



Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Molave



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 45TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (12TH MUNICIPAL COUNCIL UNDER THE LGC OF 1991) OF THE MUNICIPALITY OF MOLAVE, PROVINCE OF ZAMBOANGA DEL SUR HELD AT THE SB SESSION HALL ON MAY 20, 2026 AT 9:00 A.M.

Officers/Members	Position	Present	Absent	Remarks
Hon. Monalisa J. Glepa	Mun. Vice Mayor	✓		P.O.
Hon. Desiderio L. Jabello	SB Member	✓		
Hon. Cornelio R. Salinas	SB Member		✓	O.B.
Hon. Illuwil D. Orbita	SB Member	✓		
Hon. Joel M. Geromo	SB Member	✓		
Hon. Jonathan S. Uy	SB Member	✓		
Hon. Jacosalem A. Perong, Jr.	SB Member	✓		
Hon. Leonila J. Bermejo	SB Member	✓		
Hon. Welie R. Cabasag	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member	✓		
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 12th-43-2026

AN ORDINANCE INSTITUTIONALIZING THE USE OF THE ELECTRONIC LOCAL GOVERNMENT UNIT (ELGU) SYSTEM IN THE MUNICIPALITY OF MOLAVE, PROVIDING FOR ITS POLICY FRAMEWORK, ORGANIZATIONAL SUPPORT, AND FUNDING MECHANISMS TO ENSURE ITS EFFECTIVE AND SUSTAINABLE IMPLEMENTATION.

BE IT ORDAINED by the Sangguniang Bayan of Molave, Zamboanga del Sur in session assembles that:

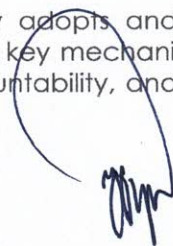
SECTION 1. TITLE. This Ordinance shall be known as the "eLGU System Institutionalization Ordinance of the Municipality of Molave."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality of Molave to promote efficient, transparent, accountable, and technology-driven governance through the adoption of digital systems that enhance the delivery of public services and improve ease of doing business.

In pursuit of this policy, and pursuant to the provisions of the following laws:

- a. Republic Act No. 7160, particularly Section 16 (General Welfare Clause), which empowers local government units to adopt measures necessary to promote the general welfare, including the improvement of administrative efficiency and service delivery;
- b. Republic Act No. 11032, which mandates all government offices, including LGUs, to streamline procedures, reduce processing time, and adopt automation and digitization of government transactions through the establishment of electronic Business One-Stop Shops (eBOSS);
- c. Republic Act No. 10844, which promotes the development and implementation of a national ICT framework and supports the adoption of e-Government systems in all levels of government;
- d. Republic Act No. 8792, which recognizes the legal validity of electronic data messages, electronic documents, and electronic signatures, thereby enabling the conduct of official government transactions through digital platforms;
- e. Republic Act No. 10173, which mandates the protection of personal data and requires the implementation of appropriate security measures in the collection, processing, and storage of information in digital systems;

The Municipality of Molave hereby adopts and institutionalizes the Electronic Local Government Unit (eLGU) System as a key mechanism to modernize public service delivery, enhance transparency and accountability, and ensure responsive and citizen-centered governance.





SECTION 3. OBJECTIVES. This Ordinance aims to:

- a. Establish a unified digital platform for frontline services;
- b. Streamline business permit licensing, community tax certificate (cedula) issuance, and local civil registry transactions;
- c. Reduce processing time and eliminate unnecessary bureaucratic steps;
- d. Enhance transparency, accountability, and public access to services;
- e. Ensure sustainability and continuity of digital governance initiatives; and
- f. Strengthen inter-office coordination through integrated systems.

SECTION 4. DEFINITION OF TERMS. For purposes of this ordinance, the following terms shall mean:

- a. eLGU System – A digital platform that enables the online delivery, processing, and management of local government services;
- b. Frontline Services – Government services directly transacted with the public, including but not limited to business permits, licensing, eCedula, and civil registry services;
- c. eBOSS (Electronic Business One-Stop Shop) – An integrated online system for processing business permits and licenses;
- d. ICT Infrastructure – Hardware, software, networks, and related systems necessary for the operation of the eLGU system.

SECTION 5. SCOPE AND COVERAGE. This Ordinance shall apply to all offices of the Municipal Government of Molave involved in the delivery of frontline services, including but not limited to:

- Business Permits and Licensing Office (BPLO);
- Municipal Treasurer's Office;
- Local Civil Registry Office (LCR);
- Municipal Assessor's Office; and
- Other offices as may be integrated into the system

SECTION 6. ADOPTION AND IMPLEMENTATION OF THE eLGU SYSTEM. The Municipality of Molave hereby formally adopts the eLGU System, which shall include, but not be limited to:

- Business Permits and Licensing System (BPLS) / eBOSS;
- eCedula system;
- Civil Registry services;
- Online payment systems; and
- Document tracking and workflow systems.

