



# OFFICE OF THE SANGGUNIANG BAYAN

*Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro*

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 10<sup>TH</sup> SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON AUGUST 19, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL

**PRESENT:**

Hon. Ramon G. Magbanua	Municipal Vice Mayor/Presiding Officer
Hon. Dexter R. Gonzales	Sangguniang Bayan Member
Hon. Dennes M. Faner	Sangguniang Bayan Member
Hon. Edezer F. Aceron	Sangguniang Bayan Member
Hon. German S. Acosta	Sangguniang Bayan Member
Hon. Kieven E. Cantos	Sangguniang Bayan Member
Hon. Jess V. Sapungan	Sangguniang Bayan Member
Hon. Elpidio N. Contreras, Jr	Sangguniang Bayan Member
Hon. Edwin C. Aceron	Sangguniang Bayan Member
Hon. Enrico C. Villas	Pangulo, Liga ng mga Barangay

**ABSENT:**

Hon. Tulay M. Caring	IPM Representative
Hon. Kim Jonh Elco E. Cantos	SK Federation President

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## MUNICIPAL ORDINANCE NO. 19-08-235

**AN ORDINANCE PRESCRIBING GUIDELINES ON CREATING AND USING ELECTRONIC MAIL (EMAIL) ADDRESS OF THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO AND ITS OFFICES**

**Sponsor and Author:**  
Sangguniang Bayan Member **DEXTER R. GONZALES**

**Sponsor:**  
Sangguniang Bayan Member **EDEZER F. ACERON**

**Section 1.** The following guidelines shall be adopted:

- A. The email address of LGU of Bulalacao shall bear the name or initials of the agency;
- B. The email address of an office of LGU of Bulalacao shall bear the name or initials of such office as per Municipal Ordinance No. 17-08-190 entitled "An Ordinance Clarifying the Name of Offices and Identifying the Position of Head of Every Office in the Local Government Unit of Bulalacao, Oriental Mindoro";

*(Handwritten signatures and initials)*

- C. No official email address shall bear the name of official, officer, employee, or worker of LGU of Bulalacao;
- D. The official email address of the agency or of any LGU of Bulalacao office once approved by the Municipal Mayor shall not be used for unofficial or personal matter;
- E. The citizen's charter, stationary, calling card, envelope, or as far as practicable any written or electronic document, emanating from any office of LGU of Bulalacao shall reflect the official email address;
- F. The Office of the Municipal Mayor shall issue an Administrative Order officially approving and declaring the email address of the agency and its offices within one (1) month after the approval of this Ordinance; and
- G. Changing of the email address shall be subject to the approval of the Municipal Mayor but must only be done for a very justifiable reason.

**Section 2. (a)** The Secretary to the Sangguniang Bayan and the sponsors shall orient the concerned employees and stakeholders regarding this Ordinance during the Legislative Forum which shall be held every last Wednesday of the month.

**(b)** Any officer or employee of the LGU of Bulalacao who shall disregard or neglect the implementation of this Ordinance shall be administratively dealt with and such shall be a ground for suspension or dismissal subject to the pertinent provisions of the Civil Service laws and rules.

**Section 3.** Any ordinance inconsistent with the provisions of this Ordinance is hereby repealed or modified accordingly.

**Section 4.** If any provision of this Ordinance is declared invalid, the remainder or any provision hereof not affected thereby shall remain in force and effect. Higher laws or policies inconsistent with the provisions of this Ordinance shall prevail.

**Section 5.** This Ordinance shall take effect immediately after fifteen (15) days of posting in bulletin board at the entrance of the municipal hall and in at least two (2) other conspicuous places in the Local Government Unit of Bulalacao.

**ENACTED** this 19<sup>th</sup> day of August 2019 Bulalacao, Oriental Mindoro.

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*[Handwritten signatures and initials]*

  
**HON. DEXTER R. GONZALES**  
SB Member

**HON. DENNES M. FANER**  
SB Member

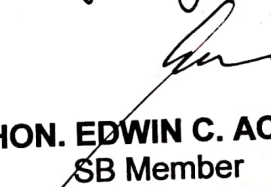
  
**HON. EDEZER F. ACERON**  
SB Member


  
**HON. GERMAN S. ACOSTA**  
SB Member

  
**HON. KIEVEN E. CANTOS**  
SB Member

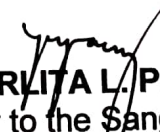
  
**HON. JESS V. SAPUNGAN**  
SB Member

  
**HON. ELPIDIO N. CONTRERAS, JR.**  
SB Member

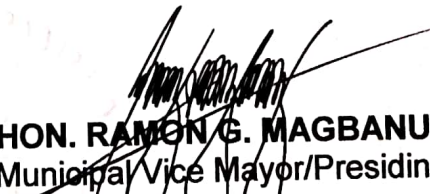
  
**HON. EDWIN C. ACERON**  
SB Member

  
**HON. ENRICO C. VILLAS**  
Pangulo, Liga ng mga Barangay


**CERTIFIED TRUE AND CORRECT:**

  
**PERLITA L. PAZ**  
Secretary to the Sanggunian

**ATTESTED:**

  
**HON. RAMON G. MAGBANUA**  
Municipal Vice Mayor/Presiding Officer

**APPROVED:**

  
**ENGR. ERNILO C. VILLAS**  
Municipal Mayor  
Date Signed: 09-16-19