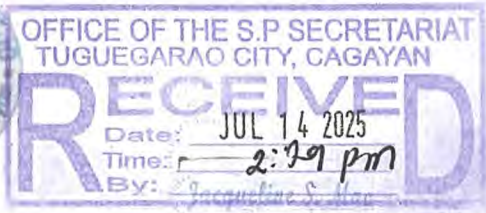


May



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City

**Barangay Cataggaman Viejo**

## **OFFICE OF THE PUNONG BARANGAY**

July 14, 2025

**JOEL JOSEPH S. EGIPTO, Ph. D.**  
Secretary to the Sanggunian  
Tuguegarao City, Cagayan

Dear Sir,

Greetings!

We are submitting for your approval the attached proposed ordinances duly passed by or Barangay Council of Cataggaman Viejo.

Title of the ordinances:

- *Barangay Ordinance No. 28 Series Of 2025*  
"An Ordinance Establishing a Barangay Livelihood Program to Promote Economic Empowerment and Poverty Reduction Within the Jurisdiction of Barangay Cataggaman Viejo"
- *Barangay Ordinance No. 29 Series Of 2025*  
"An Ordinance Prohibiting the Sale of Cigarettes, Liquor and Other Alcoholic Beverages to Minors and Providing Penalties for Violation Thereof"
- *Barangay Ordinance No. 30 Series Of 2025*  
"An Ordinance Prohibiting the Drinking of Liquor and Other Alcoholic Beverages and Cigarette Smoking in ALL Public Places, Parks, Roads, Sidewalks and Alleys of The Barangay Except on Official Functions and Providing Penalty Violation Thereof"
- *Barangay Ordinance No. 31 Series Of 2025*  
"An Ordinance for The Enhancement of The Official Logo of Barangay Cataggaman Viejo to Reflect Its Historical Significance, Representing the Peanut Industry and The Ant Symbolism"
- *Barangay Ordinance No. 32 Series Of 2025*  
"An Ordinance Establishing the Automation and Digitalization of Barangay Transactional Documents"

Thank you and God Bless.

Very truly yours,

  
**GIL C. YUMBALI**  
Punong Barangay



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“An Ordinance Prohibiting the Sale of Cigarettes, Liquor and Other Alcoholic Beverages to Minors and Providing Penalties for Violation Thereof”
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- V. Barangay Ordinance No. 32 Series Of 2025  
“An Ordinance Establishing the Automation and Digitalization of Barangay Transactional Documents”





# **BARANGAY ORDINANCE NO. 28 SERIES OF 2025**

**“AN ORDINANCE ESTABLISHING  
A BARANGAY LIVELIHOOD  
PROGRAM TO PROMOTE  
ECONOMIC EMPOWERMENT  
AND POVERTY REDUCTION  
WITHIN THE JURISDICTION OF  
BARANGAY CATAGGAMAN  
VIEJO”**





Republic of the Philippines  
Province of Cagayan  
Tuguegarao City  
Barangay Cataggaman Viejo

## OFFICE OF THE PUNONG BARANGAY

### EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE BARANGAY COUNCIL OF CATAGGAMAN VIEJO HELD AT THE SESSION HALL ON FEBRUARY 03, 2025

Present:

|                         |                                   |
|-------------------------|-----------------------------------|
| GIL C. TUMBALI          | Punong Barangay/Presiding Officer |
| NEMECIO G. GANNABAN JR  | Barangay Kagawad                  |
| SANTIAGO S. ADDATU JR   | -do-                              |
| FERDINAND B. BASSIG     | -do-                              |
| ERWIN B. PAGULAYAN.     | -do-                              |
| MARIA A. PASICOLAN      | -do-                              |
| ESTEFANIA A. ADDUCUL    | -do-                              |
| EDMUND P. PANCHIA       | -do-                              |
| EMITERIO C. NICOLAS     | SK Chairman                       |
| MA. TERESA A. PASICOLAN | Barangay Treasurer                |
| ANA L. CATABAY          | Barangay Secretary                |

Absent:

None

Barangay Ordinance No. 28  
Series of 2025

**"An Ordinance Establishing a Barangay Livelihood Program to Promote Economic Empowerment and Poverty Reduction within the Jurisdiction of Barangay Cataggaman Viejo".**

Sponsored by: **Kagawad SANTIAGO S. ADDATU JR**  
Co-Sponsored by: **All other Kagawads**

**WHEREAS**, the State recognizes the importance of providing opportunities for livelihood development to uplift the socio-economic status of its citizens, particularly in the barangay level;

**WHEREAS**, Republic Act No. 9509, also known as the "Barangay Livelihood and Skills Training Act of 2008", empowers barangays to establish livelihood programs and skills training centers;

**WHEREAS**, the Barangay Cataggaman Viejo aims to empower its residents by providing access to skills training, financial assistance, and market linkages to establish sustainable livelihood ventures;

**BE IT ORDAINED** by the Sangguniang Barangay of Barangay Cataggaman Viejo, Tuguegarao City, Cagayan as follows:

Section 1. **Title:** This ordinance shall be known as the "Barangay Cataggaman Viejo Livelihood Program for Barangay Based Institutions Ordinance."



