



Republic of the Philippines
 Province of Davao Oriental
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 SP Complex, Government Center, Dahican
 CITY OF MATI



EXCERPTS FROM THE MINUTES OF THE 73RD REGULAR SESSION OF THE 16TH SANGGUNIANG PANLALAWIGAN OF DAVAO ORIENTAL, HELD ON WEDNESDAY, NOVEMBER 18, 2020, AT THE CITY OF MATI, THIS PROVINCE.

PRESENT:

Hon. Niño Sotero L. Uy, Jr. Vice Governor - Presiding Officer

Regular Members:

District I	District II
Hon. Nelson R. Dayanghirang, Jr.	Hon. Louis N. Rabat
Hon. Dante M. Caubang	Hon. Anacleto P. Macatabog
Hon. Marietta D. Palmera	Hon. Enrico M. Antopuesto
Hon. Joselito B. Villademosa	Hon. Dennis V. Roflo, Jr.
Hon. Laureano B. Taya	

Ex-Officio Members:

Hon. Charlie S. Ambasan	Indigenous Peoples' Mandatory Representative
Hon. Ronald T. Lara, Jr.	Sangguniang Kabataan Provincial Federation President

ABSENT:

Hon. Lemuel Ian M. Larcia	SP Member, District II
Hon. Rabsalon M. Lamaran	President, Philippine Councilor's League – O.B. Banaybanay
Hon. Rustan R. Castillones	President, Liga Ng Mga Barangay

PROVINCIAL ORDINANCE NO. 16-48-11-2020

Author : Hon. Anacleto P. Macatabog
 Sponsor : Hon. Nelson R. Dayanghirang, Jr.

AN ORDINANCE INSTITUTIONALIZING THE PAPERLESS LEGISLATION OF THE SANGGUNIANG PANLALAWIGAN OF DAVAO ORIENTAL, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

WHEREAS, the world is going digital and some local government units are finally starting to see the value of paperless or electronic governance;

WHEREAS, Republic Act 8792, otherwise known as the "Electronic Commerce Act", aims to facilitate domestic and international dealings, transactions, arrangements agreements, contracts and exchanges and storage of information through the utilization of electronic, optical and similar medium, mode, instrumentality and technology to recognize the authenticity and reliability of electronic documents related to such activities and to promote the universal use of electronic transaction in the government and general public, among others;

WHEREAS, Section 48 of RA 7160, otherwise known as the Local Government Code of 1991, states that "Local legislative power shall be exercised by the sangguniang panlalawigan for the province";

WHEREAS, there is a need to implement a paperless legislation as a new mode of modernizing the current legislative work and processes of the sangguniang panlalawigan in the context of current technological developments to eliminate the voluminous paper-generating processes, thereby reducing expenses and increasing productivity;

WHEREAS, an effective Legislative Body is the one that always adapts to the changing demands of its clients. It is the dynamics of a changing world which is synonymous to development, thus, these systems are essential innovative strategies of the Sangguniang Panlalawigan to further improve the delivery of its mandates and functions as well as the support of the SP Secretariat;

WHEREFORE, on motion of SP Member Nelson R. Dayanghirang, Jr., duly seconded by SP Member Enrico M. Antopuesto, it was

Be it ordained by the 16th Sangguniang Panlalawigan of Davao Oriental in session duly assembled that:

SECTION 1. TITLE – This Ordinance shall be known as an **"AN ORDINANCE INSTITUTIONALIZING THE PAPERLESS LEGISLATION OF THE SANGGUNIANG PANLALAWIGAN OF DAVAO ORIENTAL, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES"**.

SECTION 2. OPERATING PRINCIPLES

The Paperless Session System:

1. The SP shall conduct its legislative sessions through the paperless session system.
2. All documents, Order and Calendar of Business (upon review and approval of the Chairperson of the SP Committee on Rules, Laws and Ordinances) and all its attachments; Journal of the SP Sessions, draft resolutions and ordinances for first, second and third readings, Committee Reports, and other Communications considered for SP Sessions shall be scanned to provide soft or electronic copies (in PDF format) and be uploaded into the SP Members respective email addresses and/or copied to a storage device (USB) or forwarded / shared through network connections i.e. airdrop, not later than 5:00 in the afternoon of every Mondays.
3. Cut-Off time for items/communications for the Order and Calendar of Business shall be at 1 o'clock in the afternoon of every Mondays, with the exception for urgent communications as certified by the Honorable Governor. However, all urgent and/or communications from the Office of the Provincial Governor must likewise be duly received by the Records Officer or its duly authorized personnel for tracking purposes with one (1) copy each for all SP Members, the Vice Governor and the SP Secretary.

