

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY

NINTH CITY COUNCIL

COMMITTEE REPORT NO. 088-2025

March 20, 2025

Submitted by: **COMMITTEE ON RULES, LAWS AND ETHICS**

PRESENT:

HON. MARC ALDOUS C. BACCAY	- Chairman, Rules
HON. MARIA ROSARIO B. SORIANO	- Member, Rules
HON. ARNEL T. ARUGAY	- Member, Rules

RESOURCE PERSONS:

Atty. Roderick S. Iquin	- City Legal Officer
Atty. Gerome Pagalilauan	- City Legal Office Representative
Mr. Buenaventura F. Lagundi	- City Treasurer
Mr. Juanito Calubaquib	- City Administrator

GUESTS:

Hon. Mark Angelo B. Dayag	- SP Member
Hon. Imogen Claire M. Callangan	- SP Member

SUBJECT:

Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the territorial boundaries and jurisdiction of Tuguegarao City.

FOR THE PRESIDING OFFICER:

The Members of the Committee met and deliberated on the Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the territorial boundaries and jurisdiction of Tuguegarao City. The Joint Committees respectfully submit the herein Committee Report and has the honor to report to this August body in session the following actions taken, its findings and recommendations.

ACTIONS TAKEN:

SPST-004-00

Ref. No. _____

The members of the committee conducted a thorough and wholistic evaluation on the Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the territorial boundaries and jurisdiction of Tuguegarao City on March 20, 2025.

Resource persons were present to assist the committee in the committee deliberation.

FINDINGS:

1. The Committee has given its approval to the previous request made by the City Mayor, Hon. Maila Rosario S. Ting-Que, which authorizes the City Administrator to sign checks drawn from the account of the Tuguegarao City Government with amounts not exceeding P50,000.00 to without limits as to threshold. This authorization is in accordance with City Resolution No. 163-09-2025 which was passed during the 128th Regular Session held on March 03, 2025.
2. Resolution No. 163-09-2025 includes a specific qualification stating that the authority granted to the City Administrator, Mr. Juanito A. Calubaquib, to sign checks is only applicable in the absence of the Local Chief Executive (LCE). Therefore, the referral pertaining to the *“Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the Territorial Boundaries and Jurisdiction of Tuguegarao City”* has been forwarded to the Ninth City Council for further consideration.
3. Based on the committee’s discussion during the previous meeting on February 25, 2025, the City Administrator, Mr. Juanito A. Calubaquib, suggested that the authority granted to him by the City Mayor to sign checks without a threshold limit will only apply when the Local Chief Executive is on official business. As a result, the qualification “in the absence of the Local Chief Executive” was proposed for inclusion.
4. The inclusion of the qualification “in the absence of the Local Chief Executive” eliminates the City Administrator’s original authority to sign checks for amounts not exceeding P50,000.00 even if the City Mayor is within the city. This condition restricts the City Administrator’s ability to perform this task which was not the initial intent. Therefore, the City Mayor is requesting for the removal of this qualification to ensure that the City Administrator retains the authority to sign checks regardless of the mayor’s presence within the city’s jurisdiction.
5. Likewise, as stated by Atty. Renz Umambong, banks require formal authorization from the Sanggunian through a resolution before the City Administrator is permitted to sign checks, debit forms and any other related documents as may be necessary.
6. Further stated by Atty. Umambong was that the city mayor also issues an Executive Order (EO) authorizing the City Administrator to sign specific financial documents, such as vouchers and purchase requests. However, the term “other related documents” in her request pertains to those that banks may require as supporting documentation for the drawing of checks and debit forms.

7. The committee has suggested the following options:

- 1) The City Administrator is granted the authority to sign checks, payrolls, debit forms and any other related documents as may be necessary as well as all other obligations without any limit as to threshold whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City as suggested by Hon. Marc Aldous Baccay and Hon. Mark Angelo Dayag.
- 2) The City Administrator is granted the authority to sign checks without any limit as to threshold, payrolls, debit forms, any other related documents as may be necessary, and for all other obligations, a limit of Five Hundred Thousand Pesos (P500,000.00) whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City as suggested by Hon. Imogen Claire M. Callangan.

