



Republic of the Philippines
OFFICE OF THE SANGGUNIANG BAYAN
Municipality of Bongabong
Province of Oriental Mindoro



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN OF BONGABONG, ORIENTAL MINDORO HELD ON MARCH 7, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL, 2ND FLOOR, EXECUTIVE AND LEGISLATIVE BUILDING, POBLACION BONGABONG, ORIENTAL MINDORO

PRESENT:

Hon. RICHARD S. CANDELARIO	VICE-MAYOR Presiding Officer
Hon. VICTORIA BAES-PADULLO	MEMBER
Hon. JAYSON M. BARCELONA	MEMBER
Hon. ALFONSO A. MONTALBO, DMD	MEMBER
Hon. EVELYN B. ALEA	MEMBER
Hon. ARNOLD R. VARGAS	MEMBER
Hon. DOLORES U. DE GALA	MEMBER
Hon. JEREMY I. ENRIQUEZ	MEMBER
Hon. NIÑO G. LIWANAG	MEMBER
Hon. LOVELY MAE A. ANULAO	S.K. REPRESENTATIVE
Hon. MAYNARD M. PANGANIBAN	PRESIDENT, ASSOCIATION OF PUNONG BARANGAYS
Hon. MATIGON T. SULIGAN	IPMR

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MUNICIPAL ORDINANCE NO. 2022-03
Series of 2022

9:00 am July 8, 2022
Final Draft

AN ORDINANCE ESTABLISHING THE BARANGAY SPECIAL BENEFIT AND SERVICE IMPROVEMENT SYSTEM (BSBSIS), CREATING THE NECESSARY FINANCIAL AND ORGANIZATIONAL MECHANISMS, AND APPROPRIATING FUNDS THEREFOR

SPONSOR: HON. JAYSON M. BARCELONA

CO-SPONSORS: Hon. RICHARD S. CANDELARIO, Hon. VICTORIA BAES-PADULLO, Hon. ALFONSO A. MONTALBO, Hon. EVELYN B. ALEA, Hon. NIÑO G. LIWANAG, Hon. DOLORES U. DE GALA, Hon. JEREMY I. ENRIQUEZ, Hon. MAYNARD M. PANGANIBAN and Hon. LOVELY MAE A. ANULAO

BE IT ENACTED by the Sangguniang Bayan of Bongabong, Oriental Mindoro in session duly assembled, that:

SECTION 1. TITLE. This Ordinance shall be known as the **BARANGAY SPECIAL BENEFIT AND SERVICE IMPROVEMENT SYSTEM [BSBSIS] ORDINANCE OF MUNICIPALITY OF BONGABONG.** There is hereby established a system of granting benefits to barangay officials and employees, to be known as the Barangay Special Benefit and Service Improvement System (BSBSIS).

SECTION 2. DEFINITION OF TERMS. As used in this Ordinance, the following words or phrases are defined as follows:

- a. **Benefits** shall refer to cash benefit paid to the barangay officials or employees, or their beneficiary(ies)/heir(s)/ claimant(s) which include death benefit, medical or hospital assistance, service incentive, insurance benefit, cash legal assistance and human resource improvement assistance.

Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor

Hon. ARNOLD R. VARGAS
Member

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b. Beneficiary(ies) shall refer to the person or persons designated by the barangay official or employee in the Barangay Officials and Employees Information Sheet (BOEIS) filed with the Office of the Municipal Mayor during his/her incumbency, to receive the benefit in case of death or hospitalization, subject to the limitations provided under the New Civil Code.

The beneficiary(ies)/claimants herein referred are classified into the following:

- (1) The primary beneficiary(ies) are the legitimate dependent spouse and the legitimate, legitimated, legally adopted and illegitimate dependent children of the barangay official or employee;
- (2) The secondary beneficiary (ies) are the dependent parent(s); and
- (3) In the absence, any other person designated by the barangay official or employee in the Barangay Official's and Employee's Information Sheet (BOEIS)

c. Barangay Official's and Employee's Information Sheet (BOEIS) shall refer to the duly filled-up document designed for the purpose of generating information for the System. The document shall be filed with the Office of the Mayor by the barangay official or employee within thirty (30) days from the date of assumption to duty.

d. Barangay Special Benefit and Service Improvement Fund is a special account under the General Fund, managed by the BSBSIS Fund Management Committee.

SECTION 3. COVERAGE.

