



REPUBLIC OF THE PHILIPPINES
REGION VI-WESTERN VISAYAS
PROVINCE OF ILOILO
MUNICIPALITY OF TIGBAUAN

EXCERPT FROM THE MINUTES OF THE CY 2025 – 47th REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN (20th REGULAR SESSION OF THE 2025-2028 SANGGUNIAN), TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON NOVEMBER 21, 2025 AT 9:15 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. REYNALDO E. TUMABOTABO	-	SB Member & Temporary Pres. Officer
HON. GENE ROSE C. CANAYA	-	SB Member
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. NORA ROSE T. TUBIANO	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. LORNA T. DOMINGO	-	Liga President
HON. FLORENCE JOY V. CABALONGA	-	SKMF President

ABSENT:

HON. PINKY A. JARINA	-	SB Member - (Special Priv. Leave)
HON. JOEL L. SAYSON	-	SB Member - (Special Priv. Leave)
HON. MARLON R. TERUÑEZ	-	SB Member - (Special Priv. Leave)

Resolution No. 2025 – 176

RESOLUTION AUTHORIZING ATTY. VIRGILIO T. TERUEL, MUNICIPAL MAYOR, TO SIGN AND ENTER INTO A RELIEF PREPOSITIONING AGREEMENT WITH THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) FIELD OFFICE VI.

WHEREAS, the said **Memorandum of Agreement** shall be made and entered into by, and between the following parties:

- The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD) Field Office VI**, a government agency created pursuant to Republic Act 5416 dated May 25, 1968, with principal office and place of business at DSWD Field Office VI, M.H. del Pilar St., Molo, Iloilo City represented by OIC - Regional Director, **JOSELITO G. ESTEMBER**, herein referred to as the **"First Party"**; and
- The **LOCAL GOVERNMENT UNIT OF TIGBAUAN, ILOILO** with principal office and place at Tejero Street, Tigbauan, Iloilo, Philippines represented by its Local Chief Executive, **ATTY. VIRGILIO T. TERUEL** herein referred to as **"Second Party"**

WHEREAS, the DSWD through its Field Offices is mandated to provide technical and relief augmentation assistance to LGU's affected by disasters beyond its capabilities;

WHEREAS, the LOCAL GOVERNMENT UNIT (LGU) under RA 7160 shall provide relief services and assistance for the victims during and in the aftermath of disaster and their return to productive livelihood following the said event;

WHEREAS, the LGU thru the LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (LSWDO), with its available DESIGNATED RELIEF WAREHOUSING FACILITY, is willing to accommodate the prepositioned relief goods of the DSWD to be used exclusively during disasters;

WHEREAS, for and in consideration of the foregoing and of the conditions hereinafter set forth, the parties do hereby agree as follows:

• OBLIATIONS OF DSWD:

1. The DSWD shall preposition emergency Food and Non-Food relief items to LGU designated relief warehousing facility as emergency relief augmentation to the LGU emergency response preparedness measure.
2. During disaster situations, upon the full utilization of the relief items of the LGU, the LGU may utilize the prepositioned emergency food and non-food relief items of the DSWD for the affected families.

3. The DSWD shall ensure that the LGU has no pending balances for liquidation of either cash or food and non-food items to qualify for prepositioning.
4. The DSWD shall preposition goods based on maximum quantity as identified in Annex A. Twenty-Five percent (25%) utilization shall warrant replenishment.
5. The DSWD shall provide technical assistance to the LGU on proper warehouse and inventory management, including but not limited to quality checking and inventory reporting.
6. The DSWD shall monitor the quantity, quality, and expiration of goods prepositioned at the LGU warehouse.
7. The DSWD through SWAD and CMAT in the respective provinces/cities and municipalities shall monitor compliance of the Provincial/Municipality/City Social Welfare and Development Officers (P/M/CWDOs) to the standard operational protocols and policies on Evacuation Centers and on the food and non-food items provided.
8. The DSWD shall monitor the distribution of the augmentation support and the submission of the Relief Distribution Sheets through DSWD SWAD Teams.
9. The DSWD, upon submission of the LGU of the Food-For-Work proposal, shall evaluate and approve the proposal based on existing accounting policies and guidelines.
10. The DSWD may withdraw the prepositioned goods and deliver it to another disaster affected LGU.
11. The DSWD shall establish a grievance system to ensure that issues and concerns related to prepositioning of goods are addressed.
12. The DSWD, in all cases, shall be the one to approve the releases of Food and Non-Food Items prepositioned at the LGU warehouse.

