the 20% CDF every year after.

**SECTION 10. OVERSIGHT COMMITTEE.** Upon approval of this ordinance, an oversight committee shall be convened to oversee plan, coordinate the efficient and effective implementation of the program in the province; and shall issue the appropriate implementing Rules and Regulation (IRR) for purposes of this Ordinance.

The Committee shall be composed of the following:

- 1. National Youth Commission (NYC)
- 2. Department of Trade and Industry (DTI)
- 3. Technical Education and Skills Development Authority (TESDA)
- 4. Department of Labor and Employment (DOLE)
- 5. Department of Education (DepED)

**SECTION 11. EFFECTIVITY.** This ordinance shall take effect upon approval.

**PROVINCIAL ORDINANCE NO. 181**

**AN ORDINANCE ESTABLISHING A SPECIAL STUDY GRANT PROGRAM FOR INDIGENOUS PEOPLE AND MUSLIMS OF COTABATO PROVINCE**

KGG. SHIRLYN D. MACASARTE-ESPUELAS  
Board Member, First District, Province of Cotabato

**SECTION 1. TITLE.** This ordinance shall be known and cited as the SPECIAL STUDY GRANT PROGRAM FOR INDIGENOUS PEOPLE AND MUSLIMS OF COTABATO PROVINCE, hereinafter referred to as SSGP.

**SECTION 2. STATEMENT AND DECLARATION OF POLICY.** The government has placed emphasis on literacy and education programs. Through these twin programs, the government's vision of a globally competitive and newly industrialized country would be better achieved with the improvement of the quality of our human resources.

Moreover, the basic law of the land mandates that "the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all". This provision is premised on the primary rights of parents, as embodied in Article II, Section 12 of the 1987 Constitution, and expressed the corresponding duty of the State to support such primary right. As the demand for quality education goes up, the monetary consideration to satisfy such requirement would likely become more expensive and consequently less affordable to the greater majority who could hardly afford to eat three (3) meals a day.

Ironically, this perhaps explains the fact that our brethren in the mountains and countryside have already lost their lofty desire of owning clutches of sheer poverty that rendered such ambition virtually hopeless. Records will bare us out that our constituents from the cultural and Muslim communities have the lowest literacy rate obtaining in the province and in some parts of the country. It is, therefore, the responsibility of the government to assist these group of people bereft of the opportunities in life much more deprived of the fundamental mandate of the right of the equality education supposed to be enjoyed by them for simple economic reason.

In view of the foregoing premises, it is hereby declared the policy of the Provincial Government of Cotabato to provide the ICCs and Muslims equal access to education by establishing the especial study grant to their qualified and deserving child or dependent who are desirous of getting a degree of their choice.

**SECTION 3. MANDATE.** In pursuance of the policy declared in Section 2 hereof and in junction with Section 468 (a)(4)(iv) of Republic Act No. 7160, other known as Local Government Code of 1991, the Special Grant Program (SSGP) for indigenous people and Muslims of the Cotabato Province is hereby established.

**SECTION 4. COVERAGE.** The SSGP is limited to poor, but deserving, IPs/Muslim students who are bonafide residents of this Province aspiring to take any bachelors residents of this course in any recognize colleges or university degree or vocational/ trade in Cotabato. The qualifications, selections, terms and condition in connections therefore shall be defined in the rules and regulations implementing and ordinance.

**SECTION 5. IMPLEMENTING OFFICE.** The Provincial Human Resource Management Office, in coordination with the Provincial Governor, shall carry out the provisions of this ordinance.

**SECTION 6. SCREENING COMMITTEE.** There shall be screening to be created and constituted through an Executive Order of members of the IPs and Muslim communities who shall formulate the rules and regulations subject of section and whose term of office shall be two years unless earlier revoked by the Provincial Governor.

**SECTION 7. PRIVILEGES.** Each beneficiary under the SSGP shall enjoy the following privileges.

1. Free tuition/matriculation fee
2. Board and lodging assistance
3. Book allowance
4. Uniform allowance.

In no case, however, shall the total financial consideration for each SSGP beneficiary exceeds P4, 000.00 per semester.

**SECTION 8. FUNDING SOURCE.** The Provincial Government of Cotabato shall set aside the necessary amount to cover the annual cost of SSGP to be taken from the Economic Development Fund particularly Program under the Social Development Program.

**SECTION 9. EFFECTIVITY.** This ordinance shall take effect immediately.

**APPROVED.**

## CITY ORDINANCE NO. 4THCC-26

### **PRESCRIBING GUIDELINES AND REGULATIONS TO OWNERS AND/OR PROPRIETORS OF INTERNET CAFÉ, JOINT, STATION, CENTER OR ANY SIMILAR BUSINESS ENTITY WITHIN THE POLITICAL JURISDICTION OF SANTIAGO CITY AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF**

(Introduced by: COUN. JOSE ROMEO S. DELA CRUZ)

**WHEREAS**, Internet or the computer based communication and information technology is undeniably the dynamic pillar of the emerging information highway intertwining the borderless global economy today;

**WHEREAS**, the accelerating deregulation of the said global economy portends Internet explosion as computer companies strive to develop their own brands to address the increasing communication and information technology (IT) markets;

**WHEREAS**, the entry of the country, including Santiago City, into the so called "Internet Society" has definitely benefited people from all walks of life in terms of having instant access world-class information on varied topics;

**WHEREAS**, side by side with the immense gains of Internet technology is the reality that pornographic, satanic, violent, as well as, rebellious sites are also accessible to users particularly minors which allegedly comprise the major bulk of the Internet customers in the said metropolis;

**WHEREAS**, the ready access information technology has also bred "Hackers", or anarchic persons who destroy the legitimate files, hard discs and programs of others through the Internet or through Local Area Networking (LAN);

**WHEREAS**, pursuant to the general welfare clause of R.A. 7160, also known as the Local Government Code of 1991, there is a felt need to enact a viable measure which shall not only ensure the sustainability of this rising vital industry but shall also provide appropriate defense mechanics designed to shield minor Internet users against the onslaught of pornographic, satanic, violent and rebellious sites without curtailing any person's right to information and entertainment;

**NOW THEREFORE**, the Sangguniang Panlungsod of the City of Santiago in its 35<sup>th</sup> Regular Session duly assembled, hereby ordains that;

**SECTION 1. TITLE.** This ordinance is hereby called "The Internet Café, Joint, Station, Center or similar Business regulatory Ordinance of Santiago City."

#### **SECTION 2. DEFINITION OF TERMS:**

Internet – refers to the worldwide system of computer networks which users at any one computer can get information from any other computer directly to users on other computers;

Internet Café or Cyber Café – refers to a café, coffee or espresso shop or similar food and/or beverage-serving place that has a number of personal computers connected to the Internet and available for use by customers for a fee by the hour or fraction of an hour. Likewise, it also refers to any computer-based communication and information technology site, joint, station, café, center or similar business entity that provides electronic mail and other related services.

Internet User – refers to the people who avail the services of an Internet Café or Cyber Café in accessing data and information through the web or local area networking for the purpose of entertainment, news, LAN games, surfing, chatting, advertisement, business.

Electronic Mail (E-mail) – refers to the exchange of computer-stored messages through the Internet, E-mail messages usually encode in America Standard Code for Information Exchanged (ASCII) text.

Local Area Network (LAN) – refers to a group of computers with associated devices that share a common communication line and typically shared resources and data by multiple computer users within a small geographic area.

LAN Gaming – refers to a local area network gaming, a connection of two or more computer units attached to a device (hub/switch) that share common games as well as internet to each other.

Gaming Center – refers to an establishment with two or more computers connected on a local area network, which offers gaming services exclusively and does not have an Internet connection.

E-Commerce – refers to the conduct of business on-line, which among other things includes buying and selling products with digital cash and thru electronic interchange (EDI)

On-line Shopping – refers to the act of purchasing on-line through the Internet with the use of personal computer & peripherals with Internet connection wherein payment is through a credit card or bank draft.

Surfing – refers to the act of exploring a sequence of web sites in a random or unplanned manner.

Internet Chatting – refers to talking to one or more people who are using internet simultaneously via the exchange of typed-in messages requiring one site as the repository for the messages "site chat" and a group of users who take part from anywhere on the internet.

Web Site – refers to a collection of web base files on a particular subject that includes a beginning file called home page which serves as a "jumping board" to access other related pages on the site.

Pornographic Site – refers to a web site which contains erotic images intended to cause sexual excitement; an obscene web site.

