



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 1ST SPECIAL SESSION OF THE 14TH SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 19TH DAY OF DECEMBER 2019 AT JUAN M. RELAMPAGOS SESSION HALL, LOON, BOHOL-

PRESENT:

Hon. Lloyd Peter M. Lopez, M.D.	Vice Mayor, Presiding Officer
Hon. Pedro M. Literatus, Jr.	SB Member
Hon. Ana Lisa O. Go	SB Member
Hon. Lydia L. Almasa	SB Member
Hon. Kristel P. Tecson	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Lucena C. Lanaja	LnB President, Ex-Officio Member

ABSENT:

Hon. Judy Marie H. Veloso	SB Member
Hon. April Joseph L. Corciega	SKMF President, Ex-Officio Member

MUNICIPAL ORDINANCE NO. 19-007
Series of 2019

AN ORDINANCE ESTABLISHING GUIDELINES FOR THE OPERATION OF UPLAND TRACTORS OWNED BY THE LOCAL GOVERNMENT UNIT OF LOON

Be it enacted by the 14th Sangguniang Bayan of Loon, Bohol in session duly assembled:

SECTION 1. MANAGEMENT OF TRACTOR OPERATIONS IN THE FIELD. The Municipal Agriculture Office (MAO) shall serve as the Municipal Tractor Pool (MTP) management office, which shall oversee the tractor operations in the field.

SECTION 2. SUPERVISION OF THE TRACTORS. The Municipal Agriculturist and the Municipal Corn Program Coordinator shall have direct supervision on the tractors. The Municipal Agriculture Office (MAO) shall ensure the smooth implementation of the tractor operational guidelines of the municipality.

SECTION 3. CRITERIA OR QUALIFICATIONS ON AVAILING OF TRACTOR SERVICES.

The following guidelines shall be followed on availing of tractor services:

- 1) It is applicable to all qualified small scale/marginalized or commercial farmers within the municipality of Loon, Bohol.
- 2) The bonafide farmers of Loon, Bohol are given priority on the use of the tractor. It shall be on a first come first served basis.
- 3) The farmer/user shall be personally present during the actual survey of his/her farm.
- 4) The farmer/user shall pay in full his obligation before the tractor services are rendered to the Municipal Treasurer Office (MTO) based on the recommendation of the Corn Technician prior to the release of the tractor for service.
- 5) The Municipal Agriculturist shall be required to prepare the schedule of tractor services in the respective barangays.

SECTION 4. PROCESS/FLOW AND REQUIREMENTS.

- a) The farmer applicant shall file his application at the Municipal Agriculture Office (MAO). The Municipal Agriculturist shall direct the Corn Technician to verify or conduct ocular inspection whether the area is suited for the tractor's services prior to its operation.
- b) It is also required that all farmer applicants should attend a one day orientation and briefing on the policies in the use on availing of the tractor as scheduled by the MAO prior to the release of the machinery.
- c) The area and actual size of the farm size is determined by measuring the length and the width using the measuring tape with the assistance of the farm owner and the corn technician and submit a report to the Municipal Agriculturist.
- d) The corn technician shall recommend to the Municipal Agriculturist the approval and/or rejection of the farmers application.
- e) The farmer shall buy or make available the volume of crude fuel needed before the tractor services are rendered based on the computed rate and cost of fuel consumption per hectare. The farmer shall also shoulder the fuel consumed/incurred during the transfer of tractor from one area to his/her farm to be served in addition to the oil consumed in the plowing & harrowing activity.
- f) The MAO shall dispatch the tractor operator and the corn technician to serve the farmer applicant upon compliance of all the requirements.
- g) The General Services Office (GSO) shall sign the trip and dispatch order prior to the release of the tractor to the borrower.
- h) Any movement of the tractor not identified in the said order shall require a written authority from the Municipal Mayor.

SECTION 5. ACCOMPLISHMENTS AND REPORTING.

- a) The tractor operator and corn technician shall submit daily accomplishment report to the Municipal Agriculture Office (MAO).
- b) The MAO shall submit report to the Municipal Mayor showing the total number of hectares plowed or harrowed and the number of farmers served by the tractor and its operator with corresponding number of days consumed to accomplish the number of hectares.
- c) The MAO shall submit a report to the Regional Corn Program Coordinator, DA-Region VII for their information.

SECTION 6. LIMITATION ON THE USE OF THE TRACTOR. The tractor shall not be used in farm lands which are rocky, swampy (water logged). It shall not be used in farm lands which were formerly a woodland or in areas bounded with fruit bearing trees without available road access. If the tractor is required to pass by another lot, it shall be the responsibility of the farmer applicant to seek the permission of the adjacent lot owner for the purpose of using the lot as access road.

