

Republic of the Philippines  
Province of Iloilo  
Municipality of Tigbauan  
Office of the Sangguniang Bayan  
Tigbauan Municipal Hall, Tigbauan, Iloilo 5021 Philippines  
(033) 511-8532 [sbtigbauan@yahoo.com](mailto:sbtigbauan@yahoo.com)



EXCERPT FROM THE MINUTES OF THE 47<sup>TH</sup> REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN, TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON NOVEMBER 16, 2020 AT 9:10 IN THE MORNING

**PRESENT:**

- |  |                                  |
|--|----------------------------------|
| HON. VIRGILIO T. TERUEL                | - Vice Mayor & Presiding Officer |
| HON. DENNIS T. VALENCIA                | - S.B. Member                    |
| HON. NERI T. CAMIÑA                    | - S.B. Member                    |
| HON. MARLON R. TERUÑEZ                 | - S.B. Member                    |
| HON. SUZETTE MARIE HILADO-BANNO        | - S.B. Member                    |
| HON. REYNALDO E. TUMABOTABO            | - S.B. Member                    |
| HON. JULIUS T. LEDESMA                 | - S.B. Member                    |
| HON. MA. GERRYLIN SANTUYO-CAMPOSAGRADO | - S.B. Member                    |
| HON. NORBERTO T. TURALBA               | - S.B. Member                    |
| HON. JERRY T. TUARES                   | - Liga President                 |
| HON. DYOSSA MARIE T. TERUÑEZ           | - SKMF President                 |

**ABSENT:** NONE

**Resolution No. 2020-097**

RESOLUTION AUTHORIZING THE MUNICIPAL MAYOR, ATTY. SUZETTE T. ALQUISADA, FOR AND IN BEHALF OF THE MUNICIPALITY OF TIGBAUAN TO ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE PHILIPPINE STATISTICS AUTHORITY FOR THE PHILIPPINE NATIONAL IDENTIFICATION SYSTEM IN THE MUNICIPALITY OF TIGBAUAN.

**WHEREAS**, Republic Act No. 11055 (RA 11055) created the Philippine Identification System or “PhilSys” for the establishment of a single national identification system to register all Filipinos and resident aliens of the Republic of the Philippines;

**WHEREAS**, Section 15 of the Implementing Rules and Regulations (IRR) of RA 11055 vested PSA the primary implementation of PhilSys and empowered it to collaborate with Local Government Units (LGUs), other government agencies, and Government Owned or Controlled Corporations (GOCCs) to ensure the registration and enrolment of all citizens and resident aliens in the PhilSys including the Indigenous Cultural Communities/Indigenous Peoples and those located in remote localities;

**WHEREAS**, the PhilSys Policy Coordinating Council (PSPCC), the duly mandated governing body organized to formulate policies and guidelines to ensure effective coordination and implementation of PhilSys, in its Resolution No. 13 dated June 9, 2020, recognizes the need for LGUs’ assistance in implementing the national identification system because of their familiarity with the conditions peculiar within their respective territorial jurisdictions and capacity in mobilizing their constituents;

**WHEREAS**, the Department of Interior and Local Government (DILG) in its Memorandum Circular No. 2020-99 dated 15 July 2020 enjoined all LGUs and regional DILG offices to provide assistance in the implementation of PhilSys registration operations in their respective localities;

**WHEREAS**, for and in consideration of the above premises, the PSA and LGU Tigbauan have agreed to enter into a Memorandum of Agreement (MOA) embodying the following terms and conditions:

**1. Coverage.**

*This MOA shall cover collaboration of the PSA and the LGU in the registration process including the establishment of registration center/s within the jurisdiction of the LGU.*

