



Republic of the Philippines
CARAGA Region XIII
Province of Surigao del Norte
Municipality of San Benito



Office of the 10th Sangguniang Bayan

AN EXCERPT FROM THE MINUTES OF THE 18th REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN MEMBERS OF THE MUNICIPALITY OF SAN BENITO, SURIGAO DEL NORTE HELD AT SANGGUNIANG BAYAN SESSION HALL ON NOVEMBER 28, 2022 AT EXACTLY 9:00 O' CLOCK IN THE MORNING

PRESENT:

| | |
|-----------------------------|------------------------------------|
| Hon. Wellybel A. Requirme | Mun. Vice Mayor/ Presiding Officer |
| Hon. Cindy R. Agati | Sangguniang Bayan Member |
| Hon. Puyat P. Sumando | Sangguniang Bayan Member |
| Hon. Charlito E. Mendavia | Sangguniang Bayan Member |
| Hon. Felix B. Sumando Sr. | Sangguniang Bayan Member |
| Hon. Delfin P. Labola | Sangguniang Bayan Member |
| Hon. William A. Polican | Sangguniang Bayan Member |
| Hon. Jayrom P. Caballejos | Sangguniang Bayan Member |
| Hon. Ruella T. Rulete | Ex-Officio / LNMB President |
| Hon. Delcy Rose S. Plandano | Ex-Officio / SKF President |

ABSENT:

| | |
|-------------------------|--------------------------|
| Hon. Aldrein C. Glimane | Sangguniang Bayan Member |
|-------------------------|--------------------------|

MUNICIPAL ORDINANCE NO. 0131-22 Series 2022

“AN ORDINANCE CREATING THE MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE (MEEDMO) OF THE MUNICIPALITY OF SAN BENITO, SIARGAO ISLAND, SURIGAO DEL NORTE FOR PURPOSES OF ESTABLISHING, DEVELOPING, OPERATING, MAINTAINING AND MANAGING SUSTAINABLE MUNICIPAL ECONOMIC ENTERPRISES TO ENHANCE THE INCOME OF THE MUNICIPALITY”

WHEREAS, consistent with local autonomy and decentralization as mandated under R.A. No. 7160 also known as the Local Government Code of 1991, Local Government Units shall endeavor to be self-reliant and shall exercise such powers and discharge such other functions and responsibilities for the provision of basic services and facilities;

WHEREAS, Section 76 of the local Government Code provides that “Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission”;

WHEREAS, Section 443 (c) of the Local Government Code likewise provides that: “The Sangguniang Bayan may: (1) maintain existing offices not mentioned in subsection (a) and (b) hereof (mandatory and optional position); (2) create such other offices as may be necessary to

carry out the purposes of the municipal government; or (3) consolidate the functions of any office with those of another in the interest of efficiency and economy”;

WHEREAS, under Section 447 (vii) of the Local Government Code, it is the responsibility of the Sangguniang Bayan to determine the powers and duties of officials and employees of the Municipality subject to the relevant provisions of the Code;

WHEREAS, Section 447 (viii) empowers the Sangguniang Bayan to determine the positions and salaries, wages, allowances and other emoluments and benefits of the officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

WHEREAS, the creation of the Municipal Economic Enterprise Development & Management Office (MEEDMO) aims to establish, develop, operate, maintain and manage sustainable municipal economic enterprises to generate revenue and enhance the delivery of public services pursuant to the economic and social objectives of the municipality;

WHEREAS, in consonance with Section 22 (d) of the Local Government Code, the municipality shall enjoy full autonomy in the exercise of their propriety functions and in the management of their economic enterprises, there is a needs to restructure and streamline the organization and management of municipal economic enterprises for purposes of optimizing human and physical resources for an efficient, effective pursuit of the LGU’ s objectives;

NOW THEREFORE, be it **ORDAINED** by the Sangguniang Bayan of San Benito, Siargao Island, Surigao del Norte in session assembled, that:

ARTICLE I

VISION AND MISSION OF ESTABLISHING THE MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE (MEEDMO)

Section 1 – Vision

A gender responsive and an effective management office that will assist the treasury office in generating revenues to accelerate economic development.

Section 2 – Mission

To strengthen and institutionalize the income generating facilities/projects of the LGU by enhancing management system.

