



Republic of the Philippines
Province of Bohol
Municipality of Jagna

OFFICE OF THE 7th SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 7-08-2010

**AN ORDINANCE ADOPTING THE INTERNAL RULES OF
PROCEDURE OF THE 7TH SANGGUNIANG BAYAN OF
JAGNA, BOHOL**

(Sponsored En Masse)

Be it ordained by the Sangguniang Bayan of Jagna, Bohol, that:

SECTION 1 - Pursuant to Article 103, Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991, the following set of Internal Rules of Procedure are hereby adopted:

RULE I - ORGANIZATION OF THE SANGGUNIANG BAYAN FOR LOCAL LEGISLATION.

a) Organization of the Sangguniang Bayan of the town for local legislation shall be as follows: The Mun. Vice Mayor shall be the Chairman and Regular Presiding Officer and the newly elected municipal councilors (8) plus the two ex-officio members (Sangguniang Kabataan and the Association of Barangay Council Municipal Federation Presidents) as members.

b) In the event the Presiding Officer is absent or unable to preside, a ROTATION basis shall be adopted in determining who shall assume the duties and responsibilities of the Presiding Officer beginning from the most senior member down to the Sangguniang Kabataan Municipal Federation President.

Inhibition/refusal to preside shall not be allowed unless with valid and justifiable reason/s.

RULE II – SESSION SCHEDULE-VENUE

a) The session of the Sangguniang Bayan shall be held every first working day of the week.

b) It shall be a “whole day” activity should necessity calls for it.

c) The regular time allocation shall be as follows:

8:30 A.M. – 8:59 A.M. - Pre-session conference (if necessary)

9:00 A.M. - Session proper shall begin

d) SPECIAL SESSION maybe called anytime as the need arises. Notice shall be served within 24 hours before the scheduled session.

Provisions in the Local Government Code concerning the holding of Special Session shall be suppletory to this rule.

The venue shall be at the Session Hall or at a designated place agreed by the body during the previous session. Every member of the Sangguniang Bayan shall be present in all sessions unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Sangguniang Bayan thru the Secretary.

RULE III – SESSION ATTIRE.

- a) Regular Session attire shall be barong tagalog for male Sangguniang Bayan members.
- b) For Female Sangguniang Bayan members – Any formal attire.
- c) During SPECIAL session and other SPECIAL ACTIVITIES or GATHERINGS of the Sangguniang Bayan - At the discretion of the Presiding Officer

RULE IV. STANDING COMMITTEES. (17)

Standing committees are permanent committees required to perform work for the following purposes:

- Ordinance or resolution sponsorship
- Undertaking public hearings on proposed measures in aid of legislation
- Legislative review and referrals

The following are the Standing Committees with its Composition directly responsible for legislative measures on matters pertaining to the issues and concerns falling under each committee:

1. COMMITTEE ON FINANCE AND APPROPRIATION

- a) funds for the expenditures of the municipal gov't. and payments for public indebtedness;
- b) claims against the municipal gov't;
- c) appropriation of funds/adjustment of funds;
- d) monitoring of accounts and expenditures in general;
- e) disbursement or investment of funds;
- f) its auditing and the adjustments of the accounts relative to said funds;
- g) incharge of inventory, supervision of all gov't. properties; and
- h) takes charge of the review of budgets of the barangays

Chairperson	- Andrew G. Tadena
Vice Chairperson	- Nimfa A. Lloren
Members	- Jesus B. Acedillo Bonifacio J. Virtudes, Jr. Rodrigo B. Lloren

2. COMMITTEE ON SOCIAL SERVICES AND GENDER CONCERNS

Include matters related to the

- a) recognition, protection, fulfillment and promotion of the rights of women especially the marginalized and their children;
- b) marriage and welfare of the family;
- c) public and social welfare and ameliorative services;
- d) public social services for the disadvantaged groups such as out-of-school youth including criminal offenders and drug dependents; the elderly; the senior citizens and persons with disabilities;
- e) relocation and resettlement of those displaced by natural and man-made disasters
- f) promotion of pre-school age institutions like nurseries, day care and kindergarten schools

Chairperson - Nimfa A. Lloren
Vice Chairperson - Alberto A. Cabrestante, Jr.
Members - Jesus B. Acedillo
Andrew G. Tadena
Bonifacio J. Virtudes, Jr.
Victorino M. Nayga, Sr.

