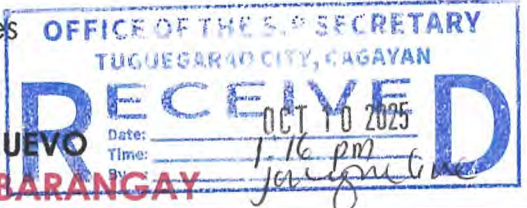




Republic of the Philippines
Province of Cagayan
Tuguegarao City

BARANGAY CATAGGAMAN NUEVO

OFFICE OF THE SANGGUNIANG BARANGAY



October 10, 2025

JOEL JOSEPH EGIPTO, Ph. D

Secretary to the Sanggunian

Office of the Sangguniang Panglungsod

Tuguegarao City, Cagayan

Dear Sir:

Greetings in the name of service above oneself!

Our workforce has been very dedicated and our earnest desire to continue providing quality service to our constituents. We are optimistic that this endeavor will be successful through the aid of the Concerned Government Office, our strong partnership in the field of good governance.

Anent this, respectfully endorsing you the following approved ordinances for your perusal and appropriate action. Attached copies are the copy of the Barangay Ordinance.

- **Barangay Ordinance No. 06 Series of 2025 "An Ordinance Institutionalizing the Integration of the Barangay Disaster Risk Reduction and Management (BDRRM) Operations Center and the Barangay Tanod Office into a Unified Public Safety and Emergency Response Office"**
- **Barangay Ordinance No. 07 Series of 2025 "An Ordinance Creating the Position of Barangay Accounting Clerk in the Barangay Official Personnel Structure, Defining Its Duties and Functions, and Allocating Funds Therefor"**

Thank you for your attention to this matter. God bless.

You may contact us or email catagnuevo.tugcity2023@gmail.com or call us **09930509117**.

More power! I remain.

Respectfully,


WALDO L. ZINGAPAN
Punong Barangay

"Building A Better Barangay Together"

Address: Zone 3, Provincial Road, Cataggaman Nuevo

Email Add: catagnuevo.tugcity2023@gmail.com

Contact: 304-0319



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BARANGAY CATAGGAMAN NUEVO
OFFICE OF THE SANGGUNIANG BARANGAY

EXCERPT FROM THE MINUTES OF THE MEETING OF THE REGULAR SESSION
OF THE SANGGUNIANG BARANGAY HELD ON OCTOBER 4, 2025 AT THE
BARANGAY CATAGGAMAN NUEVO SESSION HALL.

PRESENT:

HON. WALDO L. ZINGAPAN

*Punong Barangay /
Presiding Officer*

HON. VICENTE, JR. M. ZINGAPAN

Sangguniang Barangay Member

HON. PATRICKSON C. APOSTOL

Sangguniang Barangay Member

HON. JESUS M. LAMUD

Sangguniang Barangay Member

HON. JESUSA C. BACUD

Sangguniang Barangay Member

HON. RUFINO C. BARSABAL

Sangguniang Barangay Member

HON. LUZ A. CALLO

Sangguniang Barangay Member

HON. IGNACIO C. ZINGAPAN, JR.

Sangguniang Barangay Member

HON. SANJO C. SORIANO

Sangguniang Kabataan Chairperson

OTHER PRESENT

MR. JOSE C. DAYAG, JR.

Barangay Secretary

MS. JOCELYN T. ALOBBA

Barangay Treasurer

ORDINANCE NO. 06

Series of 2025

**"AN ORDINANCE INSTITUTIONALIZING THE INTEGRATION OF THE BARANGAY
DISASTER RISK REDUCTION AND MANAGEMENT (BDRRM) OPERATIONS
CENTER AND THE BARANGAY TANOD OFFICE INTO A UNIFIED PUBLIC SAFETY
AND EMERGENCY RESPONSE OFFICE"**

Sponsored by:

HON. IGNACIO C. ZINGAPAN, JR.

