Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 61ST REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 07 SEPTEMBER 2026, 1:00 P.M. AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Municipal Vice Mayor Robert S. Quiatchon	- Presiding Officer
Councilor Lucille T. Bacay	- Member
Councilor Marietta R. Pajila	- Member
Councilor David D. De La Cruz	- Member
Councilor King Philip B. Dimapilis	- Member
Councilor Michael O. Pongyan	- Member
Councilor Christopher Y. Carvajal	- Member
Councilor Gualberto V. Magno	- Member
Councilor Robert A. Baticos	- Member
Councilor Hermis S. Catapang	- President, Liga ng Barangay
Councilor Sheikinah Grace C. Sanz	- Member, MSKF President

Absent:

NONE

MUNICIPAL ORDINANCE NO. 31
Series of 2026

AN ORDINANCE ESTABLISHING THE ROXAS SUSTAINABLE LIVELIHOOD AND ENTERPRISE DEVELOPMENT PROGRAM, INSTITUTIONALIZING CAPACITY BUILDING, MARKET SUPPORT, AND ENTERPRISE SUSTAINABILITY MECHANISMS THROUGH ACCREDITED ORGANIZATIONS AND COMMUNITY-BASED PARTNERS, AND APPROPRIATING FUNDS THEREFOR

AUTHOR:
Councilor **LUCILLE T. BACAY**

CO-AUTHORS:

Councilor **MARIETTA R. PAJILA, PHD**
Councilor **DAVID D. DE LA CRUZ**
Councilor **MICHAEL O. PONGYAN**
Councilor **KING PHILIP B. DIMAPILIS**
Councilor **CHRISTOPHER Y. CARVAJAL**
Councilor **GUALBERTO V. MAGNO**
Councilor **ROBERT A. BATICOS**
Councilor **HERMIS S. CATAPANG**
Councilor **SHEIKINAH GRACE C. SANZ**

EXPLANATORY NOTE

Livelihood and enterprise development remain among the most practical and sustainable responses to poverty, unemployment, and low household income at the local level. Over the years, the Municipality of Roxas, through the Public Employment Service Office, Municipal Social Welfare and Development Office, and various partner agencies, has undertaken livelihood trainings, financial literacy activities, and monitoring interventions for identified beneficiaries.

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However, experience has shown that many assisted livelihood projects still fail to generate lasting income due to weak financial discipline, lack of enterprise readiness, limited market access, absence of technical mentoring, and inadequate sustainability support. In many cases, one-time assistance without continuing guidance results in discontinuance of livelihood activities and inefficient use of public resources.

This proposed measure seeks to institutionalize a more comprehensive and sustainable livelihood framework by establishing the Roxas Sustainable Livelihood and Enterprise Development Program. The measure aims to strengthen not only financial literacy and proposal development, but also business viability assessment, market linkage, enterprise mentoring, product development, rescue intervention, and performance-based monitoring.

It likewise recognizes the crucial role of accredited organizations, people's organizations, cooperatives, and community-based partners in ensuring that livelihood assistance reaches intended beneficiaries and is sustained at the grassroots level.

Ultimately, this Ordinance is intended to transform municipal livelihood assistance from one-time dole-out interventions into a long-term enterprise development system that promotes household income generation, beneficiary accountability, and community economic resilience.

In view thereof, approval of this Ordinance is earnestly sought.

WHEREAS, the Municipality of Roxas recognizes that livelihood and enterprise development are vital strategies in reducing poverty, increasing household income, promoting productive employment, and building self-reliant communities;

WHEREAS, while the Local Government Unit, through the Public Employment Service Office, Municipal Social Welfare and Development Office, and partner agencies, has continuously conducted livelihood trainings, financial literacy sessions, and enterprise monitoring, many beneficiaries still experience business failure, weak income generation, and discontinuance of livelihood projects due to poor financial discipline, limited market access, lack of technical mentoring, and absence of sustainability mechanisms;

WHEREAS, experience has shown that one-time livelihood assistance, without proper enterprise readiness assessment, continuous business coaching, product development, and market support, often results in low survival rate of assisted enterprises and inefficient utilization of public funds;

WHEREAS, the Department of Social Welfare and Development through its Sustainable Livelihood Program, as well as Republic Act No. 9509 or the Barangay Livelihood and Skills Training Act, recognize that livelihood development must go beyond skills training and include business capability, organizational strengthening, product promotion, and market linkage;

WHEREAS, the Municipality likewise recognizes the important role of accredited organizations, people's organizations, cooperatives, women's groups, youth groups, farmers, fisherfolk, indigenous communities, and other vulnerable sectors as partners in implementing sustainable community-based livelihood interventions;

WHEREAS, Section 16 and Section 17 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, empower municipalities to adopt measures that promote social welfare, economic prosperity, and community-based development, including livelihood assistance and employment-generating programs;

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WHEREAS, there is therefore an urgent need for the Municipality of Roxas to institutionalize a sustainable livelihood and enterprise development framework that integrates capacity building, enterprise viability assessment, mentoring, market linkage, and performance-based monitoring to ensure long-term income generation and enterprise survival among beneficiaries;

SECTION 1. TITLE – This Ordinance shall be known as the "Roxas Sustainable Livelihood and Enterprise Development Ordinance of 2026."

