



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
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EXCERPTS FROM THE MINUTES OF THE TWENTY SEVENTH (27TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD ON SEPTEMBER 21, 2020 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 Janos S. Lapid
S.B. Member Geronimo A. Ciceron
S.B. Member Marlo PJ A. Alipon
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 Jozylyn N. Manansala, SK Fed. President
Secretary Dona T. Alborida
Ms. Felomina I. Lincallo, LLSO I

Absent : S.B. Member Miko C. Pelegrina, (O.B.)
S.B. Member Mike Dexter A. Concio, (O.B.)

Visitors : None

ORDINANCE NO. 2020-2058

AN ORDINANCE MANDATING THE RESIDENTS OF LOS BAÑOS, LAGUNA AND ALL NON-LOS BAÑOS RESIDENTS WHO ARE WORKING OR DOING BUSINESS WITHIN THE MUNICIPALITY, TO REGISTER AND USE THE LOS BAÑOS LIGTAS ANG BAYAN ID, (LB LAB ID) FOR CONTACTLESS LOG-IN AND SCREENING FOR COVID-19, TO AID IN THE PREVENTION AND CONTROL OF CORONAVIRUS TRANSMISSION IN THE MUNICIPALITY OF LOS BAÑOS.

Author: Councilor Mark Lester B. Dizon

WHEREAS, Section 15, Article 2 of the 1987 Philippine Constitution and Section 16 of the Local Government Code of 1991 mandates Local Government Units to promote health and safety among their constituents, as such they are to take lead in the tracking, contact tracing, prevention and control of COVID-19 Disease and other infectious diseases;

WHEREAS, Proclamation No. 922, series of 2020, declared a State of Public Health emergency in recognition of the Corona Virus Disease 2019 (COVID-19) as a threat to public health, and to prompt a whole-of-government approach in addressing the COVID-19 situation in the country;

WHEREAS, Proclamation No. 929, series of 2020 likewise declared a State of Calamity in the entire country, and enjoined government agencies and Local Government Units (LGUs) to render full assistance to undertake critical, urgent, and appropriate disaster response and measures in a timely manner, in light of the COVID-19 pandemic;

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WHEREAS, the Memorandum from the Executive Secretary, circa March 2020, re: Additional Guidelines for the Community Quarantine over the Entire Luzon and Management of the Corona Virus Disease 2019 (COVID-19) Situation provides that all heads of departments, agencies, offices, and other instrumentalities of the government, are directed to adopt, coordinate, and implement such other guidelines which the Inter-agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) may subsequently issue on the COVID-19 situation, without need of further approval from the Office of the President, consistent with respective agency mandates and relevant laws;

WHEREAS, the Department of Interior and Local Government (DILG) issued a memorandum dated June 10, 2020 encouraging the use of technology in contact tracing efforts to ensure more robust and comprehensive COVID-19 information management;

WHEREAS, the Municipal Government of Los Baños is committed to exercise its power to promote social order and protect the health and safety of all its constituents;

WHEREAS, the Information and Communications Systems Office (ICSO) of the Municipality of Los Baños in collaboration with the Los Baños Municipal Health Office (LBMHO) has developed a technology-based, non-intrusive identification tool, the Los Baños Ligtas Ang Bayan ID (LB LAB ID) which proactively logs basic information, location, health declaration and COVID-19 status of individuals which could help in tracking, contact tracing and imposing quarantine restrictions to confirmed, probable, suspects and close contacts of COVID-19 patients;

NOW, THEREFORE, on motion of Councilor Mark Lester B. Dizon duly seconded by Councilwoman Josephine S. Evangelista and concurred by all the members present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA in its session assembled, **THAT**:

SECTION 1. TITLE. This Ordinance shall be known as the “Los Baños Ligtas Ang Bayan ID (LB LAB ID) Ordinance of the Municipality of Los Baños, Laguna.”

SECTION 2. DECLARATION OF POLICY.