4. All documents included in the Order and Calendar of Business shall be projected in the monitor of each Member of the SP and on a wide screen mounted on the wall of the Session hall for viewing purposes of visitors and guests in the gallery.
5. Attachments to referrals and endorsements to Committees shall likewise use the electronic or scanned copies of document.
6. Scanned copies shall be clear enough to visibly read all markings, data and other important remarks on the document.
7. Proofreading and/or editing of the journal of the SP Sessions shall use the proofreading and/or review applications of MS Word so as to minimize use of voluminous papers. Only the final draft shall be made in printed form for review and proofreading of the SP Secretary.
8. The SP Secretary shall establish and maintain a strong internet connection at the SP Session Hall for faster forwarding of communications and access of any related data on the net during sessions.

The Legislative Information System

1. The Legislative Information System (LIS) shall be the data storage of all electronic files of the SP.
2. It shall be managed and administered by the Legislative Tracking and Monitoring Unit of the SP.
3. It shall have the following features:
 - a. Internal and external tracking and monitoring of legislative processes;
 - b. Easy access and retrieval of legislative documents for printing;
 - c. Notification and alarm systems for updates, prescription periods and the 2-week reporting rule of Committees;
 - d. Generate history reports of resolutions and ordinances;
 - e. Generate legislative reports, tracking and monitoring reports and legislative survey/feedbacks reports; and
 - f. Other important features the Officials deem necessary in improving the services of the support staff in aid of legislation.

SECTION 3. CAPACITY ENHANCEMENT TRAINING OF OFFICIALS AND CONCERNED PERSONNEL OF THE SP PAPERLESS SESSION SYSTEM AND THE LEGISLATIVE INFORMATION SYSTEM.

Technical personnel of the Legislative Tracking and Monitoring Unit shall implement a capacity enhancement training with the Vice Governor and SP Members as well as their respective technical staff for the operation of their laptops and other electronic devices for the SP Paperless Session System as well as concerned staff of SP Secretary.

Concerned personnel who will manage and administer the Legislative Information System (LIS) shall, aside from educational qualifications, trainings and work

experiences, likewise undergo related trainings particularly in managing and/or administering information system and information management office.

SECTION 4. CREATION OF THE SP LEGISLATIVE TRACKING AND MONITORING UNIT.

There shall be created a SP Legislative Tracking and Monitoring Unit as a unit under the Office of the SP Secretary that is tasked to administer, maintain, enhance and safeguard the Legislative Information System (LIS) of the Sangguniang Panlalawigan.

The Unit is tasked to implement *internal* as well as *external* tracking. *Internal tracking* determines the status of proposed legislative measures, ex: draft resolutions and ordinances; status of referrals and endorsements to Committees as well as other concerned and involved departments and offices within the SP and the Provincial Local Government Units. *External tracking* handles the tracking of the implementation of enacted and approved ordinances and resolutions keep a safe and orderly, documentation of the data base and make available information related thereto and submit initial recommendations for legislative action.

The Unit together with the Legislative and Policy Division shall conduct periodic legislative survey to assess the level of awareness of the people about a certain policy; the level of implementation of major Ordinances and level of responsiveness of a certain policy to the subject issue as a form of feedback mechanism. Results, discussions and initial recommendations thereof shall be furnished to the Office of the Provincial Governor, Vice Governor and the SP Members for their information and guidance.

SECTION 5. CREATION OF POSITIONS UNDER THE SP LEGISLATIVE TRACKING AND MONITORING UNIT

Section 18 of RA 7160 or the Local Government Code of 1991, states that: "Local government units shall have the power and authority to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, program objectives and priorities xxx." Therefore, for purposes of administering and implementing the Paperless Session and Legislative Tracking and Monitoring Systems of the Sangguniang Panlalawigan, the following positions under the Legislative Tracking and Monitoring Unit are hereby created and providing its qualifications, duties and responsibilities as follows:

1. Senior Administrative Assistant II (Computer Operator IV)
2. Information System Analyst I
3. Administrative Assistant V (Computer Programmer I)
4. Administrative Assistant III (Computer Operator II)

SECTION 6. THE QUALIFICATIONS, DUTIES AND RESPONSIBILITIES OF THE NEW POSITIONS ARE AS FOLLOWS:

1. Position: Senior Administrative Assistant II (Computer Operator IV)
SG/Step: 14/1

Qualification Standards:

Education: Completion of 2 years college studies with relevant vocational/trade course;

Experience: At least 3-years of relevant experience

Training: At least 16 hours relevant training
Eligibility: CS Sub-Professional; 1st level eligibility; (MC 11, S. 1996)

Duties and Responsibilities:

1. Overall administration of the Legislative Information System of the Sangguniang Panlalawigan;
2. Oversee the implementation of the Paperless Session of the Sangguniang Panlalawigan;
3. Facilitate e-recording and management of Legislative files;
4. Work closely with internal and external clients and carryout analysis of the existing system of the Sangguniang Panlalawigan; and
5. Such other duties and responsibilities that may be prescribed by the Sangguniang Panlalawigan.