ARTICLE II

NATURE OF THE ENTERPRISE, ROLES AND FUNCTIONS OF THE MUNICIPAL ECONOMIC ENTERPRISE DEVELOPMENT AND MANAGEMENT OFFICE

Section 3 – Management and Coverage

Public income generating projects are covered and managed by the Municipal Economic Enterprise Development and Management Office (MEEDMO), which shall include the following but not limited to, viz:

- a. Municipal Water System (Level III) Management Operation

- b. Municipal Public Market & Slaughterhouse Operation
- c. Municipal Commercial Center / Seaside Mall & Gymnasium Operation
- d. Municipal Tourism Establishments and Resort Operation
- e. Municipal (Bugsay-Lajag) Hostel Operation
- f. Municipal Port Operation
- g. Municipal Integrated Land Transport Terminal Operation

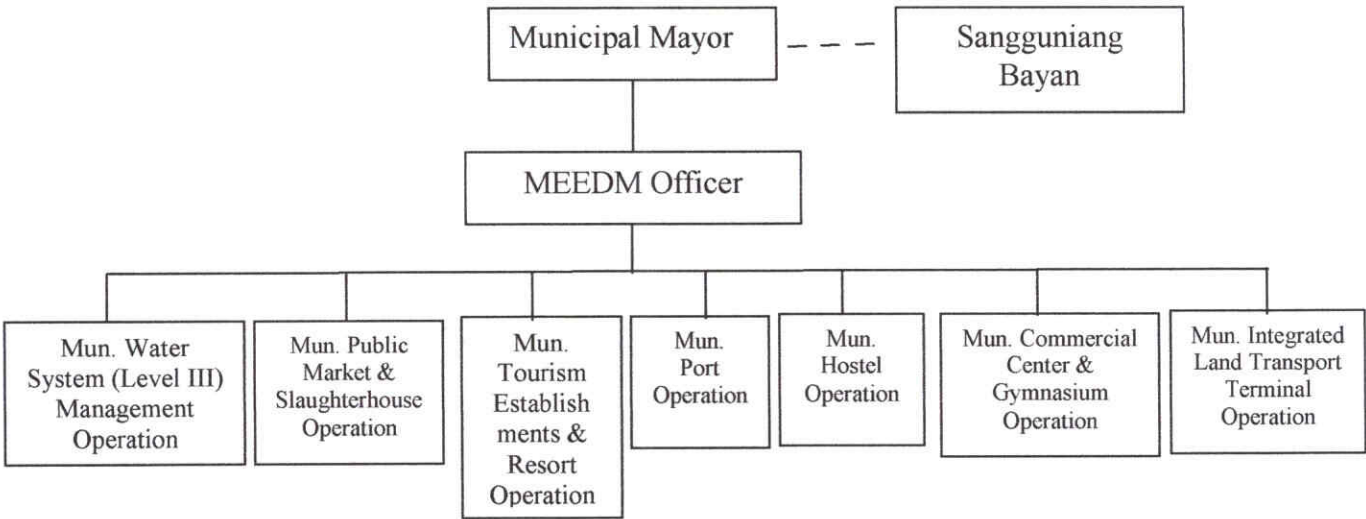
Section 4 – Duties and Functions of the MEEDMO

The Municipal Economic Enterprise Development and Management Office shall have the following duties and functions:

- a. To prepare business plans and technical studies to make the income generating projects of the municipality viable, sustainable and community-driven enterprises;
- b. To efficiently and effectively manage and supervise the identified income generating projects of the LGU;
- c. To explore and conduct research on traditional and non-traditional approaches of revenue generation and resource mobilization such as but not limited to Built Operate and Transfer (BOT) scheme, Public-Private partnership and other management scheme;
- d. To coordinate and collaborate linkages with funding agencies so as to promote investments in the area;
- e. To set performance and collection targets of the public economic enterprises;
- f. To submit accomplishment reports to the Municipal Mayor, copy furnished the Sangguniang Bayan and Local Finance Committee;
- g. To prepare and submit estimated revenues for the fiscal year with the Local Finance Committee as basis of budget preparation;
- h. To establish Management Information System;
- i. To lead the implementation of ecological solid waste management program within the area of jurisdiction;
- j. To recommend policies and strategies subject to the approval of the Sangguniang Bayan;
- k. To formulate programs, projects and activities that are gender sensitive; and
- l. To exercise other duties and functions that maybe provided by ordinances or executive orders.

ARTICLE III
ORGANIZATIONAL STRUCTURE & POSITION CHART

Section 5- Organizational and Position Chart



Section 6 – Implementer. The Municipal Mayor shall be the implementer of the approved policies through the MEEDM Officer. He shall likewise be the appointing, disciplining and firing authority of the personnel of the Municipal Economic Enterprise Development and Management Office (MEEDMO).

Section 7 – Highest Policy Making Body. The Sangguniang Bayan shall be the highest policy making body of the MEEDMO and the reviewing body of policies adopted by the Municipal Water System Management Board in the case of Municipal Water System Management Operation.

Section 8 – Qualification, Duties and Functions of the MEEDM Officer

The position of Municipal Economic Enterprise Development and Management Officer (MEEDMO) shall be a career official holding a department head position with Salary Grade 24 and have the following qualifications, to wit:

- a) Education : Bachelor's Degree in Business Administration / Management, Economics, Entrepreneurship, Marketing and any relevant courses to the job / position;
- b) Eligibility : CS Professional / Second Level Eligibility;
- c) Training : 24 - 40 hours of training, planning, supervision, coordination and /or management and development of economic enterprises in Local Government Units; and
- d) Work Experience: Three (3) years of experience in management and supervision related to integrated livelihood / enterprises and employment for economic development.

