



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

EXCERPT FROM THE MINUTES OF THE CY 2025 – 52nd REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN (25th REGULAR SESSION OF THE 2025-2028 SANGGUNIAN), TIGBAUAN, ILOILO HELD AT THE S.B. SESSION HALL, TIGBAUAN MUNICIPAL BUILDING ON DECEMBER 17, 2025 AT 9:40 IN THE MORNING

PRESENT:

HON. LUGEN T. ORTILANO,	-	Vice Mayor & Presiding Officer
HON. MARLON R. TERUÑEZ	-	SB Member & Temporary Presiding Officer
HON. PINKY A. JARINA	-	SB Member
HON. GENE ROSE C. CANAYA	-	SB Member
HON. ADRIAN S. CAMPOSAGRADO	-	SB Member
HON. JOEL L. SAYSON	-	SB Member
HON. NORA ROSE T. TUBIANO	-	SB Member
HON. REYNALDO E. TUMABOTABO	-	SB Member
HON. NORBERTO T. TURALBA	-	SB Member
HON. LORNA T. DOMINGO	-	Liga President
HON. JULIANA MARIE T. JULATON	-	SKMF President

ABSENT: NONE

Resolution No. 2025 – 196

RESOLUTION AUTHORIZING ATTY. VIRGILIO T. TERUEL, MUNICIPAL MAYOR, TO SIGN AND ENTER INTO A MEMORANDUM OF AGREEMENT (MOA) WITH THE DEPARTMENT OF HEALTH-WESTERN VISAYAS CENTER FOR HEALTH DEVELOPMENT (DOH-WV CHD) IN CONNECTION WITH THE HEALTH FACILITIES ENHANCEMENT PROGRAM (HFEP) FOR THE COMPLETION/UPGRADING/REPAIR OF TIGBAUAN SUPER HEALTH CENTER.

WHEREAS, the Local Chief Executive in a letter dated December 15, 2025 requested this Sangguniang Bayan for the URGENT passing of a *“Resolution Authorizing Atty. Virgilio T. Teruel, Municipal Mayor, to Sign and Enter Into A Memorandum of Agreement (MOA) With the Department of Health-Western Visayas Center for Health Development (DOH-WV CHD) in Connection With the Health Facilities Enhancement Program (HFEP) for the Completion/Upgrading/Repair of Tigbauan Super Health Center;”*

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

- The Department of Health-Western Visayas Center for Health Development (DOH-WV CHD) with office address at Brgy. Bolong Oeste, Sta. Barbara, Iloilo represented by **Ma. Sophia S. Pulmones, MD, MPM** in her capacity as **OIC-Director**, referred as **“DOH-WV CHD”**; and
- The Municipality of Tigbauan with office address at Tigbauan, Iloilo represented by **Atty. Virgilio T. Teruel**, in his capacity as **Municipal Mayor**, referred as **“LGU”**.

WHEREAS, the Health Facilities Enhancement Program (HFEP) priorities are aligned with the national health goals outlined in the health sector’s medium-term strategy 2023-2028 8-Point Action Agenda, the Philippine Health Facility Development Plan (2020-2040), and Republic Act (RA) No. 11223 or the Universal Health Care (UHC) Act. These frameworks underscore the importance of infrastructure and service readiness for integrated, equitable, and people-centered healthcare;

WHEREAS, the approved appropriations for HFEP in the General Appropriations Act (GAA) of 2025 or Republic Act 12116 provided funds for the construction, improvement, and expansion of Local Government Unit (LGU) Health Care Facilities including the purchase of medical equipment and provision of motor vehicle, especially for UHC Integration Sites and underserved and unserved areas;

WHEREAS, Section 5 of the Special Provisions of GAA 2025 stated that the DOH is authorized to deduct not more than two percent (2%) of the project cost to be used for engineering and administrative overhead expenses (EAO) in the implementation of infrastructure projects costing more than One Million Pesos (P1,000,000.00);

WHEREAS, the DOH through the HFEP for CY 2025 has appropriated the amount of Five Million Pesos (P5,000,000.00) intended for the Completion/Upgrading/Repair of Tigbauan Super Health Center to be implemented and procured by the Local Government Unit of Tigbauan, Iloilo through transfer of funds;

