



Republic of the Philippines
 PROVINCE OF CAGAYAN
 City of Tuguegarao
EIGHTH CITY COUNCIL



EXCERPTS FROM THE MINUTES OF THE 20th REGULAR SESSION
 OF THE EIGHTH CITY COUNCIL OF TUGUEGARAO CITY, CAGAYAN
 HELD ON NOVEMBER 19, 2019, 9:00 A.M., TUESDAY,
 AT THE SANGGUNIAN PANLUNGSOD SESSION HALL

PRESENT:

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| Hon. Bienvenido C. De Guzman II | City Vice Mayor/Presiding Officer |
| Hon. Imogen Claire M. Callangan | -do- |
| Hon. Gilbert S. Labang | -do- |
| Hon. Ronald S. Ortiz | -do- |
| Hon. Arnel T. Arugay | -do- |
| Hon. Mary Marjorie P. Martin-Chan | -do- |
| Hon. Winnoco R. Abraham | -do- |
| Hon. Grace B. Arago | -do- |
| Hon. Raymond P. Guzman | -do- |
| Hon. Karina S. Gauani | -do- |
| Hon. Gil G. Pagulayan | Ex Officio Member |
| Hon. Karen L. Taguinod | -do- |



ABSENT:

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|------------------------------|--|
| Hon. Maila Rosario T. Que | Sangguniang Panlungsod Member (on Official Time) |
| Hon. Danilo L. Baccay | Sangguniang Panlungsod Member |
| Hon. Victor Herbert N. Perez | -do- |

CITY ORDINANCE NO. 50-08-2019

AN ORDINANCE PROVIDING FOR A SEPTAGE MANAGEMENT PROGRAM FOR THE CITY OF TUGUEGARAO, PROVIDING FEES AND IMPOSING PENALTIES FOR NON-COMPLIANCE THEREOF

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

WHEREAS, Section 16 of Republic Act 7160, otherwise known as the Local Government Code of 1991, provides that local government units shall ensure and promote the general welfare, right to a balance ecology, health and safety of the people;

WHEREAS, Republic Act 9275, otherwise known as the Philippine Clean Water Act of 2004, mandates local government units to be responsible in the management and improvement of water quality within their respective territorial jurisdictions;

WHEREAS, the Philippine Clean Water Act of 2004 also mandates local government units to appropriate the necessary land, including the required right-of-way/road access to the land, for the construction of the septage treatment facility;

WHEREAS, Chapter XVII of the Sanitation Code of the Philippines provides for the rules and regulations on proper sanitation and septage management;

WHEREAS, in compliance with City Ordinance No. 10-2018 titled "Ordinance Prescribing the Sanitation Code of Tuguegarao City" and City Ordinance No. 58-2017 titled "City Ordinance Enacting the Comprehensive Environmental Management Code of Tuguegarao City", a Septage Management Program must be established in Tuguegarao City to ensure the health of its people and protect its environment;

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WHEREAS, studies show that most of the septic tanks in the Philippines do not conform with the standards set forth by pertinent laws, like septic tanks with open bottom, irregular desludging or non-removal and non-treatment of septage from the septic tanks, consequently contaminating ground water, which eventually causes death and damage to the environment;

WHEREAS, there is an urgent need to enact a piece of legislation to ensure proper wastewater treatment that will protect the environment and the interest and welfare of the City and its constituents;

WHEREAS, the City Mayor, Hon. Atty. Jefferson P. Soriano, indorsed to the Eighth City Council the request for the passage of the said City Ordinance;

WHEREAS, a public hearing was held on October 18, 2019 for the said purpose.

NOW, THEREFORE, be it **ORDAINED**, by the Sangguniang Panlungsod of the City of Tuguegarao in session assembled, that:

Article I. GENERAL PROVISIONS

Section 1. Short Title. This Ordinance shall be known as "**SEPTAGE MANAGEMENT CODE" OF THE CITY OF TUGUEGARAO.**"

Section 2. Declaration of Policies. It is the policy of the City Government of Tuguegarao to adopt measures to protect the health of the people and the environment by controlling and managing the storage, collection, transport, treatment and disposal of septage or sludge from various sources.

