

File



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BULALACAO

OFFICE OF THE SANGGUNIANG BAYAN

Municipal Building, Poblacion, Bulalacao, 5214, Oriental Mindoro
sbobulalacaoormin@gmail.com/09988546853

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF BULALACAO, ORIENTAL MINDORO HELD ON SEPTEMBER 15, 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. Jerus Jade B. Reyes | Sangguniang Bayan Member |
| Hon. Nestor L. Eguillon | Sangguniang Bayan Member |
| Hon. Aceron U. Calinog, Jr. | IPM Representative |
| Hon. Enrico C. Villas | Pangulo, Liga ng mga Barangay |
| Hon. Francis Dave C. Cantos | SK Federation President |

ABSENT:

- | | |
|------------------------------|--------------------------------|
| Hon. Roger M. Evangelio, Sr. | Sangguniang Bayan Member-Leave |
|------------------------------|--------------------------------|
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RESOLUTION NO. 25-09-305

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR TO REPRESENT THE LOCAL GOVERNMENT UNIT OF BULALACAO, ORIENTAL MINDORO TO ENTER INTO A CONTRACT OF SERVICE WITH RONNIE E. ROCHA AND FRANCIS JAMES F. BURUANGA ENGAGING THEIR SERVICES AS WELDING INSTRUCTORS AT THE BULALACAO TECHNICAL AND VOCATIONAL COLLEGE (BTVC) STARTING FROM AUGUST 18, 2025 UNTIL DECEMBER 31, 2025 AND AGREED TO SUCH OTHER TERMS AND CONDITIONS STIPULATED IN THE CONTRACT

Sponsor:

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

RESOLVED AS IT IS HEREBY RESOLVED, To: Authorize the Municipal Mayor, Honorable Lumelito M. Cabagay to represent the Local Government Unit of Bulalacao to enter into a Contract of Service with the following welding instructors assigned in the Bulalacao Technical and Vocational College starting from August 18, 2025 until December 31, 2025 and agreed to such other terms and conditions stipulated in the Contract; to wit:

HON. ROMEO O. FALLARIA
HON. JOEJIE R. NARCISO
HON. RAMON G. MAGBANUA
HON. MOSES M. OSORIO, SR.
HON. GUILLERMO G. SALAS, JR.
HON. GERMAN S. ACOSTA
HON. JERUS JADE B. REYES
HON. ACERON U. CALINOG, JR.
HON. ENRICO C. VILLAS
HON. FRANCIS DAVE C. CANTOS

- i. Ronnie E. Rocha - Welding Instructor
- ii. Francis James F. Buruanga - Welding Instructor

RESOLVED FURTHER, That: Any change or alteration in the Contract of Service originally presented shall have no effect and therefore null and void;

RESOLVED FINALLY, That: Any legal encumbrance that may arise in the execution and actual application of this Contract of Service shall be the sole responsibility of the heads of Implementing Offices or Units;

ON MOTION of SB Member Romeo O. Fallaria duly seconded by SB Member Jerus Jade B. Reyes, foregoing was...

APPROVED: September 15, 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. **JERUS JADE B. REYES**
Sangguniang Bayan Member

Hon. **NESTOR L. EGUILLO**
Sangguniang Bayan Member

Hon. **ACERON U. CALINOG, JR.**
IPM-Representative

Hon. **ENRICO C. VILLAS**
Pangulo, Liga ng mga Brgy.

Hon. **FRANCIS DAVE C. CANTOS**
SK Federation President

CERTIFIED TRUE AND CORRECT:

PERLITA L. PAZ
Secretary to the Sanggunian

ATTESTED:

Hon. GERMAN S. ACOSTA
Municipal Vice Mayor/ Presiding Officer
Date Signed: 9/23/2025

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service entered into by and between the **LOCAL GOVERNMENT UNIT OF BULALACAO**, duly organized and existing under and by virtue of Philippine laws, herein represented by its Municipal Mayor, **Hon. LUMELITO M. CABAGAY**, legal age, Filipino, with office address at Poblacion, Bulalacao, Oriental Mindoro herein after referred to as the '**First Party**';

-and-

RONIE E. ROCHA, a qualified **Welding Instructor**, of legal age, Filipino, married and residing at Maujao, Bulalacao, Oriental Mindoro referred to as the "**Second Party**".

