



Republic of the Philippines  
PROVINCE OF SORSOGON  
MUNICIPALITY OF GUBAT

## Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE INAUGURAL SESSION OF THE SANGGUNIANG BAYAN OF GUBAT, SORSOGON, HELD ON MONDAY, JULY 1, 2019 AT THE SANGGUNIAN BAYAN SESSION HALL.

### PRESENT:

Hon. Sixto F. Estareja	- Municipal Vice Mayor, P.O.
Honorable Aiza E. Encinares	- Member, Sanggunian Bayan
Honorable Danilo J. Pura	- Member, Sanggunian Bayan
Honorable Danilo E. Enaje	- Member, Sanggunian Bayan
Honorable Alvin E. Rosales	- Member, Sanggunian Bayan
Honorable Kenneth D. Escandor	- Member, Sanggunian Bayan
Honorable Noe L. Endaya	- Member, Sanggunian Bayan
Honorable Anthony C. Callos	- Member, Sanggunian Bayan
Honorable Valentin A. Pura IV	- Member, Sanggunian Bayan
Honorable Norven E. Ariola	- SKMF Acting President
Honorable Ramilo S. Fajardo	- LNB Acting President

ABSENT: NONE

---

### MUNICIPAL ORDINANCE NO. 2019 - 005

*Honorable Alvin E. Rosales, sponsor*

*Honorable Valentin A. Pura IV and Honorable Ramilo S. Fajardo, Seconded*

AN ORDINANCE UPDATING THE SANGGUNIAN BAYAN INTERNAL RULES OF PROCEDURE FOR THE PROPER AND ORDERLY CONDUCT OF SANGGUNIANG BAYAN SESSIONS.

#### THE SANGGUNIAN BAYAN

#### Article A - INTERNAL RULES OF PROCEDURE OF THE SANGGUNIAN BAYAN

#### Rules I - THE MEMBERS

Section 1. Assumption to Office - The members of the Sanggunian Bayan shall assume office on the day in the manner provided for by law, after subscribing and taking oath of office and shall hold the same until their successors shall have been chosen and qualified.

Section 2. Attendance in Sessions - Every member shall be present in the session hall of the Sanggunian Bayan during its sessions unless expressly excused by it or necessarily prevented from doing so by reason of sickness or other unavoidable circumstance duly reported to the Sanggunian Bayan through the presiding officer or the secretary.

Any member who shall, during the day of the session, be on official function within the municipality shall be considered on official business provided, that prior approval is secured from the Municipal Vice-Mayor.

Section 3. Absence During Sessions - A member who shall arrive for the session Thirty (30) minutes late from the moment the session was called to order and while the session is in progress, shall be considered absent during the particular session. Moreover, any member who shall arrive at the time the session is adjourned, whether he/she is late for less than Thirty (30) minutes, shall likewise be considered absent.

Section 4. Attire During Sessions - The gentlemen members shall wear Barong Tagalog and the ladies in formal attire on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Sessions of the month and polo barong and for ladies semi-formal attire for second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Sessions of the month. In all cases of special occasions such as SOMA and other special functions, Barong Tagalog and Filipiniana dress are a must attire.

Section 5. Official Travel - A member who is on official travel or attending a seminar shall, with the recommending approval of the Municipal Vice Mayor, secure a travel order from the Local Chief Executive and shall render a report of the same on the next regular session of the Sanggunian Bayan.

Section 6. Prohibition - No member shall attend a session if he is under the influence of liquor or prohibited drugs; otherwise, Section 50 (b) (5) of the Local Government Code shall apply.

## Rule II - PRESIDING OFFICER

Section 1. Presiding Officer - The Vice-Mayor shall be the Presiding Officer of the Sanggunian Bayan.

Section 2. Temporary Presiding Officer - In the event of the inability of the regular Presiding Officer to preside at a Sanggunian session, the members present and constituting a quorum, shall elect from among themselves a temporary presiding officer. He shall certify within ten (10) days from its passage the ordinance enacted or resolution adopted by the Sanggunian in the session over which he temporarily presided. He shall exercise the duties and rights of a regular Presiding Officer subject to the limitations provided for by law.

Section 3. Duties, and Rights of the Presiding Officer - The Presiding Officer shall have the following rights and duties.

