



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PUERTO GALERA



OFFICE OF THE SANGGUNIANG BAYAN

Agosto 31, 2021

**KAGALANG-GALANG NA MIYEMBRO NG
SANGGUNIANG PANLALAWIGAN**

SA PAMAMAGITAN NI: BB. DIWATA H. FETIZANAN
Kalihin ng Sangguniang Panlalawigan

ngy # 921
Province of Oriental Mindoro
SANGGUNIANG PANLALAWIGAN
RECEIVED
Date: 9-02-2021 Time: 9:50
By: [Signature]

Mga Minamahal na Miyembro:

Malugod ko po na isinusumite ang sipi ng **MUNICIPAL ORDINANCE NO. 2021-17**, AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE (MTO) AND PROVIDING FUNDS THEREOF, SUBJECT TO ALL LAWS AND EXISTING LEGAL RULES AND REGULATIONS, serye ng Sangguniang Bayan ng Puerto Galera para sa inyong pag-aaral at karampatang aksyon.

Lubos na sumasainyo,

SA PAHINTULOT NG SANGGUNIANG BAYAN:

CARINA CATAQUIS-ALDOVER
Kalihin ng Sangguniang Bayan



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE JOURNAL OF THE 30th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF PUERTO GALERA, ORIENTAL MINDORO FOR THE TERM YEAR 2019-2022 HELD ON AUGUST 4, 2021 AT THE SANGGUNIANG SESSION HALL

PRESENT:

Hon. Marlon L. Lopez	-	Municipal Vice - Mayor Presiding Officer
Hon. Joanna Mae N. Arago	-	Municipal Councilor
Hon. Harold N. Marquez	-	Municipal Councilor
Hon. Joseph L. Andal	-	Municipal Councilor
Hon. Ricardo B. Ilagan	-	Municipal Councilor
Hon. Divina Gracia D. Paguio	-	Municipal Councilor
Hon. Editha D. Armamento	-	Municipal Councilor
Hon. Mario B. Reyes	-	Ex-Officio Member (LIGA)
Hon. Radencio S. Banaag	-	Ex-Officio Member (IP Rep.)
Hon. Norman D. Serrano, Jr.	-	Ex-Officio Member (SK)

ON LEAVE:

Hon. Joemer M. Sandoval	-	Municipal Councilor
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ABSENT:

Hon. Miko Mark Francis P. Atienza	-	Municipal Councilor
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MUNICIPAL ORDINANCE NO. 2021-017

AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE (MTO) AND PROVIDING FUNDS THEREOF, SUBJECT TO ALL LAWS AND EXISTING LEGAL RULES AND REGULATIONS

Sponsored by: Committee on Rules, Privileges and Legal Matters

Chairperson: Hon. Joemer M. Sandoval
Vice-Chairperson: Hon. Divina Gracia D. Paguio
Members: Hon. Joseph L. Andal
Hon. Editha D. Armamento
Hon. Ricardo B. Ilagan

WHEREAS, Pursuant to Municipal Ordinance No. 029, s. 2018, entitled, Municipal Tourism Code of Puerto Galera, Oriental Mindoro", the following Rules and Regulations are hereby adopted in implementation thereof. Under Rule II Sec. 1.1.1 Creation.

There shall be created a Municipal Tourism Office (MTO, hereafter) with the status of a Department. The MTO shall primarily be the implementing arm for the policies, programs, and projects related to tourism, including tourism development planning, standards and regulations, and marketing and promotions. The MTO shall recommend to the BPLO the approval of the application of any person, partnership, corporation or other entity to operate or arrange in tourism businesses and profession. The Municipality shall provide the necessary funding for the creation and operations of the MTO.