**2. Responsibilities of PSA. The PSA shall:**

- 2.1 *Conduct coordination activities with the LGU during the planning, preparatory, and execution stage of the PhilSys registration operations through the PSA regional and provincial coordination teams;*
- 2.2 *Issue rules and regulations of the registration process, such as but not limited to, the parameters of the registration area/space (Annex "A"), the conduct of the door-to-door pre-registration activities, scheduling of appointments, and the actual registration of the target registrants of the LGU;*
- 2.3 *Provide guidance and instructions on maintaining physical distancing and other applicable health and safety measures during the conduct of registration processes;*
- 2.4 *Validate the list of target registrants generated from the Department of Social Welfare and Development (DSWD);*
- 2.5 *Provide manpower in the Registration Centers and Provincial Statistical Offices involved in the PhilSys pre-registration and registration activities with ten (10) hours a day, seven (7) days a week working schedule except on December 24-26, 2020;*
- 2.6 *Coordinate with the LGU and the DILG on any information that needs to be disseminated to the general public in relation to the PhilSys registration process, with the provision of information materials, tarpaulins, etc.;*
- 2.7 *Deploy the registration machines, provide network/internet connection, and other resources and facilities necessary to adequately service the pre-registration and registration activities;*
- 2.8 *Provide drinking water and disposable cups for the registration clients; and*
- 2.9 *Responsible for the full operation of the pre-registration and registration activities, and shall further provide necessary information and coordination on the registration activities to the LGU and DILG.*

**3. Responsibilities of the LGU. The LGU shall:**

- 3.1 *Assist in the provincial/municipal-level planning by providing the PSA with a list of cities, municipalities, and barangays, indicating the corresponding health and/or security risks, if any, and by providing information on corresponding health and security emergency protocols within their jurisdictions;*
- 3.2 *Coordinate city/municipal and barangay level meetings for the briefing and discussion of PhilSys operations to be performed as well as the logistical requirements thereof;*
- 3.3 *Identify and provide possible locations that meet the space requirement of PSA, as provided in Annex "B", for the registration centers within the city, municipality, or barangay, where PhilSys registration centers, waiting areas, and temporary storage facilities could be set-up, and allow or coordinate the use of the same for the conduct of PhilSys registration activities;*
- 3.4 *Responsible for mobilizing all required resources for the pre-registration and registration activities, such as but not limited to registration area/space, electrical supply, storage area for the registration kits, physical security in the registration area, storage area, and to the personnel to be deployed therein as well as the necessary crowd queue management/control for every registration area/space;*
- 3.5 *Ensure and guarantee that the venue for registration could accommodate the target number of registrants per day, in consideration of proper physical distancing and ventilation to avoid the spread of COVID – 19 as prescribed by the Department of Health;*
- 3.6 *Provide logistical support in the conduct of PhilSys registration, such as, but not limited to, the lending of back-up service vehicles for the deployment and retrieval of registration teams and kits, the provision of additional tables and chairs when necessary, and the provision of waste management and sanitation services. The LGU shall also setup registration tables with plastic or acrylic glass for the protection of both the PhilSys personnel and the registrant;*
- 3.7 *Designate a focal person at the city, municipal, and barangay level, who shall serve as the point of contact of PSA during coordination activities related to PhilSys registration operations;*
- 3.8 *Issue clearance/certification to the PhilSys registration teams to allow them to conduct registration activities in designated areas within the city, municipality, or barangay;*

