



REPUBLIC OF THE PHILIPPINES
PROVINCE OF ILOILO
MUNICIPALITY OF PAVIA

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OFFICE OF THE SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON OCTOBER 2, 2023 AT 9:00 A. M. IN THE SESSION HALL, MUNICIPAL BUILDING, PAVIA, ILOILO.

PRESENT

- | | |
|-----------------------------------|---|
| 1. Hon. Edsel G. Gerochi | - Municipal Vice-Mayor
Presiding Officer |
| 2. Hon. Jo Jan Paul J. Peñol | - Municipal Councilor |
| 3. Hon. Ariel B. Gerada | - -do- |
| 4. Hon. Jose María D. Trimañez | - -do- |
| 5. Hon. Leonardo L. Belasa | - -do- |
| 6. Hon. Daniel S. Fajardo, II | - -do- |
| 7. Hon. Roy H. Gorriceta, Sr. | - -do- |
| 8. Hon. Joshua Philippe B. Gumban | - -do- |
| 9. Hon. Hanson H. Guyos | - Liga President
Ex-Officio Member |
| 10. Hon. Jeff Moises Hontoria | - SK Federation President,
Ex-Officio Member |

MUNICIPAL ORDINANCE 2023-34

AN ORDINANCE CREATING THE FOLLOWING OFFICES: PUBLIC EMPLOYMENT SERVICES OFFICE (PESO), BUSINESS PERMITS AND LICENSING OFFICE (BPLO), COOPERATIVE AND ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE (CEDIPO), MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO), MUNICIPAL TOURISM AND DEVELOPMENT OFFICE (MTDO), INTERNAL AUDIT OFFICE (IAO), HUMAN RESOURCE MANAGEMENT OFFICE(HRMO), PAVIA PUBLIC SAFETY AND TRAFFICE MANAGEMENT OFFICE(PPSTMO), INFORMATION, COMMUNICATION, AND TECHNOLOGY OFFICE (ICTO), AND LOCAL YOUTH DEVELOPMENT OFFICE(LYDO), AND APPROPRIATING FUNDS THEREOF.

Introduced by: HON. JO JAN PAUL "JP" PENOL
Chairperson, Committee on Good Government

Be it enacted by the Sangguniang Bayan in session assembled, that:

ORDINANCE 2023-34 (SANGGUNIANG BAYAN, PAVIA, ILOILO)

Section 1. Declaration of Policy. Section 458 (a) (1) (viii) of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that, "the Sangguniang Bayan shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services and activities of the municipal government";

Section 2. Objective. There is a need to create a separate division that will only focus on areas of public employment, business permits processing and monitoring, cooperative and economic development, disaster risk reduction and management, tourism development, internal audit, public safety and traffic management, and youth development, among others;

Section 3. PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)

A. Mandate

- a. To provide employment facilitation services where people can explore various employment options
- b. Ensure prompt, timely, and efficient delivery of employment service and provision of information on the other DOLE Programs
- c. Network with other PESOs within the region on employment for job exchange purposes

B. Legal Basis

- a. Republic Act 8759, otherwise known as the Act institutionalizing a National Facilitation Service Network thru the establishment of Public Employment Service Office (PESO) in every province, key cities, and other strategic areas.

C. Functions

- a. Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information between job seekers and employers by providing employment information services to job seekers, both for local and overseas employment, and recruitment assistance to employers;
- b. Develop and administer testing and evaluation instruments for effective job selection, training and counselling;
- c. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and nongovernmental organizations at the provincial/city/municipal/barangay levels by undertaking referrals for such programs;
- d. Undertake employability enhancement trainings/seminars for job seekers, as well as those who would like to change career or enhance their employability;
- e. Provide employment or occupational counselling, career guidance, mass motivation and values development activities;
- f. Conduct pre-employment counselling and orientation to prospective local and, most especially, overseas workers;

- g. Provide reintegration assistance services to returning Filipino migrant workers; and
- h. Perform such functions as willfully carry out the objectives of this Act.

D. Divisions/Sections

- a. Labor Relation Section
- b. Administrative & Records Section

Section 4. BUSINESS PERMITS AND LICENSING OFFICE (BPLO)

A. Mandate

- a. This Business Permit and Licensing Office (BPLO) ensures that all business establishments within the Municipality of Pavia secure their respective Business License and Mayor's Permit and to promote economic growth through increased commercial activity.

