

compel the immediate attendance of any member absent without good cause by issuing to the Sgt-at-Arms a Warrant or Order of Arrest and his production at the session hall;

3. Every member present at the session may vote on every question presented, unless he has a direct or indirect personal or pecuniary interest therein;
4. The members of the Sangguniang Panlungsod may be suspended or removed from office in accordance with existing laws.

RULE II - THE CHAIRMAN

The Vice Mayor shall be the Presiding Officer and/or Chairman of the Sangguniang Panlungsod. The powers and duties of the Presiding Officer and/or Chairman are as follows:

1. To preside over the session of the Sangguniang Panlungsod;
2. To preserve order and decorum during the session reminding members, when necessary, to confine themselves to the question under consideration and/or to refrain from utterances that may cast aspersion on the integrity of the Sangguniang Panlungsod or any of its members and likewise to accord guests and resource persons with utmost courtesy;
3. To take such measures as he may deem advisable and necessary, or as the Sangguniang Panlungsod may direct in case of disturbance and disorderly conduct or behavior in the session hall, in the lobby or in the galleries, or in the corridors or rooms within the premises.
4. To decide all questions of order, subject to appeal by any member of the Sangguniang Panlungsod for the division of the house in which appeal no member shall speak more than once;
5. To sign all ordinances, resolutions, memorials, writs, warrants, subpoenas, issued by the order of the Sangguniang Panlungsod;
6. The Chairman may designate any member of the Sangguniang Panlungsod to temporarily continue the duties of the Chairman in a particular session. Such designation shall be good only for that particular session;
7. The Vice Mayor as Chairman of the Sangguniang Panlungsod shall not vote except in case of a tie;
8. If the Vice Mayor cannot preside over a regular or special session, the highest ranking councilor present shall act as a temporary presiding officer.
9. To act on all applications for members' leaves or excuses for absences in sessions or committee hearings.

RULE III - THE SECRETARY

1. The Secretary shall, subject to the control and supervision of the City Vice Mayor, be in charge of the personnel of the Sangguniang Panlungsod and shall be responsible for the faithful and proper performance of their official duties;

2. It shall be the duty of the Secretary:
- a) To carry out or enforce orders and decisions of the Sangguniang Panlungsod;
 - b) To keep a full record of the proceedings of the Sangguniang Panlungsod and file all documents relative thereto as part of the public records of the city. Record in a book kept for the purpose all ordinances, resolutions and motions adopted by the Sangguniang Panlungsod with the dates of their approval and publication;
 - c) To keep the minutes of each session. The minutes shall comprise a clear and concise account of the business transacted and actions taken by the Sangguniang Panlungsod;
 - d) To call the roll of the members after the Body is called to order, read the minutes of the previous session, read the proposed measures, ordinances, resolutions, messages, communications, memorials, petitions and other documents which he should report to the Sangguniang Panlungsod or the reading thereof as required by the Sangguniang Panlungsod or ordered by the Chairman;
 - e) To note all questions of orders and the decisions thereon, the record of which shall be encoded and emailed after the close of each session for the use of the members, as an appendix to the minutes of such session;
 - f) To complete the encoding of the Order of Business for the forthcoming session and emailing it with all the pertinent attachments to the members of the Sangguniang Panlungsod by 5:00 p.m. of Friday prior to the session.
 - g) Ordinances and resolutions passed and adopted shall be properly indexed. Each member shall be entitled to a copy thereof;
 - h) To retain in the Office of the Sangguniang Panlungsod at least one (1) printed copy and one (1) digital copy of all the documents which shall not be withdrawn therefrom;
 - i) Upon the direction or request of the Chairman or any member of the Sangguniang Panlungsod, to furnish the Committees papers, documents or effects on all matters referred to them;
 - j) To attach and affix the seal adopted by the Sangguniang Panlungsod to all writs, arrests and subpoenas issued upon order of the Sangguniang Panlungsod and certify to the approval of all acts, ordinances and resolutions;
 - k) To require all persons attending the sessions to register on the logbook provided for the purpose;
 - l) To ensure that there is available budget for all committees; and

- m) To exercise such other powers and perform such other duties and functions as may be directed by the Sangguniang Panlungsod or as may be prescribed by existing laws.

RULE IV - THE SERGEANT-AT-ARMS AND THE MACE

1. There shall be a Sergeant-at-Arms who shall perform the following duties:
 - a) To attend the sessions of the Sangguniang Panlungsod and the committees holding hearings;
 - b) To maintain order under the direction of the Presiding Officer or Chairman of the Committees concerned;
 - c) To carry out the orders of the Sangguniang Panlungsod and all processes issued by authority thereof delivered to him.
2. The symbol of office of the Sangguniang Panlungsod shall be the MACE, which shall be borne by Sergeant-at-arms when enforcing order in the Sangguniang Panlungsod. He shall be properly attired while serving as such during regular and special sessions.
3. The MACE represents the power and authority of the Sangguniang Panlungsod. At the beginning of every session, the Chairman enters the session hall following the Sergeant-At-Arms carrying the mace on his right shoulder, who subsequently sets the mace on the designated area to begin the session. When the mace is removed, the session of the Sangguniang Panlungsod has adjourned. And at the end of the session, the Chairman leaves the session hall with the Sergeant-at-Arms carrying the mace.
4. The Sergeant-at-Arms shall not allow any person other than the members of the Sangguniang Panlungsod, officials and employees needed during the session to enter or stay within the spaces set aside for their exclusive use. The Chairman shall not suspend nor entertain any motion for the suspension of the operation of this section.

RULE V - THE COMMITTEES

1. The Sangguniang Panlungsod shall create standing committees each composed of a Chairman, a Co-chairman and at least 1 regular member but not more than 3 members and three other members each representing the Liga ng mga Barangay, the Naga People's Council and the Naga City Women's Council when such official representation shall have been certified and submitted to the Sangguniang Panlungsod. The standing committees may from time to time be reorganized by a two-thirds vote of the Sangguniang Panlungsod.
2. A majority of the total committee membership shall be necessary to determine a quorum and transact business. A quorum shall not be necessary for purposes of public hearing. City Youth Officials and Senior Citizens Officials shall be included in the determination of a quorum during the applicable period.

3. The composition and specific functions of the standing committees of the Sangguniang Panlungsod are as follows:

**MEMBERSHIP AND FUNCTIONS OF THE
STANDING COMMITTEES OF THE
SANGGUNIANG PANLUNGSOD**

1. COMMITTEE ON AGRICULTURE

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Study and recommend the creation of research and development programs that would enhance the Agri-Business potentials;
3. Study and recommend programs that will assist smalltime businessmen, agricultural producers including the marketing and disposition of their agricultural products;
4. Conduct studies and researches on the utilization of upland and idle lands to include irrigation and soil management, crop production and pest control, animal breeding, and other agricultural projects;
5. Study and recommend Agri-Business ventures wherein the city government may invest in;
6. Study and recommend the establishment of rural industrial projects and services;
7. Coordinate with the Department of Agriculture in connection with the development of agricultural projects;
8. Review the status of upland agriculture, identify geo-hazard areas particularly in relation to the probability of soil erosion and landslides, and promote the use of Sloping Agricultural Land Technology or other appropriate farming or soil cultivation methods that would prevent erosion, landslides, floods and other disasters due to improper farming methods.
9. Recommend policies and programs to ensure food availability and security at all times.
10. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Melvin Ramon G. Buenafe
Co-Chairman:	Hon. Vidal P. Castillo
Members:	Hon. Joselito S.A. del Rosario
	Hon. Salvador M. del Castillo

Hon. Antonio B. Beltran

2. COMMITTEE ON APPROPRIATIONS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Review the annual budget proposal, supplemental budgets, and/or reversions thereof, for approval by the Sangguniang Panlungsod and subsequent submission to the Department of Budget and Management;
3. Recommend policies and procedures for the proper, judicious, and effective implementation of appropriation measures and/or use of public funds;
4. Review for approval by the Sangguniang Panlungsod all barangay annual budgets, supplemental budgets, and/or reversions thereof;
5. Coordinate with other offices, government agencies and other committees in the performance, and implementation of the aforementioned functions;
6. Monitor the implementation of laws and ordinances relative to public funds;
7. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Jessie R. Albeus
Co-Chairman:	Hon. Joselito S.A. del Rosario
Members:	Hon. Ghriel G. Rosales
	Hon. Melvin Ramon G. Buenafe
	Hon. Gilda Gayle R. Abonal-Gomez