Satanic Site – refers to the sinister, devilish, diabolic, wicked, evil, and fiendish web site.

Violent Site – refers to a web site on the Internet, which downloads brutal, furious, vicious, and forceful materials.

Irresponsible & Abusive Use of Internet (Hackers) – refers to untrustworthy, capricious use and rude, sarcastic abusive use of the Internet. “Hackers”, refers to a person who destroys the file, hard discs, program, file of others through the Internet or Local Area Networking.

**SECTION 3. COVERAGE.** The following Internet-related establishments shall be covered by this Ordinance, to wit;

1. Any establishment with more than one (1) computer unit offering Internet services including but not limited to e-mail, fax, games, surfing, chatting, on-line shopping and other similar services covered by the Internet technology which are accessed for a fee;
2. Other business establishments which offer a combination of services such as food and internet, bar and internet, recreation and other similar business fusions are still included as internet café and covered by this ordinance.

**SECTION 4. EXEMPTION.** Any educational institution, private home and corporate entity using Internet through on Internet Service Provider (ISP) for purposes other than the aforementioned business offered to the public shall not be covered by this ordinance.

**SECTION 5. GUIDELINES ON INTERNET CAFÉ OPERATION.** The owners and/or proprietors of Internet Café establishments shall comply to the following requirements, to wit;

1. To secure a business permit and other licenses required by the City Government of Santiago including those, which shall cover Internet Café expansion to other line of services; such as offering short term courses which may run between one to six months and which may all under computer programming, computer technology and other such similar courses;
2. To have a minimum area of 2.0 square meters per computer installed;
3. To have access to functional toilet facilities;
4. To offer proper ventilation, sound proofing, and preferably air-conditioning system within the premises;
5. To install licensed filtering software against pornographic, satanic, violent and rebellious sites;
6. To use licensed software only;
7. To display the necessary warning signs against hacking as well as access to pornographic, satanic, rebellious and violent sites;
8. To display the necessary warning signs against chatting and meeting with dubious and pervert chat pals. The aforementioned warning signs shall be written in bold letters measuring to at least 10 cms. and shall be displayed in conspicuous places inside the covered business establishments;
9. The operator shall put up a signboard in a conspicuous place in their establishment stating the time of operation and the prohibition of students especially elementary and high school during school hours to play Internet interactive games;
10. To disallow the use, consumption, as well as, trade of prohibited drugs, intoxicating beverages, and cigarettes with in the premises of the Internet establishment.

**SECTION 6. ENFORCEMENT.** For efficient and effective implementation of this ordinance, the Business License and Permit Section and the City Engineering Office of the City Government of Santiago is hereby empowered to enforce the following pre-application requirements for the issuance and/or re-issuance of a business license and permit, to wit;

1. Secure a Zoning Clearance prior to their operation and permit covering occupancy ratio, computer spacing, ventilation and air conditioning system from the City Engineering Office;
2. Sanitary permit covering functional toilets from the City Health Office;
3. Fire Safety Clearance from the Bureau of Fire Protection of the City;
4. Copy of the permit covering short term courses which may run to on six months and which may fall under computer programming, computer technology, as well as, other similar courses from DepEd in cases where the same is applicable;
5. Other necessary permits for the issuance of business permit.

**SECTION 7. PENAL PROVISIONS.** Willful violation on the part of the owners or operators of Internet Café, joint, station, center or any similar business entity against the provisions of this ordinance shall subject the same to the following, to wit;

<b>OFFENSE</b>	<b>ACTION TO BE TAKEN</b>
First	P 1,000.00 Fine
Second	P 3,000.00 Fine
Third	P 5,000.00 Fine and Revocation of Business License or Permit

**SECTION 8. SEPARABILITY CLAUSE.** Should any part or parts of this ordinance be declared invalid or unconstitutional, the other parts not included shall remain in force and effect.

**SECTION 9. REPEALING CLAUSE.** Any other ordinance or parts thereof inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 10. EFFECTIVITY.** This ordinance shall take effect upon its approval.

**ADOPTED.** May 31, 2002.

**CITY ORDINANCE NO. 5THCC-61**

**REGULATING THE SELLING AND DISTRIBUTING OF FOOD ITEMS WITHIN THE IMMEDIATE VICINITY OF PUBLIC AND PRIVATE SCHOOLS LOCATED WITHIN THE TERRITORIAL JURISDICTION OF SANTIAGO CITY, PROVIDING PENALTIES FOR VIOLATIONS THEREOF AND FOR OTHER PURPOSES.**

(Sponsored by: COUN. JOSE ROMEO S. DELA CRUZ)

(Co-sponsored by: Coun. Alvin N. Abaya / Coun. Abegail V. Sable / Coun. Paul C. De Jesus / Coun. Orlando T. Chan / Coun. Augusto B. Sarangaya / Coun. Manuel H. Afiado, Sr. / Coun. Celine Jeanne A. Siquian)

**WHEREAS**, Article XIII, Section 12 of the 1987 Philippine Constitution provides that:

“Section 12. The State shall maintain an effective **food and drug regulatory system** and undertake appropriate health manpower development and research, responsibility to the country’s health needs and problems”;

**WHEREAS**, Section 16, Chapter II of the Local Government Code of 1991 mandates that “Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, **promote health and safety**, x x x of its inhabitants”;

**WHEREAS**, Section 458 (a), 5 (iv) of the same Code empowers the Sangguniang Panlungsod as the legislative body of the city to:

“(IV) Regulate the preparation and sale of meat, poultry, fish, vegetables, fruits, fresh dairy products, **and other foodstuffs for public consumption**”.

**WHEREAS**, recently, twenty eight (28) school children died and several others were severely afflicted in Mabini, Bohol after eating cassava cakes that were contaminated with pesticide;

**WHEREAS**, similar incidents happened in Tarlac City and in Alabang, Muntinlupa wherein eighty two (82) children and fourteen (14) graduating elementary students, respectively, were hospitalized due to food poisoning;

**WHEREAS**, our city government should take steps to forestall, and corollary, to instigate measures to prevent the likelihood of such tragic incident from happening in our city and to our school children;

**NOW, THEREFORE**, on motion of Coun. Augusto B. Sarangaya, be it ordained by the Sangguniang Panlungsod in its special session duly assembled, that:

**SECTION 1. SHORT TITLE.** The short title of this Ordinance shall be “**SAFE FOODS FOR OUR SCHOOL CHILDREN ORDINANCE.**”

**SECTION 2. DECLARATION OF POLICY.** The City Government of Santiago hereby deemed it imperative that the child’s welfare should be given paramount consideration. All appropriate measures shall be taken in the promotion of the child’s health to insure their total and normal development.

Effort should be exerted by the government to provide assistance to parents with care and full opportunities to afford their children with safe nourishment and protect them against hazards brought by harmful foods and other conditions or circumstances prejudicial to their physical, mental, emotional, social and moral development.

**SECTION 3. DEFINITION OF TERMS.** As used in this Ordinance, the following terms shall be construed as:

- a. Selling – any act of giving away or distributing food items and beverages for money or other consideration;
- b. Distributing – any act of dispensing, selling and giving away of food items and beverages, whether for free or otherwise;
- c. Food Items – shall include, but not limited, to home-made foods and beverages such as native cakes, sweets, pastries and other delicacies and fruit juices, wherein the preparation of which are not regulated by the Bureau of Foods and Drugs (BFAD);
- d. Immediate Vicinity – an approximate distance of One hundred (100) meters from the schools premises wherein the selling and distribution of food items to school children are regulated under the provisions of this Ordinance;
- e. Public and Private Schools – shall include all public and private elementary schools located within the territorial jurisdiction of Santiago City.

**SECTION 4. REQUIREMENTS.** Any person who may wish to sell food items within the immediate vicinity of schools in Santiago City are hereby required to comply with the following requirements as regulatory measures, to wit;

- a. To seek health/sanitary permit at the City Health Office (CHO);
- b. Attend proper food handling seminars to be conducted by the City Government and NGO’s; and
- c. Allow City Health Office (CHO) representatives to conduct periodic inspection of their stalls and food items.

**SECTION 5. IMPLEMENTING RULES.** The City Mayor and the City Health Officer, in coordination with the Local School Board, is hereby authorized to formulate additional implementing rules and guidelines for the effective implementation of this Ordinance.

**SECTION 6. PENALTY.** Any person, whether natural or juridical found in violation of the provision of this Ordinance shall be penalized as follows:

- a. First Offense : Warning and Reprimand;
- b. Second Offense : Fine Five Hundred Pesos (P 500.00);
- c. Third Offense : Closure of stall or establishment.