Likewise, the MEEDM Officer shall have administrative supervision to all personnel (regular or casual) assigned in the different Public Economic Enterprises of the LGU. Further, he shall perform the following duties and functions, viz:

1. Supervise the over-all day to day activities of the MEEDMO;
2. See to it that all policies, projects and programs of the MEEDMO are implemented;
3. Conduct regular meetings with the personnel of the MEEDMO for monitoring and feed-backing;
4. Submit proposed budget to the Office of the Municipal Mayor for inclusion in the annual budget and defend or justify it during budget deliberations;
5. Conduct regular visitations to various economic enterprises for monitoring, evaluation and feed-backing;
6. Represent the MEEDMO in meetings, conferences and other undertakings which is of vital relevance to its operations;
7. Make assignments and tasking of personnel;
8. Formulate house rules and regulations pertaining to administrative and operations of the MEEDMO consistent with the duly approved policies by the executive and legislative chambers of the LGU;
9. Enforce ordinances, rules and regulations governing the operations of economic enterprises of the LGU;
10. Adopt and practice Ecological Solid Waste Management Program in the MEEDMO;
11. Discharge such other duties and functions provided by the existing Revenue Code, Port Code and other ordinances concerning revenue generations with significant involvement of projects and programs under the MEEDMO, and
12. Exercise other duties and functions may be assigned by the Municipal Mayor and other enabling laws.

Section 9. The Administrative, Operation and Support Services by project component with minimum personnel requirement, to wit:

For Municipal Water System (Level III) Management Operation:

- 1 - Water System Operation Manager
- 1 - Cashier
- 1 - Billing Staff
- 2- Plumber and Meter Reader
- 1- Supply Attendant
- 1- Watchman/Guard
- 1- Utility Worker

For Municipal Public Market & Slaughterhouse Operation:

- 1 - Market & Slaughterhouse Supervisor
- 1 - Encoder
- 2 - Market & Slaughterhouse Collectors
- 1 - Utility Worker
- 1- Security Guard (Civil Security or Licensed)

For Municipal Commercial Center / Seaside Mall & Gymnasium Operation

- 1 - Business Operation Manager
- 1 - Encoder / Cashier / Collector
- 2 - Utility Workers
- 1 - Security Guard (Civil Security or Licensed)

For Municipal Port Operation:

- 1 - Port Operation Manager
- 1 - Stevedore / Cargo Operation In-Charge
- 1 - Encoder/Cashier/Collector
- 2 - Security Guards (Licensed)
- 1 - Utility Worker

For Municipal Integrated Land Transport Terminal Operation

- 1 - Land Transport Terminal Operation Manager
- 2 - Terminal Collectors
- 1 - Utility Worker
- 1 - Security Guard (Civil Security or Licensed)

For Tourism and Resort Operation

- 1 - Tourism and Resort Operation Manager
- 3 - Tourism Workers / Tour Guides
- 6 - Resort Workers / Crew
- 1 - Encoder/Cashier/Collector
- 2 - Security Guards (Licensed or Civil Security)
- 2 - Utility Workers

For Municipal Hostel (Bugsay-Lajag Hostel) Operation

- 1 – Hostel Manager
- 3 – Hostel Workers / Crew
- 1 – Encoder / Cashier / Collector
- 1 – Security Guard (Licensed or Civil Security)
- 1- Utility Worker

Section 10. Job Description – The following shall be the job description for various positions in the Municipal Economic Enterprise Development and Management Office (MEEDMO), viz:

MUNICIPAL WATER SYSTEM MANAGEMENT OPERATION:

1. Water System Management Operation Manager:

- Supervise and oversee the overall operations of the water system;
- Direct and supervise all personnel in the water system for the proper discharge of their respective duties and responsibilities;
- Submit monthly reports to the Mayor and Sangguniang Bayan every 10th day of the ensuing month;
- Recommend policies and strategies subject for legislative and executive actions;
- Prepare and formulate work and financial plan for budget allocation by the LGU;
- Implement plans, policies and guidelines formulated and adopted by the Municipal Water System Management Board;
- Review work procedures and operational problems in order to determine ways to improve service and performance of the office;
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.

2. Cashier

- Receive all revenues and issue corresponding receipts, refunds, credits or change due to customers;
- Compile and maintain non-monetary reports and records;
- Prepare monthly financial report and deposit the cash collection every week to the treasury office for safekeeping;
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances; and
- Exercise other duties and functions inherent to the position.