3. COMMITTEE ON BARANGAY AFFAIRS/BOUNDARY DISPUTES

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Coordinate all Barangay Affairs related to programs and activities of the City of Naga;
3. Study and recommend measures that will develop leadership and involvement of barangay officials in governmental programs and projects;
4. Formulate policies that will strengthen the Liga ng mga Barangays;

5. To hear and recommend action for the settlement of boundary disputes involving two (2) or more barangays in the city;
6. Jointly with the similar Committee or representative(s) of the other Sanggunian(s), to initiate the process towards the settlement of boundary disputes involving the City of Naga and the other adjoining municipalities;
7. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Ma. Corazon M. Peñaflor
Co-Chairman:	Hon. Antonio B. Beltran
Members:	Hon. Jessie R. Albeus
	Hon. Ghiel G. Rosales
	Hon. Vidal P. Castillo

4. COMMITTEE ON BLUE RIBBON AND ADMINISTRATIVE CASES

Functions:

1. Conduct committee hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Formulate rules and regulations on matters pertaining to and in relation with the conduct of investigation of complaints and charges of disorderly conduct affecting the Sangguniang Panlungsod and its members;
3. Formulate rules and procedures in the conduct of hearing and recommend decision on complaints filed against barangay officials pursuant to the provisions of RA 7160;
4. Investigate complaints and charges against employees of the LGU in aid of legislation. Reports and recommendations on these investigations shall be submitted to the Sangguniang Panlungsod in the form of a proposed resolution or ordinance;
5. Study and recommend policies and procedures for proper, judicious and effective implementation of Rules which will discourage, minimize and eradicate Graft and Corruption, abuse of authority and inefficiency in government service;
6. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Vidal P. Castillo
Co-Chairman:	Hon. Antonio B. Beltran
Members:	Hon. Jessie R. Albeus
	Hon. Ma. Corazon M. Peñaflor
	Hon. Mary Kyle Francine B. Tripulca

5. COMMITTEE ON CITY PROPERTIES

Functions:

1. Formulate policies for the proper maintenance and upkeep of all public buildings, public parks and public properties;
2. Ensure the maintenance of an effective record keeping control and communication system within its area of responsibility;
3. Coordinate with the Civic Organizations, Barangay Units, Student Organizations, Schools and Universities and the Committee on Sports Development for the use of Public Parks and Centers in connection with sports programs and activities;
4. Conduct a continuing program of research and development in the field of parks and sports complex operation;
5. Undertake regular inventories of city properties and ensure that all city properties are titled and or declared in its name;
6. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Salvador M. del Castillo
Co-Chairman:	Hon. Antonio B. Beltran
Members:	Hon. Joselito S.A. del Rosario
	Hon. Ghiel G. Rosales
	Hon. Mary Kyle Francine B. Tripulca

6. COMMITTEE ON CONSUMER PROTECTION

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Formulate measures that deal with the protection and well-being of consumers in Naga City;
3. Create an efficient complaints department to investigate and assist the consumers on their problem;
4. Ensure the dissemination of information and literature pertaining to consumers' rights;
5. Establish linkages with local or national government agencies concerned;
6. Encourage and initiate the organization of consumer protection groups to strengthen their position against business malpractices;

7. Craft a program to promote safe and healthy products through the strengthening of Citizens' Consumer Protection Organizations and supporting current inter-agency and multi-sectoral monitoring body.
8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Jessie R. Albeus
Co-Chairman:	Hon. Gilda Gayle R. Abonal-Gomez
Members:	Hon. Antonio B. Beltran
	Hon. Ma. Corazon M. Penaflor
	Hon. Mary Kyle Francine B. Tripulca

7. COMMITTEE ON CULTURE AND THE ARTS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend programs, policies and strategies for the promotion of culture and the arts;
3. Recommend policies for the proper implementation of the Peñafrancia Festivities and other socio-cultural activities of the city;
4. Establish linkages and coordinate with government agencies and socio-civic organizations in the promotion of culture and the arts;
5. Propose the naming and renaming of all streets in the city of Naga;
6. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Jose B. Perez
Co-Chairman:	Hon. Mary Kyle Francine B. Tripulca
Members:	Hon. Melvin Ramon G. Buenafe
	Hon. Jose C. Rañola
	Hon. Ma. Corazon M. Peñaflor

8. COMMITTEE ON EDUCATION

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action/s thereon;
2. Review proposed programs and projects for educational development in the city, especially projecting short-term and long term effects of such proposals;

3. Conduct programs and activities to encourage the optimal use of the Raul Roco Public Library and the Bicol Science and Technology Centrum;
4. Conduct researches in education as aid in policy formulation;
5. Pursue the various legislative measures such as the establishment of research fund, anti-drug curriculum enhancement, rainwater collection facilities for schools, among others, in order to achieve their full potential and in aid of legislation;
6. Recommend policies and programs to strengthen the Naga City School Board and other mandated bodies to increase their effectiveness in their consultative, recommendatory, and monitoring and evaluation functions.
7. Provide and recommend to the Naga City School Board recognition and incentives to deserving teaching and non-teaching personnel;
8. Initiate seminars on educational policies and practices and ensure the widest dissemination of those policies to students, teachers and parents;
9. Establish linkages with government and private agencies and education-related institutions;
10. Assist in the establishment and improvement of barangay reading and information centers;
11. Study and recommend measures to enhance the schools response to natural and man-made calamities, including capacity building activities of teachers and students, the integration of disaster mitigation measures to schools' regular activities, including drills and the like.
12. Monitor and recommend enhancement, if necessary, the implementation of education-related ordinances;
13. Perform such other functions as may be adopted by the Sanggunian.

COMPOSITION:

Chairman:	Hon. Joselito S.A. del Rosario
Co-Chairman:	Hon. Jose B. Perez
Members:	Hon. Melvin Ramon G. Buenafe Hon. Gilda Gayle R. Abonal-Gomez Hon. Mary Kyle Francine B. Tripulca

9. COMMITTEE ON ENVIRONMENT & ENERGY

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;

2. Formulate measures for the preservation and protection of the environment, for the improvement of ecological balance, and for the prevention and control of land, air and water pollution; including such measures to effectively enforce penalties and fines to violators of environmental laws and regulations;
3. Review the establishment of Ecological Waste Management Program on the generation, collection and disposal of solid and liquid wastes;
4. Study and recommend plans and projects pertaining to waste treatment, sanitary landfill and such other proposals that will preserve, protect and enhance the environment;
5. Formulate policies for the establishment, maintenance, protection and preservation of forest, watershed, tree parks, botanical gardens and agro-forestry projects; provide such other support necessary for forest development projects;
6. Regulate utilization of mineral resources;
7. Coordinate and link up with the DENR and other government agencies, the civil society and various sectors and institutions/organizations concerned, for the beautification and cleanliness programs and environmental activities;
8. Conduct studies and research on electric power, including its generation, transmission and distribution;
9. Formulate measures that will explore and promote renewable energy sources, and energy conservation;
10. Perform such other functions that the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Ghiel G. Rosales
Co-Chairman:	Hon. Salvador M. del Castillo
Members:	Hon. Joselito S.A. del Rosario
	Hon. Jose B. Perez
	Hon. Mary Kyle Francine B. Tripulca

10. COMMITTEE ON FAMILY AND CHILDREN

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Formulate policies and conduct studies and researches involving the welfare and protection of family and children;

3. Formulate programs and measures that will better enhance the dignity and socio-economic standing of children including but not limited to street children and children in conflict with the law.;
4. Ensure dissemination of information pertaining to the rights and responsibilities of family and children;
5. Initiate seminars, lectures and trainings to strengthen the moral values and social responsibilities of parents and children;
6. Recommend programs and policies to establish linkages and ties with other government agencies and with non-governmental organizations on matters concerning family and children;
7. Ensure effective and responsive implementation of all laws, ordinances, programs, measures and policies that protect the family traditions and the rights of children;
8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Gilda Gayle R. Abonal-Gomez
Co-Chairman: Hon. Melvin Ramon G. Buenafe
Members: Hon. Jessie R. Albeus
Hon. Ghiel G. Rosales
Hon. Jose B. Perez