When the offender is a juridical person, its officers shall be deemed liable under this Ordinance.

**SECTION 7. SEPARABILITY CLAUSE.** If, for any reason/s, any part hereof is held invalid or unconstitutional, the remainder of the Ordinance or provisions not otherwise affected shall remain valid and subsisting.

**SECTION 8. EFFECTIVITY CLAUSE.** This Ordinance shall take effect immediately after three (3) consecutive publications in a newspaper of general circulation and massive information dissemination.

**ENACTED.** May 27, 2005

## MUNICIPAL ORDINANCE NO. 127

### AN ORDINANCE CREATING THE MUNICIPAL YOUTH PROGRAM CENTER, ESTABLISHING A MUNICIPAL COMPREHENSIVE YOUTH DEVELOPMENT PROGRAM, APPROPRIATING FUNDS THEREOF, AND FOR OTHER PURPOSES.

(Jointly sponsored by: HON. DANIEL M. MADRIAGA and HON. PIO ANTONIO M. BORREL)

**BE IT ENACTED** by the Sangguniang Bayan of Capoocan, Leyte that:

#### Chapter I GENERAL PROVISIONS

**SECTION 1. TITLE** – This Ordinance shall be known as the “**Youth Welfare and Development Code of Capoocan, Leyte**”

**SECTION 2. DECLARATION OF POLICIES AND PRINCIPLES** - The Local Government Unit of Capoocan, Leyte recognizes its responsibility to harness and develop the full potential of the youth as partner in the fullest development of a self-reliant and sustainable community and hereby establishes the Municipality Comprehensive Youth Development Program.

The local government further declares that the Municipal Comprehensive Youth Development Program shall be based on the following principles of unity, organization and action:

- (a) The youth have a duty to exercise strong moral influence towards the political, cultural and spiritual renewal of society;
- (b) The youth’s commitment to the higher cause of community, country and God is supreme to all other personal pursuits;
- (c) The Capoocan youth are collectively morally bound to advance the transformation of their sector as the starting point and foundation of change in the larger society;
- (d) The youth should be involved in the resolution of issues and concerns as well as advancement of human and sustainable development.

**SECTION 3. DEFINITIONS OF TERMS** – For purposes of this Ordinance, the following terms are hereby defined:

- (a) Youth – are those whose ages range from fifteen (15) to thirty (30) years old;
- (b) Youth Organization – any organization that ages of the member are from fifteen (15) to thirty (30) years old;
- (c) Youth Serving Organization – any organization which primary objectives, programs, projects and activities are youth-related;

**Sub-sectors:**

- (1) In-School Youth – are those in the fifteen (15) to thirty (30) age range who are attending either formal schools or non-school based educational programs under institutions recognized by the state;
- (2) Out-of-School Youth – are those who are fifteen (15) to thirty (30) years old, not enrolled in any formal/vocational school, not employed or belong to specific employable and not college, or technical/vocational school graduates;
- (3) Working Youth – are those are fifteen (15) to thirty (30) years old, who are either employed, self-employed, underemployed or belong to specific employable job-seeking youth groups both in the formal and informal institutions;
- (4) Youth with Special Needs – are those who are fifteen (15) to thirty (30) years old, who are marginalized by existing societal forces thereby needing special care, attention and protection. They include the youth with disabilities, young victims of national disasters and calamities, youth offenders, juvenile delinquents, drug dependent youth, street youth and abused/exploited youth.

#### Chapter II YOUTH DEVELOPMENT PROGRAM

**SECTION 4. YOUTH DEVELOPMENT PROGRAM** – In order to attain the full realization of the declaring policies and principles of the Local Government Unit of Capoocan, Leyte, there is hereby established a “Municipal Comprehensive Youth Development Program”, herein after referred to as Youth Development Program. It shall have the following components:

- (a) A local study on the situation of the youth in the municipality every three (3) years thereafter which identifies priority issues and concerns that would address youth sectoral problems through the process of Participatory Rural Appraisal-Barangay Development Planning in every Barangay.
- (b) A convention of all SK Chairpersons, youth leaders and/or representatives of the different youth organizations every three (3) years thereafter to hammer out a comprehensive and integrated youth program of action based on the local youth situationer;
- (c) The Capoocan Youth Program of Action which will serve as the basis for the Three-Year Municipal Youth Development Plan and shall complement the Medium-Term Municipal Development Plan for the corresponding period;
- (d) Adoption and approval by the Sangguniang Bayan and Local Chief Executive respectively and implementation following its adaptation and approval every three (3) years thereafter;
- (e) Programs, project and activities to operationalize the implementation of the Youth Development Programs for the youth sub-sectoral concerns  
*-In School Youth, Out of School Youth, Working Youth and Youth with Special Needs;*

#### Chapter III MUNICIPAL YOUTH PROGRAM CENTER

**SECTION 5. YOUTH CENTER** - There is hereby created the “Municipal Youth Program Center”, herein after referred to as “Youth Center”.

**SECTION 6. COMPOSITION** - The youth center shall be composed of the following:

- (a) Municipal Youth Coordinator;
- (b) Two (2) working staff;

- (c) President or the duly authorized representative of every registered and accredited youth organization and youth serving organization with the youth center and the Sangguniang Bayan respectively in a volunteer status;
- (d) Presidents of the Municipal SK, YHES & PYA Federation and Student Body Organizations in the municipality in a volunteer status;

**SECTION 7. STATUS AND NATURE** - The youth center shall be under the direct control and provision of the Local Government Unit of Capoocan, Leyte through its Local Chief Executive and shall serve as the physical venue and institution nerve center of the Capoocan youth from which all the programs, projects, activities, and personnel should emanate. It shall also be the coordinating and/or implementing arm of all youth related institutions, programs, projects and activities of the municipality.

**SECTION 8. (A) APPOINTMENT/DESIGNATION AND QUALIFICATION OF MUNICIPAL YOUTH COORDINATOR** - The Local Chief Executive shall appoint a Municipal Youth Coordinator or designate from the regular employees who is a natural-born Filipino citizen; bonafide resident of the municipality; has occupied position of responsibility and leadership in any youth organization or institution; of good moral standing; and not have been convicted of any crime involving moral turpitude.

**(B) APPOINTMENT AND QUALIFICATIONS OF THE TWO (2) WORKING STAFF** – The Local Chief Executive shall appoint two (2) working staff in job order status who are natural-born Filipino citizens; bonafide residents of the municipality; with considerable exposure to youth affairs; of good moral standing; and not have been convicted of any crime involving moral turpitude.

**SECTION 9. OBJECTIVES OF THE YOUTH CENTER** – The objectives of the youth center are to:

- (1) Evolve youth interest groups, organizations and all alliances for the promotion of concepts and practices of ecological protection;
- (2) Give rise to a youth movement taking up sustained advocacy of the agenda of human and sustainable development taking into account the gender issues and concerns;
- (3) Launch projects or self-help initiatives geared to intensified livelihood generation among out-of-school youth especially in farming, fishery and technology;
- (4) Set up and operate support systems to small production and market among the youth-driven economic activities;
- (5) Implement program providing access to higher education, technical skills formation, acquisition of entrepreneurial competence, and infusion of appropriate technologies;
- (6) Implement support programs for socio-cultural enrichment, the availability of wholesome recreation, and comprehensive sports development;
- (7) Institutionalize the board participation of the youth in community development and social-structural change;
- (8) Revive the premise of the youth as the hope of the fatherland by supporting the formation of leadership, building of individual character, and growth of youth organizations and youth serving organizations among them towards social and personal self-renewal;
- (9) Reaffirm youth values that put above all conjoined interest of family, country and God;
- (10) Supplement local government appropriations for youth promotion and development with funds from other sources.