3. Billing Staff

- Shall prepare billings and notices for costumers;
- Initiate repossession proceedings or service disconnection;
- Keep records of collection and status of accounts of every costumer; and
- Exercise other duties and functions inherent to the position.

4. Supply Attendant

- Receives, stores and issue materials, equipment and other items from stockroom, warehouse or storage yard;
- Keep records of materials, equipment and stocks;
- Prepare an inventory report of all materials, equipment and stocks and submit it periodically to the MEEDM Officer copy furnished the Municipal Mayor and Sangguniang Bayan; and
- Exercise other duties and functions inherent to the position.

5. Plumber and Meter Reader

- Conduct periodic inspection of pipelines, water reservoir and connections and initiate repair if damages occurs to these water facilities;
- Responsible for the water connection to the household after complying the requirements for connection of the applicant-user;
- Conduct meter reading and submit reading result to billing staff for computation;
- Distribute bills and notices to costumers; and
- Exercise other duties and functions inherent to the position.

6. Watchman / Guard

- Responsible for the security and safety of water reservoir and other facilities maintained by the water management office;
- Implement the duly approved security measures for the safety of properties, facilities and personnel of the water management office; and
- Exercise other duties and functions inherent to the position.

7. Utility Worker

- Shall be responsible on the maintenance of good sanitation and general cleanliness of the area, facilities and premises of the office, and strictly implement the mandates of RA 9003 and the duly approved Municipal Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

MUNICIPAL PUBLIC MARKET & SLAUGHTERHOUSE OPERATION:

1. Market & Slaughterhouse Supervisor:

- Shall be responsible for the overall supervision and management of the market and slaughterhouse operations;
- Shall formulate strategies for an objective implementation of ordinances, policies and regulations relative to market & slaughterhouse operation especially on ensuring prices of commodities based on approve tariff;
- Ensure that the approved fees and charges are properly implemented;
- Prepare and formulate work and financial plan for budget allocation by the LGU;
- Exercise other duties and functions inherent to the position.

2. Market & Slaughterhouse Collector:

- Shall collect all market and slaughterhouse revenues and issue corresponding cash tickets for commodities and official receipts for the rental of stalls;
- Remit cash collection to the treasury office every week for safekeeping; and
- Exercise other duties and functions inherent to the position.

3. Utility Worker:

- Shall be responsible on the maintenance of good sanitation and general cleanliness of the area, facilities and stalls in the market and slaughterhouse, and strictly implement the mandates of RA 9003 and the duly approved Municipal Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

MUNICIPAL PORT OPERATION:

1. Port Operation Manager:

- Supervise and oversee the overall operations of the port;
- Direct and supervise all personnel in the port for the proper discharge of their respective duties and responsibilities;

- Submit monthly reports to the Mayor and Sangguniang Bayan every 5th day of the ensuing month;
 - Recommend policies and strategies subject for legislative and executive actions;
 - Prepare and formulate work and financial plan for budget allocation by the LGU;
 - Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.
- 2. Stevedore / Cargo Operation In-Charge:**
- In-charge for the stevedoring services such as loading and unloading and stowage of cargo in any form to / from the vessels in the port;
 - Arrange, assign and schedule stevedores (cargo laborers) tasks to handle cargoes for loading and offloading to / from the vessels to ensure orderliness and proper handling of cargoes;
 - Submit weekly report to the Port Operation Manager as his immediate supervisor pertaining to the stevedoring services of the Port; and
 - Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.
- 3. Computer Encoder/Cashier/Collector:**
- Shall create, develop and maintain the Management Information System for Port Operation;
 - Shall prepare billings/notices, collections and payrolls;
 - Receive all revenues and issue corresponding official receipts;
 - Prepare monthly financial report and deposit the cash collection every week to the treasury office for safekeeping; and
 - Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.
- 4. Security Guard:**
- Secure the safety of the lives and properties within the port zone;
 - Implement the duly approved security measures within the port zone; and
 - Exercise other duties and functions inherent to the position.
- 5. Utility Worker:**
- Shall be responsible for the maintenance of sanitation and cleanliness in the whole area and facilities of the port, and strictly observe the provisions of RA 9003 and Ecological Solid Waste Management Ordinance of this LGU; and
 - Exercise other duties and functions inherent to the position.

MUNICIPAL INTEGRATED LAND TRANSPORT TERMINAL OPERATION

1. Land Transport Terminal Operation Manager

- Supervise and oversee the overall operations of the integrated land transport terminal;
- Direct and supervise all personnel in the land transport terminal for the proper discharge of their respective duties and responsibilities;
- Submit monthly reports to the Mayor and Sangguniang Bayan every 5th day of the ensuing month;
- Recommend policies and strategies subject for legislative and executive actions;
- Prepare and formulate work and financial plan for budget allocation by the LGU;
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.

