

Republic of the Philippines PROVINCE OF CAGAYAN City of Tuguegarao



SEVENTH CITY COUNCIL

EXCERPTS FROM THE MINUTES OF THE 72nd REGULAR SESSION OF THE SEVENTH CITY COUNCIL OF TUGUEGARAO CITY, CAGAYAN HELD ON FEBRUARY 13, 2018, 9:00 A.M., TUESDAY, AT THE SANGGUNIANG PANLUNGSOD SESSION HALL

PRESENT:

Hon. Bienvenido C. De Gu	zman II City Vice Mayor, Presiding Officer
Hon. Jude T. Bayona	Sangguniang Panlungsod Member
Hon. Arnel T. Arugay	-do-
Hon. Gilbert S. Labang	-do-
Hon. Winnoco R. Abraham	-do-
Hon. Imogen Claire M. Cal	langan -do-
Hon. Mary Marjorie P. Mar	rtin-Chan -do-
Hon. Raymund P. Guzman	-do-
Hon. Grace B. Arago	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Jose G. Velasco	-do-

ABSENT:

Hon. Kendrick S. Calubaquib	Sangguniang Panlungsod Member (on Sick Leave)
Hon. Maila Rosario T. Que	Sangguniang Panlungsod Member (on Vacation Leave)

CITY ORDINANCE NO. 10-2018

ORDINANCE PRESCRIBING THE SANITATION CODE OF TUGUEGARAO CITY

INTRODUCED BY: HON. ARNEL T. ARUGAY

SPONSORS: HON. BIENVENIDO C. DE GUZMAN II

HON. JUDE T. BAYONA HON. GILBERT S. LABANG HON. WINNOCO R. ABRAHAM

HON. IMOGEN CLAIRE M. CALLANGAN HON. MARY MARJORIE P. MARTIN-CHAN

HON. RAYMUND P. GUZMAN HON. GRACE B. ARAGO HON. ANTHONY C. TUDDAO HON. JOSE G. VELASCO

WHEREAS, Section 15 of Article II of the 1987 Constitution provides that the "State shall protect and promote the right to health of the people and instil health consciousness among them";

WHEREAS, there is no existing sanitary ordinance of Tuguegarao City and there is an imperative need to adopt a sanitation code for the protection of the constituents of Tuguegarao City;

WHEREAS, due to the unsanitary and unregulated business practices of some business establishments, there is an urgent need to address the said deterioration and the rising health, sanitation and safety problems threatening the residents of Tuguegarao City;

WHEREAS, without prejudice, this Code shall be taken together with the following Ordinances:

 City Ordinance No. 04-2014 – "An Ordinance Enacting the Tuguegarao City Investments and Incentives Code of 2014"

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- City Ordinance No. 07-2011 "An Ordinance Enacting the Revenue Code of Tuguegarao City"; and,
- c. City Ordinance No. 48-2017 "An Ordinance Regulating the Funeral Parlors and Crematoriums Operating Within Tuguegarao City and Providing Penalties for Any Violation Thereof"

CHAPTER I

SECTION 1. TITLE. This Code shall be known as the "SANITATION CODE OF TUGUEGARAO CITY."

SECTION 2. COVERAGE. This Code shall govern all objects situated within Tuguegarao City and all persons, entities or agencies involved in activities or related fields specifically made subjects to the regulations and provisions embodied in this Code.

SECTION 3. DEFINITION OF TERMS. For purposes of this ordinance, the following terms shall mean as follows:

- FOOD ESTABLISHMENT a place where food or drinks are manufactured, stored, reserved, sold and processed
- FOOD HANDLER any person who directly serves, prepares and handles or sells food and drinks or who, in the process, gets in contact with any eating or cooking items such as utensils, dishes and/or pans and pots, and/or food vending machines, such as cook, assistant cook, waiter/waitresses, dishwashers, bus boy, etc.
- NON-FOOD HANDLER any person employed in a food establishment who does not actually
 / directly handle, store or serve food, drinks or ice or who does not come into contact with any
 eating or cooking items, also includes janitor, office personnel or security guard
- 4. FOOD SERVICE ESTABLISHMENT any food establishment that serves food or drinks whether these are prepared within the establishment or elsewhere, such as coffee shop, cafeteria, canteen, panciteria, carinderia, bistro, fast food, refreshment parlour, snack bar, cocktail lounge, disco or night clubs, food kitchen or caterer's premises and other similar establishments that are found in hospitals. schools, hotels, motels, boarding houses or dormitories, malls and office buildings.
- FOOD MANUFACTURING any activity pertaining to the processing and/or making of food or drinks, such as that undertaken by bakeries, bakeshops, processed meat plants, soft drinks or fruit drink plants
- ACCREDITED LABORATORY a facility equipped with testing equipment and materials
 that is duly authorized and accredited by the Department of Health to perform such (or specific)
 tests or examinations
- REFUSE an inclusive term for all solid waste products consisting of garbage, rubbish, ashes, manure, right soil, dead animals, street sweepings and industrial waste
- 8. PUBLIC MARKET a place designated by the city government, where dry and wet commodities and goods, perishable or non-perishable are sold
- PRIVATE MARKET any place owned or operated by a private individual or entity that is
 duly licensed by the city government to operate a market, including stalls, mini-markets and
 supermarkets where dry and wet commodities and goods, perishable or non-perishable are sold
 (fresh and/or frozen livestock, poultry, fish and vegetables are sold)
- 10. TALIPAPA a designated area/place by the barangay or city with stalls or open display areas wherein meat, poultry, fish, vegetables, fruits and other food products are sold
- POULTRY domestic fowls such as chicken, duck, goose, turkey or other similar animals that are raised for meat and eggs, also includes fighting cocks
- ABATTOIR OR SLAUGHTER HOUSE –an area duly approved and registered for the purpose of slaughtering animals suited for public consumptions
- 13. SAUNA BATH ESTABLISHMENT an establishment where customers are exposed to steam bath which is generated by spring water on hot stones or by some other means
- 14. MASSAGE a method wherein the superficial soft parts of the body are rubbed or stroked or kneaded for remedial or aesthetic or hygienic purposes
- 15. SAUNA BATH ATTENDANT a person who performs and applies a proper technique of giving steam bath to costumers
- 16. MASSAGE CLINIC/ PARLOR an establishment where massage is administered to costumers
- 17. MASSAGE CLINIC ATTENDANT a trained person duly permitted to massage costumers under the guidance and supervision of a masseur

