



Republic of the Philippines
Region IX
Province of Zamboanga del Sur
MUNICIPALITY OF DUMALINAO



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 8th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF DUMALINAO, ZAMBOANGA DEL SUR, HELD AT SB SESSION HALL ON AUGUST 15, 2022.

Present:

HON. LORENZO S. ALCANTARA	- Municipal Vice Mayor
HON. RONALDO D. ENCABO	- SB Member
HON. ARNOLD L. FLORES	- SB Member
HON. FREDERICK R. BALANDRA	- SB Member
HON. HERMES B. CABALES	- SB Member
HON. MA. GEMMA C. ALBISO	- SB Member
HON. RHOLLY A. LABANG	- SB Member
HON. ROMEO G. LIGAN	- SB Member
HON. JELITO R. PEÑONAL	- SB Member
HON. JESSIE NIEL C. PAULO	- ABC President
HON. JEZIEL R. DAGUPAN	- SKF President
HON. ROMEO D. PARILA	- IPMR

Absent:

NONE

RESOLUTION NO. O35-A-2022

AMENDING RESOLUTION NO. O19-2019 OF THE INTERNAL RULES OF PROCEDURE (IRP) OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF DUMALINAO, ZAMBOANGA DEL SUR, APPROVING AND ADOPTING THE UPDATED INTERNAL RULES OF PROCEDURE.

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and Article 103, Rule XVII of its Implementing Rules and Regulations provide among others, that the Sangguniang Bayan composition shall adopt or update its Internal Rules of Procedure (IRP);

WHEREAS, in order to guide its proceedings and deliberation during sessions with order, dignity and decorum and to effectively discharge its legislative functions the Sangguniang Bayan feels strongly that it should amend and update its internal rules of procedures;

WHEREAS, after careful review and exhaustive deliberation, and after finding the same to be proper and order;

NOW, THEREFORE, on motion by **HON. HERMES B. CABALES** and unanimously seconded, as it hereby resolves by the Sangguniang Bayan of Dumalinao, Zamboanga del Sur to amend and update the Internal Rules of Procedure (IRP) of the Sangguniang Bayan:

RULE I. MEMBERSHIP, POWERS, AND FUNCTIONS.

SECTION 1. COMPOSITION. The Sangguniang Bayan, as the legislative body of the municipality, shall be composed of the Municipal Vice-Mayor as presiding officer, the regular Sanggunian Bayan members, the President of the Municipal Chapter of the Liga ng mga Barangay, Indigenous People Mandatory Representative and the President of the Pambayang Pederasyon ng mga Sangguniang Kabataan as members.

SECTION 2. SECTORAL REPRESENTATIVES. In addition, thereto, there shall be three (3) Sectoral Representatives one (1) from the women, one (1) from the agricultural or industrial workers, and one (1) from other sector, including the Urban poor, IPMR indigenous cultural committees, or disabled persons and shall be determined by the Sangguniang concerned within ninety days (90) prior to the holding of the Local Elections.

SECTION 3. POWERS AND FUNCTION. The Sangguniang Bayan members as the legislative body of the municipality, shall enact ordinances, approve resolutions, and appropriate funds for the General Welfare of the municipality and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate power of the municipality as provided for under Section 22 of the said code and in the appropriate exercise of its other powers and duties and functions under Section 168 (c) and (d) of the same and other laws, rules and jurisprudence relevant thereto.

RULE II. PRESIDING OFFICER.

SECTION 4. PRESIDING OFFICER. (a) The Vice Mayor shall be the presiding officer of the Sangguniang Bayan. (b) The presiding officer shall vote only to break a tie. The member present constituting quorum shall elect from among themselves to act as temporary presiding officer. He shall certify within ten (10) days from the passage of ordinances enacted and resolutions adopted by Sanggunian in the session over which he temporarily presides.

RULE III. STANDING COMMITTEES AND DUTIES.

SECTION 5. COMMITTEES AND DUTIES. For effective operation of the Sangguniang Bayan on its legislative functions, the following committees are hereby created, to wit:

a. Committee on Peace & Order and Public Safety - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Police matters;
2. Maintenance of peace and order;
3. Protective services;
4. Fire prevention and control measures;

5. Public morals; and

6. Passage of necessary legislations relating on the items mentioned above.

b. Committee on Rules and Good Government and Public Accountability - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Organization and management;

2. Personnel administration, positions classification and pay plan, staffing patterns;

3. Creation of position;

4. Policy formulation for the economical, efficient and effective local government administration;

5. Conduct and ethical standards for local officials and employees;

6. Public accountability of local officials and employees;

7. Passage of necessary legislations relating on the items mentioned above;

8. Passage of legislation on matters related to advancement and promotion of good governance;

9. Handles administrative cases falling under the jurisdiction of the Sangguniang Bayan and may request the Office of the Municipal Legal Counsel to assist in the course of investigation and when circumstances warrant during the proper hearing of complaint; and

