



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 39TH REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN MEMBERS OF THE MUNICIPALITY OF SAN BENITO, SURIGAO DEL NORTE HELD AT SANGGUNIANG BAYAN SESSION HALL ON OCTOBER 07, 2024 AT EXACTLY 9:00 O' CLOCK IN THE MORNING

PRESENT:

Hon. Wellybel A. Requirme	Municipal Vice Mayor / Presiding Officer
Hon. Puyat P. Sumando	Sangguniang Bayan Member
Hon. Charlito E. Mendavia	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. Aira Mae C. Galano	Ex-Officio / SKF President

ABSENT:

Hon. Cindy R. Agati	Sangguniang Bayan Member
Hon. Aldrein C. Glimane	Sangguniang Bayan Member
Hon. Felix B. Sumando Sr.	Sangguniang Bayan Member

MUNICIPAL ORDINANCE NO. 167 - 24 Series of 2024

“AN ORDINANCE ENACTING THE CREATION OF A SEPARATE MUNICIPAL TOURISM, CULTURE & ARTS OFFICE (MTCOA) IN THE MUNICIPALITY OF SAN BENITO, SIARGAO ISLAND, SURIGAO DEL NORTE, INCLUDING THE CREATION OF PLANTILLA POSITIONS, PROVIDING FUNDS THEREOF AND FOR OTHER PURPOSES”

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 absence or lack of tourism officers working full time and round the clock to develop tourism products, programs and activities in their respective localities negatively impacts the efficiency of local government units in achieving its purpose to contribute to the goals of poverty reduction, job generation, and inclusive growth in the local level and to ensure sustainable development and its impact on the local and national economy;

WHEREAS, the presence of a Tourism Officer or designated officer as well as the establishment of a tourism office are indicators for the award of the Seal of Good Local Governance (SGLG) as provided under Section 7 (i) of Republic Act No. 11292, otherwise known as the "The Seal of Good Local Governance Act of 2019";

WHEREAS, there shall be created a Municipal Tourism, Culture & Arts Office that shall primarily be the implementing arm for the policies, programs, and projects related to tourism, including tourism development planning, standards and regulations, and marketing and promotions;

WHEREFORE, foregoing premises considered and upon the motion of Sangguniang Bayan Member Delfin P. Labola duly seconded by Sangguniang Bayan Member William A. Polican, be it:

ENACTED by the 10th Sangguniang Bayan of San Benito, Surigao del Norte in session assembled, that:

ARTICLE I

CREATION OF A SEPARATE MUNICIPAL TOURISM, CULTURE & ARTS OFFICE (MTCOA), ITS FUNCTIONS AND ORGANIZATIONAL STRUCTURE

Section 1. Title. This Ordinance shall be known as the "Municipal Tourism, Culture & Arts Office Creation Ordinance of San Benito, Surigao del Norte."

Section 2. Purpose. The purpose of this Ordinance is primordially directed to the establishment and creation of a separate office for tourism development that is mainly responsible for the proper implementation of tourism development plans, projects and programs of the Municipality of San Benito, Surigao del Norte in collaborations with the Department of Tourism (DOT) and other allied agencies and organizations that have direct access into tourism promotion and development.

