



EXCERPTS FROM THE MINUTES OF THE FIRST (1ST) SPECIAL SESSION OF THE SANGGUNIANG BAYAN HELD ON OCTOBER 11, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

Present : Vice Mayor Josephine Sumangil – Evangelista, Presiding Officer
S.B. Member Leren Mae M. Bautista
S.B. Member Marlo PJ A. Alipon
S.B. Member Jonathan Bryan S. Siytiap
S.B. Member Miko C. Pelegrina
S.B. Member Mark Lester B. Dizon
S.B. Member Julius A. Molinawe
S.B. Member Benedicto S. Alborida
S.B. Member Arlene P. delos Santos, Liga President
S.B. Member Jozlyn N. Manansala, SK Federation President
Ms. Dona T. Alborida, Secretary to the Sangguniang Bayan
Ms. Felomina I. Lincallo, LLSO I

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

Visitor : None

RESOLUTION NO. 2022 – 158

RESOLUTION APPROVING THE AMENDMENTS TO THE INTERNAL RULES OF PROCEDURES OF THE SANGGUNIANG BAYAN OF LOS BAÑOS.

Author : Councilor Julius A. Molinawe

WHEREAS, Article 103 of the Rules and Regulations implementing the Local Government Code of 1991 provides that local legislative bodies have the inherent right and obligation adopting its own rules of procedures for the proper discharge of legislative functions;

WHEREAS, there is an existing Internal Rules of Procedures of the Sangguniang Bayan provided by Resolution No. 2019-65 dated October 11, 2019;

WHEREAS, during its Inaugural Session held on July 4, 2022, the new set of the Sangguniang Bayan for 2022-2025 agreed to adopt the existing Internal Rules of Procedures of the Sangguniang Bayan subject to amendment updates within 90 days as prescribed by the same Code through Resolution No. 2022-01;

WHEREAS, the Sangguniang Bayan hereby adopts and approves the following amendments to the Internal Rules of Procedures of the Sangguniang Bayan of Los Baños:

RULE VI - REGULAR AND SPECIAL SESSIONS

SECTION 1. The regular session of this Sanggunian shall be “once a week” to be held at the Sanggunian Session Hall every Monday at exactly 9:00 a.m.

SECTION 8. No regular session will be held whenever the Regular Monday Session of the Sangguniang Bayan falls on a proclaimed regular public holiday/special holiday or in case of calamity.

RULE VII – QUORUM

SECTION 6. **Dress Code.** During Regular Sessions of the Sangguniang Bayan, members must attend in formal wear either in:

First Monday of the Month	-	Polo Barong (<i>with white undershirt</i>) with municipal seal, Dark colored pants, Black/Brown Leather Shoes
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Succeeding Mondays	-	Any color of polo barong/ Long sleeve polo/ Short sleeve polo/ formal or corporate attire
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During Special Sessions, smart casual attire may be worn by the Members, both male and female.

Specific Limitations:

Wearing of blue denim (*maong*) pants is prohibited during regular sessions.

T-shirts, shorts, sleeveless shirts, sandos, jogging pants, micro-mini skirts and dresses are not considered appropriate attire for any kind of sessions and meetings of the Sangguniang Bayan.

Wearing of slippers, sandals and the likes is also prohibited.

RULE X – VOTES AND VOTING

SECTION 4. **Vote by Late-Comer.** A member who came in fifteen minutes late during the session shall not be allowed to vote.

RULE XII – COMMITTEES

SECTION 3. **Restrictions.**

(c) No member of the Sanggunian shall be made a Chairman or Vice Chairman of more than three (3) regular committees.

Section 3 paragraph (c) is hereby abolished.

SECTION 11. Standing Committees.

The following Standing Committees are hereby created:

(s) Committee on Good Governance, Public Ethics and Accountability. This committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- Organization and management, personnel administration, position classification, pay plan and staffing pattern
- Creation and abolition of positions
- Conduct and ethical standards for local officials and employees
- All matters related to good governance, human resource management, public ethics and accountability

The Chairman shall be the official representative of the Sanggunian to the Personnel Selection Board (PSB).

(t) Committee on External Affairs and Sisterhood. This committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- Sisterhood-pact with other LGUs and cities across the world
- All other matters related to international affairs

The Administrative Investigating Committee (AIC) as created in Ordinance No. 2001-42 is hereby added to the Standing Committees of the Sangguniang Bayan:

(u) Administrative Investigating Committee (AIC). This committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman.

As provided by Section 2 the same Ordinance, the basic concept of the AIC is to provide the proper venue for the conduct of administrative complaints against any elective barangay official.

RULE XVI – DISCIPLINARY ACTIONS

SECTION 1.

Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed, to wit:

Penalty

For any “justified” absence
without prior notice

Fine of P1,000.00



For coming late in any kind of session per hour of being late or fraction thereof	Fine of P 1,000.00
For coming late in any kind of committee meeting per hour of being late or fraction thereof	Fine of P 500.00
For “unjustified” absence in committee hearing of which he/she is a composite member	A fine of P 1,000.00 without prejudice of filing of corresponding administrative charge for neglect of duty
For violating the Dress Code	Fine of P 1,000.00

RULE XVIII – FINAL PROVISIONS

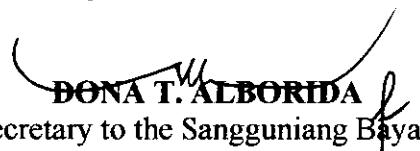
- SECTION 4.** **Repealing Clause.** All resolutions, rules and regulations or part thereof, in conflict with, or inconsistent with abovementioned provisions are hereby repealed or modified accordingly.
- SECTION 4a.** **Applicability of Resolution No. 2022-01.** All provisions of the existing Internal Rules of Procedures as provided in Resolution No. 2019-65 as adopted by Resolution No. 2022-01 which are not inconsistent with this Resolution and are not expressly modified, revoked or repealed in this Resolution shall continue to be in full force and effect.

NOW THEREFORE, on motion of Councilor Julius A. Molinawe duly seconded by Councilor Miko C. Pelegrina and approved by all the councilors present;

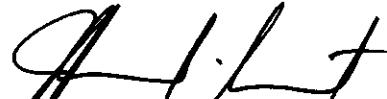
RESOLVED, AS IT IS HEREBY RESOLVED by the Sangguniang Bayan of Los Baños, to approve the amendments to the Internal Rules of Procedures of the Sangguniang Bayan of Los Baños.

UNANIMOUSLY APPROVED : October 11, 2022

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


DONA T. ALBORIDA
 Secretary to the Sangguniang Bayan

CERTIFIED ADOPTED:


HON. JOSEPHINE H. SUMANGIL - EVANGELISTA
 Vice Mayor / Presiding Officer