10. All other matters related to good governance.

c. Committee on Health and Sanitation - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of legislation on matters related to health, sanitation and hygiene, health centers, medical hospitals and clinics and other health and sanitary measures; and

2. Purchase of medicine.

d. Committee on Tourism - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Analyzes and monitor policies affecting the development of domestic tourism; and

2. Passage of legislation on matters related to promotion and development of local tourism.

e. Committee on Ways and Means - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Taxes, fees, charges, and loans;
2. Study and revision of tax measure;
3. Generation of other sources and forms of revenue from both public and private sectors, including codification of revenue ordinances;
4. Measures to regulate the collections of parking fees from passenger vehicles passing to – and- pro the municipality; and
5. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances.

f. Committee on Women, Family and Children - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Measures to protect working women by providing safe and healthful working condition, into account their material functions, and such facilities and opportunities that will enhance their welfare and potentials;

2. Measures to protect their rights including assistance for proper care and nutrition, special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development;

3. Measures to protect their rights to participate in the planning and implementation of policies and programs that affect them;

4. Assistance that will safeguard the development of women and matters related to public and social welfare and ameliorative services;

5. The protection of Family and children;

6. Measures to protect the family and their children by providing safe and healthful environment;

7. Measures to protect their rights including assistance for proper care and nutrition, special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development;

8. Measures to protect their rights to participate in the planning and implementation of policies and programs that affect them;

9. Assistance that will safeguard their development as basic unit in the community;

10. Matters related to public and social welfare and ameliorative services; and

11. Public social services for the disadvantaged groups including the elderly, the disabled, street children, drug dependents, criminal offenders as well as relocation and resettlement of squatters.

g. Committee on Transportation and Communication - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Planning, modernization, installation and construction of transportation and telecommunication facilities;

2. Measure to reroute-in the market parking spaces all passenger vehicles passing the municipality such that economic opportunities maybe generated;

3. Traffic rules and regulations; and

4. Franchising of public utility vehicles.

h. Committee on Budget, Finance and Appropriation - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Appropriation of funds or payment of obligations;

2. The determination of compensation of personnel; and

3. Allocations of funds for projects and other services.

i. Committee on Infrastructure and Public Works - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Planning, construction, maintenance, improvement and repair of public buildings, roads, and bridges, parks, monuments, playgrounds and other public edifices;

2. Drainage, sewerage and flood control and protection; and

3. All other matters related to public works and infrastructure projects.

j. Committee on Zoning and Land Use - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Housing program;

2. Subdivision development/real estate development;

3. Measure pertaining to land uses;

4. Zonification or Zoning code enactment;

5. Membership/representation to the Municipal Zoning Review Committee pursuant to the relevant ordinance;

6. Handles the review and approval process of the Sanggunian on applications for Preliminary Subdivision Approval for Housing subdivisions;

7. Handles the review and approval of process of the Sangguniang on applications/petitions for rezoning and/or land conversions and other pertinent aspects on the implementation of the Comprehensive Land Use Plan and Municipal Zoning Ordinance;

8. Handles pertinent legislative aspects on the local implementation of R.A. 7279- Urban Development and Housing Act which among others cover the following: Housing and resettlement and Development of slums or blighted areas, or urban renewal.

k. Committee on Cooperative, Livelihood and Accreditation - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Matters related to cooperative development and other economic enterprises; and

2. Passage of the necessary legislation pertaining to promotion and advancement of cooperatives in the community and matters pertaining to providing access to credit facilities and the like.

l. Committee on Environmental Protection and Natural Resources and Solid Waste Management - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. All matters related to the environment ensuring ecological balance, soil survey and conservation, exploration, development, utilization of natural resources.

m. Committee on Games and Amusement and Sports - this committee shall be composed of not more than Four (4) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of legislation on matters related to promotion and participation of in sports and development on sports program including games and amusement.

n. Committee on Youth Affairs - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of the necessary legislation on matters related to promotion and protection of the youths physical, moral, spiritual, intellectual and social well-being; inculcation of patriotism and nationalism among the youth and their involvement in

public, civic affairs including promotion, participation in sports and development of sports program.

o. Committee on Education - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of the necessary legislation on matters related to education, i.e., local schools, colleges and universities, libraries and museums, non-formal and community adult education.

p. Committee on Senior Citizen and Person with Disability - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of the necessary legislation on matters related to the rights and privileges of the elderly and person with disability and social services.