18. MASSUER/MASSEUSE - a trained person duly licensed to perform massage and to supervise massage clinic/parlor attendants

19. NIGHT CLUBS/ENTERTAINMENT ESTABLISHMENTS - an establishment usually open during the night serving liquor and food, provides a live entertainment show or music, with a space for dancing and employing Entertainment Establishment Workers (EEW)

20. STALL - an open compartment of area designated for the sale or display of commodities

including food products

- 21. IMPERVIOUS MATERIAL any hardware material that is impenetrable, not susceptible to tarnishing, not affected by the harsh elements of nature such as mildew, algae, fungi or moisture, and with smooth surface that is durable and resistant to wear such as stainless-steel plates, ceramic tiles, porcelain, marble glass and water or moist resistant materials
- 22. TOILET FACILITY refers to a structure built of materials of any kind inside or as part of a house or building used by its residents, occupants, visitors, employees, transients or customers as a layatory with septic tank built for the purpose
- 23. WATER FACILITY any entity engaged in the development of water source, water abstraction, water treatment and water distribution such as Tuguegarao Water District, water works operators in subdivisions, as well as abstractor users, water refilling stations, etc.
- 24. WATER HAULER any person, firm or entity that obtains water from its sources and transports, stores and operates equipment to deliver water for public consumption
- 25. TONSORIAL AND BEAUTY ESTABLISHMENT includes barber shops, beauty parlours, hairdressing and manufacturing establishments and figure slendering salon and other establishments engaged in the physical make-over of an individual
- 26. LOCAL ENVIRONMENTAL CARE a document issued by the City Health Office certifying that based on the representations of the project proponent/owner as reviewed and validated by the city environmental officer, the proposed project or undertaking will not cause a significant negative environmental impact and the proponent/owner has complied with all the requirements
- 27. WATER-REFILLING STATION/ESTABLISHMENT consists of building and premises where water is purified, sold and placed in water containers including the cevices and equipment or physical and chemical processes for making water suitable for human consumption and other
- 28. SANITARY CLEARANCE a clearance issued by the City Health Office to food and water delivery vehicles, mobile water tankers and similar vehicles including its appurtenances that they comply with the design, construction, specification & other requirements of the CHO & DOH
- 29. SANITARY PERMIT the permission/certification in writing of the City Health Officer that the establishment complies with the existing minimum requirements upon evaluation and inspection in accordance with this Code and PD Nos. 522 and 856 and their Implementing Rules and Regulations.
- 30. JUNK SHOPS/SCRAP TRADING a person/company carrying on a business which consists or in part of buying or selling scrap metal, paper, plastic or other disposable materials
- 31. BUS AND PUBLIC UTILITY VEHICLE (PUV) TERMINAL/STOP/REST AREA a public facility where buses/PUVs arrive and depart at which drivers and passengers can eat, rest or refuel.
- 32. STREET FOOD is ready-to-eat food or drink sold by a hawker or vendor in a street or other public place, such as at a market or fair. It is often sold from a portable food booth, food cart, or food truck and meant for immediate consumption. This includes, but not limited to, banana cue, calamares, tokneneng, and the rest.

CHAPTER II **HEALTH CERTIFICATE**

SECTION 4. All food and non-food handlers employed in food establishments, food manufacturing, industrial and commercial establishments, beauty parlors, barber shops, spas, massage clinics, beauty salons, department stores, medical clinics, motels, hotels, condominiums, water facilities, junk shops, drug stores, pharmacies, pharmaceutical distributors, panciterias, sari-sari stores, boarding houses, funeral parlours, ambulant vendors, talipapas, amusement centers, resorts, bus companies & terminals or public transport terminals situated in Tuguegarao City are required to secure a Health Certificate issued by the City Health Office of Tuguegarao City.

SECTION 5. Applicants for a Health Certificate as required in this Code shall undergo the following trainings and tests and submit the original certificate of completion and certification of the result of the

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- Health and Sanitation Seminar/s
- Stool examination, validity within the period of one (1) month
- Chest X-ray valid for six (6) months/Certificate of Dermatitis/Dermatology
- Drug test and Hepatitis B antibody titre (upon request of concerned establishment)
- Urinalysis, validity within the period of one (1) month

SECTION 6. Health Certificates are non-transferable and can be suspended or cancelled at anytime for reasons determined by the City Health Officer.

SECTION 7. The Health Certificate Card shall be issued anytime within the year with validity until the end of the current year and shall be worn by the employee at all times during his/ her period of work or duty.

SECTION 8. All required laboratory tests and radiologic examinations under Section 5 hereof shall be conducted by a DOH duly licensed and accredited laboratory/facility

SECTION 9. The Health Certificate shall be valid until the end of the current year and shall be renewed yearly upon submission of a certification of the result of the same requirements at the beginning of the year.

CHAPTER III WATER SUPPLY PRESCRIBED STANDARDS AND PROCEDURES

SECTION 10. Water analysis, Examining Laboratories and Submission of Water Sample/s. The examination of drinking water shall be performed only in government or private laboratories duly accredited by the Department of Health. It is the responsibility of the operators of water refilling stations/establishments to submit to accredited laboratories water samples for examination in a manner and at such interval prescribed by the Department of Health based on the Philippine National Standards for Drinking Water.

SECTION 11. All water sources are required to obtain a Certificate of Potability of Drinking Water from City Health Office, likewise ail food establishments are required to serve purified water sourced from duly registered water-refilling stations/establishments with Sanitary Permits. Establishments that produce their own purified drinking water are required to undertake monthly bacteriological testing of their water samples.

SECTION 12. The ice supply of food establishments must come from ice plants with Sanitary Permits. In storing and transporting ice intended for public consumption, precautionary measures shall be taken to protect the ice from any source of contamination.

CHAPTER IV WATER HAULER, WATER REFILLING, WATER DELIVERY AND OTHER WATER SUPPLY FACILITIES

SECTION 13. A Sanitary Clearance shall be required for every water delivery vehicle and water tanker delivery truck secured from the City Health Office yearly. The Clearance issued shall be conspicuously displayed in all vehicles at all times.

SECTION 14. Water facilities shall undergo monthly bacteriological examination and semi-annual physical and chemical analyses to be conducted by a DOH licensed and accredited laboratory.