WITNESSETH:

WHEREAS, the **First Party** is in need of the services of additional workforce to support the operation of Bulalacao Technical and Vocational College (BTVC) in the locality for the benefit of its constituents;

WHEREAS, the **Second Party** is willing and capable to render his services as **Welding Instructor** as needed by the **First Party** in which he possesses the education, experience, and skills required to perform the job described herein based on the Terms of Reference of the **First Party**;

NOW, THEREFORE, for and in consideration of the foregoing premises, the **First Party** hereby engages the services of the **Second Party**, subject to the following terms and conditions:

1. As a **Welding Instructor**, the **Second Party** is expected and agrees to perform the following functions subject to supervision of the **First Party**:
 - a) Before the start of school, fulfill planning duties that include developing lesson plans, scheduling classes and outlines of instructional programs;
 - b) Teach the basics through book work and teach hands-on skills in the classroom's workshop;
 - c) Direct and supervise students' use of tools and equipment;
 - d) Ensure that all equipment adheres to the institution's and state's safety regulations;
 - e) Teach students of the necessary vocational skills as expected in the curriculum;
 - f) Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
 - g) Provide career guidance to students as where they wish to go after graduation;
 - h) Appraise a student's skills and determine the readiness to sit for certifications exams for example administration of oral, written, or performance tests to measure progress to evaluate training effectiveness;

- i) Prepare reports and maintain records such as student grades, attendance rolls, and training activity details;
 - j) Participate in conferences, seminars, and training sessions to keep abreast of developments in the field and integrate relevant information into training programs;
 - k) Perform as Liaison Officer of BTVC;
 - l) That the Second Party shall perform works from Mondays to Fridays for eight (8) hours daily or during Saturday, Sundays and holidays dependent on the exigency of the service.
2. That the Second Party cannot pre-terminate this contract without the approval of the **First Party**, otherwise, the Second Party shall be held liable for **BREACH OF CONTRACT** with all claims and benefits accruing forfeited in favor of the LGU;
 3. That the First Party shall pay the Second Party a monthly rate of **Twenty Thousand Pesos (Php20,000.00)** as wage for services rendered subject to a "No Work, No Pay" rule and other accounting and auditing rules and regulations;
 4. That the wages of the Second Party corresponding to the last period of his contract shall, not be released by the First Party, unless prior clearance is obtained, copy of which is submitted to the accounting office of the LGU;
 5. That the Second Party shall not be entitled to any other benefits pertaining to a regular employee of the LGU, however, payments for services rendered during weekends and holidays shall be provided by the First Party in which authority prior to rendering overtime services must be secured first as well as reimbursements for travelling expenses only for official travels wherein work-related purposes are served chargeable to the fund of Office of the Municipal Mayor,
 6. That the First Party reserves the right to terminate this Contract on the following grounds:
 - a. Violation by the Second Party of the Terms and Conditions of this Contract;
 - b. Non-availability of funds;
 - c. Unsatisfactory performance of duties and responsibilities of the Second Party.

This agreement shall take effect on **August 18, 2025** until **December 31, 2025** at the Municipality of Bulalacao, Oriental Mindoro.

LOCAL GOVERNMENT UNIT OF BULALACAO
(FIRST PARTY)

Represented by:

Hon. LUMELITO M. CABAGAY
Municipal Mayor

RONIE E. ROCHA
Second Party

Signed in the presence of:

CATHYRENE E. VISTA
Municipal Accountant/ BTVC Administrator

HERBERT C. CABAGAY
Administrative Officer V / HRMO

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Oriental Mindoro) S. S.
Municipality of _____)

BEFORE ME, Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	Government Issued ID and Number	Date & Place Issued
LUMELITO M. CABAGAY		
RONIE E. ROCHA		

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consist of three (3) pages including this page wherein this Acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20____ at _____, Oriental Mindoro.

NOTARY PUBLIC

Doc. No. _____:
Page No. _____:
Book No. _____:
Series of 20 _____:

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service entered into by and between the **LOCAL GOVERNMENT UNIT OF BULALACAO**, duly organized and existing under and by virtue of Philippine laws, herein represented by its Municipal Mayor, **Hon. LUMELITO M. CABAGAY**, legal age, Filipino, with office address at Poblacion, Bulalacao, Oriental Mindoro herein after referred to as the **'First Party'**;

-and-

FRANCIS JAMES F. BURUANGA, a qualified **Welding Instructor**, of legal age, Filipino, married and residing at Campaasan, Bulalacao, Oriental Mindoro referred to as the **"Second Party"**.

