



Republic of the Philippines  
Province of Iloilo  
**MUNICIPALITY OF BINGAWAN**



**SANGGUNIANG BAYAN**

**EXCERPT FROM THE MINUTES OF THE 1<sup>ST</sup> REGULAR SESSION OF THE 13<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF BINGAWAN, PROVINCE OF ILOILO, HELD AT THE SESSION HALL ON JULY 7, 2016.**

Present:	Hon. Matt P. Palabrica, Ph.D.	Vice Mayor/ Presiding Officer
	Hon. Joy L. Quimba	SB Member
	Hon. Jose C. Rabago, Jr.	SB Member
	Hon. Lorens M. Belloga	SB Member
	Hon. Nemesio A. Cachite	SB Member
	Hon. Ted Peter P. Plagata	SB Member
	Hon. Jofe C. Celeste	SB Member
	Hon. Eduardo A. Dalipe	SB Member
	Hon. Leovy C. Simora	SB Member
	Hon. Perceval T. Girao	SB Member/Liga President
Absent:	None	

**Resolution No. 34 - 2016**

**AN URGENT RESOLUTION CREATING THE TECHNICAL WORKING COMMITTEES FOR THE CODIFICATION OF ORDINANCES, DEFINING ITS TASKS AND RESPONSIBILITIES, AND FOR OTHER PURPOSES.**

**WHEREAS**, there is a need to codify all ordinances by enshrining all legislative policies in a code as one of the novel strategies which can be a potent vehicle towards a more meaningful local governance that will contribute to the furtherance of people empowerment as our constituents need to know their way around the “jungle” of our local bureaucracy;

**WHEREAS**, a codification committee and a technical working group is to be created and formed to provide over-all direction and guidance to the codification project and to undertake the necessary activities prior to the enactment of the code;

**NOW, THEREFORE:**

**ON MOTION** of Hon. Jose C. Rabago, Jr., duly seconded by Hon. Nemesio A. Cachite and Hon. Ted Peter P. Plagata;

Be it resolved as it is hereby resolved by the Sangguniang Bayan of the Municipality of Bingawan, Iloilo in a regular session assembled, that:

SECTION 1. The Steering Committee- (a) To ensure the efficient and effective implementation of the Project, a Steering Committee shall be constituted to provide the overall direction and resource assistance in the planning and implementation of the Project.

(b) It shall be composed of the following:

Hon. Mark P. Palabrica Municipal Mayor	Chairperson
Mrs. Teodora P. Sumagaysay Provincial Director, DILG	Co-Chairperson
Hon. Matt P. Palabrica, Ph.D. Municipal Vice Mayor	Member
Provincial Local Government Academy Coordinator	Member
Local Legislation Specialist	Member

(c) Tasks and Responsibilities of the Steering Committee:

1. Ensures the efficient and effective implementation of the project.
2. Provide over-all direction and resource assistance in the planning and implementation of the project.

SECTION 2. The Project Management Group.- (a) The Project Management Group is to be constituted, who shall perform the functions of formulating the project design and modules; identify consultants, resource persons and trainers, translate project standards and guidelines and ensure its implementation and submit periodic reports/updates to the Steering Committee.

(b) It shall be composed of the following:

Mrs. Irene L. Salazar MLGOO	Project Coordinator
Mr. Julio C. Castigador Sangguniang Bayan Secretary	Asst. Project Coordinator
Consultant, Resource Speakers and Facilitators	Members

(c) Tasks and Responsibilities of the Project Management Group:

1. Provide operational directions.
2. Identify consultants, resource persons and trainers.
3. Translate project standards and guidelines and ensure its implementation
4. Monitor related activities.
5. Submit periodic reports to the Steering Committee

(d) Tasks and responsibilities of the MLGOO as the Project Coordinator:

1. Takes over-all responsibility identify and seeing to the provision of physical and technical requirements related to the project.
2. Prepare the Codification Action Plan and Project Design
3. Consults the Director, the mayor and the team Leader of the Trainers Pool/Local Legislation (LL) specialist on all decisions related to project Policies.
4. Coordinates all the specific concerns of the various members of the LL Consultants/Trainers Pool and the Technical Working Group (TWG).
5. Brief facilitators/resource persons, participants and the TWG on the Project Design and desire output.
6. Coordinates with all resources persons/facilitators on the focus and processes of the project.
7. Formulates the workshop objectives and determines workshop outputs.

8. Regularly appraises the Provincial Director, the Mayor, the Team Leader and TWG Chairman of the status of the project.

