

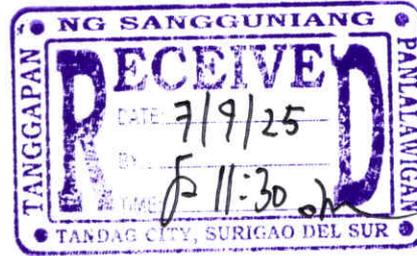


Republic of the Philippines
MUNICIPALITY OF CAGWAIT
PROVINCE OF SURIGAO DEL SUR

Office of the Sangguniang Bayan Secretary

July 8, 2025

The Honorable
Sangguniang Panlalawigan Members
Thru: **Hon. Manuel O. Alameda**
Provincial Vice Governor
Tandag City
Sir:



Pursuant to pertinent provision of the Local Government Code of 1991, I have the honor to submit the herein approved ordinance by the Sangguniang Bayan of Cagwait, for your review and approval, to wit:

ORD. NO. 12-25 – AN ORDINANCE INSTITUTIONALIZING THE PAPERLESS SESSION SYSTEM AND THE LEGISLATIVE INFORMATION SYSTEM AND CREATING THE LEGISLATIVE TRACKING SYSTEM AND MONITORING UNIT IN THE SANGGUNIANG BAYAN OF CAGWAIT, SURIGAO DEL SUR.

Hoping for your favorable consideration and appropriate action.

Attached herewith:

- Certificate of Posting and Publication

Very truly yours,

CHRISTINE L. YANTO

Administrative Officer III

OIC- Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF CAGWAIT
SURIGAO DEL SUR

Office of the Sangguniang Bayan Secretary

CERTIFICATE OF POSTING AND PUBLICATION

This is to certify that, in compliance to Section 59 of RA 7160; Article 113, IRR of R.A. No. 7160, copy of approved Ordinance titled hereunder was properly posted and published in three conspicuous places in the municipality.

ORD. NO. 12-25 – AN ORDINANCE INSTITUTIONALIZING THE PAPERLESS SESSION SYSTEM AND THE LEGISLATIVE INFORMATION SYSTEM AND CREATING THE LEGISLATIVE TRACKING SYSTEM AND MONITORING UNIT IN THE SANGGUNIANG BAYAN OF CAGWAIT, SURIGAO DEL SUR.

Date Enacted	:	May 26, 2025
Date Approved	:	July 8, 2025
Date Posted	:	July 8, 2025
Place Posted	:	Municipal Hall Bulletin Board; Tubo-tubo Public Terminal; and Poblacion Gymnasium Cagwait, Surigao del Sur

Certified Correct:

CHRISTINE L. YANTO

Administrative Officer III

OIC-Secretary to the Sanggunian

Refer To: Committee on Rules, Privileges and Ethics



Republika ng Pilipinas
LALAWIGAN NG SURIGAO DEL SUR
BAYAN NG CAGWAIT

Tanggapan ng Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 19TH REGULAR SESSION OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF CAGWAIT, SURIGAO DEL SUR, HELD AT THE SESSION HALL ON MAY 26, 2025 IN LIEU OF MAY 27, 2025.

SENT:

Hon. Armando P. Reyes ----- SB Member
(Temporary Presiding Officer)

REGULAR SANGGUNIANG BAYAN MEMBERS:

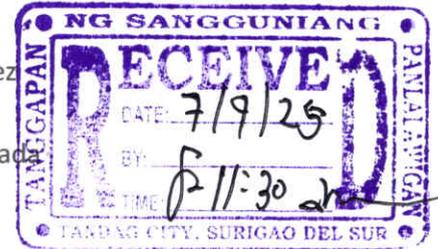
Hon. Avelino P. Adaya
Hon. Ferdinand L. Espinoza
Hon. Jonathan O. Tabugon
Hon. Arthur M. Sanchez
Hon. Angelyn P. Prado
Hon. Guardian C. Loza

EX-OFFICIO MEMBERS:

Hon. Bernard V. Loma ----- LnB Fed. Pres./SB Member

ON OFFICIAL LEAVE:

Hon. Melchie C. Tuscano ----- Municipal Vice Mayor
Hon. Gerardo P. Vasquez ----- SB Member
Hon. Princess Chewon C. Park -----SK Fed. Pres./SB Member