CHAPTER V

SECTION 15. Water Retailers and Refilling Stations/Establishments. Any person engaged in the trade and distribution of purified and/or mineral water is required to comply with the following conditions:

 Submit to a DOH licensed and accredited laboratory water samples for physical, chemical and bacteriological examination/analysis in a manner and interval as prescribed by the DOH;

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- Make available to the personnel of the CHO/DOH all necessary documents and materials needed in the operations of the facility during the conduct of the regular and spot monitoring and supervision;
- 3. Persons directly involved in the management or supervision of refilling water stations shall undergo the necessary training or seminar as specified and conducted by the CHO or DOH or any DOH-accredited professional organization and institution;
- 4. All water retailers and refilling stations are required to secure initially an Operational Permit from the DOH revalidated annually and a Sanitary Permit to Operate issued by the CHO annually.

CHAPTER VI FOOD ESTABLISHMENTS/FOOD MANUFACTURERS/MARKETS

SECTION 16. It shall be unlawful for any person, firm or establishment to operate a food establishment without a Sanitary Permit from the City Health Office. This Permit may be suspended or revoked by the City Health Officer upon violation of any provisions of this Code; it shall be valid from the date of issue until the end of the current year and shall be renewed yearly.

SECTION 17. The Sanitary Permit shall be displayed at all times in a conspicuous place within the establishment whether public or private. Every stall owner in a public or private establishment shall secure an individual Sanitary Permit.

SECTION 18. All persons employed by a food establishment and food manufacturer whether food or non-food handler are required to submit the necessary requirements and personally secure a Health Certificate from the Tuguegarao City Health Office. The Health Certificate is valid upon the date of issue until the end of the current year and renewed yearly.

SECTION 19. Injection of water and/or application of coloring agents or chemicals to fresh or frozen livestock, fish and poultry products are strictly prohibited.

SECTION 20. All food establishment personnel are required to conduct proper hygiene in processing food as hereunder enumerated:

- A. Cooks shall wear clean working garments and should have hairnets, caps and apron.
- B. They should observe good personal hygiene.
- C. They must wash hands thoroughly with soap water and dry them with a clean or disposable towels or hand drying equipment immediately before working or after visiting the toilet.
- D. No food handler with long or manicured fingernails should be allowed to work.
- E. No food handler with active skin infection should be allowed to work.
- F. No jewelry, except a wedding band, should be worn by the food handler during his/her time of duty.
- G. Toilets shall not be near or open directly into spaces where food is prepared, stored or served.

SECTION 21. All food establishments and food manufacturers are required to use iodized salt in their food preparation.

All livestock products sold or used in any food establishments, food manufacturing and public or private markets shall bear the stamp of inspection by an authorized abattoir. Selling of fresh meat, poultry and fish shall be made only within the premises of duly designated public markets and duly licensed private markets.

SECTION 22. The following requirements for the issuance of Sanitary Permit for food establishments and manufacturers:

- A. Vermin Abatement Program
- B. Attendance in the Seminar on Proper Waste Disposal and Food Handler's Class
- C. Receipt of payment from the City Treasurer's Office of necessary fees
- D. Health Certificates of all establishment personnel

SECTION 23. No animals or pets are allowed inside food establishments, except bomb sniffing dogs or K9 on service or duty.

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SECTION 24. Owners of high-rise condominiums, hotels, subdivisions and town houses are requested to obtain a Certificate of Potability of their water facilities every year.

CHAPTER VII DISPOSAL OF REFUSE

SECTION 25. All owners and operators of business establishments within the territorial jurisdiction of Tuguegarao City shall undergo a seminar on proper waste disposal to be conducted by the Solid Waste Management Office (SWMO) prior to the issuance of a Sanitary Permit.

SECTION 26. Refuse shall be segregated into biodegradable and non-biodegradable.

SECTION 27. All business establishments shall provide for proper refuse collection and storage and provide disposal refuse cans with tight fitting lids that are vermin-proof and easy to clean. All market places shall have holding bins or refuse storage area containers that must be maintained in a manner to be vermin and rodent-proof. Individual stalls in public and private markets shall provide garbage plastic bags for their refuse.

SECTION 28. Any person, natural or juridical, is prohibited from burning garbage or trash or any refuse materials within the territorial jurisdiction of Tuguegarao City.

SECTION 29. All industrial and commercial establishments are required to put and install adequate and sufficient covered trash receptacles within the vicinity of their facility.

SECTION 30. Refuse shall not be thrown in streets, sidewalks and vacant lots, in any body of water, parks and public places. Garbage for disposal shall be kept inside the premises of the home, facility or establishment and shall only be brought outside, sealed and tied and/or properly placed in sacks or plastic bags, at or just before the time of collection thereof by garbage collectors.

SECTION 31. Garbage trucks loaded with loose materials are required to provide appropriate coverings over the materials being transported.

CHAPTER VIII VERMIN AND RODENT CONTROL

SECTION 32. A vermin and rodent abatement program is mandatory for all food establishments but shall likewise be maintained by all establishments.

CHAPTER IX EVALUATION OF FOOD ESTABLISHMENTS

SECTION 33. The City Health Officer of his/her duly authorized representative shall inspect and evaluate all foods establishments at least every quarter and shall cause additional inspections, reinspections and evaluations as necessary for the enforcement of the provisions of this Code.

SECTION 34. Within thirty-six (36) hours from inspection or evaluation, the inspector shall furnish the registered owner or his/her duly authorized representative or manager of the establishment the original copy of the inspection report. In cases of non-compliance of certain provisions of this Code, the registered owner or his/her duly authorized representative or manager shall be given a reasonable period for compliance. If upon re-inspection the inspector finds the correction has not been affected, he/she shall forthwith report to the owner or his/her duly authorized representative or manager of the establishment, and after prior notice and hearing shall recommend for the revocation of the sanitary permit, as circumstances warrant.

SECTION 35. The City Health Officer may order the immediate suspension of the sanitary permit whenever he/she finds unsanitary or unhealthy conditions in the operation of a food establishment, which in his judgment constitute a substantial hazard to public health. Any person to whom such an order is issued shall be afforded a hearing within forty-eight (48) hours from receipt of the order of suspension of sanitary permit.