** OBLIGATIONS OF THE MUNICIPAL GOVERNMENT:*

1. The LGU, concurred by the DSWD, shall identify a warehouse based on DSWD standards suitable for the storage of prepositioned food and non-food items.
2. The LGU shall identify authorized representatives as the point of contact for related issues and concerns.
3. The LGU through the MSWDO shall ensure proper management of prepositioned relief goods based on standards set during technical assistance.
4. The LGU through the MSWDO shall submit a monthly report to the DSWD on the status of the prepositioned relief items/commodities including the liquidation documents for the release of FNIs.
5. The LGU shall ensure that the storage of the relief items shall adhere to the following:
 - a. The LGU shall ensure that the ground and flooring around and within the warehouse is always dry and clean.
 - b. The LGU shall cover its waste disposal system, including the maintenance and removal of visible litter or waste which may attract rodents, insects, and pests.
 - c. The LGU shall maintain the cleanliness of walls and floors of the warehouse and prevent water dripping that will contaminate the prepositioned relief items.
 - d. The LGU shall ensure adequate ventilation (installation of exhaust fan, wall fan, and the like) and lighting in the warehouse.
 - e. The LGU shall conduct a regular bi-monthly general housekeeping, sanitation, and inspection on the storage area should be conducted:
 1. The LGU shall conduct regular cleaning operations to eradicate if not minimize food and non-food item stockpile contamination;
 2. The LGU shall ensure the maintenance and preventive measures to eliminate rodents, insects, pests, and the like in the warehouse. Use of pesticides, under precautions and restrictions to prevent contamination of food stockpiles;
 3. The LGU shall facilitate the installation of baits and traps based on their assessment; and
 4. The LGU shall adhere to the standards indicated for storing of food and non-food items to ensure orderly and proper storing of relief items.
 - f. The LGU shall ensure adherence to the First-in-First-out (FIFO) or First-Expiry- First-Out (FEFO) policy in the release of FNIs.
 - g. In case that the prepositioned relief food commodities were not utilized within the period of three (3) months prior to its expiration, the LGU shall submit a request for Food for Work on disaster preparedness and mitigation-related activities.
 - h. The LGU shall grant the DSWD with full access and control to monitor the quality of relief goods stored at the facility at any given time.
 - i. The LGU in no cases shall distribute, disburse, or dispose of prepositioned relief items without approval from the DSWD.

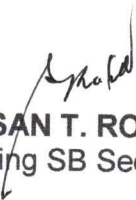
NOW, THEREFORE, on motion of Hon. Adrian S. Camposagrado, Chairperson, Committee on Social Justice, Welfare & Development (*including Children, Family Affairs & Indigents*) and duly seconded by Hon. Gene Rose C. Canaya, Hon. Nora Rose T. Tubiano, Hon. Norberto T. Turalba, Hon. Lorna T. Domingo and Hon. Florence Joy V. Cabalonga,

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the Sangguniang Bayan to authorize Atty. Virgilio T. Teruel, Municipal Mayor, To Sign And Enter Into A Relief Prepositioning Agreement With The Department Of Social Welfare And Development (DSWD) Field Office VI

RESOLVED FURTHER, to furnish copies of this Resolution to the Office of the Municipal Mayor, Atty. Virgilio T. Teruel, to the Municipal Social Welfare and Development Office, and to all concerned for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:


SUSAN T. ROTELO
Acting SB Secretary

ATTESTED:


REYNALDO E. TUMABOTABO
SB Member & Temporary Presiding Officer



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 Sangguniang Bayan Tigbauan

HON. LUGEN T. ORTILANO, *Municipal Vice Mayor*

SANGGUNIANG BAYAN MEMBERS

HON. PINKY ATADERO-JARINA, <i>MD Pediatrician</i>	HON. MARLON R. TERUÑEZ, <i>PhD</i>
HON. GENE ROSE C. CANAYA, <i>Lawyer</i>	HON. NORA ROSE TAMONAN-TUBIANO
HON. ADRIAN S. CAMPOSAGRADO	HON. REYNALDO E. TUMABOTABO
HON. JOEL L. SAYSON	HON. NORBERTO T. TURALBA

HON. LORNA T. DOMINGO, *LNB President*

HON FLORENCE JOY V. CABALONGA, *SKMF President*