Section 3. Authority. This Code is enacted to supplement the provisions and specifications of existing laws, ordinances and other rules and regulations related to septage management and complement existing laws on clean water, sanitation, building and plumbing regulations, which are as follows:

1. 1987 Philippine Constitution
2. Local Government Code of the Philippines (RA 7160)
3. Philippine Clean Water Act (RA 9275)
4. Code on Sanitation (PD 856)
5. National Building Code of the Philippines (PD 1096)
6. Plumbing Code of the Philippines (RA 1378)
7. National Septage and Sewage Management Program (NSSMP) Operations Manual

Article II. COVERAGE AND APPLICATION

Section 4. Coverage and Application. This Code shall cover the entire territorial jurisdiction of the City of Tuguegarao. It shall apply to all proposed, planned or existing buildings or structures, whether public or private, residential, commercial, industrial or institutional, with or without on-site STF, as well as all kinds of sea vessels, whether foreign or local, private or government-owned, found within the municipal waters of the City generating domestic sewage.

Section 5. Pre-Treatment. Septage from commercial or other non-residential facility is acceptable if the septic tank only receives wastewater typical of a household (i.e. from toilets and sinks). If the wastewater contains substances of a commercial nature such as oil or fuel residue, metals, or high volumes of fats and grease, an appropriate pre-treatment program, approved by the EMB and the City Government shall be in place in place.

Article III. DEFINITION OF TERMS

Section 6. Definition of Terms. The words and phrases used in this Code shall mean as follows:

1. Baffle – a device (as a wall décor) to deflect, check or regulate the flow of sewage and septage. It promotes preliminary and primary treatment of the incoming sewage by allowing the physical separation of solid and liquid components in the sewage.
2. Chamber – an enclosed space, cavity or compartment of a septic tank.
3. Communal Excreta Disposal System – an excreta disposal system serving a group of dwelling units.
4. Desludging – the process of removing the accumulated sludge or septage from the septic tank.



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5. Digestion – a microbiological process that converts the chemically complex organic sludge to methane, carbon dioxide and inoffensive humus-like material.
6. Disposal Field or Leaching Bed – a soil-based effluent disposal system composed of pipes and shallow trenches leading from the outlet of the septic tank, consisting of open jointed or perforated pipes so distributed that effluent from a septic tank is oxidized and absorbed by the soil. The surrounding bedding material of the network of pipes should be of high enough permeability to effect treatment by seepage.
7. Domestic Sewage – sewage containing human excrement and liquid household waste. Also called sanitary sewage.
8. Effluent – a general term denoting any wastewater or liquid, partially or completely treated, or in its natural state, flowing out of a drainage canal, septic tank, building, manufacturing plant, industrial plant and treatment plant.
9. Excreta Disposal System – a safe method of disposing domestic sewage.
10. Freeboard or airspace of a Septic Tank - the distance as measured from the maximum liquid level line to the underside of the septic tank slab or cover.
11. Individual Excreta Disposal System – an excreta disposal system serving a dwelling unit.
12. "P" Traps – traps used on plumbing fixtures such as toilets and drains to prevent sewage gases from entering the plumbing system or the atmosphere.
13. Scum – a slimy or filmy covering on the surface of the liquid in the septic tank.
14. Seepage pit – a loosely lined excavation in the ground that receives the discharge of a septic tank and designed to permit the effluent from the septic tank seep through pit bottom and sides.
15. Septage – thickened and partially treated sewage that is removed from a septic tank.
16. Septage Treatment Facility (STF) – a facility which receives septage or the liquid sludge, periodically removed from individual septic tanks and, thereafter, separates the solids from the liquids, treats the liquids and solids and presses the solids into a sludge "cake" that is transported for disposal.
17. Septic Tank – a watertight receptacle which receives the discharge of a sanitary plumbing system or part thereof, and is designed and constructed to accomplish the sedimentation and digestion of the organic matter in the sewage within the period of detention/retention and to allow the liquid to discharge to a leaching field, sewer lines, a combined sewerage network or directly to a secondary wastewater treatment facility in accordance with the standards set forth by the Revised National Plumbing Code of the Philippines.
18. Sewage – any wastewater containing human, animal or vegetable waste matter in suspension or solution including human excreta and urine and may possibly contain liquids consisting of chemicals in solution.
19. Sewer – a pipe or conduit for carrying sewage and wastewater.
20. Sewerage – a system of sewers that conveys wastewater to a treatment plant or disposal point. It includes all infrastructure for collecting, transporting and pumping sewage.
21. Sewage works – a comprehensive term for pumping, treating and final disposal of effluent via a centralized treatment plant.
22. Sludge – precipitated solid matter with a highly mineralized content produced by water and sewage treatment processes.
23. Stabilization – the process of treating septage or sludge to reduce pathogen densities and vector attraction to produce an organic material that may be applied to the land as a soil conditioner.
24. Anaerobic ponds – deep stabilization ponds used to treat high-strength organic wastewater that also contains high concentration of solids. Anaerobic treatment does not require the presence and use of oxygen and encourages the growth of bacteria, which breaks down the waste materials, releasing methane and carbon dioxide.
25. Building Official – City Official of the LGU authorized to approve and implement building and other construction plans.
26. Facultative Ponds – shallow rectangular ponds that stabilize wastes using a combination of anaerobic, aerobic and facultative (aerobic-anaerobic) processes.
27. Subsurface Absorption Bed or Drain Field – also called leaching bed, leaching field or soaking away, an underground system of pipes embedded in a suitably porous soil medium leading from the outlet of the septic tank, consisting of open jointed or perforated pipes so distributed that the effluent from a septic tank is oxidized and absorbed by the soil. Must be located far from environmentally critical waterways.