- a. To preside over the meetings of the Sanggunian Bayan;
- b. To preserve order and decorum during the meetings and to exact from all present due respect and proper department, prevent disturbances and disorder, and to order the session hall cleared of any or all persons behaving improperly.
- c. To decide all questions of order subject to appeal by any member.

- d. To sign all ordinances, resolutions, orders, proceedings, and warrants issued by Sanggunian Bayan.
- e. To declare the meeting adjourned to some other time or place of serious disorder and great emergency.
- f. To assist in expediting the business of the Sanggunian Bayan and shall, for this purpose, be permitted to make brief remarks on matters pertaining to pending debatable questions without expressing himself for or against said questions.
- g. As Presiding Officer, the Vice-Mayor shall be entitled to vote but only in case of tie. He cannot, however, be compelled to vote.

### RULE III - THE SECRETARY

Section 1. Secretary - There shall be a Secretary to the Sanggunian Bayan.

Section 2. Functions of the Secretary Functions of the Secretary - The Secretary to the Sanggunian Bayan shall take charge of the Office of the Secretary to the Sanggunian and shall:

- a) Attend sessions of the Sanggunian and keep a journal of its proceedings.
- b) Keep the seal of the Local Government Unit and affix the same with his signature to all ordinances, resolutions, and other official acts of the sanggunian and present the same to the Presiding Officer for his signature.
- c) Forward to the Mayor copies of ordinances enacted by the Sanggunian and duly certified by the Presiding Officer, in manner provided in Section 54 under Book 1 of R.A. 7160.
- d) Furnish, upon request of any interested party, all ordinances and resolution enacted or adopted by the Sanggunian, with the dates of passage and posting thereof;
- e) Keep his/her office and all non-confidential records therein open to the public during the usual business hours:
- f) Cause the posting and/or publishing, whenever required, of all ordinances and resolutions, immediately after their approval.
- g) Take custody of the local archives and the local library and annually account for the same.
- h) The Secretary to the Sanggunian shall designate a recorder to attend during Committee Meetings.
- i) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances relative to his/her position.

### Rule IV - COMMITTEES AND COMMITTEE REPORTS

Section 1. Creation of Committees - The Sanggunian shall create by ordinance, not later than the second meeting at the beginning of each term, committees as its particular needs may require.

Section 2. Composition - Each committee shall compose of a chairman, a vice-chairman and such number of members as may be determined by the Sanggunian.

Section 3. Meetings - The Committees shall meet at the call of their respective chairman or a majority of their members, provided, due notice is served by the Sanggunian. Every member must be in semi - formal attire in attending committee meetings.

Any member who shall be absent during a particular committee meeting, without a valid reason, shall be fined One Hundred (100) Pesos.

Non-members may however be allowed to attend committee meetings upon his/her request or the Chairman of the committee concerned.

Section 4. Appearance of Officials. - Any committee may request, through the presiding officer, the appearance before it of any employee or official of the Government Unit over which the Sanggunian exercises jurisdiction.

Section 5. Referred Matters - All committees shall report to the Sanggunian every matter referred to them by the Presiding Officer within two weeks from referral. If unreasonable failure to render report occurs due to non-action of the Chairman, the Vice Chairman or any member thereof may take over. Otherwise, a special committee will be created to carry out its task.

Section 6. Report or Agenda - Committee report, resolutions, ordinances and other legislative agenda shall be submitted to the Secretary two (2) working days before the regular session. Committee reports shall be signed by majority of the members of the committee.

Section 7. Creation of Special Committees - Special committees may be created by the Sanggunian for special purposes and as the need for them arises. They shall cease as soon as the body shall have received reports, unless new assignments are given to them.

Section 8. Creation of a Committee of the Whole - The SB shall resolve itself into a Committee of the Whole by majority vote of members, quorum present. The Chair who relinquished his post shall temporarily appoint a chairman who presides immediately and present the committee report to plenary for deliberation and final action by the Sanggunian Bayan. The committee ceases upon compliance of the task assigned by the council.

Section 9. Reorganization - Committee membership may be reshuffled or changed, as the need arises or at anytime, upon the request of two thirds (2/3) of all the members of the sanggunian.

