



Republic of the Philippines
Province Of Nueva Vizcaya
Municipality of Solano
BARANGAY OSMEÑA



SANGGUNIANG BARANGAY OF OSMEÑA, SOLANO, NUEVA VIZCAYA

Excerpts from the minutes of the Regular Session of the Sangguniang Barangay Members of Barangay Osmeña held on June 1, 2015 at the Barangay Session Hall from 8:36 A.M. to 9:40 A.M.

PRESENT:

HON. DANILO E. DOMINGO

PUNONG BARANGAY/
PRESIDING OFFICER

HON. JUANITA A. BANGLOY

BARANGAY KAGAWAD

HON. OSCAR D. CORPUZ

BARANGAY KAGAWAD

HON. MELVIN M. PADILLA

BARANGAY KAGAWAD

HON. CESAR M. DAGUIO

BARANGAY KAGAWAD

HON. MELIZZA D. MERCADO

BARANGAY KAGAWAD

HON. EVANGELINE M. HERNAEZ

BARANGAY KAGAWAD

HARREN JESSIE D. BAÑA

BARANGAY SECRETARY

MARVIN T. DE VERA

BARANGAY TREASURER

ABSENT: HON. FREDO M. LABASAN

BARANGAY KAGAWAD

BARANGAY ORDINANCE NO. 12

Series of 2015

INTRODUCED BY:

HON. MELVIN M. PADILLA

Barangay Kagawad

AN ORDINANCE AMENDING THE BARANGAY ORDINANCE NO. 02 S-2009 KNOWN AS THE BARANGAY ANTI-RED TAPE ORDINANCE OF 2009.

BE IT ORDAINED BY THE SANGGUNIANG BARANGAY OF OSMEÑA, SOLANO, NUEVA VIZCAYA IN SESSION ASSEMBLED THAT;

SECTION 1. TITLE. This ordinance shall be referred to as the Barangay Anti-Red Tape Ordinance of 2015, otherwise known as the Citizens' Charter of Barangay Osmeña, Solano, Nueva Vizcaya.

SECTION 2. PURPOSE. This Ordinance establishes the Barangay Citizens' Charter as required under RA 9485 as a covenant in providing accountable and transparent access to barangay frontline services of the barangay government.

SECTION 3. CONTENT OF THE BARANGAY CITIZENS' CHARTER. There is hereby established a Barangay Citizens' Charter containing the following information:

1. Vision and Mission of the Barangay;
2. The frontline services of the barangay such as, but not limited to the following:
 - a. Issuance of Barangay Clearance/Certification
 - b. Issuance of Community Tax Certificate/Cedula
 - c. Issuance of Barangay Permits
 - d. Issuance of certified true copy of barangay records such as Registry of Barangay Inhabitants, Financial Reports, List of Barangay Voters and other barangay records

- e. Use of Barangay Facilities and Properties
- f. Barangay Health Services
- 3. The step-by-step procedure to obtain each particular service;
- 4. The officer or employee responsible for each step;
- 5. The maximum response/waiting time to conclude the process;
- 6. Documents to be presented by the client;
- 7. The amount of fees, if any;
- 8. The procedure for filing complaints including the names and contract details of the officials/channels to approach for redress;
- 9. Allowable period for extension due to unusual circumstances; i.e. unforeseen events beyond the control of the barangay government; and
- 10. Feedback mechanisms, contact numbers to call and/or persons to approach for recommendations, inquiries, suggestions and complaints.

SECTION 4. TASK FORCE ON BARANGAY CITIZENS' CHARTER. There is hereby constituted a Task Force to take lead in the establishment and maintenance of the Barangay Citizens' Charter, composed as follows:

Punong Barangay
 Barangay Kagawads
 SK Chairperson
 Barangay Secretary
 Barangay Treasurer
 Barangay Record Keeper
 Representative of Business Sector
 Representative of Non-Government Organization
 Purok Chairpersons

SECTION 5. FUNCTIONS OF THE TASK FORCE. The Task Force shall perform the following functions:

- 1. Identify and update all barangay frontline services.
- 2. Formulate, improve and maintain the Barangay Citizens' Charter, outlining the procedures, requirements, charges and fees, waiting time and persons responsible in the provision of public goods and services.
- 3. Ensure that the standards and deadlines set in the Citizens' Charter are met.
- 4. Adopt a working schedule to ensure uninterrupted delivery of frontline services.

SECTION 6. DECLARATION OF COMMITMENT AND DUTY. The Barangay Government of Osmeña, Solano, Nueva Vizcaya commits to perform the following:

- 1. Inform every citizen of the barangay about the Barangay Citizens' Charter during assembly meetings and other appropriate occasions;
- 2. Post in front of the barangay hall an information billboard containing the step by step procedure in obtaining barangay frontline services;
- 3. Print out the Barangay Citizens' Charter in the form of brochures for the information and ready reference of the requesting public;
- 4. Establish a Public Information Assistance/Complaints Desk; and
- 5. Ensure that the Barangay Hall (BPIAC) is properly manned to serve its clients.