- a. It is the policy of the Municipal Government of Los Baños to protect and promote the right to health of the people and instill health consciousness among the people. The Local Government is mandated to promote and protect the health and safety of its constituents, and shall take the lead in the prevention, mitigation, preparedness for, and containment of any contagious diseases;
- b. It is the policy of the Municipal Government of Los Baños to exercise its powers and take all necessary and appropriate actions to efficiently promote the general welfare and ensure public health and safety. It is also the policy of the Municipal Government of Los Baños to protect and secure the privacy and confidentiality of personal information of individuals providing basic information to the municipality for whatever reasons. For this particular ordinance, the information that will be gathered shall be used only for tracking, contact tracing and in imposing quarantine regulations which are important and indispensable measures in the prevention and control of COVID-19 or other infectious diseases transmission;

SECTION 3. DEFINITION OF TERMS. Whenever used in this Ordinance, the following terms shall mean or signify;

- a. **Los Baños Ligtas Ang Bayan ID or LB LAB ID** - shall refer to the technology-based proof of identification (ID) with unique QR code that will be issued to the residents and workers or visitors in the municipality of Los Baños and which can be used for contactless logging-in and screening whenever entering an establishment within the municipality, thus can help in tracking, contact tracing, and screening of COVID-19 cases, and as quarantine pass in the community;
- b. **Establishment** - shall collectively refer to business establishments, offices, agencies, workplaces, place of congregations such as churches, funeral chapels, events venue, schools, and government and non-government institutions;
- c. **Head of establishment** - shall collectively refer to the owner, administrator, manager, supervisor, head of office or agency, organizer or point person of event;
- d. **Smartphone** - shall refer to mobile device capable of processing web browsing, multimedia functioning such as music, video, camera and gaming, and support wireless communication (Bluetooth, Wi-Fi or satellite navigation);
- e. **COVID-19 Status or Status** - shall refer to the status of registered individual with regards to COVID-19 infection as declared or reported by the Los Baños Municipal Health Office (LBMHO) Top Level Contact Tracing Team (TLCTT);
- f. **Top Level Contact Tracing Team** - refers to the team of doctors and nurses of LBMHO who are in-charged of receiving COVID-19 case reports from hospitals and other reporting units receive results of COVID-19 tests conducted by COVID-19 laboratories and conduct contact tracing for COVID cases;
- g. **Active COVID-19 case or COVID case** - shall refer to individual who are in the LBMHO TLCTT list of suspect, probable and confirmed COVID cases, including close contacts, and has not been cleared as negative or recovered by the LBMHO TLCTT;
- h. **BHERT** - shall mean Barangay Health Emergency Response Team;

SECTION 4. REGISTRATION AND USE OF LOS BAÑOS LIGTAS ANG BAYAN ID (LB LAB ID). All residents of the Municipality of Los Baños are mandated to register and use the Los Baños Ligtas Ang Bayan ID (LB LAB ID) to aid in the prevention and control of COVID-19 or other infectious diseases;

Non-Los Baos residents who are working or doing business in the municipality are likewise mandated to register and use the LB LAB ID;

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SECTION 5. SCOPE OF APPLICATION. This Ordinance shall apply within the territorial jurisdiction of the Los Baños, Laguna.

- a. Covered Individuals - This Ordinance shall apply to all residents of the municipality and non-residents of Los Baños who are working or doing business within the municipality;
- b. Covered Establishments and Offices - All establishment within the municipality of Los Baños shall be required to use the LB LAB ID in screening and logging their employees, clients and guests;
- c. Extended Coverage - Upon coordination and approval of adjacent LGU's, imposition of this ordinance can be extended to other non-Los Baños residents who are visiting establishments in the municipality of Los Baños;
- d. Visitors coming from other parts of the province or country may register and use the LB LAB ID whenever visiting establishments in the municipality;

SECTION 6. REQUIRED BASIC INFORMATION TO BE REGISTERED IN THE LB LAB ID. Personal Information required from Registrants covered by this Ordinance shall be limited to:

- a. Full Name (First Name, Middle Name, Last Name),
- b. Date of Birth;
- c. Gender;
- d. Complete Address;
- e. Contact Number;
- f. Place of work (optional)

SECTION 7. REGISTRATION TO THE LB LAB ID. Registration to the LB LAB ID can be done through the following:

- a. Use of Smartphone
 - Search or log-in to www.mglb-covid19-tracker.com or scan LB LAB ID QR Code located in strategic areas of the municipality to be directed to the LB LAB ID registration site.
 - Register by typing or providing basic information
 - Upload picture of any valid and most recent ID with picture
 - Download and save unique LB LAB ID with QR code
 - If no notification was received within 24 hours, the LB LAB ID QR code is deemed activated
- b. Use of personal computer (PC)
 - Search and log-in at www.mglb-COVID19-tracker.com
 - Register by typing or providing basic information
 - Upload picture of any valid ID with picture
 - Download, save, and print LB LAB ID QR code