2. Terminal Collector:

- Shall collect all terminal revenues and issue corresponding cash tickets for all types of land transport vehicles parking for purposes of conveying passengers and official receipts for the rental of terminal stalls;
- Remit cash collection to the treasury office every week for safekeeping; and
- Exercise other duties and functions inherent to the position.

3. Utility Worker:

- Shall be responsible on the maintenance of good sanitation and general cleanliness of the area, facilities and stalls in the integrated land transport terminal, and strictly implement the mandates of RA 9003 and the duly approved Municipal Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

MUNICIPAL TOURISM ESTABLISHMENTS AND RESORT OPERATION:**1. Tourism Establishment and Resort Operation Manager:**

- Shall be responsible on the general supervision and management of the operations of the Tourism Projects/Establishments and Resort owned and managed by the LGU;
- Ensure and direct the personnel of tourism and resort operations to perform their assigned tasks, duties and responsibilities effectively and efficiently;
- Formulate strategies for an objective implementation of laws and policies pertinent to tourism and resort/hostel operations;
- Recommend policies for the improvement of the management subject to the approval of the executive and legislative chambers of the LGU;
- Prepare and formulate work and financial plans for budget allocation by the LGU;
- Exercise other duties and functions inherent to the position.

2. Tourism Workers / Tour Guide:

- Shall be responsible on general works on tourism related activities like tour guiding, facilitating the activities, briefing tourists, encoding, documenting and other works under the direction of the Municipal Tourism Officer; and
- Exercise other duties and functions inherent to the position.

3. Resort Workers / Crew:

- Shall be responsible on general works of resort / hostel related operations like billeting, leaning, washing, serving the guests and other works upon the direction of the operation in-charge;
- Exercise other duties and functions inherent to the position.

4. Utility Worker:

- Shall be responsible on the maintenance of good sanitation and general cleanliness of the area, facilities and rooms in the tourism establishments and rooms, and strictly implement the mandates of RA 9003 and the duly approved Municipal Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

MUNICIPAL COMMERCIAL CENTER / SEASIDE MALL & GYMNASIUM OPERATION**1. Business Operation Manager:**

- Shall be responsible on the supervision and maintenance of the Commercial Center / Seaside Mall and Gymnasium operations;

- Direct and supervise all personnel in the Commercial Center and Gymnasium for the proper discharge of their respective duties and responsibilities;
- Coordinate regularly with the stallholders / lessee pertaining to the daily operation of their stalls and simultaneously conduct weekly monitoring and evaluation on each of the stall to ensure orderliness, cleanliness and proper observance of existing rules, laws and regulations pertaining to the commercial center and gymnasium operation;
- Submit monthly reports to the Mayor and Sangguniang Bayan every 15th day of the ensuing month;
- Recommend policies and strategies subject for legislative and executive actions;
- Prepare and formulate work and financial plan for budget allocation by the LGU;
- Implement plans, policies and guidelines formulated and adopted by the Sangguniang Bayan;
- Review work procedures and operational problems in order to determine ways to improve service and performance of the office; and
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.

2. Computer Encoder/Cashier/Collector:

- Shall create, develop and maintain the Management Information System for Commercial Center and Gymnasium Operation;
- Shall prepare billings/notices, collections and payrolls;
- Receive all revenues and issue corresponding official receipts;
- Prepare monthly financial report and deposit the cash collection every week to the treasury office for safekeeping;
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.

3. Security Guard:

- Secure the safety of the lives and properties within the commercial building;
- Implement the duly approved security measures within the commercial building;
- Exercise other duties and functions inherent to the position.

4. Utility Worker:

- Shall be responsible for the maintenance of sanitation and cleanliness in the whole area and facilities of the commercial center and gymnasium, and strictly observe the provisions of RA 9003 and Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

MUNICIPAL HOSTEL (BUGSAY-LAJAG HOSTEL) OPERATION:

1. Hostel Manager:

- Shall be responsible on the general supervision and management of the operations of the Bugsay-Lajag Hostel owned and managed by the LGU;
- Ensure and direct the personnel of hostel operations to perform their assigned tasks, duties and responsibilities effectively and efficiently;
- Formulate strategies for an objective implementation of laws and policies pertinent to tourism and resort/hostel operations;
- Recommend policies for the improvement of the management subject to the approval of the executive and legislative chambers of the LGU;
- Prepare and formulate work and financial plans for budget allocation by the LGU;
- Exercise other duties and functions inherent to the position.

2. Hostel Workers / Crew:

- Shall be responsible on general works of resort / hostel related operations like billeting, leaning, washing, serving the guests and other works upon the direction of the operation manager;
- Exercise other duties and functions inherent to the position.

3. Computer Encoder/Cashier/Collector:

- Shall create, develop and maintain the Management Information System for Hostel Operation;
- Shall prepare billings/notices, collections and payrolls;
- Receive all revenues and issue corresponding official receipts;
- Prepare monthly financial report and deposit the cash collection every week to the treasury office for safekeeping;
- Exercise other duties and functions inherent to the position and may be mandated by existing laws and ordinances.