q. Committee on Indigenous People, Culture and Arts - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of the necessary legislation on matters related to indigenous group, promotion of their participation and involvement in the community and social services.

r. Committee on Food and Agriculture - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Passage of the necessary legislation on matters related to agricultural production, agricultural inputs. Agricultural facilities, development of agri-business enterprises. And all other matters related to agriculture, including plants and animals.

t. Committee on Barangay Affairs - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Creation, division, merging, abolition, or alteration of boundaries of barangays;

2. Naming or renaming of barangays;

3. Review of barangay ordinances and executive orders issued by the Punong Barangay; and

4. All matters pertaining to Barangay Government Affairs.

u. Committee on Games and Amusement - this committee shall be composed of not more than Three (3) members, including its chairman and members, to which shall be referred all matter or questions pertaining to or connected with the following:

1. Operation and establishment of amusement places;
2. Measures that affect the regulation of games and amusement including, but not limited to, the promotion or holding of cockfights, boxing, basketball tournaments and other kinds of games and amusement; and
3. All other matters related to games and amusements.

RULE IV. SANGGUNIANG STAFF AND PERSONNEL.

SECTION 6. STAFF AND PERSONNEL a. The Vice Mayor shall be entitled to a personal staff of three (3) composed of the following:

1. Legislative Staff Officer 1 SG - 11/1;
2. Legislative Researcher SG - 10/1; and
3. Security Driver SG - 8/1.

b. The regular members of the Sangguniang Bayan shall be entitled to a personal staff of (2) composed of the following:

1. Legislative Staff Assistant II SG- 8/1; and
2. Security/ Driver SG- 8/1.

c. The tenure of the office of all the following personal staff of the Vice Mayor and member of the Sangguniang Bayan shall be co- terminus with that of the Vice Mayor and member, as the case maybe. They shall receive such compensation as maybe determined by the Committee on Finance, Ways, and Means based in Civil Service Rules and Regulations.

RULE V. PUBLIC HEARING AND CONSULTATION.

SECTION 7. PUBLIC HEARING. The Sangguniang Bayan thru its respective committee, may conduct consultation and public hearings at the district level, where the views and recommendations of various sectors, both government and non- government, shall be taken and recorded. The Sangguniang Bayan or any of its committee shall indicate the territorial areas where such consultations and public hearings, including draft resolutions submitted maybe open to public inspection and reasonable office and others such guidelines as the Sangguniang Bayan may be deem reasonable and necessary.

SECTION 8. SEMINARS AND WORKSHOP. The Sangguniang Bayan or any of its committees my conduct workshops in appropriate territorial areas in cooperation with Local Executive Officials, non- governmental organizations, the Sangguniang Bayan or any of its committees may conduct public hearings on specific issues and for the purpose summon witnesses Knowledgeable or experts on such issues.

SECTION 9. PUBLIC CONSULTATION. While not attending sessions, members of the Sangguniang Bayan shall hold office in the municipality hall unless they are holding

public consultation in other places or area assigned by the Sangguniang Bayan to do liaison work.

RULE VI. SESSIONS.

SECTION 10. SESSION HALL. There shall be a decent session hall where the Sangguniang Bayan shall hold its sessions.

Section 11. RULES OF THE USE OF SESSION HALL. The session hall and table/chair shall be used exclusively for sessions of the Sangguniang Bayan. It cannot be used for other purposes without the consent of the Sangguniang Bayan.

SECTION 12. REGULAR SESSION. Unless the Sangguniang Bayan provides otherwise, the Sangguniang Bayan shall have one (1) regular session in a week which shall be held in every Monday at 9:30 AM to 3:00 PM.

a. As often as necessary a session shall be held at the municipal session hall designed and prepared for the purpose.

b. There shall be a mobile session as the need arises of which date and venue be determined by the numbers of the Sangguniang Bayan.

SECTION 13. CALL TO ORDER. The Presiding Officer shall open the session by calling the Sangguniang Bayan to order.

SECTION 14. SPECIAL SESSION. When public interest so demands, special session may be called by the Municipal Mayor or by the majority of the members of the Sangguniang Bayan.

SECTION 15. CALL OF SPECIAL SESSION. a. In the case of the special session of the Sangguniang Bayan, a written notice to the members shall be served personally at the member usual place of residents of at least twenty four (24) hours before the special session is held.

b. Unless otherwise concurred in two-thirds (2/3) votes of the members presents there being a quorum, no other matters maybe considered at a special session except those stated in the notice.

SECTION 16. SESSION OPEN TO THE PUBLIC. All Sangguniang Bayan sessions shall be open to public unless a close door session is ordered by an affirmative vote of the majority of the members present, there being a quorum in the public interest for reason of security decency and morality. No two (2) sessions, regular or special, may be held in a single day.