CHAPTER X DANCING HALLS, DANCING SCHOOLS, NIGHT CLUBS/ ENTERTAINMENT ESTABLISHMENTS

SECTION 36. The following provisions are applicable to Dancing Schools and Dancing Halls:

- A. Any establishment shall be operated and opened for public patronage only when a sanitary permit is issued by the City Health Office.
- B. The establishment and its premises shall be kept clean and sanitary at all times.
- C. Patrons shall be provided with adequate potable water and toilet facilities in accordance with standards.
- D. There will be no private rooms or separate compartments within the facility except those used for lavatories, dressing rooms, bars and kitchens.

SECTION 37. Night Clubs/Entertainment Establishments.

- A. Night clubs/entertainment establishments shall be operated and opened for public patronage only when a Sanitary Permit to Operate is issued by the City Health Office.
- B. No person shall be employed as cook, bartender or waiter without a Health Certificate from the City Health Office.
- C. No persons shall be employed as guest relations officer (GRO)/entertainment establishment worker (EEW) without a Health Certificate issued by the City Health Office. The GRO/EEW shall undergo the necessary tests at the Social Hygiene Clinic of the CHO.
- D. Patrons shall be provided with adequate potable water and toilet facilities.
- E. VIP rooms in all nightclubs/establishments shall be allowed provided that they are completely transparent, no door locks, free from obstruction of the view from the outside, and properly lighted to enable the identification from the outside persons inside the room.
- F. Security officer/s shall be detailed at the establishments during the time of operation.

CHAPTER XI MASSAGE CLINICS, SPAS AND SAUNA BATH ESTABLISHMENTS

SECTION 38.

- A. No person or entity shall operate a massage clinic, Spa or Sauna Bath establishment without a Sanitary Permit to Operate issued by the City Health Office.
- B. A masseur / masseuse must have a certificate as a registered masseur / masseuse. He/she must possess a Health Certificate issued by the City Health Office.
- C. A service attendant must possess a Health Certificate issued by the City Health Office before being hired in a massage clinic, spa and sauna establishment.
- D. Sanitary Requirements:
 - 1. The reception and office rooms shall be properly lighted and adequately ventilated.
 - 2. Every room shall be adequately ventilated, provided with a sliding curtain at the entrance and with a suitable and clean massage table.
 - Every room shall be properly lighted with thermometers and maintained clean and sanitary at all times.
 - 4. Sanitary and adequate hand washing, bath and toilet facilities shall be available.
 - 5. Customers shall be provided with soap, clean towels and sanitized slippers.
 - 6. Customers shall be required to take a thorough bath before the massage.
 - 7. The service attendant must wear clean working garments when attending to customers.

SECTION 39. The following persons, regardless of their station of work, shall secure a Health Certificate from the City Health Office after undergoing the necessary laboratory tests/examinations.

GROUP A:

- a. Floor Managers
- b. Models
- c. Dancers
- d. Waiters/Waitresses
- e. GRO/EEW
- f. Masseur/Masseuse

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- g. Massage Clinic Attendant
- h. Host/Stand-up Comedians

GROUP B:

- a. Cashiers
- b. Cooks
- c. Food Handlers
- d. Club Bouncers
- e. Bands, other performers/artists
- f. Other restaurant workers
- g. Disc Jockeys
- h. Make-up Artists
- i. Impersonators

Failure to present proof that the aforementioned personnel have the necessary Health Certificate shall be ground for the suspension or revocation of the establishment's Business Licence/Permit.

SECTION 40. The minimum tests required for all GROs/EEWs shall be the following:

- a. Serological testing for HIV/Hepatitis B/Syphilis
- b. Gram's Stain for Cervical / Urethral smear
- c. Fecalysis
- d. Drug Test
- e. Chest X- Ray (valid for six (6) months)

The minimum requirements for all others shall be the following:

- a. Chest X- Ray (valid for six (6) months)
- b. Fecalysis only for food handlers (valid for one (1) month)
- c. Drug Test (valid for one (1) year)

SECTION 41. All personnel, in addition, shall undergo STD seminar prior to the issuance of the Health Certificate. Food handlers shall, in addition, undergo a Food Handler Class/Seminar.

SECTION 42. Owners of establishments shall be responsible in ensuring that all persons under their employ shall have Health Certificates and undergo the necessary tests/examinations required by the CHO. Failure to present or to account for such personnel previously tested shall be a ground for suspension or revocation of Business License/Permit.

CHAPTER XII OTHER COMMERCIAL TRADES

SECTION 43. No animal stockade for livestock industry shall be maintained and operated within the territorial jurisdiction of Tuguegarao City, except that which is designated by the city. Keeping of any kind of livestock animal intended for butchering in any premises within the City for more than three (3) days shall constitute a violation of this Section.

SECTION 44. Stockade of game cocks intended for trade and/or for breeding shall be allowed only upon securing the necessary Sanitary Permit and provided that proper sanitary standards are maintained, such as:

- 1. Adequate water supply for drinking and cleaning and for other domestic purposes at least thirty (30) liters per day/fifty (50) heads shall be provided in establishments.
- Every stockade shall be provided with a watertight, easy to carry and vermin-proof receptacle for manure and other litters arising within premises of the stockade.
- 3. The stockade shall be located within twenty-five (25) meters from any ground and surface drinking water source and not in flood-prone areas.
- 4. Vermin abatement program should be maintained by the operator.
- 5. Disinfection shall be undertaken at least three (3) times a week or as frequent as necessary.
- All poultry feeds shall be kept and stored under such conditions that will limit the attraction and harbourages of vermin.

- Adequate sanitation shall be observed to prevent obnoxious odours that may arise from the establishment.
- In residential areas (classified in the zoning classification), there should be no breeding or gamecocks and other types of fowls, hog raising activities.
- Other similar measures should be undertaken to maintain the sanitary conditions of the stockade premises.

CHAPTER XIII TONSORIAL AND BEAUTY ESTABLISHMENTS

SECTION 45. Tonsorial or beauty establishments shall be required to secure the proper Sanitary Permit from the City Health Office before their operations.

SECTION 46. All personnel of the establishment are required to secure a Health Certificate subject to the provisions of the Chapter II of this Code.

SECTION 47. The following sanitary practices shall be observed in the establishment at all times:

- 1. Working personnel shall wash their hands with soap and water before servicing customers
- 2. They shall wear clean working garments
- 3. They shall not smoke or eat while working
- Instruments of their trade like nippers, pushers, scissors, razors and nail cutters shall be cleaned and disinfected before and after their use with any approved soaking solutions and their derivatives;
- 5. Customers shall be supplied with clean and fresh towels, drapes and other necessities
- Precautionary measures to prevent disease transmission shall be observed when serving customers with any form of skin infections.