All concerned offices shall integrate their services into the system in accordance with national standards and guidelines issued by the Department of Information and Communications Technology and the Anti-Red Tape Authority.

SECTION 7. ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES OF eLGU IMPLEMENTATION COMMITTEE. There is hereby created an eLGU Implementation Committee composed of:

- Municipal Mayor – Chairperson
- Municipal Treasurer – Vice Chairperson
- BPLO
- Local Civil Registrar
- Municipal Planning and Development Coordinator
- Municipal Budget Officer
- Municipal Accountant
- Designated IT Personnel– Technical Lead

Other members as may be designated by the Municipal Mayor, upon recommendation of the Committee, including technical, administrative, or sectoral representatives whose participation is necessary for system integration, data management, public service delivery, and digital governance initiatives.

The eLGU Implementation Committee shall have the following functions:

- Oversee implementation and operation of the eLGU system;
- Ensure inter-office coordination and integration;



- Formulate policies, guidelines, and procedures;
- Monitor system performance and service delivery; and
- Recommend improvements and upgrades.

Note: The eLGU Implementation Committee shall be an implementing and recommendatory body only. It shall not exercise legislative powers or authority reserved to the Sangguniang Bayan, and all policies, guidelines, and recommendations issued by the Committee shall be subject to confirmation, approval, or appropriate action by the Municipal Mayor and/or the Sangguniang Bayan, as the case may be.

SECTION 8. DATA PRIVACY AND SECURITY. All data collected, processed, stored, transmitted, and managed under the eLGU System of Molave shall be treated with the highest degree of confidentiality and security and shall be protected in accordance with the provisions of Republic Act No. 10173 and its Implementing Rules and Regulations, as well as all relevant issuances of the National Privacy Commission.

The Municipality of Molave shall ensure that all personal and sensitive personal information obtained through the eLGU System is collected and processed lawfully, fairly, and transparently, and shall be used solely for legitimate public service purposes consistent with the functions of the local government.

To this end, the Municipality shall adopt and maintain appropriate organizational, physical, and technical security measures to safeguard the integrity, availability, and confidentiality of all data within the system. These measures shall include, among others, access controls, user authentication protocols, data encryption where applicable, and regular system audits and monitoring.

The Municipality shall likewise designate or strengthen the role of a Data Protection Officer, who shall be responsible for ensuring compliance with data privacy laws, conducting privacy impact assessments when necessary, handling data breach incidents, and serving as the liaison with the National Privacy Commission.

Furthermore, all offices and personnel involved in the operation of the eLGU System shall be required to comply strictly with applicable data privacy policies, guidelines, and standards, and shall undergo continuous training to ensure proper handling of personal data and prevention of unauthorized access, disclosure, alteration, or destruction thereof.

Any breach of data privacy or unauthorized access to the system shall be subject to applicable administrative, civil, and criminal liabilities under existing laws.

SECTION 9. CAPACITY BUILDING AND TRAINING. The Municipality of Molave shall ensure the continuous development of competencies, skills, and technical capabilities of all members of the eLGU Implementation Committee, as well as all concerned personnel from participating offices, through regular and structured training and capacity-building programs.

Such programs shall be designed to ensure the effective utilization, operation, maintenance, and continuous improvement of the eLGU System, including its integrated modules for frontline services, data management, and digital transactions. These shall likewise include training on system updates, cybersecurity awareness, data privacy compliance, and customer service in digital platforms.

For this purpose, the Municipality may coordinate with relevant national government agencies, including the Department of Information and Communications Technology (DICT), the Department of the Interior and Local Government (DILG), and other competent training institutions, whether public or private, to provide technical assistance, capability enhancement programs, and certification courses as may be necessary.

The Municipality shall likewise allocate sufficient funds for the conduct of such training programs, including attendance in external seminars, workshops, and ICT-related learning activities, subject to existing budgeting, accounting, and auditing rules and regulations.



SECTION 10. FUNDING MECHANISM. The implementation, operation, maintenance, enhancement, and upgrading of the eLGU System shall be funded through appropriations to be included in the Annual Budget of the Municipality of Molave, chargeable against the General Fund, subject to the availability of funds and in accordance with existing budgeting, accounting, and auditing rules and regulations.

