



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 94TH REGULAR SESSION OF THE 11TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 27 MAY 2024, 1:00 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Acting Municipal Vice Mayor Robert S. Quiatchon	- Presiding Officer
Councilor John John S. Yason	- Member
Councilor Lucille T. Bacay	- Member
Councilor King Philip B. Dimapilis	- Member
Councilor Robert A. Baticos	- Member
Councilor Veil Charleo B. Cusi	- Member
Councilor Marietta R. Pajila	- Member
Councilor Hermis S. Catapang	- Member
Councilor Sheikinah Grace C. Sanz	- Member

Absent:

Councilor Juan Rafael M. Talens	- Member
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MUNICIPAL ORDINANCE NO. 36
Series of 2024

**AN ORDINANCE ESTABLISHING THE HISTORICAL RECORDS
OF ALL PUBLIC AGENCIES AND INSTITUTIONS IN THE
MUNICIPALITY OF ROXAS, ORIENTAL MINDORO AND
PROVIDING FUNDS THEREOF**

Author: **COUNCILOR MARIETTA R. PAJILA, PhD**
Co-Authors: **COUNCILOR ROBERT S. QUIATCHON**
COUNCILOR LUCILLE T. BACAY
COUNCILOR JUAN RAFAEL M. TALENS
COUNCILOR KING PHILIP B. DIMAPILIS
COUNCILOR VEIL CHARLEO B. CUSI

Article I

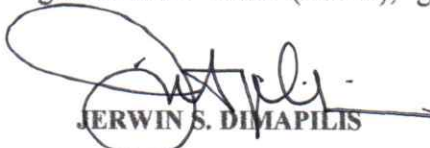
Section 1. Short Title. – This ordinance shall be known as the “*Historical Records Program Ordinance of the Municipality of Roxas, Oriental Mindoro*”.

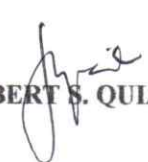
Section 2. Declaration of Policy. – It is the policy of the state to protect, conserve, promote and popularize the nation's historical and cultural heritage and resources.

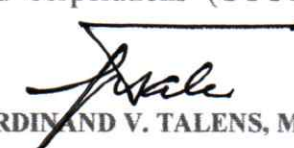
The State shall pursue, conserve and promote the Filipino cultural heritage and resources including the documentary records of Filipino culture, history and governance.

The State shall give utmost priority for the safeguard, protection and preservation of its public documents and records, not only as fundamental instruments for efficient and effective governance but also as essential tools for the preservation of the country's history and cultural memory.

Towards this end, all public records with enduring value, held by government offices, including but not limited to, all branches of government, constitutional offices, local government units (LGUs), government-owned and controlled corporations (GOCCs),


JERWIN S. DIMAPILIS


ROBERT S. QUIATCHON


FERDINAND V. TALENS, MPA

primary and secondary schools and colleges shall be transferred to a permanent government repository for proper management, control and regulation of record disposition.

Section 3. Scope. – This ordinance shall cover the establishment of the historical records with archival value, held by either government offices or private collections, and shall also cover archival and records management programs and activities in all branches of government, whether national or local, constitutional offices, GOCCs, government financial institutions, primary and secondary schools and colleges.

Section 4. Definition of Terms. – For purposes of this Ordinance, the following definitions shall hereby apply:

(a) "**Agency head**" refers to the person responsible for the performance of a government office and/or the person responsible for, the performance of the LGU, such as the chief executive elected under the Local Government Code of 1991.

(b) "**Archives**" shall refer to:

- (1) Public records, papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual or print, which by their nature and characteristics have enduring value, that have been selected for permanent preservation;
- (2) The place (building/room/storage area) where archival materials are kept and preserved; and
- (3) An organization (or part of an organization) whose main function is to select, collect and preserve archival records and make such records available for public use.

(c) "**Controlling government agency**" shall refer to:

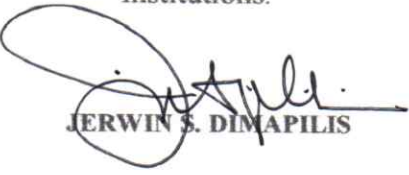
- (1) Public office that controls the public records;
- (2) Public office that has the power to determine the conditions of access to the public archives; and
- (3) Any successor of a public office that is abolished, merged or reorganized.

(d) "**Controlling local government**" shall refer to:

- (1) The LGU that has custody and control over the local government records; and
- (2) Any successor to the LGU that is abolished, merged or reorganized.

(e) "**Government office**" refers to any public office, department, bureau, agencies and instrumentality, whether belonging to the national government or an LGU.

(f) "**Historical Records**" refer to Documents, photographs, maps, audio-visual materials, and other objects that have lasting value because they document the history, organization, functions, policies, and activities of public agencies and institutions.


JERWIN S. DIMAPILIS


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FERDINAND V. TALENS, MPA

(g) "**Local government archives**" refer to local government records that have been collected by the controlling LGU that served as historical evidences in the performance of its duties.