**SECTION 10. POWERS, DUTIES AND FUNCTIONS** – The youth center shall have the following powers, duties and functions to;

- (a) Coordinate, oversee and ensure the implementation of the youth development programs, projects and activities by the Local Government Unit including the different respective barangays and the other government agencies;
- (b) Implement and oversee the youth development programs, projects and activities as encapsulated in the Capoocan Youth Program of Action;
- (c) Establish a consultative mechanism between the Local Government of Capoocan, Leyte and the youth sector or facilitate youth group processes among the youth for planning and evaluation purposes;
- (d) Assist and coordinate with various agencies of the government and non-government organizations or institutions in the implementation of all laws, policies, programs, project, and activities relative to youth welfare and development;
- (e) Seek or request assistance and support from any government agency, officer or instrumentality thereof as well as non-government organizations or institutions in pursuance of the youth programs, projects and activities;
- (f) Conduct trainings, seminars and workshop that will enhance the skills and leadership potentials of the youth;
- (g) Establish and maintain linkages with the different youth organizations and youth serving organizations or institutions in the municipality, other parts of the country and abroad;
- (h) Establish an organizational structure to effectively carry out its functions;
- (i) Conduct promotion and fund-raising campaign in accordance with existing laws;
- (j) Allocate resources for implementation of the youth programs, projects and activities;
- (k) Extend and provide support or assistance to deserving youth and youth organizations or youth serving organizations such as scholarship grants;
- (l) Participate in any youth-related fora, symposia or other activities;
- (m) Register, establish and/or facilitate and help in the establishment of youth organizations or youth serving organizations;
- (n) Serve as a General Secretariat for the Municipal Sangguniang Kabataan (SK) and Youth for Human and Ecological Security (YHES) and Pag-asa Youth Association (PYA) federation;
- (o) Submit an annual report to the Local Chief Executive on the implementation of the youth programs, projects and activities;
- (p) Perform such other functions as may be necessary to effectively, efficiently and economically carry out the provisions of this Ordinance.

**SECTION 11. APPROPRIATIONS** - There is hereby authorized to be appropriated the amount of Five Hundred Thousand Pesos (Php500, 000.00) as additional funding for the youth center to be charged against the unexpended appropriations of the municipality. The amount appropriated for youth programs and charged to the different respective government agencies in the local government unit shall part of the funding allocation for the youth center.

There after, the amount needed for the operation and maintenance of the youth center shall be included in the Annual General Fund Budget of the Local Government Unit of Capoocan, Leyte; Provided, that the operational expenses including the personal services shall not exceed forty percent (40%) of the annual appropriation and that at least sixty percent (60%) of annual appropriation shall be used to defray the youth development programs, projects and activities.

Chapter IV  
**BOY AND GIRL OFFICIALS OF THE WEEK**

**SECTION 12. BOY AND GIRL OFFICIALS OF THE WEEK** - There is hereby provided for in this Ordinance the election of counterparts of all elective and appointive local officials, as well as heads of national government agencies stationed or assigned in the municipality from among the in-school and community youth residing in the municipality during the celebration of Linggo ng Kabataan every second week of December pursuant to the provisions of the Republic Act 7160. During said week, they shall hold office as boy and girl officials on official functions with the presence and guidance of the originally elected and appointed officials.

Chapter V  
**OTHER PROVISIONS**

**SECTION 13. SEPARABILITY CLAUSE** - If for any reason, any part or provision of this Ordinance shall be declared unconstitutional or invalid, other parts or provisions not affected thereby shall continue to be in full force and effect.

**SECTION 14. REPEALING CLAUSE** - All ordinances, local issuance or rules inconsistent with provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 15. EFFECTIVITY** - This Ordinance shall take effect immediately upon approval.

**APPROVED:** February 21, 2005

**MUNICIPAL ORDINANCE NO. 01-11-2001S**

**AN ORDINANCE ADOPTING A COMPREHENSIVE YOUTH DEVELOPMENT PROGRAM, APPROPRIATING FUNDS THEREOF, AND FOR OTHER PURPOSES.**

(Sponsor: HON. NORIEL BERNALES)

(Co-Sponsor: Committee on Youth & Sports Development chaired by Hon. Gerald S. Ponon)

Be it ordained by the Sangguniang Bayan of Nabua, Camarines Sur, in session assembled, that:

**SECTION 1. ADOPTION OF THE PROGRAM** – The Municipality of Nabua, Camarines Sur hereby adopt and shall implement the herein Comprehensive Youth Development Program.

**SECTION 2. SCOPE AND COVERAGE** – This ordinance shall cover all existing traditional youth organizations within the Municipality of Nabua, Camarines Sur.

**SECTION 3. THE PROGRAM** – In recognition of the Vital Role of the Nabueño Youth in nation-building and in order to promote and protect their rights and welfare, the following Comprehensive Youth Development Program is hereby established:

A.) ORGANIZING – There shall be established in this municipality a federation of all existing traditional Barangay youth organizations which shall be the base organization of this program.

In cases where there are two or more youth organizations in the Barangay desiring to be a member organization of the federation; the youth organization with the highest number of membership shall be accepted as member organization. A certification from the Barangay Captain to the effect that said organization have the highest number of membership among other organizations in the Barangay shall be required.

The federation shall adopt its own Constitution and By-laws, which must be approved by the majority of the member organizations.

B.) RESEARCH AND DOCUMENTATION – All data concerning the youth of the Municipality of Nabua shall be gathered which shall be used in all programs, projects or activities concerning the youth.

C.) CAMPAIGNS AND ADVOCACY – The youth, being the prime sector of the society shall take active role and participation on issues and concerns affecting their rights and welfare and the society as a whole.

Towards this end, the youth shall indulge in activities such as debates, symposia, fora, public information campaign and other related activities on various issues and concerns affecting their rights and welfare and the society as a whole.

D.) ARTS AND CULTURE – The preservation and enrichment of the Nabueño Arts and Culture shall be intensified.

Toward this end, the youth shall endeavor to implant in the lives of Nabueños the value and importance of Arts and Culture by advocating activities, which shall lead to the establishment, and maintenance of a youth choir, dance troupe, theatrical group and other arts and cultural groups. Dancing, singing and other cultural and arts competition shall give prominence to Nabueños.

E.) LIVELIHOOD – To develop the value of independence and self-reliance among the Nabueño Youth, livelihood projects shall be made available to the youth especially the out of school youth.

F.) EDUCATION & TRAINING – To fully equip the youth with the knowledge and skills which they need to actively participate in public and civic affairs, continues education and training program shall be endeavored, such as but not limited to, leadership training, values formation, and skills training.

G.) SPORTS – To foster self-discipline, teamwork and excellence for the development of a healthy and alert Nabueño youth, physical education, sports program, league competitions and amateur sports shall be encouraged.

Sports program and competition shall be geared towards the formations of various sports and athletic teams, which shall be provided with regular training program and shall represent the municipality in any sports and athletic competition where they are qualified.

**SECTION 4. MUNICIPAL YOUTH DEVELOPMENT COUNCIL** – Municipal Youth Development Council is hereby created which shall have the following compositions, powers and responsibilities:

A.) COMPOSITION:

- |               |  |
|---------------|--|
| Chairman      | - Municipal Mayor                                |
| Vice-Chairman | - SK Federation President                        |
| Members       | - S.B. Committee on Youth and Sports Development |
|               | - Municipal Planning and Development Coordinator |
|               | - Municipal Local Government Operations Officer  |
|               | - Municipal Social Welfare Officer               |
|               | - Liga ng mga Barangay President                 |
|               | - PNP Representative                             |
|               | - DECS PESS Supervisors                          |
|               | - DECS Cultural & Sports District Coordinator    |

B.) POWERS & FUNCTIONS:

- To formulate the rules, regulations implementing this program
- To determine the personnel required to implement this program and set the qualifications process of hiring and salary of said personnel.
- To approve and review the projects and activities formulated by the Youth Federation organized herein.
- To determine and conduct regular meeting of the council.
- Perform such other functions, which they may deem necessary for the implementation of the program.

**SECTION 5. FUNDING** – There shall be a regular funding to be appropriated chargeable against the Economic Development Fund (EDF), which shall be determined by the Municipal Development Council (MDC) to finance the implementation of this program.

However, the federation shall endeavor fund raising activities, which are needed to carry out the projects and activities relative to this program.

**SECTION 6. REPEALING CLAUSE** – Any resolution ordinances or issuances, which are inconsistent herewith, are hereby repealed, amended or modified accordingly.

**SECTION 7. SEPARABILITY CLAUSE** – If any part of this ordinance shall be declared as invalid by any court competent jurisdiction, other parts not affected thereby shall remain in effect.

**SECTION 8. EFFECTIVITY** – This ordinance shall take effect upon its approval and publication.

**PROVINCIAL ORDINANCE NO. 2000 – 031**

**PROVIDING FOR THE CREATION AND ORGANIZATION OF THE CENTER FOR CULTURE AND ARTS DEVELOPMENT OF THE PROVINCE OF BOHOL.**

(Author and Sponsored by: HON. GODOFREDA O. TIROL, PH.D.)  
(Co-sponsored by Hon. Lemuel E. Digal and Hon. Tomas D. Abapo, Jr.)