WHEREAS, with reference to Republic Act No. 9593 also known as the Tourism Act of 2009, an act declaring a national policy for tourism as an engine of investment, employment, growth and national development, and strengthening the development of tourism and its attached agencies to effectively and efficiently implement that policy, and appropriating funds thereof;

WHEREAS, the Department of Tourism is the executive department of the Philippine Government responsible for the regulation of the Philippine Industry and the promotion of the Philippines as a tourist destinations;

WHEREAS, Puerto Galera is a major tourist destination in MIMAROPA and in the whole country that promotes sustainable growth offering a ridge to reef experience to all domestic and international tourist all over globe;

WHEREAS, the Tourism Office of Puerto Galera shall be the local office of the Department of Tourism (DOT) that will monitor all tourism activities, growth and developments, standards and services compliance to the Implementing Rules and Regulations (IRR) of the DOT;

WHEREAS, with reference to the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, to ensure the preparation and implementation of a tourism development plan, the enforcement of standards and the collections of statistical data for tourism purposes;

WHEREAS, pursuant to that mandate, the Sangguniang Bayan of Puerto Galera through this ordinance is therefore creating the Municipal Tourism Office (MTO);

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Puerto Galera in session assembled that:

SECTION 1. TITLE. This Ordinance shall be known as an **"AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE (MTO) AND PROVIDING FUNDS THEREOF, SUBJECT TO ALL LAWS AND EXISTING LEGAL RULES AND REGULATIONS."**

SECTION 2. CREATIONS. The Municipal Government Department Head I (Tourism Officer) is hereby created along with the statutory plantilla of personnel, budgetary requirements, and objectives/purposes of the office. Pursuant to this ordinance, the Municipal Government Department Head I (Tourism Officer) be addressed as MGDH I (Tourism Officer) and its office as MTO.

SECTION 3. POLICY. The Municipal Tourism Office is hereby created to effectively responsible in supervising all local development, implementation, coordination of tourism related programs and projects of the municipality and lead agency in organizing all activities and cultural events and serves as an element of the national economy;

SECTION 4. QUALIFICATIONS, DUTIES AND FUNCTIONS OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (TOURISM OFFICER)

Civil Service Commission Memorandum Circular No. 04, s. 2018

The Municipal Government Department Head I (Tourism Officer) must be a holder of Bachelor's Degree in Tourism, Business Law, Economics, Marketing, Public Administration or other related fields, a Career Service (Professional) Second Level Eligibility or its equivalent. He/She must have acquired experience of five (5) in the Tourism Industry either in the Private Sector or the Government.

SECTION 5. OFFICE OBJECTIVES, DUTIES AND GENERAL FUNCTIONS. The MTO shall perform the following functions:

- 5.1 To formulate sustainable development strategy compatible with the effective conservation of natural resources of natural ecosystems and the maximum involvement of the local people and their culture, to ensure that they have equitable share in the benefits of tourism;
- 5.2 To provide updated and publicly available inventory and assessment of tourism assets and attractions, including natural and cultural sites;
- 5.3 To ensure the proper development of the tourism and hospitality industries, bearing in mind the interest of the community and the implications of such;
- 5.4 To establish the MTO as the body to administer and carry out the formal requirements of the Tourism Code and be responsible to the Municipal Mayor to monitor and make policy adjustments to meet the ongoing needs of the public and the industry;
- 5.5 To come up with recommendation on fees and other changes as may be practicable for the administration;
- 5.6 To provide recommendation for the legislative framework which will minimize any violation of the Tourism Code IRR;