3. COMMITTEE ON HUMAN RIGHTS, JUSTICE, PUBLIC ORDER AND SAFETY

- a) all abuses committed in violation of human rights and prosecution of crimes in coordination with various police and protective agencies; and
- b) shall be responsible also on matters involving peace, order, and security.

Chairperson - Rodrigo B. Lloren
Vice Chairperson - Cesario M. Cagulada
Members - Alberto A. Cabrestante, Jr.
Nimfa A. Lloren
Andrew G. Tadena

4. COMMITTEE ON YOUTH & SPORTS DEVELOPMENT

Include matters for the

- a) Promotion and protection of the youth's physical, moral, spiritual, intellectual and social well-being;
- b) Inculcation of patriotism and nationalism among the youth and the involvement in public and civic affairs; and
- c) Promotion and development of sports programs, amateur sports and competitions

- Chairperson - Lalaine H. Tan
- Vice Chairperson - Rodrigo B. Lloren
- Members - Cesario M. Cagulada
- Alberto A. Cabrestante
- Bonifacio J. Virtudes, Jr.

5. COMMITTEE ON ENVIRONMENTAL PROTECTION

- a) utilization, improvement, protection and conservation of natural resources and the general maintenance of ecological balance; and
- b) eradication of pollution and matters pertaining to foreshore areas and zones.

- Chairperson - Teofisto C. Pagar, Sr.
- Vice Chairperson - Alberto a. Cabrestante, Jr.
- Members - Nimfa A. Lloren
- Bonifacio J. Virtudes, Jr.
- Cesario M. Cagulada
- Jesus B. Acedillo

6. COMMITTEE ON COOPERATIVES, PEOPLE'S AND NON-GOVERNMENT ORGANIZATIONS AND RELATED ASSOCIATIONS

Include matters related to the

- a) Development and sustainability of cooperatives, people's and non-government organizations and related associations;
- b) Accreditation of cooperatives, people's and non-government organizations and related associations in compliance with prescribed requirements and criteria

- Chairperson - Bonifacio J. Virtudes, Jr.
- Vice Chairperson - Nimfa A. Lloren
- Members - Alberto A. Cabrestante, Jr.
- Jesus B. Acedillo
- Rodrigo B. Lloren

7. COMMITTEE ON RULES AND PRIVILEGES

- a) revision and enforcement of Sanggunian Rules, the organization of SB committees;
- b) codification of ordinances, legal aid, rights, privileges, dignity and reputation of the Sanggunian and its members; and
- c) responsible for the review of ordinances from the barangay and all issuances by which the Sangguniang Bayan is mandated by law.

Chairperson - Victorino M. Nayga, Sr.
Vice Chairperson - Cesario M. Cagulada
Members - Teofisto C. Pagar, Sr.
Andrew G. Tadena
Bonifacio J. Virtudes, Jr.

8. COMMITTEE ON AGRICULTURE

- a) agriculture, food production, agricultural research, soil survey and conservation;
- b) agricultural education and extension services;
- c) agricultural experiment station, credit and farm security, animal resources and livestock quarantine; and
- d) matters relating to the conservation utilization and development of the fishing industry and aquatic resources.

Chairperson - Teofisto C. Pagar, Sr.
Vice Chairperson - Cesario M. Cagulada
Members - Bonifacio J. Virtudes, Jr.
Nimfa A. Lloren
Rodrigo B. Lloren
Jesus B. Acedillo
Victorino M. Nayga, Sr.