ORDINANCE NO. 12-25

AN ORDINANCE INSTITUTIONALIZING THE PAPERLESS SESSION SYSTEM AND THE LEGISLATIVE INFORMATION SYSTEM AND CREATING THE LEGISLATIVE TRACKING SYSTEM AND MONITORING UNIT IN THE SANGGUNIANG BAYAN OF CAGWAIT, SURIGAO DEL SUR:

WHEREAS, Section 48 of Republic Act. No. 7160, otherwise known as the Local Government Code of 1991 states that the local legislative power shall be exercised by Sangguniang Panlalawigan for the province, the Sangguniang Panlungsod for the city, the Sangguniang Bayan for the municipality and the Sangguniang Barangay for the barangay;

WHEREAS, it is enshrined under Republic Act No. 8792 or An Act Providing for the Recognition and Use of Electronic Commercial and Non-commercial Transactions and Documents, Penalties for Unlawful Use Thereof and for Other Purposes, that the State recognizes the vital role of information and communications technology (ICT) in nation-building; the need to create and information-friendly environment which supports and ensures the availability, diversity and affordability of ICT and services; the primary responsibility of the private sector in contributing and services in telecommunications and information technology;

WHEREAS, the State further recognizes the role of ICT to develop, with appropriate training programs and institutional policy changes, human resources for the information technology age, a labor force skilled in the use of ICT and a population capable of operating and utilizing electronic appliances and computers; its obligation to facilitate the transfer and promotion of technology; to ensure network security, connectivity and neutrality for national benefit and the need to marshal, organize and deploy national information infrastructures comprising in both telecommunications network and strategic information services, including their interconnection to the global information networks with the necessary and appropriate legal, financial diplomatic and technical framework, systems and facilities;

Flawente [Signature] [Signature]

Tanggapan ng Sangguniang Panlalawigan
Date: _____
Time: _____
Received by: _____
OSSP-SDS-2025-4809
Telephone No.: (086) - 211 - 5832
E-Mail: tpsurigaosur@yahoo.com
SURIGAO DEL SUR

WHEREAS, within the scope of the basic services and facilities provision of the Local Government Code of 1991, provides that the local government unit (LGU) is endowed with a monumental task to endeavor to be self-reliant and continue to exercise its powers and duties vested upon them or incidental for efficient and effective provision of the basic services and facilities enumerated therein. It shall likewise exercise such power and discharge such functions and responsibilities as are necessary, appropriate or incidental to efficient and effective of the basic services and facilities enumerated in the Local Government Code of 1991;

WHEREAS, the principle of "cycle of learning", must provide for a substantial information system valuable enough for every LGU to render decision in terms of legislative monitor or keep track of available information, evaluate results and develop a more responsive and focused legislative work for effective and efficient delivery of basic services for the general welfare and economic prosperity without neglect for environmental concern of the community;

WHEREAS, moreover, it always adheres to the basic tenets of legislative learning to ventilate data to serve as a useful information thru articulation of essential facts arising from valid public needs and eventually to crystalize this information thru the enactment of legislative ordinance or resolution;

WHEREAS, while the ability to gather data from constituents is its primary function as a result of consultation, the same is true to assuage that these with be translated as valuable information vital for the development legislative works, be it temporary or permanent in nature;

WHEREAS, an effective Legislative Body is the one that always adopt to the changing demands of its clients. It is the dynamics of a changing world synonymous to development, thus these systems are innovative strategies the Sangguniang Bayan to further improve the delivery of its mandates and functions as well as the support assistance of the SB Secretariat.

NOW THEREFORE:

BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Cagwait, Province of Surigao del Sur in session assembled, that:

SECTION 1. Title. This Ordinance shall be known as "**An Ordinance Institutionalizing the Paperless Session System and the Legislative Information System and Creating the Legislative Tracking and Monitoring Unit in the Sangguniang Bayan of Cagwait**", also known as **CAGWAIT LEGISLATIVE PAPERLESS SESSION ORDINANCE OF 2025.**

SECTION 2. Operating Principle.

