

Republic of the Philippines  
Province of Bulacan  
SANGGUNIANG PANLALAWIGAN  
Malolos City

**AN ORDINANCE ENACTING THE NEW PROVINCIAL  
ADMINISTRATIVE CODE OF BULACAN**

**ORDINANCE NO. C-004**

Be it enacted by the Sangguniang Panlalawigan in session assembled:

**CHAPTER I**

**GENERAL PROVISIONS**

**Section 1. TITLE:** - This ordinance shall be cited as the **NEW PROVINCIAL ADMINISTRATIVE CODE OF BULACAN or NEPAC.**

**Section 2. NATURE, SCOPE AND PURPOSE:** - The NEPAC is an updated compilation and integration of ordinances, resolutions and Executive Orders passed since 1996 when the original Provincial Administrative Code (Ordinance No. C-001) was enacted. It includes proactive or predictive legislative measures. It revises in form and substance the original code. Statutes are localized in light of relevancy, efficiency and uniqueness to local situations. It reflects the aspirations and rising expectations of the constituency and galvanizes the working relationship between the executive and legislative arms of the Provincial Government germinating the impetus for excellence in local governance.

NEPAC establishes the new structural framework of the Provincial Government, taking into consideration the reorganizations and re-alignments undertaken. It defines the functions, powers and responsibilities of departments and their personnel to promote best-practices, transparency and accountability. It promulgates the appropriate linkages in public administration to include the vital role of Non-Government and People's Organizations as partners in sustainable development. Lastly, it provides the dynamic mechanism for development processes and initiatives contemplating its use as the primary guiding principle of local public administration and sanggunian legislation.

**Section 3. DEFINITION OF TERMS AND PHRASES:** - The following terms or phrases are hereby defined:

- (a) **ADMINISTRATIVE ORDER** – Regulations issued by executive departments binding on local government units, as well as individuals and juridical persons with sanctions for violations thereof.
- (b) **BULACAN** – Spelled with the letter “**c**” means the province while Bulakan with the letter “**k**” means the municipality of Bulakan, the first capital of the province.
- (c) **EXECUTIVE ORDER** - An order issued by the Provincial Governor by virtue of the power vested in him and pursuant to a statute or ordinance.

- (d) **HE/HIM** - means a masculine gender that applies to all sexes.
- (e) **MAY** – means permissive.
- (f) **MEMORANDUM CIRCULAR** - A circular or directive issued by executive departments for guidance and compliance of all local government units.
- (g) **PAST TENSE** - It shall also refer to present and future tenses, if applicable.
- (h) **PROVINCE or PROVINCIAL** - Means BULACAN.
- (i) **ORDINANCE** - Legislative measure enacted by the Sangguniang Panlalawigan categorized as (1) Corporate (2) Administrative (3) Regulatory (4) Developmental. Ordinances with penal sanctions have been published in newspapers of general circulation. Reference to an ordinance is made by citing the corresponding ordinance number or the appropriate section of NEPAC.
- (j) **REASONABLE TIME or NOTICE** - Means any act to be done within such time only as may be necessary for the prompt performance of that duty or compliance with that notice.
- (k) **RESOLUTION** - An expression of intent of the Sangguniang Panlalawigan and if subjected to the processes of ordinance-crafting, it partakes the nature of an ordinance.
- (l) **SANGGUNIAN** – Means the Sangguniang Panlalawigan as the legislative arm of the Provincial Government.
- (m) **SHALL** - Means mandatory.
- (n) **SINGULAR** – A noun that will also refer to several persons or things.
- (o) **STATUTE** – Law or an Act of Congress.

**Section 4. WORD CONSTRUCTION:** - All words and phrases not defined as above shall be construed and understood according to the common and accepted usage of the language. Technical words, however, and such others as may have acquired a peculiar meaning and appropriate definition in law shall be construed and understood according to that peculiar and appropriate meaning.

**Section 5. OTHER CODES:** - Other Codes, such as Revenue Code, Environmental Code, Public Health and Sanitation Code shall be published as separately formulated, in effect weaning them from the original administrative code.

**Section 6. REFERENCE TO NEPAC:** - Whenever reference is made to any provision of NEPAC, the reference applies to all amendments and additional provisions hereinafter introduced.

**Section 7. CONFLICT OF PROVISIONS:** - Should provisions of the different chapters conflict or contravene with one another, the provision within each chapter shall prevail in so far as matters in each chapter are concerned. Should the conflicting provisions be within different sections, the provisions which are last in the ordinal sequence shall prevail.

**Section 8. SERVICE OF DOCUMENTS:** - Where any notice or order or any document is required to be served upon any person in connection with NEPAC, it is deemed appropriately served by any of the following acts:

- a. Personally served to whom it is directed with acknowledged receipt of a copy of the notice, order or document;
- b. Given to any person of sufficient discretion in the address of the person concerned with acknowledged receipt of a copy of the notice, order or document;

- c. Sent through electronic transmission; or
- d. Sent by registered mail with return card.

**Section 9. COMPUTATION OF TIME:** - In computing any period of time, the day of the act or event from which the designated period begins to run is to be excluded and the date of performance included. If the last day of the period, as thus computed, falls on Saturday, a Sunday or a legal holiday in the province, the time shall not run until the next working day.

**Section 10. LIBERAL INTERPRETATION:** - Any provision of NEPAC shall be liberally interpreted in favor of the province in the exercise of its devolved powers and the general welfare clause under Section 16 of RA 7160.

**Section 11. RESOLUTION OF CONTROVERSIES:** - Should controversies arise as a result of the implementation of NEPAC involving rights and obligations between individuals, the resolution of the same shall be referred to the mediation system under the Katarungang Pambarangay Law in the absence of legal or codal provisions or jurisprudence.

**Section 12. TRANSLATION:** - NEPAC shall be translated into Pilipino within one (1) year from its approval. Should there be a conflict in the interpretation, the English version shall govern. The Institute of National Language may be tapped for the Pilipino translation.

## **CHAPTER II THE PROVINCE**

**Section 13. CREATION OF THE PROVINCE:** - Bulacan was created on 15 August 1578 by official act of the Spanish Government on the Feast Day of Nuestra Senora de Asuncion, the then Patroness of the province.

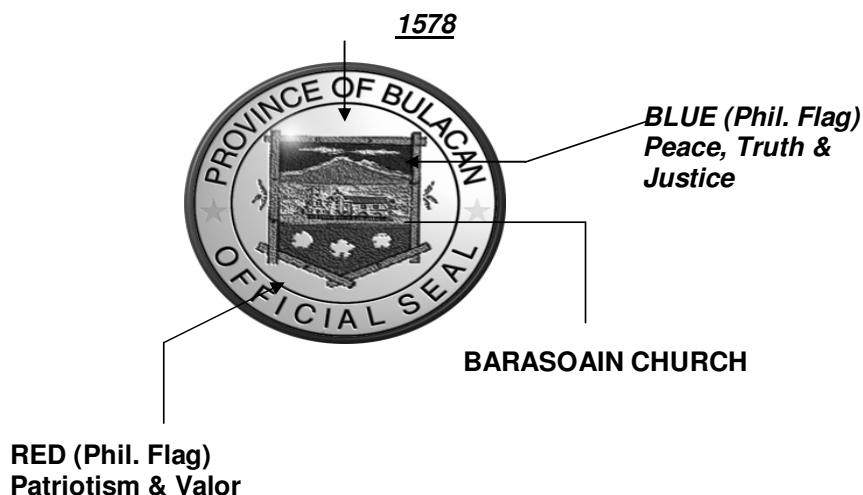
**Section 14. FOUNDATION DAY:** - August 15<sup>th</sup> is hereby proclaimed as the Foundation Day of Bulacan and declared a non-working holiday which shall be commemorated with fitting ceremonies to highlight the social, political, cultural and economic richness so far attained and the future aspirations in these fields as the stimuli for the furtherance of progress, prosperity, public order, patriotism and participative governance.

**Section 15. BULACAN PROVINCE DISTINGUISHED FROM BULAKAN TOWN:** - Bulacan spelled with the letter "C" stands for the province while Bulakan spelled with the letter "K" stands for the town/municipality.

**Section 16. - BOUNDARIES AND LAND AREA:** - Bulacan is bounded on the North by Nueva Ecija; Northwest by Pampanga; East by the Provinces of Aurora and Quezon; Southeast by Rizal and Metro Manila; and Southwest by Manila Bay. It has a land area of Two Hundred Seventy-Seven Thousand Four Hundred Eighty Five (277,485) hectares.

The eastern part bordering Aurora and Quezon, comprising the largest land category, is the forestland along the Sierra Madre mountains. The southwesterly portion, bordering Manila Bay, is devoted to fishponds. The growing industrial sector is in the southeast and rice fields serviced by the Angat River Irrigation System are in the central and northern part.

**Section 17. SEAL OF THE PROVINCE:** -



Mountains are the hills of Kakarong in Pandi and Biak-na-Bato in San Miguel where the first and second Bulacan Republics were proclaimed, respectively. The Church is Barasoain Church where the First Philippine Congress was convened in 1898 and the First Philippine Republic and first democratic government in Asia was proclaimed the same year. Three Sampaguita flowers represent the three (3) republics proclaimed in Bulacan – Kakarong (1896), Biak-na-Bato (1897) and Philippine Republic (1898). Bamboo enclosure signifies “Kawayang Bocaue” or “Kawayang Bansot” from which the spears and lances of the Katipuneros were fashioned during the revolution against Spain. It also symbolizes the resiliency of Bulakenyos.

**Section 18. TERRITORIAL JURISDICTION:** - The territorial jurisdiction of Bulacan covers the three (3) components cities, Malolos City, the City of San Jose del Monte and Meycauayan City and twenty-one (21) municipalities, divided into FIVE congressional districts, to wit:

***DISTRICT I***

Bulakan  
Calumpit  
Hagonoy  
Malolos City  
Paombong  
Pulilan

***DISTRICT II***

Balagtas  
Baliuag  
Bocaue  
Bustos  
Guiguinto  
Pandi  
Plaridel

***DISTRICT III***

Angat  
Dona Remedios Trinidad  
Norzagaray  
San Idefonso  
San Miguel  
San Rafael

***DISTRICT IV***

Marilao  
Meycauayan City  
Obando  
Sta. Maria

LONE DISTRICT of City of San Jose del Monte

**Section 19. VISION:** - A province that is progressive, peaceful and self-reliant where its people are living models of its historical heritage and cultural excellence with a strong middle class as the core of the citizenry with equal access to opportunities and services.

**SECTION 20. MISSION STATEMENT:** - The Province is committed to pursue the:

- Promotion of positive Filipino values among the families;
- Enhancement of programs on a drug-free and responsible youth sector;
- Tenets of sustainable development;
- Efficient and effective delivery of health and social services;
- Protection and management of the environment;
- Provisions for food security;
- Strengthening of Small and Medium Scale Enterprises (SMEs);
- Development of highly, competent information technology in local governance;
- Motivation for a proficient and inspired workforce in the bureaucracy;
- Promotion of arts, culture and tourism;
- Provision of quality services to all sectors;
- Assistance to upgrade the quality of public education; and
- Enactment of ordinances and adoption of resolutions to give flesh and spirit to the above commitment.

**Section 21. SEAT OF THE PROVINCIAL GOVERNMENT:** - The seat of the Provincial Government is at Malolos City. The Provincial Capitol is constructed on a 8,250 square meter lot as part of the parcel of land covered by Original Certificate of Title No. 104 and reconstituted under Reconstitution Original Number 2172.

**Section 22. PROVINCIAL MARCH:** - This is also the BULACAN MARCH to be rendered during public occasions when deemed proper.

**BULACAN MARCH**

(Lyrics & Music by: SUSANA E. SAMONTE)  
(Music Supervisor-DepEd Bulacan, Dangal ng Lipi Awardee)

Bulacan ngalan mo ay tanyag  
Sa larangan ng pangkabuhayan  
Liwanag mo ang tanging ilaw  
Sa gawaing marangal,

Kung ang sinag mo ay papanglaw  
Kami ang s'yang tatanglaw  
B-U-L-A-C-A-N  
Bulacan, ikaw'y mabuhay!

**Section 23. THE PROVINCIAL HYMN:** - The HIMNO NG BULACAN is hereby adopted as the Provincial Hymn to be rendered on public occasions when deemed appropriate:

**HIMNO NG BULACAN**

(Lyrics by: MANDY CENTENO)  
(Music by: JACINTO GARCIA)

Ipagbunyi natin bayang sinilangan  
Lahi ng magiting na mamamayan  
Mga bayaning nagbuwis ng buhay  
Hindi malilimot kailan man  
Hinahangaang mutyang may kagandahan  
Mayuyuming paraluman  
Kabalikat ng pamahalaan  
Karangalan ng Bulacan

Kalinangan natin ngayon Galing Pook ay nakamtan  
Magkaisa't magmahalan, magdamayan habang buhay  
Kabataa'y nakalaang maghandog ng kagitingan  
At pag-asa sa kinabukasan

Pagmalaki natin tayo'y pang Number One  
Sa lahat ng mabuting larangan  
Kooperatiba at palakasan  
Kalusugan at kalinisan

Magkapit-bisig tayo ating ialay  
Nakamit na tagumpay  
Karangalan mo'y walang kapantay  
Lalawigan ng Bulacan, ang Bulacan.

**Section 24. PROVINCIAL HERO:** - MARCELO H. DEL PILAR is the chosen hero of the province. His monument shall be erected on the center island leading to the Capitol near the MacArthur Highway.

**Section 25. THE BULACAN MONTH or BUWAN NG BULACAN:** - There shall be an annual celebration of the BUWAN NG BULACAN to be held every August 15<sup>th</sup> to September 15<sup>th</sup> beginning from the Foundation Day to the anniversary of the Malolos Congress.

**Section 26. THE PROVINCIAL BATTLE CRY:** - "Taas Noo Bulakenyo" is the Provincial Battle Cry. It challenges every citizen to walk the extra mile with a clear vision, a noble spirit and proud to be a Bulakenyo.

**Section 27. THE PROVINCIAL LEGAL HOLIDAYS:**

February 3 – Blas Ople Day  
April 2 – Balagtas Day  
August 15 – Foundation Day  
August 30 – Marcelo H. Del Pilar Day  
September 11 – Araw ng mga Barangay sa Bulacan.

The day declared as a non-working holiday in Malolos City shall also be a non-working holiday for provincial employees.

**Section 28. THE PROVINCIAL TREE:** - The Provincial Tree from which the province derived its name shall be the BULAK. It is also known as KAPOK. BULAK trees abound in the province and have been planted along major roads that started in Meycauayan. Travelers patronizing the white silken fiber of the fruit as materials for pillows and mattresses refer to the source of the materials as BULAKAN and since then the province had been known by that name.

**Section 29. THE PROVINCIAL PLANT:** - Yerba Buena, scientifically called "Satureja Douglasii" is the Spanish word for "good grass". It may be propagated on pots. It has medicinal properties and is used to cure fever, fainting spells, headache, stomachache and other minor ailments. It is used as the primary seasoning of noodles. It shall be propagated by planting it along the center island in front of the capitol which will also serve as part of the continual efforts to beautify the park.

**Section 30. THE PROVINCIAL FLOWER:** - Sampaguita, the national flower and scientifically known as "Jasminum Sambac", shall also be the Provincial Flower. Its whiteness symbolizes purity and its fragrance the nobility of the race. A garland of sampaguita is the usual greeting to dignitaries and persons of high rank and prestige. The plant is sturdy and the flowers are a source of livelihood. The sampaguita shall be part of the ornamental plants in the Provincial Capitol Park.

**Section 31. THE PROVINCIAL FISH:** - The Bangus or milkfish is the Provincial Fish. It is known scientifically as "Chanos-chanos". It is the primary product of the fish industry of the province. Its production generates the substantial livelihood of not a few constituents in the towns of Hagonoy, Paombong, Obando, Meycauayan, Malolos, Bocaue and Calumpit.

**Section 32. THE PROVINCIAL CULTURAL DANCE:** - The Provincial Cultural Dance shall be the "Pandango kay Sta. Clara". It is the street dance in a procession of Santa Clara during her feast day on May 18<sup>th</sup> in Obando by childless women, believing that in their participation, they would be blessed and their wish for motherhood fulfilled. The festival draws not only devotees but tourists as well adding to the cultural legacy of the province.

**Section 33. THE PROVINCIAL FRUIT:** - The mango or mangga in Pilipino and scientifically called "Mangifera indica" is the Provincial Fruit in view of its varied uses from its early stage or the greening phase to its ripening into golden sweetness. It can be eaten as desert and condiment to recipes. Pregnant women often crave for its sweet-sour taste.

**Section 34. THE PROVINCIAL ANIMAL:** - The carabao or water buffalo, a beast of burden, the farmer's most precious possession for work, meat and milk is the Provincial Animal. It can be taught to kneel in reverence to the gods and to race to the public's delight during fiestas and rural celebrations. The carabao in concrete shall be erected in front of the Provincial Agriculture Office to enhance its significance.

**Section 35. THE ROLE OF THE PROVINCE:** - The province shall be the dynamic mechanism for province-wide developmental initiative, sources and methods and the catalyst for innovative, effective and efficient governance of component units within its jurisdiction.

**Section 36. SISTERHOOD/TOWN TWINNING:** - Where Bulacan has a sisterhood or town/twinning relationship with another local or foreign governmental unit, the province hereby reiterates its commitment to the respective agreements entered into. It shall seek further twinning

with provinces or cities to enhance the provincial image and heighten the learning curve in local governance, particularly in the areas of e-governance or paper-less administration.

**Section 37. CREATION OF BARANGAYS:** - Barangay Friendship Village Resources is hereby created from the mother barangay of Tigbe, Norzagaray with the following boundaries:

North	- Creek
East	- Lot 2451
South	- Concrete Barangay Road
South-East	- City of San Jose del Monte
West	- Lots 2458, 2459, 2542 and 2436

Henceforth, the creation of new barangays is strongly discouraged for reasons of sustainability. It would be more in harmony with new public administration to merge two or more contiguous barangay in a municipality to promote better resources for development management and economy.

**Section 38. CORPORATE SEALS:** - The corporate seals adopted by cities, municipalities and barangays shall be registered with the Department of Interior and Local Government.

### **CHAPTER III PROVINCIAL SPECIAL BODIES**

**Section 39. DEFINITION:** - Special bodies are the councils, boards or committees created either by statute, ordinance or by Executive Order defining the composition, functions, powers and responsibilities appertaining thereunto.

**Section 40. SPECIAL BODIES OF THE PROVINCE:** - The following are the Special Bodies of the Province:

- (a) Provincial Development Council
- (b) Provincial Peace and Order Council
- (c) Provincial Disaster Management Council
- (d) Provincial Health Board
- (e) Provincial School Board
- (f) Provincial Bids and Awards Committee
- (g) Provincial Personnel Selection Board
- (h) Bulacan Investment and Incentive Board
- (i) Provincial Housing Board
- (j) Provincial Tourism Council
- (k) Provincial Cooperative Development Council
- (l) Provincial Gawad Galing Barangay Committee
- (m) Provincial Nutrition Committee
- (n) Provincial Population Committee
- (o) Provincial Agricultural and Fisheries Council
- (p) Provincial Fisheries and Aquatic Resource Management Council
- (q) Provincial Land Use Committee
- (r) Provincial Technical Committee
- (s) Provincial Scholarship Committee
- (t) Provincial Council for the Protection of Children



(u) Legislative-Executive Development Advisory Committee.

**Section 41. CHAIRMANSHIP:** - Invariably, the Chairman of each special body is the Provincial Governor. Unless provided otherwise, the Co-Chairman is the Vice-Governor.

**Section 42. MEMBERSHIP:** - Members of the special bodies are departments of the provincial government or of national agencies stationed in the province. The head of department shall sit as a regular member. In case of inability to attend meetings, the assistant department head or the most senior official with power to vote shall so attend. Non-Government Organizations, duly accredited by the Sangguniang Panlalawigan, shall designate their representatives to the Special Bodies by way of a board resolution and appointed by the Governor.

**Section 43. SECRETARIAT:** - Unless provided by statute or ordinance, the Secretariat shall be the department most concerned and the department head shall designate focal persons to act and perform the functions of the secretariat, to wit:

- (a) Prepare the agenda of the meeting and send notices to the members and representatives;
- (b) Take note of proceedings and certify to its correctness for approval in the next meeting;
- (c) Receive all incoming communications and take custody of all documents;
- (d) Coordinate with other offices/agencies when necessary;
- (e) Perform such other matters as directed.

**Section 44. ALLOWANCES TO NGO REPRESENTATIVES:** - Representatives of NGOs while attending meetings shall be allowed reasonable traveling and meal allowances in accordance with budget and accounting rules and regulations.

**Section 45. MEETINGS:** - The frequency of meetings shall be determined by the special body unless so provided by statute or at the call of the Chairman, or by written request of at least one-third (1/3) of the members. As much as possible, proposals from members should be in writing and submitted to the Secretariat, three (3) days before the schedule of a meeting where the proposal would be taken-up.

**Section 46. SUB-COMMITTEES:** - The special body may create sub-committees for specific purposes if it deems such creations will enhance the effective and efficient discharge of its function and mandate.

**Section 47. MEMORANDUM OF AGREEMENT WITH FOREIGN AGENCIES:** - The assistance of foreign agencies, foundations or organizations shall be covered by MEMORANDUM OF AGREEMENT signed by the Governor upon authorization from the Sangguniang Panlalawigan.

**Section 48. MANUAL OF OPERATION:** - Every special body shall promulgate its Manual of Operations for the guidance of current and future members. This will also enhance productivity, transparency and accountability, through effective and efficient coordination and cooperation.

**Section 49. SECTORAL COMMITTEES:** - The following special bodies shall be considered sectoral committees of the Provincial Development Council:

- (a) Tourism Council

- (b) Cooperative Development Council
- (c) Nutrition Committee
- (d) Population Committee
- (e) Council for the Protection of Children
- (f) Early Childhood Care and Development Committee
- (g) Child Labor Committee
- (h) Agricultural and Fisheries Council

**Section 50. EXECUTIVE COMMITTEES:** - Special bodies, when deemed most appropriate and stipulated in their respective Manual of Operations, shall create their Executive Committees or EXECOM to act for the mother committee when the latter is not in session or in emergency cases where delay of action would result to a greater disadvantage. Corollarily, an Executive Officer shall be so designated. The Provincial Development Council, through the Provincial Planning and Coordinating Office, shall furnish a model manual of operations for the special bodies such as one that was adopted by the Provincial Development Council.