For this purpose, the necessary funding requirements for the eLGU System shall be properly included in the Annual Investment Program (AIP) of the Municipality and shall be reflected in the corresponding annual and supplemental budgets, as applicable.

Such funds may be utilized for the acquisition, development, and maintenance of ICT infrastructure and equipment, software systems and licenses, system integration and upgrades, capacity-building and training activities, technical support services, and other related expenses necessary for the effective and sustainable implementation of the eLGU System.

The Municipality may likewise explore and accept financial assistance, grants, technical support, or partnerships from national government agencies, including the Department of Information and Communications Technology, and other development partners or institutions, subject to applicable laws, rules, and regulations.

SECTION 11. CONTINUITY AND SUSTAINABILITY. The eLGU System shall be maintained as a continuing program of the Municipality of Molave. All future administrations shall ensure its continued operation, enhancement, and integration with emerging technologies and national systems.

SECTION 12. IMPLEMENTING RULES AND REGULATIONS (IRR). The eLGU Implementation Committee shall formulate the Implementing Rules and Regulations necessary for the effective implementation of this Ordinance within a period not exceeding ninety (90) days from its effectivity, without prejudice to earlier issuance of partial or interim guidelines as may be necessary for the initial rollout of the system.

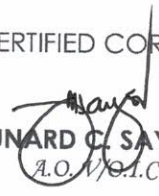
SECTION 13. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions shall remain in full force and effect.

SECTION 14. REPEALING CLAUSE. All ordinances, rules, and regulations inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 15. EFFECTIVITY. This Ordinance shall take effect after compliance with the posting and publication requirements under Republic Act No. 7160.

ENACTED, this 20th day of May, 2026 at Molave, Zamboanga del Sur.

CERTIFIED CORRECT:


JUNARD C. SAYSON
A.O. / O.I.C.

ATTESTED AND DULY CERTIFIED:


MONALISA J. GLEPA, RN
Mun. Vice Mayor/ Presiding Officer

APPROVED:


CYRIL REO A. GLEPA, M.D.
Municipal Mayor
5/28/26
Date



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

PROOF OF SERVICE

Municipal Ordinance No. 12th-43-2026 – AN ORDINANCE INSTITUTIONALIZING THE USE OF THE ELECTRONIC LOCAL GOVERNMENT UNIT (ELGU) SYSTEM IN THE MUNICIPALITY OF MOLAVE, PROVIDING FOR ITS POLICY FRAMEWORK, ORGANIZATIONAL SUPPORT, AND FUNDING MECHANISMS TO ENSURE ITS EFFECTIVE AND SUSTAINABLE IMPLEMENTATION.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CRIS GEM N. GACUTAN		06/04/26
MPDO	GWYNETH SYBIL BATACAN		6/4/26
MBO	WOLLY T. SINGCAY		6/4/2026
LCR	Marcus C. Vismanes		6/4/2026
BPLO	JURYL E. RUPINIA		6/4/2026
MTO	Jean M. Legat		6/4/2026
MAssO	MARUS RITA URIBIA		6/4/26
MAccO	CHRISTOPHER A. PETER		6/4/2026
			6/4/26

Municipal Ordinance No. 12th-44-2026 – AN ORDINANCE PROVIDING FOR A TEMPORARY ADJUSTMENT OF MOTORIZED TRICYCLE FARE RATES IN THE MUNICIPALITY OF MOLAVE, ZAMBOANGA DEL SUR DUE TO INCREASE IN FUEL PRICES, AMENDING THE APPROVED MUNICIPAL TARIPA, AND FOR OTHER PURPOSES.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CRIS GEM N. GACUTAN		06/04/26
MPDO	GWYNETH SYBIL BATACAN		6/4/26
Traffic Enforcer In-charge	CRIS GEM N. GACUTAN		06/04/26
Secretary			

Municipal Ordinance No. 12th-45-2026 – AN ORDINANCE TEMPORARILY REDUCING TERMINAL FEES AND CHARGES FOR PUBLIC UTILITY VEHICLES (PUVs) OPERATING AT THE MUNICIPAL INTEGRATED BUS AND JEEPNEY TERMINAL (IBJT) OF MOLAVE, ZAMBOANGA DEL SUR, AND FOR OTHER PURPOSES.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CRIS GEM N. GACUTAN		06/04/26
MPDO	GWYNETH SYBIL BATACAN		6/4/26
MTO	Jean M. Legat		6/4/26
MAccO	CHRISTOPHER PETER		6/4/26
MEEDO	LINDY LOU L. CATALAN		6/4/26
IBJT	2424 H. MATILINAS		6/04/26