- A. All component barangays of the Municipality shall be eligible to be part of the System.
- B. Incumbent elective and appointive barangay officials and employees, Elective Officials include the Punong Barangay, Sangguniang Barangay Members, SK Chairpersons and Sangguninang Kabataan (SK) Members, SK Treasurers and SK Secretaries while appointive officials and employees include barangay secretaries, barangay treasurers, barangay tanods, barangay nutrition scholars, day care workers, members of the Lupong Tagapamayapa, barangay health workers and other employees duly appointed by local authorities and who are included in the payroll of the barangay;

SECTION 4. ENTITLEMENTS. The barangay official or employee or his or her beneficiary (ies) / heir (s) / claimant (s) shall be entitled to the following benefits, upon submission of the required documents as prescribed under Section 6.2 of this Ordinance.

4. A. DEATH BENEFIT. Barangay Officials and Employees who die during their incumbency shall be entitled to death benefit as follows:

Position	Amount of Benefit
Punong Barangay	Php 30,000.00
Sangguniang Barangay Members, SK Chairperson, Barangay Secretary, and Barangay Treasurer	PhP 20,000.00
Barangay Tanods, SK Members, SK Treasurer & SK Secretary BNS,	PhP 10,000.00

Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor

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Vice-Mayor/Presiding Officer

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Member

Hon. NIXO G. TANANAG
Member

Hon. LOVELY MAE A. ANULLAO
S.K. Representative

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President, Association of Punong Barangays

Hon. MATIGON T. SULLIGAN
IPMR

Hon. RICHARD S. CANDELARIO
Vice-Mayor/Presiding Officer

Hon. VICTORIA BAYLES-PADULLO
Member

Hon. JAYSON M. BARCELONA
Member

Hon. ALFONSO A. MONTABBO, DMD
Member

Hon. EVELYN B. ALEA
Member

Hon. ARNOLD R. MARGAS
Member

BHW,DCW, Lupong Tagapamayapa and other employees,

4.B. MEDICAL/HOSPITAL ASSISTANCE. Barangay Officials or employees who have submitted himself/herself for medical attention to hospitals or private clinics for injury sustained while or in connection with the performance of their official duties shall be entitled to medical/hospital assistance not exceeding the amount of P 5,000.00 once a year. *medicine?*

4.C. INSURANCE BENEFIT. Barangay Officials and employees shall be granted insurance benefit during their incumbency, chargeable to the barangay fund. (Sec. 393 (d), LGC of 1991). *BDRM fund a charge to*

4.D. SERVICE INCENTIVES. All elected officials and Barangay Secretaries and Barangay Treasurers who have reached nine (9) years or three (3) consecutive terms in service shall be entitled to service incentive. And all other appointed employees who have reached at least nine (9) consecutive years of service shall be entitled to one time service incentive benefits upon reaching sixty (60) years of age as follows:

Position	Amount of Benefit
Punong Barangay	Php 30,000.00
Sangguniang Barangay Members, Barangay Secretary, and Barangay Treasurer	PhP 20,000.00
Barangay Tanods, BNS, BHW,DCW, Lupong Tagapamayapa and other employees	PhP 10,000.00

4.E. HUMAN RESOURCE IMPROVEMENT ASSISTANCE. A reasonable portion of the system's fund shall be allocated to support the following:

- 4.E.1 Capacity development needs of barangay officials or employees which shall include training assistance and similar interventions, subject however, to the approval of the Fund Management Committee;
- 4.E.2 Awards and incentives to exemplary performing barangay officials and employees, subject to guidelines issued by the Committee.

4.F. CASH LEGAL ASSISTANCE - Cash Legal Assistance to barangay officials or employees in the amount of not exceeding Two Thousand Pesos (P2,000.00) who, in the performance of their official duties or on the occasion thereof, have to initiate judicial proceedings or defend themselves against legal action. *guilty or not? how often?*

SECTION 5. CREATION OF THE BARANGAY SPECIAL BENEFIT AND SERVICE SYSTEM [BSBSIS] FUND. The funds intended to support the System is **HEREBY CREATED** and shall come from the following sources:

A. INITIAL FUNDING. The amount of FIVE HUNDRED THOUSAND PESOS (P 500,000.00) shall be transferred from the General Fund to the Barangay Special Benefit and Service Improvement Fund. The Municipal Government shall allocate not less than One Hundred Thousand Pesos (Php 100,000.00) annually and the same shall be an item of expenditures of the Municipality's Annual Budget.