- c. Registration in authorized registration points or booth
 - Go to the nearest authorized LB LAB ID registration points or booth
 - Bring any valid and most recent ID with picture
 - Provide basic information for registration
 - Receive printed LB LAB ID with QR code
- d. Use of smart phone of other individual
 - Search and log-in at www.mglb-covid19-tracker.com
 - Register by typing or providing basic information
 - Upload picture of any valid ID with picture (of the registrants)
 - Download and screenshot the LB LAB ID with QR code
 - Print the LB LAB ID with QR code

SECTION 8. LB LAB ID PERSONAL ACCOUNT. Upon registration, the registrant shall be asked to provide and keep his/her LB LAB ID username and password. The username and password can be used by registered individual to access his/her LB LAB ID account for the purpose of viewing his/her COVID-19 status, reporting own signs and symptoms or exposure to COVID case in the health declaration or downloading LB LAB ID code in case of lost ID.

SECTION 9. MANAGEMENT OF INFORMATION AND DATA GATHERED THROUGH THE LB LAB ID.

- a. The data and information that will be gathered in the LB LAB ID shall be kept and managed by a data management team from Los Banos Information and Communications Systems Office (ICSO). The data will be shared with the Top Level Contact Tracing Team (TLCTT) of Los Baños Municipal Health Office;
- b. The LBMHO TLCTT shall be responsible for updating the status of all registered constituents or residents with regards to COVID-19 infection. COVID-19 status of registered individual shall be reported as confirmed COVID case, probable COVID case, suspect COVID case, close contact of COVID case or negative for those not included in the list of active suspect, probable or confirmed COVID cases;
- c. Whenever possible, the LBMHO TLCTT shall exert all possible means to inform the concerned individuals who are suspect, probable, confirmed or close contacts of confirmed COVID case of his/her status prior to updating his/her status in the LB LAB ID;
- d. The status of individuals who were reported as suspect, probable, confirmed or close contact of confirmed case in the LB LAB ID must be immediately changed to "negative status" once they are cleared or declared recovered from the COVID-19 disease;

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- e. When scanned for COVID-19 screening, LB LAB ID of registered individuals will provide the following information to the screening device or gadget;
- e.1 Name of registered individual
 - e.2 Date of birth (for verification of user)
 - e.3 Age
 - e.4 Barangay
 - e.5 Color code for status of registered individual:
 - Red - for confirmed case
 - Orange - for probable and suspect COVID case
 - Yellow - for close contacts of confirmed COVID case
 - Green - for negative or cleared or recovered cases

SECTION 10. USE OF LB LAB ID.

a. Non-contact log-in tool

- Individuals entering establishments within the municipality shall be required to present his/her LB LAB ID for scanning.
- Once scanned, owner of the LB LAB ID is automatically logged in the list of individuals who visited or entered the establishment.
- Logging-in of visitors or clients or workers shall be required as part of the minimum health and safety protocol in every establishment.

b. Tracking and Contact tracing

- Places visited by individuals who maybe declared as COVID-19 case can be traced back and tracing of possible close contacts can be done.
- Contact tracing and verification of household contacts can be done through the house number and address of registered individuals.

c. Screening tool for active COVID-19 cases:

- Upon scanning of the LB LAB ID, the scanner gadget will flash color code to indicate the COVID-19 status of individual:
 - Red for active confirmed COVID-19 case
 - Orange for active probable or suspect COVID-19 case
 - Yellow for close contacts of active confirmed COVID-19 case
 - Green for negative for COVID or cleared or recovered COVID 19-case
- Individuals whose QR codes indicate red, orange or yellow must be directed immediately to a designated isolation area of the establishment and referral and transport protocol must be implemented.
- In the community, authorized personnel can check or scan the LB LAB ID of individuals loitering in the street, drivers and passengers of tricycles or padyak, ambulant vendors etc.