HON. VICENTE, JR. M. ZINGAPAN

HON. PATRICKSON C. APOSTOL

HON. JESUS M. LAMUD

HON. JESUSA C. BACUD

HON. RUFINO C. BARSABAL

HON. LUZ A. CALLO

HON. SANJO C. SORIANO

WHEREAS, Section 16 of the Local Government Code of 1991 mandates every local government unit to ensure the promotion of general welfare, including safety and emergency preparedness of its constituents;

WHEREAS, Republic Act No. 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates the establishment of a BDRRM Office or Operations Center at the barangay level to ensure coordinated disaster preparedness and response;

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Email Add: catagnuevo.tugcity2023@gmail.com

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OFFICE OF THE SANGGUNIANG BARANGAY

WHEREAS, Republic Act No. 10121, also known as the Philippine Disaster Risk Reduction and Management Act of 2010, mandates the establishment of a BDRRM Office or Operations Center at the barangay level to ensure coordinated disaster preparedness and response;

WHEREAS, Barangay Tanods serve as the primary peace and order personnel in the barangay and are crucial first responders in emergencies and disaster situations;

WHEREAS, the co-location and integration of the BDRRM Operations Center and the Barangay Tanod Office into one dedicated office space will enhance coordination, communication, and response efficiency in times of emergencies, disasters, and peacekeeping operations;

NOW, THEREFORE, on motion of Hon. Vicente, Jr. M. Zingapan, duly seconded by the Sangguniang Barangay: **BE IT ORDAINED** by the Sangguniang Barangay of Cataggaman Nuevo, that:

SECTION 1. TITLE

This Ordinance shall be known as: "An Ordinance Establishing the Unified Public Safety and Emergency Response Office (UPSERO) of Barangay Cataggaman Nuevo by Integrating the BDRRM Operations Center and the Barangay Tanod Office into One Functional Space"

SECTION 2. DECLARATION OF POLICY

It is the declared policy of Barangay Cataggaman Nuevo to institutionalize the effective and efficient delivery of public safety and emergency response services through shared resources, coordinated efforts, and integrated facilities for peace and order and disaster risk management.

SECTION 3. OBJECTIVES

This ordinance aims to:

- a. Optimize the use of limited barangay resources and facilities;
- b. Improve communication and coordination between the BDRRM Team and Barangay Tanods;
- c. Ensure 24/7 readiness and presence of emergency and peacekeeping personnel in a centralized location;
- d. Strengthen overall public safety, disaster preparedness, and community resilience.

SECTION 4. ESTABLISHMENT OF THE UNIFIED PUBLIC SAFETY AND EMERGENCY RESPONSE OFFICE (UPSERO)

There is hereby established in Barangay Cataggaman Nuevo a Unified Public Safety and Emergency Response Office (UPSERO) which shall serve as a joint office and operations center of the following:

- Barangay Disaster Risk Reduction and Management (BDRRM) Team / Operations Center
- Barangay Tanod / Peace and Order Office

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SECTION 5. FUNCTIONS OF THE UPSERO

The integrated office shall serve the following functions:

- Act as a central coordination hub during disasters, emergencies, and peace and order incidents;
- House essential communication and response equipment (e.g., radio, first aid, emergency kits);
- Provide space for planning, monitoring, documentation, and deployment of response teams;
- Maintain updated incident reports, hazard maps, and action plans;
- Serve as a 24/7 monitoring post during critical situations.

SECTION 6. OFFICE SPACE AND EQUIPMENT

The Barangay shall identify and designate a suitable, secure, and accessible space to house the UPSERO, equipped with the following basic necessities:

- Tables, chairs, and storage cabinets
- Radio or communication system
- First aid and emergency response kits
- Maps, information boards, and disaster monitoring tools
- Logbooks and documentation forms
- Lighting and ventilation system
- Charging ports and basic electronics, and
- Other essential equipment

SECTION 7. MANAGEMENT AND SUPERVISION

The Punong Barangay shall have general supervision over the UPSERO, with day-to-day operations jointly managed by:

- BDRRM Committee Head / Coordinator
- Barangay Tanod Chief / Head

They shall ensure coordination, duty rotations, cleanliness, and availability of personnel and supplies at all times.

SECTION 8. FUNDING

An initial amount necessary for the improvement or retrofitting of the UPSERO shall be charged against available barangay funds, such as:

- Barangay Calamity Fund (for DRRM-related expenditures)
- Peace and Order Fund
- General Fund or External Support (NGOs, LGU, or national agencies)

SECTION 9. SEPARABILITY CLAUSE

If any part or provision of this ordinance is declared invalid or unconstitutional, the remaining provisions shall not be affected.

