



## **OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 31<sup>ST</sup> REGULAR SESSION OF THE 14<sup>TH</sup> SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL HELD ON THE 18<sup>TH</sup> DAY OF FEBRUARY 2020 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. Judy Marie H. Veloso	SB Member
Hon. Zaide Y. Coritico	SB Member
Hon. Timoteo L. Legitimas	SB Member
Hon. Lucena C. Lanaja	LnB President, Ex-Officio Member
Hon. April Joseph L. Corciega	SKMF President, Ex-Officio Member

**ABSENT:**

NONE

**MUNICIPAL ORDINANCE NO. 20-001**  
Series of 2020

**AN ORDINANCE CREATING THE POSITION OF MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER (MSWDO)/MUNICIPAL GOVERNMENT DEVELOPMENT HEAD (MGDH) OF THE MUNICIPALITY OF LOON, PROVINCE OF BOHOL**

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

**SECTION 1. CREATION OF POSITION.**

There shall be created a position of Municipal Social Welfare and Development Officer (MSWDO)/Municipal Government Development Head I – (MGDH) with salary grade 24 of the Municipality of Loon.

**SECTION 2. FUNCTIONS.**

Municipal Social Welfare and Development Officer shall perform the following functions:

- a.) Supervise the prompt delivery of services of the Four divisions:
  - 1.) Social Welfare Programs and Services Division – Social Welfare Officer IV. Formulate and implement social welfare programs for persons with disability, senior citizens, children/youth, women and solo parents and provides financial assistance or referrals for free service to individuals and families who are in extremely difficult situations and have inadequate resources.
  - 2.) Social Protection Program Division – Social Welfare Assistant. Responsible in the provision of appropriate programs, services and interventions to individuals, families and communities in need of social protection and responsible in the administration and implementation of center-based services to provide trauma-informed care and specialized services geared towards the immediate relief and rehabilitation of Children in Need of Special Protection (CINSP), Children in Conflict with the Law (CICL) and Women in Especially Difficult Circumstances (WEDC).
  - 3.) Disaster Relief Assistance and After Care Services Division – Social Welfare Assistant. Be in the frontline of service delivery especially those concerning

immediate relief and assistance during and natural disaster and calamities and provides after care service, psycho-social intervention to those rehabilitated victims of drugs.

- 4.) Administrative Division – Administrative Aide III. Responsible in the provision of technical and administrative support services, programs and operations in the office.
- b.) The MSWDO shall take charge of the office on social welfare and development services and shall:
- 1.) Formulate measures for the approval of the sanggunian and provide technical assistance and support to the mayor, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services as provided for under Section 17 of The Local Government Code of 1991;
  - 2.) Develop plans and strategies and upon approval thereof by the governor or mayor, as the case may be, implement the same particularly those which have to do with social welfare programs and projects which the mayor is empowered to implement and which the sanggunian is empowered to provide for under this Code;
  - 3.) In addition to the foregoing duties, the social welfare and development officer shall:
    - i.) Identify the basic needs of the needy, the disadvantage and the impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions;
    - ii.) Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to deter further abuse and exploitation;
    - iii.) Assist the mayor, in implementing the barangay level program for the total development and protection of children up to six (6) years of age;
    - iv.) Facilitate the implementation of welfare programs for the disabled, elderly, and victims of drug addiction, the rehabilitation of prisoners and parolees, the prevention of juvenile delinquency and such other activities which would eliminate or minimize the ill-effects of poverty;
    - v.) Initiate and support youth welfare programs that will enhance the role of the youth in nation building;
    - vi.) Coordinate with government agencies and non-governmental organizations which have for their purpose the promotion and the protection of all needy, disadvantaged, underprivileged or impoverished groups or individuals, particularly those identified to be vulnerable and high-risk to exploitation, abuse and neglect;
  - 4.) Be in the frontline of service delivery, particularly those which have to do with immediate relief during and assistance in the aftermath of man-made and natural disaster and natural calamities;
  - 5.) Recommend to the Sanggunian and advise the mayor, on all other matters related to social welfare and development services which will improve the livelihood and living conditions of the inhabitants; and
- c.) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance;