11. COMMITTEE ON GAMES AND AMUSEMENT

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Conduct studies pertaining to the following areas but not limited to:
 - a. Professional basketball
 - b. Jai-Alai
 - c. Cockfighting
 - d. Lotto
 - e. Casino
 - f. Professional Boxing
 - g. Carnival
 - h. Concert
 - i. Bingo

particularly their short-term and long-term effect on the lives of the people;

3. Evaluate all applications to hold above-cited games/amusements and recommend through the Sangguniang Panlungsod the grant of the Mayor's Permit;

4. Monitor the conduct of such games or amusements as to the observance of the conditions prescribed in the Mayor's Permit as well as the pertinent laws and ordinances;
5. Formulate policies and measures that will afford safety and protection of the public against such activities;
6. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Jose C. Rañola
Co-Chairman: Hon. Melvin Ramon G. Buenafe
Members: Hon. Jessie R. Albeus
Hon. Joselito S.A. del Rosario
Hon. Antonio B. Beltran

12. COMMITTEE ON HEALTH and NUTRITION

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Review proposals, projects and programs pertaining to the health and nutrition awareness of the people in Naga City;
3. Conduct studies, programs and projects pertaining to health development, nutrition, population and other related areas;
4. Coordinate with local, regional and national government offices on projects, plan and activities on health and nutrition services;
5. Formulate measures and interventions on health problems and malnutrition;
6. Formulate and initiate seminars, lectures and information drives related to health, nutrition and population;
7. Establish linkages with private and non-government organizations that will serve as partners in the health, nutrition and population program of the city government;
8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Jose C. Rañola
Co-Chairman: Hon. Jessie R. Albeus
Members: Hon. Joselito S.A. del Rosario
Hon. Gilda Gayle R. Abonal-Gomez
Hon. Mary Kyle Francine B. Tripulca

13. COMMITTEE ON HOUSING AND SETTLEMENTS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Study and review existing, as well as proposed, government policies, programs and projects affecting the urban poor;
3. Formulate policies, measures, programs and projects that best respond to the developmental needs, concerns, and issues affecting the urban poor, e.g. livelihood projects, skills training and upgrading, etc.;
4. Review and formulate policies and guidelines governing the delivery of services by the City Offices directly concerned with the programs affecting the urban poor;
5. Review, formulate and design program, projects and strategies affecting the urban poor sector's effective participation in the development directions of the city;
6. Coordinate with local, regional and national offices on areas and matters affecting the urban poor sector;
7. Review and formulate policies and guidelines pertaining to the housing program for the urban poor;
8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Jessie R. Albeus
Co-Chairman:	Hon. Vidal P. Castillo
Members:	Hon. Ghiel G. Rosales
	Hon. Salvador M. del Castillo
	Hon. Ma. Corazon M. Peñaflor

14. COMMITTEE ON HUMAN RIGHTS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend policies and programs for the protection and promotion of human rights;
3. Establish linkages with the local and national government agencies concerned;
4. Ensure the dissemination of information and literature pertaining to human rights;

5. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Jessie R. Albeus
Co-Chairman: Hon. Jose C. Rañola.
Members: Hon. Vidal P. Castillo
Hon. Ma. Corazon M. Peñaflor
Hon. Mary Kyle Francine B. Tripulca

15. COMMITTEE ON INFORMATION TECHNOLOGY

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Review proposals, projects and programs pertaining to the city government information technology platform and submit recommendations related thereon;
3. Coordinate with local, regional and national government offices on projects, plan and activities on information technology;
4. Formulate measures and interventions in order to pursue the Integrated Strategic Information Systems Plan of the city government;
5. Initiate seminars, lectures and information drives to increase awareness of matters related to information technology;
6. Establish linkages with private and non-government organizations that will serve as partners in the pursuit of city government's information technology;
7. Recommend measures for the improvement and ensure proper implementation of policies, programs and strategies relative to information technology
8. Recommend policies and programs on current and future organizational and resource needs of the City to ensure cybersecurity and safety of the city government offices;
9. Recommend policies and measures to mandate that plans for preparedness and resilience in times of natural and man-made calamities are integrated into the development of information technology programs of the city government.

COMPOSITION:

Chairman: Hon. Joselito S.A. del Rosario
Co-Chairman: Hon. Ghriel G. Rosales
Members: Hon. Gilda Gayle A. Gomez
Hon. Salvador M. del Castillo
Hon. Mary Kyle Francine B. Tripulca

16. COMMITTEE ON INFRASTRUCTURE

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Prepare and recommended measures to update National Building and Construction Code and the Fire Code;
3. Study and review proposed building and construction projects to ensure conformity with the Building and Construction Code;
4. Study and recommend the construction of the city roads, bridges, public buildings and public parks. Ensure that the proper repair and maintenance measures are implemented;
5. Review the necessary project studies for any public building, structure needed by the city and/or recommended for construction. Make the necessary representation with all agencies concerned.
6. Monitor the implementation of laws and ordinances relative to city infrastructure projects;
7. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Vidal P. Castillo
Co-Chairman: Hon. Jose B. Perez
Members: Hon. Joselito S.A. del Rosario
Hon. Salvador M. del Castillo
Hon. Ma. Corazon M. Peñaflor

17. COMMITTEE ON INTER-AGENCY RELATIONS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend programs, policies and strategies for the promotion of inter-agency relations,
3. Establish linkages and coordinate with government agencies, international, national and local and socio-civic organizations in furtherance of the thrust to enhance local government operations as well as legislative functions;
4. Coordinate and assist in facilitating the establishment of sisterhood agreements and development councils (DCs) to further enhance the local government's technology transfer thrust for tourism, education, disaster

management, livelihood, information technology, among others;

5. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Joselito S.A. del Rosario
Co-chairman: Hon. Jose B. Perez
Members: Hon. Melvin Ramon G. Buenafe
Hon. Jessie R. Albeus
Hon. Salvador M. del Castillo

18. COMMITTEE ON INVESTMENT, TRADE & ECONOMIC ENTERPRISES

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Conduct research and development programs that would determine the feasibility of establishing industrial complexes within the City of Naga;
3. Conduct studies and recommend industries that would enhance the growth and development of Naga City as an Industrial Center;
4. In coordination with the Office of the City Treasurer, formulate incentive plans and programs that would encourage and motivate businessmen and large corporations to set-up/establish their industrial complexes/branches/subsidiaries within the city;
5. Study control of water resources in relation to power development and flood control;
6. Appraise and publish opportunities for the establishment of new industries and investments;
7. Appraise and publish list of mineral resources including geo-logical, geo-physical and other techniques of location;
8. Coordinate with the Committee on Land Use and Ecology on the implementation of the rules and regulations governing ecological control and balance as applicable to the industry concerned;
9. Study and recommend the conduct of trade fairs and commercial displays to improve commercial and trade communication between the City of Naga and Industrial entities;
10. Conduct studies on Industrial Organization and Management;
11. Establish linkages with local or national government agencies concerned;

12. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Jose B. Perez
Co-Chairman: Hon. Ma. Corazon M. Peñaflor
Members: Hon. Joselito S.A. del Rosario
Hon. Vidal P. Castillo
Hon. Mary Kyle Francine B. Tripulca

19. COMMITTEE ON LAND USE

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Review proposals, projects and programs, pertaining to the use of land within the jurisdiction of Naga City in the performance of this function;
3. Establish linkage with concerned government agencies and private/non-government organizations in the performance of this function;
4. Ensure the dissemination of the information and literature pertaining to Land Use;
5. Review and recommend land use and spatial policies and measures.
6. Review Barangay ordinances affecting Land Use in consonance with the city Land Use plan;
7. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Salvador M. del Castillo
Co-Chairman: Hon. Joselito S.A. del Rosario
Members: Hon. Ghiel G. Rosales
Hon. Melvin Ramon G. Buenafe
Hon. Jose C. Rañola

20. COMMITTEE ON LAWS, ORDINANCES & REORGANIZATION:-

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Ensure that all ordinances prior to their enactment are within the limits of the laws of the land and do not violate any human, civil and legal rights of the citizenry;