B. Legal Basis

- a. Republic Act 7160, otherwise known as the Local Government Code of 1991
- b. Municipal Ordinance No. 2018 04, otherwise known as the 2018 Revised Revenue Code of the Municipality of Pavia
- c. Republic Act 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018

C. Functions

- a. Responsible for processing and reviewing taxes and fees
- b. Ensure the true and correct collection of business taxes and fees
- c. Provide an effective system of conducting inspections and verification of all business establishments
- d. Take necessary measures and systems to generate more revenues
- e. Undertake intensive campaign against illegal business operations
- f. Monitor and enforce existing laws, ordinances, policies, rules, and regulations governing the operation of businesses and occupations in the locality
- g. Provide BPLS-related date to the business sector and the public in general
- h. Recommend revocation of business licenses and permits in case of violations.

D. Divisions/Sections

- a. Monitoring and Inspection Section
- b. Records Section

Section 5. COOPERATIVE AND ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTIONS OFFICE (CEDIPO)

A. Mandate

- a. The Cooperative and Economic Development and Investment Promotions Office (CEDIPO) shall facilitate, prepare, coordinate, execute, and promote policies, programs, projects, and activities relative to cooperative development, economic development, and investment promotions in the Municipality of Pavia.

B. Legal Basis

- a. Republic Act 9120, otherwise known as the Cooperative Development Code of 2008

C. Functions

1. Formulate measures for the consideration of sanggunian, and provide technical assistance and support to the Local Chief Executive (LCE) carrying out measures to ensure the delivery of basic services and provision of facilities through the development of cooperatives and in providing access to such services and facilities;
2. Develop plans and strategies and upon approval thereof by the Local Chief Executive (LCE) as the case may be and implement the same, particularly those which have to do with the integration of cooperative principles and methods in programs and projects which the Local Chief Executive (LCE) is empowered to implement and which the sanggunian is empowered to provide under the title LGC;
3. In addition to the foregoing duties and functions the cooperative officer shall, assist in the organization of cooperatives:
Provide technical and other forms assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization;
4. Assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.
5. Be at the frontline of cooperatives organization, rehabilitation or viability-enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation.
6. Encourage investments by providing quality services on investment promotion and economic development;
7. Steer the creation of a business-enabling environment to attract, retain or expand sustainable investments and businesses, and to increase local competitiveness;
8. In close coordination with the Municipal Planning and Development Office, identify economic enterprise projects that may be implemented through Public-Private Partnership (PPP);
9. Coordinate with multi-sectoral stakeholders to implement programs and projects that will promote business-friendliness and local competitiveness;
10. Establish and maintain a local economic database containing relevant facts and figures on the local economy and service agencies and providers for updated information and advice;
11. Recommend to the Local Chief Executive (LCE), as the case may be, on all matters relative to cooperatives development, economic enterprise, investments promotion, and viability-enhancement which will improve the livelihood and quality of life of the inhabitants; and
12. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

D. Divisions/Sections

- c. Administrative and Research Division
- d. Economic and Investment Promotions Division

Section 6. MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO)

A. Mandate

- a. Set the direction in the development, implementation, and coordination of local disaster risk reduction and management programs as it performs its research, planning, training, warning, response operations and administrative functions and those that may be authorized by the MDRRM Council.

B. Legal Basis

- a. Republic Act 10121, otherwise known as the Philippine Disaster Risk Reduction and Management Act of 2010
- b. Republic Act 7160, otherwise known as the Local Government Code of 1991

C. Functions

- a. Design, program, and coordinate disaster, risk reduction and management activities consistent with the National DRRM Council standards and guidelines;
- b. Facilitate and support risk assessments and contingency planning activities at the local level;
- c. Consolidate local climate-disaster risk information which includes risks from natural and human-induced hazards and maintain a local risk map for the Municipality;
- d. Organize and conduct training, orientation, and knowledge management activities on disaster risk and vulnerability reduction at the local level;
- e. Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public, through diverse mass media, particularly radio, landline communications, and technologies for communication within rural communities;
- f. Formulate and implement a comprehensive and integrated LDRRMP in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- g. Prepare and submit to the Sangguniang Bayan through the Municipal DRRM Council and the Municipal Development Council the annual LDRRM Office Plan and budget, the proposed programming of the Municipal DRRM Fund, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the Municipal DRRM Office;
- h. Monitor and mobilize instrumentalities and entities of the LGUs, and its partner LGUs, Civil Society Organizations (CSOs), private groups, organized volunteers' and sectoral organizations for disaster preparedness and response, to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- i. Identify, assess and manage the hazards vulnerabilities and risks that may occur in the Municipality;

