

Republic of the Philippines
Province of Ilocos Sur
MUNICIPALITY OF NARVACAN

OFFICE OF THE SANGGUNIANG BAYAN

1st Regular Session
Held at the Sangguniang Bayan Session Hall
on 01 July 1998

RESOLUTION NO. 98-01
Series of 1998

RESOLUTION ADOPTING INTERNAL RULES OF PROCEDURE FOR THE SANGGUNIANG BAYAN OF NARVACAN, ILOCOS SUR

WHEREAS, the Sangguniang Bayan of Narvacan, Ilocos Sur is a legislative body duly organized pursuant to law for the enactment of Ordinances and the adoption of Resolution for the governance of the municipality of Narvacan;

WHEREAS, pursuant to the provisions of the Local Government Code of 1991 of its implementing rules, local sangguniang bodies have the inherent right and obligation of adopting their own rules of procedure for the proper discharge of legislative functions;

WHEREAS, in maintenance of good order in sangguniang bayan deliberation, it is necessary that special rules be adopted and enforced in the interest of effective legislation;

NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED by the Sangguniang Bayan of Narvacan to adopt the following Rules of Procedure to govern its deliberation.

RULE I - MEMBERSHIP

SECTION I. Composition - The Sangguniang Bayan shall be composed of the Municipal Vice Mayor, as Presiding Officer, the members elected at large, the President of the Association of Barangay Captains and the President of the Sangguniang Kabataan.

SECTION II. In the event of the inability of the vice Mayor as presiding officer to act as presiding officer, the Sangguniang Bayan members present, constituting a quorum shall elect from among themselves a temporary presiding officer. The temporary presiding officer can vote in case tie vote. Only the presiding Officer shall vote only to break a tie.

RULE II - THE SECRETARY

SECTION 3. The appointment of the Sangguniang Secretary shall be in accordance with the Civil Service law, rules and regulations and shall be appointed by the local chief executive.

SECTION 4. Powers and duties of the Secretary shall be:

- a. Attend meetings of the Sanggunian and keep the minutes of its proceedings.
- b. Record in a book kept for the purpose, all ordinances, ordinances enacted with the dates of their enactment and publications.
- c. Forward to the (local executive) for appropriate action ordinances and resolutions enacted certified as such by the presiding officer within ten days after their enactment.
- d. Keep and affix the Sangguniang seal on all ordinances and resolutions signed by the local executive.

Resolution No. 98-01, Series of 1998

- e. Attest to all ordinances and resolutions approved by the Sangguniang Bayan.
- f. All ordinances and resolutions immediately after approval posted at the main entrance with the Municipal Hall and in 2 conspicuous public places.
- g. Upon request, furnish, certified copies of all records and documents not otherwise classified as confidential upon payment to the local treasurer of the fees prescribed.
- h. All records not confidential in character open to public inspection during business hours.

RULE III - SESSIONS

SECTION 5. Regular Sessions - The regular sessions of the Sangguniang Bayan shall be on Wednesday of each week at 2:30 p.m.

Tuesday *9:00 am*

SECTION 6. Special Sessions - As often as necessary, when public interest so demands, special sessions may be called by the Local chief Executive or a majority of the members of the Sangguniang Bayan.

RULE IV - COMMITTEES

SECTION 7. Standing Committees - The Sangguniang Bayan shall elect the Chairman and all members of the Sangguniang Bayan to become members of all standing committees. The general jurisdiction of which hereunder provided.

1. COMMITTEE ON APPROPRIATION - all matters relating to the approval of the budget, the appropriation of funds for the payment of obligations, the determination of compensation of personnel the reorganization of local offices taxation ordinances and monetary and fiscal matters.

Chairman: Kgd. Triumphant F. Vilorja Jr.

Members: Kgd. Loreto Car

Kgd. Teofilo M. Cabreros

Kgd. Margarito A. Tejada

2. COMMITTEE ON AGRICULTURE AND NATURAL RESOURCES - all matters relating to agriculture, food production, agricultural economics and research, soil survey, animal resources,

Chairman: Kgd. Jose T. Corrales Jr.

Members: Kgd. Oscar R. Potencion

Kgd. Ernest C. Cabanilla

Kgd. Rafael C. Cachola

3. COMMITTEE ON TRADE AND INDUSTRY - organization and supervision of local cooperatives and farm credit, consumers protection, development and protection of industries and labor.

Chairman: Kgd. Ernest C. Cabanilla

Members: Kgd. Rafael C. Cachola

Kgd. Teofilo M. Cabreros

Kgd. Oscar R. Potencion

4. COMMITTEE ON EDUCATION AND CULTURE - all matters relating to education and culture, local schools, colleges and universities, libraries and museums, non-formal community adult education, scientific and technical research and development and advancement of the moral formation of the community.