- 3.9 Disseminate information regarding PhilSys within their jurisdictions, including but not limited to schedules and locations of PhilSys registration, house-to-house visits, and overall project information such as the advantages of registering into PhilSys;
  - 3.10 Mobilize and provide logistical support of the target registrants, to and from the registration centers, during registration and assist in crowd control at the barangay level during PhilSys pre-registration and registration operations;
  - 3.11 Provide assistance in ensuring security and safety of the PhilSys personnel in the performance of their duties including but not limited to, the arrival of the registration team, safe and secured registration area/space, by detailing security personnel in the pre-registration house-to-house activities and at the registration areas and storage facilities, and designating first-level responders for health and security emergencies that may be encountered during registration activities for the whole duration of registration operations; and
  - 3.12 Validate, confirm, provide and/or augment household data needed by PSA during the pre-registration and registration operation.
4. **Validity.** This MOA shall take effect upon signing of both parties and shall remain in full force and effect all throughout the National ID registration process pursuant to R.A. 11055 and its IRR.
  5. **Funding.** The parties shall bear their own respective expenses pursuant to their responsibilities as stated under this MOA, subject to proper compliance with applicable Commission on Audit rules and regulations.
  6. **Liabilities.** The parties shall be responsible for the acts or omission of their respective Personnel in the performance of their responsibilities under this MOA. Should a party fail or refuse to comply with the terms of the agreement, it shall not be construed as a waiver thereof nor prevent the other party from enforcing the same, as warranted by applicable legal provisions.
  7. **Confidentiality and Non-Disclosure.** The Second Party agrees that all information furnished by the First Party, under or in connection with this MOA, shall be treated in strict confidence and shall not be disclosed to any third party. The Second Party shall not use any information, form, document, or material furnished by the First Party for any purpose other than the performance of its responsibilities under this MOA. The obligation of the Second Party to maintain confidentiality shall survive the termination of this MOA.  
The Confidential Information does not include information which:
    - a. Already known by either party prior to the disclosure thereof without any obligation of confidentiality;
    - b. Publicly known or becomes publicly known for causes not due to any unauthorized act of either party;
    - c. Approved in writing by the other party for disclosure; or
    - d. Required to be disclosed pursuant to any governmental or legal requirement or process, provided that the disclosing party gives the other party written notice of such requirement prior to any such disclosure.

*In case of breach, but not limited to, major incidents, operational or otherwise, privacy and information security incidents, other issues material and incidental to this MOA, the parties shall conduct a joint investigation and shall identify the cause of the said security breaches for proper resolution and management as well as ascertainment of liabilities.*

*The parties undertake to comply in good faith with the provisions of RA 10173, otherwise known as the Data Privacy Act (DPA), its IRR, and all pertinent issuances of the National Privacy Commission. The parties shall observe the degree of standard provided under the DPA for the establishment and maintenance of satisfactory security measures to safeguard all confidential information from unauthorized access or use.*


NOW, THEREFORE, on motion of HON. JULIUS T. LEDESMA, *Member, Committee on Rules, Ordinances, Resolutions and Legal Matters (under the sponsorship of the Hon. Vice Mayor, Atty. Virgilio T. Teruel, Committee Chairman)* and duly seconded by Hon. Neri T. Camiña, Hon. Marlon R. Teruñez, Hon. Suzette Marie Hilado-Banno, Hon. Reynaldo E. Tumabotabo, Hon. Ma. Gerrylin Santuyo-Camposagrado, Hon. Norberto T. Turalba, Hon. Jerry T. Tuares and Hon. Dyossa Marie T. Teruñez;

RESOLVED, to authorize the Municipal Mayor, Atty. Suzette T. Alquisada, for and in Behalf of the Municipality of Tigbauan to Enter Into A Memorandum of Agreement (MOA) With the Philippine Statistics Authority for the Philippine National Identification System in the Municipality of Tigbauan;

RESOLVED FURTHER, to furnish copies of this Resolution to the Office of the Municipal Mayor, Atty. Suzette Tenefrancia-Alquisada, to the Philippine Statistics Authority and to all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:

  
**MARLENE TAYO-NAVA**  
SB Secretary

ATTESTED:

  
**ATTY. VIRGILIO T. TERUEL**  
Vice Mayor & Presiding Officer

HON. VIRGILIO T. TERUEL, LAWYER  
Municipal Vice Mayor

Sangguniang Bayan Members:

Hon. Dennis T. Valencia	Hon. Suzette Marie Hilado-Banno, M.D.	Hon. Ma. Gerrylin Santuyo-Camposagrado, LLB,MPA
Hon. Neri T. Camiña	Hon. Reynaldo E. Tumabotabo	Hon. Norberto T. Turalba
Hon. Marlon R. Teruñez	Hon. Julius T. Ledesma, O.D.	Hon. Jerry T. Tuares, (LnB-Pres.)- Civil Engineer
		Hon. Dyossa Marie Teruñez (SKMF-Pres.)

*“Public office is a public trust. Public Officials must at all times be accountable to the people.”*