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Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro
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EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF
THE 12TH SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL
MINDORO HELD ON AUGUST 26, 2025 AT SANGGUNIANG BAYAN
SESSION HALL

PRESENT:

Hon. German S. Acosta	Municipal Vice Mayor/Presiding Officer
Hon. Guillermo G. Salas, Jr.	Sangguniang Bayan Member
Hon. Moses M. Osorio, Sr.	Sangguniang Bayan Member
Hon. Ramon G. Magbanua	Sangguniang Bayan Member
Hon. Joejie R. Narciso	Sangguniang Bayan Member
Hon. Romeo O. Fallaria	Sangguniang Bayan Member
Hon. Roger M. Evangelio, Sr.	Sangguniang Bayan Member
Hon. Jerus Jade B. Reyes	Sangguniang Bayan Member
Hon. Nestor L. Eguillon	Sangguniang Bayan Member
Hon. Aceron U. Calinog, Jr.	IPM Representative

HON. ROMEO O. FALLARIA
HON. ACERON U. CALINOG, JR.

HON. JOEJIE R. NARCISO
HON. ACERON U. CALINOG, JR.

ABSENT:

Hon. Enrico C. Villas	Pangulo, Liga ng mga Brgy. -O.B.
Hon. Francis Dave C. Cantos	SK Federation President -O.B.

HON. RAMON G. MAGBANUA
HON. ACERON U. CALINOG, JR.
HON. NESTOR L. EGUILLON

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RESOLUTION NO. 25-08-274

**RESOLUTION ENACTING THE 12TH SANGGUNIANG BAYAN OF
BULALACAO, ORIENTAL MINDORO INTERNAL RULES OF
PROCEDURE (IRP)**

Sponsor:

Sangguniang Bayan Member ROMEO O. FALLARIA
Chairperson, Committee on Rules, Privileges, Ordinances and Legal Matters

BE IT ORDAINED by the Sangguniang Bayan of Bulalacao,
Oriental Mindoro: **THAT:**

RULE I – COMPOSITION

SECTION 1. The composition of this Sanggunian shall be as
provided by existing law, specifically by RA 7160, otherwise known as
the Local Government Code of 1991.

**RULE II – POWERS, DUTIES AND FUNCTIONS OF THE
SANGGUNIAN**

SECTION 1. The powers, duties and functions of this Sanggunian
shall be as provided for under Rule XVII of the Rules and Regulations
Implementing the Local Government Code of 1991.

HON. MOSES M. OSORIO, SR.
HON. ROMEO O. FALLARIA
HON. GERMAN S. ACOSTA
HON. GUILLERMO G. SALAS, JR.
HON. JERUS JADE B. REYES

HON. GERMAN S. ACOSTA
HON. ROGER M. EVANGELIO, SR.

RULE III – DUTIES AND RESPONSIBILITIES OF THE MEMBER OF THE SANGGUNIAN BAYAN

SECTION 1. Every member of this Sanggunian shall make a full disclosure of his financial and business interests as required of him under Art. 104, Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

SECTION 2. Every member shall attend all sessions of this Sanggunian unless he is prevented from doing so by reason of sickness or other unavoidable circumstances provided that as a general rule, previous notice of such absence shall be sent to the Sanggunian through the Presiding Officer or the Secretary to the Sanggunian.

SECTION 3. As a general rule, every member is required to vote on to every question or proposed measure being voted upon by the Sanggunian. Abstentions may only be allowed if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly on the matter being acted by the body.

SECTION 4. Every member shall observe proper deportment and decorum during sessions, committee meetings and committee hearings.

RULE IV – POWERS, DUTIES AND FUNCTIONS OF THE PRESIDING OFFICER

SECTION 1. The Vice Mayor shall be the Presiding Officer of this Sanggunian and as such, shall have the following rights and duties:

- a) To preside over the session of the Sanggunian;
- b) To exact from all the members present during the sessions and committee hearings proper deportment and decorum;
- c) To enforce the Internal Rules of Procedure of the Sanggunian;
- d) To maintain order during session and render a ruling on question of order, subject to appeal by the member concerned to the body for final decision;
- e) To sign all the legislative documents, papers or checks requiring his signature;
- f) To declare a recess during sessions anytime he deems it necessary provided that the duration of the recess is at least fifteen (15) minutes but not to exceed thirty (30) minutes;
- g) To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances;

HON. ROMEO M. PALLARIA

HON. JOE JER. NARCISO

HON. JOSE M. MAGBANUA

HON. ACERON U. CALINOG, JR.

HON. MOSES M. OSORIO, SR.

HON. GUILLELMO G. SALAS, JR.

HON. GERMAN S. ACOSTA

HON. JERUS JADE B. RIVERA

HON. ROGER M. EVANGELIO, SR.

KEIZEL M. SALADINO

- h) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he shall not express himself either for or against the said measure or question;
- i) To vote but only to break a tie, hence he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it;
- j) To relinquish the Chair to the Temporary Presiding Officer, or, in the latter's absence, to any member of the Sanggunian who shall act as "Temporary Presiding Officer" but only if he is going out of the session hall for whatever reasons. Since the Vice Mayor is not a regular member nor an "ex-officio" member of the Sanggunian he cannot relinquish the Chair in order to participate in the deliberation of the Body, and thus, there is no reason for him to relinquish the Chair but remain idly on the floor.

HON. ROMEO CALIARIA
 HON. JOE R. NARCISO
 HON. RAMON G. MAGBANUA
 HON. ACERON U. CALINOG, JR.

RULE V – DUTIES AND RESPONSIBILITIES OF TEMPORARY PRESIDING OFFICER

SECTION 1. In the event of the inability of the regular Presiding Officer to preside over a Sanggunian Session, the members present thereby constituting a "quorum" shall elect from among themselves a "Temporary Presiding Officer"

SECTION 2. The Temporary Presiding Officer shall certify within ten days (10) from the passage of Ordinances enacted or Resolutions adopted by the Sanggunian in the session over which he temporarily presided.

SECTION 3. While presiding, the Temporary Presiding Officer shall have no right to vote even if there is a tie.

SECTION 4. The Temporary Presiding Officer, may, on his own discretion, relinquish the Chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular or constituent member.

HON. MOSES M. OSORIO, SR.
 HON. NESTOR L. EGULLON
 HON. GUILLERMO G. SALAS, JR.
 HON. JEFUS JADE B. REYES

RULE VI – DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN ON COMMITTEE ON RULES AND PRIVILEGES

SECTION 1. The Chairman of the Committee on Rules and Privileges shall take charge of all matters relating to the order and decorum of the Sanggunian. He shall have the following duties:

- a) Responsible for everything relating to the Rules of Procedure of the Sangguniang Bayan.

HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.

- h) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he shall not express himself either for or against the said measure or question;
- i) To vote but only to break a tie, hence he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it;
- j) To relinquish the Chair to the Temporary Presiding Officer, or, in the latter's absence, to any member of the Sanggunian who shall act as "Temporary Presiding Officer" but only if he is going out of the session hall for whatever reasons. Since the Vice Mayor is not a regular member nor an "ex-officio" member of the Sanggunian he cannot relinquish the Chair in order to participate in the deliberation of the Body, and thus, there is no reason for him to relinquish the Chair but remain idly on the floor.