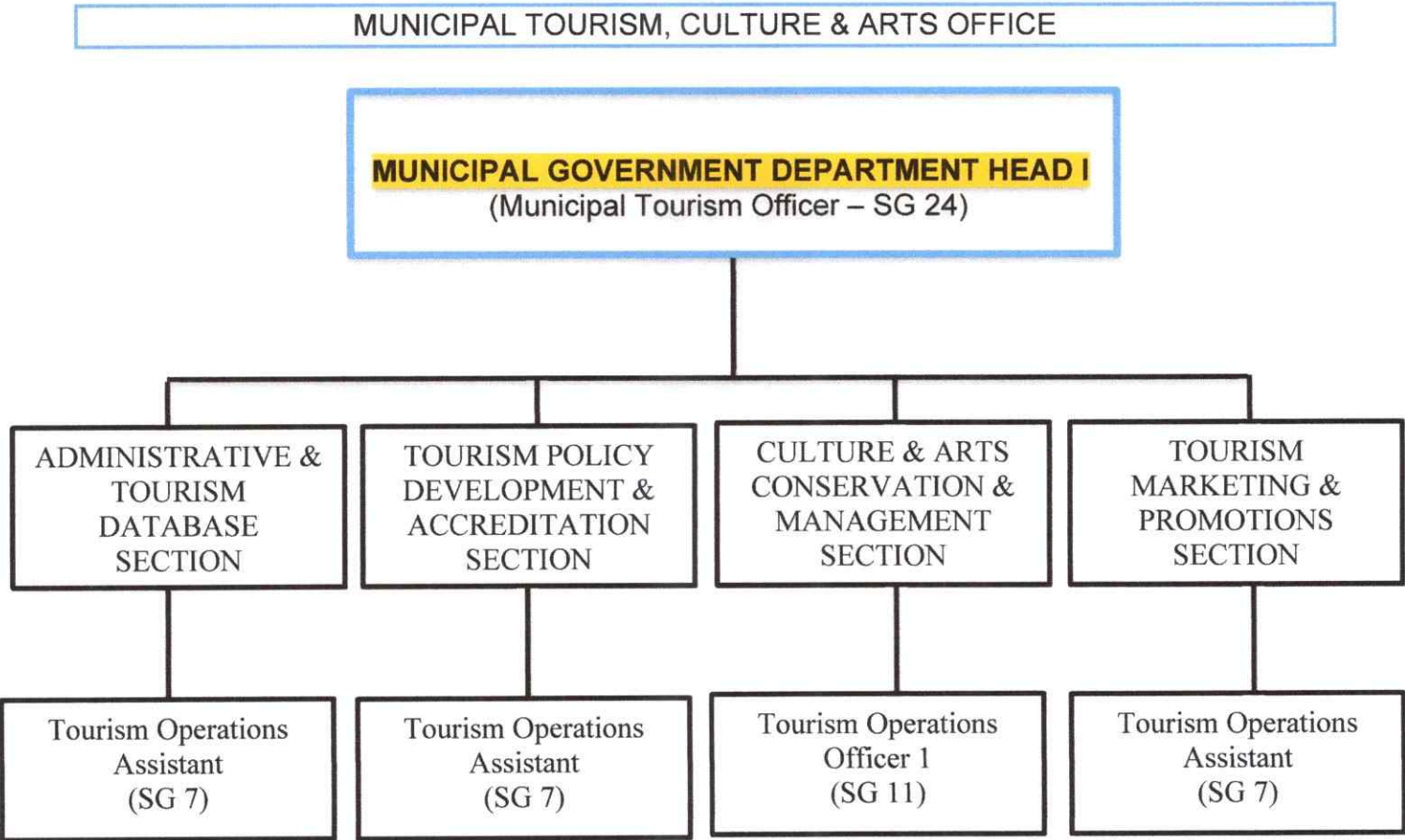
Section 3. Creation of Municipal Tourism, Culture & Arts Office (MTCOA), its functions and Organizational Structure. There is hereby **CREATED** a Municipal Tourism, Culture & Arts Office including its Functions and Organizational Structure in the Municipality of San Benito, Siargao Island, Surigao del Norte, separate from the Office of the Municipal Mayor, which will have its Functions and Organizational Structure, to wit:

Section 3 (a) Functions. As provided under the Tourism Act of 2009 and the Local Government Code of 1991, the Municipal Tourism, Culture & Arts Office (MTCOA) shall have the following functions, including but not limited to:

1. Prepare, implement, coordinate, monitor and update local tourism development plans and ensure the proper enforcement of tourism standards, laws, rules and regulations;