RECOMMENDATION:

After a judicious discussion on the subject matter, the committee recommends that the options be discussed and decided in plenary.

Attached herewith is the Draft Resolution.

Respectfully submitted:



HON. MARC ALDOUS C. BACCAY
Chairman, Committee on Rules, Laws and Ethics



HON. MARIA ROSARIO B. SORIANO
Member, Committee on Rules, Laws and Ethics



HON. ARNEL T. ARUGAY
Member, Committee on Rules, Laws and Ethics

**DRAFT RESOLUTION GRANTING AUTHORITY TO THE CITY ADMINISTRATOR
TO SIGN CHECKS, PAYROLLS, DEBIT FORMS AND ANY OTHER RELATED
DOCUMENTS AS MAY BE NECESSARY AS WELL AS ALL OTHER OBLIGATIONS
WITHOUT LIMIT AS TO THRESHOLD WHETHER OR NOT THE LOCAL CHIEF
EXECUTIVE IS PRESENT WITHIN THE TERRITORIAL BOUNDARIES AND
JURISDICTION OF TUGUEGARAO CITY**

WHEREAS, the Committee has given its approval to the previous request made by the City Mayor, Hon. Maila Rosario S. Ting-Que, which authorizes the City Administrator to sign checks drawn from the account of the Tuguegarao City Government with amounts not exceeding P50,000.00 to without limits as to threshold. This authorization is in accordance with City Resolution No. 163-09-2025 which was passed during the 128th Regular Session held on March 03, 2025;

WHEREAS, Resolution No. 163-09-2025 includes a specific qualification stating that the authority granted to the City Administrator, Mr. Juanito A. Calubaquib, to sign checks is only applicable in the absence of the Local Chief Executive (LCE). Therefore, the referral pertaining to the *“Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the Territorial Boundaries and Jurisdiction of Tuguegarao City”* has been forwarded to the Ninth City Council for further consideration;

WHEREAS, based on the committee’s discussion during the previous meeting on February 25, 2025, the City Administrator, Mr. Juanito A. Calubaquib, suggested that the authority granted to him by the City Mayor to sign checks without a threshold limit will only apply when the Local Chief Executive is on official business. As a result, the qualification “in the absence of the Local Chief Executive” was proposed for inclusion;

WHEREAS, the inclusion of the qualification “in the absence of the Local Chief Executive” eliminates the City Administrator’s original authority to sign checks for amounts not exceeding P50,000.00 even if the City Mayor is within the city. This condition restricts the City Administrator’s ability to perform this task which was not the initial intent. Therefore, the City Mayor is requesting for the removal of this qualification to ensure that the City Administrator retains the authority to sign checks regardless of the mayor’s presence within the city’s jurisdiction;

WHEREAS, banks require formal authorization from the Sanggunian through a resolution before the City Administrator is permitted to sign checks, debit forms and any other related documents as may be necessary;

WHEREAS, the mayor also issues an Executive Order (EO) authorizing the City Administrator to sign specific financial documents, such as vouchers and purchase requests. However, the term “other related documents” in her request pertains to those that banks may require as supporting documentation for the drawing of checks and debit forms;

WHEREAS, the committee has suggested the following options:

- 1) The City Administrator is granted the authority to sign checks, payrolls, debit forms and any other related documents as may be necessary as well as all other obligations without any limit as to threshold whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City as suggested by Hon. Marc Aldous Baccay and Hon. Mark Angelo Dayag.

SPST-004-00

Ref. No. _____

- 2) The City Administrator is granted the authority to sign checks without any limit as to threshold for payroll, debit forms, any other related documents as may be necessary, and for all other obligations, a limit of Five Hundred Thousand Pesos (P500,000.00) whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City as suggested by Hon. Imogen Claire M. Callangan.

WHEREAS, during the discussion in the plenary during the Regular Session held on March 25, 2025, the committee decided to approve option 1.

NOW, THEREFORE RESOLVED, as it is hereby **RESOLVED**, to adopt and approve the Resolution Granting Authority to the City Administrator to sign checks, payrolls, debit forms and any other related documents as may be necessary as well as all other obligations without any limit as to threshold whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City.