HON. ROMEO BALARIA
 HON. ROSE MARIE SALADINO
 HON. JOEJIE R. NARCISO
 HON. RAYMON G. MAGBANUA
 HON. ACERON U. CALINOG, JR.

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SECTION 4. The Temporary Presiding Officer, may, on his own discretion, relinquish the Chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular or constituent member.

HON. MOSES M. OSORIO, SR.
 HON. JES TOR L. EGULLON
 HON. GUILLERMO G. SALAS, JR.
 HON. JEFFUS JADE B. REYES

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- a) Responsible for everything relating to the Rules of Procedure of the Sangguniang Bayan.

HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.

- b) Approve matters for inclusion in the agenda, provided however, that any proposed measure or matter not included in the agenda shall be considered upon his certification to this effect.
- c) Facilitate the coordination of the Calendar of Business and deliberations on the floor. In the absence of the Chairman, the Vice Chairman of the Committee on Rules and Privileges shall act with the same duties and functions.
- d) To present or sponsor the reorganization of the Standing Committees and creation of new committees as recommended by the Presiding Officer.
- e) Perform such other functions as the Sangguniang Bayan may adopt.

HON. ROMEO PALAFA
 HON. JOEIE R. NARCISO
 KEZEL M. SALADINO

RULE VII - REGULAR AND SPECIAL SESSION

SECTION 1. The regular session of this Sanggunian shall be once a week to be held at the Sangguniang Bayan Session Hall every Monday at nine'o clock in the morning. In case the Monday falls on holiday the regular session shall be conducted on the next regular working day.

HON. RAMON G. MAGBANUA
 HON. ACERON CALINOG, JR.

SECTION 2. Special sessions may be called by the Mayor or by a majority of the members of this Sanggunian at any place as called for.

SECTION 3. Likewise, regular session may be conducted at different barangays upon request of the barangay officials for public interest and upon the approval of all the members of the Sangguniang Bayan. The request of the barangay officials shall be submitted ten days before such session. Provided that the day of the regular session shall fall on Monday.

HON. MOSES M. OSORIO, SR.
 HON. WESLOR L. EGUILLO

SECTION 4. A written notice to the Sanggunian members stating the date, time and purpose of the session shall be served personally or left with a member of his household at his usual place of residence at least twenty four (24) hours before the Special Session is held.

HON. GUILLERMO G. SALAS, JR.
 HON. JERRY MADE B. FRILES

SECTION 5. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a Special Session except those stated in the notice.

SECTION 6. All sessions shall be opened to the public unless a closed door session is ordered by an affirmative vote of a majority of the members present, there being a quorum in public for reasons of security, decency or morality.

HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.

SECTION 7. During the regular sessions, all members of the sanggunian shall wear the prescribed dress code as mentioned hereunder:

- i. First Monday - Long sleeve barong (Flesh)
- ii. Succeeding Mondays - Short sleeve barong (Flesh)
- iii. Last Monday - Any formal attire

SECTION 8. No two (2) sessions, whether regular or special may be held in a single day.

SECTION 9. Adjourned session. An adjourned session may be held:

- a) By a majority of the members present in a session where there is no quorum wherein they may decide to adjourn from time to time, or day to day, and compel the attendance of the absent members in order to obtain the necessary quorum;
- b) By a majority vote of the members present in any regular or special session, there being a quorum in order to finish very important business which needs immediate action.

SECTION 10. Paperless Legislation. It is encouraged upon members of this Sanggunian to promote and institutionalize the conduct of paperless sessions/hearings/meetings in order to save funds and conserve environment by minimizing the use of papers. With the paperless system, the members of this Sanggunian will find it the most convenient way of browsing over the session agenda at their fingertips and enables them to electronically access the archived documents such as ordinances, resolutions, committee reports, minutes and session history.

SECTION 11. SANGGUNIAN MACE. There shall be a Sanggunian Mace to be displayed during every Regular or Special Session of the Sanggunian. The Secretary to the Sanggunian shall take custody and safekeeping thereof and shall be responsible for bringing it to the Session Hall during any session.

- a. Any session, Regular or Special, shall only be binding and legal with the presence of the Sanggunian Mace.

RULE VIII – QUORUM

SECTION 1. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a Quorum to transact official business.

SECTION 2. Other interpretations to the contrary notwithstanding the term "elected and qualified" shall be construed to include not only the regular member but also the "ex-officio" members and the sectoral representatives of this Sanggunian.

SECTION 3. In computing the presence of a "quorum" the term "majority" shall be based on the actual membership or incumbents in the Sanggunian which shall exclude the following:

HON. ROMEO O. PALAPA

HON. JOSE R. NARCISO

HON. ACERON U. CALINOG, JR.

HON. MAURINO MAGBANUA

HON. MOSES M. OSORIO, SR.

HON. NESTOR L. EGUILLON

HON. GUILLERMO G. SALAS, JR.

HON. JERUS JADE B. REYES

HON. GERMAR S. ACOSTA

HON. ROGER M. EVANGELIO, SR.

- A member who is abroad or on official leave of absence;
- A deceased member;
- A member who has resigned;
- A member who has been suspended or expelled or removed by final judgement

SECTION 4. In the absence of a quorum, the Presiding Officer may declare a recess of not more than one (1) hour and wait for other members to come, or a majority of the members present may adjourn from time to time or day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sanggunian, to be assisted by a member or members of the police force, to arrest the absent member and present him at the session hall.

If there is still no quorum despite the enforcement of the above remedial measures, the Presiding Officer may motu proprio or upon proper motion from the floor duly adopted by the body, then declare the session adjourned for lack of quorum.

SECTION 5. Whenever a question on the lack of quorum is raised by any member, the Presiding Officer shall immediately cause the reading of the roll of members and announce the result and then declare whether there exists a quorum or not. A request or motion to determine the presence of a quorum is not debatable.

RULE IX – ORDER OF BUSINESS

SECTION 1. The Order of Business of this Sanggunian shall be as follows:

- a) Call to order
- b) Prayer
 - i. National Anthem every session
 - ii. PCL Creed during 1st Monday of every month
- c) Roll call
- d) Reading and consideration of the minutes of the previous session
- e) Welcome Address from the Punong Barangay in case regular session is held at the Barangay.
- f) Privilege Hour (Maximum of 10 minutes, with the extension of 5 minutes upon simple majority and shall discuss 3 issues/concerns only.) Two members of the Sangguniang Bayan will render privilege speech by session.
- g) Question Hour

HON. ROMEO D. FALGAPA
 HON. JOSE R. NARCISO
 HON. ACERON U. CALINOG, JR.
 HON. ANDONG MAGBANUA
 HON. MOSES M. OSORIO, SR.
 HON. NESTOR L. EGULLON
 HON. GUILLERMO G. SALAS, JR.
 HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.
 KEIZEN BALADINO

- h) Reading and referral of proposed measures (Ordinances, Resolutions, petitions, letters and other communications)
- i) Committee reports
- j) Calendar of Business
 - 1st reading
 - 2nd reading
 - 3rd reading
- k) Other Matters (Urgent resolutions arising from the Privilege Speech and requests/ letters from the Office of the Municipal Mayor requiring urgent actions which are not included in the order of business)
- l) Consultation with the Barangay Officials in case the regular session is held in Barangay.
- m) Announcement (if any)
- n) Thanksgiving Prayer
- o) Adjournment

SECTION 2. The Calendar of Business shall be prepared by the Secretary subject to the review of the Committee of Rules and Privileges and a copy thereof shall be furnished to every member of this Sanggunian not less than one (1) day before the date of the regular session.