9. COMMITTEE ON WAYS AND MEANS

- a) revenue in general;
- b) taxes and fees;
- c) revision of tax measures; assessment and valuation of properties, loans; and
- d) other sources and forms of revenues.

Chairperson - Cesario M. Cagulada
Vice Chairperson - Alberto A. Cabrestante, Jr.
Members - Andrew G. Tadena
Bonifacio J. Virtudes, Jr.
Victorino M. Nayga, Sr.

10. COMMITTEE ON EDUCATION, CULTURE and the ARTS

- a) education in general;
- b) schools, libraries, and museums;
- c) non-formal education and community adult education.
- d) responsible on the scientific and technological research development;
- e) promotion of culture and the arts; and
- f) preservation of our heritage, positive customs and traditions and promotion of cultural activities which instill moral values.

- Chairperson - Victorino M. Nayga, Sr.
- Vice Chairperson - Nimfa A. Lloren
- Members - Alberto A. Cabrestante, Jr.
Bonifacio J. Virtudes, Jr.
Rodrigo B. Lloren

11. COMMITTEE ON HEALTH AND SANITATION

- a) maintenance of health and hygiene of the residents;
- b) proposals and measures pertaining to sanitation, cemetery lots, hospitals, health centers, business establishments involve in the manufacture, handling and distribution of food, boarding houses and dormitories;
- c) backyard or big-scale poultry and swine raising; and
- d) takes charge of measures for the prevention or cure of epidemics or upsurge of sickness.

- Chairperson - Bonifacio J. Virtudes, Jr.
- Vice Chairperson - Nimfa A. Lloren
- Members - Rodrigo B. Lloren
Alberto A. Cabrestante, Jr.
Jesus B. Acedillo

12. COMMITTEE ON TOURISM

- a) on tourism, which includes the development of tourist/historical spots;
- b) establishments of hotels, restaurants, beaches, recreational centers, and park's development;
- c) establishment of sisterhood relationships; and
- d) promotion of the local tourism industry here and abroad.

- Chairperson - Cesario M. Cagulada
- Vice Chairperson - Bonifacio J. Virtudes, Jr.
- Members - Victorino M. Nayga, Sr.
Alberto A. Cabrestante, Jr.
Nimfa A. Lloren
Andrew G. Tadena

13. COMMITTEE ON TRADE AND INDUSTRY

Include matters related to the

- a) promotion, establishment and operation of entrepreneurship especially the micro-enterprises, business and industry;
- b) price monitoring especially of basic commodities;
- c) consumer protection;
- d) social security, health and general welfare of the entrepreneurs, employees, workers and their families

- Chairperson - Nimfa A. Lloren
- Vice Chairperson - Cesario M. Cagulada
- Members - Alberto A. Cabrestante, Jr.
Andrew G. Tadena
Bonifacio J. Vritudes, Jr.

14. COMMITTEE ON PUBLIC WORKS AND PUBLIC UTILITIES:

- a) planning, construction, maintenance, improvement and repair of public buildings, highways, roads, bridges, parks, shrines and other public edifices and infrastructure;
- b) sewerages, drainages, flood control and public protection;
- c) irrigation, leases of lands, subdivision and housing projects;
- d) transportation such as land and sea and their franchises;
- e) light, water and power services, communication and telecommunication services and their franchises; and
- f) shall be in coordination with all agencies in charge with the administration, operation and usage of public utilities.

- Chairperson - Jesus B. Acedillo
- Vice Chairperson - Alberto A. Cabrestante, Jr.
- Members - Teofisto C. Pagar, Sr.
Andrew G. Tadena
Rodrigo B. Lloren

15. COMMITTEE ON ZONING AND LAND USE

- a) zoning, land classification, use and management. It is also responsible on matters concerning public lands and other gov't-owned lots and boundary disputes.