Section 2. **Declaration of Policy:** It is hereby declared a policy of the Barangay to promote economic empowerment and poverty reduction through the implementation of a comprehensive livelihood program that will provide skills training, micro-financing, and market access to its residents specially the BBI members.

Section 3. **Establishment of the Barangay Livelihood Program:**

- A Barangay Livelihood Committee shall be established, composed of the following:
  1. Punong Barangay – Committee Chairperson
  2. SK Chairperson - Vice Chairperson
  3. Barangay Kagawads - Members
  4. President – BBI's – Members
  5. Brgy.Treasurer & Secretary – Members
- Members will vote for the committee secretary, treasurer, auditor, Business & Marketing Manager.
- The Committee shall be responsible for developing and implementing the Barangay Livelihood Program, including identifying potential livelihood projects, conducting skills training, managing funds, and monitoring project implementation.

Section 4. **Eligibility for Participation:**

- Residents of Barangay Cataggaman Viejo who are of legal age, unemployed, underemployed, or marginalized are eligible to participate in the livelihood program. He/she must be a member of the barangay base institutions.
- 

Section 5. **Livelihood Project Selection:**

- The Barangay Livelihood Committee shall identify potential livelihood projects based on the needs and resources of the community, such as farming, fishing; handicrafts, food processing, small-scale retail, etc...

Section 6. **Skills Training and Capacity Building:**

- The Committee shall provide necessary skills training and technical assistance to participants through partnerships with government agencies, non-government organizations, or private institutions.
- 

Section 7. **Micro-Financing:**

- The Barangay may provide micro-financing to qualified beneficiaries for the establishment of their livelihood projects, with clear guidelines on loan repayment terms and conditions.

Section 8. **Monitoring and Evaluation:**

- The Barangay Livelihood Committee shall regularly monitor and evaluate the implementation of the livelihood program to ensure its effectiveness and make necessary adjustments.
- 


Section 9. **Funding:**

- Funding for the Barangay Livelihood Program shall be sourced from the barangay trust fund, donations & other government grants. The initial fund will be the unused fund from the barangay awards on various competition sponsored by the city government.

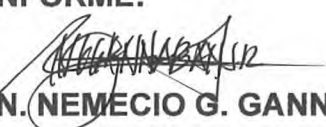
Section 10. **Effectivity:** This Ordinance shall take effect fifteen (15) days after its publication in social media and conspicuous places within the barangay.

**Enacted and approved** this 3<sup>rd</sup> day of February, Tuguegarao City.


I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

  
**ANA L. CATABAY**  
Barangay Secretary


**CONFORME:**

  
**HON. NEMECIO G. GANNABAN JR**  
Kagawad


  
**HON. FERDINAND B. BASSIG**  
Kagawad

  
**HON. MARIA A. PASICOLAN**  
Kagawad

**HON. EDMUND P. PANCHANG**  
Kagawad

  
**HON. SANTIAGO S. ADDATU JR**  
Kagawad

  
**HON. ERWIN B. PAGULAYAN**  
Kagawad

  
**HON. ESTEFANIA A. ADDUCUL**  
Kagawad

  
**HON. EMLERIO C. NICOLAS**  
SK Chairman

**Attested by:**

  
**HON. GIL C. TUMBALI**  
Punong Barangay





# **BARANGAY ORDINANCE NO. 29 SERIES OF 2025**

**“AN ORDINANCE PROHIBITING  
THE SALE OF CIGARETTES,  
LIQUOR AND OTHER  
ALCOHOLIC BEVERAGES TO  
MINORS AND PROVIDING  
PENALTIES FOR VIOLATION  
THEREOF”**



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City  
Barangay Cataggaman Viejo

**OFFICE OF THE PUNONG BARANGAY**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE  
BARANGAY COUNCIL OF CATAGGAMAN VIEJO HELD AT THE SESSION HALL  
ON FEBRUARY 03, 2025**

Present:

|                         |                                   |
|-------------------------|-----------------------------------|
| GIL C. TUMBALI          | Punong Barangay/Presiding Officer |
| NEMECIO G. GANNABAN JR  | Barangay Kagawad                  |
| SANTIAGO S. ADDATU JR   | -do-                              |
| FERDINAND B. BASSIG     | -do-                              |
| ERWIN B. PAGULAYAN.     | -do-                              |
| MARIA A. PASICOLAN      | -do-                              |
| ESTEFANIA A. ADDUCUL    | -do-                              |
| EDMUND P. PANCH         | -do-                              |
| EMITERIO C. NICOLAS     | SK Chairman                       |
| MA. TERESA A. PASICOLAN | Barangay Treasurer                |
| ANA L. CATABAY          | Barangay Secretary                |

Absent:

None

**Barangay Ordinance No. 29**  
Series of 2025

**“BARANGAY ORDINANCE PROHIBITING THE SALE OF CIGARETTES, LIQUOR AND  
OTHER ALCOHOLIC BEVERAGES TO MINORS AND PROVIDING PENALTIES FOR  
VIOLATION THEREOF”**

Sponsored by: **Kagawad SANTIAGO S. ADDATU JR**  
Co-Sponsored by: **All Other Kagawads**

**WHEREAS**, it is the duty of the Barangay to protect the welfare and well-being of its residents,  
particularly the youth;

**WHEREAS**, the sale of cigarette, liquor and other alcoholic beverages to minors can have  
detrimental effects on their health, development, and future prospects;

**WHEREAS**, it is imperative to implement measures to prevent minors from accessing and  
consuming such products within the barangay;

**NOW, THEREFORE**, be it ordained by the Sangguniang Barangay of Cataggaman Viejo,  
Tuguegarao City, in session assembled, that:



**SECTION 1: TITLE.** This ordinance shall be known as the "Barangay Ordinance Prohibiting the Sale of Cigarette, Liquor and Other Alcoholic Beverages to Minors and Providing Penalties for Violation Thereof."

**SECTION 2: PROHIBITION.** It shall be unlawful for any person, business establishment, or entity to sell or provide cigarette, liquor and other alcoholic beverages to minors within the jurisdiction of barangay Cataggaman Viejo, Tuguegarao City.

**SECTION 3: DEFINITIONS.** For the purposes of this ordinance, the following definitions shall apply:

- a) "Minors" refers to individuals below the legal age of eighteen (18) years old.
- b) "Liquor" includes all alcoholic beverages regulated by law.
- c) "Other Alcoholic Beverages" includes other beverages with substance that causes addiction.
- d) "Cigarette" refers to tube-shaped tobacco products regulated by law.

**SECTION 4: RESPONSIBILITIES OF BUSINESS ESTABLISHMENTS.** Business establishments engaged in the sale of liquor and other alcoholic beverages shall:

- a) Verify the age of customers through valid identification before selling such products.
- b) Display signage to conspicuous places indicating the prohibition of sales to minors.
- c) Refuse the sale of prohibited products to individuals below the legal age.
- d) Train their employees regarding compliance with this ordinance.

#### **SECTION 5: PENALTIES**

- a) Any person, business establishment, or entity found violating this ordinance shall be subject to the following penalties:
  - 1) First offense: Fine of not less than five hundred pesos (P 500.00).
  - 2) Second offense: Fine of not less than seven hundred pesos or suspension of business operations for a specified period as determined by the Sangguniang Barangay.
  - 3) Third offense: Fine of not less than one thousand pesos or revocation of business permit, and closure of the establishment.
- b) In addition to the above penalties, business establishments may face the revocation of their business permit or license upon repeated violations.

**SECTION 6: ENFORCEMENT.** The Sangguniang Barangay, together with barangay officials and law enforcement agencies, shall enforce this ordinance and conduct regular monitoring and inspections to ensure compliance.

**SECTION 7: AWARENESS CAMPAIGN.** The Sangguniang Barangay shall initiate an extensive information and education campaign to raise awareness about the prohibition of selling liquor and other alcoholic beverages to minors within the Barangay.

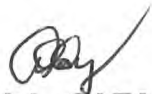
**SECTION 8. REPEALING CLAUSE** - all ordinances, rules and regulations and other issuances inconsistent with the provisions of this ordinance are hereby repealed or modified.

**SECTION 9. SEPARABILITY CLAUSE** - If, for any person or reasons, any part or provision of this ordinance shall be deemed invalid or unconstitutional, any part or provision hereof which are not affected thereby shall continue to be in full force and effect.

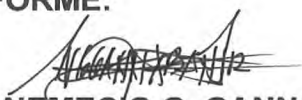
**SECTION 10. EFFECTIVITY** -this ordinance shall take effect at the end of posting as provided for in Section 511 of R.A. 7160.

Enacted and approved this 3<sup>rd</sup> day of February, Tuguegarao City.


I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

  
**ANA L. CATABAY**  
Barangay Secretary


CONFORME:

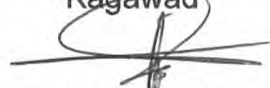
  
**HON. NEMECIO G. GANNABAN JR**  
Kagawad


  
**HON. FERDINAND B. BASSIG**  
Kagawad

  
**HON. MARIA A. PASICOLAN**  
Kagawad

  
**HON. EDMUND P. PANCHA**  
Kagawad


  
**HON. SANTIAGO S. ADDATU JR**  
Kagawad

  
**HON. ERWIN B. PAGULAYAN**  
Kagawad

  
**HON. ESTEFANIA A. ADDUCUL**  
Kagawad

  
**HON. EMITERIO C. NICOLAS**  
SK Chairman

Attested by:

  
**HON. GIL C. TUMBALI**  
Punong Barangay







## **BARANGAY ORDINANCE NO. 30 SERIES OF 2025**

**“AN ORDINANCE PROHIBITING  
THE DRINKING OF LIQUOR AND  
OTHER ALCOHOLIC BEVERAGES  
AND CIGARETTE SMOKING IN  
ALL PUBLIC PLACES, PARKS,  
ROADS, SIDEWALKS AND  
ALLEYS OF THE BARANGAY  
EXCEPT ON OFFICIAL  
FUNCTIONS AND PROVIDING  
PENALTY VIOLATION THEREOF ”**





Republic of the Philippines  
Province of Cagayan  
Tuguegarao City  
Barangay Cataggaman Viejo

**OFFICE OF THE PUNONG BARANGAY**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE  
BARANGAY COUNCIL OF CATAGGAMAN VIEJO HELD AT THE SESSION HALL**

Present:

|                         |                                   |
|-------------------------|-----------------------------------|
| GIL C. TUMBALI          | Punong Barangay/Presiding Officer |
| NEMECIO G. GANNABAN JR  | Barangay Kagawad                  |
| SANTIAGO S. ADDATU JR   | -do-                              |
| FERDINAND B. BASSIG     | -do-                              |
| ERWIN B. PAGULAYAN.     | -do-                              |
| MARIA A. PASICOLAN      | -do-                              |
| ESTEFANIA A. ADDUCUL    | -do-                              |
| EDMUND P. PANCHAS       | -do-                              |
| EMITERIO C. NICOLAS     | SK Chairman                       |
| MA. TERESA A. PASICOLAN | Barangay Treasurer                |
| ANA L. CATABAY          | Barangay Secretary                |

Absent:

None

**Barangay Ordinance No. 30**  
Series of 2025

**“AN ORDINANCE PROHIBITING THE DRINKING OF LIQUOR AND OTHER  
INTOXICATING BEVERAGES AND CIGARETTE SMOKING IN ALL PUBLIC  
PLACES, PARKS, ROADS, SIDEWALKS AND ALLEYS OF THE  
BARANGAY EXCEPT ON OFFICIAL FUNCTIONS AND PROVIDING  
PENALTY FOR VIOLATION THEREOF”**

Sponsored by: **Kagawad SANTIAGO S. ADDATU JR**  
Co-Sponsored by: **All other Kagawads**

**WHEREAS**, Section 458 of RA 7160 states that the Sangguniang Barangay shall "Enact ordinances intended to prevent, suppress and impose appropriate penalties for habitual drunkenness and cigarette smoking in public places";

**WHEREAS**, it has been observed that public places, parks, roads, sidewalks and alleys of the barangay being used as venue for cigarette smoking and liquor drinking sessions which are not only unsightly and offensive against public decency but, in some cases, would result to altercations. It is also hazardous to non-smokers and other living things in the area;

**NOW, THEREFORE**, on motion of Kagawad Santiago S. Addatu Jr, and seconded by all Kagawads present;

BE IT ORDAINED by the Barangay Council of Cataggaman Viejo, Tuguegarao City in session assembled that:

**SECTION 1.** This ordinance shall be known as the "**Barangay Ordinance prohibiting cigarette smoking and drinking liquor and other intoxicating beverages in all public places, parks, roads, sidewalks and alleys of the barangay except on official functions and providing penalty for violation thereof.**"

**SECTION 2.** - For the purpose of this Ordinance, the term liquor shall be construed to refer to spirituous or intoxicating liquors of any kind, and includes whiskey, beer, brandy, gin, basi, tuba, or any other beverages liable to produce intoxication. The term cigarette shall refer to any tobacco products that causes addiction and intoxication regulated by law.

**SECTION 3.** - It shall be unlawful for any person to drink liquor and other intoxicating beverages at public places, parks, roads, sidewalks and alleys of the barangay except on official functions or occasions duly authorized, sanctioned or approved by the Sangguniang Barangay concerned or the City Council and/or covered by a permit issued therefor by the Office of the Barangay Captain or the City Mayor.

**SECTION 4.** - Any person violating the provisions of this Ordinance shall be penalized as follows:

**First Offense:** Verbal / Written Warning

**Second Offense:** Fine of five hundred pesos & one (1) day community service.

**Third Offense:** Fine of one thousand pesos & two (2) days community service.

***Additional Penalties: Penalty of the Offense committed more than three times will be determined by the Sangguniang Barangay***

**SECTION 4.** This Ordinance shall take effect fifteen (15) days after its publication.

**UNANIMOUSLY APPROVED.**

Done in the Session Hall, Barangay Cataggaman Viejo, Tuguegarao City this 3rd day of February, 2025.




I HEREBY CERTIFY to the correctness  
of the foregoing Ordinance.



