

Members: Hon. Henry Q. Palpal-Latoc
Hon. Rizaldy S. Rosario
Hon. Godofredo T. Ingan
Hon. Luciano F. Manuel

j) COMMITTEE ON BARANGAY AFFAIRS --- All matters affecting barangays, boundary disputes and legislative enactments, review of Barangay Ordinance:

Chairman: **Hon. ABC Pres. Rodelio S. Valencia**
Vice-Chair: Hon. Joan T. Tabangcura

Members: Hon. Godofredo T. Ingan
Hon. Eugene R. Tadeja
Hon. Rizaldy S. Rosario
Hon. Luciano F. Manuel

k) COMMITTEE ON NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION

--- All matters pertaining to the protection and preservation of Natural Resources such as the management of forest lands, protection of the seashore and inland bodies of water, Waste Management, Mineral Resources, protection of natural resources including plants, animals, mineral deposits, soils, clean water, clean air, and fossil fuels such as coal, petroleum and natural gas.

Chairman: **Hon. Michael Emili V. Figueras**
Vice-Chair: Hon. Godofredo T. Ingan

Members: Hon. Eugene R. Tadeja
Hon. Rizaldy S. Rosario
Hon. ABC Pres. Rodelio S. Valencia
Hon. SK. Pres. Jelly Ann Rose T. Tindoc

l) COMMITTEE ON COMMUNICATION AND INFORMATION TECHNOLOGY --- all matters pertaining to communication and Information technology. It is the arterial vein for faster and efficient way of responding business needs by way of computerization and data based advancement. It is a prerequisite for the continued growth of the local economy, and the achievement of local development goals.

Chairman: **Hon. Henry Palpal-latoc**
Vice-Chair: Hon. Joan T. Tabangcura

Members: Hon. Godofredo T. Ingan
Hon. Rizaldy S. Rosario
Hon. ABC Pres. Rodelio S. Valencia
Hon. Michael Emili V. Figueras

SPECIAL COMMITTEES

a) COMMITTEE ON TOURISM -- All matters affecting tourism, development of tourist spot, coordinate with government agencies concerned for the development of tourist industry, participate in the formulation of plans for the Public Plaza Beautification and Landscaping:

Chairman: **Hon. Henry Q. Palpal-latoc**
Vice-Chair: Hon. Michael Emili V. Figueras

Members: Hon. Godofredo T. Ingan
Hon. ABC Pres. Rodelio S. Valencia
Hon. Joan T. Tabangcura
Hon. Eugene R. Tadeja

b) COMMITTEE ON PERSONNEL AFFAIRS -- Screen applicant and promotion of employees in accordance with the Merit Promotion Plan and Qualification Standard of the Municipality:

Chairman: **Hon. Vice Mayor Bryan Dexter V. Tadena**
Vice-Chair: Hon. Godofredo T. Ingan

Members: Hon. Joan T. Tabangcura
Hon. Michael Emili V. Figueras
Hon. ABC Pres. Rodelio S. Valencia

c) COMMITTEE ON PROJECT MONITORING -- To coordinate with the Project Monitoring Committee in the Municipality, make periodical reports on on-going and finished projects within the municipality:

Chairman: **Hon. Godofredo T. Ingan**
Vice-Chair: Hon. Rizaldy S. Rosario

Members: Hon. ABC Pres. Rodelio S. Valencia
Hon. Eugene R. Tadeja
Hon. Joan T. Tabangcura
Hon. Michael Emili V. Figueras

d) COMMITTEE ON PUBLIC MARKET, MARKET TIENDAS & SLAUGHTERHOUSE
-- All matters relating to the zoning of the Public Market, checking of weighing scales, enforcement of Contract of Lease to Market Tiendas, Maintenance and improvement of the slaughterhouse:

Chairman: **Hon. Henry Q. Palpal-latoc**
Vice-Chair: Hon. Joan T. Tabangcura

Members: All members of the Sangguniang Bayan

e) COMMITTEE ON PROGRAMS AND ACTIVITIES -- Plans and coordinate programs, activities and affairs in the Municipality:

Chairman: **Hon. Cristina Jane G. De Vera**
Vice-Chair: Hon. SK President Jelly Ann Rose T. Tindoc

Members: Hon. Godofredo T. Ingan
Hon. Rizaldy S. Rosario
Hon. Joan T. Tabangcura

- f) OVERSIGHT COMMITTEE** - All matters pertaining to legislative review, evaluation of the municipal programs and projects in a manner consistent with legislative intent and determination on how approved ordinances are being implemented.

Chairman: **Hon. Bryan Dexter V. Tadena**
Vice-Chair: Hon. Michael Emili V. Figueras
Members: All members of the Sangguniang Bayan

- g) COMMITTEE ON ZONING, LAND USE, URBAN PLANNING AND DEVELOPMENT** - All matters pertaining to Zoning enactment, Land Use, Urban Planning and Development.