- Individuals in the community whose LB LAB ID indicate red, orange or yellow must be immediately directed to stay at home and reported to Barangay Health Emergency Response Team (BHERT).
 - Registered individuals may check his or her COVID-19 status by accessing his/her LB LAB ID account using his/her username and password.
- d. Quarantine pass for Odd-Even Scheme of the municipality
- Scanned LB LAB ID will indicate the barangay of registered individual which is the basis of the odd-even scheme being implemented by the municipality
- e. Quarantine pass for registered individuals whose age group are allowed to go out during quarantine.
- f. Quarantine pass for designated household family member during declaration of strict community quarantine
- g. Status of individual in the LB LAB ID shall be one of the requirements prior to issuance of medical certificate and/or health card by the Los Baños Municipal Health Office
- h. Self-reporting of signs and symptoms and/ or contact with COVID case
- Through the health declaration feature of the LB LAB ID, registered individuals can report their health conditions or exposure to COVID 19 case
 - Individuals who reported health conditions shall be immediately contacted by BHERT for assessment and advice

SECTION 11. RESPONSIBILITIES OF HEAD OF ESTABLISHMENT.

- a. Ensure that all workers employed in the establishment, office or workplace, including the owner and those involve in the management, are registered in the LB LAB ID;
- b. Register the establishment to the Information and Communications System Office of Los Banos in order to acquire credentials to scan LB LAB ID QR codes;
- c. Designate individual/s to screen workers, employees, clients or visitors entering the establishment using the LB LAB ID QR code;
- d. Assign a gadget with internet capability such as smartphone or QR code reader in the entry or screening points of establishment;
- e. Designate a temporary holding or isolation area for individuals who will be detected as COVID case during screening;
- f. Establish a protocol for isolation, referral and transport of individuals who will be detected as COVID case during screening;

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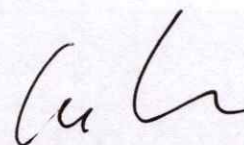
- g. Designate an infection control officer (ICO) who will implement and monitor the health and safety protocols in the establishment;
- h. The designated ICO shall immediately report to the BHERT or Los Banos Contact Tracing Team cases of flu-like symptoms or unreported COVID cases specially those employees or workers who are from other municipalities or cities and whose COVID status are unknown to LBMHO TLCTT;
- i. Establishment with their own contactless log-in and screening system may continue utilizing their own system but must likewise fully utilize the contactless COVID-19 tracking system of the municipality;
- j. Establishments must institute other log-in and screening mechanisms for costumers or visitors with no LB LAB ID, as part of basic requirements for health and safety protocol;
- k. Use of LB LAB ID shall not be limited at the main entrance of building or establishments. Establishments operating within establishment are required to use the Los Banos COVID-19 tracking system.

SECTION 12. RESPONSIBILITIES OF HOSPITALS, MEDICAL CLINICS AND OTHER HEALTH FACILITIES.

- a. Immediately report to the LBMHO TLCTT COVID cases or other infectious diseases detected in the health facility;
- b. Designate ICO who will implement and monitor the infection control protocol of the health facility;

SECTION 13. RESPONSIBILITIES OF INFORMATION AND COMMUNICATIONS SYSTEMS OFFICE (ICSO) OF LOS BANOS.

- a. The Information and Communication System Office (ICSO) of the municipality shall process and store the data and information gathered by the LB LAB ID;
- b. The ICSO shall implement strict measures to safeguard and secure the privacy and confidentiality of all data and information stored in the LB LAB ID;
- c. Coordinate with LBMHO TLCTT for the updating of LB LAB ID database;
- d. Generate data or information from LB LAB ID needed for tracking or contact tracing of identified COVID-19 case;
- e. Generate LB LAB ID QR code to non-smart phone users upon registration;



- f. Provide credentials or accreditation to establishments in order for the establishment to scan LB LAB ID;

SECTION 14. RESPONSIBILITY OF LBMHO TOP LEVEL CONTACT TRACING TEAM (TLCTT)

- a. Receive reports pertaining to COVID-19 cases from BHERT, health facilities, diagnostic laboratories, epidemiological surveillance units and other reporting units or agencies;
- b. Verify and process received reports;
- c. Conduct contact tracing and recommend quarantine restrictions;
- d. Enforce quarantine restriction to COVID cases through barangay or BHERT;
- e. Update the LB LAB ID database on the COVID-19 status of registered individuals;
- f. Conduct tracking and contact tracing for COVID cases based on the report of LB LAB ID.