SECTION 7. PENALTIES FOR VIOLATORS OR OFFENSES. All concerned barangay officials whether elective or appointive assigned in the provision of frontline services shall be held administratively liable for the following acts/omissions under this Ordinance.

a. LIGHT OFFENSE

- 1. Refusal to accept application and/or request within the prescribed period or any document being submitted by a client;

2. Failure to act on an application and/or request or failure to refer back to the client a request which cannot be acted upon due to lack of requirements within the prescribed period;
3. Failure to attend to clients who are within the premises of the office concerned prior to the end of official working hours and during lunch break;
4. Failure to render frontline services within the prescribed period of an application or request; and
5. Failure to give the client a written notice on the disapproval of an application or request; and
6. Imposition of additional irrelevant requirements other than those listed in the Citizens' Charter.

Penalties for light offenses:

First Offense – 30 days suspension without pay and mandatory attendance in Values Orientation Program;

Second Offense – 3 months suspension without pay; and

Third Offense – Dismissal and perpetual disqualification from public service.

- b. **GRAVE OFFENSE.** Fixing and/or Collusion or Connivance with Fixers.

“Fixing” under this Ordinance shall mean “the act of soliciting and providing, facilitating services for a frontline service in consideration of economic and/or other gain or advantage.

Penalty – Dismissal and perpetual disqualification from public service.

SECTION 8. FEEDBACK MECHANISM.

1. There is hereby created the Citizens' Public Assistance and Complaints Desk (PACD) which shall be manned by a responsible barangay officer.
2. The PACD shall encourage customers to accomplish the appropriate form containing comments and suggestions on the barangay frontline services to be deposited in a box designed for the purpose. The box shall be opened at the end of office hours daily by the Chairperson of the Task Force.

SECTION 9. FILING OF COMPLAINTS. Complaints against frontline service providers assigned pursuant to this Ordinance shall be filed with the Public Assistance and Complaints Desk Officer who shall immediately refer the complaints to the Punong Barangay. The Punong Barangay shall commence the hearing within 24 hours from receipt of the complaint and decide the same within 24 hours after completion of the investigation.

SECTION 10. MANDATORY REVIEW. There shall be a mandatory review and updating of the Barangay Citizens' Charter whenever necessary but not less than once in every two years.

SECTION 11. RESPONSIBILITY AND ACCOUNTABILITY OF THE PUNONG BARANGAY. The Punong Barangay shall be responsible for the implementation of this Ordinance and shall be held accountable in the exercise of extraordinary diligence as head of the barangay government in the fast and efficient delivery of frontline services and prompt disposition of complaints related herewith.

SECTION 12. FUNDING AND APPROPRIATION. The barangay government will provide in its annual budget sufficient funds to sustain its Barangay Citizens' Charter.

SECTION 13. REPEALING CLAUSE. All Ordinances, rules and regulations, or parts thereof, whose provisions are in conflict with, or contrary to, the provisions of this Ordinance are hereby repealed, amended and modified accordingly.

SECTION 14. SEPARABILITY CLAUSE. All Barangay Ordinances, Rules and Regulations, or other parts thereof, in conflict with or contrary to the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 15. EFFECTIVITY. This ordinance shall take effect in ten (10) days after a copy is posted at the bulletin board in the barangay hall and in two (2) other conspicuous places in the barangay.

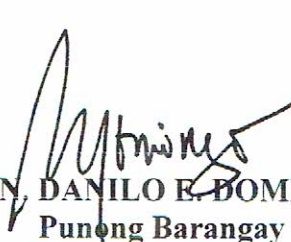
WHEREFORE, on motion of Hon. Melizza D. Mercado and duly seconded by the body, it was;

ENACTED AND APPROVED JUN 01 2015


I HEREBY CERTIFY to the correctness of the foregoing Ordinance which was duly enacted and approved by the Sangguniang Barangay last JUN 01 2015

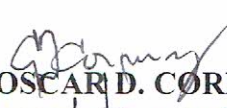

HARREN JESSIE D. BAÑA
Barangay Secretary

ATTESTED BY:

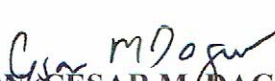

HON. DANILO E. DOMINGO
Punong Barangay

APPROVED BY:



HON. JUANITA A. BANGLOY
Barangay Kagawad

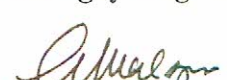

HON. OSCAR D. CORPUZ
Barangay Kagawad


HON. MELVIN M. PADILLA
Barangay Kagawad


HON. CESAR M. DAGUIO
Barangay Kagawad

(ON LEAVE)
HON. FREDO M. LABASAN
Barangay Kagawad


HON. MELIZZA D. MERCADO
Barangay Kagawad


HON. EVANGELINE M. HERNAEZ
Barangay Kagawad

CERTIFICATION OF POSTING

THIS IS TO CERTIFY that a complete copy of this Ordinance has been posted at the Bulletin Board of the Barangay Hall and at two (2) other conspicuous places in the barangay on

JUN 03 2015


HARREN JESSIE D. BANA
Barangay Secretary