Hon. DOLORES U. DE GALA
Member

Hon. JEREMY I. ENRRIQUEZ
Member

Hon. NIÑO G. SIWANAG
Member

Hon. LOVELY MAE A. ANULAO
S.K. Representative

Hon. MAYNARD M. PANGANIBAN
President, Association of Punong Barangays

Hon. MATTIGON T. SUIRIGAN
IPMR

MATTIGON

[Signature]
Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor

B. BARANGAY CONTRIBUTION. The amount of Three Thousand Pesos (P3,000.00) pesos shall be collected from the component barangays as Annual Contribution, chargeable against barangay funds, subject to the existing budgeting, accounting and auditing rules. For purposes of budgeting, the amount shall be one of the items of expenditures on the Barangay's Annual Budget.

C. DONATION/GRANTS AND AIDS – The Liga ng Barangay and the Municipal Government of Bongabong may seek funding to other agency for BARANGAY SPECIAL BENEFIT AND SERVICE IMPROVEMENT SYSTEM [BSBSIS]

SECTION 6. CREATION OF A FUND MANAGEMENT COMMITTEE; DEFINING IT'S DUTIES AND FUNCTIONS.

A. THERE IS HEREBY CREATED A BSBSIS FUND MANAGEMENT COMMITTEE TO BE COMPOSED OF THE FOLLOWING:

Chairperson: Municipal Mayor
Vice—Chairperson: SB Member, Chairperson - Committee on Barangay Affairs/ President, Liga ng mga Barangay

Members: (1) Punong Barangay to be selected by the Liga ng Barangay

- (1) MLGOO, DILG
- (1) Municipal Accountant
- (1) Municipal Treasurer

B. DUTIES AND FUNCTION. The BSBIS Fund Management Committee shall exercise the following duties and functions:

1. Promulgate supplementary rules and regulations necessary to implement the provision(s) of this Ordinance;
2. Evaluate and approve all application for benefits or assistance;
3. Evaluate and approve duly submitted proposals or designs prescribed in the grant of Human Resource Improvement Assistance
4. Generate or access funds to adequately support the needs of the System;
5. Authorize the Municipal Treasurer to disburse funds from the Barangay Special Benefit and Services Improvement System (BSBSIS) Fund pursuant to the budget prepared and in accordance with existing rules and regulations; and
6. Exercise such other duties and functions necessary and appropriate.

C. THE COMMITTEE SHALL BE SUPPORTED BY A SECRETARIAT WHICH SHALL BE COMPOSED OF THE FOLLOWING:

Secretariat: Most Senior Staff, Office of the Mayor
Members: (1) Staff from ABC
(1) Staff from Accounting
(1) Other support designated by Municipal Mayor

THE COMMITTEE SECRETARIAT SHALL PERFORM THE FOLLOWING FUNCTIONS:

1. Provide administrative support to the needs of the BSBSIS Fund Management Committee;
2. Maintain and update Master List of barangay officials and employees once every six (6) months;
3. Receive and process application for additional benefit and/ or assistance;
4. Other duties and function as may be directed by the BSBSLS Fund Management Committee.

Hon. ARNOLD R. VARGAS
Member

Hon. EVELYN B. ALEA
Member

Hon. ALFONSO A. MONTALBO, DMD
Member

Hon. JAYSON M. BARCELONA
Member

Hon. VICTOR M. BAEZ-PADULLO
Member

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Vice-Mayor/Presiding Officer

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S.K. Representative

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President, Association of Punong Barangays

Hon. MATIGOS T. SULLIGAN
IPMR

SECTION 7. PROCEDURES FOR AVAILMENT — the following procedures shall be observed in the grant of benefits or claim, to wit:

1. Submission of the duly filled—up Application for the Benefit or Assistance (BSBSIS Form No. C 2 —A, BSBSIS Form No. C2—B, and BSBSIS Form No. C2—C) duly endorsed by the Punong Barangay, in case of Sangguniang Barangay Members, appointive officials and employees or DILG Officer, in case of Punong Barangays. The application shall be supported by:

- (a) a certified true copy of death certificate, in case of death;
- (b) hospital billing, in case of medical or hospital assistance;
- (c) certified true copy of the complaint, in case of cash legal assistance;
- (d) and program design duly approved by the BSBSIS Fund Management Committee, in case of human resource improvement assistance.

All applications shall be submitted to the Office of the Municipal Mayor through the Punong Barangay concerned. The document shall serve as reference in the issuance of checks to the claimants.