SECTION 10. EFFECTIVITY

This ordinance shall take effect immediately upon approval and posting in three (3) conspicuous places within the barangay.

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Tuguegarao City

BARANGAY CATAGGAMAN NUEVO

OFFICE OF THE SANGGUNIAN BARANGAY

ENACTED, by the Sangguniang Barangay of Cataggaman Nuevo, in its regular session held on the 4th day of October, 2025.

I hereby certify that the foregoing Barangay Ordinance No. **06** Series of 2025 entitled **"AN ORDINANCE INSTITUTIONALIZING THE INTEGRATION OF THE BARANGAY DISASTER RISK REDUCTION AND MANAGEMENT (BDRRM) OPERATIONS CENTER AND THE BARANGAY TANOD OFFICE INTO A UNIFIED PUBLIC SAFETY AND EMERGENCY RESPONSE OFFICE"** was enacted by the Sangguniang Barangay during its Regular Session held on the 4th day of October, 2025 at the Barangay Hall, Cataggaman Nuevo, Tuguegarao City.

JOSE C. DAYAG, JR.

Barangay Secretary

ATTESTED BY:

HON. WALDO L. ZINGAPAN

Punong Barangay

CONCURRED BY:

HON. VICENTE M. ZINGAPAN, JR.

Sangguniang Barangay Member

HON. PATRICKSON C. APOSTOL

Sangguniang Barangay Member

HON. JESUS M. LAMUD

Sangguniang Barangay Member

HON. JESUSA C. BACUD

Sangguniang Barangay Member

HON. RUFINO C. BARSABAL

Sangguniang Barangay Member

HON. LUZ A. CALLO

Sangguniang Barangay Member

HON. IGNACIO C. ZINGAPAN, JR.

Sangguniang Barangay Member

HON. SANJO C. SORIANO

SK Chairperson

"Building A Better Barangay Together"

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BARANGAY CATAGGAMAN NUEVO
OFFICE OF THE SANGGUNIAN BARANGAY

EXCERPT FROM THE MINUTES OF THE MEETING OF THE REGULAR SESSION
OF THE SANGGUNIAN BARANGAY HELD ON OCTOBER 4, 2025 AT THE
BARANGAY CATAGGAMAN NUEVO SESSION HALL.

PRESENT:

HON. WALDO L. ZINGAPAN

*Punong Barangay /
Presiding Officer*

HON. VICENTE, JR. M. ZINGAPAN

Sangguniang Barangay Member

HON. PATRICKSON C. APOSTOL

Sangguniang Barangay Member

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Sangguniang Barangay Member

HON. RUFINO C. BARSABAL

Sangguniang Barangay Member

HON. LUZ A. CALLO

Sangguniang Barangay Member

HON. IGNACIO C. ZINGAPAN, JR.

Sangguniang Barangay Member

HON. SANJO C. SORIANO

Sangguniang Kabataan Chairperson

OTHER PRESENT

MR. JOSE C. DAYAG, JR.

Barangay Secretary

MS. JOCELYN T. ALOBBA

Barangay Treasurer

ORDINANCE NO. 07

Series of 2025

**"AN ORDINANCE CREATING THE POSITION OF "BARANGAY ACCOUNTING
CLERK" IN THE BARANGAY OFFICIAL PERSONNEL STRUCTURE, DEFINING ITS
DUTIES AND FUNCTIONS, AND ALLOCATING FUNDS THEREFOR"**

Sponsored by:

HON. IGNACIO C. ZINGAPAN, JR.

HON. VICENTE, JR. M. ZINGAPAN

HON. PATRICKSON C. APOSTOL

HON. JESUS M. LAMUD

HON. JESUSA C. BACUD

HON. RUFINO C. BARSABAL

HON. LUZ A. CALLO

HON. SANJO C. SORIANO

WHEREAS, Section 384 of the Local Government Code of 1991 provides that the barangay is the basic political unit which serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community;

WHEREAS, the increasing volume and complexity of financial transactions and documentation in the barangay requires more effective financial monitoring, documentation, and reporting;

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BARANGAY CATAGGAMAN NUEVO

OFFICE OF THE SANGGUNIANG BARANGAY

WHEREAS, there is a recognized need for a qualified Barangay Accounting Clerk to assist the Barangay Treasurer in ensuring accuracy, transparency, and timeliness in the barangay's financial operations;

NOW, THEREFORE, on motion of Hon. Vicente, Jr. M. Zingapan, duly seconded by the Sangguniang Barangay: **BE IT ORDAINED** by the Sangguniang Barangay of Cataggaman Nuevo, that:

SECTION 1. CREATION OF POSITION

There is hereby created the position of Barangay Accounting Clerk in the official Plantilla of Barangay Cataggaman Nuevo.