2. Oversee the execution and implementation of all policies, programs, and projects of the Municipality related to culture, arts, history and tourism;
3. Oversee and monitor the conduct of accreditation of tourism-oriented and related facilities and service providers and the operation of municipal government-owned tourism facilities;
4. Provide regular reports on the status of culture, arts, history and tourism plans and programs to the Local Chief Executive and to the Department of Tourism (DOT), if any;
5. Coordinate with the DOT and its attached agencies as well as private entities regarding the development and promotion of tourism, culture and arts in the locality;
6. Establish partnership with local agencies and private entities in promoting the tourism, culture and arts of their concerned areas;
7. Formulate and recommend protection and preservation of tourist destinations, and in carrying tour activities to ensure the delivery of basic services and provision of adequate facilities related to tourism, culture and arts;
8. Conduct campaigns and information drive for the promotion of tourism areas in the municipality as a tourist destination;
9. Identify and develop potential areas as tourist destinations, and evaluate its possible economic, environmental and social impact to the local government units;
10. Promote people participation in development planning within the concerned local government unit;
11. Enforce laws, ordinances, rules and regulations related to culture, arts, history and tourism;
12. Identify, gather, consolidate, and prepare the necessary reports pertaining to culture, arts, history and tourism data and statistics;
13. Perform other functions related to tourism, culture and arts development as may be assigned by the Local Chief Executive; and,
14. Serve as the Secretariat for the Municipal Tourism Council of San Benito.

Section 3 (b) Organizational Structure. The Municipal Tourism, Culture & Arts Office (MTCAO) shall have the following organizational structure, subject to modification as the need arises, to wit:



- a) **Administrative & Tourism Database Section.** It shall provide the Office with staff advice and assistance on personnel information, records, communications, supplies, equipment, collection, disbursements, security, other custodial work and such other related duties and responsibilities as may be assigned or delegated to it by the Department Head. In addition, it will be the in-charge in the Standard Local Tourism Statistics System (SLTSS) monthly, quarterly and annually reporting and submission to the Department of Tourism (DOT);

- b) **Tourism Policy Development and Accreditation Section.** It shall handle all the training and regulatory aspects, including but not limited to licensing, accreditation, training and skills upgrade, among others;

- c) **Culture & Arts Conservation and Management Section.** It shall handle all the cultural properties, its preservation and conservation, cultural and artistic activities management and implementation including but not limited to festivals, theatrical arts (singing/dancing/dramatics), visual arts (mural painting/filming/video editing), beauty pageants, regatta, historical and patriotic events, among others; and

- d) **Tourism Marketing and Promotions Section.** It shall be in charge of marketing and promoting local tourism sites and destinations, in partnership with private and public stakeholders. It will likewise handle all the planning requirements of the MTCAO to effectively implement its mandate, including culture, arts, history and tourism data collection, gathering, analysis, and reporting.

ARTICLE II
CREATION OF MUNICIPAL TOURISM OFFICER POSITION AND TOURISM STAFF
WITH QUALIFICATIONS STANDARDS, INCLUDING ITS DUTIES, FUNCTIONS AND
RESPONSIBILITIES

Section 4. Creation of the Municipal Tourism Officer (MGDH 1) Position and Tourism Staff including its qualifications. There is hereby established qualification standards set by the Civil Service Commission (CSC) Memorandum Circular No. 04 series of 2018 for the position of Municipal Tourism Officer and Tourism Staff in the Local Government Unit which will be appointed by the Municipal Mayor, to wit:

4a)

Position / Office : Municipal Government Department Head I (Municipal Tourism Officer)
Salary Grade : 24
Level : 2

QUALIFICATION STANDARDS

Education : Bachelor's degree in tourism, law, marketing, economics, public administration or other related fields

Work Experience : Four (4) Years in work experience and involvement in the tourism industry either in the private sector or the government

Training : DOT specific and mandatory trainings such as but not limited to the following:

- Tourism Awareness and Capability Building Seminar for LGUs;
- Seminar on Disaster Risk Reduction & Management;
- Basic Tourism Statistics Training (BTST);
- Local Tourism Guidebook Orientation; and
- Seminar on Gender and Development Orientation