**ANA L. CATABAY**  
Barangay Secretary

**CONFORME:**



**HON. NEMECIO G. GANNABAN JR**  
Kagawad



**HON. FERDINAND B. BASSIG**  
Kagawad

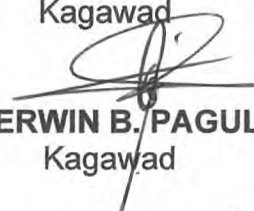


**HON. MARIA A. PASICOLAN**  
Kagawad

**HON. EDMUND P. PANCHANG**  
Kagawad



**HON. SANTIAGO S. ADDATU JR**  
Kagawad



**HON. ERWIN B. PAGULAYAN**  
Kagawad



**HON. ESTEFANIA A. ADDUCUL**  
Kagawad



**HON. EMITERIO C. NICOLAS**  
SK Chairman

**Attested by:**



**HON. GIL C. TUMBALI**  
Punong Barangay



# **BARANGAY ORDINANCE NO. 31 SERIES OF 2025**

**“AN ORDINANCE FOR THE  
ENHANCEMENT OF THE  
OFFICIAL LOGO OF BARANGAY  
CATAGGAMAN VIEJO TO  
REFLECT ITS HISTORICAL  
SIGNIFICANCE, REPRESENTING  
THE PEANUT INDUSTRY AND  
THE ANT SYMBOLISM ”**





Republic of the Philippines  
Province of Cagayan  
Tuguegarao City  
Barangay Cataggaman Viejo

**OFFICE OF THE PUNONG BARANGAY**

---

**Barangay Ordinance No. 31  
Series of 2025**

**AN ORDINANCE FOR THE ENHANCEMENT OF THE OFFICIAL LOGO OF BARANGAY CATAGGAMAN VIEJO TO REFLECT ITS HISTORICAL AND CULTURAL SIGNIFICANCE, REPRESENTING THE PEANUT INDUSTRY AND THE ANT SYMBOLISM**

**WHEREAS**, Barangay Cataggaman Viejo, with its rich cultural heritage, derives its name from the Itawes word taggam, meaning “ant,” symbolizing the unity, strength, and industrious nature of its people;

**WHEREAS**, the peanut and corn plant has long been a primary agricultural product of the residents of Barangay Cataggaman Viejo, contributing significantly to the economic livelihood of its people;

**WHEREAS**, there is a need to enhance and update the official logo of the barangay to symbolize both its historical roots and its primary economic activity, providing a stronger sense of identity and pride among the residents;

**NOW, THEREFORE**, on this 18<sup>th</sup> day of February, 2025, the Sangguniang Barangay of Cataggaman Viejo, by virtue of the powers vested in it by the Local Government Code of 1991, hereby ordains the following:

**SECTION 1. Purpose**

This ordinance seeks to enhance the official logo of Barangay Cataggaman Viejo, incorporating the historical significance of the ant (taggam) and the agricultural prominence of the peanut and corn plant, to foster community pride, identity, and representation.

**SECTION 2. Design Elements**

The enhanced logo shall include the following elements:

**Ant Symbolism (Taggam)** – The ant shall be a central figure, symbolizing the unity, cooperation, and diligence of the residents of Barangay Cataggaman Viejo. The ant will represent how the community works together, much like ants, in building a sustainable and thriving barangay.

**Peanut & Corn Plant** – The peanut & corn, being the primary agricultural product of the barangay, shall be prominently featured. This symbolizes the economic activity of the people and the importance of agriculture in the daily lives of the residents.

***Color Scheme*** – Earthy tones such as browns and greens shall be used to represent the connection to nature, agriculture, and the community’s work ethic. The colors will symbolize prosperity, growth, and the fertility of the land.

***Barangay Identity*** – The name “Barangay Cataggaman Viejo” shall be inscribed on the logo, signifying its historical legacy and continual progress.

### **SECTION 3. Adoption of the New Logo**

Once approved by the Sangguniang Barangay, the enhanced logo shall be adopted as the official emblem of Barangay Cataggaman Viejo and shall be used in all official communications, documents, and events.

### **SECTION 4. Implementation and Funding**

The Barangay Treasurer shall allocate appropriate funds from the existing barangay budget for the design, production, and promotion of the new logo. The Barangay Council may also accept sponsorship or donations from private or civic partners in support of this initiative, subject to existing government accounting and auditing rules.

### ***SECTION 5. Effectivity***

This ordinance shall take effect immediately upon its approval.

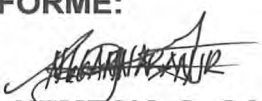
**Enacted** this 18th day of February, 2025 at Session Hall, Barangay Cataggaman Viejo, Tuguegarao City.



I HEREBY CERTIFY to the correctness  
of the foregoing Ordinance.

