



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 SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON SEPTEMBER 30, 2016 AT THE SANGGUNIANG BARANGAY SESSION HALL, POBLACION, BULALACAO, ORIENTAL MINDORO

**PRESENT:**

Hon. Ramon G. Magbanua	-	Presiding Officer
Hon. Dexter R. Gonzales	-	Sang. Bayan Member
Hon. Dennes M. Faner	-	-do-
Hon. German S. Acosta	-	-do-
Hon. Edezer F. Aceron	-	-do-
Hon. Guillermo G. Salas, Jr.	-	-do-
Hon. Elpidio N. Contreras, Jr.	-	-do-
Hon. Edwin C. Aceron	-	-do-
Hon. Teresita S. Bantugan	-	-do-
Hon. Tulay M. Caring	-	IPs Representative
Hon. Enrico C. Villas	-	Pangulo, Liga ng mga Brgy.

**ABSENT: NONE**

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**ORDINANCE NO. 16-09-167**

**AN ORDINANCE REQUIRING ALL OFFICERS AND KEY EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO TO CONDUCT PRE-IMPLEMENTATION AND EXIT CONFERENCES ON EVERY PROGRAM, PROJECT OR ACTIVITY IMPLEMENTED BY THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO OR IN COORDINATION OR PARTNERSHIP WITH DIFFERENT NATIONAL GOVERNMENT AGENCIES AND LOCAL GOVERNMENT UNITS AND EVEN WITH PRIVATE ENTITIES**

**AUTHORS:**

**SB Member Dexter R. Gonzales**

Chairman, Committee on Finance, Budget and Appropriation

**SB Member Edwin C. Aceron**

Chairman, Committee on Good Government

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

**SECTION 1. STATEMENT OF POLICY.** It is a policy of the Local Government Unit of Bulalacao, Oriental Mindoro to maintain harmonious, honest, and respectful relations with national government agencies, other local government units and private sector as it desires to effectively and efficiently implement programs, projects and activities, maximize the use of resources and efforts and meet specific objectives and uphold standards.

*(Handwritten signatures of the authors and other officials)*

**SEC. 2. PRE-IMPLEMENTATION AND EXIT CONFERENCES.**

All officers and employees who, by the nature of their works and functions are directly responsible with this concern shall have to initiate, coordinate and facilitate the conduct of pre-implementation and exit conferences on every program, project or activity being undertaken by the Local Government Unit of Bulalacao, Oriental Mindoro or in coordination or partnership with different national government agencies and/or local government units and/or private entities. Pre-implementation conference shall be held at least one (1) week before the actual start of implementation and exit conference shall be held when the status of work accomplishment is at least at ninety percent (90%) already.

This function of officers and key employees shall be included at all times in the responsibility part of the Local Government Unit of Bulalacao in any lawful memorandum of agreement, or memorandum of understanding, or contract that it may enter upon. The Municipal Administrator or designated Municipal Legal Officer shall ensure this specific inclusion.

**SEC. 3. PARTICIPANTS.** The responsible officer or employee who has direct connection with a certain program, project or activity shall send invitation duly signed by the Local Chief Executive to the practical number of stakeholders which includes but not limited to the following:

- a. Representative/s of funding entity;
- b. Punong Barangay/s of the program/project/activity location;
- c. Representative/s of beneficiaries or all beneficiaries if needed;
- d. Heads/Representatives of Office/s or institution/s connected with the program/project/activity;
- e. Representative/s of related non-government organizations or associations;
- f. Sangguniang Bayan chairpersons of related committees;
- g. Representative/s of program/project/activity contractor/s;
- h. Representative/s of end-users; and
- i. All other important stakeholders.

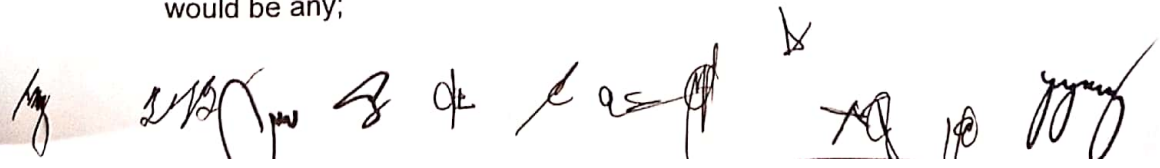
The invitation which might be written or electronic shall cite details such as venue, date and time and shall be sent at least three (3) days prior to the conference.