SECTION 2. DECLARATION OF POLICY – The Municipality shall:

- Promote sustainable and inclusive livelihood development;
- Ensure that livelihood funds result in long-term income generation;
- Strengthen accredited organizations and people's organizations as implementation partners;
- Empower women, youth, farmers, fisherfolk, indigenous peoples, and vulnerable sectors; and
- Establish systems for mentoring, market linkage, and enterprise sustainability.

SECTION 3. DEFINITION OF TERMS – For purposes of this Ordinance:

- Livelihood Program – income-generating activities supported by the LGU;
- Enterprise – a business or income-generating undertaking;
- Accredited Organization (AO) – a duly recognized organization accredited by the LGU;
- Community Organization (CO) – a people's organization, association, or cooperative at barangay level;
- Beneficiaries – qualified individuals or organized groups receiving support;
- Business Viability Assessment – evaluation process to determine enterprise sustainability and beneficiary readiness;
- Enterprise Rescue Intervention – technical and market support for struggling assisted enterprises;
- Performance-Based Monitoring – monitoring based on measurable business outcomes.

SECTION 4. CREATION OF THE PROGRAM – There is hereby established the Roxas Sustainable Livelihood and Enterprise Development Program (RSLEDP).

SECTION 5. OBJECTIVES – The Program shall:

- Provide financial literacy education;
- Equip beneficiaries with proposal development and entrepreneurial skills;
- Develop marketing and business promotion capacity;
- Ensure sustainability of enterprises;
- Strengthen community-based livelihood systems; and
- Increase household income and reduce poverty.

SECTION 6. CORE PROGRAM COMPONENTS – The Program shall include:

- Financial Literacy and Record Keeping;
- Proposal Development and Fund Access;
- Marketing and Business Promotion;
- Enterprise Mentorship and Technical Assistance;
- Product Development and Market Linkage; and
- Enterprise Rescue and Sustainability Support.

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SECTION 7. IMPLEMENTATION THROUGH ACCREDITED ORGANIZATIONS – The LGU shall partner with accredited organizations and community organizations to assist in beneficiary identification, training, mentoring, and monitoring.

SECTION 8. ACCREDITATION REQUIREMENTS – Organizations shall be duly registered and accredited by the Sangguniang Bayan and the appropriate National Government Agencies. They must have a proven track record in implementing livelihood, community development, or related programs, and shall submit a duly prepared implementation plan for the proposed project or activity.

SECTION 9. BUSINESS VIABILITY AND BENEFICIARY READINESS – No beneficiary or organization shall receive livelihood assistance unless:

- Completed mandatory trainings;
- Submitted a proposal or business plan; and
- Passed a Business Viability and Beneficiary Readiness Assessment.

SECTION 10. BENEFICIARY ACCOUNTABILITY – All beneficiaries shall sign a Livelihood Commitment Agreement undertaking to:

- Use assistance solely for approved livelihood;
- Submit monthly records; and
- Attend mentoring and monitoring sessions.

A Municipal Non-Compliant Beneficiary Registry shall likewise be maintained for beneficiaries who abandon, misuse, or fail to comply with accountability requirements.

SECTION 11. CREATION OF THE LIVELIHOOD AND ENTERPRISE DEVELOPMENT COUNCIL (LEDC) – The Council shall be composed of:

- Municipal Mayor – Chairperson
- SB Chair on Social Services/Livelihood – Co-Chair

MEMBERS

- SB Chair on People's Organization
- People's Council President
- PESO Manager
- Municipal Planning and Development Coordinator
- MSWDO Head
- Municipal Treasurer
- Representatives from DOLE, DTI, DSWD, DA and TESDA
- Cooperative Sector Representative
- Accredited Organization Representative
- GAD Focal Person
- SLP Focal Person
- LEDIPO
- Municipal Agriculture Office Head

SECTION 12. FUNCTIONS OF THE COUNCIL – The Council shall:

- Approve livelihood programs and proposals;
- Accredit partner organizations;
- Order enterprise rescue interventions;
- Establish annual municipal livelihood priority industries; and
- Recommend policies and funding support.