  
**ANA L. CATABAY**  
Barangay Secretary


**CONFORME:**

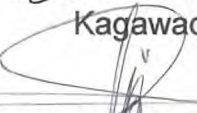
  
**HON. NEMECIO G. GANNABAN JR**  
Kagawad

  
**HON. FERDINAND B. BASSIG**  
Kagawad

  
**HON. MARIA A. PASICOLAN**  
Kagawad

**HON. EDMUND P. PANCHANG**  
Kagawad

  
**HON. SANTIAGO S. ADDATU JR**  
Kagawad

  
**HON. ERWIN B. PAGULAYAN**  
Kagawad

  
**HON. ESTEFANIA A. ADDUCUL**  
Kagawad

  
**HON. EMLERIO C. NICOLAS**  
SK Chairman

**Attested by:**

  
**HON. GIL C. TUMBALI**  
Punong Barangay

**EXPLANATION OF THE LOGO:**

The Ant (Taggam): In Itawes culture, the ant symbolizes unity and strength. Like ants, the people of Cataggaman Viejo work together, whether in farming or community-building. The ants’ diligence and ability to lift objects much heavier than their size make them perfect representations of the barangay’s cooperative spirit.

The Peanut & Corn Plant: Peanuts & corns are the primary product of the residents and a staple of their livelihood. Featuring the peanut plant in the logo honors this vital economic resource and symbolizes the hard work that goes into cultivating the land.

This ordinance not only strengthens the identity of the barangay but also promotes community pride and recognition of its cultural and economic roots.

Dixie Darlene  
Dixie Darlene Lavadia Pre



**PROPOSED LOGO**



**EXISTING LOGO**





# **BARANGAY ORDINANCE NO. 32 SERIES OF 2025**

**“AN ORDINANCE  
ESTABLISHING THE  
AUTOMATION AND  
DIGITALIZATION OF BARANGAY  
TRANSACTIONAL  
DOCUMENTS”**



Republic of the Philippines  
Province of Cagayan  
Tuguegarao City  
Barangay Cataggaman Viejo

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE  
BARANGAY COUNCIL OF CATAGGAMAN VIEJO HELD AT THE SESSION HALL  
ON MARCH 03, 2025**

Present:

|                         |                                   |
|-------------------------|-----------------------------------|
| GIL C. TUMBALI          | Punong Barangay/Presiding Officer |
| NEMECIO G. GANNABAN JR  | Barangay Kagawad                  |
| SANTIAGO S. ADDATU JR   | -do-                              |
| FERDINAND B. BASSIG     | -do-                              |
| ERWIN B. PAGULAYAN.     | -do-                              |
| MARIA A. PASICOLAN      | -do-                              |
| ESTEFANIA A. ADDUCUL    | -do-                              |
| EDMUND P. PANCHIA       | -do-                              |
| EMITERIO C. NICOLAS     | SK Chairman                       |
| MA. TERESA A. PASICOLAN | Barangay Treasurer                |
| ANA L. CATABAY          | Barangay Secretary                |

Absent:

None

Ordinance No. 32  
Series. 2025

**AN ORDINANCE ESTABLISHING THE AUTOMATION AND DIGITIZATION OF  
BARANGAY TRANSACTIONAL DOCUMENTS OF CATAGGAMAN VIEJO,  
TUGUEGARAO CITY**

Sponsored by: **Kagawad SANTIAGO S. ADDATU JR**  
Co-Sponsored by: **All other Kagawads**

**WHEREAS**, the Sangguniang Barangay through Section 16 of the Local Government Code of 1991 require local government to automate their process to make government services faster, more efficient and more transparent to the promote the general welfare;

**WHEREAS**, Republic Act No. 11032, otherwise known as the Ease of Doing Business Act, promotes efficient government services and easier business operations to prevent graft and corruption. It also promotes accountability and integrity;



**WHEREAS**, the trend of technology and its significance to manual processes in the government & business sector create a big difference in relation to security, speed & accuracy;

**WHEREAS**, the Sangguniang Barangay recognizes the need to automate the barangay government processes to promote a systematic, organized and implementable mechanism to secure documents and speed up processes for the welfare of the community;

**NOW, THEREFORE**, on motion of Kagawad Santiago S. Addatu Jr, and seconded by all Kagawads present:

**Be It Ordained** by the Sangguniang Barangay of Cataggaman Viejo, Tuguegarao City, in session assembled, THAT:

**SECTION 1. Declaration of Policy.** - The Sangguniang Barangay recognizes the value of automation in order to promote a contactless interaction between offices, as well as the transacting public. It also promotes a paperless office environment and the benefits of which would lead to a smoother course of business transactions between agencies, institutions and offices under its jurisdiction. This includes a more efficient service and interaction with other offices and the public in general. Thus, it is hereby declared the policy to adopt technologies in order to reduce document management in physical paper form, dispense with the burden of processing and safekeeping of physical documents and minimize human intervention thereby improving work productivity and security.