3. Recommend to the Sangguniang Panlungsod the approval of proposed city ordinances and resolutions as well as barangay ordinances and executive orders;
4. Formulate a system of updating ordinances to ensure just and fair dispensation;
5. Recommend reorganization and staffing as well as administrative strategies and procedures to maximize efficiency and effectiveness of the city's departments and allied services;
6. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Ghiel G. Rosales
Co-Chairman:	Hon. Joselito S.A. del Rosario
Members:	Hon. Melvin Ramon G. Buenafe
	Hon. Gilda Gayle R. Abonal-Gomez
	Hon. Mary Kyle Francine B. Tripulca

21. COMMITTEE ON MANPOWER, LIVELIHOOD DEVELOPMENT AND COOPERATIVES

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Develop full use of manpower obtaining or available in the City of Naga;
3. Encourage the establishment of vocational and technological schools and assist them in implementing their various programs;
4. Coordinate with the local as well as national offices of the POEA in the hiring of manpower for overseas employment;
5. Establish programs of education and training for out-of-school youth and coordinate with civic organization in the hiring and employment of deserving youths;
6. Conduct studies and researches on employment problems of women and youth workers, wages and conditions of work of agricultural labor and the social problems of cultural minorities;
7. Conduct surveys and researches and development programs that will promote the organization of cooperatives and establish livelihood measures, if possible in all barangays of the city;
8. Conduct studies and recommend livelihood programs that would enhance the living standards of the poor;

9. Coordinate with local, regional and national cooperative agencies for proper and effective implementation of policies and programs on cooperatives;
10. Conduct evaluation and review of all beneficiaries of the livelihood program of the City Government;
11. In coordination with the Metro PESO and other agencies concerned, conduct a study and formulate programs and projects design to improve existing livelihood programs and the identification of possible resources;
12. Recommend any measures intended to improve and develop the sector;
13. Establish a regular consultative meeting with the 27 barangays of the City and/or initiate livelihood seminars and information dissemination on livelihood program of the city government;
14. Work for the promotion, organization and regulation of cooperatives in Naga City in coordination with the CDA;
15. Establish such structures or mechanisms that will protect, uphold and enhance cooperativism;
16. Monitor the implementation of ordinances related to manpower, livelihood development and cooperatives;
17. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Ghiel G. Rosales
Co-Chairman:	Hon. Mary Kyle Francine B. Tripulca
Members:	Hon. Joselito S.A. del Rosario
	Hon. Antonio B. Beltran
	Hon. Ma. Corazon M. Peñaflor

22. COMMITTEE ON MARKET AFFAIRS:-

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend to the Sangguniang Panlungsod management and control programs for the efficient and effective operation of the Naga City People's Mall including all satellite markets and "talipapa" and other similar economic enterprises;
3. Recommend policies for the proper allocation and assignment of stalls and spaces in the public market and of concessionaires in the satellite markets and "talipapa";

4. Formulate a system of rental rates for every available market spaces authorized for lease;
5. Conduct a continuing program of research and development in the field of market operation;
6. Monitor the implementation of laws and ordinances relative to the City's market enterprises
7. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Vidal P. Castillo
Co-Chairman:	Hon. Jessie R. Albeus
Members:	Hon. Salvador M. del Castillo
	Hon. Ma. Corazon M. Peñaflor
	Hon. Mary Kyle Francine B. Tripulca

23. COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND DISASTER MANAGEMENT

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend measures for the improvement and proper implementation of policies, programs and strategies relative to peace and order and public safety;
3. Study and recommend measures relating to public safety in anticipation of disasters and calamities;
4. Recommend crime and fire prevention and disaster preparedness strategies and the city government's mechanisms in support of the police and fire departments and other city and barangay units involved in the maintenance of peace and order and the promotion of public safety;
5. Recommend training progressive programs for personnel implementing peace, order, and public safety programs;
6. Provide and recommend to the Peace and Order Council an annual recognition and incentives to deserving PNP members and other law enforcers and supportive groups;
7. Monitor the implementation of the traffic code and all other ordinances relative to fire and public safety;
8. Recommend to the Peace and Order Council, to the Sangguniang Panlungsod and to other organizations, as may be appropriate, the recognition of meritorious performances of peace and order and public safety personnel;
9. Recommend policies and programs on current and future organizational and resource needs of the City to ensure safety and security to the Nagueños;

10. Recommend policies and programs to strengthen the Peace and Order Council and other mandated bodies to increase their effectiveness in their consultative, recommendatory, and monitoring and evaluation functions.
11. Formulate policies, programs, and measures to strengthen the coordination among law-enforcement agencies, led by the Philippine National Police, the Naga City Public Safety Office, and other organizations through the creation of an integrated communications and response system.
12. Design a program for capacity building of agencies and groups related to public safety and disaster or emergency management through organizational strengthening, education and training, and the provision of resources to increase their level of effectiveness in maintaining security and responsiveness.
13. Recommend policies and measures to mandate that plans for preparedness and resilience in times of natural and man-made calamities are integrated into development or program planning in the city's offices; and recommended and promoted in public and private institutions and organizations.
14. Recommend policies and measures to ensure the private and private structures conform to, at the minimum, legal requirements for safety by coordinating and supporting mandated agencies and offices, particularly the Bureau of Fire Protection and the City Engineer's Office in the monitoring and evaluation of buildings and other public structures, including the elimination of risks to public safety such as electrical posts and wires and other such potential sources of accidents and threats to life, limb, property and other basic rights.
15. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Melvin Ramon G. Buenafe
Co-Chairman:	Hon. Joselito S.A. del Rosario
Members:	Hon. Gilda Gayle R. Abonal-Gomez
	Hon. Antonio B. Beltran
	Hon. Ma. Corazon M. Peñaflor

24. COMMITTEE ON PEOPLE EMPOWERMENT

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;

2. Review, revise and formulate criteria/procedures for accreditation and maintenance thereof in accordance with the provisions of Republic Act 7160 and City Ordinance No. 95-092;
3. Hear and recommend actions relevant to the accreditation or maintenance/withdrawal of accreditation of NGOs and pos;
4. Formulate a system classifying NGOs/Pos according to the services rendered or programs undertaken for purposes of making more effective people's participation in local governance;
5. Review, revise and formulate policies, programs, and system designed to achieve the provisions, intents and purposes of the Local Government Code of 1991 and the Empowerment Ordinance of Naga City;
6. Review, revise and formulate policies, programs and systems that promote and encourage NGO/PO partnership with the Naga City Local Government in undertaking programs and projects for the development of the community;
7. Recommend measures that ensure availability of funds from the annual appropriations for programs and projects which NGOs and Peoples may undertake to partnership with the City;
8. Coordinate with people's and non-government organizations for the purpose of strengthening the City's partnership and joint undertakings with them;
9. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman:	Hon. Gilda Gayle R. Abonal-Gomez.
Co-Chairman:	Hon. Ghriel G. Rosales
Members:	Hon. Vidal P. Castillo
	Hon. Jose C. Rañola
	Hon. Jose B. Perez

25. COMMITTEE ON PERSONS WITH DISABILITIES

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Formulate measures to protect and uphold the rights and welfare of persons with disabilities, including but not limited to assisting the office (PDAO) dedicated to addressing, the issues and concerns of the PWDs, enforcement of existing pertinent laws, and such other programs, projects and activities related thereto;

3. Establish working relationship with the National Commission on Disability Affairs and other government agencies; the local government offices and non-government organizations concerned of PWDs and the various sectors;
4. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Antonio B. Beltran
Co-Chairman: Hon. Jose B. Perez
Members: Hon. Joselito S.A. del Rosario
Hon. Gilda Gayle R. Abonal-Gomez
Hon. Jose C. Rañola

26. COMMITTEE ON PUBLIC UTILITIES

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Regulate the operation of public service utilities within the jurisdiction of the city for such services as communication, media, electricity, water, sanitation and waste disposal, and other similar services;
3. Review and recommend approval/disapproval of application of terminals and other similar facilities;
4. Review all project proposals recommended for the implementation of public service utilities, their continued existence, cancellation of franchise or permits, expansion and/or improvements;
5. Investigate any and all wrong doings or violations that may have been committed by public service utilities, other than transportation, and submit such findings to the Sangguniang Panlungsod for appropriate action;
6. Establish policies and procedures pertaining to the imposition of fines and penalties for the violation of city ordinances and contracts made with the city government by the public service utilities other than transportation;
7. Disseminate reports, findings and recommendations to all agencies, offices and committees concerned with the operation of such public utilities;
8. Coordinate with other government agencies, other city offices and committees in the performance of the functions and responsibilities stated above;
9. Maintain an on-going study on the technological development and advancement in relation to such public utilities;
10. Recommend policies and programs to promote a broad coverage and timely information on service

interruptions of public utilities to minimize the inconveniences to personal and economic activities.