CHAPTER XIV FOOD BOOTHS INCLUDING THOSE SELLING STREET FOOD, CATERERS, CARTS, AMBULANT VENDORS

SECTION 48. No person or entity shall operate any of the services and/or trade under this chapter without securing a Sanitary Permit. – (Ambulant vendors are presently not required to secure a sanitary permit since they are not assessed by the BPLO and are likewise not collected fees by the Treasurer's Office).

SECTION 49. All operators and/or personnel engaged in such services and/or trade shall secure a Health Certificate.

SECTION 50. Sanitation Requirements shall be observed by the operators and/or personnel of such services and/or trade covered by this chapter at all times:

- A. All food containers shall be completely enclosed or sealed and leak-proof to prevent the possibility of contamination and spoilage;
- B. All transport vehicles shall be kept clean and no substance capable of contaminating the food or food products shall be transported with the food or food products in such manner as to permit contamination;
- C. The food booths, stalls, carts, or similar trades shall be constructed in a manner wherein food, drinks and other utensils shall not be exposed to insects, dust and other contaminants;
- D. Adequate supply of safe water shall be made easily available for use in cleaning utensils and equipment;
- E. All food booths and the like shall be provided with proper storage and holding facilities to maintain the food or drinks, hot or cold, as may be required by the type of food or drink to be served:
- Ice shall come from approved sources and stored and hauled as to avoid contamination;
- G. All garbage and trash shall be kept in tight receptacles. Refuse containers shall be made available at all times. Waste water and other liquid waste shall be disposed in a sanitary manner so as not to create nuisance and to prevent becoming a source of disease-bearing insects or bacteria



CHAPTER XV INDUSTRIAL AN OTHER NON-FOOD ESTABLISHMENTS

SECTION 51. All industrial/commercial and other non-food establishments shall obtain a Sanitary Permit from the City Health Office and local environmental clearance from the Tuguegarao City Environment and Natural Resources Office (TCENRO). Persons working in these establishments are to obtain a Health Certificate from the City Health Office.

SECTION 52. All establishments covered by this Chapter are required to provide the following facilities and programs in accordance with the provisions of this code:

- A. Adequate and conveniently located toilet and bath facilities shall be provided for each sex;
- B. Proper facilities/receptacles for disposal of ordinary refuse and industrial waste to prevent health hazard, nuisance and pollution;
- C. An abatement program for the control of vermin shall be maintained;
- Adequate sanitary maintenance for all work areas, machineries and equipment to ensure the safety of the employees;
- E. Canteens and/or eating places should conform to the requirements for food establishments under this Code;
- F. Adequate potable water supply shall be provided for employees.

CHAPTER XVI PUBLIC LAUNDRY

SECTION 53. SCOPE. This Chapter shall apply to all public laundry including commercial laundry such as Laundromat, dry cleaning laundry, linen-supply laundry, diaper-supply laundry and public laundry places such as community laundry, as well as institutional establishments with laundry equipment and facilities such as hotels, motels, massage parlors, spas, beauty salons, dormitories, hospitals and other similar establishments operated by individuals, partnerships, corporations, government agencies, institutions or instrumentalities.

SANITARY PERMIT. The establishment shall secure a sanitary permit before it could operate.

SANITARY REQUIREMENTS

- A. Any person who intends to work in the establishment shall be required to secure a health certificate issued by the Health Officer.
- B. Employees of the establishment shall at all times observe good personal hygiene and safety practices at the working area.
- C. Employees shall be provided with potable drinking water, toilets and washing facilities.
- Laundry supplies in both liquid and solid state shall be properly stored, prepared and handled.
 Containers of chemicals shall be properly labelled.
- E. All sewerage from the establishment shall be discharged to the public sewer systems.
- F. The segregation, storage, collection, transport and disposal of refuse shall be in accordance to existing laws, rules and regulations.
- G. The operator of the establishment shall maintain a vermin abatement program. During vermin control operations, all clothes and linens shall be covered and isolated to prevent contamination.
- H. All work rooms shall be properly lighted and ventilated.
- All articles to be laundered coming from hospitals and infected sources shall be treated by exposure to sufficient quantity of hot water, detergents or by other means of disinfection.
- J. All articles to be laundered that have come in contact with any form of radioactivity should be isolated and monitored by Radiation Safety Personnel before sending these articles for laundry.

RESPONSIBILITIES OF THE LAUNDRY SUPERVISOR

- Comply with all the requirements and standards as stated in this Code.
- B. Be knowledgeable in the selection, quantity and proper use of laundry cleaning supplies.
- C. Ensure the proper laundry operation and cleaning and care of laundry equipment and facilities.
- D. Provide schedule of laundry operation for an adequate and continuous supply of linen and according to the needs of the user at all times.
- E. Provide a schedule for regular maintenance and cleaning equipment and facilities.
- F. Evaluate the effectiveness of the laundry operation.



G. Ensure that the linen is safe for the customer use.

RESPONSIBILITIES OF THE OPERATOR

- A. Comply with all the requirements and standards as stated in this Code.
- B. Renew the sanitary permit every year.
- C. Assist health authorities in the conduct of inspection of the establishment.
- D. Promote good personal hygiene among his/her employees and make sure the updating of their health certificates.
- E. Ensure the health, safety and comfort of all employees and customers in the establishment.
- F. Provide adequate and appropriate sanitary facilities, personal protective equipment and necessities to promote health, safety and sanitation in the establishment.
- G. Ensure that the process and materials used in the trade shall be environment-friendly.

RESPONSIBILITIES OF THE HEALTH OFFICER

- A. Facilitate the conduct of inspection and evaluation of the establishment at least once every three (3) months to ascertain their compliance to this Code.
- B. Issue sanitary permit upon completion of the requirements stated in this Code.
- C. Prescribe precautionary measures to the operator for the prevention of accidents or spread of contagious or communicable diseases in the establishment.

CHAPTER XVII PUBLIC SWIMMING POOL OR BATHING PLACES

SECTION 54. Sanitary Permit – No public swimming pool and bathing places shall be operated for public use without a Sanitary Permit issued by the City Health Office. This is to ensure the protection of the customer's health and safety.