- Chairperson - Jesus B. Acedillo
- Vice Chairperson - Teofisto C. Pagar, Sr.
- Members - Alberto A. Cabrestante, Jr.
Andrew G. Tadena
Bonifacio J. Virtudes, Jr.

16. COMMITTEE ON APPOINTMENT, GOOD GOVERNMENT, PUBLIC ETHICS & PUBLIC ACCOUNTABILITY and AWARDS

- a) status of officials and employees of the municipality and matters relating to their condition and situation of the different offices;
- b) compensation and classification and pension gratuity in general, and awards for deserving officials and employees;
- c) responsible with matters relating to investigation of complaints and charges of misdeeds and non-performance of duties of appointed

and elective officials and employees and related ethical standards in public office; and

d) makes recommendation to the appropriate body for action on the complaints filed/referred to for investigation.

Chairperson - Alberto A. Cabrestante, Jr.
Vice Chairperson - Cesario M. Cagulada
Members - Nimfa A. Lloren
Jesus B. Acedillo
Teofisto C. Pagar, Sr.
Victorino M. Nayga, Sr.

17. COMMITTEE ON LABOR AND EMPLOYMENT

Chairperson - Andrew G. Tadena
Vice Chairperson - Rodrigo B. Lloren
Members - Nimfa A. Lloren
Bonifacio J. Virtudes, Jr.
Cesario M. Cagulada
Alberto A. Cabrestante, Jr.

RULE V. OTHER COMMITTEES (3) – Committees created to respond to particular situation and needs of the locality...

1. COMMITTEE ON BARANGAY AFFAIRS

- a) affairs of the barangays including inter-barangay relation and cooperation; and
- b) relationship of the barangay gov't. to that of the municipal gov't.

Chairperson - Andrew G. Tadena
Vice Chairperson - Bonifacio J. Virtudes, Jr.
Members - Cesario M. Cagulada
Jesus B. Acedillo
Alberto A. Cabrestante, Jr.

2. COMMITTEE ON PUBLIC INFORMATION

Include matters related to

- a) Creating awareness and promoting public acceptance of international mandates, national laws, local ordinances and other related legislations and ensuring participation and feedbacks; and
- b) Utilizing strategies based on audience's needs, objectives, messages, channels and resources

Chairperson - Nimfa A. Lloren
Vice Chairperson - Rodrigo B. Lloren
Members - Jesus B. Acedillo
Alberto A. Cabrestante, Jr.
Andrew G. Tadena

3. COMMITTEE ON PUBLIC MARKET & SLAUGHTERHOUSE

Measures pertaining to

- a) The establishment, supervision, administration, operation and maintenance of the public market and the slaughterhouse; and
- b) Other projects and concerns related to the public market and slaughterhouse

Chairperson - Alberto A. Cabrestante, Jr.
Vice Chairperson - Jesus B. Acedillo
Members - Andrew G. Tadena
Bonifacio J. Virtudes, Jr.
Rodrigo B. Lloren
Victorino M. Nayga, Sr.

RULE VI. SPECIAL COMMITTEE (1)

1. OVERSIGHT, REVIEW and REFINEMENT COMMITTEE – created for concerns not under the jurisdiction of any Standing or Other Committees; and takes charge for concerns relevant to all legislations needing review and refinement as it deems necessary.

Chairperson - Cesario M. Cagulada
Vice Chairperson - Nimfa A. Lloren
Members - Andrew G. Tadena
Bonifacio J. Virtudes, Jr.
Alberto A. Cabrestante, Jr.
Victorino M. Nayga, Sr.

RULE VII. COMMITTEE MEETINGS/HEARING:

Committee meetings and hearings shall be scheduled at the discretion of the Chairperson with appropriate notice duly posted/served. Committee reports must be in writing duly signed by its Chairperson and members. Every member of its committee must attend all committee meetings.

Attendance thereto shall be duly registered in a LOG BOOK.

