



Republic of the Philippines  
Province of Laguna  
**MUNICIPALITY OF LOS BAÑOS**  
*Special Science and Nature City*  
**OFFICE OF THE SANGGUNIANG BAYAN**  
Municipal Hall, National Highway, Brgy. Timugan,  
Los Baños, Laguna 4030 Philippines  
Email: losbaños@laguna.net

**EXCERPTS FROM THE MINUTES OF THE SIXTEENTH (16TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON NOVEMBER 8, 2019 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.**

Present : Vice Mayor Antonio L. Kalaw, Presiding Officer  
S.B. Member Josephine S. Evangelista  
S.B. Member Miko C. Pelegrina  
S.B. Member Janos S. Lapiz  
S.B. Member Geronimo A. Ciceron  
S.B. Member Marlo PJ A. Alipon  
S.B. Member Dexter A. Concio  
S.B. Member Mark Lester B. Dizon  
S.B. Member Cris Dayril B. Bagnes  
S.B. Member Arlene P. delos Santos, Liga President  
S.B. Member Jozlyn N. Manansala, SK Fed. President  
Secretary Dona T. Alborida  
Ms. Jellyn S. De Una, LLSA II

Absent : None

Visitor(s) : None

**MINASIBAY**  
SANGGUNIANG PANLALAWIGAN  
TARASUYAHAN BL. 193 S 2020  
NETSA February 24, 2020

**ORDINANCE NO. 2019-1901**

**AN ORDINANCE AUTHORIZING THE PUNONG BARANGAY TO DEPUTIZE BARANGAY TANOD'S/BARANGAY PUBLIC SAFETY OFFICERS (BPSOs), BARANGAY PERSONNEL AS ENFORCERS OF MUNICIPAL ORDINANCES, AUTHORIZING THE USE OF MUNICIPAL CITATION TICKETS AND PROVIDING INCENTIVES THEREOF.**

-----  
Author : Councilwoman Arlene P. delos Santos

WHEREAS, it is the declared policy of the State to strengthen the basic unit of our political subdivisions, which is the Barangay, and promote, develop and improve the welfare of the Barangay residents to ensure national economic development and stability of the peace and order situations in the country;

WHEREAS, the Local Government Code of 1991 (Republic Act No. 7160) accords every local government unit power and authority to promote the general welfare within its territorial jurisdiction, including the promotion of health and safety of its constituents;

WHEREAS, Paragraphs (1) and (3), SEC. 389 of the Local Government Code provides for the Punong Barangay the authority to enforce all laws and ordinances which are applicable within the barangay; and maintain public order in the barangay and, in pursuance thereof, assist the city or municipal mayor and the sanggunian members in the performance of their duties and functions;

WHEREAS, Section 391 (16) of Republic Act 7160 provides for the organization of community brigades, Barangay Tanod or community service units as may be necessary;

WHEREAS, it is often the barangay personnel, mostly the Barangay Tanod/BPSO who are called upon to respond to complaints on violation of municipal ordinances;

WHEREAS, enforcement of municipal ordinances at the barangay level are often without "teeth," as barangay personnel are not authorized to issue citation tickets to penalize offenders;

WHEREAS, enforcement of municipal ordinances using citation tickets are currently limited to municipal personnel, created to enforce ordinances under the Office of the Mayor, such as, but not limited to Task Force Kalinisan (TFK) and Los Baños Traffic Management Office (LBTMO);

WHEREAS, there is a need to multiply enforcers for the effective and efficient implementation of municipal ordinances, for the best interest of the public.