- j. Disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;
- k. Identify and implement cost-effective risk reduction measures/strategies;
- l. Establish and maintain a resilience information and management system within the Municipality and maintain a disaggregated database of human resource, equipment, services, resources, directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- m. Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, non-government organizations, CSOs, humanitarian organizations and other stakeholders;
- n. Maintain and provide, suitably-trained and competent personnel for effective disaster risk and vulnerability reduction and climate change adaptation in the Municipality;
- o. Organize, train, equip and supervise the local emergency response teams and the Accredited Community Disaster Volunteers (ACDVs), ensuring that humanitarian workers are equipped with basic skills, including gender-sensitive case management and handling cases of gender-based violence in times of disasters;
- p. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter, water, sanitation and hygiene services, health and nutrition interventions and medical supplies for the affected population, particularly the vulnerable and marginalized groups;
- q. Within its area, promote and raise public awareness of and compliance with the Republic Act 10121;
- r. Serve as the secretariat and executive arm of the Municipal DRRM Council;
- s. Establish linkage/network with other LGUs for disaster risk and vulnerability reduction, climate change adaptation and emergency response purposes;
- t. Recommend through the Municipal DRRM Council the enactment of local ordinances consistent with the requirements of Republic Act 10121;
- u. Implement policies, approved plans and programs of the Municipal DRRM Council consistent with the policies and guidelines laid down in Republic Act 10121;
- v. Establish the Municipal Disaster Risk Reduction and Management Operations Center;
- w. Prepare and submit, through the Municipal DRRM Council and the Municipal Development Council, the report on the utilization of the Municipal DRRM Fund and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA) municipal level, copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG; and
- x. Act on other matters that may be authorized by the Municipal DRRM Council.

D. Divisions/Sections

- a. Research and Planning Division
- b. Capacity Development and Training Division
- c. Administrative and Logistics Division
- d. Early Warning, Information and Communication Technology Division
- e. Operations Division
 - a. Emergency Medical Services Section
 - b. Fire Auxiliary Services Section
 - c. Technical Rescue Services Section

Section 7. MUNICIPAL TOURISM AND DEVELOPMENT OFFICE (MTDO)

A. Mandate

- a. The Municipal Tourism and Development Office shall develop the tourism sector through initiatives which will empower Pavianhons to propel the municipality to a higher notch of sustainable synergy of agriculture, industry, culture, and commerce.

B. Legal Basis

- a. Republic Act 7160, otherwise known as the Local Government Act of 1991
- b. Republic Act 9593, otherwise known as the Tourism Act of 2009.

C. Functions

- a. Promotion of the municipality as a tourist station/stop in the Province of Iloilo
- b. Represent the municipality in matters related to tourism, history, heritage, arts, and culture
- c. Support, advance and promote the protection, maintenance and preservation of historical and cultural properties in cooperation with different agencies
- d. Monitor and identify potential tourism attractions
- e. Facilitate staging, commemoration, or holding of culturally-significant festivals, events, programs, and activities and introduce innovations thereto
- f. Issue Tourism License
- g. Encourage and assist identified tourism establishments to secure accreditation with the Department of Tourism
- h. Identify, propose and lobby for legislations for the protection, promotion, maintenance, preservation of matters that impact on acts, culture, heritage, and history
- i. Other functions as may be designated by the Municipal Mayor in the advancement of tourism, arts, culture, and good governance in the municipality.

D. Divisions/Sections

- a. Research, Planning, Training, and Technical Support Section
- b. Administrative and Tourism Promotion Section

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Section 8. HUMAN RESOURCE MANAGEMENT OFFICE (HRMO)

A. Mandate

- a. The Human Resource Management Office (HRMO) adheres to uphold a responsive and comprehensive personnel management program for a dynamic and professional workforce delivering quality service to Paviañhons.