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SECTION 13. IMPLEMENTING OFFICE. – The Office of the Municipal Mayor, through the Public Employment Service Office (PESO), or such other appropriate municipal office as may be designated by the Municipal Mayor, shall serve as the lead implementing office of the Program. It shall be responsible for the day-to-day implementation and coordination of the Program, in close coordination with the MPDO, MSWDO, LEDIPO, Municipal Agriculture Office, and other concerned municipal offices and agencies.

SECTION 14. MARKET ACCESS AND PROMOTION SUPPORT. – The LGU through LEDIPO shall assist beneficiaries through:

- Municipal trade fairs and exhibits;
- Participation in festivals and tourism events;
- Digital selling support;
- Linkage with institutional buyers and private establishments; and
- Prioritization of accredited local livelihood products for municipal giveaways and events whenever practicable.

SECTION 15. BUSINESS RESCUE AND ENTERPRISE SUPPORT. – The LGU shall provide appropriate technical assistance and intervention to livelihood enterprises experiencing operational, marketing, production, or financial difficulties, based on the findings and recommendations of the Monitoring and Evaluation Committee.

Such assistance may include:

a. Business mentoring and technical assistance;
b. Product development and improvement;
c. Marketing and market-linkage assistance;
d. Financial management and entrepreneurship training;
e. Referral to appropriate government agencies, financial institutions, or partner organizations; and
f. Such other interventions as may be necessary to improve the viability and sustainability of the enterprise.

SECTION 16. PROHIBITED ACTS. – It shall be unlawful for any Sustainable Livelihood Program Association (SLPA), its officers, or its members to engage in any of the following acts in relation to the implementation of the Sustainable Livelihood Program and the utilization of Municipal and National Funds:

- Misappropriation – Using the granted funds, Seed Capital Fund (SCF), or association savings for purposes other than the approved livelihood project.
- Fraud and Misrepresentation – Falsifying documents, submitting fabricated or fraudulent receipts, or misrepresenting the status, accomplishments, or financial condition of the association to obtain or retain program assistance.
- Collusion and Scamming – Conspiring with any individual, group, or entity to unlawfully divert, withdraw, misappropriate, or withhold funds intended for the association.
- Non-Attendance in Mandatory Meetings and Activities – Failure of any beneficiary or member to attend mandatory meetings, orientations, trainings, monitoring activities, or other official gatherings called by the Municipal Government, the Municipal Social Welfare and Development Office (MSWDO), the Department of Social Welfare and Development (DSWD), or other authorized implementing agencies, without justifiable cause.
- Failure to Submit Required Reports – Failure or refusal of the association, its officers, or designated members to prepare and submit the required monthly financial, operational, or accomplishment reports within the prescribed period, without justifiable reason.

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- Obstruction of Monitoring and Evaluation – Refusing or preventing authorized representatives of the Municipal Government, DSWD, or other concerned agencies from conducting monitoring, validation, inspection, or evaluation of the livelihood project.

SECTION 17. MONITORING AND EVALUATION COMMITTEE. – There is hereby created a Monitoring and Evaluation Committee (MEC) which shall be responsible for the regular monitoring and evaluation of projects implemented under the Municipal Sustainable Livelihood Program and for ensuring compliance by beneficiaries with the terms and conditions of the Program and the provisions of this Ordinance. The Committee shall likewise receive and evaluate reports or complaints involving possible violations of Section 16 of this Ordinance. When warranted, it shall conduct fact-finding and validation, observe due process, and submit its findings and recommendations to the appropriate municipal authority for proper action. The Committee shall be composed of the following:

- **Chairperson** – Municipal Planning and Development Coordinator (MPDC) or his/her duly authorized representative;
- **Vice Chairperson** – Public Employment Service Office (PESO) Manager or his/her duly authorized representative;

MEMBERS:

1. Municipal Social Welfare and Development Officer (MSWDO) or his/her duly authorized representative;
2. Municipal Accountant or his/her duly authorized representative;
3. Municipal Budget Officer or his/her duly authorized representative;
4. Municipal Legal Officer or Legal Consultant; and
5. One (1) representative from the concerned Barangay where the Sustainable Livelihood Program Association (SLPA) or beneficiary is operating, to be designated by the Punong Barangay.