SECTION 3. The Calendar of Business shall contain brief description of the item of business to be taken up during the regular session including but not limited to the following:

- The title of the proposed ordinance or resolution; name of the sponsor or authors and the committee to which it was referred or the committee sponsoring it;
- In the case of petitions, letters, endorsements and other communications, the source or the name of the senders.

SECTION 5. In rendering committee reports, priority shall be given to regular committees (standing committees) to be followed by special committees (Ad-Hoc).

SECTION 6. As a general rule, committee reports shall be rendered by its Chairman unless he dissents with the majority decision. In his absence, the Vice Chairman shall take his place. If neither of them is present any committee member concurring with the report and duly designated by the said committee shall render the report.

HON. ROMEO O. FALANA
HON. JOE JIE R. NARCISO
HON. RAMON G. MAGBANUA
HON. MOSÉS M. OSORIO, SR.
HON. GUILLERMO G. SALAS, JR.
HON. GERMAN S. ACOSTA
HON. JOSE MAR SALADINO
HON. ACERON U. CALLING, JR.
HON. NESTOR L. EGUILLON
HON. JEFUS JADE B. NIVAS
HON. ROGER M. EVANGELIO, SR.

SECTION 7. If the reporting committee recommends a favorable action on the measures referred to it or if the reporting committee recommends the proposed measures for appropriate action by the Sanggunian the chairperson of the concerned committee shall calendar for 2nd reading. If the reporting committee's recommendation is unfavorable the proposed measures shall be considered laid on the table.

If the reporting committee's recommendation is for the Sanggunian not to take any action and that recommendation has been adopted by the Body, the proposed measure remains shelved in the committee. If the reporting committee recommendation has been adopted then it is "file away" which means in layman's language that the proposal will be filed in the archive of the Sanggunian.

SECTION 8. As a general rule, no member of the committee shall oppose or object to the report of his committee unless he submits his dissenting opinion to the majority decision in writing or orally in open session before the said committee renders its reports. Otherwise, he shall be precluded to oppose it on the floor.

SECTION 9. Deviations from the prescribed Order of Business may be done only under the following circumstances:

- a) When the Sanggunian decided to suspend the rules thru an "assumed motion" by the Chair or thru a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require a majority vote of all the members present.
- b) when the measure to be acted upon by the Sanggunian is "Certified by the Local Chief Executive as "urgent" which shall have priority over all other items of business, and shall be provided the Internal Rules of Procedure is suspended

RULE X – LEGISLATIVE PROCESS

SECTION 1. Rules in the enactment of an ordinance and adoption of resolutions.

In the enactment of ordinances and adoption of resolutions including other matters requiring legislative actions, the following rules shall be observed:

- a) Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are temporary in character shall be passed in the form of resolutions. Matters relating to proprietary – ownership functions and private concerns shall also be acted upon by resolutions.
- b) Proposed ordinances and resolutions shall be in writing or orally submitted through a privilege speech or through a motion, and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its proposed effectivity. In addition, every 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 shall be submitted to the Secretary to the Sanggunian who shall report the same to the Sanggunian at its meeting.

HON. ROMEO PALARA
 HON. JOE R. NARCISO
 HON. RAMON M. MABANUA
 HON. ACERON CALINOG, JR.
 HON. MOSES M. OSORIO, SR.
 HON. NESTOR T. EGULLON
 HON. GUILLERMO G. SALAS, JR.
 HON. GERMAN S. ACOSTA
 HON. JERIS JADE B. REYES
 HON. ROGER M. EVANGELIO, SR.
 KEIZEN SALADINO

- c) A resolution shall be enacted in the same manner prescribed for an ordinance, except that it need not go through a third reading for its final consideration unless decided otherwise by a majority of all Sanggunian Members.
- d) No ordinance or resolution shall be considered on Second Reading in any regular meeting unless it has been reported out by the proper committee to which it was referred or certified as urgent by the Local Chief Executive.
- e) Any legislative matter duly certified by the Local Chief Executive as urgent whether or not it is included in the calendar of business may be presented and considered by the Body at the same meeting without need of suspending the rules.
- f) The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading and shall distribute to each Sanggunian members a copy thereof except that a measure certified by the Local Chief Executive as urgent may be submitted for final voting immediately after debate or amendment during the Second Reading.
- g) No ordinance or resolution passed by the Sanggunian in a regular or special session duly called for the purpose shall be valid unless approved by a majority of the members present there being a quorum.
- h) Upon the passage of all ordinances and resolutions directing a liability and at the request of any member of any resolution or motion, the Secretary to the Sanggunian shall record the ayes and nays. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

SECTION 2. Approval of Ordinance and Veto Power of the Local Chief Executive. The Approval of Ordinance by the Municipal Mayor and the exercise of his veto power shall be governed by the following rules:

- a) Every ordinance enacted or resolution passed by the Sanggunian shall be presented to the Mayor for his approval. If he approves the same, he shall affix his signature on each and every page thereof, otherwise he shall veto it and return the same with his objection to the Sanggunian, which may proceed to consider the same. The Sanggunian may override the said veto by a two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.
- b) The veto shall be communicated by the Municipal Mayor to the Sanggunian within ten (10) days, otherwise, the ordinance shall be deemed approved as if he had signed it.

HON. ROMEO O. PALORIA

HON. JOE JIE R. NARCISO

HON. RAMON G. MAGBANUA

HON. ACERON U. CALINOG, JR.

HON. MOSES M. OSORIO, SR.

HON. VESTIR L. EGUILLON

HON. GUILLERMO G. SALAS, JR.

HON. JERARIS JADE B. JUSTICE

HON. GERMAN S. ACOSTA

HON. ROGER M. EVANGELIO, SR.

KEIZER MAR SALADINO

c) The Municipal Mayor may veto any ordinance or resolution of the Sanggunian on the ground that it is "ultra vires" or prejudicial to the public welfare, stating his reasons therefor in writing.

d) The Municipal Mayor shall have the power to veto any particular item or items of an appropriation ordinance or resolution adopting a local development plan and public investment program, or an ordinance directing the payment of money or creating liability. In such case the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner, provided in this section, otherwise the item or items in the appropriation ordinance of the previous year corresponding to those vetoed, if any shall be deemed re-enacted.

e) The Municipal Mayor may veto an ordinance or resolution only once. The Sanggunian may override the said veto by two-thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective even without the approval of the Local Chief Executive.

