



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON JULY 19, 2021 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. Acheron 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. Acheron Sangguniang Bayan Member
Hon. Enrico C. Villas Pangulo, Liga ng mga Barangay
Hon. Kim Jonh Elco E. Cantos SK Federation President
Hon. Tulay M. Caring IPM Representative

ABSENT:

NONE

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MUNICIPAL ORDINANCE NO. 21-07-293

AN ORDINANCE GRANTING COMMUNICATION ALLOWANCE AND INTERNET CONNECTIVITY ALLOWANCE TO QUALIFIED OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF BULALACAO, AND REPEALING ALL ORDINANCES RELATIVE HERETO

Sponsor and Author:

Sangguniang Bayan Member Dexter R. Gonzales
Chairperson: Committee on Finance, Budget, and Appropriation

Sponsors:

Sangguniang Bayan Member Edezer F. Acheron
Sangguniang Bayan Member German S. Acosta
Sangguniang Bayan Member Jess V. Sapungan

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

Section 1. Statement of Policy. It is the policy of the Local Government Unit of Bulalacao, Oriental Mindoro (LGU of Bulalacao) to maintain empowered, high morale, and productive workforce. The Sangguniang Bayan of Bulalacao is tasked by the Local Government Code of 1991 to determine salaries, wages, allowances, and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds.

Section 2. Entitlement. Certain officials and employees of the LGU of Bulalacao, Oriental Mindoro shall receive monthly communication allowance and internet connectivity allowance in the following amount:

Vertical list of signatures and names: HON. JESS V. SAPUNGAN, HON. KIEVEN E. CANTOS, HON. GERMAN S. ACOSTA, HON. ENRICO C. VILLAS, HON. EDWIN C. ACERON, HON. DEXTER R. GONZALES, HON. RAMON G. MAGBANUA, HON. ELPIDIO N. CONTRERAS, JR., HON. TULAY M. CARING, HON. KIM JONH ELCO E. CANTOS, HON. BERNADETTE MASAPUNGAN.

	<u>Monthly Communication Allowance</u>	<u>Internet Connectivity Allowance</u>
A. Municipal Mayor	9,000.00	3,000.00
B. Municipal Vice Mayor	6,000.00	3,000.00
C. Sangguniang Bayan Member	4,000.00	2,000.00
D. Head of Office	3,000.00	2,000.00
E. Assistant Municipal Treasurer and Medical Officer V	3,000.00	
F. Planning Officer-III	2,500.00	
G. Section Heads	3,000.00	1,000.00
a. Public Employment Service Section		
b. Environment and Natural Resources Section		
c. Business Permit and Licensing Section		
d. Tourism Development and Promotion Section		
e. Administrative Support Services		
f. Disaster Reduction and Risk Management Section		
g. Human Resource Management Section		
h. Bids and Awards Section		
i. Supply Management and Inventory Section		
j. Public Utilities Regulation and General Service Section		
H. Designated Employees		
a. Disbursing Officer	2,500.00	
b. Information Officer	2,500.00	
c. Market and Meat Inspector	3,000.00	
I. Special Designated Employees		
a. Emergency Vehicle Dispatcher	3,000.00	
b. PhilHealth Agent	2,500.00	
c. Payroll Officer	2,500.00	
d. Animal Bite Center Nurse	2,500.00	
e. Health Surveillance Officer	2,500.00	
f. MHO Municipal Program Coordinator	2,500.00	
g. Inspection Officer	2,500.00	
h. LEIPO (Local Economic and Investment Promotion Officer)	2,500.00	
J. Contract of Service		2,000.00
a. Mindoro State University (Highest Ranking Full-time Instructor)		
b. Bulalacao Technical and Vocational College (Chief Welding Instructor)		
K. Employee With Special Assignment		
a. Sanitary Inspector	2,500.00	

The Disaster Risk Reduction Management Section shall be granted with an additional monthly communication allowance in the amount of two thousand pesos (PhP 2,000.00) to be used for the conduct of its personnel's duties and functions related to COVID 19 pandemic in Bulalacao - Magsaysay Boundary, in Bulalacao RoRo Port, and in Bulalacao – Mansalay Boundary. This grant shall be given within the COVID 19 pandemic period only and shall be subject to usual budgeting, accounting, and auditing law, rules and regulations.

The Municipal Assessment Office (MAssO) shall be entitled to reimburse the maximum amount of two thousand five hundred pesos (PhP2,500.00) for its monthly internet connectivity expense to be used for e-Tax Mapping Program.

**Section 3. Rules And Regulations.** The reimbursement shall be guided by the following rules and regulations:

HON. JESS V. SAPUYOGAN  
 HON. KIELO E. CANTOS  
 HON. GERMAN R. ACOSTA  
 HON. EDGER F. ACERON  
 HON. DENNIS M. FANER  
 HON. DEXTER GONZALES  
 HON. ERMILO C. VILLAS  
 HON. KIM JOY HELOD E. CANTOS  
 HON. ENRICO C. VILLAS  
 HON. EDWIN C. ACERON  
 HON. EPIDIANO CONTRERAS JR.  
 HON. ERMILO C. VILLAS

- a. In case there will be creation of new positions, the incumbent of the highest ranking position shall receive these allowances. Incumbents of herein mentioned positions who shall incur unauthorized absences or who shall be on leave of absence for at least ten (10) calendar days shall not receive these benefits proportionate to the number of days absent. The Acting Officer/Employee or In-charge of Office/Section, if applicable, shall instead become the recipient for the actual days of performance in acting or in-charge capacity until the return to office of the concerned official or employee.