11. Recommend policies and programs to monitor and facilitate access to basic utilities as part of the targets of the city consistent with the basic right of the people to access to clean and safe water, and affordable energy sources.
12. Recommend policies and programs for the assessment of the threats and risks in critical public utilities such as water, electricity supplies, especially in times of extreme weather disturbances, and provide contingency measures.
13. Study and recommend measures in anticipation of natural and man-made calamities, including capacity building activities for stakeholders involved in public, the integration of disaster mitigation measures to their respective plans, including drills and the like.
14. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Joselito S.A. del Rosario
Co-Chairman: Hon. Jessie R. Albeus
Members: Hon. Melvin Ramon G. Buenafe
Hon. Jose B. Perez
Hon. Salvador M. del Castillo

27. COMMITTEE ON RULES AND PRIVILEGES

Functions:

- 1) To prepare and propose the Calendar, agenda, order and manner of transacting business in the regular session and special sessions of the Sangguniang Panlungsod;
- 2) To propose reorganization of the Standing Committees and creation of new committees;
- 3) Perform such other functions as the Sangguniang Panlungsod may adopt.

COMPOSITION:

Chairman: Hon. Salvador M. del Castillo
Co-Chairman: Hon. Joselito S.A. del Rosario
Members: Hon. Ghriel G. Rosales
Hon. Mary Kyle Francine B. Tripulca

28. COMMITTEE ON SENIOR CITIZENS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;

2. Recommend policies and programs for the benefit of senior citizens;
3. Coordinate with the Office of Senior Citizens Affairs and the Naga City Senior Citizens Federation in their programs and activities;
4. Establish regular consultation with the Barangay Association of Senior Citizens Affairs in all the 27 barangays;
5. Monitor the implementation of laws and ordinances related to senior citizens;
6. Perform such other functions as may be adopted by the Sanggunian

COMPOSITION:

Chairman: Hon. Jose C. Rañola
Co-Chairman: Hon. Joselito S.A. del Rosario
Members: Hon. Gilda Gayle R. Abonal-Gomez
Hon. Jose B. Perez
Hon. Salvador M. del Castillo

29. COMMITTEE ON SOLO PARENTS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend programs, policies and strategies for the promotion of the welfare of the Solo Parents;
3. Coordinate with the Solo Parent Office under the City Social Welfare and Development Office and the Solo Parent Federation to ensure that their programs and activities are consistent with the City Government policies and that their initiatives that require legislations are sufficiently supported;
4. Ensure that the rights, benefits and privileges for Solo Parents are in place.
5. Perform such other functions as the Sangguniang Panlungsod may adopt.

COMPOSITION:

Chairman: Hon. Antonio B. Beltran
Co-Chairman: Hon. Gilda Gayle R. Abonal-Gomez
Members: Hon. Jose C. Rañola
Hon. Ma. Corazon M. Peñaflor
Hon. Mary Kyle Francine B. Tripulca

30. COMMITTEE ON TOURISM

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sanggunian Panlungsod and recommends action thereon;
2. Recommend programs, policies and strategies for the promotion of tourism and the tourism industry;
3. Recommend policies for the smooth implementation of Peñafrancia activities particularly those related to tourism and the tourism industry;
4. Establish networks and linkages and actively coordinates with various government agencies and other stakeholders in the enhancement of the local tourism industry;
5. Maintain a healthful and productive relationship with stakeholders (food, hotel accommodation and leisure establishments, travel and tour operators, schools, event organizers, and other related groups) to look after their interests and concerns and therefore sustain and ensure the continuing growth and development of the local tourism industry;
6. Perform such other functions as may be adopted by the Sanggunian.

COMPOSITION:

Chairman:	Hon. Jose B. Perez
Co-Chairman:	Hon. Jose C. Rañola
Members:	Hon. Melvin Ramon G. Buenafe
	Hon. Vidal P. Castillo
	Hon. Ma. Corazon M. Peñaflor

31. COMMITTEE ON TRANSPORT

Functions:

1. Support the conduct of research on the current and future transport availability and requirements of the city, including the potentials of alternative and environment-friendly modes of transport, to generate a database for the formulation of policies and programs in support of the continuous and accelerated pace of the development of the city;
2. Initiate and support the creation of a multi-sectoral and inter-agency Transport Council to act as a consultative body to provide inputs in the formulation of policies, programs and activities; and the monitoring and evaluation of current transport systems, with the purpose of increasing the level of effectiveness and efficiency of the city's transport system;
3. Formulate and recommend for approval and implementation a comprehensive codified Transport and Traffic Management Plan for Naga City;

4. Initiate and support research and studies leading to recommendations to maximize the use of public roads, including the formulation and enforcement of regulations on parking;
5. Formulate policies and procedures in ensuring the effective implementation of the allocation of reserved parking for People with Disabilities (PWDs);
6. Review and recommend to the Sangguniang Panlungsod applications for franchise, renewal of franchises;
7. Formulate policies and regulations on the rationalization of the operations of existing modes of public transport that are within the authority of the Local Government as provided by law;
8. Initiate and support the creation and implementation of a multi-agency and multi-sectoral education campaign on Road Courtesy and Safety;
9. Formulate policies, programs and activities leading to ensuring that the transport system of the city is prepared for disasters and calamities;
10. Recommend measures in adopting adequate and appropriate traffic and road safety signages that shall conform to international traffic signs, including warnings and reminders;
11. Lead in the effective dissemination of information, reports, findings and recommendations on the city's transport system to all concerned agencies, offices and committees, including the public sector and organizations;
12. Coordinate with other government agencies, other city offices and committees in the performance of the functions and responsibilities stated herein;
13. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod, and in response to existing and emerging issues on the transport system, and recommend action thereon;

COMPOSITION:

Chairman:	Hon. Melvin Ramon G. Buenafe
Co-Chairman:	Hon. Salvador M. del Castillo
Members:	Hon. Jessie R. Albeus
	Hon. Joselito S.A. del Rosario
	Hon. Jose B. Perez

32. COMMITTEE ON WAYS AND MEANS

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;

2. Study and recommend appropriate tax and revenue structure and policies, strategies and procedures for the effective collection of taxes and other revenues;
3. Study and recommend the comprehensive program for the administration and investment of public funds;
4. Recommend policies and procedures for optimal budget performance as well as internal control and proper record keeping;
5. Periodically review budget performance and recommend adjustments thereto;
6. Coordinate with government agencies on matters of the City's fiscal administration;
7. Monitor the implementation of laws and ordinances and, especially, internal rules and procedures relative to revenues and expenditure;
8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Salvador M. del Castillo
Co-Chairman: Hon. Jose B. Perez
Members: Hon. Joselito S.A. del Rosario
Hon. Ghriel G. Rosales

33. COMMITTEE ON WOMEN & GENDER DEVELOPMENT

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Recommend policies and programs in relation to women, LGBTQ and other gender concerns.
3. Formulate measures that will enhance the welfare and dignity across gender.
4. Ensures the effective implementation of all programs, measures and related ordinances that protect rights of women and members of the LGBTQ.
5. Establish linkages with the local and national government agencies concerned to help address matters pertaining to gender equality.
6. Ensure dissemination of information and literature pertaining to women and gender development;
7. Recommend gender-related policies and programs to strengthen the moral values and social responsibilities and protect their rights in terms of education, employment and place in policy-making and nation-building.

8. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Gilda Gayle R. Abonal-Gomez
Co-Chairman: Hon. Ma. Corazon M. Peñaflor
Members: Hon. Jose C. Rañola
Hon. Joselito S.A. del Rosario
Hon. Mary Kyle Francine B. Tripulca

34. COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT

Functions:

1. Conduct committee/public hearings on matters referred to it by the Sangguniang Panlungsod and recommend action thereon;
2. Assist barangay officials in the organization of the Sangguniang Kabataan as well as in organizational and leadership development in barangay youth organizations;
3. Facilitate the establishment of youth centers and information and reading centers in all barangays;
4. Establish linkages with government and non-government institutions involved in youth development;
5. Recommend long term program toward excellence of Naga City athletes in competitive sports;
6. Initiate and assist in the development of new sports;
7. Encourage the business sector in direct involvement and sponsorships in the sports development program and projects of the city;
8. Monitor the implementation of all laws and ordinances relative to sports and youth development, especially those endorsed by the committee;
9. Perform such other functions as the Sanggunian may adopt.
10. Formulate year-round program for developing health and sports consciousness, enriching youth involvement in the social and civic thrusts of the city government, and harness the capability of the youth for disaster readiness and resilience.
11. Perform such other functions as the Sanggunian may adopt.

COMPOSITION:

Chairman: Hon. Mary Kyle Francine B. Tripulca
Co-Chairman: Hon. Ghriel G. Rosales
Members: Hon. Joselito S.A. del Rosario
Hon. Gilda Gayle R. Abonal-Gomez

Hon. Antonio B. Beltran

35. OVERSIGHT COMMITTEE

DUTIES AND FUNCTIONS:

1. Ensure effective and efficient enforcement of all ordinances adopted/enacted by the Sangguniang Panlungsod and approved by the City Mayor in coordination with the latter and the concerned departments and offices;
2. Ensure the formulation of necessary Implementing Rules & Regulations of regulatory ordinances enacted by the Sangguniang Panlungsod to clearly define their effective implementation;
3. Ensure that all policies and programs are geared towards the achievement of the Sustainable Development Goals (SDG);
4. Ensure transparency on the operations of the Sangguniang Panlungsod by providing an opportunity in which its policies and actions are presented and subjected to public opinion.

COMPOSITION:

1. Chairman- Hon. Cecilia B. Veluz-De Asis
2. Members - All SP Members

Entire SP as a committee of the whole to meet every second Wednesday, 9:00 am of January, April, July and October of every year - to exercise oversight function on the implementation of approved ordinances, relevant resolutions including Annual Investment Programs (AIPs).

3. As far as practicable, committee hearings shall be conducted for not more than two hours per schedule to ensure optimal use of time and resources and facilitate quality output. For this purpose, committee hearings shall be held on the following time slots, Mondays to Fridays:
 - a) Morning schedule: 8:00 a.m. to 10:00 a.m.; 10:00 a.m. to 12:00 noon;
 - b) Afternoon schedule: 1:00 p.m. to 3:00 p.m.; 3:00 P.M. to 5:00 P.M.
4. Each committee shall be reserved a day and time slot within the week for conducting its meeting/hearing provided that committees planning to conduct a meeting/hearing some other day and time slot shall ensure that they create no conflict in venue reservations or conflict with members' commitment with their other committees.
5. Upon instruction from the Committee Chairman, the SP Secretary shall email the notice for the committee hearing at least two (2) working days prior to the scheduled hearing. Upon agreement of all the members of the committee, the Chairman may convene a hearing of the committee on shorter

- notice, considering however the provision to avoid conflicts in sections 3 and 4 above.
6. The notice sent by the SP Secretary shall indicate the date, time, venue, agenda, as well as invited guests.
 7. The Committee Chairman shall cause his/her staff to collate all the materials pertinent to the agenda and email them to the Councilor-committee members or photocopy them for the two other members.
 8. Any member proposing any measure/s, ordinance/s, resolution/s or such matter/s referred to a committee, may appear before the committee only in so far as the consideration of said proposed measure/s, ordinance/s, resolution/s, or such matter/s is concerned. Any member of the Sangguniang Panlungsod may also appear in a committee hearing as observer, but he shall not participate in the committee's deliberation unless consulted by any member of the committee;
 9. The committees shall meet at the call of their respective Chairmen. In case of failure on the part of the Chairman to call a committee hearing within seven (7) working days from receipt of the referral from the Secretary, the Co-chairman of the committee may call a hearing and written notices shall be served upon each member and the author/s of the proposed measure/s. The seat of any committee member shall be deemed automatically vacated in case of three consecutive unexcused absences until replacement is declared. The Secretariat shall inform the sector concerned of the absences incurred by their representative.
 10. The Committee Chairman or any duly designated member of a particular committee shall report to the Sangguniang Panlungsod in writing the matters referred to it within fifteen (15) working days from receipt of the referrals from the Secretary. If no report is submitted after the lapse of the said period, the Chairman of the Committee on Rules and Privileges upon the recommendation of the Secretary shall calendar those matters not acted upon under UNFINISHED BUSINESS. Committee reports together with the proposed measure/s, if any, shall be submitted to the Committee on Rules & Privileges for agenda of the Sangguniang Panlungsod; copies thereof shall be part of the agenda and materials emailed to all SP members preparatory to consideration on the floor. The committee report shall be signed by the Chairman or a majority of the members of a particular committee submitting the same;
 11. A committee member, unless he/she has entered his/her objections to any matter in the committee hearing or in lieu thereof, who has not filed with the Secretary his/her dissenting vote in writing before the committee report is submitted to the Sangguniang Panlungsod in open session, shall be presumed to have concurred with the report and shall be precluded from opposing it on the floor. However, a committee member who voted in favor of said measure in open session of the Sangguniang Panlungsod, and/or committee hearing, cannot vote against the same unless said member can show proof or present facts that may justify his/her change of vote. A committee member who was absent on a committee

hearing on a justifiable ground may object to any matter in a committee report under consideration of the body in open session;

**RULE VI
THE SESSION HALL**

1. Except the seat assigned to the Chairman, the seats in the Session Hall of the Sangguniang Panlungsod shall be distributed to the members according to the order of placement they obtained during the last election. They may, however, agree on another seating arrangement which is acceptable and convenient, provided, it is approved by the majority of the members.
2. The Session Hall of the Sangguniang Panlungsod shall be used only for the sessions and committee hearings thereof except when the Sangguniang Panlungsod or the Vice Mayor so directs otherwise.
3. The space in the hall set aside for the use of the members while the Sangguniang Panlungsod is in session, shall be reserved exclusively for the members thereof during the session and for the officials/employees when needed therein.
4. Silence in the Session Hall of the Sangguniang Panlungsod shall be observed and everyone shall refrain from unnecessary movements to preserve decorum in the Session Hall.
5. Smoking is strictly prohibited inside the Session Hall. Anybody under the influence of intoxicating drinks should be barred from the session hall.

**RULE - VII
THE SESSIONS**

1. The Sangguniang Panlungsod shall hold four (4) regular sessions each month, on Tuesdays beginning exactly at 9:00 in the morning.
2. Every member of the Sangguniang Panlungsod is required to be physically present from roll call to adjournment; except when permitted to attend to urgent concern and/or on official business/leave;
- 3.
4. The Chairman, after the roll call of the members of the Sangguniang Panlungsod has been called shall open the session, start its proceedings and shall, at the completion of business, adjourn the same.
5. A majority of all the Members of the Sangguniang Panlungsod shall constitute a quorum for the transaction of business. Ordinances or resolutions, or motions directing the payment of money or creating liability shall be approved by a two-thirds (2/3) vote of all the SP members. All other matters shall be approved by the affirmative vote of a majority of the members present. Other measures shall prevail upon the majority vote of the members present, there being a quorum, at any session duly called and held. The "Ayes" and