SECTION 3. Three-Reading Principle. The so-called "Three-Reading Principle" which is commonly adopted in legislative bodies shall also be followed by this Sanggunian. Hence, as a general rule before an ordinance is finally enacted, it shall undergo the following stages:

a) **First Reading** – At this stage the Secretary shall read the number of the proposed draft ordinance (e.g. Draft Ordinance No. _____), its title, name of the author or authors or the name of the members introducing it. Thereafter, the Presiding Officer shall refer it to the appropriate committee with or without instructions. At this stage no debate shall be allowed.

b) **Second Reading** – At this stage any proposed ordinance that has already been reported out by the concerned Committee and has been calendared for "Second Reading" may be sponsored by the reporting committee chairman or his vice chairman, or any committee member designated for that purpose. Since every member of the Sanggunian is supposed to have been furnished a copy thereof, the proposed ordinance may no longer be read in full unless the sponsoring committee or the Sanggunian itself decided otherwise. After the usual sponsorship speech has been delivered, the proposed ordinance shall be subjected to the following:

- Period of Debate (20 minutes)
- Period of Amendment
- Approval on "Second Reading"

HON. JOEJIE R. NARCISO

HON. MOSES M. OSORIO, SR.

HON. GUILLERMO G. SALAS, JR.

HON. GERMAN S. ACOSTA

HON. RAYMOND B. MAGBANUA

HON. NESTOR L. EGUILLON

HON. JERVIS JADE B. REYES

HON. ROGER M. EVANGELIO, SR.

HON. ACERON U. CALINOG, JR.

HON. ROMEO G. MALLARIA

KEIZEL M. SALADINO

- c) **Third Final Reading** – At this stage the Secretary shall read the proposed draft ordinance by its number title and the name of its sponsor/s. Immediately thereafter, the Presiding Officer shall put the proposed ordinance to a vote. The Presiding Officer shall then formally announce the result thereof and directs the Secretary to enter it in the record.

SECTION 4. Methods of Voting. Unless a different method is prescribed by the Sanggunian for a particular measure, voting shall be either one of the following methods:

- a) By voice (viva voce);
- b) By raising of hand (show of hand);
- c) By ballot, or
- d) By nominal voting (roll call vote).

SECTION 5. Putting the Question to a vote. The Presiding Officer shall rise whenever he is putting a question to a vote. In taking a vote, the Presiding Officer shall take place first the affirmative votes and then the negative votes. While still in standing position, the Presiding Officer shall announce the result thereof.

RULE XI – VOTES AND VOTING

SECTION 1. Voting on the Question. Whenever a nominal voting (roll call voting) is being applied, the Secretary shall call the roll of member either in alphabetical order or by rank. As each name is called, the member shall announce his vote by stating “yes” or “no” as the case may be. As a general rule, a member may explain his vote but not to exceed three (3) minutes

A second roll may be requested by any member from the chair but this time only the names of those who failed to cast their vote to exercise their right and also to determine the number of members who might have violated the “Rule of abstention”. After this second roll call no other request of the same kind shall be entertained by the Presiding Officer.

SECTION 2. Voting Restrictions. No member can vote or be allowed to vote on any measure in which he or any of his relatives within the third degree of consanguinity or affinity, has a direct or personal pecuniary interest. This rule, however, does not apply in voting for elective positions of the Sanggunian where a member as a matter of right can vote for himself.

SECTION 3. Change of Vote. A member may change his vote but only when the result of the voting has not yet been announced by the Presiding Officer. Otherwise, he can only change his vote by unanimous consent of the members present. Provided that this rule shall not be applied if voting is by ballot.

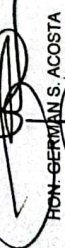

HON. ROMEO FULLARA

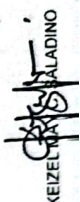

HON. JOELLE R. NARCISO


HON. RAMON B. MAGBANUA


HON. MOSES M. OSORIO, SR.

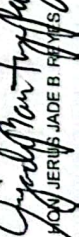

HON. GUILLERMO G. SALAS, JR.


HON. GERMAN S. ACOSTA


HON. KEIZEL SALADINO


HON. ACERO U. CALINOG, JR.


HON. NESTOR L. EGUIJILLON


HON. JERROLD JADE B. REYES


HON. ROGER M. EVANGELIO, SR.

SECTION 4. Vote by late-comer. A member who comes in late during the session but who happens to arrive while voting is in progress shall be allowed to vote, provided that the result of the voting has not yet been announced by the Presiding Officer.

SECTION 5. Allowed Motion during Voting. Except for a motion pertaining to a question of a quorum no other motion shall be entertained by the Presiding Officer while voting is in progress.

SECTION 6. Tie Vote. A tie vote resulting from vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated, unless the Presiding Officer decided to break it. Exception to this rule is when a "motion to appeal from the decision of the Presiding Officer" is put to a vote and it resulted in a tie. In this case, the tie vote is considered to sustain the decision of the Presiding Officer.

SECTION 7. Breaking a Tie. In case of a tie, the Presiding Officer of this Sanggunian is allowed to cast his vote if he so desires. He is, however, prevented under existing laws to cast his vote in order to create a tie.

SECTION 8. Majority vote of all members. As provided for under Republic Act 7160 and its implementing rules and regulations "A majority vote of all the members of the Sanggunian" is required in the following circumstances:

- a) Enactment of Ordinance levying taxes, fees or charges prescribing the rates thereof for general and specific purposes and granting tax exemptions, incentives with all reliefs, (Sec. 447, RA 7160 par 2-11)
- b) Adoption of resolution authorizing the Mayor to negotiate and contract loans and other forms of indebtedness. (par 111, Ibid.)
- c) Enactment of ordinance authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects. (par. 2-IV, Ibid.)
- d) Adoption of resolutions authorizing the Mayor to lease to private parties such building held in a proprietary capacity subject to existing laws, rules and regulations. (par. 2-V, Ibid.)
- e) For enactment of ordinance, granting a franchise to any person, partnership, corporation or cooperative to establish, construct, operate and maintain ferries, wharves, markers or slaughterhouses, or such other similar activities within the Municipality as may be allowed by applicable laws. Provided that cooperatives shall be given preference in the grant of such a franchise. (par. 3VII, Ibid.)

HON. ROMEO O. MALLARI
 HON. JOE R. NARCISO
 HON. ACERON U. CALINOG, JR.
 HON. MOSES M. OSORIO, SR.
 HON. JERUSADE B. RIVERA
 HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.

- f) At least a two-thirds (2/3) negative vote of the members present, there being a quorum, shall be required in order to sustain the "motion to object to the consideration of a question"

SECTION 12. Abstentions. Indubitably, a member of this Sanggunian is representing the people and not necessarily his own self and as such he should be required to take a stand, one way or the other, on every issue or measure submitted for decision of this Sanggunian. Hence, it is hereby made as a general rule that no member of this Sanggunian shall abstain from voting, except as provided under Section 2, Rule X of this Internal Rules of Procedure.