A. RULES AND REGULATION CONCERNS:

- 1. Impose correct sanitary practices for persons swimming or bathing to prevent the transmission of communicable diseases;
- 2. Implement correct sanitary procedure for personnel working in these places in order to maintain cleanliness of accessories used by customers.
- 3. Employ adequate number of trained personnel and necessary equipment needed for life saving and rescue work; and,
- Adequate signage should be conspicuously posted to warn the public of the presence of artificial
 or natural hazards.

B. STANDARDS AND CRITERIA CONCERNS

- Sanitary structural requirements for swimming pools and bath houses to prevent pollution of their waters and to facilitate sanitation maintenance.
- 2. Sanitary structural standards for appurtenances such as toilets, shower baths and dressing rooms to eliminate the risk of infection.
- Criteria to use in limitation of swimming of bathing loads of swimming pools in accordance with the type of water treatment applied.

C. RESPONSIBILITY OF THE LOCAL HEALTH OFFICES

The City Health Officer or his/her duly authorized representative/s shall:

- 1. Inspect the state of sanitation of public swimming pools or bathing places;
- 2. Ascertain if their personnel are examined regularly for the presence of any infectious or contagious disease; and,
- 3. Closure and revocation of their permits when requirements are not complied with, and it is deemed necessary for the protection of public health.

CHAPTER XVIII CAMPS AND PICNIC GROUNDS

SECTION 55. No camp and picnic ground shall be open for public patronage without securing a Sanitary Permit issued by the City Health Office.

- 1. Camps and picnic ground sites should not be prone to flooding; must be well drained.
- Camps and picnic houses shall be provided with adequate lighting and ventilation. Adequate and safe drinking water shall be available at all times.
- 3. Sewage disposal shall be provided.
- 4. Storage preparation and serving of food shall be clean.
- Refuse containers shall be provided at strategic points in the area with tight fitting cover and regular collection service shall be maintained.
- 6. Camps and picnic grounds shall be at all times maintained clean, free from litter and rubbish.
- 7. A program in vermin control shall be established.

CHAPTER XIX SEWAGE COLLECTION AND DISPOSAL, EXCRETA DISPOSAL AND DRAINAGE

SECTION 56. Scope of Supervision of the City Government (City Health Office)

- Every household should have a sanitary / water-sealed toilet. Shared toilets may be allowed for a small group of houses in areas where there is limited space.
- There should be a plan for individual sewage disposal system and other treatment device for each household.
- 3. This may be the responsibility of the city government.
- 4. There should be no discharge of septic tanks to bodies of water.

OPERATION OF SEWAGE TREATMENT WORKS

- Provide/coordinate for laboratory facilities for control tests and other examinations needed.
- 2. Forward to the City Health Office the operating data, control tests and other records and information as may be required.
- 3. Inform the City Health Office in case of breakdown or improper functioning of the sewage treatment works.

REQUIREMENTS IN THE OPERATION OF SEWERAGE WORKS AND SEWAGE TREATMENT PLANS

The following are required for sewerage works:

- All houses covered by the system should be connected to the sewer in areas where a sewerage system is available.
- For restaurants and other establishments where a large amount of grease is discharged into the sewer, grease traps are to be installed and regularly maintained by these establishments.

SECTION 57. Effluent – The effluent from septic tanks shall be discharge into a sub-surface soil/absorption field where applicable and shall be treated with some type of purification device/process.

SECTION 58. Septic Tanks – Where a public sewerage system is not available, sewer outfalls from residences, schools and other building shall be discharged into a septic tank to be constructed in accordance with the following requirements:

- It shall be generally rectangular in shape. When a number of compartments are used, the first compartment shall have the capacity from one-half to two-thirds of the total volume of the tank.
- The said septic tank shall be built in concrete, whether precast or poured in place; brick, concrete blocks or adobe may be used.
- It shall be constructed under any building and within twenty-five (25) meters from any source of water supply.

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DRAINAGE

SECTION 59.

Responsibility of the City – It shall be the responsibility of the city to maintain a sanitary state of
a satisfactory system of drainage in all inhabited areas where waste water from buildings and
premises could empty without causing nuisance in the community and danger to public health.

Connection to the City Drainage System. Buildings or premises producing waste water shall be connected to the City Drainage System in all areas where it exists.

CHAPTER XX DISPOSAL OF DEAD PERSONS

SECTION 60. BURIAL GROUNDS REQUIREMENTS – It shall be unlawful for any persons to bury human remains in places other than those legally authorized by law.

- 1. The burial grounds shall at least be twenty-five (25) meters distant from any dwelling house and no house shall be constructed within the same distance from any burial ground.
- 2. No burial ground shall be located within fifty (50) meters from any source of water supply.

BURIAL REQUIREMENTS

- No remains shall be buried without a death certificate. This certificate shall be issued by the attending physician in attendance. The death certificate shall be forwarded to the City Health Office for review, after which, this shall be submitted to the Local Civil Registrar within 400 hours after death.
 - 2. Graves where remains are buried shall be at least two (2) meters deep and filled well and firmly.
 - 3. If the person who issues a death certificate has reasons to believe or suspect that the case of death was due to a crime, he or she shall immediately report the matter to the local authorities concerned. In this case, the deceased shall not be buried, not until permission is obtained from the official. If not available, the permission shall be obtained from any government official authorized by law.
 - 4. Except when required by legal investigations or when permitted by the local health authority, no unembalmed remains shall stay unburied longer than forty-eight (48) hours after death.
 - 5. When the case of death is due to a communicable disease, the remains shall be buried within twelve (12) hours after death. They shall be taken to any place of public assembly. Only the adult members of the family of the deceased may be permitted to attend the burial.

SECTION 61. FUNERAL AND EMBALMING ESTABLISHMENTS

- A. No establishment shall operate without a sanitary permit issued by the City Government. This permit shall be revoked in case of any violation of the provisions of this Chapter.
- B. Classification Funeral establishments shall be classified in three (3) categories which are described as follows:
 - 1. Category I Establishments with chapels and embalming facilities and offering funeral services.
 - 2. Category II Establishments with chapels and offering funeral services but without embalming services.
 - 3. Category III Establishments which only offers funeral services from the house of the deceased to the burial place.

C. Sanitary Requirements

For funeral chapels – The requirements prescribed for places of the public assembly in this Code shall be offered.

FOR EMBALMING AND DRESSING ROOMS

1. They should be constructed of concrete or semi-concrete materials with sufficient space to accommodate five (5) bodies at one time.

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3. Ventilation and lighting should be adequately provided.

