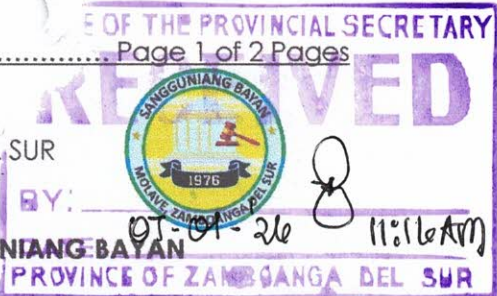




Republic of the Philippines
PROVINCE OF ZAMBOANGA DEL SUR
Municipality of Molave



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 50TH REGULAR SESSION/5TH MOBILE 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 COVERED COURT OF BARANGAY ALICIA ON JUNE 24, 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		✓	S.L.
Hon. Cornelio R. Salinas	SB Member	✓		
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		✓	ABSENT
Hon. Welie R. Cabasag	SB Member	✓		
Hon. Earl Louise A. Glepa, LNB Pres.	Ex-Officio Member	✓		LATE
Hon. Charina A. Jordan, SKF Pres.	Ex-Officio Member	✓		

MUNICIPAL ORDINANCE NO. 12th-49-2026

AN ORDINANCE AUTHORIZING AND APPROVING THE UTILIZATION OF THE FORMER WATER SYSTEM OFFICE AS THE NEW OFFICE OF THE LOCAL CIVIL REGISTRAR (LCR), AND APPROVING THE UTILIZATION OF THE PRESENT LCR OFFICE AS ADDITIONAL OFFICE SPACE FOR THE MUNICIPAL AND SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) IN SUPPOT OF SOCIAL PROTECTION-LGU FUNCTIONALITY IN THE MUNICIPALITY OF MOLAVE.

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates local government units to exercise powers necessary and proper to promote the general welfare, including the enhancement of public service delivery and efficient utilization of government facilities;

WHEREAS, Section 444 of Republic Act No. 7160 vests in the Municipal Mayor the authority over the general supervision and administration of municipal offices, properties, and personnel, including the implementation of programs and management of municipal facilities;

WHEREAS, the Municipal Social Welfare and Development Office (MSWDO), through the Honorable Municipal Mayor, has requested support for the Expansion of Office for Social Protection to strengthen the delivery of social protection programs and services;

WHEREAS, the proposed expansion shall support the Social Protection-LGU Functionality initiatives of the Municipality;

WHEREAS, the Sangguniang Bayan recognizes the importance of rationalizing the use of municipal of municipal government office spaces to promote efficiency, accessibility, and effective public service delivery;

WHEREAS, the former Water System office has been identified as suitable for conversion and is hereby determined to be more accessible to the transacting public, making it appropriate for designation as the new Office of the Local Civil Registrar (LCR);

WHEREAS, the present Office of the Local Civil Registrar has been found suitable for conversion into additional office space for the MSWDO, subject to proper relocation and transfer arrangements to ensure uninterrupted public service;

WHEREAS, the Sangguniang Bayan finds that the proper reallocation of municipal office spaces is consistent with the policy of efficient and responsive governance and the prudent use of local government assets;

[Handwritten signatures and initials at the bottom of the page.]

WHEREAS, this Ordinance is enacted in support of, and without prejudice to, the administrative authority of the Municipal Mayor under the Local Government Code, and shall serve as legislative authority and policy support for the orderly implementation of office space utilization;

BE IT ORDAINED, by the Sangguniang Bayan of the Municipality of Molave, in session duly assembled, that:

SECTION 1. AUTHORIZATION OF USE OF FORMER WATER SYSTEM OFFICE AS LOCAL CIVIL REGISTRAR OFFICE. The utilization of the former Water System office is hereby authorized and approved as the new official Office of the Local Civil Registrar (LCR) of the Municipality of Molave.

SECTION 2. APPROVAL OF ADDITIONAL SPACE FOR MSWDO. The present Local Civil Registrar office is hereby approved for utilization as additional office space for the Municipal Social Welfare and Development Office (MSWDO) under the Social Protection-LGU Functionality program.

The actual transfer and occupation of the new MSWDO in the said office shall be implemented only after the Local Civil Registrar has fully transferred to tis new designated office to ensure continuity of civil registry services.

SECTION 3. CONTINUITY OF PUBLIC SERVICE. There shall be no disruption in the delivery of services of the Local Civil Registrar and the MSWDO. Both Offices shall continue to occupy and operate in their current locations until such time that the new office arrangement is fully ready and actual physical transfer has been completed.

SECTION 4. IMPLEMENTATION AND AUTHORITY. The Municipal Mayor is hereby authorized and requested to undertake the necessary measures for the orderly implementation of this ordinance, including but not limited to:

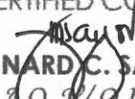
- Planning and supervision of office relocation;
- Coordination with the Municipal Engineering Office;
- Minor Renovation or modification of office spaces, if necessary; and
- Provision of logistical and administrative support.

SECTION 5. OWNERSHIP AND ADMINISTRATIVE CONTROL. All office spaces covered by this Ordinance remain under the ownership, control, and administration of the Municipal Government of Molave, and nothing herein shall be construed as a transfer of ownership or proprietary rights.

SECTION 6. REPEALING CLAUSE. All ordinances, resolutions, executive orders, rules and regulations, or parts thereof inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY. This Ordinance shall take effect after compliance with the posting requirements prescribed under the Local Government Code and other applicable laws.

ENACTED, this 24th day of June, 2026 at Barangay Alicia, Molave, Zamboanga del Sur.

CERTIFIED CORRECT:

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

ATTESTED & DULY CERTIFIED:


MONALISA J. GLEPA, R.N.
Vice Mayor/Presiding Officer

APPROVED:


CYRIL REO A. GLEPA, M.D.
Municipal Mayor
6/29/2026
Date

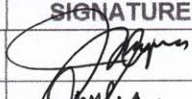
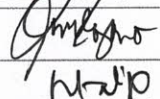
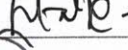
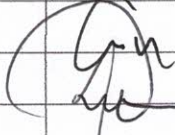
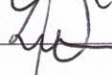


OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

PROOF OF SERVICE

Municipal Ordinance No. 12th-49-2026

AN ORDINANCE AUTHORIZING AND APPROVING THE UTILIZATION OF THE FORMER WATER SYSTEM OFFICE AS THE NEW OFFICE OF THE LOCAL CIVIL REGISTRAR (LCR), AND APPROVING THE UTILIZATION OF THE PRESENT LCR OFFICE AS ADDITIONAL OFFICE SPACE FOR THE MUNICIPAL AND SOCIAL WELFARE AND DEVELOPMENT OFFICE (MSWDO) IN SUPPORT OF SOCIAL PROTECTION-LGU FUNCTIONALITY IN THE MUNICIPALITY OF MOLAVE.

OFFICE	NAME (Receiver)	SIGNATURE	DATE RECEIVED
MO	CRIS GEN N. GACUTAN		7-1-2026
MPDO	May Sharon V. Lozano		7-1-2026
LCR	NORABEL B. CANDIA		7-1-2026
MEO	ENGR. CARMELITO L. MENDOZA OIC-Municipal Engineer		7-1-2026
MSWDO	ROMIECEL DR. NAVARRO-CARREON, RSW MSWDO Lic. No. 0018173		7/1/26