**WHEREAS**, as early as 1995, the present provincial administration articulated its vision of developing Bohol into a prime Eco-Cultural tourism destination of the country. Such a vision of the provincial leaders could only be realized if a comprehensive cultural development program reaching into communities would be in place;

**WHEREAS**, it was then observed from an initial scan of the cultural environment that Boholano people had an unusual wellspring of Ecology, History, and Culture that can be tapped and unleashed as sources and forces for the province's sustainable growth and that Bohol is replete with a rich and colorful history and has been bequeathed by its ancestors with an enviably resplendent array of cultural heritage;

**WHEREAS**, the most precious asset Bohol has its people and Boholanos can best be described as one of the most friendly, gracious, and hospitable groups of Filipinos in these islands and are certainly one of the most creative, artistic, and imbued with a deep sense of spirituality;

**WHEREFORE**, be it ordained by the Sangguniang Panlalawigan of Bohol that:

**SECTION 1. TITLE.** This ordinance shall be known as the Creation and Organization of the Center for the Cultural and Arts Development;

**SECTION 2. DECLARATION OF POLICY.** The Provincial Government of Bohol, cognizant of the richness of Bohol's Heritage, hereby declares it a policy to consciously pursue and develop a cultural development program for the Province of Bohol. The necessity is now felt more than ever as the Province itself is gearing towards a new age with more sophisticated demands and challenges. A deeper awareness by the Boholano people of their own identity and on the need to preserve and develop one's heritage is therefore deemed necessary as we embrace the new millennium;

**SECTION 3. ORGANIZATION AND FUNCTION.** The Center for Cultural and Arts Development or CCAD, is hereby created as a unit under the Office of the Governor. Its main workforce shall be composed of positions that may be determined as a project and activities require. It also develops an organizational structure that is necessary and appropriates for the realization of its mandate and objectives for which it is created;

CCAD is tasked with the over-all advocacy and development of cultural programs of the Province.

**SECTION 4. MANDATE.** Section 16 of R.A. 7160 that local government units shall ensure and support the preservation and enrichment of culture. The Vision statement of the Province also articulated the development of Bohol as a prime Eco-Cultural Tourism destination in the Country. Guided by these principles, CCAD shall pursue the development of a dynamic, proactive, and creative Boholano Arts and Culture with the following thrusts;

- The Preservation and Revitalization of Boholano Cultural Heritage, raising Boholano/Filipino pride and Self-Identity;
- The Cultural Empowerment of Boholano individuals, group, communities, and institution working for highest standards of artistic expression, faithfully reflecting the Boholano people's values, ideas, struggles, and aspirations;
- Sustainable community-based Cultural Productivity integrated in eco-tourism for the economic development of Bohol;
- Cultural Promotions and Networking

**SECTION 5. OBJECTIVES.** In carrying out its mandate, CCAD shall be guided with the following objectives;

- To foster awareness and appreciation of Boholano and Filipino Cultural Heritage
- To initiate the formulation and enactment of appropriate legislation for the preservation and protection of Boholano Culture Heritage
- To help revitalize Boholano Culture traditions
- To foment the creation of new artistic works
- To foster cultural empowerment of communities, groups, and institutions
- To help provide opportunities for the upgrading of cultural education in the schools
- To promote Cultural Talents and Eco-Cultural heritage sites
- To establish and develop appropriate cultural venues
- To develop Sustainable Community-based Eco-Cultural Tourism

**SECTION 6. PERIODIC PERFORMANCE EVALUATION.** A system of periodic monitoring and evaluation shall be formulated and enforced by the Governor to measure the performance of CCAD;

**SECTION 7. FUNDING.** Funds necessary to carry out the provisions of this ordinance shall be provided in the annual budget or supplemental appropriation of the provincial government;

**SECTION 8. SEPARABILITY CLAUSE.** Any portion or provision of this ordinance that may be declared invalid or inconsistent with laws or policies shall not have a nullifying effect on other portions or provisions hereof, as long as such remaining portions or provisions can still subsist and be given effect in their entirety;

**SECTION 9. REPEALING CLAUSE.** All provisions, rules and regulations or part thereof in conflict with or inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly;

**SECTION 10. EFFECTIVITY.** This ordinance shall take effect immediately after approval.

**APPROVED.** October 13, 2000

**PROVINCIAL ORDINANCE NO. 2000-020**  
**Series of 2000**

**INSTITUTIONALIZING THE YEARLY SEARCH FOR THE CHILD-FRIENDLY MUNICIPALITIES IN THE PROVINCE OF BOHOL FOR THE PROMOTION OF A CHILD-FRIENDLY ENVIRONMENT.**

(Authored & Sponsored by HON. GODOFREDA O. TIROL, PH. D., Co-Sponsored by Hon. Francisco P. Alesna, Sr.)

**WHEREAS**, it is the role of the local governments to protect the children's survival, development, protection and participation;

**WHEREAS**, the LGUs commitment to provide opportunities of the Filipino children to enjoy their rights can only be manifested by their sincere efforts to implement programs and provide services for the welfare and development of our children;

**WHEREAS**, there is a need to give due recognition to the LGUs best efforts in responding to our vital role and responsibility for the welfare of our children.

**WHEREAS**, pursuant to Executive Order No. 184 series of 1999 entitled "Establishing the Presidential Award for the Child-Friendly Municipalities and Cities", a yearly search for the Child-Friendly Municipalities in the Province of Bohol shall be institutionalized;

**WHEREFORE**, be it ordained by the Sangguniang Panlalawigan in session only assemble-

**Section 1. TITLE.** This ordinance shall be known and referred to as The Child-Friendly Municipality Ordinance.

**Section 2. PURPOSE.** The Search for the Child-Friendly Municipalities aims to:

- Give provincial recognition to municipalities that have been considered as "child-friendly;"
- Encourage local government units to prioritize and address issue and concerns affecting the full realization of the rights of the children;
- Increase awareness of LGUs on the rights of the children;
- Monitor and evaluate the implementation of programs and service for children.

**Section 3. FUNDING.** The provincial government shall allocate the funds necessary for the conduct of search for the Child-Friendly Municipalities such as:

1. The prizes for the winners for the specified categories:
  - 1<sup>st</sup> to 3<sup>rd</sup> class municipalities
  - 4<sup>th</sup> to 6<sup>th</sup> class municipalities
  - Allowances for the evaluators in the conduct of the evaluation for the 47 towns in the province of Bohol.

**Section 4. SEPARABILITY CLAUSE.** Any portion or provision of this ordinance that may be declared invalid or consistent with existing laws or policies shall not have nullifying effect on other portions or provisions hereof, as long as such remaining portions or provisions can still subsist and be given effect in their entirety.

**Section 5. REPEALING CLAUSE.** All provisions of ordinances rule and regulations or part thereof, in conflict with or inconsistent with the provision of this ordinance are hereby modified accordingly.

**Section 6. EFFECTIVITY.** This ordinance shall take effect immediately after its approval.

**MUNICIPAL ORDINANCE NO. 07, SERIES 2003**

**AN ORDINANCE ESTABLISHING THE LUGAIT LIBRARY, ARCHIVE AND INFORMATION CENTER, LEVYING SERVICE CHARGES, PROVIDING FUNDS AND FOR OTHER PURPOSES.**

(Sponsored by: HON. BRUCE COLAO)

**WHEREAS**, Public Libraries are essential repositories, not only of our national culture but also of the culture of other people nations. It is essential for mental, spiritual, cultural and physical development of the community. Public libraries seek to provide opportunity and encouragement for children, young people, men, and women to educate themselves. It likewise seeks to serve the community as a general center of reliable information. It serves people of all ages, regardless of sex, race and religion in the community. It accelerates the cultural and intellectual growth of the people.