RULE VIII - ORDER OF BUSINESS:

- a. The Order of Business shall be as follows:
 1. Call to Order/Opening Prayer/Roll Call
 2. Reading & Adoption of Previous Minutes
 3. Matters arising from the Minutes
 4. Privilege/Question Hour
 5. Measures for 1st Reading/Referral
 6. Communications
 7. Committee Report (written and with signatures)

MUNICIPAL ORDINANCE NO. 7-08-2010 (INTERNAL RULES OF PROCEDURE)
7th Sangguniang Bayan
Jagna, Bohol

August 2, 2010
Regular Session

8. Calendar of Business:
 - a. Unfinished
 - b. Business for the day
 - c. Unassigned
9. Measures on 3rd and Final Reading
10. Adjournment

RULE IX. THE LEGISLATIVE PROCESS.

a. Presentation/s of sponsor and/or reaction/interpellation of interpellator shall not be recorded unless first recognized by the Presiding Officer.

b. Proposed measure/s shall be in writing or draft form to be prepared by the sponsor otherwise, it shall not benefit the standard “flow chart and numbering” unless, declared urgent by the Chair;

c. Committee Reports must be in writing duly signed by the Chairman and its Members;

d. Submission of proposed measures shall be made two (2) working days prior to the scheduled session otherwise, the same shall not be included in the “order of business”;

e. Legislative measures approved in the regular process or otherwise shall not benefit the proper numbering of Resolutions and Ordinances unless the draft of same shall have been submitted to the Honorable Council for scrutiny. Except, those declared urgent or recommended by the Local Chief Executive upon due deliberation.

f. Proposals involving funding request for LGU projects or activities maybe approved on the 1st reading stage without need of going through the three-reading process or procedures. This includes request for material assistance, program inclusion, office establishment and other related requests.

g. The 3-READING PROCEDURE, should it be necessary to follow, are as follows:

1st READING – The secretary reads the title only and the Presiding Officer assigns/refers the same to appropriate committee/s to study same, hold meeting/s and hearing.
(NO EXPLANATION, REACTION NOR INTERPELATIONS SHALL BE ALLOWED.)

2ND READING – After favorable report of the committee is received and reported out, the draft measure is submitted for floor deliberation, debate and amendments/s;

3rd READING – After amendment/s (IF ANY) have been suitably incorporated, and if the consensus is not unanimous, the draft measure is submitted to a vote which shall be final in this stage.

h. PUBLIC HEARING STAGES.

- i) for public consultation – to be conducted within the crafting stage and 2nd reading;
- ii) for public dissemination – after the approval of the measure either in a meeting or through the broadcast media.

RULE X - DECORUM AND DEBATE

a. FORMAL REFERENCE TO THE PRESIDING OFFICER - Any reference to the Presiding Officer should be formally stated thus: MR/MADAM PRESIDING OFFICER or THE CHAIR;

b. FORMAL REFERENCE TO ANOTHER MEMBER - Addressing another member by his name should be avoided. Instead, he should be referred as: THE PREVIOUS SPEAKER, THE GENTLEMAN/LADY WHO SPOKE BEFORE ME, or THE DISTINGUISHED SPONSOR.

c. RELEVANCE OF THE STATEMENTS TO THE ISSUE - Reactions should not be out of order, thus, must be relevant to the issue;

d. REFRAIN FROM PERSONALITIES - Avoid saying he is lying. Use other appropriate words;

e. COURSING REMARKS & QUESTIONS TO THE CHAIR – All remarks/questions of the speaker shall be coursed thru the Presiding Officer;

f. SPEAKING AGAINST OWN MOTION NOT ALLOWED – Mover shall not speak against its own motion. It may defer for some other time;

g. OBSERVANCE OF TIME LIMIT - 10 minutes rate shall not be exceeded by every speaker;

h. CIVILITY IN CONDUCT OF MEMBERS - When one has the floor, everybody must be seated.

i. NO MONOPOLY OF DISCUSSION OR DEBATE - No member shall speak more than twice on the same subject matter without the consent of the body and until all who wish to avail the first opportunity shall have spoken.

j. RECOGNITION FIRST BEFORE SPEAKING - No member shall be allowed to speak without prior recognition of the Presiding Officer.

k. IMPARTIALITY OF THE CHAIR - The Presiding Officer shall not take sides to preserve impartiality.

l. EXERCISE OF RIGHT HAS A LIMIT - Presentations, reactions can be curtailed or suppressed by the Chair or by the body if it transgresses the Rules of the Body.

