

Republic of the Philippines  
Province of Iloilo  
**MUNICIPALITY OF MINA**  
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**Office of the Sangguniang Bayan**

**ORDINANCE No. 2018 - 343**

**AN ORDINANCE PROHIBITNG THE USE OF MUNICIPAL EQUIPMENT/FACILITIES OUTSIDE THE PREMISES OF THE MUNICIPAL HALL WITHOUT THE CORRRESPONDING PERMIT AS PRESENTED BY A BORROWER’S SLIP OR CARD**

**WHEREAS**, Municipal facilities and equipments are instrumental to an effective and efficient delivery of basic services stipulated under Section 16 of RA 7160;

**Whereas**, such properties above-mentioned need protection and maintenance to keep them stay longer and to minimize expenses on their repairs, as well as procurement of new ones;

**WHEREAS**, using such properties outside the municipal hall without control often times got damage with no one responsible to point out.

**NOW, THEREFORE:**

**BE IT RESOLVED** by the Sangguniang Bayan of Mina, Iloilo in session assembled that:

Section 1. This Ordinance shall be called “An Ordinance Prohibiting the Use of Municipal Equipment/Facilities Outside the Premises of the Mina Municipal Hall”.

Section 2. Using the equipments and/or facilities outside the premises of the Mina Municipal Building without the necessary permit, is strictly prohibited;

Section 3. Any person or persons, whether or not employed in this Municipality shall be allowed to take-out from the municipal building the municipality’s owned properties, as herein mentioned, provided they shall secure permit from the property custodian duly approved by the municipal Mayor;

Section 4. The property custodian, with the approval of the Office of the Mayor, shall hereby be required to formulate guidelines as regards to this matter, and to prepare a borrower’s slip or card containing the following entry to be filled-up by the borrower:

- a.) Name of Barrower and date of application
- b.) Home address
- c.) Purpose and date of return
- d.) Signature of the Borrower
- e.) Signature of the property custodian
- f.) Approval of the Municipal Mayor or his/her duly authorized representative to do so

Section 5. In case of damage or lost of such property/ies, the borrower/s concerned shall be made liable for its repair or replacement of the same, as the case may be.

Section 6. This Ordinance shall take effect upon approval.

***ADOPTED this 28<sup>th</sup> day of March 2018, on motion of Hon. Jose G. Salanio Jr., duly seconded Hon. Germaine D. Dableo.***

**APPROVED.**

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I hereby certify to the correctness of the above-stated Ordinance.

(SGD.) **MA. DAISY P. PARREÑO**  
Secretary to the Sanggunian

**ATTESTED:**

(SGD.) **HON. BERNARDINO P. CHICHIRITA**  
Presiding Officer

**APPROVED:**

(SGD.) **HON. REY P. GRABATO**  
Municipal Mayor