SECTION 17. RECORD AND JOURNAL. The Sangguniang Bayan shall keep a journal and record of its proceedings which may be published upon resolution of the Sangguniang Bayan.

SECTION 18. QOURUM. (a) A majority of all members of the Sangguniang Bayan who have been elected and qualified shall constitute a quorum to transact official business. Should a question of quorum raised during a session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announced the result.

b. Where there is no quorum, the Presiding Officer may declare a recess until such time a quorum constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by means of penalty.

c. If there is still no quorum despite the foregoing, no business shall be transacted. The Presiding Officer, upon proper motion duly approved by the member present, shall then declare the session adjourned for lack of quorum.

RULE VII. ORDER AND CALENDAR OF BUSINESS.

SECTION 19. ORDER OR BUSINESS. The order of business of the Sangguniang Bayan for every session shall be:

- a. Call to Order;
- b. Invocation followed by the singing of the Philippine National Anthem;
- c. Roll call;
- d. Presentation of Additional Agenda
- e. Reading and approval of the previous minutes;
- f. Privilege Hour;
- g. Communications, petitions, and memorials;
- h. First reading and referral to committees of proposed ordinances and resolutions;
- i. Second reading of proposed ordinances and resolutions.
- j. Committee reports;
- k. Calendar of business;
- l. Unfinished business;
- m. Proposed ordinances and resolutions for 3rd reading and final reading;
- n. Other matters;
- o. Adjournment; and
- p. Closing prayer.

SECTION 20. APPROVAL OF THE MINUTES. a. The minutes of its sessions shall be submitted to the Sangguniang Bayan for approval.

b. That all members of the Sangguniang Bayan shall affix their signature in the minutes to certify to its correctness thereof. (SB action, August 5, 1998 session).

SECTION 21. DISTRIBUTION OF CALENDAR OF BUSINESS. The calendar of business shall be distributed at least a day before the session, unless there be no addition to the previously distributed, in which case a note to this effect on the order of business shall be sufficient.

RULE VIII. ORDINANCES AND RESOLUTIONS.

SECTION 22. ORDINANCES AND RESOLUTIONS. Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are temporary character shall be passed in the form of resolution. Matters relative to proprietary function and to private concern shall be acted upon by resolution.

SECTION 23. ESSENTIAL PARTS OF ORDINANCES AND RESOLUTIONS. Proposed ordinances and resolutions shall be in writing and shall contained an assigned number, a title or caption an enacting or ordaining clause, and the date of its proposed affectivity. In addition, proposed ordinance shall be accompanied, by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the secretary who shall report the same to the Sangguniang Byan at its next session.

SECTION 24. FIRST READING. a. The secondary shall report all proposed ordinances and resolutions to the Sangguniang Bayan for the first reading at least one (1) day before a regular or special session.

b. The first reading of a propose ordinance or resolution shall only be by title and, thereafter, the same shall be referred to the appropriate committee.

c. An erroneous referral of a proposed ordinance or resolution may be corrected immediately after the approval of minutes.

d. Only the chairman or vice chairman of the committee to which a proposed ordinance or resolution was erroneously referred as well as the chairman or vice chairman of the committee claiming jurisdiction over the proposed ordinance or resolution may move that the referral declared erroneously, and ask for its correction. However, the Presiding Officer may *muto propio* and erroneously referral.

SECTION 25. PERIOD TO REPORT. a. The committee shall submit a written report on proposed ordinance or resolution within thirty (30) days after it has been referred to it, subject to extension upon request of the chairman and concurred by the Sangguniang Bayan.

b. If the committee report on a proposed ordinance or resolution is favorable, it shall be included in the calendar business.

c. If the committee action on proposed ordinance or resolution is unfavorable, it shall be laid on the table and, within ten(10) days, notice of the action taken will be furnished the author or authors concerned stating the reason or reasons for such action; Provided that within five(5) days upon receipt of the notice. The Sangguniang Bayan may reconsider the committee recommendation.

SECTION 26. URGENT MEASURES. a. Any legislative matter duly certified by the mayor as urgent, whether or not it is included in the calendar of business, maybe presented

and considered by the Sanggunian in the same session without need of suspending the rules.

b. The Sanggunian Bayan, on motion made the chairman or vice chairman of the committee concerned, consider a proposed ordinance or resolution as urgent and consideration thereof shall be scheduled according to a timetable.

SECTION 27. SECOND READING AND DEBATE. a. No proposed ordinance or resolution shall be considered on second reading in any regular session unless it has been reported out by the proper committee to which it was referred or certified as urgent by the mayor.

b. On the second day set for the consideration of the proposed ordinance or resolution for second reading, the same shall be read in full with the amendments proposed by the committee, if any, unless copies therefore have been distributed earlier and such reading is dispensed with. Thereafter, the proposed ordinance or resolution shall be subject to debate and pertinent motions.