4. Embalming shall be performed on a table made of a single marble slab or other equally impervious materials. It shall be constructed in a way that all washings and body fluids shall flow to drain connected to the waste piping system of the building.

5. Embalmers and assistants shall use rubber gloves when working.

Washing facilities with soaps, detergents and germicidal solutions shall be provided for use of working personnel.

SECTION 62. LICENSING AND REGISTRATION PROCEDURES

The licensing and registration of undertakers and embalmers are subject to the following requirements:

- A. Issuance of License to Practice
- Any person who desires to practice as an embalmer can only do so after passing the examination conducted by the department concerned and after being licensed.

Licensed undertakers or embalmers shall practice undertaking or embalming in accordance with the requirements prescribed by the department.

3. Licensed undertakers or embalmers shall display their licenses conspicuously in the establishments where they work.

SECTION 63. AUTOPSY AND DISSECTION OF REMAINS

The post-mortem examination/autopsy and dissection of remains are subject to the following requirements:

- A. Persons authorized to perform these are:
- 1. Health Officers
- 2. Medical Officers of law enforcement agencies
- 3. Members of the medical staff or accredited hospitals
- B. Autopsies shall be performed in the following cases:
- Whenever required by special laws.
- 2. Upon order of a competent court, a Mayor, a Provincial or City Fiscal
- 3. Upon written request of police authorities
- Whenever the nearest kin shall request in writing to the authorities concerned to ascertain the cause of death
- C. Autopsies may be performed on patients who die in accredited hospitals subject to the following requirements:
- The director of the hospital shall notify the next kin of the deceased and request permission to perform autopsy.
- Autopsy can be performed when the permission is granted or no objection is raised to such autopsy within 400 hours after death.
- In case where the deceased has no next kin, the permission shall be curved from the local health authority.
- D. The city government shall be responsible in burying unclaimed cadavers.

SECTION 64. DONATION OF HUMAN ORGAN FOR MEDICAL, SURGICAL AND SCIENTIFIC PURPOSES.

Any person may donate an organ or any part of his/her body to a person, a physician, a scientist, a hospital or a scientific institution upon his/her death for transplant, medical or research purposes subject to the following requirements:

- a. The donation shall be authorized in writing by the donor specifying the recipient of the organ or part of his/her body to be donated and the specific purpose for which it will be utilized.
- b. A married person may make such donation without the consent of his/her spouse.
- c. After the death of a person, the next of kin may authorize the donation of an organ or any part of the body of the deceased for similar purposes in accordance with the prescribed procedure.
- d. If the deceased has no next of kin and his/her remains are in custody of an accredited hospital, the director of the hospital may donate an organ or any part of the body of the deceased in accordance with the requirements prescribed in this Section.
- e. A simple written authorization signed by the donor in the presence of two (2) witnesses shall be deemed sufficient for the donations of organs or parts of the human body required in this Section. Notwithstanding the provisions of the Civil Code of the Philippines on matters of donation, a copy of written authorization shall be submitted.

SECTION 65. All persons who shall interfere, hinder or oppose any officer or member of the City Health Office of Tuguegarao City in the performance of their duty in the implementation of this Sanitation Code, or shall tear down, mutilate, deface or alter any billboard, streamer, poster or similar notices affixed to the premises in the enforcement of this Code shall be guilty of misdemeanor and punishable upon conviction by imprisonment for a period not exceeding six (6) months, or a fine not less than five thousand pesos (P5,000.00), or both upon the discretion of the court.

CHAPTER XXI HEALTH SERVICES FEE

SECTION 66. The following fees shall be imposed for the laboratory test and seminars that shall be undertaken by the City Health Office of Tuguegarao City under the Sanitation Code. The fees shall be subject to review and/or re-evaluation every three (3) years.

1. Routine Laboratory Tests

a.	Drug Test	_	P200.00
b.	Chest X-ray		P180.00
C.	Blood Typing (A, B and O)	-	P150,00
d.	Hgb/Hct		P100.00
e.	Platelet Count		P200.00
f.	CBC	-	P200,00
g.	Pregnancy Test	-	P180.00
h.	Stool Exam	-	P100.00
i.	Urine Exam		P100.00

2. Blood Chemistry

a.	FBS		P 120.00
b.	Cholesterol	-	P 150,00
C.	Uric Acid	1.60	P 120.00
d.	Bun	-	P 200.00
e.	Creatinine	-	P 130.00
f.	Lipid Profile	1.2	P 800.00

3. Social Hygiene Test

a.	Gram Staining	-	P 100.00
b.	NSS/KOH Stain	-	P 100.00
C.	HBsAg		P 200.00
d.	RPR	-	P 200.00
e.	Routine Urinalysis	-	P 100.00
f.	HIV Screening Test		P 200.00

4. Sanitation Health Certificates

a.	Health Certificate	-	P 75.00
b.	Sanitary Health Certificate (SHC)	1.0	P 75.00
C.	Sanitary Inspection	-	P 100.00

- d. Local Environmental Clearance
- 1. Industrial Manufacturing

Above 1,000 square meters	 P 2,500.00
Below 1,000 square meters	P 1,500.30

- 2. Commercial and other services P 500.00
- 3. Bacteriological Water Examination (DOST) P 600.00
- 4. Physical and Chemical Examination (DOST) P 2,800.00
- Certificate of Potability (CVMC and Tuguegaro Water District) P 700.00

CHAPTER XXII ROLE OF THE CITY HEALTH LABORATORY AND OTHER HEALTH FACILITIES OPERATED BY THE LGU OF TUGUEGARAO CITY

CHAPTER 67. All laboratory tests and radiological examinations required under Section 5 hereof shall be conducted by City Health Laboratory or a DOH Licensed Laboratory/Facility.

CHAPTER XXIII PENAL PROVISIONS

CHAPTER 68. The following penalties shall be imposed for any violation of this Code:

 For violation of Sections 4 and 8 of Chapter II, Section 19 of Chapter IV and Section 45 and 47 of Chapter XIII of this Code, the following are the penalties:

A. Establishment

First Offense - Fine of Two Thousand Pesos (P2,000.00)
Second Offense - Fine of Three Thousand Pesos (P3,000.00)
Third Offense - Fine of Five Thousand Pesos (P5,000.00) and revocation of permit

B. Individual

First Offense - Fine of Five Hundred Pesos (P500.00) or community work for four (4) hours

Second Offense - Fine of One Thousand Pesos (P1,000.00) or

Imprisonment of five (5) days or community work for eight (8)

hours.