NOW, THEREFORE, BE IT ORDAINED, BY THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF LOS BAÑOS, in session assembled, THAT:

- SECTION 1. TITLE. This ordinance shall be entitled, "AN ORDINANCE AUTHORIZING THE PUNONG BARANGAY TO DEPUTIZE BARANGAY TANOD'S/BARANGAY PUBLIC SAFETY OFFICERS (BPSOs), BARANGAY PERSONNEL AS ENFORCERS OF MUNICIPAL ORDINANCES, AUTHORIZING THE USE OF MUNICIPAL CITATION TICKETS AND PROVIDING INCENTIVES THEREOF".
- SECTION 2. DEPUTIZATION. The Punong Barangay is hereby granted authority to deputize any qualified Barangay Tanod/BPSO, Barangay Officials and barangay personnel as enforcers of municipal ordinances, with authority to use the Municipal Citation Tickets, within their territorial jurisdiction;
- SECTION 3. QUALIFICATIONS FOR DEPUTIZATION. Any Barangay Tanod/BPSO, Barangay Officials and/or barangay personnel may be deputized, provided they undergo and complete a seminar/training on municipal ordinances and on how to issue citation tickets;
- SECTION 4. MUNICIPAL CITATION TICKETS. The Office of the Mayor through its assigned Office or personnel, shall cause the consignment of TWO (2) booklets of Citation Tickets to each Barangay, and replenished as needed. Each citation ticket shall be treated as an official receipt/legal document and must be properly accounted for. The citation tickets are the responsibility of the Punong Barangay;
- SECTION 5. CLASSIFICATION OF OFFENDERS. Offenders shall be classified into three (3) categories, namely; RESIDENT OFFENDER, NON-RESIDENT OFFENDER, and NON-LOS BAÑOS RESIDENT OFFENDER;

PINAC LIBAY

SANGGUNIANG PANLALAWIGAN  
MAPASIHAPAN BL. 193 S 2020  
PETSA February 24, 2020

h  
lha

- a. RESIDENT OFFENDERS (RO) refers to offenders who reside in the Barangay where they are apprehended;
- b. NON-RESIDENT OFFENDERS (NRO) refers to offenders who do not reside in the Barangay where they are apprehended but are residents of Los Baños;
- c. NON-LOS BAÑOS RESIDENT OFFENDERS (NLBRO) refer to offenders who do not reside in the Municipality of Los Baños;

SECTION 6. PROCEDURE FOR CITATION AND PROCESSING OF CITATION TICKETS. Municipal established protocol for issuance of citation tickets to offenders is hereby adopted. For NRO and NLBRO, any valid Identification Card may be retained, if necessary, to confirm the identity of the offender and/or secure payment of penalty.

- a. FOR RESIDENT OFFENDERS. Fines may be paid at the Barangay Treasurer's Office. Copies of issued citation tickets must be turned over to the Office of the Municipal Treasurer every Tuesday of the week;
- b. FOR NON-RESIDENT OFFENDERS AND NON-LOS BAÑOS RESIDENT OFFENDERS. Issued citations to offenders must be submitted to the Office of the Municipal Treasurer within TWENTY-FOUR (24) HOURS or the following work day, if it falls on a weekend or holiday, upon issuance;

SECTION 7. PAYMENT OF FINES. Fines must be settled/paid within SEVEN (7) DAYS after date of issuance.

- a. FOR RESIDENT OFFENDERS. Fines may be paid at the Barangay Treasurer's Office at the Barangay Hall;
- b. FOR NON-RESIDENT OFFENDERS AND NON-LOS BAÑOS RESIDENT OFFENDERS. Fines must be paid directly to the Office of the Municipal Treasurer at the Municipal Hall;

SECTION 8. REMITTANCE OF PAID FINES TO THE OFFICE OF THE MUNICIPAL TREASURER. Fines paid at the Barangay Treasurer's Office must be remitted to the Office of the Municipal Treasurer every Tuesday of every week, together with the summary list of citations for the week;

SECTION 9. NOTICE OF PENALTY/PAYMENT OF FINES. Municipal established protocol for issuance of notices to offenders, informing them to settle their fines, is hereby adopted. The Punong Barangay shall cause the issuance of notices to resident offenders. The duly appointed municipal officer shall cause the issuance of notices to NRO and NLBRO;

Unless otherwise provided for under the ordinance, being enforced, a First (1<sup>st</sup>) Notice shall be sent to the offender, SEVEN (7) DAYS after issuance of the citation ticket, informing them that they have another seven (7) days to settle their obligation. Should the offender still fail to settle his/her fine after the lapse of the 1<sup>st</sup> notice, a second (2<sup>nd</sup>) and final notice shall be issued.