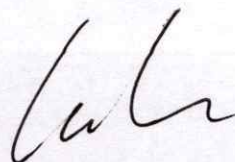
SECTION 15. AUTHORIZED PERSON TO SCAN LB LAB ID QR CODE. Only authorized and designated personnel shall be allowed to scan the LB LAB ID QR code of registered individuals, to wit:

- a. Designated personnel at the entry or screening points of establishments wearing proper ID or proof of designation as LB LAB ID scanner;
- b. Barangay Health Workers;
- c. Duly designated PNP personnel at authorized check points;
- d. Designated personnel at the screening or registration points of RHU's, Barangay Health Stations and other health facilities of Los Baños Municipal Health Office.

SECTION 16. USE OF LB LAB ID QR CODE SCANNER

- a. Use of LB LAB ID scanner shall be limited to entry or screening points of establishments where the credentials for scanner was issued;
- b. For LB LAB ID scanner issued to Barangay Health Workers, use of scanner shall be limited to their respective barangay only;
- c. For LB LAB ID scanner issued to designated PNP personnel, use of scanner shall be limited to the check point area where the scanner was given credentials.

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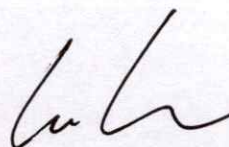
SECTION 17. LOST LB LAB ID

- a. Lost LB LAB ID can be retrieved by logging in to LB LAB ID website. LB LAB ID can be downloaded by using the username and password of registered individual;
- b. For registered individuals who lost their printed LB LAB ID, replacement can be done at designated Registration Areas. Replacement of printed LB LAB ID shall be free of charge on the first replacement. Succeeding replacements however shall be charged with Php 10.00 for every replacement.

SECTION 18. PROHIBITED ACTS. The following acts are hereby declared unlawful under this ordinance:

- a. Providing false information and/or proof of identification during or in the registration to the LB LAB ID;
- b. Use of LB LAB ID belonging to other person;
- c. Working or doing business within the municipality without registering in the LB LAB ID;
- d. Refusal to be scanned for LB LAB ID in the entry or screening points of establishments;
- e. Refusal to be screened and log-in manually in the entry or screening points of establishment if not yet registered in the LB LAB ID;
- f. Deliberate violation of quarantine restrictions imposed by proper authorities;
- g. Failure to screen and log workers, employees, clients or guests entering or visiting establishments through the LB LAB ID or other acceptable screening and logging mechanism;
- h. Failure of the head of establishment to designate Infection Control officer and establish health and safety protocol or infection control policies in the establishment;
- i. Failure of the head of establishment to require all its workers or employees to register to the LB LAB ID;
- j. Non-reporting of COVID-19 cases by health facilities and establishments to Municipal Epidemiological Surveillance Unit (MESU) or to BHERT;
- k. Posting or announcing the COVID-19 status of individuals registered and screened in LB LAB ID;
- l. Processing of data or information in the LB LAB ID other than for its intended use;

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- m. Use of information in the LB LAB ID other than for its intended use without the consent of registered individual;
- n. Giving personal information of registered individual to other person or entity other than LBMHO TLCTT;
- o. Providing access to LB LAB ID database to unauthorized individuals;
- p. Unauthorized access to the LB LAB ID database;
- q. Disclosure of COVID-19 status of registered individual to other unauthorized person/s due to negligence of data managers, contact tracing teams or designated personnel who scan the QR code of registered individual;
- r. Deliberate or malicious putting of a wrong or baseless entry or update on the COVID-19 status of registered individual by the LBMHO TLCTT or authorized personnel;
- s. Violation of data confidentiality and security of the LB LAB ID data systems by unauthorized break in any way into the system where personal and sensitive information is stored;
- t. Concealment of security breaches involving sensitive personal information;

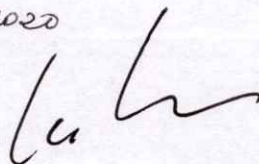
Person(s) who, having knowledge of a security breach in the LB LAB ID database shall have the obligation to notify the Local Chief Executive and the Data Privacy Commission pursuant to Section 20 (f) of Data Privacy Act. A person who intentionally or by omission conceals the fact of such security breach shall be punishable under this ordinance;

- u. Unauthorized use of LB LAB ID scanner and use of scanner in areas or establishments other than where the scanner was given credentials.