- 5.7 To receive, hear, and resolve complaints filed against tourism related enterprises and professionals, including those recommendations or resolutions endorsed by the DOT and/or Municipal Tourism Council. If necessary, the MTO shall refer the same to the concerned agency or office for their appropriate action and resolution of the said subject matter;
- 5.8 To organize and/or support festivals, activities, and special events that will promote and raise awareness about the local tourism, culture, marine biodiversity, and the unique of Puerto Galera as UNESCO's Man and Biosphere Reserve;
- 5.9 To supervise the operations and maintenance of municipal-owned and managed tourist destinations and hubs;
- 5.10 To develop programs, such as product and circuit development that will promote visitor's experience to encourage longer stay and increase spending;
- 5.11 To organize and conduct culture and tourism seminars, summits, trainings and exhibits;
- 5.12 To conduct inspections and determine the classification of tourism enterprises, in accordance with the DOT accreditation standards;
- 5.13 To organize resource generating activities, through the Municipal Mayor, for tourism-related programs and projects;
- 5.14 To conduct surveys, research and data gathering activities to support each tourism program;
- 5.15 To represent the Municipality in any local, regional, national, or international tourism or promotional activities;
- 5.16 To execute tourism marketing and promotions related activities and programs through information, education, and communication (IEC) materials;
- 5.17 To monitor the visitor's satisfaction in Puerto Galera through feedback system and if necessary, take action to improve visitor's satisfaction;
- 5.18 To monitor, prevent, publicity report, and respond to crime, safety and health hazards involving visitors in coordination with other departments;
- 5.19 To coordinate with relevant departments on a crisis and emergency plan that is appropriate to the Municipality and is communicated to the staff, visitors, and residents, and is updated on regular basis; and
- 5.20 To encourage the formation of Barangay Tourism Development Council that will steer the formulation, implementations, enactment of ordinances pertaining to sustainable tourism.

SECTION 6. ORGANIZATIONAL STRUCTURE.

The MTO shall have four (4) divisions: **(1) Information Technology Division, (2) Public Relation Division, (3) Administrative Support Division, (4) Accreditation and Inspection Division.**

The Municipal Tourism Office and its divisions shall have the following duties and function.

6.1 Municipal Tourism Office

OFFICE	DUTIES AND FUNCTIONS
MUNICIPAL TOURISM OFFICE	MGDH I (TOURISM OFFICER) - As stated on Section 5 of this Ordinance.

6.2 Information and Technology Division

The Information and Technology Division shall have the following duties and responsibilities:

- In charge of the Tourism data base
- Monitoring of accommodation establishments such for the regular monthly submission of report and tourism statistics.
- In charge in the maintenance of Puerto Galera tourism website and other tourism related digital updates for marketing and promotions

6.3 Public Relation Division

The Public Relation Division shall have the following duties and responsibilities:

- Prepare and submit PR for social media engagements and public address.
- Content creator for video and photo documentation for marketing and promotional activities.
- Develop promotional ads and collateral materials like brochures, flyers, coffee table book etc.