**SECTION 3. EFFECTIVITY.** This ordinance shall take effect immediately upon its approval.

**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:

**ELVI**

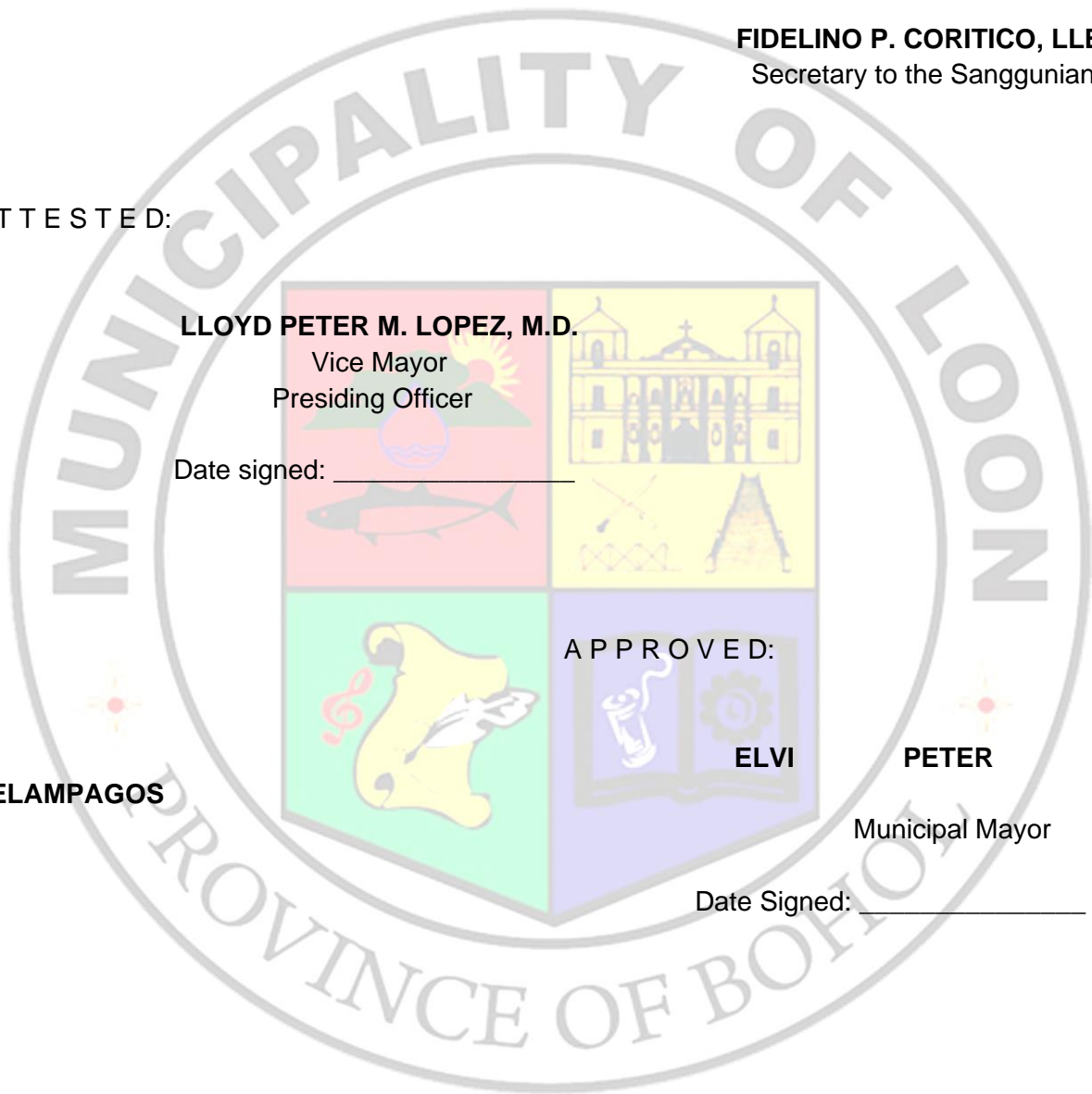
**PETER**

**L.**

Municipal Mayor

Date Signed: \_\_\_\_\_

**RELAMPAGOS**



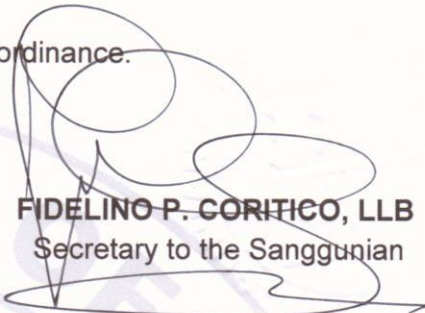
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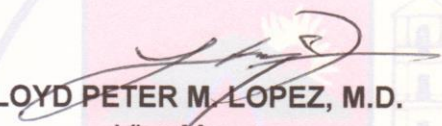
**UNANIMOUSLY APPROVED.**

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

  
**FIDELINO P. CORTICO, LLB**  
Secretary to the Sanggunian

ATTESTED:

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

Date signed: \_\_\_\_\_

APPROVED:

  
**ELVI PETER L. RELAMPAGOS**  
Municipal Mayor

Date Signed: 02/26/2020