**WHEREAS**, the public was not provided with library services since Lugait was created by virtue of Executive Order No. 425 dated march 16, 1961;

**WHEREAS**, Congress has enacted Republic Act No. 7743 (An act Providing for the Establishment of Congressional, City and Municipal Libraries and Barangay Reading Centers throughout the Philippines, Appropriating the Necessary Funds Therefore and Other Purposes.) and was approved last June 17, 1991 by President Fidel V. Ramos making it a national policy to promote the moral and intellectual well being of the people; elevate the literacy level of every Filipino to the end that knowledge and information in nation-building by establishing public libraries in every congressional district, city, and municipality, and reading centers in every barangay throughout the Philippines;

**WHEREAS**, Section 469© (9) of Republic Act No. 7160, otherwise known as, the New Local Government Code of 1991, provides among others that "x x x The secretary to the Sanggunian shall take the charge of the Office of the Secretary to the Sanggunian and shall: take custody of the local archives and where applicable the local library and annually account for the same x x x";

**WHEREAS**, this august body has passed a resolution expressing Lugait in the National Library Program dated March 8, 1999;

**WHEREAS**, the Local School Board of this municipality has expressed their support for the attainment of the library project in the municipality in its Resolution No. 7 dated September 3, 1999;

**WHEREAS**, on June 30, 1998, Mayor Wellie G. Lim, CPA, became the Mayor of Lugait, Misamis Oriental, Philippines. He convened a multi-sectoral forum sometime July 5, 1998 somewhere in Calangahan in the municipality. Different sectors participated and one of the outputs of such forum was the participants were able to identify that there is a need for the local government unit to have a Library, Archive and Information Center and they recommended that this be considered as one of the priority programs of Mayor Lim's administration.

**WHEREAS**, on March 08, 1999, the Sangguniang Bayan of Lugait in its books and office library materials allocation and such other programs. It was hand carried to the National Library by the Municipal Secretary. He was provided with the requirements to be satisfied first by LGU.

**WHEREAS**, On October 4, 1999, Sangguniang Bayan has passed Resolution No. 445, S. 1999. This resolution contained the following: 1) Petition The National Library to establish, organize, and operate a municipal library in the municipality; 2) committed P650,000.00 as initial funding for the various projects of the library; 3) committed to the Multi Purpose Training Center as Lugait Library, Archive and Information Center Building; fabrication of tables and chairs for the use of at least 50 persons; purchase of typewriters and filing cabinets; subscription to local, national and international periodicals, allocate for supplies and materials, and installation of center signage; 4) committed to sustain the salaries and wages of the library personnel; 5) the Treasurer and Secretary as overseers of the properties of the library; 6) committed to have the librarian under the technical supervision of the National Library; 7) committed to abide by the laws, rules and regulations of the National Library.

**WHEREAS**, Mayor Lim issued on March 10, 2000 an Executive Order creating the Lugait Library, Archive and Information Center Committee to take charge with the implementation of the said project. Mr. Cedric Genovia Dayta, the Municipal Secretary and Department Head I of the local government unit was designated as Chairperson.

**WHEREAS**, Honorable Bruce A. Colao, Chairman, Committee on Education, Health and Sanitation, Culture and Tourism, of the Sangguniang Bayan of Lugait, Misamis Oriental, filed Draft Municipal Ordinance No. 2, S 2003 formally establishing the center.

**WHEREAS**, LGU Lugait inaugurated the center on March 16, 2003.

**BE IT ENACTED BY THE SANGGUNIANG BAYAN OF LUGAIT, MISAMIS ORIENTAL IN SESSION ASSEMBLED THAT:**

**SECTION 1. TITLE OF THE ORDINANCE** – this ordinance shall be known as the Lugait Library, Archive and Information Center Ordinance otherwise known as LLAIC.

**SECTION 2. POLICY** – it shall be the policy of the local government unit of Lugait, Misamis Oriental, to provide its constituency especially the youth with library, archive and information services through the Lugait Library, Archive and Information Center.

**SECTION 3. LOCATION** – the Lugait Library, Archive and Information Center Building shall be established and located at the Municipal Multi-purpose Training Center Building that shall be renamed for purposes of this ordinance as the Lugait Municipal Government Center and shall be allocated for such purpose and for whatever future plans thereof.

**SECTION 4. VISION** – the Lugait Library, Archive and Information Center shall have the following as vision: "a world class center providing library, archive and information services to the people of Lugait who is committed to the holistic development of the Lugaitnons and the municipality."

**SECTION 5. MISSION** – the Lugait Library, Archive and Information Center shall have the following mission: "to provide quality library, archive and information services for the industrial and socio-economic development of the barangays of the municipality

of Lugait in line with the vision and mission of the municipality as outlined in the executive agenda for calendar years 2001-2004.”

**SECTION 6. OBJECTIVES** – the Lugait Library, Archive and Information Center shall have the following objectives:

- a) To provide a library with quality books and other reading materials which can be used for academic purposes;
- b) To preserve records and other materials with archival value for the future generation; and
- c) To provide audio-visual facilities to enhance quality education among the youth through the information services.

**SECTION 7. ORGANIZATION** – the Lugait Library, Archive and Information Center shall have the following organization: the policy-making body of the center shall be the Sangguniang Bayan of Lugait, Misamis Oriental pursuant to Section 447 of Republic Act No. 7160 through his representative, the Secretary to the Sangguniang Bayan pursuant to Section 444(b)(1) of Republic Act No. 7160 through his representative, the Secretary to the Sangguniang Bayan pursuant to Section 469 (c)(9) and Section 374 of Republic Act No. 7160. The Sangguniang Bayan, the Mayor and the Secretary to the Sangguniang Bayan, shall receive advises on the operations of their center through the following: The Municipal School Board, the Committee on Education or its equivalent of the Sangguniang Bayan of Lugait, Misamis Oriental, the Lugait Library, Archive and Information Center Committee created by Executive Order dated March 10, 2000 and its duly recognized partners from private and civil societies sector. The positions of (1) Librarian I (SG 10/1) and Utility Worker I (SG 1/1) are hereby created under this ordinance to take the day to day operations of the center.

**SECTION 8. POWERS AND FUNCTIONS** –

- a) The Mayor through the Secretary to the Sanggunian shall discharge the following powers and functions: 1) Supervise the personnel or staff of the center; 2) Sign vouchers and other forms necessary for the operations of the center; 3) Sign the Daily Time Records; 4) Submit the proposed annual budget of the center; 5) Discharge such other powers and functions as may be necessary as determined by law. For services rendered to the center, he shall not be compensated as the same shall be considered voluntary in the exigency of public service except in cases which he shall be in titled to allowances as may be allowed by government accounting and auditing laws, rules and regulations.
- b) The Librarian I. He shall have the following qualification: 1) Must be a resident of the Municipality; 2) A holder of a college degree preferably a graduate of library science or its equivalent; and 3) A person of good moral character. He shall also be a holder of Librarian License from the Professional Regulatory Commission. He shall discharge the following powers and functions: 1) Supervise the operations of the Center (50%); 2) Prepares budget proposal of the center and submit it to the Mayor through the Secretary to the Sanggunian (10%); 3) Organize and supervise the Barangay Reading Centers in the Municipality as an extension service of the center (30%); 4) Attend trainings and meetings representing the center (10%) and 5) Discharge such other powers and functions as may later be designated.
- c) The Utility Worker I. He shall have the following qualification: 1) A resident of the municipality; 2) A person of good moral character. He shall discharge the following powers and functions: 1) Clean, beautify and green the premises of the center; 2) He shall take charge of the audio visual equipment and its use by the public of the same; 3) Discharge such other powers and functions as may be determined later. He shall be appointed by the Mayor.
- d) Other personnel. Other personnel may be hired and employed later as may be necessary as determined by the Sangguniang Bayan or the mayor.

**SECTION 9. LIBRARY SERVICES** –

- a) Library services of the center shall be the following: Filipiniana Section; Reference and Multi-media Section; Serial Section, Circulation Section, Children Section. For greater accessibility to library materials, the open-shelf system is adopted in all services, except for materials placed under the Archive Section.
- b) Filipiniana Section. The collection consist of the following:
  - 1) Filipiniana references. These are Filipiniana general works such as encyclopedias, dictionaries, almanac, atlases, directories, handbooks, yearbooks, bibliographies and guidebooks that are designed to be consulted for specific information rather than continuously read;
  - 2) Vertical File materials. These consist of pamphlets, leaflets, handouts, brochures, pictures and other ephemeral materials on various subjects to supplement the book collections;
  - 3) Serials. These are collections of local publications of journals and magazines of general interests; and
  - 4) Special Data Bank Files. These are materials consisting of issuance such as Executive Orders, Memorandum Orders, Memorandum Circulars, Administrative Orders, Directives, etc. of the Local Government Unit.
- c) Reference and Multimedia Section. The materials consist of print forms (encyclopedia, dictionaries, almanacs, etc.) microfiches, transparencies, recordings, sound sheets, microfilms, films, videotapes, cassette tapes, CD-ROMS known as computer laser optical disks, computer diskettes, amps globes, charts, among others.
- d) Serial Section. Consist of newspapers, magazines, and clippings.
- e) Circulation section. Consist of books, which are continuously read.
- f) Children section. Consist of collections for the use of children.