#### Rule V SESSIONS, MEETINGS AND QUORUM

Section 1. Schedule of Regular Sessions - On the first day of the session immediately following the election of its members, the sanggunian shall, by resolution, fix the day, time and place of its regular sessions.

Section 2. Special Sessions - When public interest so demands, special sessions may be called by the Local Chief Executive or by the majority of the members of the members usual place of residence, twenty-four (24) hours before the special session is held. Unless otherwise concurred in by two-thirds (2/3) vote of the Sanggunian members present, there being a quorum, no other matters may be considered at a special sessions except those stated in the notice.

Section 3. Special Session - A special session may be called on matters of real necessity. Notice to the members stating the manner/s to be taken up, the date, time, and place of the special meeting, shall be served to the members at their usual place of residence twenty-four (24) hours before the special meeting is held.

Section 4. Closed-door Session - All Sanggunian sessions shall be open to the public unless a closed-door session is ordered by an affirmative vote of the majority of security, decency, or morality. No two (2) sessions, regular or special may be held in a single day.

## Rule VI – ORDER OF BUSINESS

Section 1. Order of Business – The order of business in the Sanggunian shall be as follows:

- a) Call to order
- b) Invocation and Councilor's Creed
- c) Roll call of members
- d) Reading and approval of the minutes of the previous session.
- e) Reference to corresponding committees of proposed ordinances, proposed resolutions, petitions or request, memorials, motions and other communications.
- f) Committee reports
- g) Unfinished business
- h) Business for the day
- i) Other matters
- j) Adjournment

Section 2. Suspension of the Rules On motion to suspend the rules, items in the business for the day may be taken away from their order and may be considered forthwith by the body.

## Rule VII – PROCEDURE FOR ORDINANCES, RESOLUTIONS AND OTHER LEGISLATIVE MATTERS

Section 1. Ordinances and Resolutions – Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those that are ministerial or administrative in nature and/or temporary character shall be passed in the form of resolutions.

The Three reading process shall be observed in the enactment of ordinances except those ordinances that are internal in nature or, in extreme urgency, its approval is a necessity, as maybe determined by the sanggunian concerned.

Section 2. Format of Ordinance – Ordinances and resolutions shall be proposed in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause and the date of the effectivity. They shall be signed by the author or authors and submitted at least two (2) days before the next session to the Secretary who shall report to the Sanggunian at its next session.

Section 3. Approval of Ordinances and Resolutions – Ordinances and resolutions, approving the local development plan and public investment program, passed by the Sanggunian shall be approved and signed by the Mayor. The approval of the Mayor must be in writing and effected by him by endorsing the word "Approved" on the ordinance or resolution followed by his signature.

Section 4. Urgent Measures – Any legislative matter, duly certified by the Mayor as urgent, whether or not it is included in the calendar of business may, without need of suspending the rules and with the consent of the majority of the members of the Sanggunian, be presented and considered by the body at the same session.

Urgent matters are such which involved public interest, the delay in the consideration of which shall prejudice essential activities of government.

Section 5. Veto Power - If the mayor vetoes an ordinance or resolution or any part thereof, he shall signify his disapproval thereof in writing. After reconsideration, the Sanggunian shall proceed to vote on the ordinance or resolution or the vetoed item or items thereof, and the votes of its members shall be recorder on the minutes. If the ordinance or resolution on the vetoed item or items thereof are passed by the vote of two-thirds of all members of the Sanggunian, such ordinance or resolution shall be valid even without the Mayor's approval or signature.

#### Rule VIII - MINUTES

Section 1. Minutes The Sanggunian shall keep the minutes of its proceedings that shall comprise a succinct and exact account of business translated and the actions taken thereon.

Section2. Signatures by the Members of the Sanggunian Bayan - The members of the Sanggunian present at the session, showing those who voted for and those who voted against its approval, shall sign the original copy of the minutes. The presiding officer, the members of the Sanggunian and the secretary must sign each and every page thereof.

Section 3. Reading of the Minutes - The minutes of every session shall be read and approved by the majority of the members present at the meeting at which they are read, and if necessary, corrected by the same vote or by general consent.

Section 4. Approval of Minutes - The Minutes of the previous sessions, including the Minutes of the sessions of the previous Sanggunian, shall be read and approval by the Sanggunian for authenticity during a session.