B. Legal Basis

- a. Section 77 of Republic Act 7160, otherwise known as the Local Government Code of 1991

C. Functions

- a. Formulate for approval of the Municipal Mayor, as the case may be, a Human Resource Development Plan that will enhance personnel management processes in the local government unit with emphasis in the areas of recruitment and selection, career development, performance management, welfare, rewards and incentives for service excellence.
- b. Institutionalize a centralized record of human resource documents such as appointments, personal data sheets, service records, statement of assets and liabilities, leave credits, and other pertinent personnel records;
- c. Conduct continuing human resource development programs, and other capacity building interventions to enhance competency of employees and officials
- d. Monitor and evaluate the implementation of performance management system in the local government unit in accordance with Civil Service Rules and Regulations
- e. Advise the Municipal Mayor, as the case may be, the Sanggunian on matters pertaining to Civil Service rules and regulations
- f. Ensure that Civil Service Law and rules on personnel matters are properly executed
- g. Establish linkages/partnership with HR organizations and other LGUs
- h. Exercise such other powers and perform other functions and duties as may be prescribed by law or ordinance.

D. Divisions/Sections

- a. Information and Records Division
- b. Welfare, Compensation, and Development Division
- c. Administrative and Recruitment Division
- d. Learning Development and Performance Management Division

Section 9. INTERNAL AUDIT OFFICE (IAO)

A. Mandate

- a. The Internal Audit Office shall have the duty to check internal controls whether or not they are well-designed and properly implemented to safeguard assets and resources against loss, wastage, and misuse.

B. Legal Basis

- a. Republic Act 3456, as amended by Republic Act 4177, otherwise known as the Internal Auditing Act of 1962
- b. Presidential Decree No. 898 s. 1976
- c. Administrative Order No. 278 s. 1992
- d. Administrative Order No. 70 s. 2003

C. Function

- a. To assist the Management to achieve efficient and effective Fiscal Administration and performance of every departments/offices affairs and functions; and to provide an objective appraisal of systems, and improve the effectiveness if risk management and to assist the Municipality of Pavia in establishing and maintaining policies and procedures to uphold the quality of Internal Control of each departments.

D. Divisions/Sections

- a. Operations Audit Section
- b. Management Audit Section

Section 10. PAVIA PUBLIC SAFETY AND TRAFFIC MANAGEMENT OFFICE (PPSTMO)

A. Mandate

- a. To ensure that quality service is delivered for public, and road safety with paramount dedication and commitment in order to become the most livable municipality in the Province of Iloilo.

B. Legal Basis

- a. Republic Act 7160, otherwise known as the Local Government Code of 1991
- b. Municipal Ordinance No. 2015-02, otherwise known as the Traffic Management Code of Pavia

C. Functions

- a. Review existing design of the roads with the specific purpose of detecting and remedying any potential design deficiencies in terms of road safety.
- b. Preparation of training material, conduct / assist in conduct of training on road safety and traffic management. Provide necessary reports for inclusion in the capacity building component.
- c. Design communications and outreach campaign for road safety awareness among road users. This includes studying the effectiveness of various programs, selecting target groups for each program, and selecting of appropriate communication method for the outreach.
- d. Serves as consultative and advisory body of the Municipal Mayor and the Sangguniang Bayan Committee on Transportation and Utilities and to Committee on Public Safety in matters pertaining to traffic and public safety operation management in the Municipality of Pavia.
- e. Reviews the efficiency and effectiveness of the implementation of the Municipal Traffic Code and other rules and regulations.
- f. Support Sangguniang Bayan Committee on Transportation and Municipal Traffic Management Board in acquisition and analysis of data on road safety and traffic management and preparation of plans for improvements.
- g. Conducts periodic review of the implementation of Municipal Traffic Management Code as well as the reports and recommendation submitted by the Municipal Traffic Management Board.
- h. Undertake / assist in the review and design of the traffic control and traffic management devices. Provide technically sound suggestions for optimum utilization of resources for efficient traffic management.
- i. Implement all policies, directives, orders, ordinances and other laws pertaining to traffic operations and public safety management.
- j. Evaluates of the traffic management schemes being implemented by the Municipal Government.
- k. Advise site staff on field data collection such as traffic data and inventory of road furniture and road markings that pertain to road and public safety and traffic management. Analyze such data and provide inputs for improvements to Sangguniang Bayan for necessary improvements.