Section 7. List of Acronyms. Listed below are acronyms as spelled out as follows:

1. CEO - City Engineer's Office
2. CHO - City Health Office

3. CPDO - City Planning and Development Office
4. CTO - City Treasurer's Office
5. DENR - Department of Environment and Natural Resources
6. DOH - Department of Health
7. DPWH - Department of Public Works and Highways
8. ECC - Environmental Compliance Certificate
9. EMB - Environmental Management Bureau
10. ESC - Environmental Sanitation Clearance
11. TCSMB - Tuguegarao City Septage Management Board
12. TCSMP - Tuguegarao City Septage Management Plan
13. MTWD - Metropolitan Tuguegarao Water District
14. LWUA - Local Water Utilities Administration
15. NSSMP - National Septage and Sewage Management Program
16. NWRB - National Water Resources Board
17. OCENR - Office of the City Environment and Natural Resources
18. PCO - Pollution Control Officer
19. RPT - Real Property Tax
20. SP - Sangguniang Panlungsod of Tuguegarao City
21. STF - Septage Treatment Facility
22. TWG - Technical Working Group

Article IV. SEPTAGE MANAGEMENT SYSTEM

Section 8. Excreta Disposal System. All houses or buildings shall have an approved excreta disposal system for treatment of domestic sewage.

Section 9. Mandatory Desludging of Septic Tanks. For proper maintenance of septic tanks, following DOH Operation Manual, there shall be a mandatory desludging of septic tanks every five (5) years or before the sludge level reaches 50% of the total tank volume, whichever comes first. However, owners may request for, or may be required to have their septic tanks desludged earlier than the prescribed frequency, as determined by the City.

Section 10. Responsibility of the Owner. It shall be the responsibility of the owner to open the septic vault manhole for desludging and return the cover afterwards. Any damage caused thereto shall be at the expense of the owner.

Section 11. Private Desludging Service Providers. The TCSMB shall strictly implement an accreditation system and operational guidelines for desludging for the service providers that would like to operate in the City including, but not limited to, securing an ESC, which is discussed more thoroughly in the rules and regulations set forth by the DOH in handling, transporting, treatment and disposal of septage.

Section 12. Transfer of Septage to the STF. Liquid and/or solid materials removed from septic tanks shall be transported by an accredited private mobile service provider or septage hauler/pumper to the STF of the City, following DOH regulations on desludging and transporting of sludge. The vehicle and equipment which will be used by the accredited private desludging service providers shall conform to the minimum requirements set by the DOH.

No septage hauler or pumper shall unload or dispose septage in any place within or outside the City other than the STF.

Section 13. Septage Treatment Facility (STF). The City shall establish a septage treatment facility within its jurisdiction, with the participation of the private sector, in accordance with Section 19. The City, in coordination with other concerned agencies, shall use fully mechanized equipment and technology designed to treat septage conforming to DENR standards, select and decide the best and appropriate septage treatment system or technology, which will be implemented within the City, taking into consideration the location, topography, population and other factors.

Section 14. Operation, Maintenance and Management of STF. The STF, under the supervision of a Sanitary Engineer, shall be operated and maintained in accordance with the NSSMP Operations Manual and in collaboration with the inter-agency steering committee.

An operations and maintenance plan shall be developed, which includes the following:

1. A vector control strategy to ensure that no disease-causing elements shall thrive in the treatment facility;
2. A maintenance schedule for cleaning excess vegetation growth; and,
3. Provisions for reducing system upset including immediate actions to prevent the occurrence of foul smell and release of partially treated effluent from the system.