**Section 51. CENTRAL DEPOSITORY OF THE MINUTES OF MEETINGS OF SPECIAL BODIES:** - The Office of the Provincial Planning and Development Coordinator is hereby designated as the Central Depository of the minutes of meetings of special bodies even as the Secretariats have had their respective copies.

#### **CHAPTER IV INSTITUTIONAL AWARDS**

**Section 52. STATEMENT OF POLICY:** - It is the policy of the Provincial Government to give due recognition to persons and organizations who have exhibited the highest degree of excellence in their chosen fields of endeavor and have raised the competitive image of Bulacan in the governance of the communities and the inhabitants thereof – earning the accolade and gratitude of a remembering citizenry. Cash awards shall be appropriated. Plaques and certificates of recognition shall be given in appropriate public occasions, a gesture reposed on our faith and endearment on their achievement and performance of public service and championing the battle cry “TAAS NOO, BULAKENYO”.

**Section 53. CRITERIA OF AWARDS:** - Without prejudice to the adoption of criteria for selection of awardees by the sponsoring unit, the following shall be considered common criteria or parameters in the institutional awards:

- (a) Contribution to the fruition of the VISION of the province;
- (b) Quality of the performance under review which undoubtedly enriches our legacy for the future;
- (c) Verifiability, cost-effective, promotive of inter-agency coordination and cooperation; and
- (d) Bringing-out the best in a human being or a corporate entity.

**Section 54. INSTITUTIONALIZED AWARDS:** - The following are Awards of Recognition given out annually:

- (a) Dangal ng Lipi
- (b) Gawad Galing Barangay
- (c) Gawad Lingkod Barangay

- (d) Gawad Galing Kawani
- (e) Outstanding Taxpayer Award, individual and corporate
- (f) Top Revenue Performer – municipal and barangay level
- (g) Outstanding Municipal Councils, Presiding Officers, Councilors and Secretaries.
- (h) Outstanding City/Municipal Agriculture Team

**Section 55. COVERAGE:** - The awards and incentives system in all categories is open to all individuals, corporation, employees, local government units, irrespective of political color, gender, age, faith, economic, civil status and educational attainment.

**Section 56. PROCESS OF SELECTION:** - Prospective awardees may be nominated or endorsed to the Pre-selection or Processing Committee accompanied by verifiable documents as prescribed in nominating forms/endorsements which will make the preliminary selection or the short-list. The Selection Committee created by ordinance or executive order having for its members, at least, two from active and accredited NGOs, shall make the final choice after satisfying itself that the criteria have been met. The decision of the Selection Committee is final and its decision shall be sub-rosa as far as the public is concerned and released only to the Technical Committee for the preparation of the plaques and certificates.

**Section 57. SPECIAL RECOGNITION:** - There may be special recognitions that would not follow the process as above-shown, such as the selection of Lakan and Lakambini in the tourism and cultural category and those given to persons and units performing extraordinary efforts during emergencies and calamities and related situations. Certificates of recognition may be awarded to national personalities who have given Bulacan a cause to be grateful.

**Section 58. OTHER AWARDS:** - The Provincial Governor or the Sangguniang Panlalawigan may authorize the awarding of other awards when deemed appropriate.

## CHAPTER V PROCUREMENT OF GOODS AND INFRASTRUCTURE PROJECTS

**Section 59. STATEMENT OF POLICY:** - It is the policy of the Provincial Government to provide for the modernization and standardization of procurement activities, transparent procurement processes, competitiveness and equal opportunity to eligible and qualified contractors and to satisfy the parameters of accountability and public monitoring in line with the provincial commitment to good governance, equity, efficiency and economy.

**Section 60. GOODS SUBJECT TO THE PROCUREMENT PROCESS:** - Subject to the procurement process in accordance with RA 9184 and its Implementing Rules and Regulations are supplies, materials, equipment, furniture, stationery, materials for construction, including non-personal services such as repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security and similar items. To avoid confusion and ensure transparency, the forms to be used shall be standardized in so far as practicable.

**Section 61. PROCUREMENT PLANNING:** - There shall be an Annual Procurement Plan integrating the needs of all procuring entities which should be linked with the budgetary appropriations to be consistent with the local government's fiscal discipline measures. No goods should be procured if not included in the Procurement Plan, except in the following cases:

- a) when there is an unforeseen contingency requiring the immediate purchase, provided that the amount involved does not exceed Fifty Thousand Pesos (P50,000.00);
- b) the goods or regular office supplies are not available in the procurement service involving an amount not exceeding Two Hundred Fifty Thousand Pesos (P250,000.00), provided that the procurement does not result in the splitting of contracts.

**Section 62. REGISTRY OF SUPPLIERS, MANUFACTURERS AND DISTRIBUTORS:** - The Provincial General Services Office shall have a centralized database of all suppliers, manufacturers and distributors of goods referred to under Section 60. Such entities shall be required to be registered with the Provincial General Services Office and a Certificate of Registration shall be issued accordingly after having complied with all the requirements and payment of the registration fee. In the case of cooperatives engaged in the sale of supplies and other office materials registered with the Cooperative Development Authority, it is enough to submit a photocopy of its registration certificate, constitution and by-laws for purposes of this section. All things equal, the cooperatives shall be given the priority of consideration in the award or in the price quotations obtained.

**Section 63. CONSULTING SERVICES:** - The Provincial Government, as the procuring entity, may hire consultants in any of the following categories:

- (a) Advisory and Review Services
- (b) Pre-Investment or Feasibility Studies
- (c) Design
- (d) Construction Supervision
- (e) Management and Related Services; and
- (f) Other Technical Services or Special Studies.

Consultants shall be hired based on their professional expertise, capability and experience and the cost entailed, provided that the required expertise is beyond the optimum in-house capability. The consulting service shall provide for the transfer of technology and knowledge to the personnel of the procuring entity where applicable.

**Section 64. USE OF BRAND NAMES:** - Supplies or materials to be procured shall be based on relevant characteristics, performance requirements or standards and brand names shall NOT be used in line with the policy of adherence to equity.

**Section 65. INFRASTRUCTURE PROJECTS:** - The pre-qualification process, bidding and awarding of contracts for infrastructure projects as directed in RA 9184 and its Implementing Rules and Regulations are hereby adopted.

**Section 66. LEASE CONTRACT OF FACILITIES:** - Subject to the approval of the Sangguniang Panlalawigan, the Provincial Governor shall negotiate leasehold contracts with any natural or juridical person in connection with the use of the following economic enterprises facilities:

- (a) Hiyas ng Bulacan Convention Center
- (b) Commercial Building I and II
- (c) Fast Food Center and commercial spaces
- (d) Common Bonded Warehouse; and
- (e) Ornamental Gardens at Bulihan, Malolos City

**Section 67. LEASING PROCEDURE:** - The Provincial General Services Office (PGSO) shall publicize the availability of leasing any of the economic enterprise facilities within two (2) months before the expiry date of the current lease. Any interested applicant shall submit to the PGSO the following documents:

- (a) Letter of Intent
- (b) Previous Financial Statement
- (c) Mayor's Permit
- (d) Business Permit
- (e) Sanitary Permit

The PGSO shall evaluate the application and make the necessary recommendation to the Provincial Governor on the contract price and other relevant conditions. The Provincial Legal Office shall draw the lease contract and occupancy of the facility shall begin only after the payment of the fees as indicated in the billing statement from the Provincial Assessment and Treasury Office. Government offices interested to lease spaces or buildings shall no longer deal with the PGSO but directly with the Provincial Governor and the agreement subject to the approval of the Sangguniang Panlalawigan. Current lessees or occupiers of the facilities shall have priority rights in the awarding of contract.

**Section 68. OVERSEEING THE USE OF FACILITIES:** - The PGSO shall see to the exclusive use of the facilities in accordance with the provisions of the leasehold contract to include the proper maintenance of light and water facilities and the cleanliness of the premises.

## **CHAPTER VI BIDS AND AWARDS COMMITTEE (BAC)**

**Section 69. BAC STRUCTURE:** - The BAC shall be composed of five (5) members, four of which shall be designated by the Provincial Governor from the permanent employees of each from but not limited to the Office of the Provincial Administrator, Budget Office, Legal Office and the General Services Office. The fifth member shall be designated by the Sangguniang Panlalawigan from its Board Members. The members shall elect from themselves the Chairman and Vice Chairman and the latter shall be a regular member.

**Section 70. TERM OF OFFICE:** - Unless sooner removed for cause, the BAC members shall serve for a fixed term of one year from date of designation and renewable at the option of the Provincial Governor. Should for any reason, the term of a member is terminated before the one year period, the official designated to take his place shall serve for the unexpired term only.

**Section 71. END-USER OFFICE:** - The end-user office shall always be represented in the BAC.

**Section 72. OBSERVERS:** - Aside from the Commission on Audit observer, the BAC shall invite, at least two private observers to sit in its proceedings in all stages of the procurement process and one of the two private observers shall come from a duly recognized private group in a sector relevant to the procurement at issue.

**Section 73. QUORUM:** - A majority of the BAC composition shall constitute a quorum to transact business provided the Chairman or Vice Chairman is present. The Chairman, or in his

absence, the Vice Chairman, votes only in case of a tie. Observers and representatives of BAC members have no right to vote.

**Section 74. BAC SECRETARIAT:** - The Provincial Governor shall organize a Secretariat by redeploying appropriate personnel from organic offices to strengthen and professionalize the procuring system. The Secretariat shall have the following functions and responsibilities:

- (a) Provide administrative support to BAC;
- (b) Prepare agenda and minutes of BAC meetings;
- (c) Attend BAC meetings as secretary;
- (d) Be responsible for the custody and distribution of bidding documents;
- (e) Assist in the procurement processes; and
- (f) Perform such other functions as the BAC may direct.

**Section 75. TECHNICAL WORKING GROUP:** - The BAC may create a Technical Working Group to provide assistance in the evaluation of documents and to monitor procurement activities.

**Section 76. OBSERVERS' REPORT:** - The observers may prepare individual or joint report indicating their observations on the bidding activity of the BAC and submit the same to the Provincial Governor, copy furnished the BAC Chairman. For this purpose, upon request, the BAC shall furnish the observer(s) the copies of documents as requested.

**Section 77. HONORARIA OF BAC TWG MEMBERS:** - Subject to relevant rules of the Department of Budget and Management, members of the BAC and the TWG may be granted payment of honoraria in an amount not exceeding twenty five percent (25%) of their respective basic monthly salaries, subject to availability of funds.

**Section 78. FUNCTIONS OF THE BAC:** - The BAC shall have the following primary functions:

- (a) Advertise and/or post the invitation to bid;
- (b) Conduct pre-procurement and pre-bid conferences;
- (c) Determine the eligibility of prospective bidders;
- (d) Receive and conduct evaluation of bids;
- (e) Undertake post-qualification proceedings;
- (f) Resolve motions for reconsiderations;
- (g) Recommend award of contract to the Provincial Governor;
- (h) Prepare a procurement monitoring report to be signed by the Provincial Governor and submit to the Government Procurement Policy Board (GPPB) on a semestral basis on goods and infrastructure projects worth Fifty Million (P50M) pesos and above and Five Million (P5M) and above for consulting services; and
- (i) Recommend alternative methods of procurement whenever justified, either by Limited Source Bidding, Direct Contracting, Repeat Order, Shopping or Negotiated Procurement.

## **CHAPTER VII HUMAN RESOURCE DEVELOPMENT**

**Section 79. STATEMENT OF POLICY:** - It shall be the policy of the Provincial Government to improve the local bureaucracy, provide adequate opportunity to government officials and employees to enhance their potentials, skills and capabilities, to achieve efficient and honest local governance and to provide benefits and incentives to deserving personnel.

**Section 80. RECRUITMENT, SELECTION AND PLACEMENT:**

- (a) **Policy on Recruitment** - Opportunity for government employment shall be open to all qualified applicants and positive efforts shall be exerted to attract the best qualified to enter the service based on approved and existing recruitment policies.
- (b) **Publication and Posting of Vacancies** - Vacant positions with the corresponding qualification standards marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant positions shall also be posted in at least three (3) conspicuous places in the Provincial Capitol for at least fifteen (15) calendar days.

Filling of vacant positions shall be made after fifteen (15) calendar days from their publication.

The following positions are exempt from the publication requirement:

- \* Primarily confidential positions
- \* Personal Staff of the Provincial Governor and Vice-Governor
- \* Other non-career positions
- \* Positions to be filled by existing regular employees in case of reorganization

- (c) **Qualification Standards** - These are the minimum and basic requirement for positions in the government. These shall serve as the basic guide in the selection of personnel and in the evaluation of appointments to all positions in the government.

Appointees to career service positions should meet the approved Qualification Standards for the position for which he/she is being appointed. No substitution shall be allowed for deficiencies in education and experience requirement. Appointees to confidential personal staff must meet only the education requirement. The civil service eligibility, experience and training are dispensed with. Eligibility is not required for appointment to casual positions but preference should be given to civil service eligible. However, if the duties of the position involves the practice of a profession regulated by the Philippine Bar/Board Laws, and/or requires licenses, the corresponding professional license and/or certificate of registration shall be required.

- (d) **Preliminary Requirements** - The Provincial Human Resource Management Office (PHRMO) shall conduct preliminary evaluation of candidates for employment and promotion to determine whether they possess the required qualifications of the position to be filled. Candidates who will be found qualified shall undergo written examination and/or skills test, when deemed necessary. Applicants shall be notified of the result of the evaluation. The PHRMO shall submit the selection line-up to the Personnel Selection Board for final screening, interview and deliberation.

- (e) **The Personnel Selection Board** - The Personnel Selection Board shall be established to assist the Provincial Governor in the judicious and objective selection of personnel for employment as well as for promotion. This is in compliance with Section 80 (b) of the Local Government Code of 1991. The Composition of the Personnel Selection Board (PSB) shall be as follows:

Chairman: Provincial Administrator (Executive)  
 Provincial Board Member (Legislative)  
 Members: Provincial Human Resource Management Officer  
 Employee Representative from Second Level Position  
 Employee Representative from First Level Position  
 Department Head Concerned  
 Chairman, Employee Association

Representatives from first and second level positions shall serve for a period of two (2) years.

The PSB shall evaluate and deliberate en banc the qualifications of those listed in the selection line-up and submit the top ranking candidates recommended for appointment from which the appointing authority shall choose the applicant to be appointed.

**(f) Merit Selection Plan** - There shall be established a Merit Promotion Plan which shall be the basis in the selection of employees for employment and/or promotion in the Provincial Government. There shall be equal opportunity for men and women at all levels of positions provided they meet the minimum requirements of the position to be filled. This shall cover positions in the first and second levels.

The comparative competence and qualification of candidates for promotion shall be determined on the basis of education, experience, training, performance, length of service, outstanding accomplishment, personality exam and interview.

On the other hand, the qualification of candidates for employment shall be determined on the basis of education, experience, training, eligibility, psychological/personality test/skills test and interview. Additional requirement may be required on specific positions to be filled.

#### **Section 81. CAREER AND EMPLOYMENT DEVELOPMENT:**

**(a) Comprehensive Training and Development Plan** – Every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of the Provincial Government of Bulacan. There shall be an established continuing program for career and personnel development at all levels, which shall create an environment or work climate conducive to the development of personnel skills, talents and values for better public service. There shall be periodic assessment of organizational needs and skills/knowledge inventory of the workforce taking into consideration the various levels and categories of jobs and the urgency of such skills, knowledge and work attitudes required to deliver effective basic services to the public.

**(b) The Personnel Development Committee** - The Personnel Development Committee shall be established to provide support functions to the Provincial Governor in matters pertaining to selection and nomination of candidates for training and scholarship grants both within the country and abroad, in accordance with existing laws, policies and standards. It shall be composed of the Provincial Administrator as Chairman and three (3) members representing the broad section of employees and shall be appointed by the Provincial Governor.



**(c) Scope of Career Development** - The Provincial Human Resource Management Office (PHRMO) shall design, implement and evaluate in-service training and development programs solely or in coordination with other training institutions/individuals. Such programs shall include the following but not limited to:

1. Induction Program refers to the program for new entrants in the Provincial Government to develop their pride, sense of belonging and commitment to public service.
2. Orientation Program refers to activities and courses designed to inform new employees about the Provincial Government's programs, thrust and operations as well as their duties and responsibilities and benefits.
3. Re-orientation Program refers to the courses designed to introduce new duties and responsibilities, new policies and programs to employees who have been in the service for quite sometime.
4. Employee Development Program refers to courses aimed at maintaining a high level of competence on the basic workplace skills among employees in the first level in the career service.
5. Professional/Technical Program refers to substantive programs on specific professional/technical areas for enhancement of skills and knowledge of second level personnel in the career service.
6. Middle Management Development Program refers to a set or series of planned human resource interventions and training courses designed to provide division chiefs and other officials of comparable rank with management and administrative skills and to prepare them for greater responsibilities.
7. Values Enhancement Program refers to courses which are designed to enhance and harness the public service values of participants to be effective government workers.
8. Executive Development Program refers to activities and experiences, and continuing education intended to enhance the managerial skills of government officials.
9. Pre-Retirement Program refers to courses that are intended to familiarize would-be retirees on the government retirement plans and benefits as well as available business opportunities or other productive options/pursuits.
10. Alternative strategies or approaches for improving job performance such as coaching, counseling, job rotation, on-the-job training and others.

**Section 82. INCENTIVES AND AWARDS SYSTEM:** - There shall be established an incentives and awards system in accordance with Rule X of the Omnibus Rules Implementing Book V of Executive Order No. 292 of the Civil Service Laws.

**Awards Committee** - There shall be an established Committee on Program on Rewards and Incentives for Service Excellence (PRAISE) whose members are designated by the Provincial Governor to set the criteria and guidelines for the selection of outstanding officials and employees. The Incentives and Awards System shall include the following:

- a. Recognition Awards. - There shall be conducted a search for outstanding officials and employees. The awards shall be:

- (1) Gawad Galing Kawani
  - a. Provincial Level – for outstanding provincial officials and employees
  - b. Municipal Level - for outstanding municipal and city officials and employees
  - c. National Level - for outstanding national officials and employees stationed in the province
- (2) Loyalty Awards - these awards shall be given to officials and employees who have satisfactorily rendered service as follows:
  - 2.1 20 years of service – 1 bronze service pin
  - 2.2 30 years of service – 1 silver service pin
  - 2.3 40 years of service – 1 gold service pin
- (3) Service Awards – these awards shall be given to officials and employees who have retired after fifteen (15) years of satisfactory government service.
- (4) Posthumous Awards - these awards shall be given to officials and employees who, at the time of death, are still in service and/or, while performing official function.
- (5) Bayanihan Award – This award shall be given to an office whose officials and employees have shown an exemplary achievement, which proved fruitful and worthwhile to the government and its people.

Performance Incentive Award – This monetary award shall be given to all employees who obtained at least Satisfactory performance rating for the last two rating periods, the amount of which shall be subject to availability of funds.

Funding Requirements – The Provincial Budget Office shall appropriate funds necessary for the implementation of the Recognition Awards.

**Section 83. THE PERFORMANCE EVALUATION SYSTEM (PES)** – There shall be established a Performance Evaluation System in accordance with Rule IX of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws.

- a. **Objectives:** -The Provincial Government of Bulacan Performance Evaluation System (PGB-PES) aims to continuously foster improvement of employees' performance and efficiency; enhance organizational effectiveness and productivity and provide source of information for personnel actions such as promotion, training and administrative sanctions. Moreover, the PGB-PES will serve as reference in performance planning and review.
  - b. **Basic Policies:** - The PGB-PES adheres to the principle of performance-based security of tenure. It provides motivation and basis for recognition to performers and applies sanction to non-performers.
- The PGB-PES operates on shared commitments and objective measures of performance results as espoused in the department Performance Management System (PMS).

Individual performance targets and standards or measures of results are planned and agreed upon by the department heads, supervisors and employees.

- The PGB-PES enhances individual productivity by using performance targets and standards attuned to organizational goals and mandates.
- The PGB-PES recognizes the role of managers and supervisors in the objective assessment and feedback on individual employee performance. However, it utilizes a cross rating system between and among departments heads, supervisors and employees.
- The PGB-PES promotes transparency and provides mechanism for appeals and resolution of conflicts and or disagreements.

**c. Scope and Coverage:** - The PGB-PES applies to all employees whether permanent, temporary, casual, coterminous and contractual who had served the province for at least three months within the same rating period.

**d. Rating Period:** - Performance evaluation is done every six (6) months ending on June 30 and December 31 of every year. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

**e. Survey:** - Survey may be used as a tool to assess the performance of individual employees and/or departments.

**Section 84. PREPARATION OF PERTINENT DOCUMENTS ON EMPLOYEE WELFARE, SALARY AND BENEFITS:** - The Human Resource Management Office shall be responsible for the following:

1. Salary Administration:

- Preparation of payroll/voucher for salaries, benefits, allowances and incentives of all employees in accordance with existing accounting and auditing rules
- Honoraria
- Additional Benefits for Junior and Senior Managers
  - (1) Cash Incentive
  - (2) First priority to buy used PGB service vehicle – Upon issuance of a new service vehicle, the Senior or Junior Managers shall have the first priority to buy the previously issued service vehicle at a price assessed by the Commission on Audit.

2. Leave administration – Processing of all types of leave applications.

3. Preparation and issuance of certification of employment, authority to transfer, travel order and other documents to all active employees.

4. Processing of applications for Government Service Insurance System (GSIS), Pag-IBIG Fund and PhilHealth for membership and loan/claims purposes.

5. Processing of Terminal Leave Pay and other benefits for separated employees.

6. Take the lead in the conduct of the following programs for the welfare and additional benefits of employees:

- Physical and Mental Fitness Program – There shall be physical and mental fitness program for employees to achieve long-term health and wellness of employees thru exercise and related physical fitness activities.