**SECTION 10. ARCHIVAL SERVICES** – the Archival Services shall be provided by the Archival Section. This section shall consist of the archival materials. The following types of record are considered archival materials and as such shall be kept and retained at the archive.

- a. Administrative
  - Deeds for property acquired by and disposed of by the local government unit.
  - Right of way files
  - Easements agreements
  - Annexation files
  - Bonds and interest receipts
  - Grants/contract agreements
  - Cemetery records
  - Fixed asset inventory files
  - Maps and blueprints
  - Scrapbooks of local government events
  - Photographs/audio-video recordings of community events
  - Policy and program records

- Building permits
- b. Legislative/legal
  - Sangguniang Bayan minutes
  - Agenda/items submitted for Sanggunian consideration
  - Record of proceedings/transcripts-audio-video recordings/journal of proceedings
  - Committee minutes, reports, and deliberations
  - Ordinances
  - Resolutions
  - Legal cases/decisions
  - Legal forms and conveyancing
- c. Fiscal/financial
- d. Annual budgets
- e. Audit reports
- f. General ledgers
- g. Trial balance

## SECTION 11. POLICIES AND PROCEDURES –

- 1) The open-shelf policy is adopted in library services but closed-shelf policy is adopted for the archive section.
- 2) The center services may be availed during the following schedule: every week during Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays from 8 a.m.-12 p.m., 1 p.m.-5 p.m. No services will be provided by the center every Sunday and Monday.
- 3) All library and archive materials shall be for room use only. It cannot be brought out of the center premises.
- 4) The selection and evaluation of library materials may be made by the District Supervisor; the Lugait Library, Archive and Information Center Committee; partners; the Librarian; the Secretary to the Sangguniang Bayan and the Mayor for possible acquisition and request book distributors to forward/send examination copies for selection by the same. When it arrived, the Municipal Secretary shall inform concerned persons for viewing. Items not selected shall be returned to suppliers and origin. When funds warrant, the necessary steps for purchase of the same shall be undertaken.
- 5) There are two ways by which library materials may be acquired, namely, by purchase and by donation. In whatever ways, it must always conform to existing laws, rules and regulation on government accounting and auditing in acquiring these library materials.
- 6) All arriving materials be it purchased or donated shall be checked by the librarian and must be processed in accordance with existing government accounting and auditing laws, rules and regulations governing the same.
- 7) Photocopying of materials may be allowed after payment of appropriate fees subject to the limitations on archival practices.
- 8) Users of library materials, which were lost, and damage shall provide the same materials and quality to the center as replacement not later than one (1) week after the same shall have been lost or damage.
- 9) Users of archive materials which were damage (mutilation) shall be fined of P2,500.00 and must pay it 24 hours after the damage has been made. Theft of archive materials shall be penalized pursuant to existing provisions of the Revised Penal Code of the Philippines or any appropriate laws providing higher penalties.
- 10) Photocopying services shall be provided by the center and the following fees shall be collected: short bond paper – P1.50 per page and Long bond paper – P2.50 per page.
- 11) Internet services shall be provided by the center and the following fees shall be collected: Use of the computer of the center for internet purposes-P30.00 per hour; Downloading of information from the internet purposes-P50.00 per hour.
- 12) The following shall be the responsibilities of library and archive users:
  - 1) Library materials borrowed shall be returned by the borrower himself;
  - 2) Help maintain a quite atmosphere for study. Conversation disturbs and annoys your neighbor who wants to study. Smoking, eating, and littering are deemed improper inside the library.
  - 3) Treat the library materials you use with care. Marking or damaging materials impedes the work or fellow users. Mutilation of library materials is an offense penalized appropriately in this ordinance.
  - 4) Return card trays and chair to their proper places after using them.
- 13) Records in this archive shall be arranged in accordance to the following principles of archiving: 1) groups of records shall be protected as groups pursuant to the notion of respect des fonds or respect for the integrity of the group; and 2) involves keeping records in the order in which they were accumulated pursuant to the principle of original order.
- 14) The Archivist must adhere to the following archival values in the management of the archive:
  - 1) Evidential Value – the value for providing evidence of the origins, structure, functions, policies, and operations of the person or agency that created the record;
  - 2) Administrative value – the value for the conduct of current and future financial or fiscal business.
  - 3) Financial value – the value for the conduct of current and future financial or fiscal business
  - 4) Legal value – the value for the conduct of current and future legal business also referred to as documentary value, intrinsic value or primary value;
  - 5) Informational value – the value for reference or research deriving from the information the records contain also referred to as secondary value;
  - 6) Historical value – the value arising from exceptional age and/ or connection with some historical event or person.
- 15) The archivist shall ensure that the following archival practices are observed:
  - 1) Acquisition – the process by which archives add to their holdings by accepting materials as transfer, donation, loan or purchase;
  - 2) Appraisal – the process of evaluating records to determine which are to be retained as archives, which are to be kept for specific periods and which will be destroyed;
  - 3) Arrangement – the intellectual and physical process of putting archives and records into order in accordance with accepted archival principles, particularly those of provenance and original order.
  - 4) Description – the process of recording information about the nature and content of the records in archival custody; identifying such features as provenance, arrangement, format, volume, and contents;
  - 5) Reference service – the facilities and services that enable the user to use the archives and its records once access to them is approved.
  - 6) Education and outreach program – projects and promotional activities which informs the wider community about archival holdings and services and involves its members directly in their documentary heritage; also exhibits which informs or educate the viewer and or promotes the archives, its collection and services
  - 7) Preservation and conservation – the actions which enables the materials in an archives to be retained for as long as they are needed; those measures taken in order to prevent or delay future degradation of holdings that is the

- provision of environmentally sound and secure storage, installation of warning devices, the withdrawal, restriction or copying of fragile items.
- 8) Record Series – those records or archives having the same provenance which belong together because they are part of discernable filing system, they have been kept together they result from the same activity or they are similar in format and relate to a particular function;
  - 9) Item – the smallest discrete unit in the record series.
- 16) The following procedures for the transfer of records shall be followed:
    - 1) Transmittal forms are accomplished by the transferring agencies to provide an inventory of the records being transmitted.
    - 2) Arrangement of records for transfer must be according to subject categories on the nature and circumstances in which they came into being.
    - 3) Special terminology be used in the description of records to make transfer of documents meaningful in serving future reference needs and
    - 4) Documents should be packed in a form safe and convenient for handling.
  - 17) The following activities will be undertaken in the preservation and rehabilitation work:
    - 1) Operation of stack areas for proper storage of documents.
      - Safe from destruction by the elements and insects
      - Guard against incompetent handling
      - Safe from thievery
    - 2) Rehabilitation of Age records before they disintegrate by employing modern conservation technique internationally adopted.
    - 3) Duplication of documents to avoid physical handling of original (photo duplication and microfilming)
  - 18) The Librarian shall follow the steps in the preservation and restoration of historical documents: 1) Fumigation; 2) Taking note of the condition of the document; 3) Photographing; 4) Pagination or collation; 5) Dusting; 6) Cleaning (Deacidification); 7) Drying; 8) Restoration; 9) Tissue Repair; 10) Pressing; 11) Photographing; 12) Binding.
  - 19) The Librarian shall see to it that herein access policy is observed at the Archive:
    - a. It is not automatically that archives documents can immediately be borrowed or made useful. In principle, documents still being processed for appraisal, arrangement, description or undergoing preservation treatments are generally not ready for use even for in-house use. Other documents may not immediately be made available because of certain restrictions from their donors, from various governing laws or from lack of in-house facilities, which might compromise the security of the records.
    - b. Use of records shall be limited by the relevant legislation or rules governing the intent of records created or the order of the courts or nature of business as to its sensitivity or confidentiality or individual privacy.
    - c. Restrictions or conditions for use made by the donors of records shall always be strictly observed.
      - The clientele or intended users of records are the students (elementary, high school, and college); professionals and officials and employees of government and out of school youth who are residents and non-residents of the municipality.
      - Equality of access to records must be strictly observed.
      - To protect the physical condition of the records, handling of fragile and important documents must be ensured before treatment or before copying by the Archivist.
      - Loss, damage and tampering of records must utmostly be avoided so that care for these records must be observed. When loss, damage or tampering happens, the borrower or Archivist shall be held accountable for the same.
      - Researchers before being given access must comply to the requirement set forth in the foregoing rules above. In addition, he shall make a written request specifying the records needed and must be approved by the Archivist.
      - Archivist shall design forms such as letter request, researcher directory, request forms, contract with researchers and the security measures undertaken in the archive.
      - Limitations by copyright shall be observed and the researcher must be made aware of such limitation and must comply such conditions. The Archivist must provide a finding aid that will indicate the copyright and other restrictions to minimize undue access.
      - Reproduction or making copies of Archival materials should be carefully thought about. Photocopying can add damage to already fragile records as they are exposed to intense heat and light. A request for making large number of copies of certain documents must be thoroughly evaluated by the Archivist before granting said request as it raised doubts on the necessity of carrying out the request.
  - 20) The necessary facilities and procedure will have to be provided to support the reference services and the following requirements are:
    - 1) *Search Room* – This is area dedicated to the activity of allowing the researcher to study the documents. This is similar to the library reading room. This room should be separate from the storage room or the archival vault, which are considered high security. It is preferable that a researcher has his own desk. The Archivist in charge should work close by in readiness for assistance or for monitoring. Researchers must not be allowed in the storage or vault areas. Documents must be retrieved and returned to the storage area by the designated archive personnel.
    - 2) *Reference Interview* – The reference interview is the face-to-face question-answer situation, which helps both researcher and archivist identify specific documents for research as well as the house rules researchers, should know when using archival collections.
    - 3) *Response to Queries* – The Archivist will encounter many questions from users not only from those physically present but coming from the telephone or through the mail. It is the policy of this archive that the same be answered.
      - a. *Finding Aids* – listing, catalogs or other forms of describing the archives holdings.
      - b. *Reference Library* – this will be house at the search room. To distinguish this with the reference section of the library, it will contain only materials such as institution's publications, relevant government publication, local history, etc.
      - c. *Retrieval and Replacement* – Archive personnel must retrieved and replace records and not the researchers. Records must be retrieved and replaced utmost one (1) hour after it was borrowed.
      - d. *Reproductions* – this will house the photocopying and filming facilities of the archive.
  - 21) The following policy on documenting reference services must be observed:
    - 1) The Archivist must provide Directory of Users. It is where users will logbook personal circumstances of the same, the time they obtain records, the time they returned records, the day used the records, the kind of records they