D. Divisions/Sections

- a. Public Safety Division
- b. Traffic Management Division

**Section 11. MUNICIPAL INFORMATION AND COMMUNICATION
TECHNOLOGY OFFICE (MICTO)**

A. Mandate

- a. To enhance the Local Government of Pavia's capability to systematize its operations and make it computerized and automated.
- b. To deliver an effective management tool for efficient and transparent governance

B. Legal Basis

- a. Section 3 of Republic Act No. 7160, Otherwise Known As The Local Government Code Of 1991

C. Function

- a. Formulate, recommend and implement policies, plans, programs, initiatives and guidelines that will promote the development and use of Information and Communication Technology in effective and efficient delivery of public service.
- b. Harmonize and coordinate all ICT plans and initiatives to ensure knowledge, information and resource-sharing, database-building and networking linkages among various departments and offices.
- c. Ensure the development and protection of integrated government ICT infrastructures and designs, taking into consideration the inventory of existing manpower, plans, programs, software, hardware and installed systems.
- d. Develop and maintain the official website of the Local Government of Pavia.
- e. Assist and provide technical expertise to departments and offices in the development of guidelines in the enforcement and administration of laws, standard, rules and regulations governing ICT.
- f. Set-up and optimize social media platforms to increase the visibility of LGU's social media content.
- g. Assist in the dissemination of vital information essential to priority programs, projects and activities of the local government through the use of ICT.
- h. Ensure and protect the rights and welfare of stakeholders and users to privacy, security and confidentiality in matters relating to ICT.

D. Divisions/Sections

- a. Information and Communication Section
- b. Technical Support Section
- c. System Development and Web Support System Section

Section 12. LOCAL YOUTH DEVELOPMENT OFFICE (LYDO)

A. Mandate

LYDO aims to empower different youth sectors/groups in the Municipality of Pavia by implementing sustainable, innovative, timely and developmental programs for the youth of the Municipality particularly youth individuals, youth and youth serving organizations, Sangguniang Kabataan and the Local Youth Development Council.

B. Legal Basis

Republic Act 10742, otherwise known as the SK Reform Act of 2015

C. Function

- a. Serves as secretariat of the LYDC
- b. Facilitates the election of the LYDC
- c. Provides technical assistance to the LYDC in the formulation of the LYDP
- d. Registers and verifies validity of youth and youth-serving organizations (subject to the revitalized Youth Organizations Registration Program (YORP) guidelines)
- e. Conducts mandatory and continuing training of SK officials and LYDC members and/or provides needed technical, logistical and other support in the conduct of said training programs and to other programs of the NYC and DILG.
- f. Coordinates with NYC regarding youth programs within its jurisdiction
- g. Perform such other functions as may be prescribed by law, ordinance, or as the LCE, DILG, NYC may require.

D. Divisions/Sections

- a. Policy and Planning Division
- b. Administration and Finance Division
- c. Programs and Operations Division



Section 13. Appropriation. The budget necessary to carry out provisions of this Ordinance, following its enactment, shall be included in the ensuing Appropriation Ordinance embodying the annual or supplemental budget, and every year hereafter, the same shall be included in the annual budget of the Municipal government of the Municipality of Pavia.

Section 14. Implementing Rules. The Human Resource Management Office (HRMO) shall formulate within sixty (60) days from its effectivity, the rules necessary to implement this ordinance.

Section 15. Separability Clause. If any provision of this ordinance is declared invalid, the remainder or any provision herein not affected thereby shall remain in force and effect.

Section 16. All Ordinances, executive orders, issuances including rules and regulations inconsistent with this ordinance are hereby repealed and/or modified accordingly.

Section 17. This ordinance shall take effect upon approval.

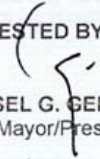
BE IT ORDAINED FURTHER to furnish copies of this ordinance to the Hon. Mayor, Laurence Anthony Gorriceta, Vice Mayor, Edsel Gerochi, the 18 Barangays, Sangguniang Panlalawigan of the Province of Iloilo for review, DILG and other concerned agencies for their information and reference.

ENACTED Ordinance 2023-34 this 2nd day of October, 2023 at Pavia, Iloilo, Philippines.

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


GYNLYN G. GUMBAN
Secretary to the Sanggunian

ATTESTED BY:


HON. EDEL G. GEROCHI
Municipal Vice-Mayor/Presiding Officer

APPROVED:


HON. LAURENCE ANTHONY G. GORRICETA
Municipal Mayor

ORDINANCE 2023-34 (SANGGUNIANG BAYAN, PAVIA, ILOILO)