In the absence of office head either for official or personal reason, the office assistant as identified by the office head and approved by the Municipal Mayor shall be entitled to reimburse actual communication and/or internet connectivity expense amounting to the maximum amount of two hundred pesos (PhP 200.00) per day but not to exceed two thousand pesos (PhP 2,000.00) in a month;

- b. The concerned officials, officers, employees shall start receiving this allowance immediately upon assumption to duty;
- c. Reimbursement of the communication allowance and internet connectivity allowance shall be subject to the availability of funds and to usual accounting rules and regulations;
- d. All personnel receiving internet connectivity allowance except the elected officials shall be required to secure subscription plan. The internet connecting device shall be placed and available at all times within the office, section, or institution. All employees, workers, and even clients whenever necessary shall have access to such device;
- e. The internet connectivity shall be used for work related purposes only and shall be in accordance with Municipal Ordinance No. 19-09-243 entitled "An Ordinance Prescribing Rules and Regulations on the Use of Social Media in the Local Government Unit of Bulalacao, Oriental Mindoro and Its Offices", Municipal Ordinance No. 19-08-235 entitled "An Ordinance Prescribing Guidelines On Creating and Using Electronic Mail (Email) Address of the Local Government Unit of Bulalacao, Oriental Mindoro and Its Offices", and other applicable rules and regulations;
- f. Disbursement shall only be allowed upon presentation of statement of account or official receipt of payment for communication expense and internet connectivity expense issued by a legitimate retailer or dealer of communication services or products and other reasonable documents the Municipal Accounting Office may require;
- g. The designee who shall receive such allowances must be a permanent employee and with written designation;
- h. For workers under Contract of Service, a provision to receive monthly internet connectivity allowance shall be indicated in the contract effective from the commencement or renewal of Contract of Service;
- i. Offices and sections and the incumbents of office and section head positions that shall be duly created shall be likewise granted with these allowances;

**Section 4. Appropriation.** There shall be an annual allocation for these allowances in every office under communication expense and internet connectivity expense budget and accounting code in Maintenance and Other Operating Expenditures (MOOE). Savings from MOOE funds of each office shall be reappropriated to these expenses to support the funding requirements for 2021.

HON. JESSIE V. SAPUNGAN  
BERNARDETE SAPUNGAN  
HON. KIEVIN E. CANTOS  
TULAYAC CANTOS  
HON. GERMAN S. ACOSTA  
HON. NIM JOHN ELIO E. CANTOS  
HON. EDZERT Y. ACERON  
HON. ENRICO C. VILLAS  
HON. DENNIS M. FANER  
HON. EDWIN C. ACERON  
HON. DEXTER GONZALES  
HON. EDWIN C. ACERON  
HON. ERIBIN C. CONTRERAS  
HON. ERIBIN C. VILLAS  
HON. ERNIL C. VILLAS

**Section 5. Administrative Provision.** 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 pertinent provisions of the Civil Service Commission laws and rules.

**Section 6. Repealing Clause.** Municipal Special Ordinances Number 16-09-41, 17-02-09, 17-07-12 and Municipal Ordinances Number 18-02-194, 18-02-195, 18-02-198, 18-07-208, 18-10-219, 19-10-248, 19-10-250, 20-04-259, 20-05-261 and 21-03-288 shall be deemed repealed.

**Section 7. Separability Clause.** 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 8. Effectivity.** This Ordinance shall take effect on July 1, 2021 except the allowances for Inspection Officer and heads of Administrative Support Section, Environment and Natural Resources Section, and Business Permit and Licensing Section which shall take effect on January 1, 2021.

ENACTED this 19<sup>th</sup> day of July 2021 Bulalacao, Oriental Mindoro.

Hon. DEXTER RAGONZALES  
Sangguniang Bayan Member

Hon. DENNES M. FANER  
Sangguniang Bayan Member

Hon. EDEZER F. ACERON  
Sangguniang Bayan Member

Hon. GERMAN S. AGOSTA  
Sangguniang Bayan Member

Hon. KIEVEN E. CANTOS  
Sangguniang Bayan Member

Hon. JESS V. SAPUNGAN  
Sangguniang Bayan Member

Hon. ELFIDION N. CONTRERAS, JR.  
Sangguniang Bayan Member

Hon. EDWIN C. ACERON  
Sangguniang Bayan Member

Hon. ENRICO C. VILLAS  
Pangulo, Liga ng mga Barangay

Hon. KIM JONH ELCO E. CANTOS  
SK Federation President

Hon. TULAY M. CARING  
IPM-Representative

CERTIFIED TRUE AND CORRECT:

BERNADETTE M. SAPUNGAN  
Temporary Secretary to the Sangunian

ATTESTED:

Hon. RAMON G. MAGBANUA  
Municipal Vice Mayor/Presiding Officer

APPROVED:

Hon. ERNILO C. VILLAS  
Municipal Mayor

Date Signed: Sept 18, 2021