

## H. INSTITUTIONAL

### 1. Local Government Structure

The Municipal Government of San Vicente is made up of the executive and legislative branch. The Executive Branch is helmed by Mayor Francis G. Ong with thirteen (13) Departments and Offices that directly report under the Mayor. (Table 101)

The Legislative Branch, on the other hand, is led by Vice Mayor Vivian M. Villamor, along with the nine (9) Municipal Councilors, seven (7) of which were elected-at-large while the elected Liga ng mga Barangay (LNB) Municipal President and Sangguniang Kabataan (SK) Municipal Federation President serve as Ex-Officio members of the Council. (Table 100)

Hereunder are the key officials in the municipality.

**Table 100**  
**Elective Officials: CY 2017**  
**Municipality of San Vicente**

Name of Official	Position
Hon. Francis Ong	Municipal Mayor
Hon. Vivian Mago-Villamor	Municipal Vice Mayor
Hon. Mercy Lladones Magana	Municipal Councilor
Hon. Analet Garrido Villamin	Municipal Councilor
Hon. Araceli Cena Dames	Municipal Councilor
Hon. Maria Cristina Hiede Payawan Asis	Municipal Councilor
Hon. Elmer Papruz San Juan	Municipal Councilor
Hon. Percival Kiram Palma	Municipal Councilor
Hon. Jose Zacarias Girado	Municipal Councilor
Hon. Nestor Corral Gonzales	Municipal Councilor
Hon. Alberto Estravez Mera	Ex-Officio Member, LNB President
Hon. Aldrin Rogando Alarde	Ex-Officio Member, SK Federation

**Table 101**  
**Name of Appointive Officials**  
**Municipality of San Vicente**

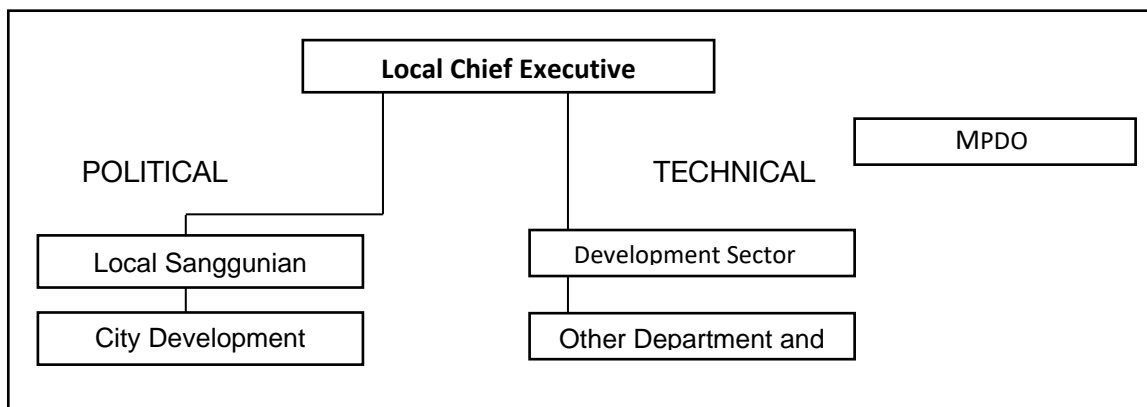
POSITION	NAME OF OFFICIAL
Municipal Administrator	Allan Augusto
Secretary to the SB	Jocelyn B. Opeda
Acting Municipal Treasurer	Alex D. Estacion
Municipal Budget Officer / Acting Municipal Accountant	Lyndon G. Timpug
Municipal Planning and Development Coordinator	Engr. Gil Miguel
Acting Municipal Engineer	Engr. Clarence L. Mago
Human Resource Management Officer II	Alejo S. Agot
Municipal Agricultural Officer	Domingo B. Baloloy
Municipal Tourism Officer Designate	Cindy Taldo
Social Welfare Assistant	Emelia D. angeles
Municipal Assessor	Amable Villagarcia
Municipal Health Officer	Dr. Flordelis Paciencia D. Lasam
Municipal Environment and Natural Resources Officer Designate	Blasito A. Del Monte

### **1.a Local Planning Structure**

The Municipal Development Council, the main planning arm of the municipality, is composed of 19 members with the Mayor as the Chairperson, Sangguniang Bayan Committee on Appropriation Chairperson, nine (9) Punong Barangays, 2nd District Representative, 7 Civil Society Organizations as members, and the Municipal Planning and Development Coordinator as the Secretariat.

To further mobilize planning at the local level, an Executive Order Reconstituting the Planning Team and Sectoral Committees was issued which included the Vice Mayor as the Vice Chairperson and different Municipal Departments as sector members.

**FIGURE 42**  
**Local Planning Team**  
**Municipality of San Vicente**



The team is tasked to prepare, draft and do all necessary actions for the formulation of the Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP) as guided by the DILG MC No. 2008-156.