9. Recommends to the Team Leader regarding the conduct of cliniquing sessions with the training staff and the TWG.

(e) Tasks and responsibilities of the Sangguniang Bayan Secretary as the Assistant Project Coordinator:

1. Work closely with and assist the project Coordinator.
2. Ensures that supplies, equipment, vehicular support and other administrative requirements are provided.
3. Recommends the venue and determines the venue requirements.
4. Coordinates and handles all arrangements regarding meals, social (if any) travel arrangements for staff, resource persons, guest and participants.
5. Coordinates with the Project Coordinator on the status of activities relative to the Project.
6. Assist in the preparation of the Project design and prepare schedule of activities, reproduction of project-related materials.
7. Formulates the workshop objectives and determines workshop outputs.
8. Regularly appraises the Provincial Director, the Mayor, the Team Leader and TWG Chairman of the Status of the project.
9. Recommends to the Team Leader regarding the conduct of cliniquing sessions with the training staff and the TWG.

SECTION 3. The Codification Committees.- (a) There shall be created four Codification Committee whose Overall Chairperson shall be the Vice Mayor. These Codification Committees are as follows; The Codification Committee on General Ordinances, Committee on Revenue Codification, Environment Codification Committee and the Investment Incentive Codification Committee who shall undertake the actual codification process, coordinate with various agencies for expert advice and consultancy services in aid of legislation.

(c) The Committee on Tax Codification shall be composed of the following:

Hon. Matt P. Palabrica, Ph.D. Municipal Vice Mayor	Chairperson
Mrs. Amalia Q. Pamocol Municipal Treasurer	Co-Chairperson
Mrs. Jemaima B. Billones Municipal Budget Officer	Member
Miss Alma P. Castillanes Municipal Assessor	Member
Representatives from the Office of the Mayor	Member
Chairman, SB Committee on Ways and Means	Member
Chairman, Committee on Finance/Appropriations	Member
Representative from the Private Sector (to be appointed by the Mayor)	Member

(f) Tasks and responsibilities of the codification committees:

1. Undertake the Codification process.
2. Coordinate with appropriate agencies from which information and answers to legal issues may be obtained in aid of legislation.
3. Other tasks that may be assigned to them by the Mayor as stipulated in the Executive order organizing these committees.

SECTION 4. The Technical Working Group.- (a) To complement and assist the above -mentioned codification committees, there shall also be created a Technical Working Group (TWG) which shall be composed of the following:

Julio C. Castigador Secretary to the Sanggunian Bayan	Chairperson
Mrs. Amalia Q. Pamocol Municipal Treasurer	Member
Mrs. Jemaima B. Billones Municipal Budget Officer	Member
Miss Alma P. Castellanes Municipal Assessor	Member
Mrs. Josephine C. Castro Municipal Civil Registrar	Member
Representative from the private sector (to be appointed by the Mayor)	Member

(b) Tasks and responsibilities of the Technical Working Group:

1. Assist the different Codification Committees.
2. Recommend issues/matters requiring policy formulation.
3. Exercise general supervision over the secretariat, encoders and documentors.

(c) The Technical Working Group shall have the full support of the staff composed of the secretariat, encoders and documentors.

(d) On the side of the Sangguniang Bayan, the support staff shall be composed of the following:

Ms. Rezel L. Montilla Local Legislative Staff Assistant I	Chairman
Mr. Cyril B. Pamocol Administrative Aid III	Member
Encoder (to be designated by the Mayor)	Member
Encoder (to be designated by the Mayor)	Member

Documentor  
(to be designated by the Mayor)

Member

(d) Tasks and responsibilities of the secretariat, encoders and documentors:

1. Assist the Assistant project Coordinator in the reproduction, packaging and distribution of all the training materials, certificates, inventory and classification forms and the expected outputs.
2. Assist the facilitators/resource speakers in the distribution of hand-outs and preparation of visual aids.
3. Encode outputs.
4. Other tasks that the Mayor, the Project Coordinator and the Assistant project Coordinator may assign.

(e) Tasks and responsibilities of the documentors:

1. Documents proceeding of all activities related to the project.
2. Prepares the Daily Highlights of Activities/Proceedings.
3. Prepare the terminal Report of the Project in coordination with the project coordinator.

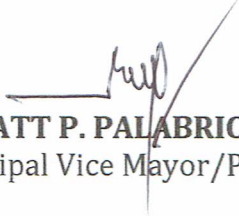
SECTION 5. Output.- The Ultimate output/accomplishment if this technical working committees shall be the four codes: The Code of General Ordinances, Local revenue Code, Investment Code and Environment Code of the Municipality of Bingawan, Iloilo.

**APPROVED:**

**I HEREBY CERTIFY** to the veracity of the above-quoted resolution.

**CERTIFIED CORRECT:**

**ATTESTED:**

  
**MATT P. PALABRICA, Ph.D.**  
Municipal Vice Mayor/Presiding Officer

  
**JULIO C. CASTIGADOR**  
SB Secretary