**SEC. 2. Definition of Terms.** - As used in this Act, the terms:

1. Transaction - shall refer to any established, routine or institutionalized action or activity involving any department or office of the barangay physically interacting with another or with the public at large, and shall include, but not limited to, the following activities:

- a. Issue any memorandum, notice or similar communication in order to either disseminate information, or to elicit appropriate action, or both;
- b. Official meetings, conferences and other similar assemblies requiring personal attendance and participation(intranet);
- c. Application or request for clearances & certifications;
- d. Application for service or supportive action;
- e. Payment of taxes or fees, including payment of arrears, fines and/or surcharges;
- f. Issuance of summons and notices;

2. Transactional Documents - shall refer to any public document in physical paper form and bearing among others a name and signature of the authorized signatory and which shall include, but it not limited to, the following items:

- a. Memoranda
- b. Executive Orders
- c. Copies of enacted ordinances and adopted resolutions
- d. Permits, whether for the purpose of managing a business enterprise, construction, demolition renovation of real property, the excavation of land, or use of a barangay-owned facility or similar property;
- e. Certificates & Clearances
- h. Official receipts & collections
- i. Financial Statement & Bank Transactions
- j. Incoming/Outgoing Communications
- k. Employee payroll
- l. Summons and notices

3. Digitized Transactional Document - shall refer to that certain document which is the exact processed version of the original transactional document as defined in the immediately preceding item that underwent exact digitization.

4. Digitization - shall refer to the computerized conversion of the contents of a document or a set of documents into an acceptable and permanent, unalterable digital form.

5. Digitization Device - shall refer to any stationary device that is used to capture paper documents and convert the same into electronic documents of any acceptable format that currently exists or may hereafter be created and adopted as a more appropriate format, and which includes, but is not limited to, scanners whether stand alone or part of multipurpose devices. It shall not include any device with the same digitization function which is movable and, therefore, can be carried personally.

6. Cloud Computing - shall refer to the practice of storing regularly used computer data on multiple servers that can be accessed through the Internet.

**SEC. 3. Coverage of the Act and Exemptions** - This Ordinance shall cover all offices of the barangay, whether already existing or may hereafter be created offices that are financed or subsidized by way of the Annual Barangay Budget.

Exempted from the coverage of this Ordinance are associations, cooperatives & other organizations function independently.

**SEC. 4. Duty to Establish Automated Transactions and Digitize Transactional Documents.** - Every unit covered by Section 3 of this Ordinance shall establish an automated or online process of conducting official transactions with other units and the public at large commensurate to its official duties and functions. For this purpose, the head of office shall undertake the following steps:



- a. Secure an appropriate online application link{intranet) or webpage for inter-office transactions including therein a digital application form that contains the requisite of filling the applicant's basic information before such application is confirmed and accepted through Dept of Information and Communication Technology;
- b. Adopt an appropriate software to enable inter-office videoconferencing between and among heads of offices or authorized representatives if official meetings and other forms of official interaction would not be possible based on justifiable grounds;
- c. For offices that engage interaction with the public as a routine function, provide for videoconferencing as an alternative mode of interaction;
- d. Adopt an appropriate email address for transaction purposes;
- e. If the transaction or service applied for requires the submission of any documentary prerequisite, provide for the online submission thereof;
- f. If the transaction applied for involves the payment of any sum of money, personal payment at the counter of the Office of the Barangay Treasurer;
- g. Adopt the incorporation of an electronic identification code in the issuance of documents to confirm authenticity thereof.

Likewise, every such unit shall digitize all transactional documents based on its filing system already in place. For this purpose, chairman / head of office shall undertake the following steps commensurate to the volume of documents being handled and processed:

- a. Secure an electronic signature for the appointed head and assistant head of every such unit;
- b. Acquire and maintain at least one digitization device of a superior and dependable quality and a computer dedicated for digitization purposes;
- c. Acquire large-capacity computer hard disks as well as cloud-based computing to store all digitized transactional documents in such quantity as may be necessary in proportion to the bulk of transactional documents produced by such given unit; and
- d. Authorize at least one qualified member of its personnel, whose name and position duly recorded shall be tasked with the following responsibilities:
  - e) Digitize all transactional documents on an on-spot basis, including the duty of storing such entries in hard disks and through such computer folders and files with application of backup storage through cloud computing;
  - f) Ensure that digitized documents and data stored are locked with personal password whenever it is not in use;
  - g) Ensure the said computer is installed and updated with any reliable antivirus software, including the periodic scanning of files to detect and remove viruses;
  - h) Ensure that that every document digitized is not altered in any way and secured with a digital code, and that the said computer does contain any other software that may

alter any digitized transactional document or transmit the same without proper authorization;

i) Ensure that no unauthorized person or personnel shall use his computer, digitize transactional documents, or manage the storage of digitized documents in disks;

j) At the end of every business day, store hard disks actually used in a locked confidential compartment;

k) Surrender hard disks that are already full in storage to his superior who shall supply him with new hard disks without delay;

l) Prevent any digitized transactional document from being transmitted or otherwise shared with any unauthorized person;

m) Prevent any digitized transactional document from being printed or otherwise reproduced without any authorization or instruction from his immediate superior;

n) Ensure that, in the case of personal data from any individual and confidential papers, digitized transactional documents are not shared with any unauthorized personnel; and

o) At the end of every workweek, advise his immediate superior of the weekly progress of his digitization process.