### **1.b Local Fiscal Management**

In terms of Fiscal Management, two of the major accounts in the City, namely; the General Fund and the Special Education Fund (SEF), are analyzed. Analysis focused mainly on the income/revenue, expenses and surplus in the last five calendar years of operation of the City.

#### **➤ General Fund**

An increasing trend in revenue for calendar years 2016-2018 is affected by share from IRA and share from PCSO. For the observed period of three years, CY 2018 has the highest income of PhP 57,474,716.96, which includes the miscellaneous income of 192,861.30. In terms of expenditures, the Municipality registered also an upward trend in operating expenses in so far as General Fund is concern, from 45,571, 118.18 in 2016 to 55,216, 580.84 in 2018. (Table 102)

- **Income/Revenue**

In terms of Income/Revenue, the Internal Revenue Allotment (IRA) comprises the highest share, which means, the municipality is IRA dependent. Revenue on taxes has a very low share of only around 2% to 2.5% in the three reporting periods, meaning, the Municipality should focus on the efficiency in tax collection. Non-Tax Revenue recorded an average of around 2%, excluding the miscellaneous revenue in 2018. Income from the Philippine Charity Sweepstakes Office (PCSO) constitutes less than 0.

**Table 102**  
**Annual Revenue (General Fund) CY 2015-2018**  
**Municipality of San Vicente**

	CY 2016	% to total	CY 2017	% to total	CY 2018	% to total
Tax Revenue	950,014.19	1.99	1,336,941.02	2.49	1,146,358.01	1.99
Non-Tax Revenue	1,035,352.53	2.17	1,168,731.19	2.18	1,172,737.58	2.04
IRA	45,820,384.00	95.85	51,127,860.00	95.29	54,813,542.00	95.37
Share from PCSO			19,784.32	0.04	192,861.39	0.34
Miscellaneous					149,217.98	0.26
<b>Total</b>	<b>47,805,750.72</b>		<b>53,653,316.53</b>		<b>57,474,716.96</b>	

Source: Municipality of San Vicente Income Statement: CY 2016-2018

- **Annual Expenses**

In terms of expenses, Personnel Services, which comprises 50% of the Municipality's annual expenditures, is an upward trend from year 2016 up to year 2018. It is followed by MOOE with similar trend, comprising of around 33% to 35%. Increasing trend is true also to Capital Outlay, but not in the Continuing Appropriations with the significant decrease from 1,413,959.06 in year 2017 to only 244,400.00 in 2018.

**Table 103**  
**Annual Revenue (General Fund) CY 2015-2018**  
**Municipality of San Vicente**

	CY 2016	% to total	CY 2017	% to total	CY 2018	% to total
Personnel Services	22,386,258.72	49.12	23,520,760.72	44.71	26,934,209.40	48.78
MOOE	15,898,728.28	34.89	17,948,526.30	34.12	18,073,366.30	32.73
Capital Outlay	6,431,189.40	14.11	9,721,726.52	18.48	9,964,605.14	18.05
Continuing Appropriations	854,941.78	1.88	1,413,959.05	2.69	244,400.00	0.44
<b>Total</b>	<b>45,571,118.18</b>	<b>100.00</b>	<b>52,604,972.59</b>	<b>100.00</b>	<b>55,216,580.84</b>	<b>100.00</b>

Source: Municipality of San Vicente Income Statement: CY 2015-2019

- **Annual Surplus/Deficit**

To determine the annual surplus/deficit in the general fund, annual operating expenses for GF is subtracted to annual revenue. For the case of the Municipality, portion of the surplus is transferred to Assistance and Subsidy.

Summary of revenues, expenditures and surplus, as shown in Figure 42, below, illustrates an unstable annual revenue. However, even the expenses is increasing, there is still a surplus in the four year observed period. Least surplus is recorded in year 2018, while the highest is in year 2016.

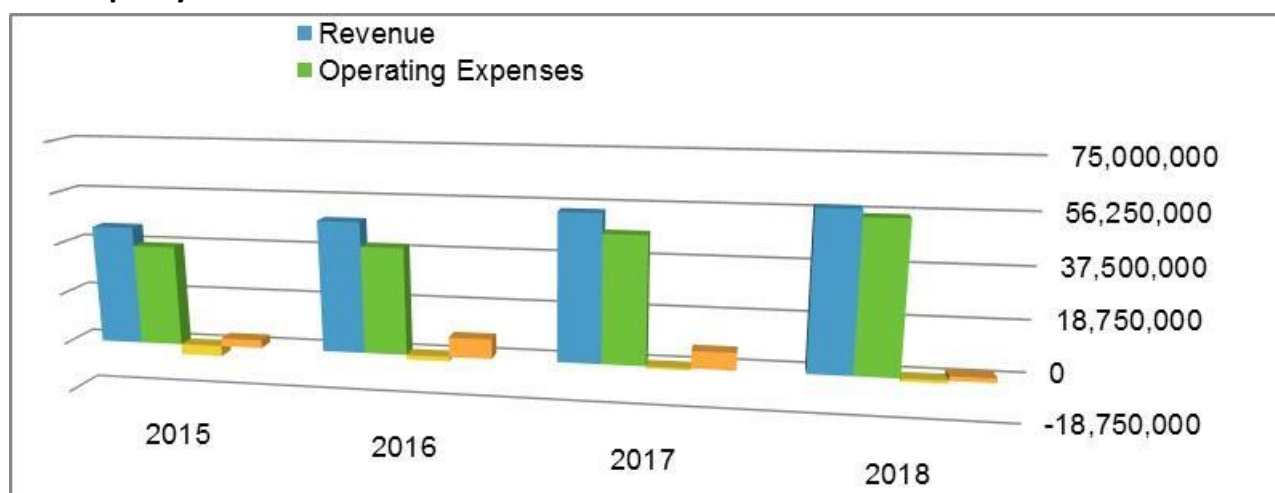
**Table 104**  
**Comparison of Revenues, Expenditures and Surplus**  
**(General Fund) CY 2015-2019**  
**Municipality of San Vicente**