Abstentions if ever allowed to a member shall not be considered in computing the majority vote. Since abstention is not a vote, it does not count either way. Mere silence and abstention are not the equivalent of affirmative votes nor of negative votes. (Quien vs. Serina, 17 SCR, 1966; Ortix vs. Posadas, 55 Phil. 741; CJS, p.761)

This rule does not apply in voting for elective positions, if a member is qualified.

SECTION 13. Simple Majority. Except as otherwise provided in this Internal Rules of Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures motions or propositions provided there is a quorum. In parliamentary parlance, the term "simple majority" means one-half plus one (1/2+1) of the total votes cast by the members present there being a quorum. It might be less than the majority of the entire membership.

RULE XII – RULES ON DEBATES AND AMENDMENTS

SECTION 1. As a general rule, no member shall speak before this Sanggunian without first "obtaining the floor". A member who has obtained the floor shall address while standing all his remarks to the Presiding Officer. He shall conduct himself with proper decorum by confining his remarks or arguments to the question under debates and by avoiding personalities.

SECTION 2. No member rendering a committee report or delivering the sponsorship speech shall speak for more than twenty (20) minutes unless allowed by a majority of the members present.

SECTION 3. No member shall speak for more than twenty (20) minutes on a particular issue or question being debated upon, unless he is allowed to do so by a majority of the members present.

SECTION 4. During the period of amendment every member shall observe the so-called "five-minute rule", i.e., remarks or argumentation by any member on each proposed amendment shall not exceed five (5) minutes.

HON. ROMEO O. BULARIA
 HON. JOE JIE R. NARCISO
 HON. RAYMON C. MAGBANUA
 HON. ACERON U. CALINOG, JR.
 HON. MISES M. OSORIO, SR.
 HON. GIL LERMO G. SALAS, JR.
 HON. GERMAN S. ACOSTA
 HON. ROSE M. EVANGELIO, SR.
 KEIZET MAR... SALADINO

SECTION 5. The member rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the twenty (20) minute period allowed to him. If he fails to exercise his option, the Presiding Officer may use the "assumed motion" to open or close the debate, or any member may formally vote for it. In any case, after a member has rendered a committee report or has finish his sponsorship speech of a proposed measure it shall be considered open to debate.

SECTION 6. While having the floor, a member may be interrupted in his speech or talk by the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his privilege.

SECTION 7. The speaker may also be interrupted by another member if the latter desires to ask questions thru his privilege to interpellate and by proposing the following motions:

- Point of order
- Point of information
- Point of parliamentary inquiry
- Call for orders of the day
- Divide the assembly
- Raise a question of privilege
- Reconsider
- Appeal from the decision of the Presiding Officer

SECTION 8. All questions addressed to the speaker or the member having the floor must always be coursed thru the Presiding Officer.

SECTION 9. The Speaker being interpellated may decline to answer questions, if he so desires.

SECTION 10. No member shall speak against his own motion, or proposition. He may however, be permitted to withdraw his motion or proposition and if his request to withdraw is denied he may vote against it.

SECTION 11. While the period of debate is in progress no member shall roam around the session hall or leave the premises without the permission from the Presiding Officer.

SECTION 12. A motion to close the debate is in order if three (3) members have already spoken in the affirmative side and two (2) in the negative side; or only one (1) member has spoken in favor but none against it.

SECTION 13. Subject to the requirements of the preceding Section, if no member moves to close the period of debate, the Presiding Officer motu proprio, may use the "assumed motion" in order to close the period of debate.

HON. ROMEO B. BALLARIA

HON. JOE JER. NARCISO

HON. JOE JER. NARCISO

HON. RAYMONG MAGBANUA

HON. MOSES M. OSORIO, SR.

HON. GUILLERMO G. SALAS, JR.

HON. GERMAN S. ACOSTA

HON. ROGER M. EVANGELIO, SR.

HON. KEIZENIA SALADINO

HON. U. CALINOG, JR.

HON. NESTOR L. EGUILLON

HON. JADE B. REYES

SECTION 14. When a motion "to call for the previous question" is proposed by a member which would result in the closing of debate on a pending questions, a two-thirds (2/3) affirmative vote shall be required.

SECTION 15. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat or interrupt the former in his talk.

SECTION 16. After the period of debate has been closed, the period of amendment shall immediately follow.

SECTION 17. Unless a different method is adopted by the members present, in a particular session, amendments to any proposed measure, or parts thereof, shall be in verbatim. Under verbatim method, the proposed measure is read paragraph by paragraph or section by section and after each one is read, amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendment. Eventually, this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading."

RULE XIII – COMMITTEES

SECTION 1. Creation of Committee. The following rules shall be observed in the creation of committees:

- a) A regular or standing committee may be created or re-organized by a majority vote of all the members of the Sanggunian;
- b) The Presiding Officer may recommend the creation or re-organization of any regular or standing committee. The Sanggunian shall act on his recommendation without debate and vote on it immediately;
- c) Special or Ad-Hoc committees may be created upon the initiative of the Presiding Officer or any members subject to the affirmative votes of a majority of the members present, there being a quorum.

SECTION 2. Composition. Every regular committee to be created shall be composed of not more than five (5) members including the Chairman and Vice Chairman.

SECTION 3. Restrictions.

- a) The Presiding Officer shall not be a member of any regular committee. However, he may be designated by the Body as Chairman of an Ad-Hoc Committee, provided that the purpose or task for which the committee is created does not involve legislative matters or policy-making;
- b) No person other than members of the Sanggunian shall be made a member of any regular committee;

HON. ROMEO O. FALGARIA

HON. JOSE JER. NARCISO

KEIZEL MA. SALADINO

HON. RAMON M. MAGBANUA

HON. ACERON U. CALINOG, JR.

HON. MOSES M. OSORIO, SR.

HON. ESTOR L. EGUILLON

HON. GUILLERMO G. SALAS, JR.

HON. JERUSADE B. REYES

HON. GERMAN S. ACOSTA

HON. ROGER M. EVANGELIO, SR.

- c) No member of the Sanggunian shall be made Chairman of not more than five (5) regular committees;
- d) No member shall be made a member of more than fifteen (15) regular committees;
- e) No member shall participate in the committee deliberations if he has direct or indirect personal or pecuniary interest on the matter being handled by that committee;

SECTION 4. Committee Hearings or Public Hearings. No tax ordinance or revenue measure shall be enacted by this Sanggunian in the absence of a public hearing duly conducted by the committee concerned.

SECTION 5. Committee Meetings. As a general rule, a committee meeting shall be attended only by committee members unless majority members thereof decided to allow other persons to be present especially invited resource persons or consultants.