In the light of the foregoing provisions, the Barangay Government shall secure the services of an Internet Service Provider (ISP) with an established proven track record for network coverage.

#### **SEC. 5. Digitization Based on Reglementary Periods.**

Notwithstanding the date of effectivity of this Ordinance, all transactional documents undergoing reglementary periods that previously took effect shall be digitized ahead of other documents not bearing any such period. In case there is no such period but the transaction sought therein requires immediate action, transactional documents already submitted shall nevertheless be given priority digitization and at the soonest time possible.

#### **SEC. 6. Integrity and Legal Binding Effect of Digitized Transactional**

**Documents.** - Digitized transactional documents pursuant to this Ordinance shall be deemed to possess and retain the exact integrity of original transactional documents in physical paper form and shall possess the same value and binding effect derived from the latter before their spot-on digitization and in their complete and unaltered state.

**SEC. 7. Utilization of Digitized Transactional Documents.** - Upon proper authorization, digitized transactional documents shall be used for retrieval, reevaluation, reproduction as the need therefor arises, and other appropriate action without the need for original paper copies and as basis for the fulfillment of the transaction sought therein.

**SEC. 8. Protection of Confidential and Personal Data.** - Digitized transactional documents containing confidential material or data of any individual shall at all times be



protected against any form of unauthorized use that include disclosures of any data obtaining any copy whether by way of computerized transfer or by direct copy using any device.

#### **SEC. 9. Disposal of Original Transactional Documents after**

**Digitization.** - Each transactional document in its physical paper form shall be disposed of after digitization and storage both in hard disks and cloud computing; provided, however, that whenever a specific copy or copies of such documents are required by law or rules to be retained, such copy or copies shall be retained without prejudice to the disposal of any excess copy.

#### **SEC. 10. Training of Personnel and Public Information**

**Dissemination.** - Within thirty (30) days after the effectivity of this Ordinance, all the Sangguniang Barangay including the secretary, treasurer, administrative assistant & accounting clerk, shall be

provided with hands-on training incorporating the pertinent provisions of this Ordinance and corresponding to their respective duties and functions.

**SEC. 11. Implementing Rules and Guidelines.** - Within thirty (30) days after the effectivity of this Ordinance, the Sangguniang Barangay and its authorized technical working group shall promulgate rules and guidelines implementing the provisions of this Ordinance.

**SEC. 12. Penalties.** - The violation of this Ordinance shall be penalized, as follows:

a. The deliberate omission to comply with the provisions of Section 4 of this Ordinance, which shall be punished by a fine of One Thousand Pesos (PhP. 1,000.00);

b. The deliberate omission to digitize any particular document or set of documents, which shall be punished by a fine of One Thousand Pesos (PhP. 1,000.00);

c. The theft, deletion, substitution or alteration of any digitized transactional document, which shall be punished by a fine of One Thousand Pesos (PhP. 1,000.00) or an imprisonment of one (1) year, or such fine and imprisonment at the discretion of the court;

d. The unauthorized transmission or sharing of digitized transactional documents, which shall be punished by a fine of One Thousand Pesos (PhP1,000.00) or an imprisonment of one (1) year, or such fine and imprisonment at the discretion of the court

**SEC. 13. Appropriation.** - The amount necessary to carry out the provisions of this Ordinance shall be charged against funding sources as determined by the Sangguniang Barangay. Appropriations for the succeeding years shall be incorporated in the Annual Budget.

**SEC. 14. Separability Clause.** - The provisions of this Ordinance are hereby declared separable, and in any event that any provision is declared unconstitutional, the other provisions, which are not affected, shall remain in force and effect.

**SEC. 15. Repealing Clause.** - All ordinances or parts thereof which are inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly

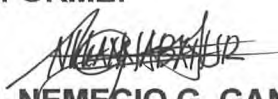
**SEC. 16. Effectivity Clause.** - This Ordinance shall take effect immediately upon its approval.

This Ordinance was finally enacted by the Sangguniang Barangay of Cataggaman Viejo on March 04, 2025.

**I HEREBY CERTIFY** to the correctness of the foregoing Ordinance.

  
**ANA L. CATABAY**  
Barangay Secretary

**CONFORME:**

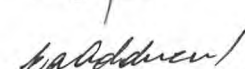
  
**HON. NEMECIO G. GANNABAN JR**  
Kagawad

  
**HON. SANTIAGO S. ADDATU JR**  
Kagawad

  
**HON. FERDINAND B. BASSIG**  
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**HON. ESTEFANIA A. ADDUCUL**  
Kagawad

**HON. EDMUND P. PANCHANG**  
Kagawad

  
**HON. EMLERIO C. NICOLAS**  
SK Chairman

**Attested by:**

  
**HON. GIL C. TUMBALI**  
Punong Barangay