Description	2015	2016	2017	2018
Revenue	43,471,570.56	48,234,690.21	53,905,985.07	57,761,560.69
Operating Expenses	36,691,825.00	39,335,270.70	46,731,729.38	55,076,436.11
Less: Transfer to Assistance and Subsidy	-3,827,749.50	-1,698,324.24	-793,584.00	-1,064,994.90
Surplus	2,951,996.06	7,201,095.27	6,380,671.69	1,620,129.68

Source: Municipality of San Vicente Financial Statement: CY 2015-2018

**Figure 43**

**Summary of Revenues, Expenditures and Surplus  
Municipality of San Vicente**



➤ **Special Education Fund (SEF)**

● **Income/Revenue**

Annual revenue for Special Education Fund (SEF) comes only from Tax Revenue on Property only. Tax Revenue on Fines and Penalties and Business Income could be targeted by the municipality in the coming years to increase SEF for the municipality. The trend in the revenue for SEF is fluctuating and there was a significant decrease from year 2016 (428,939.43) to 2017 (242,931.77), but, there was a slight increase in year 2018 (286,843.73) Table 105.

**Table 105**

**Annual Revenue (SEF) CY 2015-2018**

**Municipality of San Vicente**

	2016	2017	2018
Tax Revenue Property	428,939.43	242,931.77	286,843.73
<b>Total</b>	<b>428,939.43</b>	<b>242,931.77</b>	<b>286,843.73</b>

Source: Municipality of San Vicente Financial Statement for SEF CY 2016-2018

- **Annual Expenses**

Expenses for SEF include Personnel Services and Maintenance and Other Operating Expenses (MOOE). A decreasing trend in Personnel Services is recorded in years 2016-2018. While the expenses for MOOE is fluctuating, records revealed that there is a significant increase in expenses for MOOE in year 2017 and slightly down in 2018 (Table 106).

**Table 106**  
**Annual Expenses (SEF) CY 2015-2019**  
**Municipality of San Vicente**

	<b>2016</b>	<b>2017</b>	<b>2018</b>
Personnel Services	252,524.00	247,820.00	170,058.90
MOOE	26,750.00	60,000.00	49,750.00
<b>Total</b>	<b>279,274.00</b>	<b>307,820.00</b>	<b>219,808.90</b>

Source: Municipality of San Vicente Financial Statement for SEF CY 2016-2018

- **Annual Surplus/Deficit**

Same with the process in the General Fund above, surplus is determined by subtracting the operating expenses from the revenue. There is a significant decrease in revenue in year 2017 amounting to only PhP 242,931.77 compare to year 2016 with the total of PhP 428,939.43. It is greatly affected by a significant increase in operating expenses from PhP 279,274.00 in year 2016 to PhP307,820.00 in year 2017, resulting to a deficit of 64,888.23 (Table 107).

**Table 107**  
**Comparison of Revenues, Expenditures, and Surplus**  
**Special Education Fund: CY 2016-2018**  
**Municipality of San Vicente**

Description	2016	2017	2018
Revenue	428,939.43	242,931.77	286,843.73
Operating Expenses	279,274.00	307,820.00	219,808.90
<b>Surplus/Deficit</b>	<b>149,665.43</b>	<b>-64,888.23</b>	<b>67,034.83</b>

To summarize, the highest recorded revenue is in year 2016 while the lowest is in year 2017. For the expenditure, the highest is recorded in year 2017 and the lowest in 2016. However, in terms of surplus, the highest is still recorded in 2016, but the lowest is recorded in year 2017, with the deficit, due to significant decrease in revenue and increase in operating expenses in year 2017. Based from records, very low surplus and/or deficit, which could affect the municipality's support for education, research and development.

**Figure 44**  
**Summary of Revenues, Expenditures and Surplus**  
**Municipality of San Vicente**