RULE XI - RULES OF INTERPELLATION.

The following rules on interpellation must be followed:

1. Be honest in asking questions.
2. Embarrassing question must be avoided.
3. Avoid faultfinding questions.
4. Avoid questions that tend to cross-examine or interrogate.
5. Avoid asking more than two consecutive questions at a time.
6. Graciously acknowledge the answer.
7. Never argue with the respondent.

RULE XII - DISCIPLINARY ACTION

A. A fine shall be imposed for all unexcused absences in the following:

- Regular session - Php 500.00
- Special session - Php 600.00
- Committee Hearing - Php 300.00
- Other LGU-initiated activities considered by the Sangguniang Bayan as "a Must Attendance" (present during the whole duration of the activities) – Php 200.00/day.

B. Unexcused absences.

Definition – Absences not considered as valid by the members of the Sangguniang Bayan. (To be determined immediately after the Calling of the Roll either through viva voce voting or secret balloting as the case may be.)

C. Instances of absences.

- i. For Official Business, prior notice shall be given together with the official communication
- ii. For Medical related cases, text message will suffice especially in emergency cases but a medical certificate should be presented
- iii. For family related concerns, inform the Sangguniang Bayan through the Secretary or Presiding Officer who shall collectively decide on the case presented

D. Manner of Collection of fines.

Fines as imposed under the aforestated Rule shall be collected through PAYROL DEDUCTION. The fines collected shall be entrusted or held in trust to the Chairman of the Committee on Finance and Appropriation.

The Incharge of the Municipal Treasurer's Office shall be furnished with a copy of this Internal Rules of Procedure for guidance as well as the notice of such unexcused absence subject to a fine for appropriate action. Non-compliance of the imposition of fines shall be considered as a bad behavior on the concern and subject to Letter "E" of this Rule.

E. Disciplinary action/s.

The Sanggunian may punish its members for disorderly behavior or conduct, or absence for four (4) consecutive sessions without justifiable cause, and with the concurrence of two-thirds (2/3) of all its members, censure, reprimand, exclude from the session, or suspend for not more than 60 days after due investigation.

RULE XIII- EFFECTIVITY.

This Internal Rules of Procedure shall take effect upon its adoption.

ADOPTED: August 02, 2010.

AFFIRMATIVE:

SGD. BONIFACIO J. VIRTUDES, JR.
Municipal Councilor

SGD. RODRIGO B. LLOREN
Municipal Councilor

SGD. ALBERTO A. CABRESTANTE, JR.
Municipal Councilor

SGD. CESARIO M. CAGULADA
Municipal Councilor

SGD. JESUS B. ACEDILLO
Municipal Councilor

SGD. TEOFISTO C. PAGAR, SR.
Municipal Councilor

SGD. NIMFA A. LLOREN
Municipal Councilor

SGD. VICTORINO M. NAYGA, SR.
Municipal Councilor

SGD. ANDREW G. TADENA
Municipal Councilor (ABC Pres.)

SGD. LALAIN H. TAN
Municipal Councilor (SKMF Pres.)

NEGATIVE: None

ABSTAIN: None

ABSENT: None

CERTIFIED CORRECT:

RENATO R. ACERA
SB Secretary

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:

SGD. HON. EXUPERIO C. LLOREN
Municipal Vice Mayor
Presiding

APPROVED: _____
Date Signed

SGD. ATTY. FORTUNATO R. ABRENILLA
Municipal Mayor

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