SECTION 7. TEMPORARY PROTECTION OR SHED HOUSE. It shall be the responsibility of the MAO to see to it that the tractor shall be deposited to safe area. The tractor shall not be left at the farm at the end of the day to prevent any untoward incidents. For safekeeping, it shall be

deposited/parked within the vicinity of the barangay hall under the responsibility of the farmer/user with the assistance of the tanods or to its original station or garage at the motor pool area.

SECTION 8. SAFETY MECHANISMS. It shall be the obligation of the LGU to provide the safety measures for the tractor and its farm machineries including the worthiness of the machine. A mechanic from the LGU shall conduct a monthly preventive maintenance or regular check-up of the tractors and the cost of repair and maintenance shall be the obligation of the LGU thru the MAO.

SECTION 9. IMPOSITION OF COST OF RENTAL. The rental fee and the estimated volume of crude oil required for every farm activity with the corresponding farm size shall be as follows:

Area	Rental Fee	Estimated Fuel Volume	
		Plowing	1 st & 2 nd Harrowing
For 9001 to 10,000 sq. meters	P 1,000.00	30 liters	25 liters
For 8001 to 9,000 sq. meters	P 900.00	26 liters	22 liters
For 7001 to 8,000 sq. Meters	P 800.00	22 liters	19 liters
For 6001 to 7,000 sq. Meters	P 700.00	18 liters	16 liters
For 5001 to 6,000 sq. Meters	P 600.00	14 liters	13 liters
For 4001 to 5,000 sq. Meters	P 500.00	10 liters	9 liters
For 2251 to 4,000 sq. Meters	P 400.00	8 liters	7 liters
For 2250 sq. meters & below	P 250.00	5 liters	5 liters

The rental shall be waived for LGU-initiated projects, except the cost of the fuel.

SECTION 10. FUEL CONSUMPTION. Subject to the preceding section, the cost of fuel for the tractor to be used for its mobility from one area to another shall be shouldered by the farmer-renters/users on “full fuel tank system” basis.

SECTION 11. NO OVERTIME POLICY. Overtime works during Saturdays and non-office days shall not be allowed, to give time for the weekly mechanical maintenance.

SECTION 12. PLOWING AND HARROWING. The cost of rental above mentioned shall be paid only once for the two set of services, the plowing and harrowing on the agreed schedule without unnecessary delay.

SECTION 13. SUPERVISION OF TRACTOR OPERATORS OR DRIVERS. To ensure good conditioning and regular maximum performance of the tractors, the following shall be observed:

- a) The tractor driver must be employed or under contract by the LGU Loon.
- b) The services of the tractor’s driver are free of charge since his services are paid by the LGU who shall work only during office day/hours. The number of hours of the tractor and operator in the barangay where the tractor will be operating shall be under the direct supervision of the MAO.
- c) There shall be adequate funds for the regular maintenance of the tractors which shall be taken from the proceeds of the rental and the same shall be exclusively used for the maintenance of the tractors.

SECTION 14. REPAIR AND MAINTENANCE. The repair and maintenance of the tractor shall be part of the responsibilities of the farm tractor operator. To ensure that the units are in good working condition, the operator should inform the MAO of any need for repair and maintenance

of the machineries. Maintenance shall be allocated from the budget of the Municipal Agriculture Office. The MAO thru its Municipal Agriculturist with the assistance of the office staff shall coordinate and assist the Local Chief Executive in the implementation of these guidelines.

SECTION 15. USE OR TRANSFER OF TRACTOR UNIT TO ANOTHER MUNICIPALITY. The farm tractors are exclusively for the service of farmlands within this municipality and are not allowed to be used and transferred to the other municipalities.

SECTION 16. REPEALING CLAUSE. Any provision inconsistent with this ordinance is hereby repealed or modified accordingly.

SECTION 17. EFFECTIVITY. This ordinance shall take effect after its publication in a newspaper of local circulation pursuant to the Section 188 of RA 7160.

UNANIMOUSLY APPROVED.

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I hereby certify to the correctness of the above-quoted ordinance.

FIDELINO P. CORITICO, LLB
Secretary to the Sanggunian

ATTESTED:

LLOYD PETER M. LOPEZ, M.D.
Vice Mayor
Presiding Officer

Date signed: _____

APPROVED:

RELAMPAGOS

ELVI PETER L.

Municipal Mayor

Date Signed: _____

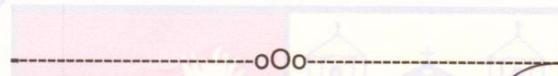
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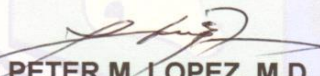
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Vice Mayor
Presiding Officer

Date signed: _____

APPROVED:


ELVI PETER L. RELAMPAGOS
Municipal Mayor

Date Signed: 4/27/20