- "Nays" shall be taken and recorded at the request of any member.
6. Each approved ordinance or resolution shall bear the name(s) of the proponent(s) only either as Author(s)/Co-Author(s) or as Sponsor(s)/Co-Sponsor(s) and shall bear the seal of the Sangguniang Panlungsod and recorded in a book kept for the purpose.
 7. On the day following its approval by the City Mayor, copies shall be posted by the Sanggunian Secretary on the main bulletin board of the City Hall and in at least two other public and conspicuous places (City's Website) and shall take effect and be in force as provided by existing laws unless otherwise stated in said ordinance, resolution or motion.
 8. The session of the Sangguniang Panlungsod shall be open to the public unless otherwise ordered by the affirmative vote of the majority of the members present.
 9. The reception and consideration of confidential communication of the government or petitioner or notices affecting the dignity of the Sangguniang Panlungsod or any of its members shall be sufficient basis for the holding of executive session.
 10. Only the Secretary, the stenographer on duty, the sergeant-at-arms and persons specifically authorized by the Sangguniang Panlungsod shall be admitted at executive sessions, and all of them shall preserve the confidentiality on whatever may be read or said at the said session until the Sangguniang Panlungsod shall remove the confidentiality or secrecy thereof.
 11. The exact hour of opening and adjourning the session shall be entered in the minutes.
 12. If the regular session day falls on a holiday or is declared a public holiday by Presidential Proclamation, the session will be held on the following business day, unless the Sanggunian sets another date for the purpose.
 5. Special sessions may be called by the City Mayor or by a majority of the members of the Sangguniang Panlungsod. The notice shall indicate the date, time, and venue as well as the specific subject matter. After the roll call and the national hymn and prayer, the Special Session shall proceed directly to the subject matter at hand. No other matter may be considered unless so concurred by two-thirds (2/3) vote of the members present.
 6. During special sessions virtual participation by the members may be allowed;

RULE - VIII
PREPARATION OF THE PROPOSED ORDER OF BUSINESS

1. All agenda or business proposed to be included in the Order of Business of the Sangguniang Panlungsod shall be submitted in writing and with all the pertinent attachments to the SP Secretary not later than 5:00 p.m. of Thursday prior to the session.

2. The Secretary shall not later than 8:00 a.m. of Friday prior to the session make available all proposed agenda or business to the Chairman of the Committee on Rules & Privileges or the Vice Chairman in the absence of the Chairman or Member in the absence of both, that shall finalize the Order of Business for the forthcoming SP session.
3. All proponents of motions and resolutions, including those emanating from privilege speeches, shall submit at the same instance the draft, if not yet the final, copies of their proposals. Resolutions resulting from committee hearings shall be drafted by the committee secretaries but must be finalized by the committee chairmen prior to submission for inclusion in the Order of Business.
4. All proposed agenda or business for discussion of the Sangguniang Panlungsod shall be made in writing and signed by the proponent. No proposed ordinance or resolution not signed or endorsed by any member of the SP shall be calendared.
5. At the reading of the Order of Business, the Chairman of the Committee on Rules & Privileges or the Vice Chairman in the absence of the Chairman or Member in the absence of both, shall add under Special Business any and all urgent matters emanating from the City Mayor. Matters in relation to the Calendared Business and matters for referrals only shall also be added.
6. At any time during the session proper when no motion is before the body, any member may move for the inclusion in the Order of Business any matter so urgent that action thereon by the SP, to be relevant, must be made during the said session, subject to approval by majority of the members present.
7. Except for the routinary financial assistance appropriations for which have already been generally included in the approved budget, no request for financial assistance shall be calendared without the necessary endorsement from the City Mayor.

RULE - IX
ROLL CALL

1. Upon every roll call of the Sangguniang Panlungsod, the names of the members shall be called in accordance with Section 1 of Rule VI.
2. In the absence of a quorum, the members present are authorized to compel the attendance of absent members. The names of the members shall be noted. Absent members with no sufficient excuse given may, by order of a majority of those present, be arrested, wherever they may be found and be brought to the session hall in custody and their attendance at the session secured. This order shall be executed by the Sgt-at-Arms and by such officials as the Chairman may designate for said purpose. When the members arrested are present in the Session Hall, the Sangguniang Panlungsod shall determine upon what condition they shall be discharged as circumstances warrant.
3. Members who voluntarily appear shall be immediately admitted to the Session Hall, and they shall report their names to the

Secretary to have their presence recorded and their names entered upon the minutes as present in accordance with Rule VII.

RULE-X
ORDER OF BUSINESS

1. In every session of the Sangguniang Panlungsod, the Order of Business shall be as follows:
 - a) Call to order
 - b) Roll Call
 - c) Sanggunian Prayer
 - d) Pambansang Awit
 - e) Privilege Time
 - f) Reading and Approval of the Order of Business
 - g) Order of Business
 1. Reading and Approval of the minutes of the previous session
 2. Special Business or Order
 3. Unfinished Business
 4. New Business
 5. Other Matters
 6. Nominal Voting
 - h) Adjournment
2. The following terms shall be understood to mean:
 - a) **Special Business or Order** - includes business which requires an immediate action or consideration by the Sangguniang Panlungsod and which precedes any other business.
 - b) **Unfinished Business** - includes all undisposed business at the time of the adjournment of the Sangguniang Panlungsod, third reading of proposed ordinance(s) or resolution(s) for final voting as well as, second reading of proposed ordinance(s) or resolution(s) submitted for discussion by the Sangguniang Panlungsod committees for discussion;.
 - c) **New Business** - includes all proposed ordinance(s), resolutions, motions, recommendations and other legislative measures presented at the first instance, for consideration of the Sangguniang Panlungsod.
 - d) **Other Matters** - are those which do not need the exercise of deliberative power of the Sanggunian but which are merely for information purposes.
3. The minutes of the proceedings of the previous session(s) shall be emailed within reasonable time to the Presiding Officer and all the members of the Sangguniang Panlungsod together with the agenda and pertinent materials for the next regular session for their study and guidance. During the period where the City Youth Sangguniang Panlungsod and City Senior Citizens Sangguniang Panlungsod sit as members of this August Body, the minutes of the sessions shall also be signed by them.

4. Any member may avail himself of his right to a privilege speech. If more than one member desires to speak or make use of this privilege time, the first to apply shall be given the priority. Any member who is not able to make use of this privilege time shall be given preference to speak at the next regular session.
5. Any member deciding to speak on Privilege Time shall be allowed not more than five (5) minutes. This also applies to City Youth Officials and Senior Citizens Officials during their applicable period.

RULE - XI
DECORUM AND DEBATES

1. Debates and deliberations shall be conducted in the English language unless Bikol or Filipino is preferred by any individual participant.
2. When any member desires to speak on any matter, he shall raise his hand and when recognized, shall rise and respectfully address himself only to the Chair.
3. In all cases, the member who has obtained the floor shall confine himself to the question under debate or consideration avoiding personalities and shall refrain from uttering words which may cast aspersion on the integrity of the Sangguniang Panlungsod or any of its members. The Chair shall rule any member to be out of order for violation thereof and may subject the member concerned to be excluded from the Session Hall without prejudice to further disciplinary action.
4. When officers or members of any City Hall department or any other government agency, or other officers or representatives of non-government institutions, or other individual persons are invited by the Sangguniang Panlungsod to appear at the session to provide information or justification on matters pending before it, or are permitted by the Sangguniang Panlungsod to present proposals, all members shall in word and in deed accord these guests or resource persons with utmost courtesy. To enforce decorum in the session, the Chair shall rule a member out of order for irrelevant questions or for questioning that tend to harass or embarrass the guest/resource person.
5. When an ordinance is submitted on second reading or when an important measure is under consideration, the sponsor must present his measure and defend the same from scrutiny.
6. The member sponsoring any measure, ordinance or resolution under consideration may open and close the debate; however, no member shall speak in debates or deliberations more than once on the question, unless allowed by the Presiding Officer.
7. The members of the Sangguniang Panlungsod including the City Youth Officials and Senior City Officials shall attend the regular session in formal attire of either in Barong Tagalog or coat where the wearing of necktie is optional. Casual attire during special session shall be allowed unless

otherwise directed. Shorts, tattered pants and sandals or slip-ons are not allowed even during committee hearings, except for medical reason or physical impairment.

**RULE - XII
V O T I N G**

Unless a roll call vote is chosen by the majority, the Chairman shall put a question to a vote by raising of hands.

