



Republic of the Philippines  
Province of Quezon  
**MUNICIPALITY OF POLILLO**  
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**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE 84<sup>TH</sup> REGULAR SESSION  
OF THE SANGGUNIANG BAYAN OF POLILLO, QUEZON HELD AT THE  
SANGGUNIANG BAYAN SESSION HALL, MUNICIPAL BUILDING,  
POLILLO, QUEZON ON FEBRUARY 22, 2021 AT 9:00 A.M.**

**PRESENT:**

Honorable Albert R. Agunias,	Municipal Councilor & Temporary Presiding Officer,
Honorable Rudy S. Pumarada,	Municipal Councilor,
Honorable Cipriano A. Susa, Jr.,	Municipal Councilor,
Honorable Judy Rev V. Verzosa,	Municipal Councilor,
Honorable Bella A. Correces,	Municipal Councilor,
Honorable Claro A. Marasigan,	Municipal Councilor, (late),
Honorable Hubert Bismarck A. Espiritu,	Municipal Councilor,
Honorable Ronald R. Madrinan,	President-PPLB/Ex-Officio, (late),
Honorable Ian Kristoffer R. Del Moro,	President-PPSK/Ex-Officio.

**ABSENT:**

Honorable Rufino Rene Q. Marquita,	Municipal Vice-Mayor / Acting Municipal Mayor
Honorable Joel V. Asis,	Municipal Councilor, (with advise).

**RESOLUTION NO. 016-2021**

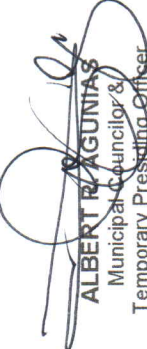
**A RESOLUTION APPROVING THE REVISION OF THE PROJECT PROFILE FOR OTHER GENERAL SERVICES WITH FUND REQUIREMENT OF FOUR MILLION FOUR HUNDRED THOUSAND PESOS (PHP4,400,000.00) FROM THE OFFICE OF THE MUNICIPAL MAYOR**

**WHEREAS**, the Sangguniang Bayan had enacted Appropriation Ordinance No. 007-2020 on December 14, 2020;

**WHEREAS**, Section 17 of the above-mentioned Appropriation Ordinance stipulates that: **Lump-sum Appropriations for Programs/Projects/Activities** - The lump-sum appropriations for Programs/Projects/Activities in different offices must have a detailed list of plans or activities or in lieu is a Project Profile/Activity Design/Program of Works which should be prepared and submitted to the Sangguniang Bayan for approval;

**WHEREAS**, Section 17 of the said Appropriation Ordinance also stipulates that: Any major changes in the said Project Profile/Activity Design/Program of Works such as additional line items for expenses will also require an approved

  
ENGR. CRISTINA E. BOSQUE  
Municipal Mayor

  
ALBERT R. AGUNIAS  
Municipal Councilor &  
Temporary Presiding Officer

  
MEDICINE C. ASIS  
Secretary to the Sangguniang Bayan I





Sangguniang Bayan Resolution. Minor changes which can be considered as augmentation between line items of expenses, and other petty changes need not be returned to the Sangguniang Bayan for another approval;

**WHEREAS**, the Sangguniang Bayan had received a letter from the Office of the Municipal Mayor requesting for approval of the Revised Project Profile, which was prepared by the same Office, entitled: Other General Services;

**WHEREAS**, after further evaluation of the entire expenditure program and the expected development it could bring to Polillo, the SB resolved to allow the utilization of the above-mentioned appropriation as proposed in the said Revised Project Profile,

**NOW THEREFORE**, on motion from the Committee on Finance, Budget and Appropriation through its Chairman, Municipal Councilor Rudy S. Pumarada, be it:

**RESOLVED**, as it is hereby **RESOLVED**, to approve the Revision of the Project Profile for Other General Services with fund requirement of Four Million Four Hundred Thousand Pesos (Php4,400,000.00) from the Office of the Municipal Mayor;

**RESOLVED FURTHER**, to subject the said Revised Project Profile under the following provisions:

1. Consistent with **Section 17 of SB Appropriation Ordinance No. 007-2020**, the **Lump-sum Appropriations for Programs/Projects/Activities**. The lump-sum appropriations for Programs/Projects/Activities in different offices must have a detailed list of plans or activities or in lieu is a Project Profile/Activity Design/Program of Works which should be prepared and submitted to the Sangguniang Bayan for approval. Any major changes in the said Project Profile/Activity Design/Program of Works such as additional line items for expenses will also require an approved Sangguniang Bayan Resolution. Minor changes which can be considered as augmentation between line items of expenses, and other petty changes need not be returned to the Sangguniang Bayan for another approval.
2. Job Appointment or contract of services of personnel or staff (job orders) whose wages or honoraria are charged against a particular project fund and their corresponding job functions/tasks/responsibilities shall be made an integral attachment of each project profile.
3. By practically applying the cost-benefit analysis principle, periodic accomplishment or status reports with necessary recommendations per project are deemed important to determine the level or extent of development made against the fund allocated.
4. Each department head should make specific categorization based on functions, tasks and skills of job order personnel with a motivational intent of increasing to the appropriate level the wages/honoraria of said personnel.

ENGR. CRISTINE E. BOSQUE  
Municipal Mayor

ALBERT W. AGUNAS  
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5. Section 13 of **SB Appropriation Ordinance No. 007-2020 - Traveling Expenses.** The disbursement on the appropriation for traveling expenses shall be subject to Executive Order No. 77 dated March 15, 2019, DILG Memorandum Circular No. 2019-82 dated May 29, 2019 and Local Executive Order No. 10-2019 dated July 1, 2019.

**RESOLVED FURTHERMORE,** to furnish the Offices of the Municipal Budget Officer, the Municipal Accountant, the Municipal Treasurer, and the Municipal Mayor, copies of this Resolution for reference, record and appropriate action.

**APPROVED UNANIMOUSLY.**

February 22, 2021

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*Pursuant to Section 54 and 469 of the Local Government Code of 1991, I hereby certify that **Resolution No. 016-2021** was adopted by the Sangguniang Bayan on the date mentioned above.*

*muah*  
**MEDICINE C. ASIS**

Secretary to the Sangguniang Bayan I

**ATTESTED AND CERTIFIED TO  
HAVE BEEN DULY ADOPTED:**

  
**ALBERT R. AGUNIAS**

Municipal Councilor & Temporary Presiding Officer

**APPROVED:**

  
**ENGR. CRISTINA E. BOSQUE**

Municipal Mayor