- Medical and Dental Program - There shall be medical and dental program for employees to ensure a sound mind in a sound body and to immediately determine and/or cure employees' sickness, if there is any.
- Educational Assistance Program (EAP) for Provincial Employees and Employees' Children - There shall be an educational assistance program for all deserving officials and employees to prepare them for higher position and or greater tasks to improve government service and career staff development. Assistance is also given to qualified employees' children to help them support their education.
- Death Assistance Benefit - There shall be an established program to provide immediate financial assistance to officials and employee whose nearest relative has passed away.

**Section 85. DISCIPLINE AND MORALE:**

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- a. Absenteeism and Tardiness - The Provincial Government shall adopt and implement a Policy on Absenteeism and Tardiness under Civil Service Commission Memorandum Circular No. 4, series 1991.
- b. Monday Flag Ceremony – All employees, except those on duty, shall attend the Monday Flag Ceremony at eight o'clock in the morning. The Provincial Human Resource Management Office shall take charge of employee attendance every end of the month.
- c. Wearing of Uniform and Nameplate - All provincial officials and employees shall wear the prescribed office uniform with their nameplate prominently pinned thereon.
- d. Violations –The Provincial Human Resource Management Office shall oversee the implementation of the proper observance of wearing uniforms and nameplates and the rule on absenteeism and tardiness. Based on records, the PHRMO shall file administrative cases against habitual violators with the Provincial Legal Office for appropriate disciplinary action.

**Section 86. GRIEVANCE PROCEDURE:** - There shall be an established Provincial Complaints and Grievance Committee, as governed by Rule XII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws.

**Section 87. OPERATIONS MANUAL:** - All departments in the Provincial Government shall issue their respective Operations Manual as guide to concerned officials and employees and the transacting public on the requirements, procedures, time-lags and other vital information and thereby pinpoint agency responsibility and accountability.

## CHAPTER VIII FISCAL RESOURCE MANAGEMENT

**Section 88. STATEMENT OF POLICY:** - It is the policy of the Provincial Government to utilize Information Technology as an effective tool in local revenue enhancement capable of converting into digital form Field Appraisal and Assessment Sheets entered into the Real Property Tax Information System and updating real property information, tax payment and map records to firmly establish employee-taxpayer friendly relationship resulting to the proper, efficient and effective real property tax administration and other sources of provincial revenues.

**Section 89. WIDE AREA NETWORK (WAN):** - The provincial revenue enhancement scheme using electronic-computer systems shall be inter-connected with every municipality through a Wide Area Network (WAN) for synchronization and easy, speedy and reliable storage and retrieval of documents.

**Section 90. DELEGATED AUTHORITY TO MUNICIPAL ASSESSORS:** - Authority is hereby delegated to Municipal Assessors to approve the issuance of Tax Declaration on Real Properties except on reclassified land with an area of more than Five Thousand (5,000) square meters; new assessment of machinery where the market value exceeds Two Million (P2,000,000) Pesos; new assessment of buildings and structures where the market value exceeds Two Million (P2,000,000) Pesos; and new assessment of land.

**Section 91. FISCAL MANAGEMENT INFORMATION SYSTEM (FMIS):** - The Financial Management Information System currently in the Provincial Assessment and Treasury Office shall be further improved for much better billing, assessment, collecting, recording and reporting and the printing of official receipts with linkage to the Cash Receipt and Disbursement Division thereby integrating the document tracking system.

**Section 92. TAXPAYERS' INCENTIVE:** - Taxpayers coming first shall be served first (First come, first serve) and no taxpayer shall be left unserved during the day. Clients are served with a

- S - Smile
- M - Maintained good rapport
- I - Instituted innovative service
- L - Listened to needs and complaints and
- E - Effectiveness and efficiency always observed.

Cash awards and plaques of recognition shall be given to barangays and municipalities with the highest accomplishment in real property tax collection, with the least cost-ratio, and to individual taxpayers who have consistently paid promptly and honestly. The criteria of the awards shall be laid down by the Awards Committee created by the PATO, provided the Sangguniang Panlalawigan and the private sectors are represented. Raffles may also be conducted as a means of additional incentive.

**Section 93. TAX CONSCIOUSNESS:** - Taxpayers shall be informed of where their taxes go through billboards and mobile public address system. Certified Real Property Tax Delinquencies shall be posted in barangay halls involving properties located in the barangay. There shall be provided a "One Stop-Shop" publicly accessible for assistance on information and assessment in tax payment. While notice of delinquency is sent to a delinquent taxpayer, a letter of appreciation, signed by the Provincial Governor, to an honest, consistent and prompt taxpayer would be most appropriate. Seminars and other training initiative shall be undertaken, in cooperation with barangays and municipalities to heighten tax consciousness among taxpayers and employees involved. The PATO shall include in its Annual Investment Plan budgetary proposals on tax consciousness, effectiveness and efficiency.

## **CHAPTER IX SOCIAL WELFARE AND DEVELOPMENT**

**Section 94. STATEMENT OF POLICY:** - It is the policy of the Provincial Government to promote and sustain its commitment to the holistic welfare of the family, children, persons with disabilities, women, senior citizens, victims of calamities and abuses and uphold the dignity of the

family as the basic institution of society and extend to its people the benefits from a just, humane, responsive and efficient local governance with the support of an empowered citizenry.

**Section 95. PROVINCIAL HOUSING BOARD (PHB):** - There shall be a Provincial Housing Board with the following composition:

Chairperson	-	Provincial Governor
Vice Chairperson	-	Chair, Committee on Land Use, Sangguniang Panlalawigan
Members	-	DILG
		PPDO
		Provincial Engineer's Office
		Provincial Assessment and Treasury Office
		Provincial ENRO
		Provincial Social Welfare and Development Office
		Provincial Federation of ABCs
		National Housing Authority
		Regional HLURB
		Bulacan Housing Agro-Industry
		Homeowner's Organization for Peace and Empowerment

**Section 96. FUNCTIONS, POWERS AND RESPONSIBILITIES:** - The Provincial Housing Board shall have the following functions, powers and responsibilities:

- Serve as advisory on housing matters;
- Assist the province in the preparation of Local Shelter Plan;
- Recommend/identify housing-related projects;
- Assist the province in the review and approval of subdivision plans;
- Assist the province in monitoring compliance to balanced housing;
- Recommend use/allocation of Special Housing Fund;
- Provide support to the Provincial Development Council;
- Approve housing and housing-related projects of the municipalities;
- Conduct an inventory of all lands within the province;
- Identify suitable sites for socialized housing projects;
- Conduct regular consultations on policies and other matters that affect the implementation of socialized housing programs in the province.

***Roles of Stakeholders:***

***Provincial Government of Bulacan***

- Implementation of housing project
- Creation of Local Housing Office and/or designation of unit/personnel
- Review/process and approve application for housing development

***National Government Agencies***

- Assist in the organization of Local Housing Board
- Capability building of the Local Housing Board

- Coordination with other national government agencies

### ***Private Sector***

- Provide inputs to improve shelter planning and delivery
- Advocacy for greater participation and partnership among civil society
- Monitor Urban Development and Housing Act compliance
- Monitor implementation of Local Shelter Plan

### **Creation of a Technical Working Group (TWG)**

Each Member of the BPHB shall designate its permanent technical representative to assist the board in the performance of its functions.

#### **Function of TWG**

The Members of the Technical Working Group shall perform the following functions:

- Recommend housing-related projects;
- Prepare the Local Shelter Plan to be submitted to the Chairperson of the Local Housing Board;
- Assist the Provincial Government in review and approval of subdivision plans;
- Assist the Provincial Government in monitoring compliance to balanced housing;
- Assist in the conduct of inventory of all lands within the province;
- Attend to other similar tasks and responsibilities as may be necessary and appropriate.

**Section 97. SECRETARIAT:** - The Provincial Planning and Development Office (PPDO) shall be the Secretariat.

**Section 98. EARLY CHILDHOOD CARE AND DEVELOPMENT (ECCD):** - Definition of terms:

- (a) Early childhood is the stage of a child's life from conception (mother's womb) to age six (6);
- (b) Care is to nurture. Children need to be cared for and nurtured – physically, socially, emotionally, mentally and spiritually.
- (c) Development is the unfolding of a child's ability to move, think, feel, and interact with people and objects in his environment.

It is the joint responsibility of the local government units, NGOs and stakeholders to promote, maintain and sustain a comprehensive, integrated and sustainable system designed to ensure the well-being, optimum growth and unhampered development of children with policies, programs, structures and mechanisms within the context of "Child 21" and the Child-friendly system.

The Provincial Early Childhood Care and Development Coordinating Committee (PECCDCC)

Composition of PECCDCC:

Chairperson : Provincial Governor

Co-Chair	: Vice Governor
Members	: SP Chairman on Social Welfare President, League of Municipalities ABC Provincial Federation President Provincial Health Officer Day Care Provincial Federation President Department of Education Superintendent Provincial Social Welfare and Development Officer Provincial Planning and Development Officer Provincial Budget Officer Provincial Treasurer Department of Interior and Local Government Non-Government Organizations
Secretariat	: The PSWDO shall serve as the secretariat of the PECCDCC

**Section 99. OBJECTIVES OF THE ECCD:** - For the children, the ECCD specifically aims to:

- (a) Improve infant and child survival rates;
- (b) Enhance total development of young children – physical, emotional, intellectual and spiritual development;
- (c) Facilitate a smooth transition from care and education provided in the home to the community and school;
- (d) Ensure that young children are adequately prepared for the formal learning process; and
- (e) Establish an efficient system for early identification, prevention, referral and intervention for development disabilities in young children.

For parents, service providers and the community, the ECCD aims to:

- (a) Enhance the role of parents and other caregivers as the primary caregivers and educators of their children;
- (b) Enhance the capabilities of service providers and their supervisors;
- (c) Enhance and sustain the efforts of communities in promoting programs and improve standards of public and private ECCD programs.

**SECTION 100. RIGHTS OF CHILDREN:** - Every child is endowed with natural, moral and legal rights that the Provincial Government shall support and depend. These rights are the following:

- (a) Right to be born well, to have a name and a nationality;
- (b) Right to be free;
- (c) Right to have a family;
- (d) Right to good education;
- (e) Right to have enough food, healthy and active body;
- (f) Right to be given opportunity to play and leisure;
- (g) Right to be protected against abuse, danger and violence;
- (h) Right to live in a peaceful community;



- (i) Right to be assisted and defended by the government; and the
- (j) Right to express their own views.

**Section 101. COST-SHARING WITH NATIONAL GOVERNMENT:** - The province shall finance ECCD programs through cost-sharing with the national government for the following qualified programs or projects: Health and nutritional- related activities; primary health care, pre-natal and post natal care; growth monitoring and promotion; micro-nutrient supplementation; parent-effectiveness service and other parent-child development programs.

**Section 102. CHILD-FRIENDLY PROVINCE:** - Bulacan shall be a Child-Friendly Province with the presence of its Local Development Plan, Local Investment Plan for Children and ordinances that promote/protect children's rights to be known as Children's Welfare Code of Bulacan and the State of Children's Report.

Activities on Child Health, Maternal Health, Education, Child Protection, Family Practices and Child Participation shall be pursued by the Provincial Council on the Protection of Children.

**Section 103. MANUAL ON THE PROTECTION OF CHILDREN:** - A Manual on the Protection of Children shall be formalized by the Provincial Council on the Protection of Children as the implementing tool for the functionality of the Council taking into account the two dozen indicators of the Child Friendly Movement. Cities and municipalities are encouraged to make their respective Councils for the Protection of Children as functional as can be.

**Section 104. PRIORITY PROGRAM:** - Program providers shall prioritize young children from families who are in greatest need and who can least afford private sector programs. Program/service providers refer to the various professionals, paraprofessionals, volunteer caregivers and organizers directly responsible for the care and education of young children through various centers and home-based ECCD programs.

**Section 105. THE PROVINCIAL POPULATION AND DEVELOPMENT COMMITTEE:** - There shall be a Provincial Population and Development Committee composed of the following:

**Chairperson - Provincial Governor** who shall:

- (a) Call and preside over the meetings;
- (b) Appoint chairpersons to different sub-committees;
- (c) Endorse plans, policies and measures for the approval of the Sangguniang Panlalawigan;
- (d) Represent the committee in the Sangguniang Panlalawigan meetings and other population affairs;
- (e) Oversee the effective implementation of the local population program plans.

**Vice-Chairperson** - To be designated by the Provincial Governor from the Sangguniang Panlalawigan preferably from any of the following committees:

- (a) Committee on Health
- (b) Committee on Population
- (c) Committee on Social Services

*And who shall perform the following functions:*

- (a) Preside over the meetings in the absence of the chairperson;
- (b) Represent the chairperson whenever necessary;
- (c) Assist the chairperson in the performance of his responsibilities;
- (d) Performs such other functions as may be necessary.

**Members:**

- (a) Provincial Planning and Development Office
- (b) Provincial Health Office-Public Health
- (c) Division Superintendent-Department of Education
- (d) Provincial Environment and Natural Resources Office
- (e) Provincial Youth, Sports, Employment and Cultural Office
- (f) Provincial Engineer's Office
- (g) Department of Interior and Local Government
- (h) Academe-Bulacan State University
- (i) Provincial Public Affairs Office
- (j) NGOs – Bulacan Hope Confederation  
Panlalawigang Komisyon para sa Kababaihan ng Bulacan

**Section 106. FUNCTIONS OF THE PROVINCIAL POPULATION AND DEVELOPMENT COMMITTEE:** - The functions of the Provincial Population and Development Committee shall be:

- (a) To develop a comprehensive program plan consistent with national policies and local development plans;
- (b) To provide leadership and direction to ensure the integration of population dimensions in the development of policies, plans and programs of agencies and various development sectors involved in the population program;
- (c) To review, evaluate and modify the implementation of programs and projects;
- (d) To recommend policies and measures to be approved by the Sangguniang Panlalawigan to ensure effective implementation of the population program;
- (e) To prepare and submit periodic reports to the Provincial Governor and concerned agencies.

**Section 107. SUB-COMMITTEES:** - There shall be four (4) Sub-Committees, namely:

- (a) Service Delivery
- (b) Capability Building
- (c) Advocacy
- (d) Special Concerns

**Section 108. COMPOSITION OF THE SUB-COMMITTEES:** - The Sub-Committees shall be composed of the following:

**a. Service Delivery Committee:**

- (1) Provincial Health Office
  - Bulacan Provincial Hospital
  - 6 District Hospitals
- (2) PHO-Public Health Office
- (3) Rural Health Units (21 municipalities and 3 cities)
- (4) Family Planning of the Philippines – Bulacan Chapter

- (5) Marie-Stoppe
- (6) Friendly Care Inc.

**b. Capability Building Committee:**

- (1) Provincial Social Welfare and Development Office
- (2) Provincial Youth, Sports, Employment and Cultural Office
- (3) Provincial Planning and Development Office
- (4) Department of Interior and Local Government
- (5) Division Superintendent-Department of Education
- (6) Academe – Bulacan State University
- (7) Panlalawigang Komisyon Para sa Kababaihan ng Bulacan

**c. Advocacy Committee:**

- (1) Provincial Public Affairs Office
- (2) Division Superintendent-Department of Education
- (3) Department of Agriculture
- (4) NGO – Bulacan HOPE Confederation  
Religious Sector; Alay Paglingap Volunteer (LLN & M.L.)

**d. Special Concerns Committee:**

- (1) Academe-Bulacan State University
- (2) BARCIE
- (3) Bulacan Polytechnic College

**Section 109. FUNCTIONS OF THE SUB- COMMITTEES: -** The Sub-Committee shall have the following functions:

**a. Service Delivery Committee:**

- (1) Provide quality information and counseling services on medically safe and legally approved Family Planning (FP) methods;
- (2) See to it that all medically and legally approve FP methods are readily available;
- (3) Recommend FP projects;
- (4) Recommend accreditation of FP clinics;
- (5) Screen FP personnel for possible trainings;
- (6) Prepare and submit reports.

**b. Capability Building Committee:**

- (1) Identify training needs of population workers;
- (2) Conduct special IEC activities;
- (3) Development and effective utilization of appropriate IEC materials;
- (4) Prepare and submit reports.

**c. Advocacy Committee:**

- (1) Recommend affirmative actions on population management
- (2) Conduct education and information campaign
- (3) Print materials for volunteers
- (4) Establish networking

**d. Special Concerns Committee:**

- (1) Identify research agenda
- (2) Develop and implement innovative approaches which demonstrate the impact of socio-economic demographic efforts on population welfare.

**Section 110. MEETINGS:** - The Population Committee shall meet regularly every quarter or as often as possible whenever there is a need therefor.

**Section 111. THE SECRETARIAT:** - The Secretariat shall be the Provincial Social Welfare and Development Officer and shall perform the following:

- a. Prepare agenda for the meeting;
- b. Provide the administrative and technical support services;
- c. Prepare/distribute notice of meetings for the chairperson's approval;
- d. Submit status reports to the committee;
- e. Prepare the minutes of the meetings;
- f. Assist the committee in planning and implementing population plans;
- g. Collect and consolidate committee reports for submission to the chairperson of the committee;
- h. Perform other duties as maybe assigned.

This Committee shall be a sectoral committee of the Provincial Development Council.

**Section 112. PROVINCIAL CHILD LABOR COMMITTEE (PCLC):** - There shall be a Provincial Child Labor Committee under the umbrella organization of the Provincial Development Council with the following composition:

CHAIRPERSON	:	Provincial Governor
CO-CHAIRPERSON:		Provincial Social Welfare and Development Office
MEMBERS	:	Provincial Public Affairs Office
		Provincial Director, Philippine National Police
		Provincial Health Office
		Provincial Director, Department of Labor and Employment
		Provincial Director, Department of Interior and Local Government
		Division Superintendent, Department of Education
		Representative, Department of Justice
		Representative, CO-Multiversity
		Representative, KATUGON
		Representative, Sarmiento Foundation
		Representative, World Vision
		Representative, Manahan Foundation, Inc.
		Representative, Provincial Association of Social Workers, Inc.
		Representative, Gabay ng Barangay sa Pagpapaunlad, Inc.
		Representative, Development Research Initiative
		Representative, Philippine Pyrotechnics Manufacturers and Dealers Association
		Child Representative
EX-OFFICIO MEMBER:		ILO-IPEC Coordinator
TECHNICAL WORKING GROUP:		

Provincial Planning and Development Office (PPDO)  
Provincial Social Welfare and Development Office (PSWDO)  
Philippine National Police (PNP)  
Department of Labor and Employment (DOLE)  
Department of Interior and Local Government (DILG)  
Provincial Public Affairs Office (PPAO)  
Department of Education (DepEd)  
International Labor Organization-International Programme for the Elimination of Child Labor (ILO-IPEC)  
World Vision Development Foundation  
CO-Multiversity  
Sarmiento Foundation

SECRETARIAT: Provincial Social Welfare and Development Office (PSWDO)

## **FUNCTIONS**

### **A. EXECUTIVE COMMITTEE:**

1. Formulate plans and policies for program implementation of a comprehensive child labor program in the province;
2. Act as oversight committee to provide strategic directions for the Provincial Child Labor Program, ensuring that this is consistently formulated within the context of the National Program Against Child Labor (NPACL) and other national socio-economic plans and programs relating to child labor;
3. Monitor & evaluate the implementation of child labor program components through Project Implementing Teams in the municipal and barangay levels;
4. Establish linkages to ensure the sustainability of the Provincial Child Labor Program and its component projects;
5. Coordinate child labor programs, projects and activities of partner agencies and organizations;
6. Advocate for the passage of ordinances pertinent to child's rights with appropriate funding support;
7. Identify and prioritize programs that will support existing child protection programs of the province; and
8. Submit reports to the PCPC and other concerned national and regional agencies.

### **B. TECHNICAL WORKING GROUP:**

1. Prepare the Provincial Child Labor Program for the approval of the Executive Committee;
2. Provide technical assistance in the conduct of consultation, workshop, assessment and other program activities on children;
3. Review project proposals submitted by the Program Implementing Teams for technical viability of the action plan;
4. Assist in the documentation of child labor projects and activities.

**C. SECRETARIAT:**

1. Coordinate and informs members of the committee and other concerns on conduct of child labor-related activities;
2. Document the programs on children;
3. Establish and maintains database on children in the province.

**PROJECT IMPLEMENTING TEAMS (PITs)**

PCLC shall appoint Project Implementing Teams to implement and monitor the Provincial Child Labor Program components in the municipal/barangay level.

PITs shall be chosen on the following parameters:

1. PITs should have a minimum counterpart of 10% of the total project cost, be it financial or personnel.
2. Their action plans must be doable and result-oriented and activities must be specific, clearly stated, realistic and based on statistical data.
3. They should submit their action proposals in five (5) copies within the deadline given by the PCLC.

PIT Action Proposals shall be reviewed by the Technical Working Group and approval shall be made by the Executive Committee.

**Section 113. GENDER AND DEVELOPMENT (GAD):** - In school, “gender” refers to the grammatical categories of masculine, feminine and neuter. In the context of development, gender is more of a social construct. It is society and social institutions – family, community, government, church, school, media that shape the concept of maleness and femaleness and assign women and men particular roles based on their biological differences. Development seeks to meet people’s basic needs, promotes their economic well-being, and enable them to pursue interests and to participate in social and political processes. Development has a gender dimension. Development provides the opportunities for people to broaden their capacity TO DO and capacity TO BE.

**Section 114. GAD DEVELOPMENT:** - GAD development refers to how individuals are able to perform the things they want to do in pursuit of a better life and the capacity to be gives them the opportunities and resources to attain their aspirations for a better life. It is the ability to grow, to reduce poverty and to govern effectively. It presupposes that women are active partners of development and not just passive recipients of development assistance and stresses the need for women to organize themselves and participate in political processes to strengthen their legal rights. It aims to abolish gender division of labor, alleviate the burden of child care and domestic work, remove institutionalized forms of discrimination, achieve freedom of choice over child-bearing and adopt measures to fight violence against women and male control over them leading to a transformed society where equality exists.

**Section 115. GAD PLAN:** - The Provincial Social Welfare and Development Office shall prepare a GAD PLAN with budgetary requirements to be included in its Annual Investment Plan and designating a focal person to monitor the implementation of the Plan. The Plan shall have affirmative action plans that are specific, measurable, attainable, replicable and time-framed (SMART).