**DRAFT RESOLUTION GRANTING AUTHORITY TO THE CITY ADMINISTRATOR
TO SIGN CHECKS WITHOUT LIMIT AS TO THRESHOLD FOR PAYROLL, DEBIT
FORMS AND ANY OTHER RELATED DOCUMENTS AS MAY BE NECESSARY, AND
WITH A LIMIT OF FIVE HUNDRED THOUSAND PESOS (P500,000.00) FOR ALL
OTHER OBLIGATIONS REGARDLESS WHETHER OR NOT THE LOCAL CHIEF
EXECUTIVE IS PRESENT WITHIN THE TERRITORIAL BOUNDARIES AND
JURISDICTION OF TUGUEGARAO CITY**

WHEREAS, the Committee has given its approval to the previous request made by the City Mayor, Hon. Maila Rosario S. Ting-Que, which authorizes the City Administrator to sign checks drawn from the account of the Tuguegarao City Government with amounts not exceeding P50,000.00 to without limits as to threshold. This authorization is in accordance with City Resolution No. 163-09-2025 which was passed during the 128th Regular Session held on March 03, 2025;

WHEREAS, Resolution No. 163-09-2025 includes a specific qualification stating that the authority granted to the City Administrator, Mr. Juanito A. Calubaquib, to sign checks is only applicable in the absence of the Local Chief Executive (LCE). Therefore, the referral pertaining to the *“Request of the City Mayor, Hon. Maila Rosario S. Ting-Que, Authorizing the City Administrator, Mr. Juanito A. Calubaquib, to sign checks without limit as to amount, debit forms and related documents as may be necessary even if the Local Chief Executive is within the Territorial Boundaries and Jurisdiction of Tuguegarao City”* has been forwarded to the Ninth City Council for further consideration;

WHEREAS, based on the committee’s discussion during the previous meeting on February 25, 2025, the City Administrator, Mr. Juanito A. Calubaquib, suggested that the authority granted to him by the City Mayor to sign checks without a threshold limit will only apply when the Local Chief Executive is on official business. As a result, the qualification “in the absence of the Local Chief Executive” was proposed for inclusion;

WHEREAS, the inclusion of the qualification “in the absence of the Local Chief Executive” eliminates the City Administrator’s original authority to sign checks for amounts not exceeding P50,000.00 even if the City Mayor is within the city. This condition restricts the City Administrator’s ability to perform this task which was not the initial intent. Therefore, the City Mayor is requesting for the removal of this qualification to ensure that the City Administrator retains the authority to sign checks regardless of the mayor’s presence within the city’s jurisdiction;

WHEREAS, banks require formal authorization from the Sanggunian through a resolution before the City Administrator is permitted to sign checks, debit forms and any other related documents as may be necessary;

WHEREAS, the mayor also issues an Executive Order (EO) authorizing the City Administrator to sign specific financial documents, such as vouchers and purchase requests. However, the term “other related documents” in her request pertains to those that banks may require as supporting documentation for the drawing of checks and debit forms;

WHEREAS, the committee has suggested the following options:

- 1) The City Administrator is granted the authority to sign checks, payrolls, debit forms and any other related documents as may be necessary as well as all other obligations without any limit as to threshold whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of

Tuguegarao City as suggested by Hon. Marc Aldous Baccay and Hon. Mark Angelo Dayag.

- 2) The City Administrator is granted the authority to sign checks without any limit as to threshold for payroll, debit forms, any other related documents as may be necessary, and for all other obligations, a limit of Five Hundred Thousand Pesos (P500,000.00) whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City as suggested by Hon. Imogen Claire M. Callangan.

WHEREAS, during the discussion in the plenary during the Regular Session held on March 25, 2025, the committee decided to approve option 2.

NOW, THEREFORE RESOLVED, as it is hereby **RESOLVED**, to adopt and approve the Resolution Granting Authority to the City Administrator to sign checks without any limit as to threshold for payroll, debit forms, any other related documents as may be necessary, and for all other obligations, a limit of Five Hundred Thousand Pesos (P500,000.00) whether or not the Local Chief Executive is present within the territorial boundaries and jurisdiction of Tuguegarao City.