



Republic of the Philippines  
Province of Bohol  
**MUNICIPALITY OF LOON**

## OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL ON THE 21<sup>st</sup> DAY OF DECEMBER 2000 AT THE SANGGUNIANG BAYAN AT SESSION HALL –

|         |   |                                 |                                 |
|---------|---|---------------------------------|---------------------------------|
| PRESENT | : | Hon. Raul P. Barbarona          | Vice Mayor<br>Presiding Officer |
|         |   | Hon. Rolando L. Paloso          | SB Member                       |
|         |   | Hon. Clovis L. Nazareno         | SB Member                       |
|         |   | Hon. Francisco R. Pechon, Jr.,  | SB Member                       |
|         |   | Hon. Hermenegildo M. California | SB Member                       |
|         |   | Hon. Felix M. Marcojos          | SB Member                       |
|         |   | Hon. Nicolas M. Labastilla      | SB Member                       |
|         |   | Hon. Buenaventura L. Orcullo    | SB Member                       |
|         |   | Hon. Yvonne T. Campoamor        | SK President                    |
| ABSENT  | : | Hon. Zenon R. Perez             | SB Member                       |
|         |   | Hon. Rosalio S. Sieras          | ABC President                   |

MUNICIPAL ORDINANCE NO. 00-001  
Series of 2000

AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE USE OF THE COPIER MACHINE AT THE OFFICE OF THE SANGGUNIANG BAYAN

(Author: Vice Mayor Raul P. Barbarona)

Be it ordained by the Seventh Sangguniang Bayan of Loon, Bohol, in session assembled:

Section 1. Policy. – This ordinance shall govern the use of the copier machine at the Sangguniang Bayan;

Section 2. Private use. – Every page of a document reproduced which are for personal use shall be charged with One Peso and Fifty Centavos (P1.50) for every page and Two Pesos and Fifty Centavos (P2.50) for the use of the enlarger and reducer;

Section 3. Official use. – The copier machine may be used to reproduce official documents of municipal government offices, provided, the chief/head of office concerned shall take a formal request for the service with certification as to the necessity and urgency of the reproduction and indicating the number of pages to be reproduced.

Section 4. Reproduction through the use of the mimeographing machine is encouraged especially in mass reproduction of copies in order to minimize cost, except when the reproduction is urgent and necessary as determined by the Chief of Office concerned;

Section 5. Operation. – The duly designated personnel of the Sangguniang Bayan shall be responsible in operating the machine and shall strictly keep a record of the total number of pages per day which must correspond to the total number of pages

duly authorized under the papers filed for the purpose including the official ones and private (paid) reproduction as evidenced by the official receipts from the Municipal Treasurer's Office.

Section 6. The amount collected pursuant to Section 2 above shall be put in trust and shall be disbursed only for the maintenance and operation of the SB Copier Machine.

The request form filed for the purpose under Section 3 above shall be made as supporting papers to charge the respective appropriations of the offices concerned for the maintenance and operation of the copier machine.

Section 7. This Ordinance shall take effect immediately upon its approval by this august body and the Municipal Mayor.

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I hereby certify to the correctness of the above-quoted Municipal Ordinance.

ATTY. RAUL P. BARBARONA  
Vice Mayor  
(Presiding Officer)

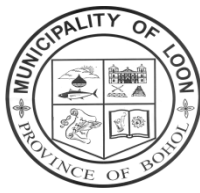
A T T E S T E D:

FIDELINO P. CORITICO  
Acting Sanggunian Secretary

A P P R O V E D:

CESAR TOMAS M. LOPEZ, M. D.  
Municipal Mayor

Date Approved: 12/22/99



Republic of the Philippines  
Province of Bohol  
**MUNICIPALITY OF LOON**

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE SANGGUNIANG BAYAN OF LOON, PROVINCE OF BOHOL ON THE 10<sup>th</sup> DAY OF APRIL, 2000 AT THE SANGGUNIANG BAYAN AT SESSION HALL –

PRESENT : Hon. Raul P. Barbarona Vice Mayor  
Presiding Officer  
Hon. Rolando L. Paloso SB Member  
Hon. Clovis L. Nazareno SB Member  
Hon. Francisco R. Pechon, Jr., SB Member  
Hon. Hermenegildo M. California SB Member  
Hon. Felix M. Marcojos SB Member  
Hon. Nicolas M. Labastilla SB Member  
Hon. Buenaventura L. Orcullo SB Member  
Hon. Yvonne T. Campoamor SKMF President  
(*Ex-Officio Member*)

ABSENT : Hon. Zenon R. Perez SB Member  
Hon. Rosalio S. Sieras LnB President-On Leave  
(*Ex-Officio Member*)

MUNICIPAL ORDINANCE NO. 00-001  
Series of 2000  
(as ammended)

AN ORDINANCE PROVIDING FOR THE GUIDELINES IN THE USE OF THE COPIER MACHINE AT THE OFFICE OF THE SANGGUNIANG BAYAN

(Author: Vice Mayor Raul P. Barbarona)

Be it ordained by the Seventh Sangguniang Bayan of Loon, Bohol, in session assembled:

Section 1. Policy. – This ordinance shall govern the use of the copier machine at the Sangguniang Bayan;

Section 2. Fees – Every page of a document reproduced, which is for personal or official use, shall be charged according to the following schedule, per page/side: (amended by Municipal Ordinance No. 00-004 series of 2000)

|                             |       |        |
|-----------------------------|-------|--------|
| Short Bond Paper (8.5"x11") | ----- | P 1.25 |
| Long Bond Paper (8.5"x13")  | ----- | P 1.50 |
| Tabloid Paper (11"x17")     | ----- | P 3.00 |
| Reducer/Enlarger            | ----- | P 3.00 |

Section 3. Official Use. – The copier may be used to reproduce official documents of municipal government offices, provided, the chief/head of office concerned shall make a formal request for the service with certification as to be necessity and urgency of the reproduction and indicating the number of pages to be reproduced;

Section 4. Reproduction through the use of the mimeographing machine is encourage especially in mass reproduction of copies in order to minimize cost, except

when the reproduction is urgent and necessary as determined by the Chief of Office concerned.

Section 5. Operation. – The duly designated personnel of the Sangguniang Bayan shall be responsible in operating the machine and shall strictly keep a record of pages duly authorized under the papers filed for the purpose including the official ones and private (paid) reproduction as evidenced by the official receipts from the Municipal Treasurer's Office.

Section 6. The amount collected pursuant to Section 2 above shall be put in trust and shall be disbursed only for the maintenance and operation of the SB Copier Machine.

The request form filed for the purpose under Section 3 above shall be made as supporting papers to charge the respective appropriations of the offices concerned for the maintenance and operation of the copier machine.

Section 7. This Ordinance shall take effect immediately upon its approval by this august body and the Municipal Mayor.

I hereby certify to the correctness of the above-quoted Municipal Ordinance.

(SGD.) ATTY. RAUL P. BARBARONA  
Vice Mayor  
(Presiding Officer)

A T T E S T E D:

(SGD)FIDELINO P. CORITICO  
Acting Sanggunian Secretary

A P P R O V E D:

(SGD.)CESAR TOMAS M. LOPEZ, M. D.  
Municipal Mayor

Date Approved: 04-10-2000