**Section 116. SENIOR CITIZENS:** - Manuals of Operations of Offices shall provide that Senior Citizens transacting business with the Provincial Government shall have priority attention. The President of the Provincial Federation of Senior Citizens Associations shall sit as a member in the Provincial Development Council as one of the NGOs to be represented therein. The first day of February shall be Senior Citizens' Day and LGUs are encouraged to conduct appropriate programs for the benefit of citizens with lengthening shadows.

**Section 117. ASSISTANCE TO SOLO PARENTS:** - Solo parents, identified as unwed mothers, abandoned spouses with child/children, widows, widowers, or those similarly situated, shall receive assistance in the form of:

- (a) Effective parenting counseling/seminar;
- (b) Bisikleta-Bilis-Kita;
- (c) Scholarship;
- (d) Self-employment assistance;
- (e) Philhealth or Medicare Para sa Masa;
- (f) Legal assistance;
- (g) Food/vitamin supplementation for children.

**Section 118. LINGKOD LINGAP SA NAYON (LLN):** - The Lingkod Lingap sa Nayon are barangay-based volunteer workers under the supervision of the Municipal Nutrition and Population Office and supported by the Provincial Social Welfare and Development Office in terms of the following incentives:

- (a) Monthly honoraria;
- (b) Capability-building seminars;
- (c) Livelihood training seminars;
- (d) Insurance against accident;
- (e) Death benefits to surviving heirs;
- (f) Free hospitalization and medicine;
- (g) Uniforms and ID tags;
- (h) Scholarship for children;
- (i) PBFI Damayan Aid.

**Section 119. QUALIFICATION OF LLN VOLUNTEERS:** -

- (a) Resident of the barangay for at least two (2) years;
- (b) Willingness to serve the barangay;
- (c) High School graduate;
- (d) Good family background;
- (e) Physically and mentally fit;
- (f) 18 years of age but not more than 50 at the time of deployment;
- (g) Able to communicate with different types of people.

**Section 120. THE COMMITTEE FOR THE WELFARE OF PERSONS WITH DISABILITIES (PWDs):** - There shall be a Committee for the Welfare of Persons with Disabilities with the following composition:

Chairperson	-	Provincial Governor
Co-Chairperson	-	Vice Governor
Members	-	PSWDO
(Government Sector)		MLP, Bulacan Chapter

		DILG
		PAO
		PCEDO
		PNRC
		DECS
		TESDA
		PNP
		PKKB
NGOs	-	NORFIL
		AKAPIN
		HEBRON
		SINAG PAG-ASA FOUNDATION
Technical Working Group	-	PSWDO
		PCEDO
		TESDA
		PKKB
		PHO (Public Health)
Secretariat	-	PSWDO

**Section 121. FUNCTIONS, DUTIES AND RESPONSIBILITIES: -**

- a. Review & recommend policies and programs and implement the same for the benefit of the disabled persons;
- b. Advocate for the passage of ordinances pertaining to the rehabilitation and self-reliance of the disabled with appropriate funding support;
- c. Undertake necessary steps in eliminating social barriers to provide for their integration into the mainstream of society and affording them fair and equal opportunity;
- d. Promote fair and equal treatment of disabled persons in the society at large in any undertaking and/or activity;
- e. Provide the necessary technical assistance, if called for, to the municipal and barangay councils;
- f. Provide complimentary programs to any other project/activity not contrary to existing provincial undertakings;
- g. Cause the training or re-training of people working in this area to professionalize and standardize the system of caring for and assisting disabled persons.

**Programs and Services provided for PWDs:**

- a. Strengthening of the Provincial Federation of Persons with Disability (Kalipunan ng mga May Kapansanan sa Bulacan)
- b. Capability-building seminars
- c. Livelihood projects through:
  - Bisikleta-Bilis Kita
  - Self-Employment Assistance (SEA)
- d. Provision of medical assistances
  - Operation
  - Adaptive and Assistive Devices
  - Therapy Treatment



- Financial Assistance
- e. Scholarship
- f. Distribution of Philhealth cards
- g. Distribution of TODA ID
- h. Distribution of ID (20% transportation fare discount)

Financial assistance shall be extended to the following organizations:

- a. KASAMA KA SA BULACAN
- b. AKAPIN
- c. Ephpheta

**Section 122. ASSISTANCE TO PERSONS IN DISTRESS OR CRISIS:** - Individuals who are in distress or severe crisis seeking the intervention of the Provincial Government shall be extended the social needs under conditions or requirements promulgated by the Provincial Social Welfare and Development Office not contrary to existing ordinances.

**Section 123. THE PROVINCIAL NUTRITION COMMITTEE:** - The Provincial Committee is composed of the following:

- Chairman : Provincial Governor
- Members : Representatives from the following government agencies:
  - a. Provincial Health Office (PHO)
  - b. Provincial Agriculture Office (PAO)
  - c. Provincial Planning and Development Office (PPDO)
  - d. Provincial Budget Office (PBO)
  - e. Provincial Social Welfare and Development Office (PSWDO)
  - f. Department of Interior and Local Government (DILG)
  - g. Department of Education (DepEd)
  - h. Representatives from private sectors, namely:
    - Rotary Club of Pulilan
    - Bayanihan Bulakenyo Foundation, Inc. (BBFI)
    - Homeowners for Progress and Empowerment (HOPE)
  - i. Representative from the Academe:
    - Bulacan State University

The Vice-Chairman shall be designated by the Chairman.

Secretariat – The Provincial Social Welfare and Development Office acts as the secretariat of the committee.

Powers and Functions – The powers and functions of the Provincial Nutrition Committee shall be the following:

- a. Formulation of local food and nutrition policies, strategies, programs and projects for nutrition improvement;
- b. Coordination in the planning implementation, monitoring and evaluation of the integrated local food and nutrition program;
- c. Coordination between local government officials and other concerned institutions for resource generation; and

d. Calling on the local government units for assistance in the form of personnel, facilities and resources as the need arises.

**Section 124. HEALTH MEASURES FALLING WITHIN THE COMPETENCE OF PUBLIC HEALTH:** - All measures, programs, projects and activities that fall under the category of public health shall be codified separately into a PROVINCIAL CODE ON PUBLIC HEALTH.

## **CHAPTER X ECONOMIC DEVELOPMENT**

**Section 125. DECLARATION OF POLICY:** - It is the policy of the Provincial Government of Bulacan to catalyze the holistic development of its constituents through programs designed to enhance the socio-economic life of every Bulakeño, critical to the realization of an image for Bulacan as a haven for productive investments and businesses that would spur sustainable industrialization and expand livelihood opportunities. To this end, the Provincial Government shall endeavor to rationalize the systems and processes of investment accreditation and intensify promotional and business development activities that would magnify the viability of the province as the country's Investment Capital. Thus, the Provincial Government will forge partnerships with both foreign and domestic institutions that would be instrumental in strengthening the economic potential of every household through the creation of employment, promotion of consumer interest, and transfer of relevant technologies in agriculture, industry and support services.

**Section 126. DEFINITION OF TERMS:** - As used in this Chapter, the following terms are hereby defined:

- (a) "Board" shall mean the Bulacan Investment Incentive Board (BIIB);
- (b) "Ordinance" shall refer to the Provincial Investment Incentive Ordinance, Chapter X of NEPAC;
- (c) "New Enterprise" shall refer to those prospective enterprises which have not engaged in any type of business in the province and interested in establishing its places of operation or production in the province;
- (d) "Capitalization" shall mean the total or initial investment in a business that has been paid in a corporation, cooperative or partnership or invested in a single proprietorship, which may be in cash or in property;
- (e) "Existing Enterprises" shall refer to those business enterprises whose places or operation or production are already within the territorial jurisdiction of the Province of Bulacan;
- (f) "Registered Enterprises" shall refer to those enterprises/establishments registered in accordance with the provisions of this ordinance;
- (g) "Fruit-Bearing Plantation" shall mean an estate or farm on which fruit bearing trees or crops are cultivated in not less 10 hectares with a density of 100 trees per hectare;
- (h) "Commercial Tree Plantation" shall mean an industrial tree farm or agro-forestry projects on which trees are planted in not less than 10 hectares with a minimum density of 10,000 trees per hectare;
- (i) "Tax" shall refer to the monetary contribution levied by the law making body;

- (j) "Amusement" shall mean places of entertainment and relaxation as enumerated in the identified investment priority areas;
- (k) "Investment Priority Areas" shall mean the economic activities that the LGUs, private and government sectors have identified as stated in the Investment Development Plan of the Province.

**Section 127. THE BULACAN INVESTMENT INCENTIVE BOARD:** - There shall be a Bulacan Investment Incentive Board (BIIB) for the purposes of recommending policies and implementing the provisions of this Ordinance.

**Section 128. – COMPOSITION OF THE BOARD:** - The Board shall be composed of the following:

- |                    |   |  |
|--------------------|---|--|
| Chairman           | - | The Provincial Governor  |
| Vice-Chairman      | - | The President or the duly elected representative of the Bulacan Chamber of Commerce and Industry |
| Members            | - | Chairman, Committee on Trade and Industry, Sangguniang Panlalawigan                              |
|                    | - | Representative from the Department of Trade and Industry, Bulacan Provincial Office              |
|                    | - | Representative of a duly accredited NGO  |
|                    | - | President or the duly elected representative of the Bulacan Bankers Association                  |
|                    | - | Federation Chairman or duly elected representative of the People's Economic Council              |
|                    | - | President, Tourism Council of Bulacan  |
| Ex-Officio Members | - | Municipal Mayors   |
|                    | - | Representative from the Department of Agriculture  |
|                    | - | Representative from the Department of Environment and Natural Resources                          |
|                    | - | Representative from the Department of Agrarian Reform  |
|                    | - | Provincial Budget Officer  |
|                    | - | Provincial Treasurer   |

**Section 129. POWERS AND FUNCTIONS OF THE BOARD:** - The BIIB is tasked mainly to come up with a favorable and stable policy on establishing business climate in the province, which will encourage and support investment and business operations consistent with the development needs of Bulacan. It is vested with the following powers and functions:

- (a) To screen, evaluate, accept, approve or disapprove applications for registration for the availment of the investment incentives and to issue Certificate of Registration;
- (b) To accept all applications and to act on it within 30 days upon receipt hereof;
- (c) To conduct hearings on issues concerning violations committed against any provision of this ordinance;
- (d) To enter into agreement with other government agencies and/or private organizations for the purpose of simplifying systems, procedures and requirements in establishing new investments in Bulacan;
- (e) To call for a meeting, through the Chairman or a majority of the Board, to formulate rules and guidelines to ensure compliance

with the provisions of this ordinance. The Board shall meet once in every quarter or as need arises;

- (f) To conduct short and medium-term investment promotional activities such as trade and Investment missions, business conferences/fora and other related activities to attract targeted investors and generate employment;
- (g) To designate the Business Assistance and Promotions Division to serve as the technical secretariat for the implementation of the provisions of the ordinance;
- (h) To conduct inspection of the premises or examination of the business of the registered enterprises on their progress. This shall include the records and books of the enterprise's business operations, audited financial statement, total local incentives availed of under the provincial ordinance and the determination and deletion of investment priority areas as stated in Articles 16 and 17 of the Implementing Rules and Regulations of the Provincial Investment Incentive Ordinance.

**Section 130. POWERS AND FUNCTIONS OF THE CHAIRMAN:** - The Chairman shall have the following powers and duties:

- (a) To confirm the mandated members of the BIIB from the Vice-Chairman down to the members except for the ex-officio members;
- (b) To preside over the regular and special meetings of the Board;
- (c) To render annual reports to the Province of Bulacan and such special reports as may be requested;
- (d) To recommend to the Board such policies and support measures that may be deemed necessary to carry out the objectives of the Ordinance;
- (e) Generally, to exercise such other powers and performs such other duties as may be authorized by the Board, from time to time.

**Section 131. POWERS AND FUNCTIONS OF THE VICE CHAIRMAN:** - The Vice-Chairman shall have the following powers and duties:

- (a) To preside over the regular and special meetings of the Board in the absence of the Chairman;
- (b) To perform other duties of the Chairman in the absence of the latter, and such other duties as may be assigned to him by the Board.

**Section 132. CREATION OF THE BUSINESS ASSISTANCE AND PROMOTIONS DIVISION:** - There shall be a Business Assistance and Promotion Division (BAPD) under the Provincial Cooperative and Economic Development Office (PCEDO) consisting of division Head, two (2) Project Development Officers (PDO's) and one (1) Project Development Assistant who shall serve as liaison and Technical Secretariat of the BIID and shall assist the Board in the delivery of its functions. The BAPD shall provide effective and prompt assistance to investors who wish to establish business in the province and to respond to general inquiries on investment opportunities incentives, rules and regulations, and provide other related information. The BAPD, in coordination with the Department of Trade and Industry, Bulacan Provincial Office, and local agencies, shall, upon authority of the Board, draw some plans and programs and initiate investment promotion activities for the province.

**Section 133. INVESTMENT DEVELOPMENT PLAN:** - The Board, after consultation with the appropriate government agencies and the private sector, shall submit an Annual Investment Development Plan to the Sangguniang Panlalawigan for evaluation and approval.

**Section 134. COVERAGE:** - Business enterprises engaged in any of the following types or nature of business shall be given priority under this ordinance:

- (a) Labor-Generating Enterprises;
- (b) Enterprises to be established in identified growth sub-centers in the province in accordance with the approved provincial physical framework plan;
- (c) Manufacturing enterprises using indigenous materials;
- (d) Electronics enterprises;
- (e) Tourism–Oriented enterprises;
- (f) Pioneering enterprises;
- (g) Service-Oriented enterprises;
- (h) Water and power resources development enterprises;
- (i) Telecommunications development enterprises;
- (j) Agri-Business enterprises.

**Section 135. INCENTIVES TO REGISTERED AND EXISTING ENTERPRISES:** - Under this ordinance, all registered enterprises with a capitalization of not less than P50M and an existing enterprise with an additional capitalization of P50M and above, shall be granted the following incentives:

- (a) Full exemption from payment of permits such as Mayor's Permit, business, building, sanitary, electrical, occupancy and locational clearance for three (3) years;
- (b) Exemption from payment of business tax for a period of three (3) years;
- (c) Exemption from payment of real property tax for three (3) years;
- (d) Exemption from tax on transfer of real property ownership for three (3) years;
- (e) Exemption from franchise tax for two (2) years;
- (f) Exemption from amusement tax for two (2) years;
- (g) Exemption from real property tax for fifteen (15) years for commercial tree plantation;
- (h) Exemption from real property tax for ten (10) years for fruit-bearing tree plantation.

Incentives granted to existing enterprises shall apply only to additional capitalization and shall not apply to previous investment. In no case, however, shall rights to incentives be transferred from legal grantee to another and shall be enjoyed on one occasion only.

**Section 136. QUALIFICATIONS OF NEW ENTERPRISE:** - This ordinance shall apply to any person, partnership or corporation, association and cooperative, provided that they meet the following qualifications:

- (a) Must be qualified to do business and must have complied with all the requirements mandated under the existing local and national laws and the Constitution;
- (b) If single proprietorship, partnership, corporation, association and cooperative, it shall be duly registered with the appropriate government agencies, such as the Department of Trade and Industry, the Securities and Exchange Commission (SEC), the Cooperative Development Authority (CDA);

- (c) Must have an initial investment of not less than P50 million;
- (d) Must engage in business activities classified as investment priority areas.

**Section 137. QUALIFICATIONS OF EXISTING ENTERPRISE:** - An existing enterprise may benefit from the incentives provided that they meet the following qualifications:

- (a) The place of operation or production is already situated within the territorial jurisdiction of the Province of Bulacan;
- (b) Must have complied with all the requirements mandated by existing local and national laws;
- (c) The business falls under any of the activities mentioned in Section 134 hereof or in the investment priority areas;
- (d) Must expand its existing production facilities such as construction of new buildings, installation of new machineries and equipment or improvement thereof which will result in an increase in production;
- (e) Must have an additional investment of not less than P50M.

**Section 138. APPLICATION, APPROVAL AND REGISTRATION PROCEDURES:** - Applications shall be filed with the BAPD, recorded in a registration book and date appearing therein and stamped on the application shall be considered the date of official acceptance. Applicants shall be required to pay a one-time non-refundable filing fee of Five Thousand Pesos (P5,000.00) to the Board together with the following documents for registration:

- (a) Four (4) copies of completed application form to be provided by the Board;
- (b) Copy of its Article of Incorporation and By-Laws as approved by the Security and Exchange Commission, the Board of Investment and the Department of Trade and Industry, as the case may be;
- (c) Resolution of the applicant's Board of Directors in case of a corporation, authorizing the filing of application.

Upon approval/acceptance, the applicant shall also be required to pay to the Board a non-refundable registration fee of 1/10 of 1% of the amount of investment.

**Section 139. CERTIFICATE OF REGISTRATION:** - After approval of the application, the Board shall issue a Certificate of Registration to the business concerned duly stating the incentives and privileges granted under provisions of this ordinance.

**Section 140. AMENDMENTS:** - The Board at any time, may amend areas in the investment development plan, alter any of the terms of the declaration of an investment area or the designation of the measured capacities, or terminate the status of the preference. In no case, however, shall any amendment of the plan impair whatever rights may have already been legally vested in the registered enterprise which shall continue to enjoy such right to the full extent under this ordinance. The Board shall not accept applications in an area of investment prior to the approval of the same as a preferred area nor after approval of its deletion as an investment priority area.

**Section 141. EXCEPTION:** - This Ordinance shall not apply to financing or banking institutions and other enterprises which are governed by the Central Bank Act and under the supervision of the Bangko Sentral ng Pilipinas (BSP).

**Section 142. PROVINCIAL INVESTMENT PROMOTION FUND:** - The Provincial Government shall appropriate annually sums of money, based on the budget presented by the Board, to be used for investment development and promotion including promotional collaterals, conduct of business conferences, fora and trade missions both local and foreign and the operational expenses of the Business Assistance and Promotion Division.

**Section 143. MANUAL OF OPERATIONS:** - The Business Assistance and Promotion Division shall formulate the Manual of Operations of the Bulacan Investment Incentive Board (BIIB), subject to approval of the Board.

**Section 144. PENAL CLAUSE:** - Any willful misrepresentation contained in the application to avail of the incentives or violation of the provisions of the Certificate of Registration shall forfeit the incentives and privileges granted the registered enterprise, and shall be required to pay all taxes and fees due from the start of its business operation, upon the recommendation of the Bulacan Investment Incentive Board. Violation of the provisions of this Ordinance shall be penalized with a fine of not less than One Thousand Pesos (P1,000.00) but not more than Five Thousand Pesos (P5,000.00) and/or an imprisonment of not less than one (1) month but more than six (6) months, or both such fine and imprisonment at the discretion of the court.

**Section 145. HYBRID RICE COMMERCIALIZATION:** - The province, in coordination with the Department of Agriculture (DA) and the various municipalities/cities, shall distribute hybrid rice seeds to farmers to increase their crop yield and eventually, their income. It further includes the conduct of technical briefings/seminars, establishment of technodemo farms and provision of location specific interventions.

**Section 146. INBRED RICE PRODUCTION:** - The province, in coordination with DA and the various municipalities/cities, shall encourage the use of certified seeds as produced by accredited seed growers and have undergone laboratory analysis at the National Seed Quality Center in Muñoz City, Nueva Ecija.

**Section 147. PROMOTION OF HIGH VALUE COMMERCIAL CROPS (HVCC) PRODUCTION:** - The province, together with various municipalities/cities, shall encourage, promote, supervise and monitor the production of High Value Crops which includes lowland vegetables as well as fruits and plantation crops (e.g. mango, coffee, etc.). Farmers and agricultural technicians shall be trained on modern technology to promote crop diversification and integrated farming system.

**Section 148. CROP PROTECTION:** - To ensure the quality harvest of produce, farmers shall be provided seminars and technical assistance on biological and cultural pest management. Various pest control measures shall be extensively implemented with the involvement of local government units (LGUs) – municipal, city, barangay and NGOs/POs.

**Section 149. SOIL ANALYSIS:** - Prior to production, soil sampling and analysis is a mandatory requirement. This service is being provided by the province to help farmers to determine fertilizer recommendations based on soil analysis and thus, reduce production cost.

**Section 150. AGRICULTURAL ENGINEERING:** - The province, in coordination with LGUs, DA, National Irrigation Administration (NIA) and NGOs, shall provide small irrigation facilities like Small Farm Reservoirs (SRFs) and Shallow Tube Wells/Open Surface Pumps (STW/OSP) in support

of crop production. Consideration shall be given to areas not serviced by the Angat-Maasim River Irrigation System (AMRIS) and other communal irrigation systems, especially during dry season and drought.

The province shall also implement other agricultural infrastructure development projects (Multi-Purpose Drying Pavements, Mini-Warehouse, etc.) and distribute other farm machineries and implements in coordination with DA, DAR, DPWH and other agencies.

**Section 151. AQUACULTURE:** - The province shall distribute fingerlings (milkfish, tilapia, seabass, ulang, etc.) to small-scale fishpond cooperators. Necessary technical training shall be provided with the Bureau of Fisheries and Aquatic Resources (BFAR) as its primary partner in its fisheries development programs.

**Section 152. LIVELIHOOD ASSISTANCE TO FISHERFOLKS:** - Fishing gadgets/gears like gillnets, fish nets, fish traps and bancas shall be distributed to qualified fisherfolks in coordination with municipalities/cities and POs. It will help them to earn daily living.

**Section 153. FOOT AND MOUTH DISEASE (FMD) CONTROL:** - An early warning system on the outbreak of FMD disease shall be installed and the movement of animals suspected with FMD shall be controlled with the installation of quarantine stations.

**Section 154. AVIAN FLU PREPAREDNESS:** - There shall be an Avian Flu Task Force composed of the Provincial Agriculture Officer as Leader, Provincial Health Officer, Chair of the Bulacan Federation of Barangay Councils, Chair of the Committee on Health, Sangguniang Panlalawigan and the PNP Provincial Director as members. The Task Force is mandated to prepare contingency plans and other measures to mitigate the harmful effect of the Avian Flu. The Provincial Governor is the Task Force Supervisor.