SECTION 29. DEBATE AND CLOSURE OF MEMBERS - (a) In the, or after only one speech for two speech and one against discussion of any measure, a motion to close the debate shall be in order after two speeches and one against, or after only one speech for has been delivered and entered against is. (b) When several members have registered or signified their intention to speak on the matter under consideration and when said matter has been sufficient, and thoroughly discussed by the member speaking the Presiding Officer, *muto propio*, or upon motion of a member, order that the member having the floor shall desist from speaking further so that other members may not be deprived at their opportunity to speak.

SECTION 30. FIVE MINUTES RULE - After the close of debate, the Sangguniang Bayan shall proceed to the consideration of committee amendments. A member who desires to speak for or against an amendment shall be only five (5) minutes to do so.

SECTION 31. APPROVAL OF MEASURES ON SECOD READING - (a) The Sangguniang Bayan secretary shall prepare copies of the proposed ordinance or resolution in the form it was pass on the second reading and shall distribute to each Sangguniang member a copy thereof, except that the measure certified by the mayor as urgent may be submitted for amendments during the second reading. (b) After the amendments have been acted upon, the proposed ordinance or resolution shall be voted on the second reading.

SECTION 32. THIRD READING - A proposed ordinance or resolution approved on second reading be included in the calendar under third reading. (b) No ordinance shall be approved unless it has passed three readings and copies thereof in its final form have been distributed to the members at least three (3) days before its passage, except when the mayor or the Sangguniang Bayan certified to the necessity of its immediate enactment to meet a public calamity or emergency. Upon the third reading of proposed ordinance or resolution, no amendments thereto shall be allowed, and the vote thereon shall be taken immediately thereafter and the yeas and nays entered in the minutes.

SECTION 33. APPROVAL OF RESOLUTIONS – A resolution shall be enacted in the same manner prescribed for ordinance, except that it needs not to go through a separate

third reading for its final consideration unless decided otherwise by a majority of all the Sangguniang Bayan members.

SECTION 34. MAJORITY REQUIREMENTS – (a) No ordinance and resolution passed by the Sanggunian shall be valid unless approved by a majority of the members present, there being a quorum. (b) Upon the of all ordinances or resolutions the Sanggunian. Secretary shall record the ayes and nays. Each approved ordinance and resolution shall be stamped with the seal of the Sanggunian and recorded in the book kept for the purpose. Other ordinances and resolutions that requires 2/3 votes or unanimous vote, therefore that requires also record of ayes and nays.

SECTION 35. SPECIAL PROVISIONS ON THE BUDGET ORDINANCE – (a) There shall in no case increase the appropriation of any project or program of any office of the municipality over the amount submitted by the mayor in his budget proposal. (b) After the Mayor submitted the annual generation appropriation measure, supplemental appropriation measures shall be considered only if supported by actually available funds certified by the Municipal Treasurer.

SECTION 36. APPROVAL BY THE MUNICIPAL MAYOR – (a) Every ordinance passed by the Sangguniang Bayan shall be forwarded to the municipal mayor for approval. The municipal mayor shall affix his initials in each and every page of the ordinance and word "APPROVED" shall appear with his signature on the last page thereof. (b) Within ten (10) days after the receipt of the ordinance or resolution the municipal Mayor shall return the said ordinance or resolution to the Sangguniang Bayan with either his approval or his veto. If he does not return it within time, the ordinance or resolution shall be deemed approved.

SECTION 37. VETO POWER OF THE MUNICIPAL MAYOR – (a) The Municipal Mayor may veto any ordinances on the ground that it is ultra vires or prejudicial to the public welfare particularly stating his reasons therefore in writing. (b) The Municipal Mayor shall have the power to veto any particular item of an appropriation ordinance, or an ordinance or resolution directing the payment of money or creating a liability. In such case, the veto shall not affect the items which are/ are not objected to. The vetoed item is shall have no effect unless the Sanggunian overrides the veto in the manner hereunder provided; otherwise, the item/s in the appropriation ordinance of the previews year corresponding to those vetoed shall be deemed reenacted. (c) The Sangguniang Bayan may override the veto of the Municipal Mayor by 2/3 two thirds vote of its member, thereby making the ordinance or resolution effective. (d) The Municipal Mayor may veto an ordinance or resolution only once.

