



SANGGUNIANG BAYAN OF ALEGRIA

HON. DOMINADOR G. ESMA, JR.

*Municipal Vice Mayor
Presiding Officer*

HON. REUEL O. JALASAN
SB Member

*Chairperson, Committee on Public Works,
Infrastructure, Housing and Land Use
Chairperson, Committee on Peace and
Order and Public Safety and
Transportation*

HON. NIMFA N. SAGARAL
SB Member

*Chairperson, Committee on Women,
Family, Social Welfare, Gender and
Development, Senior Citizens and PWD
Chairperson, Committee on Disaster Risk
Reduction Management.*

HON. ERLINDA B. SILVOSA
SB Member

*Chairperson, Committee on Education,
Culture, IP & Arts, Moral, Spiritual and
Value Formation*

HON. EMALYN S. MICOMPAL
SB Member

*Chairperson, Committee on Health and
Sanitation*

HON. ARNOLD L. DAGCUTA
SB Member

*Chairperson, Committee on Rules, Justice
and Human Rights, Civil Service,
Ordinances, Good Governance and Legal
Matters
Chairperson, Committee on Ways and
Means, Budget, Finance and
Appropriations*

HON. RYAN T. ABARICO
SB Member

*Chairperson, Committee on Environment
and Natural Resources
Chairperson, Committee on
Communication and Tourism*

HON. REYNALDO B. RANAY
SB Member

*Chairperson, Committee on Agriculture
and Food Security and Agrarian Reforms*

HON. ELDY S. GABELIGNO
SB Member

*Chairperson, Committee on Economics,
Trades, Industry and Cooperatives, Labor
and Employment*

HON. ALMASUR G. OPALIA

*Liga ng mga Brgy. President
Chairperson, Committee on Barangay
Affairs*

*Chairperson, Committee on Anti-Drugs
and Narcotics*

HON. REIL JOHN A. ESMA
SK Fed. President

*Chairperson, Committee on Youth Welfare
and Sports Development*

[Handwritten signature]

Republic of the Philippines
Caraga Region XIII
Province of Surigao del Norte
Municipality of Alegria

SANGGUNIANG BAYAN OF ALEGRIA

**EXCERPTS FROM THE MINUTES OF THE REGULAR
SESSION OF THE SANGGUNIANG BAYAN OF ALEGRIA,
SURIGAO DEL NORTE, HELD AT THE SANGGUNIANG
BAYAN SESSION HALL ON DECEMBER 14, 2020.**

PRESENT:

- Hon. Dominador G. Esma, Jr. - MVM, Presiding Officer
- Hon. Reuel O. Jalasan - SB Member
- Hon. Nimfa N. Sagaral - SB Member
- Hon. Erlinda B. Silvosa - SB Member
- Hon. Emalyn S. Micompal - SB Member
- Hon. Arnold L. Dagcuta - SB Member
- Hon. Ryan T. Abarico - SB Member
- Hon. Reynaldo B. Ranay - SB Member
- Hon. Eldy S. Gabeligno - SB Member
- Hon. Almasur G. Opalia - LNMB President
- Hon. Reil John A. Esma - SK Fed. President

ABSENT: NONE

MUNICIPAL ORDINANCE 2020-017, SERIES OF 2020

**AN ORDINANCE CREATING THE VARIOUS OFFICES IN
THE MUNICIPALITY OF ALEGRIA, SURIGAO DEL NORTE**

WHEREAS, Article 100 of the Rules and Regulations implementing the Local Government Code of 1991 provides that the Sangguniang Bayan as a legislative body of the municipality shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants;

WHEREAS, the creation of these offices is deemed necessary so as to serve as the implementing arms of the municipal government in its plans and programs pursuant to policies and mandates of each offices;

NOW THEREFORE, be it ordained by the Sangguniang Bayan in session assembled, that:

SECTION 1. Creation of Offices. The following offices in the LGU Alegria, shall be created:

1. Municipal Tourism Office
2. General Services Office
3. Municipal Environment and Natural Resources Office
4. Municipal Disaster Risk Reduction and Management Office
5. Office of the Sangguniang Bayan Secretary

Dec. 14, 2020

[Handwritten signature]

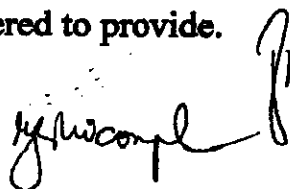
[Handwritten mark]

[Handwritten signature]

[Handwritten mark]

SECTION 2. OFFICE FUNCTIONS.