**Section 155. COOPERATIVE DEVELOPMENT INPUTS:** - The Provincial Government shall conduct business-related seminars for cooperatives for the intensification and expansion of service, upgrading of management capabilities, management and auditorial practices. It shall also assist in the forging of inter-coop trading and coop-corps business linkage and the feasibility of consolidating or integrating business of secondary cooperatives through centralized facilities.

**Section 156. TATAK BULAKENYO:** - To promote competitiveness of products and goods, the same should be labeled with distinct characteristic and designed with quality craftsmanship using local raw materials and finished products shall be stamped with "Tatak Bulakenyo".

**Section 157. FINANCIAL ASSISTANCE TO MEDIUM AND SMALL ENTERPRISES:** - Financial assistance shall be extended to MSEs that have completed the technical and regulatory requirements such as license to operate, bar coding, business name registration and willing to be accredited and receive the Tatak Bulakenyo seal of product excellence.

**Section 158. JOB FAIRS:** - In cooperation and coordination with business establishments, job fairs shall be held in the provincial level and cities and municipalities are encouraged to conduct their own fairs.



**Section 159. ON THE JOB TRAINING:** - The Provincial Government offices, including the Sangguniang Panlalawigan, shall accept On-The-Job (OJT) trainees for the whole duration of the term as a requirement of students.

**Section 160. SUMMER JOBS:** - Students on summer vacation shall be encouraged to take up jobs in business establishments which are capable of employing temporarily them with remunerations as regulated by the Department of Labor and Employment.

**Section 161. PUBLIC EMPLOYMENT SERVICE OFFICE:** - The Public Employment Service Office (PESO), as it is currently manned and structured, shall be upgraded into a Department effective Calendar Year 2008.

**Section 162. TOURISM DEVELOPMENT:** - Tourism complements livelihood and economic initiatives. Effective promotional and marketing events, to help boost tourism and the growth of business activities, shall be held with the support of tri-media, travel agencies and business groups. Promotional events, locally and abroad, are authorized. Tourist guides and service providers shall be trained for optimum outputs. The production of marketing collaterals shall be optimized. For continuity, a Bulacan Tourism Master Plan shall be evolved and approved by the Sangguniang Panlalawigan.

**Section 163. FINANCIAL AID:** - Financial assistance shall be given to the Bayanihan Equity and Action Marketing (BEAM); Central Luzon Investment Coordinating Council (CLCC), Bulacan Chamber of Commerce and Industry (BCCI) and the Bulacan Packaging Service and Toll Packing Center (PSTPC).

**Section 164. ENVIRONMENTAL MANAGEMENT:** - All matters concerning the protection, conservation, maintenance and management of the environment, control of land, air and water pollution, waste management, regulations on mining within the authority of the Provincial Government, land use and similar areas, shall be codified into a Provincial Environment Code, distinct and separate from this Code. The Environment and Natural Resources Office (ENRO) shall be the lead agency in the formulation of the Environment Code subject to the approval of the Sangguniang Panlalawigan.

## **CHAPTER XI LEGISLATION DEVELOPMENT**

**Section 165. STATEMENT OF POLICY:** - The Sangguniang Panlalawigan, as the legislative arm of the Provincial Government, shall enact ordinances and adopt resolutions to promote, enhance and concretize the establishment and sustainability of:

- Security
- Prosperity
- Economy
- Environment
- Cooperatives
- Health
- Social Justice
- Culture
- Order

Peace  
Equality  
Morals  
Comfort and Convenience

and other legislative measures for the general welfare of the communities and the inhabitants of the Province of Bulacan.

**Section 166. VISION:** - A dynamic and effective Sangguniang Panlalawigan that implores Divine Guidance in monitoring, enhancing and sustaining the general welfare of the people through proactive and quality legislation.

**Section 166.a MISSION:** - (1) Challenge the profound, benevolent and Godly intellect of the board members towards the enactment of ordinances that would promote a better quality of life for the citizenry, strengthen the level of consciousness, culture, adeptness and attitude that will be nurtured and exalted in our province;

(2) Encourage every sector of the society to become active partner in the protection of our environment and of the people's rights, and in the prevention of all activities that would suppress the physical, intellectual and spiritual development of every Bulakeño;

(3) Uplift our vision towards the future and the blessings of the Divine Providence.

**Section 167. COMPOSITION:** - The Sangguniang Panlalawigan is composed of the Vice Governor as Presiding Officer, regular Board Members and Ex-Officio Members and the Secretary to the Sanggunian. Recognizing the crucial role of legislative committees as the shifters of alternatives, nerve ends of political parties, refiners of legislative details and the source of legislative competence and performance whose hearings articulate and ventilate the aspirations, interests, rising expectations and dreams of varied sectors of society, the Sanggunian has created the following standing committees:

1. Committee on Rules
2. Committee on Appropriations
3. Committee on Ways and Means
4. Committee on Cooperatives
5. Committee on Women and Family
6. Committee on Human Rights
7. Committee on Environment
8. Committee on Youth and Sports
9. Committee on Health
10. Committee on Civil Service and Human Resource Development
11. Committee on Social Services
12. Committee on Justice and Good Government
13. Committee on Land Use and Agrarian Reform
14. Committee on Education
15. Committee on Peace and Order and Public Security
16. Committee on Public Works and Infrastructure
17. Committee on Commerce, Trade and Industry
18. Committee on Transportation and Communication
19. Committee on Tourism, Culture and Arts
20. Committee on Labor and Employment

21. Committee on Barangay Affairs and Community Development
22. Committee on Style and Oversight
23. Committee on Agriculture
24. Committee on Legislative Backstaffing

**Section 168. FUNCTIONS, POWERS AND RESPONSIBILITIES OF COMMITTEES:** The Committees shall conduct environmental scanning to determine the problems, needs, interests, aspirations and expectations of the people and propose proactive, quality and responsive legislative measures within their respective jurisdictions as enumerated in the succeeding section.

**Section 169. GENERAL JURISDICTION OF COMMITTEES: -**

- a. **Committee on Rules** - The Majority Floor Leader shall chair this Committee. Determines the Calendar of Business. Ipso facto membership in all standing committees. Serves as the whip in the speedy, effective and transparent work of committees and authorized to transfer assignment or create an AD HOC Committee to achieve better performance.
- b. **Committee on Appropriations** - Annual and supplemental budgets of the province and review of appropriation ordinances of city and municipal governments.
- c. **Committee on Ways and Means** - Sourcing of funds in terms of taxes, fees and charges.
- d. **Committee on Cooperatives** - Strengthening of primary and secondary cooperatives and promotion of marketing strategies.
- e. **Committee on Women and Family** - Promotion of women's participation in nation building and political processes; strengthening of family values, gender development, maternal care and child welfare.
- f. **Committee on Human Rights** - Protection against abuse and violence and freedom from fear; Develop systems for better community-military relationship.
- g. **Committee on Environment** - Protection, conservation, maintenance of environment and mitigation of land, air and water pollution, solid waste management and material recovery facilities.
- h. **Committee on Youth and Sports** - Sports and Physical Fitness programs; preparing the youth for leadership.
- i. **Committee on Health** - Hospital services, medical and dental missions, medicines, vaccinations and immunizations.
- j. **Committee on Civil Service and Human Resource Development** - Dynamic local bureaucracy, staff development, capability building.
- k. **Committee on Social Services** - Assistance to persons with disabilities, senior citizens, street children, victims of drug abuse and similar disadvantages.
- l. **Committee on Justice and Good Government** - Conduct fact-finding investigations on administrative cases and recommend appropriate actions in quasi-judicial proceedings; measures to ensure good governance.
- m. **Committee on Land Use and Agrarian Reform** - Land Use Plans of cities and municipalities; conversion of lands into other uses; land ownership in land reform areas.
- n. **Committee on Education** - Public school teachers, school rooms, facilities and activities of public elementary and secondary schools; information technology; out-of-School Youth, adult education.
- o. **Committee on Peace and Order and Public Security** - Public security plans of cities and municipalities; barangay tanods; orderly and peaceful communities.
- p. **Committee on Public Works and Infrastructures** - Roads and bridges, pathways, school buildings, drainage, irrigation facilities, pump wells.

- q. **Committee on Commerce, Trade and Industry** – Business opportunities, marketing strategies, investments and trade missions.
- r. **Committee on Transportation and Communications** – Provincial terminals, franchises, road safety, communication network, drivers/operators associations.
- s. **Committee on Tourism, Culture and Arts** – Tourism destinations.
- t. **Committee on Labor and Employment** – Job fairs, labor recruitment.
- u. **Committee on Barangay Affairs and Community Development** – Association of Barangay Councils, Awards to outstanding barangays/officials, development of settlers' lands, capability-building of barangay officials.
- v. **Committee on Style and Oversight** – Evaluation of implementation of ordinances; wise use of monetary appropriations; edits the wordings of legislative measures for finesse and accuracy.
- w. **Committee on Agriculture** – Farm production, aquaculture, diversification of crops, pest management, soil laboratory analysis, rat control.
- x. **Committee on Legislative Backstaffing** – Specific measures referred to it.

**Section 170. CITIZENS' LEGISLATION ADVOCACY SUPPORT AND SERVICES:** - The Sangguniang Panlalawigan shall create a Citizens' Legislation Advocacy Support and Services or CLASS for people empowerment in the initiation, hearing, deliberation and discussion of public policy and adoption of legislative measures for the general welfare of society. The Presiding Officer shall form the special committee for this task and issue guidelines on the matter.

**Section 171. INTERNAL RULES OF PROCEDURES:** - The Sanggunian Parliamentary Procedures shall be printed separately and all members of the Sanggunian and their staff shall be furnished copies thereof and a copy shall be posted on the SP Bulletin Board.

**Section 172. USE OF NATIONAL LANGUAGE:** - All documents officially issuing from the Sangguniang Panlalawigan shall be in the national language. City and municipal sanggunians are hereby encouraged to use Filipino in their official communications. Foreign and technical terms may be used absent the Filipino translation or when its use would be more convenient and acceptable. Exempted from this provision is the Internal Rules of Procedure.

**Section 173. THE SANGGUNIAN PANLALAWIGAN MACE:** - The Sangguniang Panlalawigan mace, as the symbolic authority of the legislative body, shall be accorded its due respect. Anyone confronted with the mace shall remain silent under penalty of expulsion from the Session Hall by order of the Presiding Officer.

**Section 174. CONSULTANT'S OFFICE:** - The Legislative Consultant shall hold office in the Office of the Secretary to the Sangguniang Panlalawigan (OSSP) where secretarial services may be availed of.

**Section 175. LEGISLATIVE SECURITY:** - The Civil Security Unit shall assign uniformed personnel during sessions of the Sangguniang Panlalawigan and such services shall be certified by the Secretary, if needed.

**Section 176. SANGGUNIAN SESSIONS OPEN TO THE PUBLIC:** - All sessions of the Sangguniang Panlalawigan are open to the public except when matters regarding security are being discussed.

**Section 177. NO-SMOKING INSIDE SEN. BENIGNO AQUINO SESSION HALL:** - The Sen. Benigno Aquino Memorial Hall or Sangguniang Panlalawigan Session Hall is a non-smoking area at all times.

**Section 178. WEARING OF ID TAGS:** - All employees of the Sangguniang Panlalawigan shall properly wear their ID tags and prescribed uniforms.

**Section 179. FUNCTIONS, DUTIES AND POWERS OF SANGGUNIANG PANLALAWIGAN:** - The following are the functions, duties and powers of the Sangguniang Panlalawigan pursuant to Section 468 of the Local Government Code of 1991:

(a) Approve ordinances and pass resolutions necessary for an efficient and effective provincial government and shall:

1. Review all ordinances approved by the sanggunians of component cities and municipalities and executive orders issued by the mayors of said component units to determine whether these are within the scope of the prescribed powers of the Sanggunian and of the mayor;
2. Maintain peace and order by enacting measures to prevent and suppress lawlessness, disorder, riot, violence, rebellion or sedition and impose penalties for the violation of said ordinances;
3. Approve ordinances imposing imprisonment not exceeding one (1) year or a fine not exceeding Five Thousand Pesos (P5,000.00) or both imprisonment and fine at the discretion of the court, for violation of a provincial ordinance;
4. Adopt measures to protect the inhabitants of the province from the harmful effects of man-made or natural disasters and calamities, and to provide relief services and assistance for victims during and in the aftermath of said disasters and calamities and their return to productive livelihood following said events;
5. Enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness in public places, vagrancy, mendicancy, prostitution, establishment and maintenance of houses of ill repute, gambling and other prohibited games of chance, fraudulent devices and ways to obtain money or property, drug addition, maintenance of drug dens, drug pushing, juvenile delinquency, the printing, distribution or exhibition of obscene or pornographic materials or publications, and such other activities inimical to the welfare and morals of the inhabitants of the province;
6. Protect the environment and impose appropriate penalties for acts which endanger the environment, such as dynamite fishing and other forms of destructive fishing, illegal logging and smuggling of logs, smuggling of natural resources products and of endangered species of flora and fauna, slash and burn farming, and such other activities which result in pollution, acceleration of eutrophication of rivers and lakes, or of ecological imbalance;
7. Subject to the provisions of the Code and applicable laws, determine the powers and duties of officials and employees of the province;

8. Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from provincial funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the provincial government;
  9. Authorize the payment of compensation to a qualified person not in the government service who fills up a temporary vacancy, or grant honorarium to any qualified official or employee designated to fill a temporary vacancy in a concurrent capacity, at the rate authorized by law;
  10. Provide a mechanism and the appropriate funds therefor, to ensure the safety and protection of all provision government property, public documents, or records such as those relating to property inventory, land ownership, records of births, marriages, deaths, assessments, taxation, accounts, business permits, and such other records and documents of public interest in the offices and departments of the provincial government; and
  11. When the finances of the provincial government allow, provide for additional allowances and other benefits to judges, prosecutors, public elementary and high school teachers, and other national government officials stationed or assigned to the province.
- (b) Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the province as provided in Section 18 of the Code, with particular attention to agro-industrial development and country-wide growth and progress and relative thereto, shall:
- (1) Enact the annual and supplemental appropriations of the provincial government and appropriate funds for specific programs, projects, services and activities of the province, or for other purposes not contrary to law, in order to promote the general welfare of the province and its inhabitants;
  - (2) Subject to the provisions of Book II of the Code and applicable laws and upon the majority vote of all the members of the Sangguniang Panlalawigan, enact ordinances levying taxes, fees and charges, prescribing the rate thereof for general and specific purposes, and granting tax exemptions, incentives or reliefs;
  - (3) Subject to the provisions of Book II of the Code, upon a majority vote of all the members of the Sangguniang Panlalawigan, authorize the provincial governor to negotiate and contract loans and other forms of indebtedness;
  - (4) Subject to the provisions of Book II of the Code and applicable laws and upon a majority vote of all the members of the Sangguniang Panlalawigan, enact ordinances authorizing the floating of bonds or other instruments of indebtedness, for the purpose of raising funds to finance development projects;
  - (5) Appropriate funds for the construction and maintenance or the rental of buildings for the use of the province; and upon a majority vote of all the members of the

Sangguniang Panlalawigan, authorize the Provincial Governor to lease to private parties such public buildings held in a proprietary capacity, subject to applicable laws, rules and regulations;

- (6) Prescribe reasonable limits and restraints on the use of property within the jurisdiction of the province;
  - (7) Review the comprehensive land use plans and zoning ordinances of component cities and municipalities and adopt a comprehensive provincial land use plan, subject to applicable laws; and
  - (8i) Adopt measures to enhance the full implementation of the national agrarian reform program in coordination with the Department of Agrarian Reform.
- (c) Subject to the provisions of Book II of the Code, grant franchises, approve the issuance of permits or licenses, or enact ordinances levying taxes, fees and charges upon such conditions and for such purposes intended to promote the general welfare of the inhabitants of the province, and pursuant to this legislative authority, shall:
- (1) Fix and impose reasonable fees and charges for all services rendered by the Provincial Government to private persons or entities; and
  - (2) Regulate and fix the license fees for such activities as provided under the Code.
- (d) Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities as provided for under Section 17 of RA 7160 and, in addition to said services and facilities, shall:
- (1) Adopt measures and safeguards against pollution and for the preservation of the natural ecosystem in the province, in consonance with approved standards on human settlements and environmental sanitation;
  - (2) Subject to applicable laws, facilitate or provide for the establishment and maintenance of a waterworks system or district waterworks for supplying water to inhabitants of component cities and municipalities;
  - (3) Subject to the availability of funds and to existing laws, rules and regulations; provide for the establishment and operation of vocational and technical schools and similar post-secondary institutions; and, with the approval of the Department of Education and subject to existing laws on tuition fees, fix reasonable tuition fees and other school charges in educational institutions supported by the Provincial Government;
  - (4) Establish a scholarship fund for the poor but deserving students in schools located within its jurisdiction or for students residing within the province;
  - (5) Approve measures and adopt quarantine regulations to prevent the introduction and spread of diseases within its territorial jurisdiction;

- (6) Provide for the care of paupers, the aged, the disabled, the sick, persons of unsound mind, abandoned minors, disabled persons, abused children, juvenile delinquents, drug dependents, and other needy and disadvantaged persons, particularly children and youth below eighteen (18) years of age; subject to availability of funds, establish and support the operation of centers and facilities for said needy and disadvantaged persons; and facilitate efforts to promote the welfare of families below the poverty threshold, the disadvantaged, and the exploited;
- (7) Establish and provide for the maintenance and improvement of jails and detention centers, institute a sound jail management program, and appropriate funds for the subsistence of detainees and convicted prisoners in the province;
- (8) Establish a provincial council whose purpose is the promotion of culture and the arts, coordinate with government agencies and non-governmental organizations and, subject to the availability of funds, appropriate funds for the support and development of the same;
- (9) Establish a provincial council for the elderly which shall formulate policies and adopt measures mutually beneficial to the elderly and to the province; and subject to the availability of funds, appropriate funds to support programs and projects for the elderly; and provide incentives for NGOs to support the programs and projects of the elderly; and
- (e) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

## CHAPTER XII ADMINISTRATION DEVELOPMENT

**Section 180. STATEMENT OF POLICY:** - It is the policy of the Provincial Government to instill into the hearts and minds of all officials and employees that "public office is a public trust". No one is above the law. Make all accountable to the employer and to his God. Render honest work with a willing heart. Share and make a difference in making government the machinery to deliver basic and direct services. Let the empowered citizens be partners in sustainable development. Be proud to be a Bulakenyo serving the best interest of the communities and the inhabitants thereof for local, national and global commonalities.

**Section 181. GUIDE TO THE PUBLIC:** - Every office shall post in conspicuous places a guide on what to do or prepare to secure services from the government or when transacting business with offices. Organizational and functional charts manning human resources shall be posted for public view to enhance accountability.

**Section 182. LOG BOOK:** - There shall be maintained a log book in every office to serve as record of reporting to office and field missions. This will serve as a locator of personnel.

**Section 183. FIRE DRILL:** - There shall be conducted fire drills by the Fire Marshall and equipment shall be properly tagged for evacuation priority in case of fire.



**Section 184. POWER-SAVING:** - Air conditioning units shall be switched on not earlier than nine o'clock (9:00) in the morning and shut off not later than eleven thirty (11:30) in the afternoon, on not earlier than two (2:00) o'clock and off not later than four thirty (4:30). Lights shall be switched on as minimally as possible. The Provincial General Services Office shall see to the implementation of this energy saving rule.

**Section 185. FIVE S (5S) OFFICE KEEPING:** - The keeping of offices under the 5S requirement shall not be for purposes of evaluation only but shall be a year-round concern.

**Section 186. GABAY SA KAWANI:** - The manual in Filipino titled GABAY SA KAWANI shall form part of this Code and any violation thereof shall render the employee accountable in an appropriate administrative proceeding.

**Section 187. MONDAY MORNING CEREMONIES:** - All officials and employees not on leave or on official mission shall attend the Monday Morning Ceremonies and the Human Resource Development Officer shall see to the compliance hereof and make habitual violation punishable administratively.

**Section 188. WELCOMING VISITORS:** - Official delegations visiting the Provincial Government from local and foreign shores shall be welcomed with the Provincial Band, if available.

**Section 189. BODY SEARCH OF SUSPICIOUS LOOKING CHARACTERS:** - The Civil Security Unit shall exercise its discretion in conducting body search or bags of any person entering or within the capitol compound on suspicion of illegal possession of deadly weapons, explosives or prohibited drugs, and if found positive, shall forthwith bring the person to the PNP Provincial Headquarters for appropriate investigation and prosecution, if warranted. If the person in conflict with the law is a minor, he shall be brought to the Provincial Social Welfare and Development Office for appropriate action.

## **Section 190. FUNCTIONS AND MANDATES OF DEPARTMENTS:**

### **A. The Governor's Office**

The Governor's Office functions as an overseer of all the executive offices in the Provincial Capitol. It assists in the discharge of the constitutional duties and responsibilities of the Governor that covers policy and issues management, supervision for external affairs, peace and order, disaster management and other functions as an elected local government leader.

It has a direct supervision to the Governor's Personal Staff whose appointments are coterminous with the term of office of the Governor.

This Office is headed by the Provincial Chief Executive to ensure the attainment of the vision of the province through its adopted mission.

#### **Governor's Office - Personal Staff (GO-PS)**

**MISSION:**

To deliver efficient and effective staff and security support to the Governor through responsive delivery of frontline services to the Bulakeños.

**VISION:**

A province that is progressive, peaceful and self-reliant, where its people are living models of its historical heritage and cultural excellence with strong middle class as the core of the citizenry with equal access to opportunities and services.

**FUNCTIONS:**

1. Acts as the backbone of the Governor in providing professionalized, effective and efficient delivery of basic services to the public.
2. Provides aid to indigents, civic organizations, and other local government units through medical, infrastructural and financial assistance.
3. Coordinates with local, national and foreign agencies, media outfits and the private sector for appointment and other communication requirements to and from the Governor.
4. Works as a team in ensuring special support services to the Governor through an effective security force and executive assistance.
5. Coordinates with other departments of the provincial government for matters/documents requiring Governor's approval.