2. Requirements in claiming payments of benefits or claims. The claimant shall present any of the following documents, whichever is applicable, when claiming the payment of benefits or assistance:

- a. Certified true copy of Marriage Certificate (If the claimant is the widow/widower.);
- b. Certified true copy of Birth Certificate of the Claimant (If the claimant is the son/daughter/ sibling.);
- c. Deed of Self-Adjudication (If the claimant is the sole heir.);
- d. Deed Of Extra-Judicial Settlement and Waiver of Rights and Interests (To show proof that other claimants waive their rights over co—claimant or third person.);
- e. Affidavit of Guardianship (If the surviving spouse has minor children.);
- f. If single, Birth Certificate of the Deceased and Marriage Certificate of Parents (To show proof of relationship, if the claimant is the parent or sibling.);
- g. In the absence of a primary and secondary beneficiary(ies), the claimant(s) may present valid ID's or a certification from the barangay that he/she is the qualified claimant;
- h. Other documents

3. Processing of Claims. All claims for benefits and assistance shall be acted upon and settled by the BSBSIS Fund Management Committee within thirty (30) days upon submission of all required documents.

4. Forms

- (a) BSBSIS Form No.1 - Barangay Officials and Employees Information Sheet
- (b) BSBSIS Form No.2-A - Application for Additional Death Benefit
- (c) BSBSIS Form No.2-B- Application for Medical or Hospital Assistance
- (d) BSBSIS Form No.2-C - Application for Service Incentive Benefit
- (e) BSBSIS Form No.2-C - Application for Cash legal Assistance

SECTION 8. LIMITATIONS ON THE GRANT OF ADDITIONAL DEATH BENEFIT OR MEDICAL AND HOSPITAL ASSISTANCE. In case of additional death benefit or medical or hospital assistance, no benefits shall be granted to the beneficiary official or employee or any of its rightful claimant if the cause of death or hospitalization is either SUICIDE, or unlawful acts resulting to such death or hospitalization.

Hon. RICHARD S. CANDELARIO
Vice-Mayor/Presiding Officer

Hon. VICTORIA BAES-PADULLO
Member

Hon. JAYSON M. BARCELONA
Member

Hon. ALFONSO MONTAÑO, DMD
Member

Hon. EVELYN B. ALEA
Member

Hon. ARNOLD RIVERGAS
Member

Hon. DOLORES U. DE GALA
Member

Hon. JEREMY J. ENRIQUEZ
Member

Hon. NINO S. SUWANAG
Member

Hon. LOVELY MAE A. ANTLAO
S.K. Representative

Hon. MAYNARD M. PANGANIBAN
President, Association of Punong Barangays

Hon. MATIGOM T. SULLIGAN
IPMR

SECTION 9. PERIODIC REVIEW AND EVALUATION. This Ordinance shall be reviewed not oftener than once every three years, upon the recommendation by the majority of all members of the Liga ng mga Barangay or the BSBSIS Fund Management Committee.

SECTION 10. REPEALING CLAUSE. Any ordinances, policies, rules and regulations inconsistent herewith is hereby repealed or modified accordingly.

SECTION 11. SEPARABILITY CLAUSE. If for any reason or reasons, any part or provision of these Ordinance shall be held invalid by a competent Court, other parts or provisions thereof that are not affected shall remain in force and effect.

SECTION 12. EFFECTIVITY CLAUSE. This Ordinance shall take effect after fifteen (15) days from the date of posting in the Municipal Bulletin Board, in the ABC Bulletin Board and one more conspicuous place in the Municipality.

Certified true:

Eduardo M. Mag sino
Atty. EDUARDO M. MAGSINO
Secretary to the Sanggunian

Attested by:
Richard S. Candelario
Hon. RICHARD S. CANDELARIO
Vice-Mayor and Presiding Officer

Approved: *Elegio A. Malaluan*
Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor
Date: MAY 02 2022

Arnold R. Vargas
Hon. ARNOLD R. VARGAS
Member

Evelyn B. Alea
Hon. EVELYN B. ALEA
Member

Alfonso M. Montalbo
Hon. ALFONSO M. MONTALBO, DMD
Member

Jayson M. Barcelona
Hon. JAYSON M. BARCELONA
Member

Victoria B. Padullo
Hon. VICTORIA B. PADULLO
Member

Dolores U. DeGala
Hon. DOLORES U. DEGALA
Member

Jeremy Enriquez
Hon. JEREMY ENRIQUEZ
Member

Niño C. Ewanag
Hon. NIÑO C. EWANAG
Member

Lovelyn A. Anulao
Hon. LOVELYN A. ANULAO
S.K. Representative

Maynard M. Panganiban
Hon. MAYNARD M. PANGANIBAN
President, Association of Purong Barangays

Matigont Suligan
Hon. MATIGONT SULIGAN
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