(h) "**Local government records**" refer to records in any form, in whole or in part, created or received, whether before or after the effectivity of this Ordinance, by an LGU in the conduct of its affairs.

(i) "**Public Agencies and Institutions**" refer to all departments, offices, bureaus, and instrumentalities of the local government unit of Roxas, Oriental Mindoro.

Section 5. Objectives. – This Ordinance is primarily aimed at:

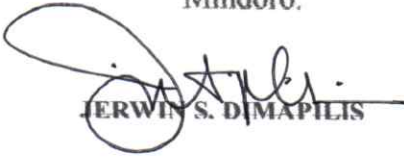
- a. Establishing the historical records of all public agencies and institutions in the Municipality of Roxas, Oriental Mindoro;
- b. Mandating the LGUs to establish, maintain and preserve these historical data gathered and collected.
- c. Enhancing public confidence in the integrity of public records keeping and management;
- d. Ensuring the accessibility of public records that are relevant to the promotion and preservation of community cultural heritage.

Section 6. Historical Records Program Committee. There is hereby created a Historical Records Program Committee (HRPC) composed of the following members:

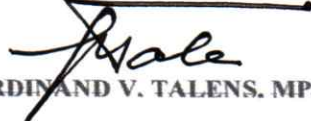
Chairman	-	Municipal Mayor
Co-Chairman	-	Municipal Planning and Development Officer
Members	-	Chairman, Committee on Tourism, Trade and Industry, Investment and Economic Affairs
	-	Chairman, Committee on Committee Education, Science and Technology, History, Culture and Arts
	-	Secretary to the Sangguniang Bayan
	-	Municipal Treasurer
	-	Municipal Assessor
	-	District Supervisor
	-	Representative, Public Information Office

The HRPC shall be responsible for the following:

- a. Develop and implement policies and procedures for the proper management, storage, and conservation of historical records to ensure their long-term preservation;
- b. Overseeing the training of personnel involved in the historical records program;
- c. Promoting public awareness and appreciation for the Municipality's history;
- d. Overseeing the preservation, organization, and access to historical records held by public agencies and institutions in the Municipality of Roxas, Oriental Mindoro.


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- e. Historical records shall be made accessible to the public in accordance with the provisions of the Philippine Republic Act No. 9470 or the "The National Archives of the Philippines Act of 2007" and other relevant laws and regulations.

SECTION 7. Duties and Responsibilities of Public Agencies and Institutions. All public agencies and institutions within the Municipality shall:

- a. Identify and conduct an inventory of their historical records;
- b. Develop and implement a system for the collection, preservation, and access of their historical records;
- c. Cooperate with the HRPC in the implementation of the historical records program;
- d. Transfer to the Local Government historical records deemed to have permanent value.

SECTION 8. Funding.

- a. The Municipal Government of Roxas, Oriental Mindoro shall allocate funds in its annual budget for the implementation of this ordinance;
- b. Public agencies and institutions shall include provisions in their respective budgets for the maintenance and preservation of historical records under their custody.

SECTION 9. Implementing Rules and Regulations. The HRPC shall formulate the Implementing Rules and Regulations (IRR) of this Ordinance within sixty (60) days from its effectivity.

SECTION 10. Separability Clause. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

SECTION 11. Repealing Clause. All ordinances, executive orders, resolutions, or parts thereof, which are inconsistent with this Ordinance are hereby repealed.

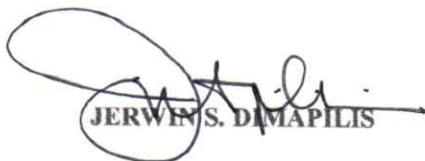
SECTION 12. Effectivity. This Ordinance shall take effect immediately upon its posting in public conspicuous spaces of the Municipality.

On motion of Councilor Marietta R. Pajila duly seconded by all this ordinance is hereby ENACTED.

Adopted: 27 May 2024

CERTIFIED CORRECT:


FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

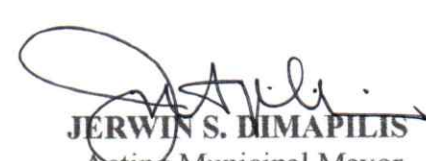

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ROBERT S. QUIATCHON

ATTESTED:

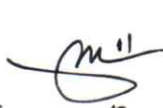

ROBERT S. QUIATCHON
Acting Municipal Vice Mayor

APPROVED:


JERWIN S. DIMAPILIS
Acting Municipal Mayor
Date Signed: _____

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Lovelyn Bernal
06-04-24

06-04-24
CMR
CHARLINE MAY ONTE


GAVIN 9:17 AM
06/04/24 9:20 AM

Received by
CP
LORELY G. LOPEZ
6/4/24 9:14 AM

MTO

6-4-2024
9:16 am


RJ MARIANO
06-04-24


RENE L. D. MARIANO
no District Office
6-18-2024