Chairman: **Hon. Vice Mayor Bryan Dexter V. Tadena**
Vice-Chair: Hon. Rizaldy S. Rosario
Members: Hon. Godofredo T. Ingan
Hon. Michael Emili V. Figueras
Hon. Joan T. Tabangcura
Hon. Luciano F. Manuel

RULE XIV – COMMITTEE REPORTS

- Section 1. Submission of Committee Report.** Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian, through the Secretary, after finishing its task.
- Section 2. Joint Committee or Multiple Committee Report.** When a measure is referred to two or more committees, the committees concerned may submit a “joint committee report” or “multi-committee report” as the case may be, or separate report thereon.
- Section 3. Content of Committee Report.** The committee report shall contain the following information:
- a.) Name of the reporting committee or committees
 - b.) Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information.
 - c.) Findings or conclusions
 - d.) Recommendations (either to “file it away” or “to calendar it for second reading).
 - e.) Names and signature of concurring members
 - f.) Appendices (Minutes of the committee hearings or committee meetings, as the case may be)
- Section 4. Discharge of Committee.** A committee which failed to submit a committee report within the time required may be discharged by the Sanggunian from further consideration of the measure can be re-assigned to another committee or submit to the body for proper disposition.
- Section 5. Recommitting a Measure.** When the Sanggunian is not satisfied with the report of a particular committee on a measure referred to it, the same may be re-committed or returned to that committee for further study.

Section 6. Calendaring a Measure for second Reading. After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has "reported out", a copy of the proposed ordinance shall be furnished the Committee on Rules which shall calendar it for "Second Reading". Before the said proposed ordinance is sponsored on the floor, a copy thereof, shall be furnished every Sanggunian member by the committee Chairman concerned.

RULE XV – JOURNAL AND RECORD OF PROCEEDINGS

Section 1. Record of Proceedings. The Sanggunian shall keep a journal and record of its proceedings which may be published upon resolution of the majority members thereof.

Section 2. Minutes. In addition to the journal of proceedings which is required by the law (RA 7160) to be kept, the Sanggunian, through its Secretary shall also record its proceedings in the form of minutes which shall be submitted by the Secretary to the Sanggunian for appropriate action.

Section 3. Reading and Consideration of Minutes. The minutes of the previous session shall be submitted by the Secretary to the Sanggunian during its succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted and becomes its property. Consideration of the minutes shall not dispense with. Reading of the minutes *verbatim* may be dispensed with the members were already furnished a copy before hand. Being all responsible men and women, the members are presumed to have read the minutes already before they came to the session. In any case, the minutes submitted by the Secretary shall be acted upon by the members present, one way or the other.

Section 4. Contents of Minutes. The minute shall contain the following information:

- a.) Place, date and time of the session;
- b.) Whether it is special or regular
- c.) Name of the members present therein and those who were absent;
- d.) Action taken on the minutes of the previous session including the correction, if any names of those who adopted the minutes under consideration and those who did not, if any;
- e.) Text of every measure (resolution or ordinance, etc.) adopted or enacted;
- f.) Brief resume of the minority opinion, if any;
- g.) The *Ayes* and *Nays* or *Yes* or *No* vote on every question (measure) and if voting is done through nominal roll call vote; the names of those who voted on either side;
- h.) All motions presented or proposed, whether lost or carried except those withdrawn;
- i.) Full text of the veto message of the local chief executive, if any;
- j.) Time of adjournment

Section 5. Signing of the Minutes. The original copy of the minutes shall be signed by the members who adopted it at the appropriate space therein. The Presiding Officer at that particular session and the Secretary shall also affix their signatures on the said minutes.

Section 6. Excerpts. Excerpts to be taken out of the minutes shall be certified and attested to as correct by the Secretary and the Presiding Officer on that particular session, respectively.

RULE XVI – RULES ON MOTIONS

Section 1. All motions relating to a committee report, if presented or proposed by the reporting committee Chairman, or the reporting committee member, shall need **NO** second.

Section 2. If someone has the floor, whether or not he is speaking, a motion to adjourn shall be ruled to order.

Section 3. All privilege motions may be proposed even if is a pending motion or question before the body.

Section 4. The following motions can be presented or proposed even if someone has the floor, viz:

- a.) Appeal from the decision of the Chair
- b.) Call for Orders of the day
- c.) Divide the Assembly, Body (or House, if any)
- d.) Divide the Question
- e.) Object to the Consideration of a Question
- f.) Point of Order
- g.) Point of Information
- h.) Point of parliamentary inquiry
- i.) Reconsider
- j.) Reconsider and have entered on the minutes
- k.) Raise a Question of Privilege

In other words, the foregoing enumerated motions can interrupt the speaker.

Section 5. when there is no quorum present, a motion to adjourn or to take a recess is in order provided, that nobody else has the floor.

Section 6. Motions or questions which were laid on the table may be taken up through a motion to that effect during that particular session or during the next regular session but not beyond.

Section 7. The following motions require a **SECOND**, viz:

- a.)Adjourn
- b.)Adopt a report or resolution, except when proposed by the reporting committee Chairman or member
- c.) Amend
- d.) Appeal from the decision of the Chair