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AN ORDINANCE AMENDING SECTIONS 1 AND 3 OF THE CITY ORDINANCE NO. 037-08-2019 TITLED "AN ORDINANCE CREATING THE INFORMATION TECHNOLOGY SECTION UNDER THE OFFICE OF THE CITY VICE MAYOR, ITS COMPOSITION AND PROVIDING FUNDS THEREOF" FOR ITS RENAMING TO LEGISLATIVE DOCUMENT MANAGEMENT UNIT (LDMU) UNDER THE OFFICE OF THE SANGGUNIANG PANLUNGSOD SECRETARIAT OFFICE AND ITS FUNCTIONS

OFFICE OF THE S.P SECRETARY
TUGUEGARAO CITY, CAGAYAN
RECEIVED
Date: JAN 30 2026
Time: 8:51 am
By:

SPONSORED BY:

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WHEREAS, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units to establish an organizational structure and staffing pattern that promotes efficiency, effectiveness, and economy in the delivery of public service, including the creation of specialized units responsive to evolving operational and technological needs of the Sangguniang Panlungsod;

WHEREAS, the increasing volume of legislative documents such as ordinances, resolutions, committee reports, minutes of sessions, public hearing records, and journals of proceedings requires a systematic, centralized, secure, and technology-driven legislative document management mechanism;

WHEREAS, the Sangguniang Panlungsod of Tuguegarao City intends to adopt paperless sessions as part of the modernization of legislative operations, promoting a smart, sustainable, efficient, innovative, and environmentally responsible legislative environment in support of good governance, accountability, and effective public service;

WHEREAS, the 9th City Council approved on September 10, 2019 City Ordinance No. 037-08-2019 titled "An Ordinance Creating the Information Technology Section under the Office of the City Vice Mayor, Its Composition and Providing Funds Thereof";

WHEREAS, placing the Information Technology Section under the Sangguniang Panlungsod Secretariat Office, and renaming it as the Legislative Document Management Unit (LDMU), ensures that the system is directly integrated into the legislative workflow and provides the secretariat with the necessary technical capacity to manage ordinances, resolutions, and official records effectively.

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Panlungsod of Tuguegarao City, in session duly assembled, that:

SECTION 1. Section 1 of City Ordinance No. 037-08-2019 is hereby amended to read as follows:

"There is hereby created the Legislative Document Management Unit (LDMU) under the Sangguniang Panlungsod Secretariat Office."

SECTION 2. Section 3 of City Ordinance No. 037-08-2019 is hereby amended to read as follows:

The Legislative Document Management Unit (LDMU) functions shall include, but are not limited to, the following;

1. To ensure the proper receipt, registration, digitization, indexing, storage, retrieval, tracking, monitoring and preservation of all electronic legislative documents including, but not limited, to ordinances, resolutions, committee reports, minutes, transcripts, and audio-visual records;
2. To ensure data accuracy, document integrity, confidentiality, and security of legislative records;
3. To provide hands-on technical assistance during sessions, committee meetings, and public hearings, including the operation of document presentation systems, audio-visual equipment, and digital voting or attendance systems, when applicable;
4. To troubleshoot and address technical issues related to legislative activities.
5. To manage, maintain, and regularly update the official website of the Sangguniang Panlungsod, ensuring timely posting of ordinances, resolutions and other public information;
6. To prepare and generate quarterly reports on statistics and databases related to legislative outputs and document status;
7. To perform such other duties and functions as may be assigned or designated by the City Vice Mayor and the Secretary to the Sanggunian, consistent with existing laws and regulations, including the administration, management, and continuous improvement of the paperless legislative system of the Sangguniang Panlungsod.

SECTION 3. REPEALING CLAUSE. All ordinances including resolutions, executive issuances, rules and regulations, or parts thereof inconsistent with or contrary to the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 4. SEPARABILITY CLAUSE. If for any reason any provision of this Ordinance is declared unconstitutional or invalid, other provisions not affected thereby shall remain in full force and effect.

SECTION 5. EFFECTIVITY CLAUSE. This Ordinance shall take effect after its approval.