The City and the service providers for treatment and disposal facilities shall assign a full-time PCO duly accredited by DENR-EMB who shall be responsible in all operations and submission of required reports.

Section 15. Manifest System. The transport of domestic sludge and septage to the STF requires a Manifest Form/Receipt. This manifest shall be accomplished by the operator and shall contain the following information:

1. Required Information. The manifest shall be accomplished by the operator and shall contain the following information:
 - a. Origin of sludge and septage indicating the name of the client, complete address and contact numbers;
 - b. Date and time of collection of sludge and septage;
 - c. Source of sludge and septage (whether it is residential, commercial, institutional or industrial);
 - d. Estimated volume of sludge and septage collected (in cubic meters);
 - e. Identity of service provider including the name of operator, company, address, storage capacity of vehicle, plate number, body number and name of driver;
 - f. Destination (treatment/disposal facility) of collected septage and sludge, the manifest form of which shall be signed by the receiving facility including information on the name and address of the facility; and,
 - g. Date and time when the sludge and septage are received at the STF.
2. Other Requirements. The transport of domestic sludge and septage to the STF shall be subject to the following requirements:
 - a. The Manifest Form/Receipt shall be carried in the vehicle at the time of disposal of septic sludge;
 - b. The customer's copy shall be issued to the customer only, after the septage has been siphoned from the septic tank;
 - c. A city copy of the Manifest Form/Receipt shall be attached to the monthly regular report of the service provider, to be submitted to the City and MTWD.
 - d. The STF shall likewise provide copies of its Manifest Receipts in submitting its regular reports.

Article V. GENERAL DESIGN AND CONSTRUCTION REQUIREMENTS OF SEPTIC TANKS

Section 16. Mandatory Establishment of Three-Chambered Septic Tanks. It shall be mandatory for all buildings and structures, whether public or privately owned, residential, commercial, institutional and industrial, new, proposed, planned or existing, to establish a three-chambered septic tank, with sealed bottom, in accordance with the specifications provided in this Ordinance.

However, in case of an existing building or structure, the existing septic tank shall be allowed, provided that it is two chambered, with sealed bottom, in accordance with the National Building Code.

Owners who comply within the first year from the effectivity hereof shall be given a one-time discount of 30% on the user/septage fee required, as provided in this Ordinance.

Section 17. General Requirements for Building or Structures Proposed for Construction.

1. No building plan for residential dwelling units or commercial and institutional structures shall be approved unless the design of the sanitary plumbing and septic tank conforms to the specifications set herein and other pertinent regulations; alternative septage treatment system shall be duly approved and endorsed by the CEO. Further, per DENR regulations, all malls, restaurants, hotels, apartelles and other residential buildings, subdivisions, hospitals and similar

- establishments, without on-site STF, are required to utilize STF as a condition to the granting of ECC and permits to operate.
2. It shall be the duty of the owner, administrator or contractor to inform the concerned agency that the newly constructed septic tank, STF or alternative septage treatment system, with prior plan approval, is ready for inspection. The new system shall not be covered or used until inspected and approved by the CEO and CHO within seven (7) working days.
 3. For existing buildings or structures:
 - a. Owners of existing septic tanks that are not accessible for desludging are required to repair or upgrade their tank so they can be deslugged. If repairs are not possible, such owners are mandated to build a new septic tank that will comply with the provisions set herein.
 - b. The cost of repair and upgrading of septic tanks shall be borne by the owners and/or operators.
 - c. Communal or shared septic tanks can be used alternatively whenever feasible, particularly for existing clustered structures that are highly dense and characterized by lack of or inadequate land space. The design and the manifest of ownership and joint maintenance shall go through an approval process as determined by the City Government.

Section 18. Mandatory Design, Materials and Location of Septic Tanks. Septic tanks shall be designed and constructed in compliance with the mandate set forth in the National Building Code of the Philippines, including use of unconventional or new materials for building parts, and as prescribed by the National Plumbing Code and the Code on Sanitation, including proper sizing and layout, and the criteria set forth below:

1. It shall be designed to produce an effluent consistent with approved engineering and environmental standards.
2. It shall be built of solid durable materials and shall be watertight. Materials shall conform to applicable Philippine material standards.
3. It shall not be constructed under any building and not within twenty-five (25) meters from any existing source of water supply.
4. It shall be built with sealed bottom.
5. It shall be divided into three compartments; the volume of the first compartment shall be between one-half to two-thirds of the total tank volume.
6. Where more than one tank is used to accommodate the required liquid volume in a given minimum retention time of two (2) days, the tanks shall be conjoined. The first tank shall be equal to or larger than any subsequent tank in the series.
7. Baffles or similar devices shall be installed at each inlet and outlet of the tank and at each compartment. Materials shall conform to approved applicable standards. It must be integrally cast with the tank, affixed with a permanent waterproofing material, or attached at the top and bottom with connectors that are not subject to corrosion or decay. Sanitary tees used on baffles shall have a minimum diameter of 100 mm (4 inches).
8. The baffles between compartments shall extend at least 200 mm above the maximum liquid surface or all the way to the underside of the top cover.
9. The centreline of the inlet pipe shall be at least 50mm above the centerline of the outlet pipe. Both inlet and outlet pipes shall be similar in diameter with each other and shall have a minimum diameter of 100mm.
10. Adequate venting shall be provided in each compartment with the use of ventilating pipes not less than 50 mm in diameter. For buildings where plumbing fixtures have appropriate "P" traps, venting should occur through the plumbing stack in the building, not from the septic tank. For buildings where toilets and sinks are not protected with "P" traps, traps should be installed or vent directly from the septic tank.
11. Access to the septic tank. There shall be at least one maintenance hole for each compartment with a minimum side dimension of 500 mm. All maintenance holes shall extend through the tank cover and shall extend to finished grade. Manhole covers shall be designed with durable and fully coated or non-corrosive handles for easy lifting. Septic tank access covers should be secured from unauthorized entry, either through safety screws, locks or a tank lid that weighs 15 kg or more.
12. Outlet from the septic tank. The design, construction and location of structures receiving effluent from septic tanks shall conform to the National Plumbing Code of the Philippines.
13. For clustered structures or houses that are highly dense and characterized by lack of or inadequate land space, there shall be designed a communal septic tank consistent with approved engineering and environmental standards.
14. That the Building Official shall see to it that there should be a septic design before issuing a Building Permit.



The compliance to this provision shall be a pre-requisite to the issuance of a building permit. Further, the OCENR and CEO shall monitor the compliance of owners of buildings or structures to this provision.

Section 19. Joint Ventures, Contract of Service, Public-Private Partnership for the People Initiative for Local Government (P4) and other forms of undertakings, for the Establishment and Operation and Maintenance of Septage Treatment and Disposal Facility. The City Government shall actively engage with any individual, partnership or corporation in the establishment, operation and maintenance of the septage treatment/disposal facility to cater to the septage management requirement of the City.

Article VI. MONITORING AND EVALUATION

Section 20. Report, Monitoring and Evaluation Mechanism. Close monitoring of all activities in the treatment facility shall be conducted by the TCSMB through the designated Pollution Control Officer (PCO) under the Septage Management Section of the OCENR. This is in conjunction with the operations and maintenance plan that will be contained in the operational guidelines. Adverse effects of the projects shall be mitigated and considered top priority in prevention and maintenance operations. Any environmental change/hazard attributed to the project implementation shall be immediately addressed through the help of the CHO and CEO.

The designated PCO shall regulate and monitor the septage collection, transport and disposal including the wastewater discharge.

All owners and operators of wastewater treatment facilities shall submit or present to OCENR the latest self-monitoring reports of the wastewater discharges and the ECC duly issued by the EMB.

For verification purposes, all water effluents from public or private treatment facilities may undergo actual sampling and shall be subjected to existing Effluent Standard issued by EMB.

Service provider shall retain its records for a minimum of five (5) years. Each service provider shall submit a Quarterly Report to the City, through the OCENR, on or before the 15th of the month following the end of the quarter.

Information for record keeping and report shall include, but are not limited to, the following:

1. Pumping activity and volume recorded in logbook;
2. Filled out Manifest Receipts;
3. Notes on deficiencies of the septic tank (cracks, missing pipes or fittings, improper manholes or access ports);
4. Inventory of tools; and,
5. Desludging schedule.