SECTION 6. Committee Hearing distinguished from Committee Meeting. For purposes of this Internal Rules of Procedure, a Committee Hearing is an activity of the Sanggunian, thru its committee wherein the general public particularly those representing different sectors that may be interested or to be affected by a proposed measure are invited to attend to hear and be heard on that matter. This is synonymous to the term "public hearing". On the other hand, a committee meeting as the term implies, is a "meeting" of the members of the committee for the primary purpose of decision-making. Since decision-making is a difficult task, the committee is not precluded from inviting and seeking advice from technical persons.

SECTION. 7. Quorum. A majority of all the members of the committee shall constitute a quorum to do business. In case of a joint committee hearing the majority of all members of the lead committee shall constitute a quorum to do business. The chairman of the lead committee shall be the Presiding Officer of the meeting/hearing.

SECTION 8. Committee as a whole. A committee as a whole may be convened when the Presiding Officer consider that a proposed measure shall be acted upon by all members of the Sangguniang Bayan. The presiding officer of the committee as a whole shall be the vice mayor or any member as duly designated by the Presiding Officer.

SECTION 9. Calling a Committee Meeting. A committee meeting may be called by the following:

- a) Chairman
- b) Vice Chairman, if he is in the capacity of "Acting Chairman"
- c) Majority of the Committee members;

Provided, that due notice is served upon each and every committee member.

HON. ROMEO G. ANGLANA
 HON. JOEJIE R. NARCISO
 HON. ACERON U. CALINOG, JR.
 HON. MARIANO B. MAGBANUA
 HON. MASES M. OSORIO, SR.
 HON. GUSTOR L. EGUILLON
 HON. GUILLERMO G. SALAS, JR.
 HON. JERVIS JADE B. RAYES
 HON. GERMAL S. ACOSTA
 HON. ROGELIO M. EVANGELIO, SR.

SECTION 10. Vacancy. Vacancy in a committee shall be filled:

- a) By a majority vote of all the members of the Sanggunian, or;
- b) By the Presiding Officer, by general consent (unanimous assent) of the members present, there being a quorum.

SECTION 11. Appearance of Head of Department/Offices in Committee Meetings/Hearings. The following rules shall be observed in requesting for the appearance of heads of department or offices:

- a) Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national shall be coursed thru the Presiding Officer. The Presiding Officer shall then endorse it to the Local Chief Executive, in the case of local officials or employees; and directly to the local head of national offices in this Municipality;
- b) The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

SECTION 12. Mandatory Standing Committees. The following Committees are considered Mandatory Standing Committees:

i. Committee on Rules and Privileges, Ordinances and Legal Matters

This Committee shall be composed of not more than five (5) members including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to Order of Business, implementation of national laws and enforcement of local ordinances, revision and interpretation of the Sanggunian Internal Rules of Procedures; codification, misfeasance, malfeasance and nonfeasance against local officials and employees, committees and their jurisdiction and privileges and disorderly conduct of the members of the Sanggunian.

This committee may also be referred with all matters or questions pertaining to or connected with enactment, revision or amendment of all kinds of ordinances (except appropriation ordinances), exercise of the legislative powers (taxing power, police power, corporate power and proprietary rights) legality of proposed measures to be acted upon by the Sanggunian, review of ordinances and resolutions submitted by lower level of Local Government Units.

ii. Committee on Finance, Budget and Appropriation

This Committee shall be composed of not more than five (5) members including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to the approval of the budget, appropriation of funds or payment of obligations, determination of compensation of personnel, reorganization of local offices, allocation of funds for project and other services.

HON. ROMEO B. BALDRINA
 HON. JOSE R. NARCISO
 HON. ACERON U. CALINOG, JR.
 HON. MARIO M. MAGBANUA
 HON. MOSES M. OSORIO, SR.
 HON. GUILLERMO G. SALAS, JR.
 HON. JERUSUADE B. REYES
 HON. GEBIAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.
 KEIZEL M. SALADINO

viii. Committee on Social Welfare and Community Development

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to public and social welfare and ameliorative services, public social services for the disadvantaged groups in the Municipality including the elderly, the disabled, street children, drug dependents, criminal offenders as well as relocation and resettlement of squatters.


HON. ROMEO P. RULARIA

ix. Committee on Environment and Forestry

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to human ecology and settlements, zoning and human settlement, planning, environmental protection, exploration, development, utilization and conservation of natural resources, including flora and fauna and beautification, cleaning and greening of parks and places of public interest.



HON. JOEMIE R. NARCISO


KEIZEL M. SALADINO

x. Committee on Labor, Employment and Human Resources Development

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to labor disputes and conciliation, labor employment and manpower development, maintenance of industrial peace and preparation of employee-employees corporation, labor education, standards and statistics, organization of labor market, including recruitment, training and placement of workers and employment, manpower promotion and development of labor-intensive technology.


HON. ANTONIO S. MAGBANUA


HON. ACERO U. CALINOG, JR.

xi. Committee on Public Order, Public Safety, Dangerous Drugs and Public Utilities and Facilities


This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to police matters, maintenance of peace and order, protective services, traffic rules and regulations, fire prevention and control measures, jail management, public morals and human rights, dangerous drugs, and public utilities and facilities.


HON. MOSES M. OSORIO, SR.


HON. NESTOR L. EGULLON

xii. Committee on Food and Agriculture

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to agriculture, food production and agri-business, agricultural economic research, soil survey and conservation, agricultural education and extension services, animal industry and livestock quarantine, farm credits, and regulatory measures therefore.


HON. GUILLERMO G. SALAS, JR.


HON. JERJIS JADE REYES


HON. GERARDO S. ACOSTA


HON. ROGER M. EVANGELIO, SR.

xiii. Committee on Energy and Natural Resources

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to planning, modernization, installation and construction of energy facilities which sources are from natural resources.


HON. ROMEO GALLARIA

xiv. Committee on Public Works and Infrastructure

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions related to planning, construction, maintenance, improvement and repairs of public buildings, highways, roads and bridges, parks, monuments, playgrounds, and other public edifices, drainage, sewerage and flood control and protection, and irrigation and water utilities.


HON. JOJIE R. NARCISO


KEIZER M. ALADINO

xv. Committee on Justice and Human Rights

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with delivery of justice, human rights, prevention of human rights violation and all matters affecting human rights.


HON. MARICEL MAGBANUA


HON. ACERSON U. CALINOG, JR.

xvi. Committee on Youth and Sports Development

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with sports development, youth welfare and development, all matters affecting the youth and the development of sports.


HON. MOSES M. OSORIO, SR.


HON. NESTOR L. EGULLON

xvii. Committee on Cooperatives and Non-Government Organizations

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with cooperative and Non-Government organizations and development, incentives to cooperatives and non-government organizations, all matters affecting the cooperatives development program of the government and accreditation of the same.


HON. GUILLERMO G. SALAS, JR.


HON. JERVIS JADE REYES

xviii. Committee on Investments

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred with all matters or questions pertaining to or connected with businesses that shown interest of investing in the Municipality, providing incentives to investors and other matters affecting the investments of individual or corporate businessmen.