4. Security Guard:

- Secure the safety of the lives and properties within the commercial building;
- Implement the duly approved security measures within the commercial building;
- Exercise other duties and functions inherent to the position.

5. Utility Worker:

- Shall be responsible on the maintenance of good sanitation and general cleanliness of the area, facilities and rooms in the Municipal Hostel, and strictly implement the mandates of RA 9003 and the duly approved Municipal Ecological Solid Waste Management Ordinance of this LGU; and
- Exercise other duties and functions inherent to the position.

ARTICLE IV EMPLOYMENT POLICIES

Section 11. Civil Service Laws, Rules and Regulations. All matters relative to human resource and development under the Municipal Economic Enterprise Development and Management Office shall be governed by the Civil Service Laws, Rules and Regulations and other issuances promulgated pursuant thereto. However, since the LGU is still subjected to the 55% PS limitation, the MEED Officer shall be designated and all personnel under this office shall be hired on a job order/s basis only, renewable every three (3) months, until such time that the LGU can offset the said limitation and legally can appoint permanent personnel qualified to the vacant position specified in this ordinance.

Section 12. Qualified Applicants. Only qualified applicants shall be employed in the MEEDMO. To ensure the objective selection of such applicants, the Municipal Mayor shall convene the Personnel Selection Board (PSB) to conduct competitive examination, competency and trade test and ranking proceedings so as to ensure judicious selection processes. Notice of employment shall be published in local newspapers, LGU bulletin board and in other public places.

Section 13. Observance to Merit System. Since the MEEDMO has seven (7) Income Generating Projects and to ensure its stability or liquidity in operations, the employees and operations in-charge shall employ efforts to meet and if possible surpass the collection targets so as to avail the incentives and rewards based on the approved merit and rewards system. This system will boost the morale of the employees to do hard work and genuine commitment in achieving the objectives of the whole organization.

ARTICLE V FINANCIAL MANAGEMENT

Section 14. Management and Accounting System. Financial analysis and business principles and practices in accounting shall be employed, under the direction and supervision of the Municipal Accountant. Hence, the operations shall be included in the LGU's financial statements.

Section 15. Bonds to In-charge of Collections and Safekeeping of Income. The operation officers/managers, cashier and collectors shall secure appropriate bond so as to safeguard their cash position and collections.

Section 16. Official Receipts. All transactions by any of the herein identified income generating projects under the MEEDMO shall be acknowledged by an official receipt for services rendered and cash tickets for fees and charges of goods and commodities.

Section 17. Regular deposit of cash collection to the Municipal Treasury. All cash collections collected from all transactions shall be deposited by the collecting officers to the Municipal Treasurer or the Assistant Treasurer every Thursday morning of the week.

Section 18. Accounting of Expenses. There shall be separate accounting of all collections and expenses relative to the operations of the Municipal Water System (Level III) Management, Municipal Port, Municipal Public Market & Slaughterhouse, Municipal Commercial Center and Gymnasium, Municipal Integrated Land Transport Terminal, Municipal Tourism and Resort and the Municipal Hostel established by this Ordinance to be handled by the Municipal Accounting Office with separate book of accounts.

Section 19. Fund Sources. Funds for the operations of the Municipal Economic Enterprise Development and Management Office (MEEDMO) shall be taken out from the revenues generated from the respective Income Generation Projects (IGP) operations. It shall be utilized for operational cost such as salaries and wages of personnel and other benefits, office supplies, procurement of office equipment and furniture, and other maintenance and operating expenses.

Section 20. Financial Reports. Financial statements such as Income Statement, Balance Sheet, Cash Flow Statement, Trial Balance, Income and Expenditures Statement, General Ledger, Subsidiary Ledger and the like must be reported monthly, quarterly and annually.

ARTICLE – VI PRODUCTION AND OPERATIONS MANAGEMENT

Section 21. Operation Planning and Control Method. Planning is an essential tool in management that the MEEDMO must always recognize. All activities to be undertaken must be planned and must use appropriate methods so as to ensure success of the implementation.

Section 22. Personnel Management. In the field of personnel management, the Performance Evaluation System (PES) should be adopted in order to ensure the effectiveness and efficiency of the delivery of services and establish the performance rate of personnel of the MEEDMO for it is vital document to be considered in the renewal of their respective job orders.

Section 23. Quality Management System. Quality management system is hereby adopted in the management of various projects under the MEEDMO, viz:

- a.) The customer shall be accorded with primary focus on the service delivery by everyone in the MEEDMO either working directly or indirectly to them;

- b.) Working to someone who is providing a customer service. The MEEDMO must adopt a strategy, which is the integration of policy action;
- c.) To address customer needs including identification of customer services priorities, there shall be constant reviews to be made by the MEEDMO;
- d.) Implement an organizational structure that will be the best confirmation of the organizations to be totally customer focused;
- e.) Regular meetings, consultations and caucus with NGO, CSO, federation officials are hereby enjoined, and
- f.) Conduct periodic assessment of projects and programs implemented regarding its performance efficiency and impact relative to the stated objectives of the Economic Enterprise.