The Monitoring and Evaluation Committee shall have the following powers and functions:

a. Conduct regular monitoring, inspection, validation, and evaluation of livelihood projects funded or assisted under the Program;
b. Determine whether the livelihood project is being implemented in accordance with its approved project proposal, agreement, and applicable rules and regulations;
c. Review, in coordination with the Municipal Accountant, relevant financial records, utilization reports, liquidation documents, inventories, and other supporting documents pertaining to the livelihood assistance;
d. Verify the existence, condition, proper use, and disposition of equipment, tools, materials, and other assets provided under the Program;
e. Receive and evaluate reports or complaints concerning alleged violations of this Ordinance;
f. Conduct fact-finding and validation when there is reasonable basis to believe that a prohibited act under Section 16 has been committed;
g. Provide the concerned association, officer, member, or individual beneficiary reasonable notice and opportunity to explain or submit supporting documents before an adverse recommendation is made;
h. Prepare a written Monitoring and Evaluation Report containing its findings and recommendations; and
i. Recommend appropriate corrective, administrative, civil, or other legal action to the proper municipal authority when warranted, without prejudice to the authority of the appropriate government agency or court to determine liability in accordance with law.

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SECTION 18. ADMINISTRATIVE SANCTIONS, AND OTHER LEGAL REMEDIES – Upon receipt and evaluation of the findings and recommendations of the Monitoring and Evaluation Committee, and after due notice and reasonable opportunity to be heard have been afforded to the concerned Sustainable Livelihood Program Association (SLPA), its officers, members, or individual beneficiaries, the following sanctions and remedial measures may be imposed, as may be applicable and commensurate to the nature and gravity of the violation:

1. **Suspension or Disqualification from the Program**. – An SLPA, officer, member, or beneficiary found to have committed a prohibited act under Section 16 of this Ordinance may be suspended or disqualified from receiving further assistance under the Municipal Sustainable Livelihood Program for such period as may be appropriate, taking into consideration the nature, gravity, frequency, and circumstances of the violation. cases involving fraud, intentional misappropriation, falsification, or other serious or repeated violations, permanent disqualification from the Municipal Sustainable Livelihood Program may be recommended, subject to due process and applicable laws, rules, and regulations.
2. **Suspension or Termination of Assistance**. – Pending fund releases, grants, or other program interventions may be temporarily withheld when there is sufficient basis to protect public funds or property while an investigation is pending. Upon a final finding of a violation after due process, the assistance granted to the concerned SLPA or beneficiary may be suspended or terminated, as may be warranted.
3. **Referral for Appropriate Legal Action**. – When the findings disclose acts that may constitute a violation of existing laws or give rise to civil, administrative, or criminal liability, the Monitoring and Evaluation Committee shall endorse its findings and recommendations to the Municipal Mayor and the Municipal Legal Officer or Legal Consultant for appropriate evaluation and action. The Municipal Mayor, through the Municipal Legal Officer or other proper office, may institute, cause to be instituted, or refer to the appropriate government agency the necessary civil, administrative, and/or criminal proceedings, as warranted by the evidence and in accordance with law.
4. **Other Liability Under Existing Laws**. – The imposition of any sanction or remedial measure under this Section shall be without prejudice to any civil, administrative, or criminal liability that may arise under existing national laws, rules, and regulations.

SECTION 19. FUNDING – Funding for the implementation of this Ordinance shall be sourced from the annual appropriations of the Municipal Government, national government livelihood grants, assistance from non-government organizations (NGOs) and private entities, and such other lawful sources as may be authorized by applicable laws, rules, and regulations.

SECTION 20. INCENTIVES FOR HIGH-PERFORMING ORGANIZATIONS – High-performing accredited organizations may receive priority funding and municipal recognition.

Core Performance Indicators
Economic Growth: Documented increase in daily income or household revenue for members over an established period.

Financial Discipline: High rates of fund revolving, proper bookkeeping, and transparent tracking of seed capital or grants.

Organizational Compliance: Active registration status, regular meetings, functional elected officers, and a fully adhered-to constitution and bylaws.

Project Longevity: Successful continuation and expansion of microenterprises past the initial incubation or funding phase.

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SECTION 21. IMPLEMENTING RULES AND REGULATIONS – The LEDC shall issue the Implementing Rules and Regulations within sixty (60) days from approval of this Ordinance.

SECTION 22. SEPARABILITY CLAUSE – If any part or provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall continue in full force and effect.

SECTION 23. REPEALING CLAUSE – All ordinances, resolutions, and issuances inconsistent herewith are hereby repealed or modified accordingly.

SECTION 24. EFFECTIVITY – This Ordinance shall take effect fifteen (15) days after publication or posting as required by law.

On motion of Councilor Lucille T. Bacay duly seconded by all this Ordinance is hereby ENACTED.

Adopted: 07 September 2026

CERTIFIED CORRECT:

FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

ATTESTED:

ROBERT S. QUIATCHON
Municipal Vice Mayor

APPROVED:

JERWIN S. DIMAPILIS
Municipal Mayor
Date: _____