Failure to settle their obligation after the lapse of the period set forth under the 2<sup>nd</sup> Notice shall result in the filling of a criminal complaint, for violation of municipal ordinance in the Municipal Trial Court;

- SECTION 10. ALTERNATIVE PENALTY FOR RO AND NRO. Resident offenders (RO) and Non-Resident Offenders (NRO) apprehended by duly authorized barangay enforcers may opt to avail the alternative penalty of community service, to be determined by the concerned Punong Barangay in accordance with the guidelines issued by the Sangguniang Barangay for this purpose;
- SECTION 11. RECORD KEEPING, MONITORING AND REPORTING. All citations must be recorded in an official logbook kept and maintained by the Barangay Treasurer. The logbook must be numbered, inspected, and duly approved by the Municipal Treasurer to be considered official.
- The logbooks may be subject to inspection by the Municipal Treasurer or his authorized representative/s at any time during office hours. A weekly report must be submitted to the Municipal Treasurer indicating the name of the cited individual, municipal ordinance violated, penalty, and the name of the enforcer who issued the citation ticket. The report covering the citations made from the Sunday to Saturday, the week prior, shall be submitted every Tuesday, prepared by the Barangay Treasurer and noted by the Punong Barangay;
- SECTION 12. INCENTIVES TO DEPUTIZED PERSONNEL. All duly authorized barangay enforcers shall be entitled to TWENTY-FIVE PER CENT (25%) of the fine prescribed under the ordinance;
- SECTION 13. INCENTIVES TO THE BARANGAY. The Barangay shall be entitled to TWENTY-FIVE PER CENT (25%) share of the fine prescribed under the ordinance, the remaining FIFTY PER CENT (50%) being the share of the Municipal Government;
- SECTION 14. DISTRIBUTION OF INCENTIVES. The Municipal Treasurer shall release the incentive of the barangay and the enforcers on a monthly basis, provided all required documents are accomplished and submitted to the Office of the Municipal Treasurer. The distribution of the incentives of the barangay enforcers must be done in accordance with the guidelines set forth by the Sangguniang Barangay of every barangay;
- SECTION 15. REPEALING/AMENDING CLAUSE. All other ordinances, resolutions, memoranda, orders and other issuances inconsistent with this Ordinance are hereby repealed or amended accordingly;

PINAC TIBAY:  
SANGGUNIANG PANALAWA  
KAPASIHAN PL. 193 S. 2020  
PETSAT. February 26, 2020

5.00 Ordinance No. 2019-1901 11/08/2019

SECTION 16. SEPARABILITY CLAUSE. If for certain reasons some provisions of this Ordinance are found to be invalid or unconstitutional, all other provisions hereof not affected shall remain in full force and effect;

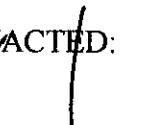
SECTION 17. EFFECTIVITY CLAUSE. This Ordinance shall take effect upon approval.

ENACTED : NOVEMBER 8, 2019.

I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.

  
**DONA T. ALBORIDA**  
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

  
**HON. ANTONIO L. KALAW**  
Vice Mayor/Presiding Officer

APPROVED:

  
**HON. CAESAR E. PEREZ**  
Municipal Mayor  
*(Handwritten signature)*

PINAC TIBAY  
SANGGUNIANG PONLALAWIGAN  
KAPASIHAN RL. 190-1901  
PFTSA February 24, 2020