SECTION 19. PENALTIES. In accordance to the penalties prescribed by existing ordinances, rules and laws, violation of Section 18 of this ordinance shall be meted with the following fines and penalties:

- a. For violation of Section 18 subsections a to g
 - First Offense Fine of Php 1,000.00
 - Second Offense Fine of Php 1,500.00
 - Third Offense Fine of Php 2,000.00 and imprisonment of not more than 1 month

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- b. For violation of Section 18 subsections h to j
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| First Offense | Fine of Php 1,500.00 |
| Second Offense | Fine of Php 2,000.00 |
| Third Offense | Fine of Php 2,500.00 and temporary closure of establishment until fully compliant |

The fine shall be charged to and paid by the head of the establishment.

- c. For violation of Section 18 subsections k to u
- | | |
|----------------|--|
| First Offense | Fine of Php 1,500.00 |
| Second Offense | Fine of Php 2,000.00 |
| Third Offense | Fine of Php 2,500.00 and imprisonment of not more than 1 month |

If the offender or the person responsible for the offense or violation is a public officer as defined in the Administrative Code of the Philippines in the exercise of his/her duties, the maximum penalty shall be imposed without prejudice to the filing of administrative, civil and/or criminal action/s.

SECTION 20. COLLECTED FINES. Fines collected by the Municipal Treasury Office from penalties in violation of this Ordinance shall be earmarked for projects and activities related to the prevention and control of COVID-19 and other emerging and re-emerging infectious diseases.

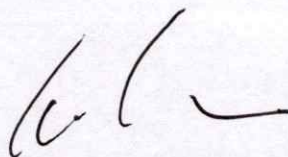
SECTION 21. FUNDING. Funding for the preparation and implementation of Los Baños Ligtas Ang Bayan ID shall be sourced from any available funds of ICSO, MHO and MDRRMO.

SECTION 22. IMPLEMENTING MECHANISMS. The Los Baños Philippine National Police and Barangay Officials are hereby tasked to apprehend violators of this Ordinance, keep a separate record for the proper monitoring of the violations, and ensure effective and efficient enforcement of the provisions of this Ordinance. The Los Baños PNP shall file appropriate charge/s for the violation of this Ordinance. The barangay officials are likewise mandated to ensure and facilitate the registration of all residents in the barangay, in the COVID-19 tracking system of the municipality

SECTION 23. INFORMATION DISSEMINATION. The Public Information Office (PIO), Municipal Health Office (MHO) and Information and Communications System Office (ICSO) of Los Baños and all barangay officials shall conduct appropriate information, promotion and advocacy campaign to ensure that the community and all stakeholders are made aware of the mandates and provisions of this Ordinance.

SECTION 24. REPEALING CLAUSE. All ordinances, rules and regulations or parts not consistent with any provision of this Ordinance are hereby repealed, amended or modified accordingly.

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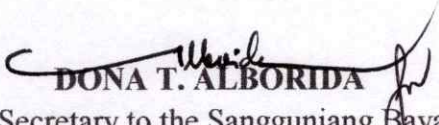
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SECTION 25. SEPARABILITY CLAUSE. If, for any reasons, any part or provision of this Ordinance shall be declared unconstitutional or invalid by the court, or suspended or revoked by competent authorities, other parts or the provisions thereof which are not affected thereby shall continue to be full force and effect.

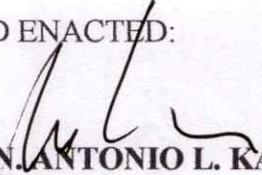
SECTION 26. EFFECTIVITY. This Ordinance shall take effect immediately upon its approval.

ENACTED : September 21, 2020

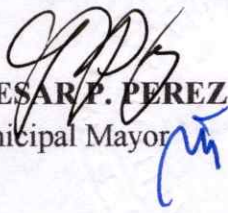
I HEREBY CERTIFY to the correctness of the above-quoted Ordinance.


DONA T. ALBORIDA
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:


HON. ANTONIO L. KALAW
Vice Mayor/Presiding Officer

APPROVED:


HON. CAESAR P. PEREZ
Municipal Mayor

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