



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE SB SESSION HALL, MUNICIPAL BUILDING ON AUGUST 08, 2011 AT 9:00 IN THE MORNING.

Present:

Hon. Alex B. Dulay	Municipal Vice Mayor (Presiding Officer)
Hon. Christopher G. Hadap	Municipal Councilor
Hon. Carlos G. Estrelon, Jr.	-do-
Hon. Joseph Alan G. Gacis	-do-
Hon. Edward Ruel T. Barlin	-do-
Hon. Salvador L. Frencillo	-do-
Hon. Ernie G. Garcera	-do-
Hon. Benjamin R. Rili	-do-
Hon. Julio E. Garduque	-do- (LIGA President)
Hon. Rotchien P. Fuster	-do- (SKMF President)

On Official Business:

Hon. Evelyn S. Garalde	Municipal Councilor
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Municipal Ordinance 04-2011

AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE AND THE POSITION OF TOURISM OFFICER IN THE MUNICIPALITY OF MATNOC, SORSOGON

Author: Honorable EDWARD RUEL T. BARLIN & Honorable CHRISTOPHER G. HADAP

Be it ordained by the Sangguniang Bayan;

SECTION 1. TITLE.

This ordinance shall be known as the Creation of Municipal Tourism Office and the Tourism Officer as a Plantilla Position in the municipality of Matnog.

SECTION 2. BASIC POLICY

It shall be the policy of this municipality to create the office and the plantilla position taking into consideration its requirements and financial capability subject to the minimum standards and guidelines as prescribed by the Civil Service.

SECTION 4. QUALIFICATIONS AND FUNCTIONS OF THE MUNICIPAL TOURISM OFFICER

QUALIFICATIONS:

The Municipal Tourism Officer shall have the following qualifications:


No person shall be appointed as Municipal Tourism officer unless he is a resident of the municipality, of good moral character, a holder of a college degree, preferably tourism course or any related course, a first grade civil service eligible and have acquired trainings and seminars on tourism management.

The Municipal Tourism Officer shall have an equivalent remuneration that of SG-22, Level 2.

The Local Chief Executive is hereby authorized to designate a qualified person of the Local Government Unit to act as Municipal Tourism Officer for the time being until such time the Local Government Unit is qualified to appoint Municipal Tourism Officer. A qualified person shall mean to be a person who acquired training and seminar for ECOTOURISM.

FUNCTIONS:

The Municipal Tourism Officer in coordination with concerned national agencies and instrumentalities, shall perform the following functions with impartiality.

- Manage, direct, supervise and control the operations of the office;
 - Represent the office and the Municipal Government in any tourism, culture and arts meetings and/or fora.
 - Establish networks and linkages with tourism or tourism-related agencies, instrumentalities, establishments, etc., public or private, to effectively promote and market tourism products of the municipality;
 - Recommend to the Provincial Tourism, Culture and Arts Office the Certification of duly assessed, validated, registered and licensed facilities and services in the Municipality;
 - Recommend to the Department of Tourism accreditation of tourism facilities and services of the municipality duly assessed, validated, and registered, and licensed facilities and services;
 - Carryout and implement tourism policies, plans and programs of the Municipal Government in coordination with the Provincial Government and the Department of Tourism;
 - Carryout and implement plans and strategies as directed by the Mayor or by the Municipal Tourism Advisory Board;
 - Encourage more private sectors to invest in the Municipality along tourism facilities and services through investment flora, annual tourism awards, and by any other means;
 - Assist private individual or group in putting up ventures in tourism;
 - Manage and supervise preparation of exhibits and displays at any time the municipality participates in fairs and exhibits for the purpose of promoting and marketing the municipality as a tourism destination.
 - Regularly inspect and monitor tourism facilities and services registered;
 - Register and keep a list of all tourism facilities in the municipality;
 - Collect monthly statistics of tourist arrival from all accommodation facilities in the municipality using DOT statistical tool
 - Regularly submit, every quarter of the year, to the Department of Tourism collected statistical data gathered after being reviewed and approved by the Tourism Officer ;
 - Formulate plans, policies and strategies needed in tourism development, projects, and programs;
 - Develop tourism products of the Municipality;
 - Develop Promotion and marketing tools like flyers, brochures, etc.;
 - Strategize promotion & marketing of tourism products;
 - Participate in the regular monitoring, assessment and validation inspection of facilities and services in the Municipality and be able to take documentation footages of the activity;
 - Regularly update tourism related data and documents, including documentary footages and photographs of the tourism facilities and services of the Municipality ;
 - Directly supervise the Trainings, Special Projects
 - Plan, facilitate and carryout tourism trainings, workshops, or seminars for stakeholders of the municipality ;
 - Coordinate with councils, organizations or associations in tourism or of related concerns and represent the Municipal Tourism Office in their meetings;
 - Keep all video and photo documents in manner or system that preserves them;
 - Keep a Visitor Logbook at the front desk for all guests, visitors, and tourists getting into the tourism office for information, assistance, etc.;
 - Assist visitors and tourists any way possible;
 - Disseminate tourism collaterals to tourists and visitors;
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- Facilitate the visit of tourists in the municipality coordinated with the tourism office;
- Keep and record all visitors bookings & reservations;
- Link and coordinate with the private sector stakeholders, especially with the travel trade in relation to handling of tourists;
- Keep an updated list of facilities and services with corresponding names of owners, operators, or managers and with their respective contact numbers;
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 5. FUNDING