**SEC. 4. TOPICS.** Topics for discussion during the pre-implementation conference shall include the following:

- a. Objectives of the program, project or activity;
- b. Program or plan of works;
- c. Responsibilities of every stakeholders and of the beneficiaries;
- d. Timetable of activities;
- e. Related social concerns like rights of way that must addressed;
- f. Pertinent laws, ordinances or policies that must be observed.

Topics for discussion during the exit conference shall include the following:

- a. Objectives of the program, project or activity
- b. Accomplishments as compared to the program of plan of works;
- c. Evaluation and assessment on the participation of stakeholders;
- d. Reasons on adjustments made on timetable of activities, if there would be any;



- e. Social concerns that were addressed;
- f. Laws, ordinances, policies that were followed accordingly;
- g. Functionality audit if necessary;
- h. Rehabilitation and sustainability plan; and
- i. Turn-over ceremony if necessary.

**SEC. 5. MONITORING ACTIVITY.** All offices of the Local Government Unit of Bulalacao shall monitor programs, projects or activities which will be undertaken by their counterpart offices in the Provincial Government of Oriental Mindoro or by their counterpart national government agencies.

Procedures mentioned in this Ordinance shall be undertaken accordingly after the concerned heads of office or key employees secured information and confirmation for the implementation of such programs, projects or activities.



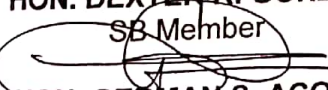
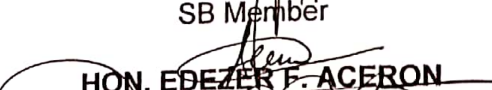
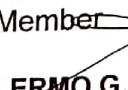
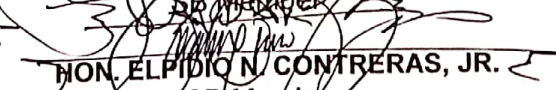
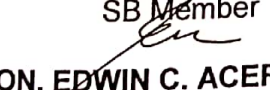
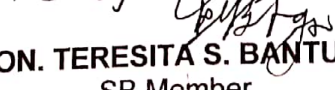


**SEC. 6. PENALTY.** Any officer or employee who disregards or neglects the implementation of this Ordinance shall be administratively dealt with and such shall be a ground for suspension or dismissal subject to the pertinent provisions of the Civil Service Laws and Rules.

**SEC. 7. FUND.** There shall be annual allocation for this purpose under the maintenance and other operating expenses of all offices of the Local Government Unit of Bulalacao.

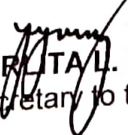
**SEC. 8. REPEALING CLAUSE.** Any Ordinance inconsistent with the provisions of this Ordinance is hereby repealed or modified accordingly.

**SEC. 9. EFFECTIVITY CLAUSE.** This Ordinance shall take effect immediately.

**ENACTED** this 30<sup>th</sup> day of September, 2016, Bulalacao, Oriental Mindoro.

<p>  <b>HON. DEXTER R. GONZALES</b>          SB Member</p>	<p>  <b>HON. DENNES M. FANER</b>          SB Member</p>
<p>  <b>HON. GERMAN S. ACOSTA</b>          SB Member</p>	<p>  <b>HON. EDEZER F. ACERON</b>          SB Member</p>
<p>  <b>HON. GUILLERMO G. SALAS, JR.</b>          SB Member</p>	<p>  <b>HON. ELPIDIO N. CONTRERAS, JR.</b>          SB Member</p>
<p>  <b>HON. EDWIN C. ACERON</b>          SB Member</p>	<p>  <b>HON. TERESITA S. BANTUGAN</b>          SB Member</p>
<p>  <b>HON. ENRICO C. VILLAS</b>          Pangulo, Liga ng mga Brgy.</p>	<p>  <b>HON. TULAY M. CARING</b>          IPs Representative</p>


**CERTIFIED TRUE AND CORRECT:**

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

**ATTESTED:**

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

**APPROVED:**

  
**HON. ENRILLO C. VILLAS**  
 Municipal Mayor  
 Date Signed: 10-10-2016