6.4 Administrative and Support Division

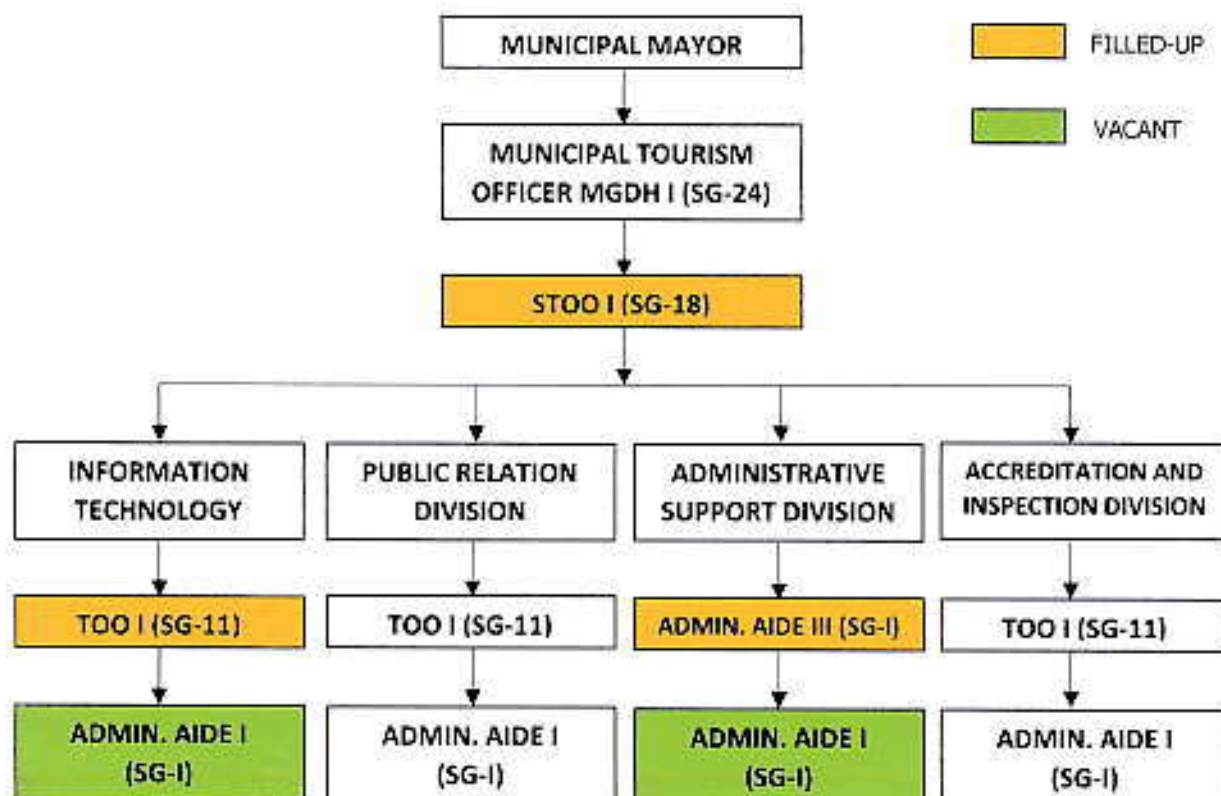
The Administrative and Support Division shall have the following duties and responsibilities:

- Provides assistance to the office's daily clerical and logistical needs, such as answering phones, answering files, responding to emails, curating schedules and assisting walk-in clients and visitors.
- In charge for safe keeping of documents and communications.

6.5 Accreditation and Inspection Division. The Accreditation and Inspection Division shall have the following duties and responsibilities:

- Assist and evaluate the application for accreditation prior submission to Department of Tourism Regional Offices.
- Coordinates with the regional and national office for news and updates.
- In charge for the inspection of accommodation establishments and other tourism related enterprise for the compliance of the standards of the Department of Tourism (DOT)

LOCAL GOVERNMENT OF PUERTO GALERA ORGANIZATIONAL STRUCTURE



SECTION 7. SALARIES AND WAGES. The salaries and other monetary benefits or allowances of the staff/personnel shall be included in the 2021 Annual Budget and every year thereafter. The staff/personnel of the MTO shall be filled up from existing employees of the Municipality. If not available, new employees shall be hired.

SECTION 8. REPEALING CLAUSE. All existing ordinance/s, or part thereof inconsistent with the provisions of this code, are hereby repealed or modified accordingly.

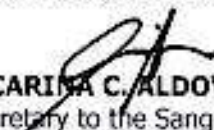
SECTION 9. SEPARABILITY CLAUSE. If any provision, section or part of this Ordinance is declared invalid, suspended or revoked by a Court of competent jurisdiction the remaining provisions shall continue to be in full force and effect.

SECTION 10. EFFECTIVITY. This Ordinance shall have to be posted within five (5) days after approval thereof in the bulletin board at the entrance of the Municipal Hall and in at least two (2) conspicuous places in the Municipality.

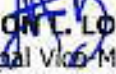
In-favor	-	9 (Nine)
Not in-favor	-	None
Abstain	-	None

Enacted: August 4, 2021


CERTIFIED CORRECT:


CARINA C. ALDOVER
Secretary to the Sanggunian

ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:


MARLON T. LOPEZ
Municipal Vice Mayor/
Presiding Officer

APPROVED:


ROCKY D. ILAGAN
Municipal Mayor
Date: 08/11/2021