SECTION 38. REVIEW OF THE SANGGUNIANG BAYAN – (a) Within thirty (30) days after receipt of copies of approved ordinances, resolutions approving and adopting the local development plans and public investment programs, and executive orders promulgated by the Sangguniang Bayan shall examine the documents or transmit to the provincial attorney, or if there be none, the provincial fiscal or prompt examination. The provincial fiscal or attorney shall, within fifteen (15) days from receipt of the documents, inform the Sangguniang Bayan of his written comments or recommendations which may be considered by the Sangguniang Bayan in making its decision. (b) If the Sangguniang Bayan finds that an ordinance, resolution or executive order is beyond the power conferred upon the Sangguniang Barangay or Punong Barangay it shall declare such ordinance, resolution of executive order invalid in whole or part. The Sangguniang Bayan shall enter its action upon the minutes and shall advise the corresponding Barangay authorities of the action it has

taken. (c) If no action has been taken by the Sangguniang Bayan within thirty (30) days after submission of an ordinance, resolution or executive order, the same shall be presumed consistent with law and therefore valid.

SECTION 39. ENFORCEMENT DISAPPROVED MEASURES - Any attempt to enforce, promulgate or execute any ordinances, resolutions or executive order after the disapproval thereof shall be sufficient ground for suspension or dismissal of the officer or employees making such attempt.

SECTION 40. EFFECTIVITY CLAUSE OF ORDINANCES AND RESOLUTIONS – (a) Unless otherwise stated in the ordinances or resolution approving the local government plan and public investment program, the same shall take effect after ten (10) days from the date, a copy thereof is posted in the bulletin board at the entrance of the municipal hall and in a conspicuous places in every district of the municipality. (b) The Secretary to the Sanggunian shall cause the posting of the ordinance or resolution in the bulletin board at the entrance of the municipal hall and in conspicuous places in every district of the municipality not later than five (5) days after approval thereof. (c) The text vernacular of the ordinance or resolution shall be translated and posted in Filipino or English and in the language or dialect/ understood by the majority of the people in the municipality and the secretary to the Sanggunian shall record such act in a book kept for the purpose, stating the dates of approval and posting, (d) Ordinances with penal sanctions shall be posted at conspicuous places in the municipal hall for a maximum period of three (3) consecutive weeks. Such ordinances shall also be published in a newspaper of general circulation available in the territorial jurisdiction, of the municipality. Unless otherwise provided therein, said ordinances shall take effect on the day following its publication or at the end of the period of posting, whichever ever occur later. The secretary to the Sangguniang Bayan shall transmit official copies of such ordinances to the Chief Executive and to the official gazette within seven (7) days following the approval of said ordinance for publication.

RULE IX DECORUM AND DEBATE

SECTION 41. MANNER OF ADDRESSING THE CHAIR – When a member desires to speak, he shall rise and respectfully address the chair, "Mr. Chairman" or "Mr. Presiding officer".

SECTION 42. RECOGNITION OF MEMBER TO SPEAK - When two or more members rise at the same time the presiding Officer shall determine and recognized the member who is to speak first.

SECTION 43. TIME LIMIT TO SPEECHES - No member shall occupy more than fifteen (15) minutes in debate on any question or speak for more than once on any question without leave of the Sanggunian, except as here in after provided. The period of interpellation shall not be counted against the time of the member speaking.

SECTION 44. SPONSOR TO OPEN AND CLOSE DEBATE – The member reporting a measure under consideration from a committee may open and close the debate thereon. If the debate should extend beyond one session day, he shall be entitled to an additional fifteen (15) minutes to close.

SECTION 45. DECORUM TO OPEN AND CLOSE DEBATE - (a) In all cases the member who has obtained the floor shall confine himself to the question under debate

avoiding personalities. He shall refrain from uttering words, or performing act which are inconsistent with decorum. (b) If it is requested that a member be called to order for words spoken in debate, the member making request shall indicate the words except to and they shall be taken down in writing by the secretary and read aloud. The member who utter such words shall not be held to answer nor be subjected to censure by the Sanggunian if further debate or other business has intervened.

SECTION 46. CONDUCT DURING SESSIONS - (a) During the session the members shall be in proper formal attire and observe proper decorum. (b) While the Presiding Officer is addressing the Sanggunian or putting a question, no matter shall walk out or across the session hall.

SECTION 47. SMOKING DURING SESSION IS PROHIBITED - Smoking shall not be permitted during the session.

SECTION 48. DISCIPLINE OF MEMBERS - (a) The Sanggunian may punish its members for disorderly behavior and with the concurrence of two third (2/3) of its members, suspend or exclude from the session, provided that if the penalty is suspension the same shall not exceed sixty (60) days. (b) On the first Monday/session day of the month all SB members are required to wear white barong for men and its equivalent to Women members. (c) That the penalty to any Sangguniang Bayan for not wearing barong/ formal attire during sessions shall be five hundred pesos (P500.00). (d) Penalty for late in session after the invocation - P500.00. (e) Absent for the whole day session without justification - 500.00. (f) Penalty for late during the flag raising ceremony and flag retreat - 500.00. (g) Failure to conduct committee hearings and failure to submit committee reports. (h) Absent during Officers of the Day (OD) - 500.00.