**B. The Vice-Governor's Office****Functions**

1. To provide leadership and direction to the Sangguniang Panlalawigan of Bulacan in the passing of resolutions and ordinances;
2. To promote the making of resolutions and ordinances that is geared towards an efficient and effective administration of the province;
3. To promote linkages with different sectors of the society, for a more effective administration of the legislative functions;
4. To support programs that promotes the enhancement of skills and capabilities of the Sangguniang Panlalawigan employees, and exercise general supervision over all employees of the legislative branch of the Provincial Government.

**VISION:**

A progressive and responsive leadership in the legislative branch of the government in Bulacan, that actively promotes the over-all development of the province and its citizenry.

**FUNCTIONS:**

1. Be presiding officer of the Sangguniang Panlalawigan and sign all warrants drawn on the provincial treasury for all expenditures appropriated for the operation of the Sangguniang Panlalawigan;
2. Appoints all officials and employees of the Sangguniang Panlalawigan subject to the civil service rules and regulations, and those whose nature of appointment is specifically provided by the Local Government Code;
3. Assumes the office of the Governor for the unexpired term of the latter in case of permanent vacancy as provided by law;
4. Exercises powers and perform duties and functions of the governor in case of temporary vacancy as provided by law;
5. Exercise other powers and performs other duties and functions as may be provided by law or ordinance.

**C. Provincial Administrator's Office**

The leading agency in promoting quality and high standards of public service and in uplifting reforms in the bureaucracy by (a) strengthening and upholding synergy in the Provincial Government of Bulacan through the provision of effective and efficient coordination and administrative support to all offices; (b) ensuring that all systems, policies and programs are aligned with and in accordance with PGB's principles, vision and mission and objectives by monitoring performance and reviewing systems for the various offices of PGB; (c) conceptualizing and pilot testing of innovative projects and programs for the betterment of the Bulakeños and through continuously improving the effectiveness and extent of continuing projects; and (d) reducing the number of victims of man-made and natural disasters and crises in the province by ensuring the readiness of the province in handling and responding to disasters and crises through programs and projects related therewith.

**MISSION:**

1. Strengthening and upholding synergy in the Provincial Government of Bulacan by providing efficient and effective coordination and administrative support to all offices;
2. Ensuring that all systems, policies and programs are aligned with and in accordance with PGB's principles, vision and mission and objectives by monitoring performance and developing systems of the various Provincial Government Offices;
3. Providing quality and high standards of public service through conceptualization and pilot testing of innovative projects and programs for the betterment of the Bulakenos and improving the effectiveness and extent of continuing projects;
4. Ensuring the readiness of the Province in handling and responding to disasters and crises through programs and projects related therewith.

**VISION:**

To be the leading agency in the Provincial Government of Bulacan in promoting quality and high standards of public service, in creating synergy in all offices and in uplifting reforms in the bureaucracy.

**MANDATES AND FUNCTIONS:**

1. Insures effective and efficient implementation of Provincial Government's governance and development policies and projects.
2. Develops, installs and sustains a system-wide internal and external mechanism for effective decision making and implementation process.
3. Develops, installs and sustains a system-wide efficient and effective performance- driven organization, development policies, programs, projects relief and assistance provision during and in the aftermath of man- made and natural disasters and calamities;
4. Develops, installs and implements a system of monitoring and evaluating the quality and performance of all Provincial Government offices for judging system- level efficiency and effectiveness
5. Develops, installs and causes the implementation of system's audit and control
6. Develops, manages and supervises special executive concerns including special programs and projects.
7. Conducts and causes the conduct of citizen's disaster preparedness training
8. Coordinates and links with the government agencies and non- government organizations on all matters pertaining to making the Province attain an environment conducive to investments and businesses and child-friendly.

**I. COMPOSITION OF THE OFFICE OF THE PROVINCIAL ADMINISTRATOR**

The Office of the Provincial Administrator shall be divided into two based on the clients served.  
(a) INTERNAL (b) EXTERNAL.

**a. INTERNAL****i. INTER- OFFICE COORDINATION AND CENTRAL ADMINISTRATIVE DIVISION**

This division provides for the administrative function of the Office of the Provincial Administrator.

**ii. MONITORING AND EVALUATION DIVISION**

This division develops, installs and implements a system of monitoring and evaluating the quality and performance of all the provincial government offices for judging system- level efficiency and effectiveness.

**iii. ORGANIZATION SYSTEMS AND AUDIT DIVISION**

This division conducts review of the systems and procedures of the offices of the Provincial Government of Bulacan with quality public service as the end in view and provides comprehensive feedback and recommendations for the improvement of the same.

b. EXTERNAL

i. SPECIAL PROJECTS DIVISION

The division develops, manages and supervises the conceptualization, incubations, coordination and implementation of special executive projects and programs.

ii. DISASTER MANAGEMENT DIVISION

The division improves disaster management and ensures the readiness of the province at the onslaught of natural disasters and man-made crises.

II. PA'S OFFICE INSTITUTIONALIZED ACTIVITIES/ PROJECTS/ PROGRAMS

a. REGULAR DEPARTMENT HEADS' MEETING

b. 5S IN GOOD HOUSEKEEPING

c. FINANCIAL AID/ ASSISTANCE

d. SYSTEMS REVIEW

The Office of the Provincial Administrator conducts review, evaluation and audit of systems and procedures of the offices of the Provincial Government of Bulacan. It shall ensure a system of control/ check and balance in the processes to achieve a graft and corruption free bureaucracy.

e. CASE EVALUATION

The Office of the Provincial Administrator is tasked to conduct evaluation on administrative cases and issues against the offices of the Provincial Government of Bulacan. A just and fair evaluation, analysis and recommendation on the cases or issues are presented to the Provincial Governor for his/ her appropriate action.

f. MANUAL OF OPERATIONS

In line with the review and evaluation of systems and procedures, the PA's Office shall review and coordinate the development and enhancement of the Provincial Government's manual of operation. The Manual of operations shall contain all systems and procedures in all offices ensuring an effective and efficient delivery of public service.

g. MONITORING OF DEPARTMENT'S PERFORMANCE

The Office of the Provincial Administrator conducts monitoring and evaluation of department's performance by determining the level of performance of PGB Offices in obtaining the targets they have set and committed to achieve for the year. Assistance and recommendations on how to improve or enhance the delivery of services to their target clientele is also provided. This shall be the basis for the assessment of offices which is done on a regular basis to present of the offices feedbacks on their performance.

h. SURVEY

The survey research is conducted twice per semester to scientifically measure the effectiveness and impact of programs and projects of Provincial Government offices/departments. Furthermore, this activity certainly helps to gauge the citizens' perception on PGB programs/projects and pre-test the local initiatives. Through survey research, PBG can provide the necessary help as well as the solutions to specific issue/problem.

i. BAYANIHAN AWARDS

The Bayanihan Awards is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding the departments and hospitals for their suggestions, innovations, superior accomplishments and other personal efforts which contribute to the efficiency , economy, or other improvement in the government system or for other extraordinary acts or services in the public interest.

This award was conceived in an effort to recognize the exemplary performance and contributions of a group or team in the delivery of highest public service, corollary to the Rule X of the Omnibus Rules Implementing Book V of Executive Order 292 which states that each department or agency of the government shall establish its own Agency Employee Suggestions and Incentives Awards System (Executive Order No. 24, Series 2000)

j. GAWAD KILOS BAYANIHAN AWARDS

The Gawad Kilos Bayanihan Awards is a synthesis of the three existing team awards of the Provincial Government of Bulacan such as Tipid, 5S (in good housekeeping) and Bayanihan. This was conceptualized to recognize the departments and offices for their exemplary performance showcasing creativity, innovativeness, efficiency, integrity and productivity.

k. DR.MANUEL G. ROXAS GALING PAGLILINGKOD AWARD

l. DESK AND ARMCHAIR DISTRIBUTION

m. MEDAL DISTRIBUTION

n. SPECIAL EVENTS

o. DANGAL NG LIPI

p. LAKBAY ARAL

Lakbay Aral is a program of all Government units and agencies which aimed to share to other government units, individuals or group of people its best practices in promoting good governance. It shall be a channel of information and a vessel for better relationships. It shall

be a venue for learning and interaction where ideas spring and where knowledge is gained. Through this, it is hoped that reforms in the government may transpire not only in Bulacan but in other areas of the country as well.

- a. DISASTER PREPAREDNESS TRAINING
  - b. WATER SAFETY TRAINING
- q. PA'S OFFICE POLICIES
- a. HONORARIUM
  - b. CAR POOLING
  - c. PA'S MEMORANDUM
  - d. EXECUTIVE ORDER
  - e. SANGGUNIANG PANLALAWIGAN ENDORSEMENT
  - f. ADMINISTRATIVE POLICIES
  - g. ADMINISTRATIVE CASES
  - h. PROJECT CONCEPTUALIZATION
  - i. PROJECT INCUBATION
  - j. PROJECT TURN-OVER
- r. PEACE AND ORDER COUNCIL  
\*function, refer to official document as reference\*
- s. PEACE AND ORDER
- a. Road Safety (motorbike...)
  - b. Illegal Drugs
  - c. Crime
- t. DISASTER AND CALAMITIES (c/o DMD)
- a. Earthquake
  - b. Flood
  - c. Fire
  - d. Relief Operations

#### **D. Office of the Secretary to the Sangguniang Panlalawigan**

##### **MISSION:**

1. To adequately provide the Sanggunian with a capable support staff in the performance of its functions
2. To act as conduit to LGUs, NGOs, POs and the general public in facilitating legislative actions taken by the Sanggunian
3. To act as custodian and maintain the proper safekeeping of Sanggunian documents and records
4. To maintain an open line of information and communication to the general public regarding measures undertaken by the Sanggunian

**VISION:**

Effective, efficient and responsive Legislative Secretariat

**MANDATE:**

Section 469 of RA 1760, otherwise known as the Local Government Code of 1991, provides that there shall be a secretary to the sanggunian who shall be a career official with the rank and salary equal to a head of a department or office who shall take charge of the office of the secretary to the Sanggunian

OSSP is tasked with three (3) major objectives, as mandated by RA 7160, namely:

1. to assist the Sangguniang Panlalawigan in the performance of its duties and responsibilities as lawmaker and policy maker
2. to act as custodian and keeper of all SP documents and records
3. to serve as conduit between SP and the LGUs, NGOs, POs and the general public on all matters pertaining to legislation

**FUNCTIONS:**

1. Provides secretariat services to the Sangguniang Panlalawigan
2. Causes the publication of approved ordinances and resolutions consistent with the provision of Rule XVII of the Implementing Rules and Regulations of the Local Government Code of 1991
3. Takes custody of, and accounts for the official Seal of the Province, all ordinances and resolutions enacted or adopted by the Sangguniang Panlalawigan, and local archives
4. Coordinates, and links with government agencies and offices on matters related to enactment of ordinances and/or resolutions.
5. Performs other tasks as may be directed by statutes, ordinance or executive orders.

**PROGRAMS AND PROJECTS:****1. REGULAR PROGRAMS/PROJECTS****A. PLENARY & COMMITTEE AFFAIRS**

1. Preparation & distribution to SP members of the calendars of business (Agenda) & all materials needed for the conduct of sessions
2. Preparation of agenda of committee meetings/hearings

**B. DOCUMENTATION OF SP PROCEEDINGS**

1. Preparation of excerpts of resolutions & ordinances approved by SP during sessions and minutes of said sessions
2. Preparation of minutes of committee meetings/ hearings conducted
3. Recording of quasi-judicial proceedings and certifies to the correctness of the same.



4. Sends notices and referrals on authority of the legislative body.

#### C. LEGISLATIVE MANAGEMENT AND INFORMATION SYSTEM

1. Encoding of titles & other pertinent data of approved resolutions and ordinances in the **Legislative Tracking System** (data banking program)
2. Provision of custodial services to all record of the Sangguniang Panlalawigan

#### D. INFORMATION DISSEMINATION

1. Transmittal of excerpts of approved resolutions and ordinances to various LGUs and other concerned agencies 3 days after Governor's approval
2. Weekly broadcast of radio program "SP Files" at the Radio Bulacan in Poblacion, San Ildefonso, Bulacan
3. Publication and distribution of the quarterly newsletter "Legislative Digest"
4. Posting and publication of approved ordinances in newspapers of general circulation

### 2. SPECIAL PROJECTS

1. Provision of secretarial and technical services for the "**Search for Outstanding SBs, Presiding Officers, SB Members and Secretaries**" - An annual project sponsored by the Sangguniang Panlalawigan to acknowledge and commend outstanding Sangguniang Bayans, Presiding Officers, SB Members and Secretaries for their exemplary performance and achievements
2. Provision of secretarial and technical services for the "**Gawad Balangay Apuy**" - A new annual project of the Sangguniang Panlalawigan to recognize and honor outstanding performance of barangays in the field of peace and order
3. Provision of technical assistances for the "**Gawad Lingkod Barangay**" - Another new annual project of the SP to recognize and honor outstanding barangay officials for exceptional performance and accomplishments
4. Capability Building Project for Sangguniang Bayan & Sangguniang Barangay Secretaries
5. Organizing Sangguniang Barangay Secretaries into an association and conducting skills development
6. Administrative – Updating and completion of the "**Manual of Operations**" of the office
7. Assisting in the functions of the Oversight Committee of the Sangguniang Panlalawigan to monitor the enforcement and effectiveness of SP ordinances
8. Assisting in the publication of the SP Hand Book
9. Assisting in the revision of the Code of General Ordinances and the crafting of the Environmental Code, Public Health and Sanitation and other codes as may be authorized.
10. Cataloguing of books and other legislative materials in SP Legislative Library and Archives
11. Provision of technical and consultancy services in connection with the Gawad Galing Sanggunian and the Philippine League of Secretaries to the Sanggunian, Inc. (PLEASES).

#### E. Provincial Accounting Office

##### MISSION:

1. *Makapagbigay ng patas at tamang impormasyong pang-pinansyal sa mga nangangailangan.*
2. *Masiguro ang wastong pagtanggap, pagtala at paggamit ng pondo at ari-arian ng pamahalaan.*
3. *Makasiguro na ang pamamaraan ay madaling maunawaan at tutugon sa mga pangangailangan ng mamamayan.*

#### VISION:

Magkaroon ng isang pamamaraan ng pagtutuos na madaling unawain at umaayon sa pambansang panuntunan na naglalayong makabuo ng isang epektibo at pantay na desisyon.

#### MANDATES AND FUNCTIONS:

##### 1. Internal Audit Division

1. Develops, installs, implements and maintains an efficient and effective system of accounting audit.
2. Develops an efficient and effective control system on financial statement and report and physical audit of requirement, supplies materials and infrastructure project.
3. Develops system of insuring completeness, correctness and accuracy of voucher payrolls, inspections report and all related matters.
4. Conducts periodic and evaluation

##### 2. Bookkeeping Division

1. Develops, installs implements and maintains an efficient and effective system of accounting and internal audit.
2. Certifies availability of budgetary allotment to which expenditures and obligation may be charged.
3. Makes available to officials information on the financial condition and operation.

#### SERVICES:

Provides a full range of financial services to Provincial Government of Bulacan to include recording financial transactions, FMIS, accounting system; examining and processing employee payments; examining and processing revenue and other collections; reconciling and maintaining accounts; preparing and submitting external reports; and performing management and tax reporting, such as prompt payments and delinquencies.

### **F. Provincial Agriculture Office**

#### MISSION:

Pursue the provisions of sustainable and effective programs for farmers' and fisherfolks' productivity and profitability.

#### VISION:

A God-centered, community friendly and responsive organization where its people are working as a team in the spirit of commitment and innovation for agricultural development.

**MANDATES AND FUNCTIONS:**

1. Develops comprehensive provincial agriculture and fisheries plans, strategies including programs and projects and those that pertain to veterinary-related programs and projects;
2. Implements and causes the implementation of approved provincial agriculture and fisheries including veterinary programs and projects in coordination and/or collaboration with municipal agencies, non-government agencies and organizations and clientele group;
3. Develops and implements an effective and efficient system of providing clientele assistance and access (including operating procedures, standards, and measures) to resources in production, processing and marketing of agriculture, aquaculture, marine and animal products.

**G. Provincial Assessment and Treasury Office**

**MISSION:**

To be an active key player in developing the Province of Bulacan into a self-reliant local government unit by finding ways and means to increase its local sources of revenue with the end in view of being less dependent on the Internal Revenue Allotment (IRA) for its operations and sustainability.

**VISION:**

A revenue arm equipped with modern technology and manned with knowledgeable human resources who are committed for the proper, efficient and effective administration of provincial taxes, aimed at improving the financial capabilities of Bulacan for the growth and development of its constituents.

**FUNCTIONS:**

1. Takes custody of, and exercises proper management and disposition of local government funds and all such funds entrusted to the office by law and other competent authority
2. Monitors and inspects private and industrial establishments in the province in relation to the implementation of tax ordinances, laws, rules and regulations
3. Develops, installs, and maintains tax information system of the province
4. Exercises technical supervision over all treasury offices of component cities and municipalities, and over all component city and municipal assessors
5. Establishes, updates, and maintains a systematic method of real property identification, assessment, and accounting
6. Develops, installs, and maintains an efficient and effective system of tax mapping; valuation and assessment standards and procedures for taxation purposes; and recording of all documents pertaining to real property assessment and other related functions as may be prescribed by law or ordinance.

**SERVICES/PROGRAMS:**

Adopts information technology in the automation of operations, recording, monitoring and evaluation of real property management, provincial tax collection and payment of obligations.

## **H. Provincial Budget Office**

### **MISSION:**

1. To safeguard the disbursement of appropriation;
2. To assist the Local Chief Executive in the preparation and execution of the budgets;
3. To assist the Local Sangguniang in reviewing the approved budgets; municipal resolutions and ordinances of the component cities and municipalities; and
4. To have close coordination with the Local Finance Committee Members

### **VISION:**

An office that has unity and cooperation that gives technical assistance to the local officials through proper budgeting to support the programs and projects for a more progressive Bulacan.

### **FUNCTIONS:**

1. Develops, installs and maintains financial and budgeting system
2. Prepares and integrates, in collaboration with all offices, the financial and budgetary requirements of the provincial government
3. Develops, installs and maintains an effective finance and budget monitoring, review, and control mechanisms
4. Exercises such other functions as may be prescribed by law or ordinance.

### **SERVICES:**

1. Prepare forms, orders and circulars embodying instructions on budgetary and appropriation matters for the signature of the governor;
2. Review and consolidate the budget proposals of different departments and offices of the local government units;
3. Assist the governor in the preparation of the budget and during budget hearings;
4. Study and evaluate budgetary implications of proposed legislation and submit comments and recommendations thereon;
5. Submit periodic budgetary reports to the Department of Budget and Management;
6. Coordinated with the treasurer, accountant and the planning and development coordinator for the purpose of budgeting;
7. Assist the sangguniang concerned in reviewing the approved budgets of component local government units;
8. Coordinate with the planning and development coordinator in the formulation of the local government unit development plan ; and
9. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

## **I. Provincial Civil Security and Jail Management Office**

### **MISSION:**

1. To develop and enforce an effective system of providing security services and jail management;
2. To coordinate with other agencies as to security services and safekeeping, custodial, rehabilitative and integrative services in jail management.

### **VISION:**

One department that will be responsive to an effective system of providing security services and jail management in the province.

### **FUNCTIONS:**

1. Develops and enforces an effective system of providing jail and security services that ensures the protection and preservation of life, government properties and all other assets;
2. Develops and implements an efficient, effective and responsive deployment of resources in providing jail and security services;
3. Develops and implements a system for the provision of custodial and rehabilitative services for all inmates including support services necessary for the effective and efficient delivery of such services;
4. Coordinates and links with government and non-government agencies and offices on matters related to effective delivery of jail and security services;
5. Accepts suspects committed with proper courts orders or prosecution resolution;
6. Provides needed information and pertinent documents to authorize offices and agencies.
7. Brings the detainee(s) to courts and prosecutorial offices under sufficient escorts.
8. Provides reasonable time and space for lawyers, visitors, researches and volunteer workers.

### **PROGRAMS:**

Rehabilitative programs:

1. Educational Program (literacy program, non-formal education such as lectures, seminars)
2. Vocational/Skills Training (handicraft, appliance repair, candle making, doormat weaving, cross stitching, rag making, candy & soap making)
3. Recreational Activities (outdoor & indoor sports, social hours, watching TV/VCD, body building, music program, pool table)
4. Religious Services (bible services, novena, mass, values formation, catechism, guidance counseling, communion, confession)
5. Medical Services (assigned doctor for inmates, dental & medical mission, treatment of mentally ill, treatment of PTB, hospitalization)

Reintegration programs:

1. Livelihood Programs (Candle making, doormat weaving, sewing, etc.)
2. Skills Training
3. Pasyal Piitan
4. Newsletter
5. Sports and Recreation
6. Paralegal Assistance and Service Desk (PLeASeD)
7. Family Day

#### ESCORT SAFEKEEPING AND CUSTODY

1. Healthy Prison Programs
2. Escorting

#### JAIL DECONGESTION

### **J. Provincial Cooperative and Economic Development Office**

#### **MISSION:**

Create in Bulacan a dynamic cooperative and business sector that will enhance economic stability for local and global competitiveness.

#### **VISION:**

A progressive province of empowered entrepreneurs, whose way of life sustain cooperativism, where people are environment-friendly, gender-sensitive and where self-reliant communities respect human rights, promote social justice & uphold cultural heritage

#### **MANDATE:**

To increase income and generate employment through cooperative development and assistance to micro, small & medium enterprises and to increase number of investors to establish and locate their businesses in the province

#### **FUNCTIONS:**

1. Develops, installs and maintains an effective and efficient government support including incentive system for the continuing development and sustenance of cooperatives as viable

small and medium scale business enterprise and that of an effective promotion system for attracting local and foreign investments and businesses

2. Develops and implements support and incentives schemes and programs for the establishment, expansion, and sustenance of tourism industry in the province
3. Creates opportunities for sustaining economic enterprise development, and systems for the continuing improvement and expansion conducive environment for investments
4. Links and coordinates with public and non-public offices and agencies for developing, establishing, and expanding alternative economic enterprise, business and employment opportunities in the province
5. Develops and implements a comprehensive business and investments program of the province
6. Formulates policies, plans and strategies, including programs and projects, related to strengthening and sustaining incentives and support system for local and foreign investors, and businessmen
7. Exercises such other powers and performs such other duties and functions as may be prescribed by law or ordinance.