HON. GERARDO ACOSTA


HON. ROGER M. EVANGELIO, SR.

xix. Committee on Good Government, Public Ethics and Accountability

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with organization and management, personal administration, position classification and pay plan and staffing patterns, creation of positions, policy formulation for the economical, efficient and effective local government administration, conduct and ethical standards for local officials and employees, public accountability of local officials and employees, all matters related to good governance.

HON. ROPELO FALMARIO
HON. JOEJER NARCISO
KEIZEL M. SALADINO

xx. Committee on Market and Slaughterhouse

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with administration/operation of the public market or slaughterhouse, measures pertaining to market rental fees and other market and slaughterhouse charges, improvement of market facilities and its premises, enactment/revision of the market code, all other matters related to market and slaughterhouse administration.

HON. RAMON B. MAGBANUA
HON. ACERON U. CALINOG, JR.

xxi. Committee on Games and Amusement

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with operation/establishment of amusement places, measures that affect the regulations of games and amusement including but not limited to the promotion or holding of cockfights, boxing, basketball, tournaments and other kinds of games and amusements, all other matters related to games and amusements.

HON. MOSES M. OSORIO, SR.
HON. NESTOR L. EGUILLO

xxii. Committee on Housing and Land Utilization

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with housing program, subdivision development/real estate development, measure pertaining to land uses, zoning code enactment, squatter problems, all other matters related to housing and land utilization.

HON. GUILLERMO G. SALAS, JR.
HON. JERUS JADE B. PUYOS

xxiii. Committee on Barangay Affairs

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with governance of the barangay and all other matters pertaining to Barangay Government Affairs.

HON. GERMAN S. ACOSTA
HON. ROGER M. EVANGELIO, SR.

xxiv. Committee on Mangyan Affairs and Cultural Communities

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with Mangyan Affairs and Cultural Communities.

HON. ROMEO C. PALLARIA

xxv. Committee on Climate Change and Disaster Risk Reduction and Management

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all issues and concerns to address the root causes of vulnerabilities to disasters, strengthening the Municipality's institutional capacity for disaster risk reduction and management and building the resilience of local communities to disaster including climate change impacts.

HON. JOSE R. NARCISO
KEZEL M. SALADINO

xxvi. Committee on Tourism Development

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which shall be referred all matters or questions related to or connected with the promotion, establishment and operation of all kinds of tourism trade, industry and places this Municipality is well-known of, and all other matters affecting tourism development.

HON. FAYONG M. MAGBANUA
HON. ACERON U. CALINOG, JR.

xxvii. Committee on Transportation

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which shall be referred all matters or questions pertaining to traffic rules and regulations, installation and construction of transportation facilities, public transport, and all other matters affecting the transportation of goods and the riding public.

HON. MOSES M. OSORIO, SR.
HON. NASTOR L. EGUILLON

xxviii. Committee on Fisheries and Aquatic Resources

This Committee shall be composed of not more than five (5) members. Including its Chairman and Vice-Chairman, to which shall be referred all matters or questions pertaining to fisheries and aquatic resources, preservation and development of fishing grounds, and construction of fish ponds, corrals, oyster beds and regulatory measures thereof.

HON. GUILLERMO G. SALAS, JR.
HON. JERUS. JADE B. DEYESA

xxix. Committee on Science and Technology

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which shall be referred all matters or questions pertaining to science and technology including scientific and technological research and development, technology transfer and science and technology education.

HON. GERMAN S. ACOSTA
HON. ROGER M. EVANGELIO, SR.

xxx. Committee on Public Information, Mass Media and Communication

This Committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which shall be referred all matters or questions pertaining to the production and dissemination of information to the public through all forms of mass communications and media such as print and broadcast media, movie and television and the internet, including the regulation thereof, and the rights and responsibilities of persons and entities engaged therein.

HON. ROMEO GALABRIA

KEIZEL SALADINO

xxxi. The Oversight Committee.

This Committee shall be composed of not more than five (5) members including its Chairman and Vice Chairman. Its function is to monitor and review the implementation of ordinances or resolutions being implemented by the Executive Branch, councils, offices and committees. This committee may also provide suggestions to the concerned personnel, committees, councils and offices for better implementation of ordinances or resolutions enacted by this Sangguniang Bayan.

HON. JOSE R. NARCISO

HON. ACERON CALINOG, JR.

RULE XIV – COMMITTEE REPORTS

SECTION 1. Submission of Committee Report. Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian, thru the Secretary after finishing its task.

HON. RAMON MAGBANUA

SECTION 2. Joint Committee or Multiple Committee Report. When a measure is referred to two or more committees, the Committees concerned may submit a "joint committee report" or "multiple committee report" as the case may be, or as a separate report thereon.

HON. MOSES M. OSORIO, SR.

HON. JESOR L. EGUILLO

SECTION 3. Contents of Committee Report. The Committee Report shall contain the following information:

- a) Name of the reporting committee or committees.
- b) Brief statement of the subject matter referred to it and the action thereon including information gathered during the conduct of committee hearings or meetings and other relevant information
- c) Findings and conclusion
- d) Recommendation (preferably in the term of Resolutions)
- e) Names and signature of concurring members
- f) Appendices (Minutes of the committee hearings or committee meetings, as the case may be)

HON. GUILLERMO G. SALAS, JR.

HON. JERUB JADE B. PILES

HON. GERMAN ACOSTA

HON. ROGER M. EVANGELIO, SR.

- d) Action taken on the minutes of the previous session including the correction, if any, names of those who adopted or approved the minutes under consideration and those who did not;
- e) Text of every measure (resolution or ordinance, etc.) adopted or enacted;
- f) Brief resume of the minority opinion, if any;
- g) The "ayes" and "nays" or "yes" or "no" votes on every questions (measure) and of voting is done thru nominal voting or roll call vote the names of those who voted on either side;
- h) All motions presented or proposed whether lost or carried except those withdrawn;
- i) Full text of the veto message of the Local Chief Executive, if any;
- j) Time of adjournment.

HON. ROMEO O. POLDORIA
 HON. JOE JIE R. NARCISO
 HON. ACELON U. CALINOG, JR.
 HON. RAMON M. MAGBANUA
 HON. ACERON U. CALINOG, JR.

SECTION 5. Signing of Minutes. The original copy of the minutes shall be signed by the members who adopted it at the appropriate space therein. The Presiding Officer at the particular session and the Secretary shall also sign or affix their signatures on the said minutes.

SECTION 6. Excerpts. Excerpts to be taken out of the Minutes shall be certified and attested to as corrected by the Secretary and the Presiding Officer on that particular session, respectively.

HON. MOSES M. OSORIO, SR.
 HON. JESOR L. EGUILLON

RULE XVI – RULES ON MOTIONS

SECTION 1. All motions relating to a committee report if presented or proposed by the reporting committee Chairman, or the reporting committee members, shall need NO second.

HON. GUILLERMO G. SALAS, JR.
 HON. JERRY JADE B. REYES

SECTION 2. If someone "has the floor" whether or not he is speaking a "motion to adjourn" shall be ruled "out of order".