- a) **The Municipal Tourism Office. Duties and Responsibilities.** The Office of the Municipal Tourism shall be responsible on matters pertaining to planning and implementation of plans, programs and tourism activities. Initiate, in close collaboration with the local tourism council in the formulation of local tourism plans that are consistent with the Municipal Tourism Master Plan. Act as a liaison between the local government and the Municipal Tourism Council on matter pertaining to plan as well as in the implementation of plans, programs and other tourism activities. Prepare annual budget for tourism promotion activities, allocate festival assistance fund in the municipality. Initiate the formulation of tourism marketing strategies and promotion programs for the municipality. Maintain an information system that is linked up with the Provincial Tourism Office. Together with the tourism system council, undertake the preparation and dissemination of tourism, promotional materials. For new tourism, operate to ensure compliance with set development standards and guidelines. Study feasibility of granting incentives to potential investors in the tourism sector so as to create a positive business climate for the Municipality. Support the initiatives of the Municipal Tourism Council especially in such areas as the identification of fund sources to finance its activities, the provision of venues for the council's meetings and extension of other types of assistance that will enable the Municipal Tourism Council to evolve into a more effective body. Implement the Tourism Master Plan of the Municipality in an effective and efficient way.
- b) **The Municipal General Service Office. Functions, duties and responsibilities.** The core function of the Municipal General Service Office is to provide supply and procurement services to all LGU departments, to deliver basic services upon the provision of adequate facilities that are available, to provide service vehicles, to manage building and ground maintenance and to conduct inventory assignments of the municipal property, plant and equipment, motor vehicles and other machineries.
- c) **The MENRO shall have the following functions.** The Office is responsible to formulate measures for the consideration of the Sangguniang Bayan and provide technical assistance and support to the Mayor, as the case may be in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services and to develop plans and strategies and upon approval thereof by the Mayor, as the case maybe, implement the same, particularly those which have to do with the environment and natural resources programs and projects which the mayor is empowered to implement and which the Sangguniang Bayan is empowered to provide.







d) **The Municipal Disaster Risk Reduction and Management Office** shall formulate and implement a comprehensive and integrated LDRRM Plan in accordance with the national, regional and provincial framework and policies on disaster risk reduction in close coordination with the Local Development Councils. Prepare and submit to the Sangguniang Bayan through the LDRRMC AND LDC the annual LDRRMO Plan and Budget, the proposed programming of the LDRRMF, other dedicated disaster risk reductions and management resources, and other regular funding source/s and budgetary support of the LDRRMO/BDRRMC. Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSO a volunteer group. Serve as the secretariat and executive arm of the LDRRMC.

e) **The Office of the Sangguniang Bayan Secretary** plays a vital role to the Legislative Body in effecting its function of coming up with a propriety and quality of legislative enactments of resolutions and ordinances in the pursuance of the executive legislative agenda for the general welfare of the constituents.

SECTION 3. PLANTILLA AND FUNDING. The herein offices created shall have its appropriations included in the 2021 Annual Budget and the corresponding appropriation for salaries and other incidental expenses shall be also provided.


SECTION 4. EFFECTIVITY. This ordinance shall take effect on 2021.

ADOPTED AND APPROVED. December 14, 2020 on motion of Hon. Arnold L. Dagcuta jointly seconded by Hon. Eldy S. Gabeligno and Hon. Reuel O. Jalasan.

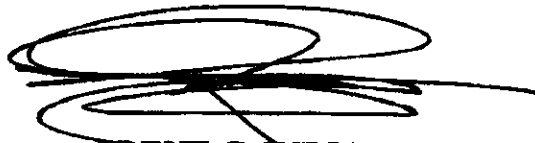
I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.


DOMINADOR G. ESMA, JR.
Municipal Vice Mayor/Presiding Officer

Attested by:


MARIA ELENA J. BUCONG
SB Secretary

APPROVED:


RENE G. ESMA
Municipal Mayor
Dec. 14. 2020

12.14.2020