Article VII. ADMINISTRATION AND ENFORCEMENT

Section 21. Creation and Composition of the Tuguegarao City Septage Management Board (TCSMB). The Board, which shall be responsible for administering and coordinating the implementation of the TCSMP, is hereby created and shall consist of the following members:

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| Chair | : City Mayor or his duly designated representative |
| Vice Chair | : Chairperson, SP Committee on Climate Change, Environmental Protection and Ecology or his/her duly designated representative |
| Members | : Chairperson, SP Committee on Health and Sanitation or his/her duly designated representative |
| | : Chairperson, SP Committee on Land Use, Zoning, Reclassification, Planning and Subdivision Approval or his/her duly designated representative |
| | : Head, Office the Building Official (OBO) or his/her duly designated representative |
| | : City Environment and Natural Resources Officer (CENRO) or his/her duly designated representative |
| | : City Health Officer (CHO) or his/her duly designated representative |
| | : City Legal Officer |

- : City Planning and Development Coordinator
- : City Treasurer
- : LIGA ng mga Barangay President or his/her duly designated representative
- : Regional Director or his/her duly designated representative, EMB II
- : Regional Director or his/her duly designated representative, DOH II
- : General Manager or his/her duly designated representative, MTWD
- : Executive Director of the Tuguegarao City Septage Management Board (TCSMB)
- : President or his/her duly designated representative of any Non-Governmental Organization (NGO) duly accredited by the Tuguegarao City Government and the DENR engaged in the promotion and advocacy of water conservation and preservation.
- : Head, Association of Septic Haulers duly accredited by the Tuguegarao City or his/her duly designated representative
- : Tuguegarao City Schools Division Superintendent or his/her duly designated representative

Section 22. Powers and Functions of the TCSMB. The Board shall have the following powers and functions:

1. To serve as the consultative body for the implementation of TCSMP;
2. To recommend appropriate technologies and proposal for the implementation of TCSMP;
3. To review this Code from time to time;
4. To cause the implementation or installation of community septic tanks in depressed or low income areas;
5. To designate an area for the establishment of STF and for its disposal;
6. To receive, evaluate and issue accreditation from service providers to treat and dispose of septage and sludge at the STF;
7. To endorse the application for ESCs to DOH upon compliance with all the required documents; and,
8. To resolve conflicts and issues arising from the implementation of the ordinance by way of resolving conflicts through alternative resolution of disputes.

Section 23. Regular Meetings, Quorum of TCSMB. Regular meetings shall be held at least once every quarter, unless a meeting is called for by the Chair. Quorum shall constitute majority of the members present.

For every meeting attended, a member shall receive a minimum amount of One Thousand Pesos (P1,000.00), but not to exceed Four Thousand Pesos (P 4,000.00) per month.

There shall be created a Secretariat, to be headed by an Executive Director, to effectively carry out the day to day activities of the CCSMB. The Executive Director shall be appointed by the City Mayor from the ranks of the City Environment and Natural Resources Office (CENRO) and shall be assisted by (2) complement staff. The Executive Director who shall be a concurrent member of the CCSMB shall devise ways and means to carry out the decisions, plans and programs of the CCSMB.

The honorarium of the two (2) complement Secretariat shall be in the amount of Five Hundred Pesos (P500.00) per meeting actually attended but not to exceed four (4) paid meetings of Two Thousand Pesos (P2,000.00) per month.

For consultation and improved coordination of national government policies and programs and extension of adequate technical and material assistance pursuant to Sections 2(c), 3(k) and 25(b) of Republic Act No. 7160 or the Local Government Code of the Philippines, representatives of the implementing national agencies such as the DENR, DOH, NWRB and DPWH shall be notified of the said regular meetings whenever necessary.

Section 24. Technical Working Group (TWG). There is hereby created a TWG of the TCSMB composed of the following:

- Team Leader- Representative : OCENR Representative
- Co-Team Leader : CHO Representative



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Members : CEO Representative
CPDO Representative
LIGA ng mga Barangay Representative
EMB Representative
DOH Representative
MTWD Representative

Section 25. Roles and Responsibilities.