Third Offense - Fine of Two Thousand Pesos (P2,000.00) or

imprisonment of ten (10) days or community work for

twenty-four (24) hours

2. For violation of Section 17, Chapter VI of this Code, the following are the penalties:

First Offense - Fine of Three Hundred Pesos (P300.00)
Second Offense - Fine of Five Hundred Pesos (P500.00)
Third Offense - Revocation of Health Certificate

3. For violation of Section 13, Chapter IV of this Code, the following are the penalties:

First Offense - Fine of Three Hundred Pesos (P300.00)
Second Offense - Fine of Five Hundred Pesos (P500.00)

Third Offense - Fine of Two Thousand Pesos (P2,000) and temporary

ban to ply his route

The offender shall not be issued the requisite Sanitary Permit to operate. In addition, the establishment shall be ordered closed and shall be fined in the amount of Five Thousand Pesos (P5,000.00).

4. For violation of Section 18, Chapter VI of this Code, the following are the penalties:

First Offense Fine of Five Hundred Pesos (P500.00) Second Offense Fine of Two Thousand Pesos (P2,000.00) Third Offense Fine of Five Thousand Pesos (P5,000.00) and

revocation of permit to operate

5. For violation of Section 21. Chapter VI of this Code, the following are the penalties:

First Offense Fine of One Thousand Pesos (P1,000.00) and

confiscation of products

Second Offense Fine of Two Thousand Pesos (P2,000.00) and cease and

desist of operation of all stalls for two (2) weeks

Third Offense Fine of Five Thousand Pesos (P5,000.00) and

permanent closure of stall

6. For violation of Section 21, Chapter VI of this Code, the following are the penalties:

First Offense Fine of One Thousand Pesos (P1,000.00) Second Offense Fine of Two Thousand Pesos (P2,000.00) Fine of Three Thousand Pesos (P3,000.00) and Third Offense

temporary closure of the establishment until compliance with

Section 21 thereof.

7. For violation of Section 23, Chapter VI of this Code, the following are the penalties:

First Offense Fine of Two Thousand Pesos (P2,000.00) and

> temporary closure of the establishment until the removal of the animal concerned and proper fumigation of the premises of the

establishment is undertaken

Second Offense Fine of Three Thousand Pesos (P3000.00) and

temporary closure of the establishment until proper fumigation

has been undertaken/seizure of animal concerned

Third Offense Fine of Five Thousand Pesos (P5,000.00) and

revocation of the permit to operate and seizure of the animal

concerned

For violation of Section 20 and letter g, Chapter VI of this Code, the following are the penalties:

First Offense Warning and a thirty (30) days grace period to construct

toilet facilities

Second Offense Suspension or revocation of sanitary permit until toilet facility is

installed

9. For violation for Section 37, number 5, Chapter X of this Code, the following are the penalties:

First Offense Fine of Five Hundred Pesos (P500.00) Second Offense Fine of One Thousand Pesos (P1,000.00) Third Offense Fine of Five Thousand Pesos (P5,000.00) and

revocation of sanitary permit to operate

10. For violation of Sections 25, 26 and 27, Chapter VII of this Code, the following are the penalties:

First Offense Fine of One Thousand Pesos (P1,000.00) Second Offense Fine of Two Thousand Pesos (P2,000.00)

Third Offense Fine of Five Thousand Pesos (P5,000.00) and revocation of

business permit

11. For violation of Section 31, Chapter VII of this Code, the following are the penalties:

First Offense - Appropriate warning and grace period of not more than

fifteen (15) days to comply

Second Offense - Suspension of sanitary permit to operate until such time

that a cover is applied

12. For violation of Section 40, Chapter XI of this Code, the following are the penalties:

A. Individual Offender

First Offense - Fine of Three Hundred Pesos (P300.00) and

Suspension of Health Certificate until appropriate tests are done

Second Offense - Fine of One Thousand Pesos (P1,000.00) and revocation

or non-renewal of Health Certificate

B. Establishment Offender

First Offense - Fine of Two Thousand Pesos (P2,000.00) per

establishment involved Second Offense and

Subsequent Offenses - Fine of Five Thousand Pesos (P5,000.00) per

establishment and revocation of business permit

13. For violation of Section 49, Chapter XI of this Code, the penalty shall be immediate closure of the facility and confiscation of all animals found therein for the benefit of the City Government.

14. For violation of Section 50, Chapter XI of this Code, the following are the penalties:

First Offense - Fine of Two Thousand Pesos (P2,000.00) and

appropriate warning

Second Offense - Fine of Five Thousand Pesos (P5,000.00) and

immediate closure of the facility and confiscation

of the gamecocks for the benefit of the City Government

15. For violation of Section 47, Chapter XIII of this Code, the following are the penalties:

First Offense - Appropriate warning and grace period of ten (10)

Days to comply

Second Offense - Suspension of sanitary permit for not more than

one (1) month

Third Offense - Revocation of business permit

SECTION 69. The City Health Office is hereby mandated as the lead agency tasked to implement and enforce the Tuguegarao City Sanitation Code of 2018, for this purpose, it may enlist the support of the business permit and licensing permit, PNP-Tuguegarao City and any other government agency as it may deem necessary.

SECTION 70. No city government employee/s shall be allowed to transact directly with any establishment for the facilitation of the issuance of Health Certificate/s and business permit/s.

SECTION 71. The Sanitation Code of the Philippines (Presidential Decree No. 856) and its Implementing Rules and Regulations and other laws shall apply to all matters not provided in this Code.

SECTION 72. If, for any reason, any part or provision of this Code shall be held unconstitutional or invalid, other parts or provision hereof which are not affected shall continue to be in full force and effect.

SECTION 73. All ordinances and administrative circulars and executive orders, or parts thereof, which are inconsistent with any of the provisions of this Code are hereby repealed or amended accordingly.

SECTION 74. This Ordinance shall take effect after fifteen (15) days following its publication in a newspaper of general circulation and posting in conspicuous places in Tuguegarao City.

X-X-X

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:

CL JOSEPH LEGIPTO, Ph.D. Secretary to the Sanggunian &

ATTESTED:

HON, BIENVENIDO C. DE GUZMAN II

City-Vice Mayor

Date: 62/18

APPROVED:

HON. JEFFERSO P. SORIANO

2/29/18 Date:

cel