



REPUBLIC OF THE PHILIPPINES
City of San Carlos, Negros Occidental

OFFICE OF THE SANGGUNIANG PANLUNG SOD

EXCERPTS FROM THE MINUTES OF THE 14TH REGULAR SESSION OF THE SANGGUNIANG PANLUNG SOD HELD ON THE 30TH DAY OF SEPTEMBER 2019 AT 4:20 P.M. AT THE SP SESSION HALL, THIS CITY

PRESENT:

Hon. CHRISTOPHER PAUL S. CARMONA,	City Vice-Mayor /Presiding Officer
“ CARLOS MANUEL L. VALMAYOR,	SP Member
“ BENITO Y. GUSTILO, JR.,	SP Member
“ JOSE CARLOS L. VILLARANTE,	SP Member
“ WILMER L. YAP,	SP Member
“ PHILIP GERARD B. MAISOG,	SP Member
“ MARK E. CUI,	SP Member
“ ALEXANDER Y. ONGTIAOBOK,	SP Member
“ JEFFREY M. HIDALGO,	SP Member
“ LORNA Y. HINOLAN,	SP Member
“ ANTHONY S. WEE,	SP Member (LnB President)
“ JB SPRING C. BACURNAY,	SP Member (SK Representative)

ABSENT:

Hon. CLINT S. MANSUETO, SP Member

ORDINANCE NO. 19-18

AN ORDINANCE INSTITUTIONALIZING A PETTY CASH SYSTEM AT THE SAN CARLOS CITY HEALTH PHARMACY FOR THE PROCUREMENT OF DRUGS, MEDICINES AND RABIES VACCINES

Introduced by Hons. VILLARANTE, YAP, MAISOG and HINOLAN

Be it ordained by the Sangguniang Panlungsod of the City of San Carlos, Negros Occidental, in regular session assembled, that:

Section 1. TITLE. This Ordinance shall be known as the “The San Carlos City Health Office Pharmacy Petty Cash System”;

Section 2. SCOPE OF COVERAGE. The Petty Cash shall be used to purchase drugs, medicines and rabies vaccines.

Section 3. DEFINITION OF TERMS. As used in this ordinance, the following terms are defined as follows:

3.1 Petty Cash- a small fund or cash kept on hand for purchases or reimbursements too small to be worth submitting to the more rigorous purchase and reimbursement procedures.

3.2 Procurement Law - Republic Act 9184 otherwise known as the Government Procurement Reform Act.

3.3 Inventory- an itemized list of goods with their estimated worth, the cost of drugs, medicines and vaccines.

Section 4. SOURCE OF FUND. The petty cash shall be sourced from the City Health Office Maintenance & Operating Expenses (MOOE) –Drugs and Medicine Expense (Account Code: 5-02-03-070)

Section 5. PROCUREMENT. The system of procurement from the said Petty Cash shall follow that which is prescribed by the Procurement Law, Republic Act No. 9184.

Section 6. REPLENISHMENT. Items procured shall be replenished by the Accountable Officer which is the assigned Disbursing Officer and shall go back to the funding source.

Section 7 PETTY CASH. A Petty Cash in the amount of Two Hundred Thousand Pesos (₱200,000.00) shall be established for the emergency purchase of drugs, medicines and rabies vaccines that are immediately needed. A single purchase shall not exceed **Five Thousand Pesos (₱5,000.00)**.

Section 8. Upon the approval of this ordinance, Implementing Rules and Regulations shall be formulated by the City Health Management Committee in consultation with the San Carlos City Local Health Board and departments and stakeholders.

Section 9. EFFECTIVITY - This ordinance shall take effect on the day after copies of the duly approved ordinance shall have been posted, for a period of ten (10) days, in the bulletin board at the entrance of the city hall or in at least two (2) conspicuous places in the local government unit and after the Implementing Rules and Regulations (IRR) have been formulated and issued by the City Health Office.

ENACTED: September 30, 2019, by the affirmative votes of Hons. **VALMAYOR, GUSTILO, VILLARANTE, YAP, MAISOG, CUI, ONGTIAOBOK, HIDALGO, HINOLAN, WEE and BACURNAY.**

I HEREBY CERTIFY to the correctness of the foregoing ordinance which was duly enacted by the Sangguniang Panlungsod during its regular session held at the SP Session Hall, this city on September 30, 2019.

mch-ct
MA. CECILIA SUZETTE C BINGHAY
Secretary to the Sangguniang Panlungsod ✓

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**

C.P.S.C
CHRISTOPHER PAUL S. CARMONA
City Vice-Mayor/Presiding Officer

APPROVED ON 07 OCT 2019,

R.G.
RENATO Y. GUSTILO
City Mayor