RULE X VOTING AND MOTIONS

SECTION 49. A TIE ON AN APPEAL – A tie on an appeal from the ruling of the chair, sustain the decision of the chair.

SECTION 50. CHART OF PRECEDENCE OF MOTION

1. SPECIFIC: MAIN MOTION

- To take from the table
- To reconsider
- To rescind or repeal
- To adopt a resolution
- To expunge – erase

2. SUBSIDIARY: SECONDARY TO MAIN MOTION

- To lay on the table
- To call for a previous question
- To modify the limit of debate
- To postpone definitely
- To postpone indefinitely
- To commit or refer to committee
- To amend

3. INCIDENTAL MOTION: IT WILL ARISE OUT OF THE PENDING QUESTION

Suspend the rule- 2 persons should second the motion
Withdraw or modify
Point of order
Point of inquiry
Point of information
Appeal for the decision of the chair
Divide the house
Divide the question
Privilege Motion: It takes precedence over all motion
Fix the time to adjourn
To adjourn
Take a recess
Raise a question of privilege
Call for the order of the day

SECTION 51. AMENDMENTS - When a motion or proposition is under consideration a motion to amend and that amendment shall be in order. It shall be also in order to offer further amendment by substitution, but it shall not be voted upon until the original motion or proposition is perfected. Any of said amendments may be withdrawn before a decision is had thereon.

SECTION 52. RIDER PROHIBITED – No motion or proposition on a subject different from that under consideration shall be allowed under color of amendment.

SECTION 53. MOTION TO COVER ONE SUBJECT MATTER – No motion shall cover more than one subject matter.

SECTION 54. AMENDMENT OF TITLE – Amendment to the title of a proposed ordinance or resolution shall not be in order until after the text thereof has been perfected. Amendments to the title shall be decided without debate.

SECTION 55. CALL TO ORDER - A motion to read part of the rules is equivalent to a call to order and takes precedence over any motion other than to adjourn.

SECTION 56. QUESTION OF PRIVILEGE - Question of privilege are:

1. Those affecting the rights of the Sangguniang Bayan, its safety dignity and the integrity of its members.

2. Those affecting the rights, reputation and conduct of the members, individuality, in their capacity as members.

3. Subject to five minutes rule, question of privilege shall have precedence over all other question, except a motion to adjourn.

SECTION 57. PRIVILEGE QUESTION – Privilege question are those motion or subject matters which, under the rules, take precedence over other motion as subject matters.

**RULE XI
SUSPENSION OF THE RULES**

SECTION 58. WHO CAN MOVE – Any member can move for the suspension of the rules.

SECTION 59. VOTE REQUIRED - No rule shall be suspended except by a vote of two-thirds (2/3) of the members, a quorum being present.

SECTION 60. INTERRUPTION OF MOTION – If a motion to suspend the rule is pending, one motion to adjourn may be entertained until the vote is taken on the motion to suspend.

SECTION 61. EFFECT OF SUSPENSION - If the Sanggunian votes to suspend the rules it shall forthwith proceed to consider the measure. A two-thirds (2/3) vote of the members present shall be necessary for the passage of said measure, a quorum being present.

**RULE XII
OFFICIAL SEAL**

SECTION 62. OFFICIAL SEAL – The seal of the Sangguniang Bayan of the municipality of Dumalinao, Zamboanga del Sur, shall be the one previously used by the Sangguniang Bayan Office.

SECTION 63. COMMITTEE CHAIRMANSHIP - Committee chairman and members of the 12th Sangguniang Bayan of the Municipality of Dumalinao, Zamboanga del Sur.

1. Committee on Peace and Order and Public Safety

Chairman: Hon. Jessie Niel C. Paulo
Members: Hon. Jelito R. Peñonal
Hon. Hermes B. Cabales

2. Committee on Good Government and Public Accountability

Chairman: Hon. Hermes Cabales
Members: Hon. Jessie Niel C. Paulo
Hon. Ronaldo D. Encabo

3. Committee on Health and Sanitation

Chairman: Hon. Jelito R. Peñonal
Members: Hon. Ronaldo D. Encabo
Hon. Romeo G. Ligan

4. Committee on Tourism

Chairman: Hon. Ma. Gemma C. Albiso
Members: Hon. Rholly A. Labang
Hon. Frederick R. Balandra