SECTION 2. QUALIFICATIONS

The Barangay Accounting Clerk must meet the following minimum qualifications:

- Must be a Filipino citizen;
- At least a Senior High School graduate (preferably with a background in bookkeeping, accounting, or finance);
- Must be a resident of Barangay Cataggaman Nuevo;
- Must be a registered voter of Barangay Cataggaman Nuevo;
- Has knowledge in basic accounting principles and office procedures;
- Computer literate.

SECTION 3. DUTIES AND FUNCTIONS

The Barangay Accounting Clerk shall perform the following duties and responsibilities:

1. Assist the Barangay Treasurer in the preparation of financial statements and reports;
2. Maintain and update records of financial transactions, receipts, disbursements, and obligations;
3. Assist in the preparation and submission of reports to the City/Municipal Accounting Office;
4. Monitor barangay funds, inventory, and other financial documents;
5. Perform other related duties as may be assigned by the Punong Barangay or Barangay Treasurer.

SECTION 4. COMPENSATION

The Barangay Accounting Clerk shall receive a monthly honorarium subject to applicable laws and availability of barangay funds.

SECTION 5. FUNDING

The amount necessary for the implementation of this ordinance, including the honorarium of the Barangay Accounting Clerk, shall be sourced from the Barangay General Fund and/or Annual Budget Allocation under Personal Services or Other Maintenance and Operating Expenses (MOOE), as deemed appropriate.

SECTION 6. EFFECTIVITY

This ordinance shall take effect immediately upon approval and compliance with all posting and publication requirements as mandated by existing laws.

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BARANGAY CATAGGAMAN NUEVO
OFFICE OF THE SANGGUNIANG BARANGAY

ENACTED, by the Sangguniang Barangay of Cataggaman Nuevo, in its regular session held on the 4th day of October, 2025.

I hereby certify that the foregoing Barangay Ordinance No. 07 Series of 2025 entitled **"AN ORDINANCE CREATING THE POSITION OF "BARANGAY ACCOUNTING CLERK" IN THE BARANGAY OFFICIAL PERSONNEL STRUCTURE, DEFINING ITS DUTIES AND FUNCTIONS, AND ALLOCATING FUNDS THEREFOR"** was enacted by the Sangguniang Barangay during its Regular Session held on the 4th day of October, 2025 at the Barangay Hall, Cataggaman Nuevo, Tuguegarao City.



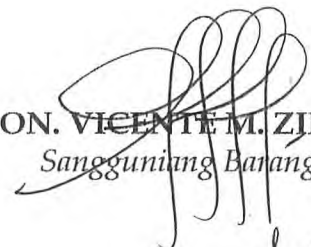
JOSE C. DAYAG, JR.
Barangay Secretary

ATTESTED BY:



HON. WALDO L. ZINGAPAN
Pundug Barangay


CONCURRED BY:



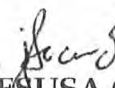
HON. VICENTE M. ZINGAPAN, JR.
Sangguniang Barangay Member




HON. PATRICKSON C. APOSTOL
Sangguniang Barangay Member



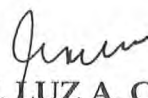
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Sangguniang Barangay Member



HON. JESUSA C. BACUD
Sangguniang Barangay Member



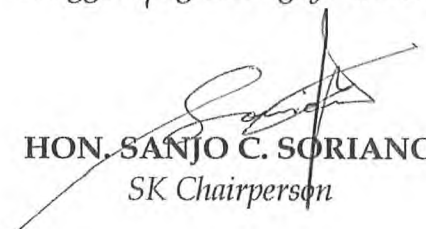
HON. RUFINO C. BARSABAL
Sangguniang Barangay Member



HON. LUZ A. CALLO
Sangguniang Barangay Member



HON. IGNACIO C. ZINGAPAN, JR.
Sangguniang Barangay Member



HON. SANJO C. SORIANO
SK Chairperson

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