To efficiently and effectively implement this Municipal Ordinance, the Local Government Unit shall provide allocation for the position of the Municipal Tourism Officer (SG-22, Level 2) and the amount of One Hundred Thousand(100,000.00) Pesos is hereby allocated annually for the operational expenses for the promotion of Tourism.

SECTION 6. REPEALING CLAUSE

All other ordinances, executive orders and local issuances which are inconsistent with or contrary to the provision of this ordinance are hereby amended or repealed accordingly.

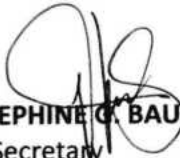
SECTION 7. SEPARABILITY CLAUSE

If any provision of this ordinance shall be unconstitutional or invalid, the other provision not otherwise affected shall remain in full force and effect.

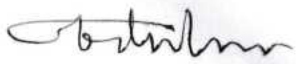
SECTION 8. EFFECTIVITY CLAUSE

This ordinance shall take effect fifteen days (15) following its posting in four conspicuous places in the municipality.

I hereby certify to the correctness of the foregoing.


JOSEPHINE G. BAUTISTA
SB Secretary

ATTESTED BY:


HONORABLE ALEX B. DULAY
Municipal Vice Mayor
Presiding Officer

APPROVED BY:


HONORABLE EMILIO G. UBALDO
Municipal Mayor



REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF MATNOG
Province of Sorsogon



OFFICE OF THE SANGGUNIANG BAYAN

1st Indorsement
October 4, 2011

Respectfully indorsed to the **Office of the Sangguniang Panlalawigan** the herein approved Municipal Ordinance 04-2011 of the Sangguniang Bayan "AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE AND THE POSITION OF TOURISM OFFICER IN THE MUNICIPALITY OF MATNOG, SORSOGON" for review.

A handwritten signature in black ink, appearing to read "J. Bautista".

JOSEPHINE G. BAUTISTA
SB Secretary





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On Official Business:

Hon. Evelyn S. Garalde	Municipal Councilor
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SECTION 4. QUALIFICATIONS AND FUNCTIONS OF THE MUNICIPAL TOURISM OFFICER

QUALIFICATIONS:

The Municipal Tourism Officer shall have the following qualifications:

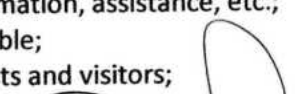

No person shall be appointed as Municipal Tourism officer unless he is a resident of the municipality, of good moral character, a holder of a college degree, preferably tourism course or any related course, a first grade civil service eligible and have acquired trainings and seminars on tourism management.

The Municipal Tourism Officer shall have an equivalent remuneration that of SG-22, Level 2.

The Local Chief Executive is hereby authorized to designate a qualified person of the Local Government Unit to act as Municipal Tourism Officer for the time being until such time the Local Government Unit is qualified to appoint Municipal Tourism Officer. A qualified person shall mean to be a person who acquired training and seminar for ECOTOURISM

FUNCTIONS:

The Municipal Tourism Officer in coordination with concerned national agencies and instrumentalities, shall perform the following functions with impartiality.