Section 24. Productivity Improvement System. Productivity Improvement System is hereby adopted by the MEEDM Officer. He is tasked to design the appropriate incentive and award system to be implemented among its personnel and clients, especially in the areas of achieving beyond its targets or has conducted the necessary performance and production. However, institution of said system shall be assisted by the personnel officer of the LGU to be duly approved by the Local Chief Executive.

Section 25. Assessment, Billing and Collection System. The following will be the assessment, billing and collection system of MEEDMO, to wit:

- a.) All assessment, billing and collection functions being exercised by the designated personnel at the office of the Municipal Treasurer for existing Public Economic Enterprise shall be transferred to the MEEDMO;
- b.) The assessment, billing and collection functions shall be performed and exercised by the individual management of income generating projects under the supervision and control of the MEEDM Officer;
- c.) Assessment, billing and collection may be made on such frequency depending on the period required for assessment to be made in the existing codes in port, market, tourism and hotel operations and other projects under the MEEDMO;
- d.) Assessment, billing and collections shall be made based on the format provided by the MEEDMO;
- e.) Assessment, Billing and collection shall be checked and monitored by the MEEDM Officer or his duly authorized representative;
- f.) Inconsistencies found thereon shall be reported to the MEEDMO and to the LCE for proper disposition;
- g.) Payment for these assessment should be acknowledged by the Operation Managers and finally concurred by the MEEDM Officer for the issuance of Official Receipts, and
- h.) Assessment, billing and collection shall be made every month unless otherwise provided in the existing ordinances.

ARTICLE VII MARKETING MANAGEMENT

Section 26. Marketing Functions.

On top of the primary duties and functions of the MEEDMO, it shall also exercise marketing functions. It shall formulate marketing strategies for public economic enterprises, identify potential project for possible matching with financial sources and external assistance, investment packaging, prepare project feasibility studies for potential projects and design a business plan for the public economic enterprises, but not limit to:

- a.) Conduct public relation trainings among MEEDMO personnel, NGOs, POs and other partner sectors;
- b.) Conduct investment promotions and symposium to attract more investments;

- c.) Mainstreams the gender equality program in all projects under economic enterprise management;
- d.) Recommend to revise or upgrade port tariff, market tariff and rental, commercial center - stall rental, heavy equipment rental, rate of hostel and tourism facilities, transport terminal charges and other fees under the economic enterprise management;
- e.) Promote marketing of recyclable wastes, and
- f.) Develop computerization of MIS or automated information system in the MEEDMO.

Section 27. Approval and Review of the Output. The output of the above Sections shall be presented by the MEEDMO Officer to the Municipal Mayor, Municipal Development Council (MDC) which shall be reviewed and authorized by the Sangguniang Bayan in aide of legislation, and be reviewed by the Sangguniang Panlalawigan before the same shall be implemented.

ARTICLE VIII BUDGET

Section 28. Budget Preparation. The budget of MEEDMO will be prepared by the Economic Enterprise Development & Management Officer and approved by the Municipal Mayor through the Municipal Budget Officer for inclusion in the executive budget every year not later than the month of June for the ensuing year of operation. It shall be approved by the Sangguniang Bayan and the Local Chief Executive.

Section 29. Limitation. The budget must not exceed the estimated expenses for the maintenance of the MEEDMO. Further, it shall likewise follow whatever limitations as provided by laws, rules and regulations especially to the preparation of the budget.

ARTICLE IX

INTERFACING/ROLE OF OTHER LGU OFFICERS/DEPARTMENT HEADS/PRIVATE SECTOR AND CIVIL SOCIETY.

Section 30. Policy Making. The Sangguniang Bayan shall provide policies for the MEEDMO operation which shall in turn submit recommendations for possible modifications or amendments.

Section 31. Implementer. The Office of the Municipal Mayor is the sole implementer of all policies that the Sangguniang Bayan may enact relative to the MEEDMO operations. He may provide proposals, policies for the MEEDMO to the Sanggunian for deliberations, considerations and approval. He shall confer with the Economic Officer on the implementation of existing policies and how it should be implemented with a positive impact and achieved its purpose on the creation of the MEEDMO.

Section 32. Planning and Development. The Office of the Municipal Planning and Development Coordinator shall provide the necessary technical assistance to the MEEDMO, especially in providing capability building activities so as to enhance effective and efficient management. He shall help the MEEDMO in the planning and packaging of such programs and projects that has an impact to the attainment of the goals and objectives of creating the MEEDMO.