#### Rule IX DEBATES AND DECORUM

Section 1. Recognition of the Chair - When any member desires to deliver any remarks to the Sanggunian, he shall request the Chair to let him have the floor, which consent shall be necessary before he may proceed.

Section 2. Decorum to Open and Close the Debate - The member who obtained the floor shall address his remarks to the Chair, confine himself to the question under debate, avoiding personalities, and shall conduct himself with proper decorum.

During the session of the Sanggunian, the members shall observe proper decorum. They shall remain in their seats during roll call or when a vote is being taken and no one shall pass between a member who has the floor and the Chair. Cellphone must be on silent mode.

While the presiding Officer is addressing the Sanggunian, no member shall walk out of or across the session hall.

#### Rule X VOTES AND VOTING

Section 1. Votes - Voting in the sanggunian shall be done voice, raising of hand, by rising or by roll call, or by secret ballot, unless a different method is prescribed by the Sanggunian for a particular question. In taking the vote the affirmative shall be taken first then the negative.

Section 2. Affirmative Vote of the Majority - To pass an ordinance or resolution, the affirmative vote of a majority of all the members of the Sanggunian is necessary. However, if a

law, rules or regulations specifically requires a vote other than a majority vote, the same shall prevail.

Section 3. Tie Vote - A tie vote defeats any measure or motion except an appeal from the decision of the Chair that shall be considered sustained by a tie vote.

Section 4. Pecuniary Interest - No member can vote on a question which he or any members of his family within the third degree of consanguinity or affinity has a direct or personal pecuniary interest.

Section 5. Inhibition - Any member, *motu proprio* or upon request by a party concern/affected, may inhibit himself from participating in a votation, both subject to the approval of the majority members of the sanggunian.

#### Rule XI - UNFINISHED BUSINESS AT THE END OF THE SESSION

Section 1. Unfinished Business - A matter is considered unfinished business if at the previous meeting instead of being approved or defeated it was laid on the table, postponed, recommitted or left pending on account of adjournment or recess. It shall continue to be considered at the resumption of the session or at the commencement of the next session.

Section 2. Unacted Business - The succeeding Sanggunian shall consider the businesses left unacted upon, with the termination of the previous Sanggunian, as unfinished business.

#### Rule XII - PAPERS AND DOCUMENTS

Section 1. As business are disposed of by the committees, all documents and papers related to such business shall be delivered to the Secretary keep the files of the Sanggunian.

Section 2. Certified Copies of Records - During office hours, the Secretary shall issue, upon demand of any person, a certified copy of any record within his/her control and shall collect a fee for said purpose in the manner prescribed by an ordinance.

#### Rule XIII - SUSPENSION OF RULES

Section 1. Suspension of the Rules - Any part of these rules, not prescribed by or based on statutory law or any higher act, may be suspended by general consent or by two-thirds vote of the members present, provided that the suspension of the rules shall be for the sole purpose of the question pending at the time the motion for which the said suspension is made.

Section 2. Prohibition Against Suspension - Notwithstanding the provision of the immediate preceding section, no part of these rules may be suspended if its effect is to protect absentee members or inevitably expose a member's vote.

#### Rule XIV - AMENDMENTS TO RULES

Section 1. Notice of Proposed Amendment - These rules may be amendment at any regular meeting by a two-thirds vote of all the members of the Sanggunian, provided the notice of the proposed amendments has been given at the meeting previous to the one at which amendments is to be considered.

Section 2. Rules Prescribed by Statutory Law - No provision of these rules that is prescribed by or based on statutory law or any other higher authority may be amended or revised.

#### Rules XV - SUPPLEMENTARY RULES

Section 1. Where the regular rules are found to be deficient, the general principles of parliamentary law not inconsistent with existing laws and the rules of the sanggunian, shall be used as supplementary authority.

#### Article B - STANDING COMMITTEES

Section 1. Committee on Ways and Means and Appropriation - There is hereby created in the Sanggunian Bayan a Committee on Ways and Means and Appropriations with general jurisdiction over all matters relating to taxes, fees and charges, loans, study and revision of tax measures and generation of other sources and forms of revenue from both public and private sectors, including codification or revenue ordinances. Likewise, all matters relating to approval of the budget, appropriation of funds or payment of obligations, determination of compensation of personnel, reorganization of local offices, allocation of funds for project, and other services.