1. The Paperless Session System:

- a) The Sangguniang Bayan shall conduct its sessions through the "Paperless Session System";
- b) All documents, Order and Calendar of Business (upon review and approval of the Chairperson of the Committee on Laws, Rules and Privileges) and all its attachments; Journal of the SB Sessions, Draft Resolutions and Ordinances for First, Second, and Third Readings, Committee Reports and other communications considered for SB session shall be scanned to produced soft and/or electronic copies (in PDF format) and be uploaded into the Sangguniang Bayan Members respective email addresses and/or copied to a storage device (USB) or forwarded/shared through network connections, i.e. airdrop, not later than 5:00 in the afternoon every Thursdays;
- c) Cut-off for items/communications for the Order and Calendar of Business is 12:00 noon every Thursday, with the exception for urgent communications as certified by the Office of the Mayor. However, all urgent and/or communications from the Office of the Mayor must likewise be duly received by the Office of the Sangguniang Bayan Secretary for tracking purposes with three (3) copies, one copy each for the Municipal Vice Mayor, Sponsoring SB Member and the SB Secretary;

plawente

- d) All documents included in the Order and Calendar of Business shall be projected in the monitor of each SB Member and a wide screen mounted on the wall of the session hall for the viewing purposes of visitors and guests in the gallery;
- e) Attachments to referrals and endorsements to committees shall likewise use the electronic or scanned of documents;
- f) Scanned copies shall be clear enough to visibly read all markings, dates and other important remarks on the document;
- g) Proofreading and/or editing of the journal of the SB Sessions shall use the proofreading and/or review applications of MS Word so as to minimize use of voluminous papers. Only final draft shall be made in printed form for review and proofreading of the SB Secretary;
- h) The SB Secretariat shall maintain a strong internet connection at the SB Session Hall for faster forwarding of communications and access of any related data on the net during sessions.

2. The Legislative Information System:

- a) The Legislative Information System shall be the data storage of all electronic files of the Sangguniang Bayan;
- b) It shall be managed and administered by the Legislative Tracking and Monitoring Unit of the Sangguniang Bayan;
- c) It shall have the following features:
 - 1. Internal and external tracking and monitoring and legislative processes;
 - 2. Easy access and retrieval of legislative documents for printing;
 - 3. Generate history reports of resolutions and ordinances;
 - 4. Generate legislative reports, tracking and monitoring reports and legislative survey/feedback report; and
 - 5. Other important features that the officials deem necessary in improving the services of the support staff in aid of legislation.

SECTION 3. Capacity Enhancement Training of Officials and Concerned Personnel on the SB Paperless Session System and the Legislative Information System.

Technical personnel of the Legislative Tracking and Monitoring Unit shall implement a capacity enhancement training with the Municipal Vice Mayor and Sangguniang Bayan Members as well as their respective technical staff for the operation of their laptops and other electronic devices for the SB Paperless Session System as well as concerned staff of the SB Secretariat.

Concerned personnel who will manage and administer the Legislative Information System shall, aside from their educational qualifications, trainings and work experience likewise undergo related trainings particularly in managing and/or administering information systems and information management office.

The unit together with the Legislative and Policy Unit shall also conduct periodic legislative survey to assess the level of awareness of the people about certain policy, the level of implementation of major ordinances and level of responsiveness of a certain policy to the subject issue as a form of legislative feedback mechanism. Results, discussions and initial recommendations shall be furnished the Office of the Municipal Vice Mayor and the Sangguniang Bayan Members for their information and guidance.

Glaurante

SECTION 4. Separability Clause. The provisions of this Ordinance are hereby declared separable and if one or more provisions are held invalid or unconstitutional, the remainder, or any provision hereof not affected shall remain valid and effective.

SECTION 5. Repealing Clause. All ordinances, rules and regulations, or parts thereof, in conflict with or inconsistent with any provisions of this Ordinance, are hereby repealed, amended or modified accordingly.

SECTION 6. Effectivity. This Ordinance shall take effect in accordance with the provisions of R.A. No. 7160.

Adopted and approved this 26th day of May 2025 authored by Hon. Guardiano C. Lozada and co-authored by Hon. Gerardo P. Vasquez and Hon. Ferdinand L. Espinoza.

Unanimously Approved

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


ESTELA MARIE T. LAURENTE
Records Officer II
OIC-Secretary to the Sanggunian

ATTESTED:


ARMANDO P. REYES
SB Member
Temporary Presiding Officer

APPROVED:


GLENN G. BATIANCILA, REE
Municipal Mayor

Date of Approved: 7/2/25