1. **Office of the City Environment and Natural Resources (OCENR).** The OCENR shall have the following roles and responsibilities:
 - a. Primarily responsible for the implementation of this Ordinance which includes, but not limited to, administration, enforcement, coordination and monitoring activities;
 - b. In coordination with the CPDO, initiate and facilitate the development of the City's Septage Management Program. The Septage Management Program shall be submitted to the Mayor within one year after the approval of this Ordinance;
 - c. Issue notice of non-conformity to households, establishments, etc.;
 - d. Serve as the Secretariat, responsible for providing administrative support, consolidating and documenting proceedings and provide such other assistance as may be required by the TCSMB; and,
 - e. Perform such other function which shall allow effective and efficient implementation of this ordinance.
2. **City Planning and Development Office (CPDO).** The CPDO shall have the following roles and responsibilities:
 - a. Assist the OCENR in developing the City's Septage Management Program;
 - b. Spearhead the preparation of a feasibility study for the City's Septage Management System; and,
 - c. Perform such other functions which shall allow effective and efficient implementation of this ordinance.
3. **City Health Office (CHO).** The CHO shall have the following roles and responsibilities:
 - a. Assist the TCSMB and OCENR in the conduct of inspection and monitoring of desludging service providers, establishments with in-house wastewater treatment facilities and establishments with STF;
 - b. Conduct inspection and verification of septic tanks, in coordination with the CEO, if the same are in conformity with this Ordinance; and,
 - c. Serve as liaison for the TCSMB to the DOH.
4. **City Engineer's Office (CEO).**
 - a. Conduct inspection and verification of septic tanks, in coordination with the CHO, if the same are in conformity with the existing ordinance and regulations;
 - d. Review submitted construction plans of septic permit applicants; and,
 - e. Perform such other functions which shall allow effective and efficient implementation of this ordinance.
5. **Barangay.** The Office of the Barangay Chair shall have the following roles and responsibilities:
 - a. Submit baseline information regarding septic tank usage in the barangay which shall include the number of households using septic tanks and those without it and shall likewise submit an annual report which shall include new constructions of septic tanks or absence of septic tanks in households/establishments;
 - b. Conduct regular information and education campaign to encourage its constituents to use septic tanks and properly maintain them through regular desludging;
 - c. Require service providers to present Manifest Receipt for every desludging conducted in the barangay and verify each desludging activity in the barangay as required in the manifest system;
 - d. Report to the OCENR any desludging activity conducted in the barangay;
 - e. Coordinate efforts to improve the usage of septic tanks with OCENR for the establishment of communal or individual septic tanks in the barangay; and,
 - f. Perform such other functions which shall allow effective and efficient Implementation of this ordinance.



Section 26. Creation of Septage Management Section. If the need arises, a Septage Management Section under the OCENR shall be created, composed of the following personnel:

1. One (1) Environmental Management Specialist - Section Chief
2. One (1) Pollution Control Officer
3. One (1) Foreman
4. Two (2) Drivers/Mechanics
5. Four (4) Laborers/Utility
6. One (1) Administrative Aide
7. Three (3) Security Personnel

The Septage Management Section Chief shall serve as the Septage Management Coordinator. The foreman shall serve as the Chief Facility Operator.

Section 27. Duties and Functions. The Septage Management Section shall have the following duties and functions:

1. Implement the septage desludging system;
2. Establish and maintain a Management Information System (MIS) on septage management operation;
3. Conduct internal Maintenance and Evaluation;
4. Coordinate with the Business Permit Division on the compliance of owners of establishments with the Code; and,
5. Monitor the desludging activities.

Article VIII. ENVIRONMENTAL FEE

Section 28. Easy Payment Scheme.

1. An environmental fee of Three Pesos (P3.00) per cubic meter of water consumed shall be charged and added to the Metropolitan Tuguegarao Water District (MTWD) monthly water bill. The fee may be adjusted periodically by the Board following public consultations and upon approval of the Sangguniang Panlungsod of Tuguegarao City.
2. If an establishment, which is connected to the MTWD requested for another desludging and treatment of their septage within five (5) years, the owner shall pay in cash a fixed environmental fee to be determined by the TCSMB.
3. In case the building or structures are unmetered or not connected to MTWD, the owners shall pay for the desludging and treatment of their septage by cash which shall be paid directly to the desludging and hauling operators, the amount of which shall be determined by the TCSMB.
4. The environmental fees shall be increased as may be determined by the Board following public consultations and upon approval of the Sangguniang Panlungsod of Tuguegarao City.
5. Trust Fund. Monies collected from the environmental fee or the desludging and treatment fees shall be held in Trust by the City Treasurer's Office. Said Trust Fund shall only be disbursed upon proper authorization by the TCSMB, subject to the usual accounting and auditing rules and regulations.

Section 29. Memorandum of Agreement (MOA) between the City and the MTWD. The City and MTWD shall enter into a MOA authorizing the MTWD to collect the environmental fee from metered users and remit the collected fees less the collection service fee rendered by the MTWD.