Eligibility : Career Service (Professional; Second Level Eligibility)

4b)

Position / Office : Tourism Operations Officer 1
Salary Grade : 11
Level : 2

QUALIFICATION STANDARDS

Education : Bachelor's degree in tourism, law, marketing, economics, public administration or other related fields

Work Experience : None required

Training : None required

Eligibility : Career Service (Professional; Second Level Eligibility)

4c)

Position / Office : Tourism Operations Assistant
Salary Grade : 7
Level : 1

QUALIFICATION STANDARDS

Education : Completion of 2 years studies in college
Work Experience : None required
Training : None required
Eligibility : Career Service (Sub - Professional; First Level Eligibility)

Section 5. Duties, Functions and Responsibilities of the Municipal Tourism Officer. As provided for by this Ordinance, the following are the duties, functions and responsibilities of the MTO, to wit:

1. In-charge in preparing, implementing, coordinating, monitoring, and updating local tourism development plans;
2. Provide coordination with Department of Tourism (DOT) on developing and promoting local tourism industry;
3. Formulate programs & projects for the development of the local community as tourist attractions;
4. Develop innate talents related to cultural, arts & economic endeavors through presentation & competitions;
5. Develop new products, assist in marketing and promoting the products and potential areas for tourist attraction & destination;
6. Assist the municipal tourism council in formulating programs and implement recommendations;
7. Prepare annual budget for tourism promotion activities, allocate festival assistance fund in the Municipality;
8. To develop local tourism destination and attractions tapping local resources and national funds;
9. Assist in the implementation of the local government code on the matter of taxing & licensing of tourism related establishment in the locality, monitor & inspect to ascertain safe and enjoyable stay of travelers;
10. Facilitate the Standard Local Tourism Statistics System (SLTSS) monthly, quarterly and annually reporting and submission to the Department of Tourism (DOT); and
11. Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

ARTICLE III
BUDGET

Section 6. Budget Preparation. The budget of MTCAO shall be prepared by the Municipal Tourism 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 7. Appropriations. The position of Department Head and other staff for Municipal Tourism, Culture & Arts (MTCAO) shall be included in the plantilla of personnel in this local government unit approved by an appropriate body. The appropriation or budget item number of the position shall be approved by the Sanggunian concerned. In addition, the Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO) will form part and indispensable in the total annual appropriation of this newly created office and shall be appropriated annually.

Section 8. Limitation. The budget must not exceed the estimated expenses for the maintenance of the MTCAO. Further, it shall likewise follow whatever limitations as provided by laws, rules and regulations especially to the preparation of the budget.

**ARTICLE IV
FINAL PROVISION**

Section 9. Separability Clause. If for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid, other sections or provisions hereof which are not affected by such declaration shall continue to be in full force and effect.

Section 10. Repealing Clause. All Ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

Section 11. Effectivity. This Ordinance shall take effect upon approval and after publication in a newspaper of general circulation.

RESOLVED FINALLY, that copies of this Ordinance be furnished to all concerned agencies for information and appropriate action.

ENACTED this, 07th day of October 2024 at Sangguniang Bayan Session Hall, San Benito, Surigao del Norte.

XX

We hereby certify to the correctness of the foregoing Ordinance

HON. PUYAT P. SUMANDO
SB Member

HON. CHARLITO E. MENDAVIA
SB Member

HON. DELFIN P. LABOLA
SB Member

HON. WILLIAM A. POLICAN
SB Member

HON. JAYROM P. CABALLEJOS
SB Member

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

HON. AIRA MAE C. GALANO
SKF President/Ex-Officio

HON. WELLYBEL A. REQUIRME
Municipal Vice Mayor
Presiding Officer

Attested:

MELQUIADES G. MANTILLA, MA, MPA
Municipal Government Department Head 1
Sangguniang Bayan Secretary

APPROVED: _____

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