## **PROGRAMS AND SERVICES:**

### **I. COOPERATIVE DEVELOPMENT**

#### **1.0 TULONG NI GOB SA NEGOSYO NG KOOP PROGRAM**

It involves the development, intensification and expansion of new businesses of primary cooperatives and consolidation and strengthening of business of secondary coops

##### **1.1 Capability Building**

Training/seminars related to cooperative business operations

##### **1.2 Cooperative Business Financing**

Financing of cooperative projects/ businesses

##### **1.3 Market Linkage**

Promotion of the cooperatives products and services and development of marketing network system

#### **2.0 COMPLEMENTATION AND PARTNERSHIP WITH GOs, NGOs and other LGUs**

##### **1. Program complementation**

##### **2. Networking**

#### **3.0 COOPERATIVE MONTH CELEBRATION**

A one month activity highlighting the performance of cooperative movement in the province

#### **4.0 DATA BANKING AND INFORMATION SERVICES**

Data and information related to products & services of cooperatives in Bulacan

## 5.0 LAKBAY-ARAL

Observation tour of various cooperatives.

## II. ENTERPRISE DEVELOPMENT

### 1.0 TATAK BULAKENYO

#### 1.1 Product Development

Provides consultancy services/ technical assistance on the product packaging and labeling &

facilities & necessary regulatory requirements

#### 1.2 Marketing and Promotion

Promotion of the enterprise's products and the development of marketing and networking systems micro, cottage & small producers in the province

#### 1.3 Financial Assistance

Identification of clients and appropriate financing institution in support of the enterprise needs and its activities

#### 1.4 Enterprise Capability Building

Caters to the needs of micro, cottage and small producers in skills upgrading and technical know-how thru education & seminar for the possible business improvement & expansion

### 2.0 DEVELOPMENT OF PROMOTIONAL MATERIALS

Development and printing of informational materials related to enterprise development

## III. TOURISM DEVELOPMENT

### 1.0 MARKETING AND PROMOTION

#### 1.1 Promotional Events/Programs

Promotional and marketing events, programs, activities and strategies that will help the tourism industry grow and prosper. It also includes multi-media promotion.

#### 1.2 Production of Promotional Materials

Production of marketing collaterals like brochures, CDs, flyers, leaflets, tarpaulins, exhibit materials, directories and the like.

### 2.0 HUMAN RESOURCE DEVELOPMENT AND CAPABILITY BUILDING

Professionalizes the industry by developing the skills of people working in the industry. This will be done through training workshops, seminars & conferences.



## 2.1 Benchmarking Missions

Visiting popular tourism destinations which can be used to benchmark with and apply to Bulacan Tourism Development.

## 3.0 DATABASE DEVELOPMENT/UPDATING

Continuous research and ocular inspection of all existing & possible tourist destinations in Bulacan.

## 4.0 DESTINATION DEVELOPMENT

Development of new tourism products that will give new excitement for tourists to visit Bulacan. It may include development of eco-tourism in DRT, San Miguel Old Houses and the like

## 5.0 INCENTIVE PROGRAMS

5.1 Searches for the Most Outstanding Municipality in Tourism Development

5.2 Motivates LGUs together with their tourism councils to focus on tourism development.

5.3 PGB Tourism Establishment Endorsement Program

Motivates tourism establishments upgrade/improve their facilities and services and in order to truly identify which tourism facilities and have a system of endorsement

## **K. Provincial Engineer's Office**

### **MISSION:**

We are committed to be....

Professional planners and builders.

Provider of human shelters, better roads and bridges.

The prime mover to ultimate development.

And always at service to serve the needs of the communities and inhabitants thereof in terms of infrastructure requirements.

### **VISION:**

To deliver quality infrastructure projects corresponding to the developmental needs of Bulakeños.

### **FUNCTIONS:**

1. Develops, plans and causes the implementation of the Provincial Government's infrastructure programs and projects

2. Develops, plans and causes the implementation, management and supervision of waterways protection, conservation, and rehabilitation
3. Develops, installs and implements quality and performance monitoring and evaluation systems and procedures, including a system of standardized valuation and pricing, for all engineering programs and projects
4. Links, coordinates with and makes available to municipalities and component cities technical assistance (including supervision if and when necessary)
5. Executes such other functions as may be prescribed by law or ordinance.

## **L. Provincial Environment and Natural Resources Office**

### **MISSION:**

Pursue the protection, conservation and rehabilitation of environment and development of natural resources.

### **VISION:**

ENRO is the primary advocate of an effective and efficient management of environment and natural resources.

### **FUNCTIONS:**

1. Develops and causes the implementation of the provincial plan for the protection, conservation and rehabilitation of the environment and natural resources of the provinces
2. Develops and issues implementing guidelines, procedures and standards for the protection, conservation and rehabilitation of the environment and natural resources including those that pertain to effective enforcement of existing rules and regulations
3. Develops, installs and maintains an effective system of monitoring, evaluation of plan implementation and enforcement of rules and regulations
4. Links with other offices and agencies for effective plan implementation and enforcement of rules and regulations

### **MANDATE:**

Based on the 1991 Local Government Code, the Provincial ENRO shall take charge of the office on environment and natural resources and shall:

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the Governor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services as provided for under Section 17 of the 1991 Local Government Code;
2. Develop plans and strategies on environment and natural resources programs and projects and implement the same upon approval thereof by the Governor;
3. In addition to the foregoing duties and functions, the Provincial ENRO shall:
  - a. Establish maintain, protect and preserve communal forests, watersheds, tree parks, mangrove areas, greenbelts and similar forest projects and commercial forest like industrial tree farms and agro-forestry projects;

- b. Provide extension services to beneficiaries of forest development projects and render assistance for natural resource- related conservation and utilization activities consistent with ecological balance;
- c. Manage and maintain seed banks and produce seedlings for forest and tree parks;
- d. Promote small- scale mining and utilization of mineral resources, particularly mining of gold;
- e. Coordinate with government agencies and non- governmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Department of Environment and Natural Resources;
- 4. Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man- made and natural calamities and disasters;
- 5. Recommend to the Sanggunian and advise the Governor on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources; and
- 6. Lead in the formulation of the Provincial Environmental Code.
- 7. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.

#### PROGRAMS:

##### A. Forest Management

- 1. Implementation of community based forestry projects
- 2. Management, protection, rehabilitation and maintenance of small watershed areas, which are sources of local water supply.
- 3. Enforcement of forest laws in community based forestry projects.

##### B. Environmental Management

- 1. Enforcement of pollution control and environmental protection laws, rules and regulations.
- 2. Implementation of solid waste and other environmental management system and services.
- 3. Abatement of noise and other forms of nuisance.
- 4. Implementations of cease and desist order.

#### SERVICES:

- 1. Provide technical assistance and information to various groups, sectors, councils and organizations related to the environmental concern.
- 2. Support services to identified families in alleviating the poverty incidence.
- 3. Support NGO's, private agencies, local and national agencies for the implementation of environmental projects.

### **M. Provincial General Services Office**

#### **MISSION:**

Toward this end, we are committed to pursue:

1. Cleanliness and orderliness of the working place, as well as, the surrounding;
2. Efficient and effective system and policy in procurement and property management;
3. Systematic and secured records management system;
4. Well maintained and productive facilities.

#### **VISION:**

PGSO is the prime mover of orderliness and cleanliness of the working place, centralized and efficient procurement, systematic stewarding of properties and documents towards a progressive and healthy province.

#### **FUNCTIONS:**

1. Develops and maintains an effective and efficient management system for all physical resources, facilities, properties, and supplies of the Provincial Government;
2. Develops, installs and maintains efficient, effective, and transparent mechanisms for physical resources (including supplies and other government properties), acquisition, utilization and mobilization, maintenance, upkeep preservation and protection, and disposal
3. Develops and maintains an effective and efficient records management
4. Exercises such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

#### **PROGRAMS:**

##### **A. Records and Archives Management Program**

1. A program which includes systems, projects and activities for centralized and effective records and archives management system
2. Activities are as follows:
  - a. Classification and maintenance of records turned over to PGSO
  - b. Submission of records disposition schedule of Records Management and Archives Office
  - c. Appraisal and disposal of records

##### **B. Maintenance Management Program**

1. Promotes and implements preventive and systematic maintenance of the facilities, equipment and the like through these activities.
  - a. Preventive maintenance through intensive and prompt inspection and repair/replacement of defective fixtures, equipment and the like. It is also known as work "by administration"
  - b. Supervision of all "by contract" projects base on quality and target time of work
  - c. Assistance and support to all programs/projects implemented by different PGB offices

##### **C. Hygiene Management Program**

1. A program that aims to install and sustain the orderliness and cleanliness in capitol buildings, grounds and hospitals.
2. Activities are as follows:
  - a. Continuous campaign on cleanliness and orderliness in capitol buildings and grounds
  - b. Bayanihan sa 5S
  - c. Sulong Kalinisan: Pagsibol ng Kagandahan sa Kapitolyo
  - d. Banyo Day
  - e. Project: "Tanggapal Bara, Tuloy Agos ng Tubig Kanal"

## **N. Provincial Human Resource Management Office**

### **MISSION:**

To continuously:

1. Be transparent in all systems and procedures;
2. Develop programs that will enhance employee development;
3. Improve system that will expedite and increase the quality of public service;
4. Conduct research on the different incentive programs for employees;
5. Ensure that all policies and guidelines are fairly implemented;
6. Adhere to the austerity measures of the government;
7. Promote good housekeeping, and
8. Encourage teamwork.

### **VISION:**

With the guidelines of the Lord

We are one and happy to be of service to you

Implementing a system in selection and placement that is fair and just

Molding employees to enhance its potentials and capabilities and protecting for the welfare of all employees, and

Open to change, especially for the good of the service.

### **FUNCTIONS:**

1. Develops, installs, implements, manages and supervises an effective and efficient system of human resource's (including permanent, temporary, casual personnel and external consultants) recruitment, selection, placement (including appointments), performance

- evaluation, continuing professional and values development (capacity enhancement), awards, benefits (including leaves, retirement privileges) and others performance-based incentives;
2. Develops and maintains an efficient human resource management information system;
  3. Develops, updates and issues human resource code of behavior and conduct;
  4. Exercises such other powers and performs such other duties and functions as maybe prescribed by law or ordinance.

## **O. Provincial Information Technology Office**

### **MISSION:**

The Provincial Information Technology Office is committed to:

1. Enhance efficiency and accuracy
2. Improve the delivery of basic services to the people
3. Provide a mechanism for transparency and accountability in government transaction
4. Increase government capability for planning, policy formulation and program implementation

### **VISION:**

A Provincial Government whose computerized operations are responsive to the challenges of Local Governance National Growth and Globalization through its Bulacan Information System

### **MANDATES AND FUNCTIONS:**

To effectively achieve the objectives, PITO functions are grouped into specific areas of concern:

### **IMPLEMENT INFORMATION SYSTEM PLAN OF THE PROVINCE**

1. Designs and implements a corporate-wide information system plan that is consistent with the goals of the PGB;
2. Implements the Bulacan Information System (BIS);
3. Identifies requirements, and develops and maintains component application systems;
4. Conducts trainings to operating department personnel and ensures smooth operations of the developed component application systems; and
5. Recommends the purchase of latest software and peripherals, and the upgrading of computer hardware.
6. Continuous evaluation and upgrading of existing information system plan to address changing information and process requirements.

## **ADMINISTRATIVE FUNCTIONS**

1. Continuous evaluation of PITO functions, policies and guidelines for better organization of its resources and for more professional services.
2. Continuous PITO staff training and skills upgrading to cope with technology trends.
3. Performing other related functions as may be directed by the Governor and/or by the Provincial Administrator.
4. Develops, implements, and maintains an efficient and effective integrated system-wide-e-based information system ("paperless bureaucracy") including the development, installation and operation of network services
5. Links, coordinates with other offices and makes available technical assistance in the development, implementation and sustenance of e-based information system
6. Exercises such other powers and performs such other duties and functions as maybe prescribed by law or ordinance.

## **SERVICES:**

1. Provide organized information to support operations at all levels of the organization and provide systems for organized, accessible, timely and accurate information.
2. Computerize strategic operations of the Provincial Government, namely, revenue generation, fiscal management, supply and property management, development planning and management, records management and to achieve inter-LGU information linkages for greater efficiency.

## **PROGRAMS:**

### **Strategic Operations of the Provincial Government:**

- Fiscal Management & Revenue Generation

#### ***1. Financial Management Information System (FMIS)***

- An integrated system used by the three (3) financial offices namely the Budget Office, Accounting Office and Treasury Office.

#### **2. Real Property Tax Information System (RPTIS)**

- Provides an updated and accurate assessment roll of all real property units
- Generates assessment notices, tax bills, and list of past due accounts

### **3. Geographic Information System (GIS) for “Reclassification of Real Properties for Land Use”**

- Links the real property records and assessments of the Real Property Tax Information System (RPTIS) to a digital map
- Establishes a complete inventory and identifies ownership of every piece of real property
- Combines the functions of both text-based and graphical media

- **Bureaucratic Innovations (Human Resource Management, Supply And Property Management, Development Planning And Management, Records Management)**

#### **1. Personnel Management Information System (PMIS)**

- Operated in the Provincial Human Resource Management Office (PHRMO)
- Maintains all employee records including service records, trainings and other pertinent information
- Integrates payroll and timekeeping modules

#### **2. District Hospital Information System (DHIS)**

- Developed for the Provincial and District Hospitals of Bulacan
- Tool to monitor the status of medical supplies in the hospitals
- Maintains patients' records

#### **3. Aid Monitoring System (AMS)**

- Tracks records of aids and assistance provided by Provincial Government of Bulacan to its clients (Bulakeños)

#### **4. Property Management System (PMS)**

- Tool for consolidation of all office supplies and other items for procurement of the different offices of the provincial government
- Application for record keeping and reporting of the items of capital inventory controlled by each department

#### **5. Financial Document Tracking System**

- Delivers the specific and precise location of a financial document
- Integrated in the Financial Management Information System (FMIS)

#### **6. Bulacan Polytechnic College Registrar Information System (BPCRIS)**

- Maintains records of students' profiling and academic information, class history, schedules, and tuition fees



#### **7. Disaster Management Information System (DMIS)**

- Facilitates computerized record-keeping and report generation of disaster-related data used by the Provincial Disaster Coordinating Council (PDCC).

#### **8. Environmental Permit and Monitoring System (EPMS)**

- Facilitates Provincial Environment and Natural Resources Office (PENRO)'s computerized filing, issuance and retrieval of mining and environmental permits, tracking of current status of applications, and computerized issuance of delivery receipts.

#### **9. Commercial Spaces Monitoring System (CSMS)**

- Integrates Provincial Environment and Natural Resources Office (PENRO) Lessee Information Archive, Payments Monitoring of Commercial Spaces with Standardized Amount on Deposit and Cash Advance, Quick Search facility on List of Active, Inactive and Expiring Contracts, List of Delinquent Clients, and Projected and Actual Income, into one complete system package for the PGB-owned commercial spaces.

#### **10. Jail Management Information System (JMIS)**

- Packages Prisoner Information and Subsistence Data recording, Quick Search facility on Prisoner's Data, Subsistence Voucher, Subsistence History, List of Committed Detainees, List of Transferred Detainees, List of Released Detainees, Youth Offenders, Listing of Detainees by Gender and Listing of Detainees by Address to provide fast and efficient generation of reports and records management.

#### **11. Case Tracking of Illegal Drugs Information System (CTIDIS)**

- This Automates the recording and monitoring of illegal drug cases in the province
- Developed for the Philippine National Police (PNP) – Bulacan

#### **12. Provincial Cooperative and Enterprise Development Office Record-Keeping System (PCEDO-RKS)**

- Maintains records of all cooperatives in Bulacan. Provides online updating and retrieval of records using the internet technology.

#### **13. Bulacan Local Blood Council Information System (BLBCIS)**

- Integrates both desktop-based as well as web-based functions of an application system to deliver an “always-on” inquiry system regarding blood donation availability and blood donor's laboratory findings.
- Provides Frequently Asked Questions (FAQ) feature for site visitors regarding blood and blood donation information.

#### **14. Network and Communications**

- Each department can have simultaneous communications with the other departments  
Inter-office communications are sent and received through electronic connection
- Employs structured architecture for the local area network (LAN) with fiber optic technology as the backbone.
- Facilitates Internet Protocol (IP) Telephony technology to enable better communication medium among offices at least cost and making room for integrated voice, data, and video telephony .

- Websites and Multimedia

#### **1. Provincial Government of Bulacan (PGB) Official Website**

- <http://www.bulacan.gov.ph> contains vital information about the province of Bulacan

#### **2. Governor Josie M. dela Cruz Official Website**

- <http://www.josie.ph> is the personal website of Governor Josefina M. dela Cruz

#### **3. North Food Exchange (NFE) Website**

- serves as an information technology network in Bulacan Cooperatives
- features e-commerce where business activities like production, consumption and marketing of agro food products and basic commodities shall lay the groundwork for the setting up of the NFE Complex and of the Koop Marts in each of the 24 municipalities and cities of Bulacan.

#### **4. Bulacan Polytechnic College (BPC) Website**

- Incorporates the whole services of the school and serves as a facility for communication particularly with students' corner, academic programs and other pertinent services provided by BPC.

#### **5. Technical Education and Skills Development Authority (TESDA)-Bulacan Website**

- An electronic way of reaching out to the stakeholders of TESDA, utilizing the state of the art information and communication technology, towards a sustained improvement of their services and partnerships.

#### **6. Bulacan Local Blood Council (BLBC) Website**

- Provides Frequently Asked Questions (FAQ) feature for site visitors regarding blood and blood donation information.

#### **7. Panlalawigang Komisyon Para Sa Kababaihan Ng Bulacan (PKKB) Website**

- Contains the inspiring history of the province with significant recognition to the Women of Bulacan and stands to commemorate the greatness of their courageous services transpired by the advocacy of our venerable Bulakeñas with golden hearts to serve.

#### 8. **Bulacan Local Blood Council (BLBC) Website**

- An electronic means where municipal governments promote and open to the world their variants for infrastructure development and the delivery of basic services.
- Websites of the twenty-two (22) municipalities, two (2) cities, and seven (7) barangays were being developed and published.

#### 9. **Bulacan Promotional CD-ROM**

- Provides informative data about Bulacan through an encyclopedic, digitized medium

#### 10. **Bulacan Information Kiosk**

- A Touch-Screen version of the ***Bulacan Promotional CD-ROM*** with an added help desk feature in digital format

#### 11. **Governor Josie M. dela Cruz Digital Business Card**

- A high- ***technology*** medium of the governor's profile, programs, and achievements contained in a very diminutive CD-ROM

### **P. Provincial Legal Office**

#### **MISSION:**

1. To uphold the rule of law governed by reason and conscience from which all legal action of the province would be based;
2. To seek justice in every legal initiative or defense that the province would undertake;
3. To advance the ideals of the province in creating a community that is guided by just and equitable law;
4. To apply the servants;
5. To advocate always and foremost the common good in giving legal opinions and recommending legal action for the Province and governing municipalities to undertake;
6. To actively participate in advancing various causes in relation to the matter of law, that aims to better government services;
7. To give sympathetic hand in the cry of the less fortunate in their quest for justice in the courts and other judicial and quasi-judicial bodies.

#### **VISION:**

A juristic office that adheres to staunch, but conscientious advocacy of the rule of law towards achieving orderly institution and disciplined public servants and providing efficient legal services among the constituents of the province of Bulacan for the promotion of their legitimate interests and redress of grievances.

## **MANDATES AND FUNCTIONS:**

1. Formulates measures for the consideration of the sanggunian and provide legal assistance and support to the governor or mayor, as the case may be, in carrying out the delivery of basic services and provisions of adequate facilities as provided for under Section 17 of this Code;
2. Develops 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 programs and projects related to legal services which the governor or mayor is empowered to implement and which the sanggunian is empowered to provide for under this Code.
3. In addition to the foregoing duties and functions, the legal officer shall:
  - Represent the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, in his official capacity, is a party: Provided, that in actions or proceedings where a component city or municipality is a party adverse to the provincial government or to another component city or municipality, a special legal officer may be employed to represent the adverse party;
  - When required by the governor, mayor or sanggunian, draft ordinances, contracts, bonds, leases and other instruments involving any interest of the local government unit and provide comments and recommendations on any instruments already drawn;
  - Render his opinion in writing on any question of law when requested to do so by the governor, mayor, or sanggunian;
  - Investigate or cause to be investigated any local official or employee for administrative neglect or misconduct in office and recommend appropriate action to the governor, mayor, or sanggunian, as the case may be;
  - Investigate or cause to be investigated any person, firm or corporation holding any franchise or exercising any public privilege for failure to comply with any term or condition in the grant of such franchise or privilege and recommend appropriate action to the governor, mayor or sanggunian, as the case may be;
  - When directed by the governor, mayor, or sanggunian, initiate and prosecute, in the interest of the local government unit concerned, any civil action on any bond, lease or other contract upon any breach or violation thereof; and
  - Review and submit recommendations on ordinances approved and execute orders issued by component units;
4. Recommends measures to the sanggunian and advises the governor or mayor, as the case may be, on all other matters related to upholding the rule of law.
5. Be in the frontline of protecting human rights and prosecuting any violations thereof, particularly those which occur during and in the aftermath of man-made or natural disaster and calamities; and
6. Exercises such other powers and performs such other duties and functions as may be prescribed by law or ordinance.

## **SERVICES:**

1. Litigation
2. Investigation
3. Free Legal Assistance
4. Legal Opinion/Recommendation
5. Special Programs

## **PROGRAMS:**

1. Represents the Provincial Government and other LGUs (Municipal & Barangay any/all official thereof in civil actions or proceedings thereof said LGUs officials involved as party defendants.
2. Provides legal assistance/counseling/support/defense to the Indigent Constituents who seek assistance under the Legal Aide Program.
3. Investigates or cause to be investigated any Local Officials and employees for administrative neglect or misconduct in office, and recommended appropriate action to the governor, mayor or sanggunian.
4. Provides Legal Assistance/Counseling/Support/Defenses to the Indigent Constituents who seek assistance under the Legal Aide Program.
5. Provides legal opinion and recommendation on resolutions/ordinance/actions passed by the Sangguniang Panlalawigan/Sangguniang Bayan/ Sangguniang Panlungsod and Sister Sanggunians.