Section 33. Budget Preparation. The Office of the Budget Officer shall assist and help the MEEDMO in budget preparation, and shall likewise provide technical assistance in complying budget limitation so as to ensure sound budget operations.

Section 34. Treasury. The Office of the Municipal Treasurer shall continue to provide assistance to the MEEDMO on the collection and safekeeping of cash or revenues, and shall likewise assist on securing accountable forms and necessary bonds.

Section 35. Internal Audit. The Office of the Municipal Accountant shall provide technical assistance to the MEEDMO on matters of accounting and recording procedures and shall likewise exercise the conduct of internal audit thereof.

Section 36. Civil Works. The Office of the Municipal Engineer shall provide technical assistance to the MEEDMO in civil works and other engineering works in time of project implementation and whenever there shall be a construction of vital structures in the various projects under the economic enterprise.

Section 37. Municipal Agricultural Service Office. The Office of the Municipal Agriculture shall provide technical assistance to the MEEDMO on the conduct of meat, fish and various crops inspection, and encourage the farmers to produce and sell their products in the public market.

Section 38. Health and Sanitation. The Municipal Health Office shall provide technical assistance to the MEEDMO on the implementation of various health and sanitary laws, rules and regulations within the six (6) economic enterprises as stipulated in this ordinance.

Section 39. Security. The Philippine National Police shall provide necessary security services to MEEDMO to ensure that there will be no forcible entry to any of the premises of the economic enterprises and protect it from any damage of properties and lives therein, and generally maintain peace and order thereof.

Section 40. Fire Protection. The Bureau of Fire Protection shall provide technical assistance to MEEDMO to ensure that all of its projects/activities are safe from fire hazards and that rules and regulations on fire safety have been complied with.

Section 41. Human Resource Management. The Human Resource Management Office shall provide technical assistance to MEEDMO on the implementation of Human Resource Management Program of the LGU's economic enterprises.

Section 42. Environmental Protection. The Municipal Environment Resource Management Office (MENRO) shall provide technical assistance to MEEDMO to ensure that all concern employees shall observe environmental regulation standards as mandated in Republic Act No. 7586, known as the National Integrated Protected Area System Act of 1991, Republic Act No. 8550, known as the Fisheries Act of 1998, Republic Act No. 9003, known as the Ecological Solid Waste Management Act of 2000, PD 705, known as the Forestry Laws, and other existing laws and department orders relative to environmental management.

Section 43. The Legal Support System. Since the LGU has no existing legal officer or counsel, the services of the government prosecutor shall be requested as the case may arise with honorarium as provided in the regular budget of the municipality.

Section 44. The Social Welfare. The Office of the Social Welfare shall provide assistance to the MEEDMO in identifying the basic needs and services as mandated in gender act.

Section 45. The Administrative Support. The Municipal Administrator - Designate shall provide assistance to MEEDMO relative to the implementation of policies, ordinances, laws and regulations concerning the operation of the economic enterprises.

**ARTICLE X
FINAL PROVISIONS**

Section 46. Separability Clause. If for any reason or reasons, any part or provisions of this ordinance be held to be unconstitutional or invalid, other provisions thereof which are not affected shall continue to be in full force and effect.

Section 47. Effectivity. This ordinance shall take effect upon approval by the Sangguniang Panlalwigan of Surigao del Norte based on the prescribed period and upon posting of copies in three conspicuous places for the period of fifteen days.

PASSED & ENACTED this 28th day of November 2022 through the unanimous motion of the body in session assembled duly seconded by Sangguniang Bayan Member Felix B. Sumando, Sr.

XX
We hereby certify to the correctness of the foregoing San Benito Municipal Economic Enterprise Development & Management Ordinance.

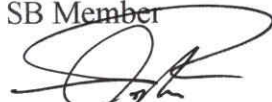
HON. CINDY R. AGATI
SB Member



HON. CHARLITO E. MENDAVIA
SB Member



HON. DELFIN P. LABOLA
SB Member



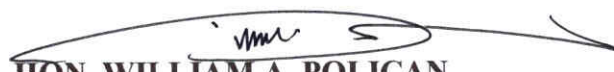
HON. JAYROM P. CABALLEJOS
SB Member



HON. PUYAT P. SUMANDO
SB Member



HON. FELIX B. SUMANDO, SR.
SB Member




HON. WILLIAM A. POLICAN
SB Member



HON. RUELLA T. RULETE
LnMB President / Ex-Officio




HON. DELCY ROSE S. PLANDANO
SKF President / Ex - Officio



HON. WELLYBEL A. REQUIRME
Municipal Vice Mayor
Presiding Officer

Attested:



MELQUIADES G. MANTILLA, MA, MPA
Secretary,
Sangguniang Bayan

APPROVED: _____

11/29/2022



HON. Ma. GINA SUMANDO - MENIL, LCB
Municipal Mayor