Article IX. PROHIBITED ACTS AND PENALTIES

Section 30. Prohibited Acts. The following acts are prohibited:

1. Non-compliance with the effluent standards;
2. Non-establishment of septic tanks in all buildings or structures, whether public or privately owned, residential, commercial, institutional and industrial;
3. Non-compliance with the specifications or designs prescribed in Section 18 of this Ordinance;
4. Non-desludging of septic tanks every five (5) years or earlier as determined by the OCENR in accordance with the provisions of Article IV of this Ordinance;
5. Non-compliance by the hauling and transport operators with the requirements of this Ordinance as well as the rules and regulations issued in relation thereto;



6. Conduct hauling, desludging or transporting septage within the locality without the corresponding permit issued by the City and concerned national agencies;
7. Dumping, unloading or disposing of septage in places within the City other than the established STF; and,
8. Violation/s of other provisions of this Ordinance.

Section 31. Penalties. Any person who shall violate any of the provisions of this Code shall be penalized accordingly, to wit:

1. IN CASE OF INDIVIDUAL, HOUSEHOLD OR RESIDENTIAL BUILDING. Any individual, owner of household or residential building shall be penalized as follows:
 - a. First Offense - A fine of One Thousand Pesos (Php1,000.00) or imprisonment of Five to Ten (5-10) days or both at the discretion of the Court;
 - b. Second Offense - A fine of Two Thousand Five Hundred Pesos (Php2,500.00) or imprisonment of Fifteen to Twenty (15-20) days or both at the discretion of the Court; and,
 - c. Third and Subsequent Offenses (Recidivist) - A fine of Three Thousand Pesos (Php3,000.00) or imprisonment of Twenty-Five to Thirty (25-30) days or both at the discretion of the Court.
2. IN CASE OF ESTABLISHMENT OR CORPORATION. The owner, president, employer or manager of any establishment or corporation, including the agent or employee, who committed the offense, shall be penalized as follows:
 - a. First Offense - A fine of Two Thousand Pesos (Php2,000.00) or imprisonment of Ten to Fifteen (10-15) days or both at the discretion of the Court;
 - b. Second Offense - A fine of Three Thousand Pesos (Php3,000.00) or imprisonment of Fifteen to Twenty (15-20) days or both at the discretion of the Court; and,
 - c. Third and Subsequent Offenses (Recidivist) - A fine of Five Thousand Pesos (Php5,000.00) or imprisonment of Twenty-Five to Thirty (25-30) days or both at the discretion of the Court.

In case the offense is a grave one, the offender shall be referred by the City to the concerned agency for imposition of higher penalties and for appropriate action.

Section 32. Period Given to the Offender. - The offender shall be given seventy-two (72) hours or three (3) working days, after apprehension, within which to pay the fine to the CTO, otherwise, appropriate charges shall be filed in court against the offender for violation of this Code.

Section 33. Collection of Fines and Penalties and Incentives Distribution. - All payments of fines and penalties shall accrue to the Trust Fund of the City Government for the continuous effective and efficient Implementation of this Code.

Section 34. Issuance of Non-Conformity. The TCSMC shall issue a notice of non-conformity to property owners, administrators or occupants who do not have a septic tank, whose septic tank is not designed properly or is inaccessible for desludging unless they have an alternate system approved by the CEO.

ARTICLE VIII. FINAL PROVISION

Section 35. Funding and Appropriation. The City shall allocate necessary funds, through an appropriation either in the annual budget or in any of the City's supplemental budgets, as the case may be, to support capital expenditures and operating and maintenance expenses of the TCSMP.

Section 36. Authority to Seek External Support. The Office of the City Mayor may seek logistical support from any source to augment the technical, financial, material and other requirements in the implementation of this ordinance.

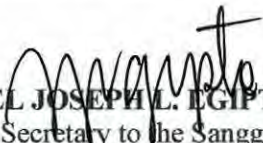
Section 37. Repealing Clause. Any existing ordinance or resolution or any provision thereof inconsistent with the provisions of this Code shall be repealed.

Section 38. Separability Clause. If for any reason, any part of or provision of this Code shall be held to be unconstitutional or invalid, the other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.


Section 39. Effectivity Clause. - This Code shall take effect immediately upon approval and publication.

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I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:


11/20/19
JOEL JOSEPH L. IGIPTO, Ph.D.
Secretary to the Sanggunian *sc*

ATTESTED:


HON. BIENVENIDO C. DE GUZMAN II
City Vice Mayor
Presiding Officer
Date: 11/21/19

APPROVED:


HON. ATTY. JEFFERSON P. SORIANO
City Mayor
Date: 11/21/19

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