2. Position: Information System Analyst I
SG/Step: 13/1

Qualification Standards:

Education: Bachelor of Science in Computer Science or Bachelor of Science in Information Technology
Experience: At least 1 year relevant experience
Trainings: At least 4 hours relevant training
Eligibility: CS Professional; 2nd level eligibility

Duties and Responsibilities:

1. Assist in the administration of the Legislative Information System of the Sangguniang Panlalawigan;
2. Assist in the overall implementation of the Paperless Session System of the Sangguniang Panlalawigan';
3. Maintenance of the CCTV cameras of the SP Buildings and its control room;
4. Identify system/application problems, evaluate procedures, enhance, update features, create and evaluate alternative solutions;
5. Troubleshoot hardware as well as the network problems of the SP; and
6. Perform such other duties as may be assigned to him/her from time to time.

3. Position: Administrative Assistant V (Computer Programmer I)
SG/Step: 11/1

Qualification Standard:

Education: Completion of 2-yrs. College studies with relevant vocational/trade course
Experience: 1 year relevant experience
Training: 6 hours relevant training
Eligibility: CS Sub-Professional; 1st level eligibility; Data Encoder (MC 11, S.96-Cat.1)

Duties and Responsibilities:

1. Responsible for design, development implementation and maintenance of Information System (e.g. Client server and web-based application) to improve the current processes and operations of the SP through the use of Information Technology;

2. Maintenance of the CCTV cameras of the SP Building and its main control room;
 3. Identify system/application problems, evaluate procedures, enhance, update features, create and evaluate alternative solutions;
 4. Troubleshoot hardware as well as network and cabling problems of the SP; and
 5. Perform other duties as may be assigned to him/her from time to time.
4. Position: Administrative Assistant III (Computer Operator II)
SG/Step: 9/1

Qualification Standard:

Education: Completion of 2-years college studies with relevant vocational/trade course

Experience: 1 year relevant experience

Training: 4 hours relevant training

Eligibility: CS Sub-Professional; 1st level eligibility; Data Encoder (MC 11, S.96-Cat.1)

Duties and Responsibilities:

1. Responsible for the technical operation of medium to large midrange computer system in the Sangguniang Panlalawigan;
2. Monitor the operations of all host computer systems and peripheral hardware;
3. Scan all legislative documents of the SP for date entry in the Legislative Information System and assist desk staff to coordinate accurate and timely computer processing cycles;
4. Assist in providing for the Security and Confidentiality of the data maintained by the LIS;
5. Maintain effective systems' back-up schedule;
6. Perform decollating and bursting operations of all reports and forms as required and assisting in the distribution of all prepared material;
7. Ensuring the prompt servicing of all hardware problems in the SP; and
8. Perform other duties as may be assigned to him/her from time to time.

SECTION 7. FUNDING – The funding requirement for the implementation of the following activities:

1. Acquisition/Installation of computer hardware, electronic and cabling system and other necessary equipment to include the provisions of New Legislative Tracking and Monitoring Unit Office; CCTV cameras, data base and viewing monitor shall be included in the appropriations for the Construction of New SP Building;
2. Subject to Availability of Funds the Salaries and Other Compensations for the positions created under this Ordinance shall be chargeable against CY 2021 fund budget of the Office of the Secretary of the Sangguniang Panlalawigan.

SECTION 8. REPEALING CLAUSE - All resolutions, ordinances and executive issuances, or provisions thereof, which are inconsistent with any of the provisions hereof are hereby repealed, amended and/or modified accordingly.

SECTION 9. SEPARABILITY CLAUSE - Should any provision/s of this ordinance is subsequently declared unconstitutional or ultra vires, the rest of the provisions not so declared shall remain to be in full force and effect.

SECTION 10. EFFECTIVITY - This ordinance shall take effect immediately upon its approval.

ENACTED: NOVEMBER 18, 2020.

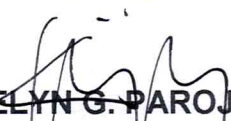
CARRIED, by eleven (11) affirmative votes of SP Members Nelson L. Dayanghirang, Jr., Louis N. Rabat, Anacleto P. Macatabog, Enrico M. Antopuesto, Dennis V. Roflo, Jr., Dante M. Caubang, Marietta D. Palmera, Joselito B. Villademosa, Laureano B. Taya, Charlie S. Ambasan, and Ronald T. Lara, Jr.; negative votes – none; and abstention - none.

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**I hereby Certify to the Correctness
of the foregoing Ordinance.**


GENELYN G. PAROJINOG
*Administrative Officer V
Acting Secretary*

**Attested and Certified
to be duly Adopted:**


NIÑO SOTERO L. UY, JR.
Vice Governor and Presiding Officer

APPROVED:


NELSON L. DAYANGHIRANG
Governor

Date approved
and signed NOV 26 2020