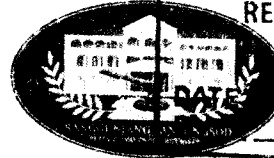




Republic of the Philippines  
Province of Bukidnon  
City of Valencia



SANGGUNIANG PANLUNGSOD OFFICE  
CITY OF VALENCIA, BUKIDNON  
RECORDS DIVISION  
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## Office of the Sangguniang Panlungsod

EXCERPTS FROM THE MINUTES OF THE 31<sup>ST</sup> REGULAR SESSION OF THE 6<sup>TH</sup> SANGGUNIANG PANLUNGSOD, CITY OF VALENCIA, BUKIDNON, HELD AT THE SP SESSION HALL ON MARCH 25, 2014.

**Present:**

Hon. Azucena P. Huervas	Vice Mayor/Presiding Officer
Hon. Rolando P. Laviña,	Majority Floor Leader/Member
Hon. Oliver Owen L. Garcia	Member
Hon. Rodrigo A. Rosal,	Member
Hon. Glen G. Galaric,	Member
Hon. John Lee B. Quillo,	Member
Hon. Helen T. Bernal,	Member
Hon. Camilo E. Pepito,	Member
Hon. Policarpo P. Murillo, IV, M.D.	Minority Floor Leader/Member
Hon. Rolando C. Centillas, Jr.,	Member
Hon. Ariando L. Cañete,	Member/ABC Fed. Pres.
Hon. Bernabe G. Lauga,	Member/IP Representative

**On Official Business:**

Hon. Eduardo D. Chan,	Member
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**Absent:** NONE

**ORDINANCE NO. 35-2014**  
(31<sup>st</sup> Regular Session)

**AN ORDINANCE ESTABLISHING THE OPERATIONAL GUIDELINES OF THE PUBLIC ASSISTANCE OFFICE UNDER THE ADMINISTRATIVE DIVISION OF THE SANGGUNIANG PANLUNGSOD OFFICE AND APPROPRIATING FUNDS THEREFORE.**

Author: Hon. Oliver Owen L. Garcia

**Prefatory Statement**

While the Sangguniang Panlungsod's principal task is to study, draft, discuss and approve resolutions and ordinances that redound to the general welfare of the constituents of the city, but there are still a lot of people seeking for assistance from the members thereof.

In the light of the changes on the giving of assistance, the Sangguniang Panlungsod creates a Public Assistance Office in order to streamline, limit and categorize the assistance that may be rendered by the Sangguniang Panlungsod Office outside of its primary responsibility of legislation.

The ordinance is aimed at providing a solution to the on-going reforms and maybe even further redeveloped in the future to adjust to policy remodelling.

**BE IT ORDAINED**, by the Sangguniang Panlungsod in the City of Valencia, Bukidnon, in a regular session assembled, that:

**SECTION 1. TITLE.** This ordinance shall be known as "An Ordinance establishing the Operational Guidelines of the Public Assistance Office under the Administrative Division of the Sangguniang Panlungsod Office and appropriating funds therefore."

**SECTION 2. RESPONSIBILITY.** The Public Assistance Office is the office primarily tasked to address the request for assistance of the public particularly the non-legislative assistance requests such as but not limited to medical and educational among others.

**SECTION 3.** The Office shall be managed by a pool of competent staff and headed by the Public Assistance Officer.

The other personnel for the said office shall be taken from the staff of the members of the Sangguniang Panlungsod whose salaries/wages shall be charged to their respective offices.

**SECTION 4. FUNDING.** The funds for the operation of the Public Assistance Office shall be taken from Administrative Support Services to Sangguniang Panlungsod Office (SPO) under non-office expenditure in the amount of Two Million Six Hundred Thousand Pesos (Php2,600,000.00) unless adjusted by the Sangguniang Panlungsod as reflected in the annual budget.

**SECTION 5. REQUIREMENTS IN THE GRANT OF ASSISTANCE.**

**5.1 EDUCATION**

- Original copy of Assessment Form/Statement of Account from the School for the current semester
- Certificate of Registration

**5.2 Assistance to Individuals and Family in Crisis Situation (AICS)**

- Letter Request and supporting documents

**5.3 MEDICAL/HOSPITALIZATION**

- Original copy of the current Hospital Bill

Additional Requirements: Community Tax Certificate, Interview with CSWD Officer and three (3) Case Summary Report.

**SECTION 6. PROCEDURE OF PROCESSING THE DOCUMENTS.**

6.1 The Councilor of the Day receives and approves letter requests;

6.2 The Public Assistance Officer shall classify letter requests for assistance, such as, but not limited to Education, Hospitalization, and Assistance to Individuals and Family in Crisis Situation;

6.3 The Thirteen (13) Local Legislative Staff Assistants shall prepare necessary documents and endorse the same to the City Social Welfare and Development Office for evaluation and approval.

**SECTION 7. OPERATIONAL GUIDELINES.** The Assistance that shall be granted by the office to the requesting public shall conform to the following guidelines:

Educational Assistance shall not exceed One Thousand Pesos (Php1,000.00) and for tertiary educational institution only within the Province of Bukidnon;

Hospitalization Assistance shall not exceed One Thousand Five Hundred Pesos (Php1,500.00) and shall be limited to private and public hospitals only and the assistance shall be paid directly to the hospital concerned;

Assistance to Individuals and Family in Crisis Situation shall not exceed Two Hundred Fifty Pesos (Php 250.00) and shall be limited to bonafide residents of the City of Valencia;

The request for assistance must be supported with current medical bill, school bill and other documents showing that the need for assistance.

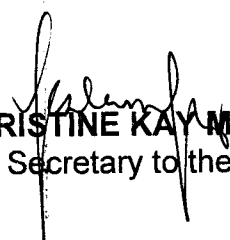
**SECTION 8.** The members of the Sangguniang Panlungsod shall refer those seeking for assistance to the SP Public Assistance Office and shall adopt measures that the system will be improved further.

**SECTION 9. REPEALING CLAUSE.** All ordinances, executive orders, rules and regulations inconsistent or in conflict with the provisions of the ordinance are hereby repealed, amended, or modified accordingly.

**SECTION 10. EFFECTIVITY CLAUSE.** This ordinance shall take effect upon approval.

**PASSED AND ENACTED** this 25th day of March, 2014.

I HEREBY CERTIFY that the foregoing Ordinance is true and accurate copy of the Ordinance which was duly approved by the 6<sup>th</sup> Sangguniang Panlungsod during the 31<sup>st</sup> Regular Session held on March 25, 2014.

  
ATTY. KHRISTINE KAY M. LAZARITO-CALINGIN  
Secretary to the Sanggunian

Attested by and certified to be duly adopted:

  
AZUCENA P. HUERVAS  
City Vice Mayor/Presiding Officer

Approved:   
Vetoed : \_\_\_\_\_

  
JOSE M. GALARIO, JR.  
City Mayor