Section 2. Committee on Women and Family - There is hereby created in the Sanggunian Bayan a Committee on Women and Family with general jurisdiction over all matters relating to the protection of women and family, measures to protect working women by providing safe, healthful working condition, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and potentials, measures to protect the rights of spouses and children, including assistance for proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development, measures to protect the rights of families or family associations to participate in the planning and implementation of policies and programs that affect them, and other assistance that will safeguard the development of women and family.

Section 3. Committee on Agriculture and Fisheries - There is hereby created in the Sanggunian Bayan a Committee on Agriculture with general jurisdiction over all matters relating to agriculture, agri-business, agricultural economic research, soil survey and conservation, agricultural education and extensions services, animal industry and livestock quarantine, farm credits, fisheries and aquatic resources preservation and development of fishing ground, and construction of fish ponds, corrals, oyster beds, and regulatory measures thereof.

Section 4. Committee on Public Order and safety and Human Rights - There is hereby created in the Sanggunian Bayan a Committee on Peace and Order and Human Rights with general supervision over all matters relating to police work and services, maintenance of peace and order, protective services, traffic rules and regulations, fire prevention and control measures, jail management and human rights.

Section 5. Committee on Markets, Trade and Industry - There is hereby created in the Sanggunian Bayan a Committee on Markets Trade and Industry with general supervision over



all matters relating to public market and slaughterhouse and their maintenance, and matters relating to the conduct of trade and commerce within the ordinance making powers of the municipality.

Section 6. Committee on Health and Sanitation - There is hereby created in the Sanggunian Bayan a Committee on Health and Sanitation with general jurisdiction over all matters relating to the health and hygiene, health centers, medical hospitals and clinics, purchased of medicines and other health and sanitary measures.

Section 7. Committee on Education - There is hereby created in the Sanggunian Bayan a Committee on Education with general jurisdiction over all matters relating to education i.e. local schools, colleges, and universities, libraries and museums, non-formal and community adult education; scientific and technological research, promotion and protection of the youth's physical, moral spiritual, intellectual and social well-being, inculcation of patriotism and nationalism among the youth and the involvement in public and civic affairs, and all other related matters.

Section 8. Committee on Youth and Sports Development - There is hereby created in the Sanggunian Bayan a Committee on Youth and Sports Development with general jurisdiction on all matters relating to youth and promotion and development of sports programs, amateur sports and competitions, and all other related matters.

Section 9. Committee on Labor and Public Service (Social Services) - There is hereby created in the Sanggunian Bayan a Committee on Labor and Public Service (Social Services) with general jurisdiction over all matters relating to labor disputes and conciliation, labor employment and manpower development, maintenance of industrial peace and promotion of employer cooperation, labor education, standards and statistics, organization of labor market, including recruitment, training and placement of workers and employment, manpower promotion and development of labor-intensive technology, and public service and allied matters. Likewise, it shall have the jurisdiction over all matters affecting senior citizens, persons with disability, solo parent, children in conflict with law, and such other issues concerning welfare and development of marginalized sector of society.

Section 10. Committee on Public Works and Infrastructure - There is hereby created in the Sanggunian Bayan a Committee on Public Works and Infrastructure with general jurisdiction over all matters relating to planning, construction, maintenance, improvements and repairs of public buildings, highways, roads and bridges, parks, monuments, playgrounds, and other public edifices, drainage, sewerage and flood control and protection, and irrigation and water utilities.

Section 11. Committee on Transportation and Communication - There is hereby created in the Sanggunian Bayan a Committee on Transportation and Communication with general jurisdiction over all matters relating to planning, modernization, installation and construction of transportation and telecommunications facilities.

Section 12. Committee on Cooperatives - There is hereby created in the Sanggunian Bayan a Committee on Cooperatives with general jurisdiction on the promotion, organization and development of cooperatives.



Section 13. Committee on Environment and Natural Resources - There is hereby created in the Sanggunian Bayan a Committee on Environment and Natural Resources with general jurisdiction over all matters relating to human ecology and settlements, zoning and human settlement, planning, environmental protection, exploration, development, utilization and conservation of natural resources, including flora and fauna, and beautification, cleaning and greening of parks and places of public interest.