**RULE - XIII
MOTIONS AND THEIR PROCEDURES**

1. Every motion shall be entered in the minutes with the name of the members making and seconding it.
2. When a motion has been made, the Chairman shall restate it to the Sangguniang Panlungsod or if it be in writing shall cause it to be read aloud by the Secretary before being debated.
3. When a motion is under debate, no other motion shall be entertained, except to adjourn, to declare a recess, to lay on the table (which motion shall be decided without debate), to postpone to the next regular session (or to postpone indefinitely) which motion shall have precedence in that order.
4. When a motion is under consideration, a motion to amend shall be in order, and it shall be in order to offer an amendment to the amendment, subject to the approval of the proponent.
5. No motion on a subject different from that under consideration shall be admitted under color of amendment.
6. Any proposed amendment to an existing ordinance or resolution shall be submitted in writing to the Secretary for inclusion by the Committee on Rules and Privileges in the Order of Business in the forthcoming regular session.
7. Amendment to the title of an ordinance or resolution shall not be in order until after the entire content/body has been completed.
8. When the reading of a paper (document, memorial or petition) other than the one upon which the Sangguniang Panlungsod is called to a final vote, and the same is objected to by any member, the same shall be resolved by a majority of the members present without need of further debates.
9. A motion to read any part of the Rules relevant to a pending question is equivalent to a point of order and takes precedence over any motion other than to adjourn.

**RULE - XIV
ORDINANCES, RESOLUTIONS, MESSAGES
MEMORIALS AND PETITIONS**

1. Messages, reports, recommendations and other matters may be read in full before the Sangguniang Panlungsod and those that may need official action by the Sangguniang Panlungsod shall be referred to the proper committee.

2. Estimate of appropriation and all other communications from the different city departments which have to be considered by the Sangguniang Panlungsod or any of its committees and resolutions, petitions and memorials addressed or indorsed to the Sangguniang Panlungsod shall be reported to the Sangguniang Panlungsod and may be referred to the proper committee.
3. After consideration of any measure, ordinance or resolution, the committee concerned shall report its recommendation to the Sangguniang Panlungsod;
4. On the day of the consideration on second reading of a reported measure, ordinance or resolution, the same shall be read in full with such amendments as the committee may have proposed unless such reading shall be dispensed with by a majority vote of the members present and thereafter the measure, ordinance or resolution shall be subject to debate, amendment and parliamentary motions.
5. After the general debate is closed and the amendment disposed of, the proposed measure, ordinance and resolution shall be voted for final approval but final voting thereon shall, unless waived by two-thirds (2/3) majority vote, take place only when final copies shall have been emailed as part of the agenda of the forthcoming regular session and/or flashed on the screen and/or made available in each member's monitor for one and all to read, except when the Mayor shall certify to the necessity of its immediate enactment. Upon the last reading of the measure, ordinance, resolution, no amendment thereof shall be taken thereafter, and the AYES and NAYS entered in the minutes.
6. All ordinances and any resolution or motion directing the payment of money or creating liability, enacted or adopted by the Sangguniang Panlungsod shall be forwarded to the Mayor. Within ten (10) days after the receipt of the ordinance, resolution or motion, the Mayor shall return it with his approval or veto. If he does not return it within that time, it shall be deemed approved. If he returns it with his veto his reasons therefor in writing shall accompany it. A vetoed ordinance, if repassed by a two-thirds vote of all the members of the Sangguniang Panlungsod, shall take effect as provided for by existing law.
7. The Mayor shall have the power to veto any particular item or items of an appropriation or of an ordinance, resolution or motion directing the payment of money or creating liability, but the veto shall not affect the other items to which he does not object. The item or items objected to shall not take effect except in the manner provided in the preceding paragraph. Should an item or items in an appropriation ordinance be disapproved by the Mayor, the corresponding item or items in the appropriation ordinance of the previous year shall be deemed reenacted.
8. The committee proposing for the approval of an ordinance or resolution as a result of a hearing on a matter referred to it by the SP shall file with the Secretary aside from the committee report a draft of the proposal in time for inclusion in the agenda as Unfinished Business of the forthcoming regular session.

9. If the proposal is approved on second reading, the Secretary shall prepare a final copy of the proposed ordinance or resolution in accordance with the deliberation of the Sangguniang Panlungsod and shall submit it to Committee on Rules and Privileges for inclusion in the agenda of the forthcoming regular session.
10. The author should indicate in the upper right corner of the proposal the latest revision number.
11. To easily locate reports of Committee and Public Hearings, each shall be given a code number, for example, thus, if on a Committee Hearing: CH- (Acronym of Committee)-2016-01; if under Public Hearing: PH-(Acronym of Committee)2016-1, also following a chronological sequence.
12. All reports of Committee and Public Hearings shall be given each a code number, for example, thus, if on a Committee Hearing: CH-(Acronym of Committee)-2016-01; if under Public Hearing: PH-(Acronym of Committee)-2016-1, also following a chronological sequence. The purpose for this is to easily locate the same for reference purposes.

**RULE - XV
QUESTIONS OF PRIVILEGE**

The following are considered as questions of privilege:

1. Those affecting the rights of the Sangguniang Panlungsod collectively, its safety, dignity and the integrity of its proceedings.
2. Those affecting the rights, reputation and conduct of the members, individually or their representative capacity only.
3. Questions of privilege, which shall not be more than five (5) minutes, shall have precedence over all other questions, except motions to adjourn.

**RULE - XVI
PRIVILEGE QUESTIONS**

1. Privilege Questions are those motions or subject matters which, under the Rules and Regulations, take precedence over all other motions and subject matter.

**RULE - XVII
SUMMONS FOR APPEARANCE**

1. Every summons or calls for the appearance of any person, officer or employee and/or production of documents may be made by the Sangguniang Panlungsod sitting as a committee of the whole or by a committee therein, either orally or in writing at the request of a member of the Sangguniang Panlungsod or a committee concerned.
2. When any officer or employee desires to be heard on any important question related with his department, he shall inform the Sangguniang Panlungsod in writing and the latter

shall designate the date and hour for his appearance before it.

3. Any person, city government department head or employee who for the third time fails or refuses to comply with the summons or calls issued by the Sangguniang Panlungsod or any of its committees without justifiable cause or reason may become a subject of a petition for indirect contempt.

RULE - XVIII
THE SUSPENSION OF THE RULES

1. No motion to suspend any specific provision of these Rules shall be entertained if not duly seconded.
2. No specific Rule, shall be suspended except by an affirmative vote of two-thirds (2/3) of all its members.
3. Pending such motion, a motion to adjourn is in order. If the motion to adjourn is lost no same motion shall be entertained until the vote is taken on the motion to suspend.

RULE - XIX
RECONSIDERATION

1. When a motion, report, ordinance or resolution has been adopted or lost in the Sangguniang Panlungsod, it shall be in order for any member, who voted with the majority on the same, on succeeding session, to move for the reconsideration thereof, and such motion shall take precedence after the disposal of a pending question over all other questions, except a motion to adjourn.

RULE - XX
THE PAPERS

1. The committees, as they dispose of their business, shall have the papers relating thereto delivered to the Secretary who shall keep and preserve them in the general files of the Sangguniang Panlungsod, for future reference; provided, however, that all papers of confidential nature or those which the committee concerned, or the Sangguniang Panlungsod, may order to be confidential shall be placed in the confidential files.
2. No memorials, instruments, documents and other papers presented to the Sangguniang Panlungsod shall be withdrawn from its files without its leave. If withdrawn therefrom, certified copies thereof shall be left in their place. But when an act may pass for the settlement of a claim, the Secretary to the Sangguniang Panlungsod is authorized to transmit to the Officer In-Charge or the settlement thereof the papers or file/s in his office relating to such claim or may loan temporarily to a Department Head or Chief of an office of the city any paper on file in his office relating to any matter pending before such Department Head or Chief of an office taking receipt thereof.

RULE - XXI
APPLICATION OF ROBERT'S RULES OF ORDER

In the absence or inadequacy of any provision of these Rules, the provisions of the current Robert's Rules of Order, shall apply in a suppletory character.

LET COPIES of this resolution be furnished His Honor, the City Mayor, the Honorable Members of the Sangguniang Panlungsod, and all concerned for their information and guidance.

UNANIMOUSLY APPROVED.

Adopted: July 5, 2022

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WE HEREBY CERTIFY to the correctness of the foregoing resolution.

JOSSELL C. ABIOG
Acting Secretary to the
Sangguniang Panlungsod

CECILIA B. VELUZ-DE ASIS
City Vice Mayor &
Presiding Officer