used must be among the information to be provided in this directory. As to users who are calling the telephone, the same must have a Directory for their use and the Archivist made how response to queries.

- 22) The following policy rules shall also be observed in using records of the archive:
1. Only pencil or computer must be used in taking notes. Use of ink is prohibited. An amount of P10.00 per hour will be charged to users using computer inside the research room to defray expense of wear and tear and electricity.
  2. Users must place no heavy or sharp object on manuscript items. Do not fold manuscript.
  3. Users must not make notations on manuscript.
  4. Retain the order in which the manuscripts are received.
  5. Users are responsible for manuscript charged to him and are liable for loss or damage.
- 23) All users of the center must enter their names and other circumstances in a Logbook provided for the purpose every time they use it.

**SECTION 12. FUNDS AND MATERIALS –**

- a) A Trust Account named as the Lugait Library, Archive, and Information Center is hereby created under the General Fund of the local government unit. This is the account for funds donated to help it fulfill its mandates. These funds may come from legitimate sources.
- b) To ensure sufficient supplies of center materials like books and records, the center must continue its donation program. Any donation of materials must duly be accepted by the Sangguniang Bayan as provided by law. Donors will duly be recognized every year during the Luga-hait Sons and Daughters Week celebration in due form.
- c) The Librarian must maintain a Registry of Donors for money and materials donated to the center.

**SECTION 13. POLICIES ON PERSONNEL –** The hiring and policies on personnel shall be governed by civil service laws, rules and regulations.

**SECTION 14. EXTENSION SERVICES –** The librarian shall be mandated to provide extension services to the Barangays and in the end shall organize and supervise the establishment of the Barangay Reading Centers.

**SECTION 15. FORMS –** The center must design necessary forms in the operation of the center. In no case these forms will be designed contrary to the provisions of the herein ordinance.

**SECTION 16. SEPARABILITY CAUSE –** If for any reason, any section or provision of this ordinance shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions thereof.

**SECTION 17. APPLICABILITY CLAUSE –** All other matters relating to the impositions in this ordinance shall be governed by pertinent provisions of existing laws and other ordinances.

**SECTION 18. REPEALING CAUSE –** All ordinances, rules and regulations, or part thereof, in conflict with or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 19. EFFECTIVITY –** This ordinance shall take effect upon approval.

**MUNICIPAL ORDINANCE NO. 05, S. 1996**

**AN ORDINANCE BANNING SMOKING INSIDE NATIONAL AND MUNICIPAL OFFICES, SCHOOL PREMISES WHETHER PUBLIC OR PRIVATE AND INSIDE PUBLIC UTILITY PASSENGER VEHICLES WHETHER IN MOTION OR NOT AS LONG AS PASSENGER ARE ON BOARD WHICH ARE OPERATING WITHIN THE MUNICIPALITY OF LUGAIT.**

(Sponsored by: HON. BRUCE COLAO)

**WHEREAS**, smoking is medically accepted to have harmful effects toward human health;

**WHEREAS**, smoking does not only affect the health of the smoker but as well individuals who may inhale the emitted smoke;

**WHEREAS**, this Sanggunian believes in the preservation of the rights of smokers to smoke, it also believes it is moral responsibility to protect the rights of non-smokers to a smoke-free air;

**WHEREAS**, smoking inside national or municipal offices may cause annoyance to non-smokers, as emitted smoke cannot diffuse easily in closed areas.

**WHEREAS**, drivers who smoke while driving may loss concentration and risk the lives of passengers;

**WHEREAS**, lighted cigars or cigarettes or any such items of the same inside public utility passenger vehicles may, likewise cause harm on persons or their personal effects when live cigars are flinched off the lighted items cited and land on persons or their clothing;

**WHEREAS**, this measure is in congruence with the national anti-smoking campaign and with other progressive cities and municipalities adopting the same.

**BE IT THEN ENACTED BY THE SANGGUNIANG BAYAN OF LUGAIT, MISAMIS ORIENTAL IN SESSIONS ASSEMBLED THAT:**

**SECTION 1. POLICY** – it shall be unlawful for any person in the municipality of Lugait to smoke cigars, cigarettes or any other similar items of the same effect inside public offices, whether national or municipal; school premises, whether public or private, and all types of public utility passenger vehicles whether such be in motion or not for as long as passengers are on board.

**SECTION 2. TITLE** – This ordinance shall be known and cited as the Anti-Smoking Ordinance of Lugait.

**SECTION 3. DEFINITION OF TERMS** – When used in this ordinance the term:

Smoking – shall refer to the act of inhaling and exhaling the fumes of burning tobacco either in form of cigar, cigarette or such other items of the same effect.

Municipal offices – shall refer to government offices operated by the municipal government used in the discharge of public service.

National offices – shall refer to government offices operated by the national government through a national agency operating within the municipality.

School premises – includes classrooms, hallways, school grounds and anywhere within the territorial boundary of the school.

Public utility passenger vehicles – refers to buses, jeepneys, tricycle, motorcycles, trisikads whether man or motor powered operating and plying within the municipality of Lugait intended for public transport.

**SECTION 4. PENALTY FOR VIOLATION** – any person caught violating this ordinance shall be penalized by a One Hundred Peso (P100.00) FINE or IMPRISONMENT of not more than twenty-four (24) hours or BOTH upon the discretion of the court.

**SECTION 5. EXCLUSION CLAUSE** – hereby provided to be excluded in the coverage or this ordinance smoking areas to be adopted as a matter of prerogative by school institutions and open areas such as hallways or anywhere outside municipal or national offices even the premises of public halls and buildings.

**SECTION 6. REPEALING CLAUSE** – any provision or provisions thereof in any previous municipal ordinance contradictory in effect to any provision or provisions in this ordinance is or are hereby repealed or amended.

**SECTION 7. EFFECTIVITY CLAUSE** – this ordinance shall take effect sixty (60) days after approval of which the local government shall have conducted information campaign regarding this ordinance utilizing various media outlets and such other means that this ordinance shall have properly disseminate to the public.

**SECTION 8. ANTI-SMOKING CAMPAIGN** – the local government unit is hereby mandated to effect a continuous anti-smoking campaign in whatever means possible to effect full implementation of this ordinance.

**UNANIMOUSLY APPROVED.**