Chairman: Kgd. Loreto G. Car

Members: Kgd. Teofilo M. Cabreros

Kgd. Triumphant F. Vilorja Jr.

Kgd. Oscar R. Potencion

5. COMMITTEE ON SOCIAL SERVICES - all matters relating to the strengthening and development of family life, public health and hygiene, hospitals and quarantine services, social welfare and livelihood.

Chairman: Kgd. Teofilo M. Cabreros
Members: Kgd. Triumfante F. Vilorio Jr.
Kgd. Oscar R. Potencion
Kgd. Margarito A. Tejada

6. COMMITTEE ON PUBLIC ORDER AND SECURITY - all matters relating to the maintenance of public order and security civil defense organization and maintenance of "Tanods" and Civilians Home Defense Implementation of local ordinances, human rights, legal aids, fire accident, crime prevention, investigation of charges of misfeasance.

Chairman: Kgd. Oscar R. Potencion
Members: Kgd. Jose T. Corrales Jr.
Kgd. Teofilo M. Cabreros
Kgd. Rafael C. Cachola

7. COMMITTEE ON INFRASTRUCTURE - all matters relating the planning , construction, maintenance, improvement and repair of public buildings, highways, bridges, roads, drainage, sewerage, flood control and protection, irrigation and water utilities, land, sea and air transportation and telecommunication services.

Chairman: Kgd. Margarito A. Tejada
Members: Kgd. Jacinto C. Garces
Kgd. Jose T. Corrales Jr.
Kgd. Triumfante F. Vilorio Jr.

8. COMMITTEE ON YOUTH AFFAIRS - all matters relating to the youth, the promotion of moral, physical, intellectual and social well-being and the development of sportsmanship in the community.

Chairman: Kgd. Errol Z. Aquino
Members: Kgd. Rafael C. Cachola
Kgd. Loreto G. Car
Kgd. Margarito A. Tejada

9. COMMITTEE ON ENVIRONMENTAL PROTECTION AND TOURISM - all matters concerning parks, shrines, monument edifices, ameliorative services, housing recreation, beautification, tourism.

Chairman: Kgd. Rafael C. Cachola
Members: Kgd. Oscar R. Potencion
Kgd. Margarito A. Tejada
Kgd. Ernest C. Cabanilla

10. COMMITTEE ON BARANGAY AFFAIRS - Chairman: Kgd. Jacinto C. Garces

Members: Kgd. Ernest C. Cabanilla
Kgd. Jose T. Corrales Jr.
Kgd. Rafael C. Cachola

11. COMMITTEE ON SPORTS - Chairman: Kgd. Teofilo M. Cabreros

Members: Kgd. Rafael C. Cachola
Kgd. Triumfante F. Vilorio Jr.
Kgd. Errol Z. Aquino

RULE V - PARLIAMENTARY PROCEDURE

SECTION 8. Parliamentary Procedures adopted by all legislative bodies shall be followed to govern or be adopted in all proceedings of the Sangguniang Bayan for the proper discharge of its legislative function.

- a. Quorum
- b. Order-Calendar Business
- c. Ordinances and Resolutions

RULE VI - DECORUM, CONDUCT AND DISCIPLINE-ATTENDANCE OF MEMBERS

SECTION 9. Members of the Sangguniang Bayan shall observe proper decorum, and conduct worthy of a member of the Sangguniang Bayan.

SECTION 9-a. Attendance in Session - Every member of the Sangguniang shall be present in all sessions, unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the to the Secretary. Any member who will be late for ten (10) minutes shall be fined of P 50.00; more than ten minutes, P 100.00 and absent without valid reason shall be fined the amount of P 200.00 and shall be utilized as revolving fund.

SECTION 9-b. The Sanggunian Members shall, during Regular Sessions and special sessions shall wear semi-formal attire.

SECTION 9-c. Smoking is prohibited during regular and special sessions.

RULE VII - OFFICIAL SEAL

SECTION 10. Official Seal - the Seal of the Sangguniang Bayan shall be such design as approved by the Body.

SECTION 11. Amendments - Any amendment of any portion of these Rules may be made by the vote of 2/3 of the Sangguniang Bayan Members.

RULES IX - EFFECTIVITY

SECTION 12. Effectivity - These Rules of Procedure shall take effect on the date of their adoption.

ADOPTED, this 1st day of July , 1998 at Narvacan, Ilocos Sur.

Certified Correct:

TERESO B. COPIOZO JR.
Vice Mayor/Presiding Officer

Attested:

RUBEN D. CACHOLA
SB Secretary