Section 14. Committee on Barangay Affairs - There is hereby created in the Sanggunian Bayan a Committee on Barangay Affairs with general jurisdiction over all matters relating to the affairs of the barangays and allied matters.

Section 15. Committee on Rules, Ethics and Revision of Ordinances - There is hereby created in the Sanggunian Bayan a Committee on Rules, Ethics and Revision of Ordinances with general jurisdiction over all matters relating to Order of Business, the implementation of national laws and enforcement of local ordinances, revision and interpretation of the sanggunian Internal Rules of Procedure; codification, misfeasance,, malfeasance and nonfeasance against local officials and employees, committees and their jurisdiction and privileges and disorderly conduct of the members of the sanggunian.

Section 16. Committee on Tourism and Urban Development - There is hereby created in the Sanggunian Bayan a Committee on Tourism and Urban Development with general supervision over all matters relating to the promotion of tourism and urban development.

Section 17. Committee on Food Security and Poverty Alleviation - There is hereby created in the Sanggunian Bayan a Committee on Food Security and Poverty Alleviation with general jurisdiction over all matters affecting programs and activities in relation to food security and poverty alleviation and develop strategic framework and policies to attain short and long term solutions to the problems of scarcity of food supply and resources, in coordination with proper offices of the local government unit.

Section 18. Committee on Culture and the Arts - There is hereby created in the Sanggunian Bayan a Committee on Culture and the Arts with general supervision over all matters relating to the development, promotion, advancement, preservation and enrichment of Gubatnon and Filipino arts and culture.

Section 19. Committee on Housing and Land Use - there is hereby created in the Sangguniang Bayan a Committee on Housing and Land Use with general jurisdiction and responsible for the study and review of proposals, projects and programs, pertaining to the use of land in the municipality, housing and subdivision proposals, and all matters pertaining to appropriation of lands within its jurisdiction.

Section 20. Committee on LGBT - There shall be created in the Sangguniang Bayan a Committee on Lesbian, Gay, Bi-sexual and Transgender (LGBT) with general jurisdiction over all matters affecting sexual orientation, gender identity and expression (SOGIE).

Section 19. Membership - The Sanggunian Bayan through an approved resolution in a session called for the purpose shall choose from among themselves the composition and membership of the respective committees, except those committees covered by statutory provisions.

Section 20. Limitations – No Sanggunian Bayan Member shall be a chairman of more than three (3) standing committees. No members shall act upon or participate in any matters in which he has a special, direct and pecuniary interest.

Section 21. Vacancy – Whenever vacancy occurs or is declared to exist in any of the committees, the same shall be filled by election of the sanggunian.

Section 22. Committee Report – No committee report shall be calendared unless it is properly signed by the majority of its members present during that particular meeting.

When a Committee submits a report, the Members thereof shall be presumed to have concurred in the report and shall be precluded from opposing the same, unless they have entered their objection thereto during the committee meeting or have manifested his/her objection upon presentation of the report in the plenary, in such case he/she may be permitted to withdraw his/her affirmation.

An opposing member however, may render his/her minority report

Section 23. Records of Attendance and Documentary Requirements – The name of invited guests must appear in every report. If Necessary, and upon determination of the committee, invited guest may be required to submit to the committee authenticated documents and/or papers duly signed by the concerned guest.

#### ARTICLE C - REPEALING AND AMENDING PROVISION

Section 1. All ordinances, rules and regulations in conflict with the provisions of this ordinance are hereby repealed, amended and/or modified accordingly.

#### ARTICLE D - EFFECTIVITY

Section 1. This Revised Internal Rules of Procedures shall take effect upon approval.

ORDAINED AND APPROVED.

THEREBY CERTIFY TO THE  
CORRECTNESS OF THE FOREGOING:

  
JOEY P. ENAJE  
Secretary to the Sangguniang Bayan

Attested by:

  
HON. SIXTO F. ESTAREJA  
Municipal Vice Mayor, Presiding Officer

Approved by:

  
HON. SHARON ROSE G. ESCOTO  
Municipal Mayor