- Manage, direct, supervise and control the operations of the office;
 - Represent the office and the Municipal Government in any tourism, culture and arts meetings and/or fora.
 - Establish networks and linkages with tourism or tourism-related agencies, instrumentalities, establishments, etc., public or private, to effectively promote and market tourism products of the municipality;
 - Recommend to the Provincial Tourism, Culture and Arts Office the Certification of duly assessed, validated, registered and licensed facilities and services in the Municipality;
 - Recommend to the Department of Tourism accreditation of tourism facilities and services of the municipality duly assessed, validated, and registered, and licensed facilities and services;
 - Carryout and implement tourism policies, plans and programs of the Municipal Government in coordination with the Provincial Government and the Department of Tourism;
 - Carryout and implement plans and strategies as directed by the Mayor or by the Municipal Tourism Advisory Board;
 - Encourage more private sectors to invest in the Municipality along tourism facilities and services through investment flora, annual tourism awards, and by any other means;
 - Assist private individual or group in putting up ventures in tourism;
 - Manage and supervise preparation of exhibits and displays at any time the municipality participates in fairs and exhibits for the purpose of promoting and marketing the municipality as a tourism destination.
 - Regularly inspect and monitor tourism facilities and services registered;
 - Register and keep a list of all tourism facilities in the municipality;
 - Collect monthly statistics of tourist arrival from all accommodation facilities in the municipality using DOT statistical tool
 - Regularly submit, every quarter of the year, to the Department of Tourism collected statistical data gathered after being reviewed and approved by the Tourism Officer ;
 - Formulate plans, policies and strategies needed in tourism development, projects, and programs;
 - Develop tourism products of the Municipality;
 - Develop Promotion and marketing tools like flyers, brochures, etc.;
 - Strategize promotion & marketing of tourism products;
 - Participate in the regular monitoring, assessment and validation inspection of facilities and services in the Municipality and be able to take documentation footages of the activity;
 - Regularly update tourism related data and documents, including documentary footages and photographs of the tourism facilities and services of the Municipality ;
 - Directly supervise the Trainings, Special Projects
 - Plan, facilitate and carryout tourism trainings, workshops, or seminars for stakeholders of the municipality ;
 - Coordinate with councils, organizations or associations in tourism or of related concerns and represent the Municipal Tourism Office in their meetings;
 - Keep all video and photo documents in manner or system that preserves them;
 - Keep a Visitor Logbook at the front desk for all guests, visitors, and tourists getting into the tourism office for information, assistance, etc.;
 - Assist visitors and tourists any way possible;
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SECTION 5. FUNDING

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SECTION 6. REPEALING CLAUSE

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SECTION 7. SEPARABILITY CLAUSE

If any provision of this ordinance shall be unconstitutional or invalid, the other provision not otherwise affected shall remain in full force and effect.

SECTION 8. EFFECTIVITY CLAUSE

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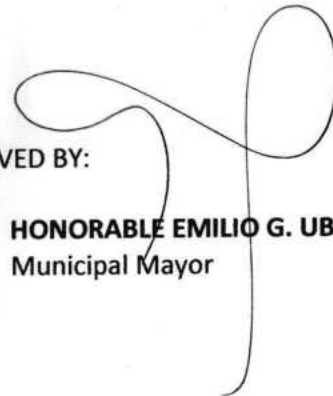

JOSEPHINE G. BAUTISTA
SB Secretary

ATTESTED BY:



HONORABLE ALEX B. DULAY
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Presiding Officer

APPROVED BY:



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Municipal Mayor



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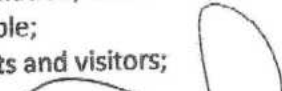

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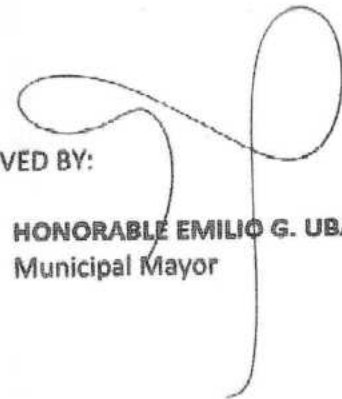

JOSEPHINE G. BAUTISTA
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ATTESTED BY:



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SANGGUNIANG PANLALAWIGAN

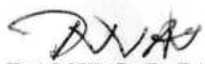
CERTIFICATION

This is to certify, per records extant this Office, that insofar as Matnog Municipal Ordinance No. 4-2011 is concerned, the subject ordinance which was submitted and received by the Sangguniang Panlalawigan on October 13, 2011 was calendared in the agenda of the Regular Session on October 18, 2011 and was jointly referred to the Committees on Local Government and Community Development; and Committee on Trade, Commerce and Industry on October 18, 2011. Nonetheless, the Joint Committee has yet to render a report on the subject for plenary action.

This certification is issued this 4th day of August 2014 in Sorsogon City for whatever legal purpose this may serve.


OTILLA R. MARIFOSQUE
Records Officer III

NOTED:


DANILO J. JAYLO
Assistant Secretary to the Sangguniang Panlalawigan
