Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE JOURNAL OF THE 30TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 02 FEBRUARY 2026, 1:20 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 Michael O. Pongyan	- Member
Councilor King Philip B. Dimapilis	- 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. 11
Series of 2026

AN ORDINANCE STRENGTHENING MECHANISMS AND PROVIDING FOR IMPROVED AND EFFICIENT COLLECTION OF GOVERNMENT REVENUES IN THE MUNICIPALITY OF ROXAS, ORIENTAL MINDORO

AUTHOR:
Councilor **DAVID D. DE LA CRUZ**

CO-AUTHORS:

Councilor **LUCILLE T. BACAY**
Councilor **MARIETTA R. PAJILA, PHD**
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**

WHEREAS, Section 325 of the Local Government Code (RA 7160) mandates the Sangguniang Bayan to oversee municipal finances, including revenue collection;

WHEREAS, efficient and timely collection of municipal revenues is essential to fund programs, projects, and services for the constituents of the municipality;

WHEREAS, delays, inefficiencies, and inconsistencies in revenue collection reduce the Municipality's ability to deliver basic services and development initiatives;

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WHEREAS, standardizing collection procedures, requiring official receipts, timely remittance, monitoring, and reporting will improve efficiency, transparency, and accountability in municipal revenue operations;

WHEREAS, promoting digital payments, performance incentives, and proper accountability mechanisms will further strengthen municipal revenue collection and management;

NOW, THEREFORE, on motion of Hon. David D. De la Cruz duly seconded by, be it ordained by the Sangguniang Bayan of the Municipality of Roxas, in session assembled.

SECTION 1. TITLE. This Ordinance shall be known as the "Municipal Collection Efficiency Ordinance of Roxas."

SECTION 2. OBJECTIVE. To streamline revenue collection, minimize delays or leakages, and ensure proper reporting and accountability in all municipal revenue-generating offices.

SECTION 3. COVERAGE. This Ordinance applies to all offices, departments, and personnel of the Municipal Government of Roxas involved in collecting revenues, including, but not limited to:

- Municipal Treasurer's Office
- Municipal Assessor's Office
- Municipal Health Office
- Municipal Engineering Office
- Municipal Planning and Development Office
- Local Economic Enterprise
- Business Permits and Licensing Office (BPLO)

SECTION 4. IMPLEMENTING MECHANISMS. The Municipal Government shall formulate strategies to improve collection of local revenues, taxes, fees and charges.

A. **Establishment of Revenue Data Bank.** There is hereby established a Centralized Revenue Data Bank within the Municipal Government, which shall serve as the primary basis for efficient revenue collection and shall include the following:

   1. Inventory of all real properties owned by the municipal government including collectibles and delinquencies;
   2. Updated record of stall holders and lessees in the public market and Roxas Commercial Complex; and
   3. Updated record/inventory of all business establishments in the municipality.

B. **Simplified Procedures.** All concerned offices of the municipal government shall implement simplified procedures to reduce delays and errors.

   1. Application forms for business permits, payments, and other related transactions shall be simplified to ensure ease of use and enhance customer convenience.

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2. Digitalization of application, online payments and accounting systems shall be put in place.

C. **Standardized Collection.** The Municipal Treasurer's Office shall implement standardized collection strategies relative to the collection of local revenues, taxes, fees and charges in the public market and other local economic enterprises.

1. Payment of rentals and other fees shall be paid to the Municipal Treasurer or his/her duly authorized representative and shall be issued an official receipt (OR) as evidence of payment.
2. For payments involving cash tickets, such as, but not limited to, transient vendors, parking fees and market entrance fees, no payment of any nature shall be received by a Collections Officer without immediately issuing a cash ticket in acknowledgment thereof.
3. No payment shall be accepted without the issuance of an official receipt or cash ticket as proof and acknowledgment of such payment.
4. The cash tickets issued shall be torn in half, one half to be given to the space occupant or vendor and the other half to be retained by the market collector who shall deliver the same to the Municipal Treasurer for counterchecking against his records of cash tickets issued by him for that day.
5. Collectors must remit collected revenues to the Municipal Treasurer on a daily basis.
6. The Municipal Treasurer shall conduct regular weekly inspections to ensure the proper issuance of cash tickets.
7. A monthly/quarterly evaluation of the collection per section in the Public Market other local economic enterprise shall be conducted by the Municipal Treasurer's Office.
8. Collectors and inspectors shall undergo rotation of assignments on a monthly basis.

D. **Monitoring & Reporting.** The Municipal Treasurer's Office is hereby mandated to submit quarterly reports of collection, classified per section, to the Municipal Mayor and the Sangguniang Bayan to assess significant variances in revenue and identify any issues that need to be addressed.

SECTION 5. RECOGNITION AND PERFORMANCE INCENTIVES. An annual rewards and recognition program shall be created to reward Top Revenue Collection Officers on the basis of the following criteria:

a. Highest monthly/quarterly collection; and
b. Consistent timely remittance of collection

SECTION 6. TRAINING. The Municipal Treasurer shall provide training for all collection personnel.

SECTION 7. IMPLEMENTING RULES AND REGULATIONS. The Municipal Treasurer, in coordination with the Municipal Mayor, shall issue implementing rules and regulations for this ordinance.

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SECTION 8. ACCOUNTABILITY. Department heads and collection personnel are responsible for discrepancies arising from negligence or mismanagement and may face administrative or legal action.

SECTION 9. REPEALING CLAUSE. All ordinances, rules and regulations, or parts thereof in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed and modified accordingly.

SECTION 10. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this ordinance or any part thereof, or the application of such section, provision or portion is declared invalid or unconstitutional, the remainder thereof shall not be affected by such declaration.

SECTION 11. EFFECTIVITY. This Ordinance shall take effect immediately upon approval and publication.

On motion of Councilor David D. De La Cruz duly seconded by all this Ordinance is hereby ENACTED.

Adopted: 02 February 2026

CERTIFIED CORRECT:

FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

ATTESTED:

ROBERT S. QUIATCHON
Municipal Vice Mayor

Received by:
02/11/26

APPROVED:

JERWIN S. DIMAPILIS
Municipal Mayor
Date: _____

OFFICE OF THE MUNICIPAL MAYOR
RECEIVED
DATE: 2/10 TIME: 8:27
BY:

Recieved by:
2.11.26

REMMAR P. BACAY
MUNICIPAL TREASURER
2-11-2026

rcvd: MSAd
BPED
2/11/26

Recieved by:
CHRISTIANE JOY FIRMAN 2/11/26