WITNESSETH:

WHEREAS, the **First Party** is in need of the services of additional workforce to support the operation of Bulalacao Technical and Vocational College (BTVC) in the locality for the benefit of its constituents;

WHEREAS, the **Second Party** is willing and capable to render his services as **Welding Instructor** as needed by the **First Party** in which he possesses the education, experience, and skills required to perform the job described herein based on the Terms of Reference of the **First Party**;

NOW, THEREFORE, for and in consideration of the foregoing premises, the **First Party** hereby engages the services of the **Second Party**, subject to the following terms and conditions:

1. As a **Welding Instructor**, the **Second Party** is expected and agrees to perform the following functions subject to supervision of the **First Party**:
 - a) Before the start of school, fulfill planning duties that include developing lesson plans, scheduling classes and outlines of instructional programs;
 - b) Teach the basics through book work and teach hands-on skills in the classroom's workshop;
 - c) Direct and supervise students' use of tools and equipment;
 - d) Ensure that all equipment adheres to the institution's and state's safety regulations;
 - e) Teach students of the necessary vocational skills as expected in the curriculum;
 - f) Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
 - g) Provide career guidance to students as where they wish to go after graduation;
 - h) Appraise a student's skills and determine the readiness to sit for certifications exams for example administration of oral, written, or performance tests to measure

- i) Prepare reports and maintain records such as student grades, attendance rolls, and training activity details;
 - j) Participate in conferences, seminars, and training sessions to keep abreast of developments in the field and integrate relevant information into training programs;
 - k) That the **Second Party** shall perform works from Mondays to Fridays for eight (8) hours daily or during Saturday, Sundays and holidays dependent on the exigency of the service.
2. That the **Second Party** cannot pre-terminate this contract without the approval of the **First Party**, otherwise, the **Second Party** shall be held liable for BREACH OF CONTRACT with all claims and benefits accruing forfeited in favor of the LGU;
 3. That the **First Party** shall pay the **Second Party** a monthly rate of **Fifteen Thousand Pesos (Pnp15,000.00)** as wage for services rendered subject to a "No Work, No Pay" rule and other accounting and auditing rules and regulations;
 4. That the wages of the **Second Party** corresponding to the last period of his contract shall not be released by the **First Party**, unless prior clearance is obtained, copy of which is submitted to the accounting office of the LGU;
 5. That the **Second Party** shall not be entitled to any other benefits pertaining to a regular employee of the LGU, however, payments for services rendered during weekends and holidays shall be provided by the **First Party** in which authority prior to rendering overtime services must be secured first as well as reimbursements for travelling expenses only for official travels wherein work-related purposes are served chargeable to the fund of Office of the Municipal Mayor,
 6. That the **First Party** reserves the right to terminate this Contract on the following grounds:
 - a. Violation by the **Second Party** of the Terms and Conditions of this Contract;
 - b. Non-availability of funds;
 - c. Unsatisfactory performance of duties and responsibilities of the **Second Party**.

This agreement shall take effect on **August 18, 2025** until **December 31, 2025** at the Municipality of Bulalacao, Oriental Mindoro.

LOCAL GOVERNMENT UNIT OF BULALACAO
(FIRST PARTY)


Represented by:

Hon. LUMELITO M. CABAGAY
Municipal Mayor

FRANCIS JAMES F. BURUANGA
Second Party

Signed in the presence of:

CATHYRENE E. VISTA
Municipal Accountant/ BTVC Administrator


HERBERT C. CABAGAY
Administrative Officer V / HRMO

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Oriental Mindoro) S. S.
Municipality of _____)

BEFORE ME, Notary Public for and in the above jurisdiction, personally appeared the following:

NAME	Government Issued ID and Number	Date & Place Issued
LUMELITO M. CABAGAY		
FRANCIS JAMES F. BURUANGA		

Known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free will and voluntary act and deed.

This instrument consist of three (3) pages including this page wherein this Acknowledgement is written, has been signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 20____ at _____, Oriental Mindoro.

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