## **Q. Provincial Planning and Development Office**

### **MISSION:**

The Provincial Planning and Development Office is a God centered organization where the people are open to change, united, serving blissfully and continuously working hand in hand for further development of Bulacan.

### **VISION:**

We are committed to work together in striving for excellence by serving as catalyst of change through effective development planning for sustainable growth of the province.

### **MANDATES:**

As stipulated in the Local Government Code, the PPDO shall:

1. Formulate integrated economic, social, physical and other development plans and policies for consideration of the PDC;
2. Conduct continuing studies, researches and training programs necessary to evolve plans and programs for implementation and studies undertaken by the different functional groups and agencies;
3. Integrate and coordinate all sector plans;
4. Monitor and evaluate the implementation of the different development programs, projects, activities in accordance with the approved development plans;
5. Prepare comprehensive plans and other development planning documents for the consideration of the PDC;
6. Analyze the income and expenditure patterns, formulate and recommend fiscal plans and policies for consideration of the finance committee;
7. Promote people's participation in development planning; and
8. Exercise such other powers and perform such other functions and duties as may be prescribed by law or ordinance.

## **FUNCTIONS:**

### **A. Plans and Programs Division**

1. Formulate integrated economic, social, physical and other development plans and policies;
2. Integrate and coordinate all sectoral activities;
3. Prepare comprehensive plans and other development planning documents for consideration of the PDC;
4. Provide analysis and recommendations on fiscal plans and policies for the consideration of the finance committee;
5. Serve as a coordinating unit for development planning in the province;
6. Perform other related functions that may be assigned from time to time or as may be prescribed by law or ordinance.

### **B. Research, Monitoring and Evaluation Division**

- Develop, install and implement quality and performance monitoring, assessment and evaluation of plans, programs and projects implementation;
- Monitor and evaluate the implementation of the different programs, projects, activities in accordance with the approved development plans;
- Provide recommendations on the results of the monitoring and evaluation activities;
- Determine research priority areas/ research agenda relevant to the needs of the province;
- Conduct research studies that relate to developmental, scientific and technological requirements of the province;
- Perform other related functions that may be assigned from time to time.

### **C. Databank and Statistics Division**

- Provide updated and substantial information for development planning;
- Overall responsible for the GIS Center and database of the province;
- Formulate plans and policies for the efficient functioning and operation of the GIS facility and databank;
- Identify and develop methodologies for data capture and processing to ensure the accurate registration of geographic features and generation of map outputs;
- Develop GIS applications to further improve the economy and enhance the delivery of service of the provincial government;
- Process, analyze and manipulate data using GIS software to generate derived and modeled outputs;
- Develop system of menu-based interfaces to the various databases to ensure update, management, tabulation and output of information;
- Perform other related functions that may be assigned from time to time.

## **PROGRAMS AND SERVICES:**

- Annual Investment Plan
- Bulacan Council for Sustainable Development (BCSD)
- Provincial Development Council (PDC)
- Bids and Awards Committee

- Provincial Project Monitoring Committee (PPMC)
- Preparation of Project Proposals / Feasibility Study / Concept Papers
- Databanking
- Geographic Information System (GIS)
- Municipal / City Land Use Plan
- Annual Accomplishment Report
- Community-based Monitoring System (CBMS)
- Local Productivity and Performance Measurement System
- Vital Indicators / Socio-Economic Profile
- Gawad Galing Barangay

## **R. Provincial Public Affairs Office**

### **MISSION:**

We are committed to pursue:

- public awareness thru efficient and well managed public advocacy and information program
- strong linkages among partner agencies and the public

### **VISION:**

A pro-active organization promoting the good image of the province thru communication excellence.

### **FUNCTIONS:**

#### Department Head

1. Planning and improving the organizational and functional structure of the department
2. Identifying the department's mission and vision in relation to those of the PGB
3. Leading the department's and the PGB's communication planning effort to project and maintain a good image for the Governor and the PGB through an integrated communication plan
4. Implementing an integrated communication plan for the PGB which should include provisions for crisis communication and government relations
5. Managing and motivating government personnel in different communication jobs within the department
6. Exercising such other powers and perform such other duties and functions as maybe prescribed by law or ordinance.

#### Internal Affairs Division

The Internal Affairs Division is in charge of all PGB internal affairs functions requiring communication support:

- Organizing and overseeing major PGB meetings such as those in support of the Monday Flag Ceremony, PGB-wide convocations and gatherings, meetings initiated by the Office of the

Governor, PGB serial publications, collaterals (such as posters, manuals, brochures and the like), awards and awards ceremonies.

- Coordination of professional development activities for the PGB Information Officers.
- Liaison with the various department heads and information officers to monitor developments and gather information on significant events or projects for use by the PIO in various public affairs projects, primarily in Bulacan.
- Collaterals such as flyers, brochures, publications such as the internal newsletter of the PGB, script for video production, and posters and streamers to promote major PGB events.

#### External Affairs Division

The External Affairs Division is the PGB's communication liaison with its external public - including the press, civic, non-governmental organizations, the national government agencies, legislature and the general public. The External Affairs Division's functions include the following:

- Serving the PGB's liaison with its external audiences including the press local government units under it, national government agencies, the legislature and the general public.
- Coordination of publicity efforts anchored on an effective media relations programs.
- Preparation of major releases and media feeds.
- Production of publicity materials in coordination with the internal affairs.
- Media relations counsel to the Governor's Office.

#### PROGRAMS AND SERVICES:

- **'TSO** – The official monthly newsletter of capitol employees. 8 pages, 2 folds, letter size, black print distributed to PGB employees with 1:1 ratio. 'TSO aims to continuously update the capitol employees about the issues arising that concern the PGB. Serves as a printed documentation that gives news or information of interest to capitol employees.
- **Yabong** – A quarterly publication that informs the Bulakeños on various PGB activities, programs, projects, and accomplishments. 4 pages, 1 fold, tabloid size, black print distributed to communities.
- **"PPAO's Promo, Info on the Go!"** covers the production of IEC materials for Flavor of the Month and other programs and projects of the Provincial Government. IEC materials includes plugs for radio; posters, flyers and brochures for print; and documentaries and plugs for audio visual production.
- **INFOTROOP** is the new version of designated IOs group. The name denotes readiness, activeness, teamwork and dedication in facing the highly challenging duties as Information officers. As in soldiers, **INFOTROOP** is envisioned to be in the forefront of communication revolution, 100% supportive and ready to empower the citizenry through information.
- **INFOTXT** - Current trend dictates that a new paradigm in communicating government projects to people through SMS or text messaging will become an efficient and powerful tool. This will also monitor the public pulse with respect to government programs and issues concerning the people. It serves as the listening function of the government to determine people's needs, problems, and priorities.
- **RADYO BULACAN** – a community radio situated at San Ildefonso, Bulacan which is used as vehicle in disseminating information and updates on issues with regards to Bulacan thru air waves. The programs and program slots were outcome of a survey done satisfying what the people wanted and needed.



- **PAO CARES** – A project aimed at strengthening and fostering PIO's good relationship with the press; to improve the skills of mediamen in writing developmental news which will greatly benefit the programs of the province through good publicity; An opportunity for the national press to tour Bulacan and learn about its industries, local governance, tourism and other commendable things about the province.

## **S. Provincial Social Welfare And Development Office**

### **MISSION:**

1. Makabuo ng mga panukalang pangkagalingang panlipunan at pagpapaunlad na sasang-ayunan at isasabatas ng Sangguniang Panlalawigan,
2. Patuloy na bumuo ng mga programa t istratehiyang pang-nutrisyon, mapopulasyon at pangkagalingang panlipunan.
3. Patuloy na pagsasagawa ng mga pagassanay na huhubog ng magandang kaugalian , responsable, at epektibong pag-aaral, magulang, boluntaryong manggagawa at mga lider ng lalawigan.
4. Pagbibigay pagkilala at pagpapahalaga sa mga kakayahan ng mga iba't ibang sektor sa lalawigan,
5. Matugunan sa madaling panahon ang pangangailangan ng mga biktima ng kalamidad, karahasan at mga kapuspalad.
6. Mabigyan ng oportunidad na maging produktibo sa pamayanan ang mga nakatatanda at may kapansanan.
7. Pagpapalakas sa sektor ng kababaihan sa pamayanan at kabuhayan.
8. Kaagapay sa pagbibigay proteksyon laban sa karahasan at pagpapalakas ng kakayahan ng mga bata.
9. Makapagbigay lakas ng loob s amga miyembro ng pamilyang naging biktima ng karahasan at pang-aabuso.
10. Pagbibigay ng paglilingkod panlipunan sa mga cultural minorities sa lalawigan.

### **VISION:**

Mamamayang Bulakenyo na may malusog na kaisipan at pangangatawan, responsableng nakatutugon sa sariling pangangailangan at may mataas na pagkilala sa sarili at kapwa.

### **MANDATES:**

1. Formulate measures for the approval of the Sanggunian and provide technical assistance and support to the governor and mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to social welfare and development services.
2. Develop plans and strategies on social welfare programs and projects and implement them upon approval thereof by the governor.
3. Identify the basic needs of the needy, the disadvantaged and the impoverished and develop and implement appropriate measures to alleviate their problems and improve their living conditions.

4. Provide relief and appropriate crisis intervention for victims of abuse and exploitation and recommend appropriate measures to defer further abuse and exploitation.
5. Assist the governor in implementing the barangay program for total development and protection of children up to six (6) years of age.
6. Facilitate the implementation of welfare programs for the disable, 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.
7. Initiate and support youth welfare programs that will enhance the role of the youth in nation building.
8. Coordinate with government agencies and NGOs which have for their purpose the promotion and protection of all needy, disadvantaged, underprivileged or impoverished groups or individuals, particularly those identified to be vulnerable and high risk of exploitation, abuse and neglect.
9. Be in the frontline of service delivery, particularly those concerning immediate relief and assistance during and in the aftermath of man-made and natural disaster and calamities.
10. Recommend to the Sanggunian and advise the governor on all matters related to social welfare and development services which will improve the livelihood and living conditions of the inhabitants.
11. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances.

**FUNCTIONS:**

1. Develops and implements a comprehensive provincial social welfare and development program
2. Develops, installs, and causes the implementation of an efficient, effective system of administering, managing, monitoring, and evaluating social welfare and development services provision including appropriate measures, programs, and projects
3. Develops, implements or causes the efficient and effective implementation of measures, programs or projects aimed at alleviating poverty and/or minimizing its ill-effects on the disadvantage, the disabled, the elderly, and such other marginalized, disadvantage, underprivileged or impoverished individuals or groups in the province
4. Provides assistance in the implementation of programs for the total development and protection of children up to six (6) years of age
5. Develops, installs, and maintains an information system on social welfare and development programs and projects
6. Coordinates and links with government agencies and other non-government organizations in promoting social welfare and development in the province

**PROGRAMS:**

**A. Indigents**

1. Indigency Programs
2. Bisikleta Bilis Kita
3. Medicare Para sa Masa
4. Sa Iyong Pag-iisa
5. May Kaagapay Ka

#### B. Persons with Disability

1. Organization of Municipal Federation of PWDs
2. Bisikleta Bilis Kita
3. Provision of wheelchairs
4. Abilympics/Paralympics

#### C. Senior Citizen

1. Technical assistance in meetings, workshop and consultations
2. Lakbay Aral
3. Search for Lolo King and Lola Queen
4. Celebration of Elderly Week

#### D. Victims of Calamities

1. Relief Operation and Provision of housing materials

#### E. NGOs and Volunteers

1. Sa Libreng Serbisyo Mo, Seguro ang Handog Ko
2. Homeowners for Progress and Empowerment (Search for Outstanding HOPE, Mr. & Mrs. HOPE)
3. Leadership Training
4. Capability Building

#### **SERVICES:**

1. Counseling services for victims of rape, abused children, battered wives and any members of the family who are in crisis
2. Referrals to government agencies, institutions and NGOs
3. Issuance of withdrawal of medicines
4. Home visits for validation
5. Case study preparation
6. Technical assistance to municipal counterparts on nutrition, population and social welfare and development programs
7. Relief assistance
8. Training facilitation
9. Technical assistance to different sectors

#### **T. Provincial Youth, Sports, Employment, Arts and Culture Office**

#### **MISSION:**

1. Mahubog ang kakayahan ng mga Bulakenyo tungo sa kaunlarang pangkabuhayan at pamayanan

2. Malinang ang mga kabataan bilang mabubuting mamamayan at lide<
3. Maikintal sa puso't isipan ang pagka-makabayan na may kolektibong pagmamalaki sa mayamang kasaysayan, sining at kultura ng lalawigan

#### **VISION:**

Ang mga Kabataang Bulakenyo ay may malusog na pangangatawan, maunlad na kaisipan, maka-Diyos, makatao, makabayan na may pagmamalaki sa kanyang pamanang kasaysayan, sining at kultura at may kakayahang itaguyod ang sarili at ang pamayanan.

#### **MANDATES AND FUNCTIONS:**

1. Develops and implements a comprehensive program for the protection, preservation, promotion, and cultivation of the province's history, arts, and culture
2. Develops, installs, and maintains a system for the protection, preservation, and promotion of history, arts, and culture in the province
3. Develops, implements or causes the implementation of a comprehensive provincial development program for the youth and sports
4. Takes custody of, systematically records, maintains and manages all historical documents, artifacts, and all other records and/or documents of historical and cultural significance for the province
5. Maintains, manages, administers, and supervises the provincial library, museum, all other historical-cultural facilities, and sports facilities
6. Coordinates and links with government agencies and other non-government organizations on all matters related to the protection, preservation, promotion and cultivation of history, arts, and culture.
7. Links and coordinates with public and non-public offices and agencies for developing, establishing, and expanding alternative for employment opportunities in the province
8. Exercises such other powers and performs such other duties and functions as may be prescribed by law or ordinances.

#### **PROGRAMS:**

##### **I. ECONOMIC DEVELOPMENT**

##### Skills Training

Develop skills of youth to equip them for livelihood Courses Offered:

1. Gifts, Toys and Houseware
  - Stuffed Toys
  - Candle Making
  - Novelty Items
  - Soap Making
2. Foods
  - Food Preparation
  - Preservation
  - Processing

- Baking
- Food Catering Services
- 3. Electrical/Electronics
  - Basic Electronics
  - Practical Electricity
  - Domestic Appliance Repair
- 4. Motorcycle Mechanic
- 5. Basic Computer
- 6. Slippers and Bag Making
- 7. Small Engine Repair
- 8. Cell phone Repair
- 9. Hair Science
- 10.10. Foot Spa

Special Program for the Employment of Students (SPES)

Summer job for poor but deserving students

Work Appreciation Program (WAP)

On-the-job training for college students

Job Fair

Helps increase employment by means of establishing linkages between employers and job seekers

Job Placement

Job referral for walk-in applicants both for local and overseas

Career Guidance

A seminar which aims to address the mismatch of educational qualifications and industry needs by guiding students in choosing their course

Pre-Employment Orientation Seminar (PREOS)

Orientation seminar for graduating college students to prepare them for employment process.

## II. SOCIO-CULTURAL DEVELOPMENT PROGRAM

Gintong Kabataan Awards

(GKA)Aims to promote the culture of excellence in the province by means of staging youth who excel in different categories such as Academic Excellence (High School and College), Sports, Arts (Visual & Performing), Community Service, Young Professional, Young Worker, Young Legislator, and Kabataang Bayani.

Kabataang Panlalawigan Nagkakaisa Laban sa Ipinagbabawal na Gamot (KAPANALIG)

An advocacy that assists the PNP in reducing if not eradicating the problem of illegal drugs in the province

Joining Outstanding Servants in Enhancing (JOSIE) Leadership Skills Seminars

A project that develops the youth to become active and responsible leaders

Learn and Achieve with People's Instruction Support (LAPIS)

Youth Volunteers provide assistance to public elementary school students in Math and English subjects.

Bulacan Youth Congress (BYC)

Gathering of youth to identify their needs and propose solutions

Barkadahang Bulakenyo (BB)

Federation of different youth organizations in the province to serve as partners of the government in developing the youth

Serye Eksebisyon

Painting exhibition series of Bulakeño artists

#### Panday Sining Sa Tag-Araw

Summer arts workshop on theatre, voice, dances, visual arts and band music

### **III. SPORTS DEVELOPMENT PROGRAM**

#### Sports Clinic

Youth will enjoy learning different sports disciplines such as taekwondo, aikido, badminton, gymnastics, basketball, chess, lawn tennis, and swimming

#### Tournaments

Young athletes participate in inter-town and inter-barangay tournaments in the province

Best young athletes of the province compete and represent the country in international tournaments such as World Taekwondo Championship, Senior Little League Softball and Junior Little League Softball.

### **IV. CELEBRATIONS FOR THE YOUTH**

#### Buwan ng Kabataan (May)

Program package for the development of youth

#### Singkaban Festival (September)

An event showcasing the talents and cultural heritage of Bulakeños

1. Dakilang Bulakeño Exhibit and Theatre Production
2. Indakan sa Kalye (Street Dancing)
3. Cheerdance Competition
4. Alay Lakad (Fund raising project for the out-of-school youth)

#### Linggo ng Kabataan (2nd Week of December)

1. Boy/Girl Officials - One week leadership experience for the youth from the provincial to the barangay level

## **CHAPTER XIII MISCELLANEOUS PROVISIONS**

**Section 191. ARCHIVING OF CODE:** - The original Provincial Administrative Code embodied in Provincial Ordinance No. C-001 shall be archived and kept for posterity and future reference, if need be, in the library under the custody of the Secretary to the Sangguniang Panlalawigan.

**Section 192. COPY OF NEW CODE TO THE NATIONAL LIBRARY:** - At least two copies of this New Provincial Administrative Code, in book form, shall be sent to the National Library or National Archives for record purposes.

**Section 193. APPROPRIATIONS:** - The amount of Three Hundred Thousand Pesos from unappropriated funds shall be allocated to cover the publication and printing of this Code in book form.

**Section 194. TRANSLATION:** - This Code shall be translated in Filipino within one year after its approval. Should there be contradicting interpretation between the original and the translated version, the former shall govern.

**Section 195. EXECUTIVE ORDERS:** - Main features of Executive Orders issued by the Provincial Governor deemed still relevant and consistent with NEPAC are published in the ADDENDUM and thereby forming part and parcel of the New Provincial Administrative Code of Bulacan.

#### **CHAPTER XIV FINAL PROVISIONS**

**Section 196. AMENDATORY CLAUSE:** - Any provision or part of any ordinance or executive order inconsistent herewith is deemed repealed or modified accordingly.

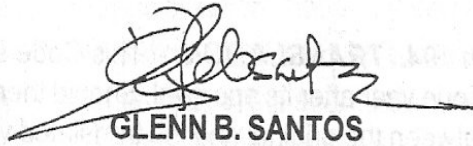
**Section 197. SEPARABILITY CLAUSE:** - Should any part hereof be declared unconstitutional by the court, the remaining parts not affected thereby, shall remain in full force and effect.

**Section 198. PENAL CLAUSE:** - Should there be willful violation of any of the regulatory provisions hereof, the same shall be preceded in an administrative case against government employees or in proper Courts against non-government violators. In case of non-government violators, the punishment shall be fine of not less than Two Thousand Pesos but not more than Five Thousand Pesos or imprisonment not less than one month but not more than Six Months or both fine and imprisonment at the discretion of the Court without prejudice to administrative sanctions in case of corporations.

**Section 199. EFFECTIVITY:** - This Code shall take effect thirty (30) days after its publication in a newspaper of general circulation in the province and its posting in the bulletin board of the Sangguniang Panlalawigan.

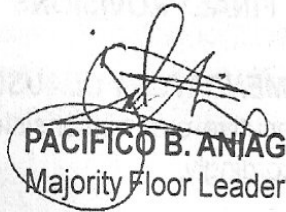


**APPROVED:**



**GLENN B. SANTOS**

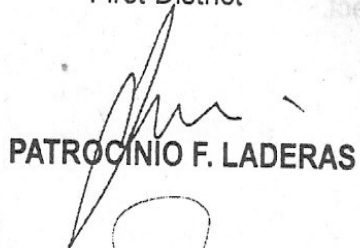
Board Member  
Presiding Officer



**PACIFICO B. ANIA**

Majority Floor Leader

First District



**PATROCINIO F. LADERAS**



**RAUL V. MENDOZA**

Second District



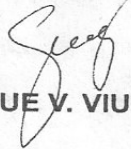
**DANIEL R. FERNANDO**



**MA. ANTONETTE L. TRINIDAD**

Third District

  
**ERNESTO S. SULIT**

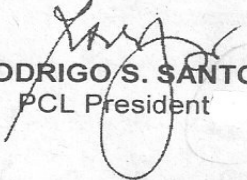
  
**ENRIQUE V. VIUDEZ II**

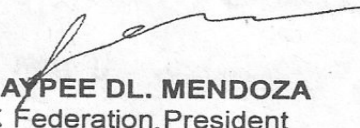
Fourth District

  
**ENRIQUE A. DELOS SANTOS**

  
**PRIMITIVO G. TAMAYO**

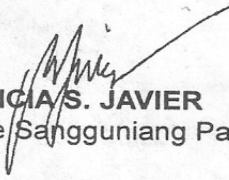
**EX-OFFICIO MEMBERS**

  
**RODRIGO S. SANTOS**  
PCL President

  
**JAYPEE DL. MENDOZA**  
SK Federation, President

**CERTIFICATION:**

This is to certify that this new Provincial Administrative Code of Bulacan was finally passed by the Sangguniang Panlalawigan in its session on February 19, 2007.

  
**ALICIA S. JAVIER**  
Secretary to the Sangguniang Panlalawigan

**APPROVED:**

  
**JOSEFINA MENDOZA-DELA CRUZ**  
Provincial Governor