

Republika ng Pilipinas  
LALAWIGAN NG TIMOG DABAW  
STA. CRUZ

TANGGAPAN NG SANGGUNIANG BAYAN  
32<sup>nd</sup> REGULAR SESSION  
December 8, 2010

**RESOLUTION NO. 213-10**

Authored and Sponsored by: **HON. LOLITA P. LEGASPI**

Co-Sponsored by: Hon. Philip R. Rizada, Sr.  
Hon. Oliver O. Enot  
Hon. Fernando C. Ugdoracion  
Hon. Alan B. Angub  
Hon. Roel T. Orpilla

**RESOLUTION PRESCRIBING GUIDELINES FOR THE AVAILMENT OF  
COMMUNICATION EXPENSES IN THE LGU-STA. CRUZ IN  
ACCORDANCE WITH THE ACCOUNTING AND AUDITING RULES AND  
REGULATIONS**

**Whereas**, the LGU of Sta. Cruz has been regularly providing communication expenses to elective officials and employees in the annual budget;

**Whereas**, for the last three (3) years some of the rank and file personnel enjoyed the said provision of funds as LGU communication expenses;

**Whereas**, the availment of this communication expenses shall only be granted exclusively to elective municipal officials, department heads and assistant heads of offices whether on permanent employment status, as officer in charge or in acting capacity, section heads, and national-paid personnel considering that there are a number of taxpayers/clienteles, staff of the LGU and local constituents who need to be served and contacted through the proper use of handy communication equipment units such as cellphones with the necessary loads;

**Whereas**, after a careful and thorough deliberation of the matter, the body decided to pass this measure;

**Wherefore**, on motion of Hon. Lolita P. Legaspi, duly seconded by the members present, it was;

**RESOLVED**, as it is hereby resolved by the Sangguniang Bayan of Sta. Cruz, Davao del Sur, assembled in session to enact an ordinance prescribing guidelines for the availment of communication expenses in the LGU of Sta. Cruz in accordance with accounting and auditing rules and regulations.

**MUNICIPAL ORDINANCE NO. 10**  
Series of 2010

**PRESCRIBING GUIDELINES FOR THE AVAILMENT OF  
COMMUNICATION EXPENSES IN THE LOCAL GOVERNMENT OF STA.  
CRUZ IN ACCORDANCE WITH ACCOUNTING AND AUDITING RULES  
AND REGULATIONS**

Be it ordained by the Sangguniang Bayan of Sta. Cruz, Davao del Sur, in session assembled that:

Section 1. **Coverage**. All elective municipal officials, department heads and assistant heads of offices having permanent appointments, or as officer-in-charge or in acting capacity, and section heads and national-paid personnel may avail of the communication expenses during their employment/services with the LGU in accordance with these guidelines.

Section 2. **Definition of Terms**. The following terms as used in this Ordinance shall be defined as follows:

- a) **Reviewing officer/processor** - an LGU employee in the accounting office who is tasked to check or examine the vouchers for communication expenses of the herein mentioned officials and employees.

- b) **Department Heads** – are the persons handling the position of Municipal Treasurer, Municipal Health Officer, Municipal Civil Registrar, Municipal Accountant, Municipal Social Welfare and Development Officer, Municipal Planning Officer, Municipal Engineer, Municipal Agriculturist, Municipal Assessor, Municipal Budget Officer and Secretary to the Sanggunian.
- c) **Assistant Heads** – are Municipal Assistant Treasurer and Municipal Assistant Health Officer.
- d) **Section Heads** - such as Senior Tourism Operations Officer, Housing and Homesite Regulation Officer, Human Resource Management Officer III, Supply Officer III, Administrative Officer V, Attorney IV, Licensing Officer III, the Market Supervisor and Plumber Foreman.
- e) **National-paid personnel** – such as Mun. Local Government Operations Officer, Mun. Trial Judge and the Resident Auditor.

Section 3. **Guidelines.** Elective municipal officials, department heads, assistant heads of offices whether in permanent employment status, as officer-in-charge or in acting capacity, section heads and national-paid personnel shall be entitled to avail of the post paid communication plan or prepaid phone cards expenses while engaged in activities inherent to the performance of his/her official duties including being on official business outside of work station and official travels.

Section 4. **Procedure.** Qualified elective municipal officials and the abovementioned employees shall have the option to avail of Post-Paid Plan or Prepaid Phone Cards which shall be guided in the following manner:

- a.) For elective municipal officials/department heads of offices P5,000.00/month
- b.) For assistant heads of offices 3,000.00/month
- c.) For section heads and national-paid personnel 2,000.00/month

Section 5. **Responsibilities of Officers Concerned.**

5.1 The reviewing officer or processor in the accounting office shall determine whether any or all of the persons applying for the said expenses are qualified and eligible to enjoy as mentioned in this ordinance.

5.2 Any excess in the amount granted or allowed under Section 4 shall be shouldered personally by the official or employee concerned.

Section 6. **Appropriations.** There shall be substantial funds to be appropriated in all respective LGU offices concerned for the proper implementation of the provisions of this ordinance in the current year and years thereafter.

Section 7. **Repealing Clause.** All ordinances or parts thereof inconsistent with this ordinance are hereby revised, amended, modified and/or superseded as the case may be.

Section 8. **Effectivity Clause.** This administrative ordinance shall take effect on January 1, 2011.

**UNANIMOUSLY APPROVED.**

CERTIFIED CORRECT:

(SGD.) **BENBENUTO L. CASPI, JR.**  
Secretary to the Sanggunian

ATTESTED:

(SGD.) **MANOLITO R. LAGRADA, JR.**  
SB Member  
(Temporary Presiding Officer)

APPROVED: \_\_\_\_\_  
December 20, 2010

(SGD.) **ATTY. JOEL RAY L. LOPEZ**  
Municipal Mayor