5. Committee on Ways And Means

Chairman: Hon. Arnold L. Flores
Members: Hon. Hermes B. Cabales
Hon. Romeo D. Parila

6. Committee on Women
 Chairman: Hon. Jeziel R. Dagupan
 Members: Hon. Ma. Gemma C. Albiso
 Hon. Arnold L. Flores
7. Committee on Family and Children
 Chairman: Hon. Ma. Gemma C. Albiso
 Members: Hon. Rholly A. Labang
 Hon. Jeziel R. Dagupan
8. Committee on Transportation and Communication
 Chairman: Hon. Jelito R. Peñonal
 Members: Hon. Romeo G. Ligan
 Hon. Ronaldo D. Encabo
9. Committee on Budget and Finance and Appropriation
 Chairman: Hon. Arnold L. Flores
 Members: Hon. Ma. Gemma C. Albiso
 Hon. Hermes B. Cabaes
10. Committee on Infrastructure and Public Works
 Chairman: Hon. Frederick R. Balandra
 Members: Hon. Ma. Gemma C. Albiso
 Hon. Ronaldo D. Encabo
11. Committee on Zoning and Land Use
 Chairman: Hon. Frederick R. Balandra
 Members: Hon. Ma. Gemma C. Albiso
 Hon. Rholly A. Labang
12. Committee on Cooperative, Livelihood and Accreditation
 Chairman: Hon. Hermes B. Cabaes
 Members: Hon. Romeo D. Parila
 Hon. Rholly A. Labang
13. Committee on Environmental Protection and Natural Resources and Solid Waste Management
 Chairman: Hon. Romeo G. Ligan
 Members: Hon. Jelito R. Peñonal
 Hon. Romeo D. Parila
14. Committee on Sports
 Chairman: Hon. Ronaldo D. Encabo
 Members: Hon. Jelito R. Peñonal
 Hon. Jeziel R. Dagupan
 Hon. Arnold L. Flores
15. Committee on Youth Affairs
 Chairman: Hon. Jeziel R. Dagupan
 Members: Hon. Ronaldo D. Encabo
 Hon. Jessie Niel C. Paulo



16. Committee on Education

Chairman: Hon. Rholly A. Labang
Members: Hon. Hermes B. Cabales
Hon. Romeo D. Parila

17. Committee on Senior Citizen and Person with Disability

Chairman: Hon. Hermes B. Cabales
Members: Hon. Jelito R. Peñonal
Hon. Frederick R. Balandra

18. Committee on Indigenous People, Culture, and Arts

Chairman: Hon. Romeo D. Parila
Members: Hon. Hermes B. Cabales
Hon. Rholly A. Labang

19. Committee on Public Utilities

Chairman: Hon. Rholly A. Labang
Members: Hon. Frederick R. Balandra
Hon. Ronaldo D. Encabo

20. Committee on Food and Agriculture

Chairman: Hon. Romeo D. Parila
Members: Hon. Hermes B. Cabales
Hon. Romeo G. Ligan

21. Committee on Barangay Affairs

Chairman: Hon. Jessie Niel C. Paulo
Members: Hon. Jeziel R. Dagupan
Hon. Arnold L. Flores

22. Committee on Games and Amusement

Chairman: Hon. Ronaldo D. Encabo
Members: Hon. Arnold L. Flores
Hon. Jelito R. Peñonal

SECTION 64. OFFICE OF THE DAY - Officers of the day of the 12th Sangguniang Bayan of the Municipality of Dumalinao, Zamboanga del Sur.

1. Monday

Hon. Ma. Gemma C. Albiso
Hon. Frederick R. Balandra
Hon. Arnold L. Flores

2. Tuesday

Hon. Rholly A. Labang
Hon. Ronaldo D. Encabo

3. Wednesday

Hon. Hermes B. Cabales
Hon. Jelito R. Peñonal

4. Thursday

Hon. Jeziel R. Dagupan



Hon. Jessie Niel C. Paulo

5. Friday
Hon. Romeo D. Parila
Hon. Romeo G. Ligan

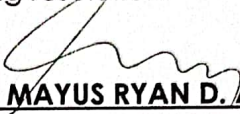
**RULE XIII
EFFECTIVITY**

SECTION 65. EFFECTIVITY – These rules shall take effect on the date of their adoption.


ADOPTED this 15th day of **AUGUST 2022** at Sangguniang Bayan session hall, Dumalinao, Zamboanga del Sur, Philippines.

“APPROVED UNANIMOUSLY”

I HEREBY CERTIFY to the correctness of the foregoing resolution.


ATTY. MAYUS RYAN D. ANDO
Secretary to the Sanggunian

Attested and approved by:


LORENZO S. ALCANTARA
Municipal Vice Mayor – Presiding Officer