SECTION 3. All "privilege motions" may be proposed even if there is a pending motion or question before the Body; such as

- a. Motion to recess
- b. Fix the time to adjourn
- c. Motion to go out from the session hall for personal reason
- d. Motion in order to address the situation where the comfort needs to be addressed right away such as heating, lighting, ventilation or noise.

HON. GERMAN S. ACOSTA
 HON. ROGER M. EVANGELIO, SR.

SECTION 4. The following motions can be presented or proposed even if someone has the floor, to wit:

- a) Appeal from the decision of the Presiding Officer
- b) Call for orders of the day
- c) Divide the Assembly, Body
- d) Divide the question
- e) Object to the consideration of a question
- f) Point of order
- g) Point of information
- h) Point of parliamentary inquiry
- i) Reconsider
- j) Reconsider and have entered on the minutes
- k) Raise a question of privilege




In other words, the foregoing enumerated motions can interrupt the speaker.



SECTION 5. When there is no quorum present, a motion to adjourn or to take a recess is "in order" provided that nobody else has the floor.



SECTION 6. Motions or questions which were laid on the table may be taken up thru a motion to that effect during that particular session or during the next regular session but not beyond.

SECTION 7. The following motions require a SECOND, to wit:

- a) Adjourn
- b) Adopt a report or resolution, except when proposed by the reporting committee Chairman or member
- c) Amend
- d) Appeal from the decision of the Chair
- e) Commit or refer to a committee
- f) Expunge
- g) Extend or limit the time for debate
- h) Fix the time to adjourn
- i) Lay on the table
- j) Postpone definitely
- k) Postpone indefinitely
- l) Call for the previous question
- m) Recess
- n) Reconsider
- o) Reconsider and have entered on the minutes
- p) Rescind or repeal
- q) Suspend the rules
- r) Take from the table
- s) All main motions


HON. JOSE R. NARCISO

HON. ROMEO QUILANA

HON. WEIBEL SALAS


HON. RAMON G. MAGBANUA

HON. APOLINARIO CALINGAG


HON. MOROS M. OSORIO, SR.

HON. EDMUNDO QUIÑON


HON. GUILLERMINO G. SALAS, JR.

HON. EDMUNDO R. SALAS


HON. GERARDO S. ACOSTA

HON. ROMEO M. EVANGELISTA

7. For refusal without valid excuse to perform the task assigned to him by the Sanggunian or Committee of which he is a member

Fifteen (15) days suspension without remuneration

8. For violation of any other provision of this Internal Rules of Procedure not specified herein

1st Offense – written reminder
2nd Offense – reprimand
3rd Offense – suspension of not more than fifteen (15) days without remuneration

SECTION 2. Requisites. The penalty of suspension or expulsion to be imposed shall require the concurrence of at least two-thirds (2/3) vote of all the members of this Sanggunian. For other kinds of penalty only a majority vote of all the members of the Sanggunian shall suffice.

SECTION 3. Initiation of Action and Conduct of Investigation.

The Committee on Rules and Privileges shall take cognizance of all the offenses enumerated in the preceding section committed by any member of this Sanggunian, both composite member and constituent member, i. e. including the Regular Presiding Officer and shall initiate the necessary disciplinary action. It shall forthwith conduct the necessary fact-finding investigation and thereafter shall submit its committee report together with the corresponding recommendation for consideration of the Sanggunian sitting en banc.

For purposes of this Section, only a fact-finding investigation and NOT an "administrative investigation" shall be conducted, and thus, the technical rules of court practice, procedure and evidence shall not be applied. However, the substantive due process requirement of fairness and reasonableness should be observed.

Should any member of the Committee on Rules and Privileges be the respondent, the Presiding Officer (Regular or Temporary Presiding Officer, as the case may be) shall designate a replacement to complete the membership thereof but only insofar as the conduct of the fact-finding investigation is concerned. In performing the other function of the said committee, the respondent is still a member of that committee

RULE XIX – AMENDMENTS

SECTION 1. This "Internal Rules of Procedure" may be amended at any regular session by a two-thirds (2/3) vote of all the members of this Sanggunian, provided that prior notice of such proposed amendment is given to all the members and provided further that no provision herein which is based on or prescribed by existing laws shall be amended.

RULE XX – ADJOURNMENT SINE DIE AND UNFINISHED BUSINESS. The indefinite suspension of a meeting or session without setting a specific date to reconvene. It signifies the end of a legislative session or a meeting without a predetermined time for resumption.

HON. ROMEDO FALARA
HON. JOE JIE R. NARCISO
HON. RAMON S. MAGBANUA
HON. MOSES M. OSORIO, SR.
HON. GUILLERMO G. SALAS, JR.
HON. GERMAN S. ACOSTA
HON. ACERON U. CALINOG, JR.
HON. NESTOR L. EGULLON
HON. JEFFYS JADE B. PEYTES
HON. ROGER M. EVANGELIO, SR.
KEIZEL M. F. SALADINO

SECTION 1. All pending legislative measures that have not been passed and/or enacted typically die and need to be reintroduced in the next session.

RULE XXI – SUPPLEMENTARY RULES

SECTION 1. The rules, procedures and parliamentary practices of the Philippine Congress and books dealing on this subject written by Filipino authors, particularly by Antonio Orendain, Reynaldo Fajardo and Reverendo M. Dihan shall serve as supplementary authorities of this Sanggunian but only in so far as they are not incompatible with the rules and procedure adopted herein.


RULE XXII – EFFECTIVITY


SECTION 1. This Internal Rules of Procedure shall take effect on the date of its adoption.


ON MOTION of SB Member SB Member Romeo O. Fallaria duly seconded by all members present, foregoing was...

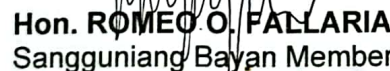
ADOPTED this 26th day of August, 2025 Bulalacao, Oriental Mindoro.



Hon. GUILLERMO G. SALAS, JR.
Sangguniang Bayan Member


Hon. MOSES M. OSORIO, SR.
Sangguniang Bayan Member


Hon. RAMON G. MAGBANUA
Sangguniang Bayan Member


Hon. JOEJIE R. NARCISO
Sangguniang Bayan Member


Hon. ROMEO O. FALLARIA
Sangguniang Bayan Member



Hon. ROGER M. EVANGELIO, SR.
Sangguniang Bayan Member


Hon. JERUS JADE B. REYES
Sangguniang Bayan Member

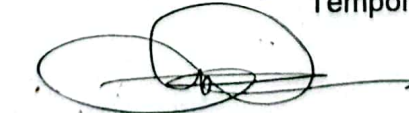

Hon. NESTOR L. EGILLON
Sangguniang Bayan Member


Hon. ACERON U. CALINOG, JR.
IPM Representative

CERTIFIED TRUE AND CORRECT:


KEIZEL MAY C. SALADINO
Temporary Secretary

ATTESTED:


Hon. GERMAN S. ACOSTA
Municipal Vice Mayor/ Presiding Officer
Date Signed: SEPTEMBER 01, 2025