WHEREAS, the total amount of Four Million Nine Hundred Thousand Pesos (P4,900,000.00) shall be transferred to the LGU to procure and implement the project with a deduction of two percent (2%) of the project cost in the implementation of infrastructure projects costing more than One Million Pesos (P1,000,000.00);

WHEREAS, the site or location of the HFEP infrastructure project shall remain unchanged once the construction has commenced, regardless of any change in LGU leadership as stipulated in Section C 3-A of the Administrative Order 2025-0019;

WHEREAS, in consideration of the foregoing premises and stipulations herein set forth, the Parties agree and do as follows:

A. FUND UTILIZATION

1. *The funds shall be chargeable against the Sub-Allotment Advice (SAA) No. 2025-09-004496 dated September 26, 2025 of General Appropriations Act CY 2025 or Republic Act 12116 under the Health Facilities Enhancement Program of the Department of Health for Comprehensive Release (FCR) and shall be obligated on or before January 31, 2026.*
2. *DOH-WV CHD shall transfer the funds according to the scheme or mode of project implementation/procurement adopted by the Local Government Unit as set forth in Section C of this Memorandum of Agreement.*
3. *The transfer of funds between DOH-WV CHD and LGU shall strictly be in accordance with pertinent budgeting, accounting, auditing, and procurement laws, rules, and regulations (National Budget Circular No. 595 and Section 70, General Provisions of the FY 2025 GAA).*
4. *In the event that the LGU fails to execute the project within ninety (90) calendar days from the date of receipt of the First (1st) Tranche, the funds shall be reverted to the DOH-WV CHD, unless otherwise with justifiable reason/s.*

B. RESPONSIBILITIES OF THE LGU

1. *Submit a Sangguniang Bayan Resolution authorizing the Municipal Mayor to enter into an agreement with the DOH-WV CHD;*
2. *Ensure that the Schematic Plan for the infrastructure project complies with the existing DOH standards for licensing and accreditation and secure a Permit to Construct (PTC);*
3. *Prepare complete Detailed Architecture and Engineering Drawing (DAED Plans, Technical Specifications, Scope of Work, Bill of Quantities, Detailed Cost Estimates, Approved Budget of the Contract and all other documents for bidding purposes following provisions of the National Building Code, Structural, Electrical, Sanitary and Mechanical Codes, Fire Code, Accessibility Law, and all other pertinent laws and regulations;*
4. *Shall clearly indicate in the Bill of Quantities and in the contract that the contractor shall be the one responsive for securing the required national and local government permits such as but not limited to Building Permit, Occupancy Permit, Utility Power Company approval, DENR Permit, and all required Environmental Permit, etc. (as applicable). The contract shall also specify that all documents needed for the application of the permits originating from the Implementing Unit shall be promptly provided to the contractor;*
5. *Ensure compliance to the Philippine Green Building Code (GB Code) for all health facilities with at least ten thousand (10,000) square meters gross floor area. And likewise, the health facilities with a total*

- floor area of less than ten thousand (10,000) square meters are encouraged to apply the principles of the Green Building Design and further seek Green Certifications from Green Building Rating System;
6. Strictly adhere to the AO No. 2020-0011, "Guidelines on the Implementation of Unified Colors, Signage Features, and Design of Identified Interior Spaces for HFEP-Funded and Coordinated Health Facilities and Medical Transport", which shall be integrated in the Program of Works;
 7. Include the COA signboard requirement and the Standard Tarpaulin Banner for HFEP-Funded Projects in the program of works/bill of quantities as specified in COA C.O. 2013-004: Information and Publicity on Programs/Projects/Activities of Government Agencies and Department Memorandum No. 2025-0386.
 8. Coordinate with the DOH-WV CHD during the pre-procurement, procurement process, pre-construction conference prior to commencement of the project, and the status of their respective project implementation;
 9. Bid and award the infrastructure project in conformity to the provisions of R.A.9184 and/or R.A. 12009, the "New Government Procurement Act", and its Revised IRR and allow DOH-WV CHD authorized representative to act as observer in the bidding process and as member in the Technical Working Group for prequalification and bid evaluation if applicable;
 10. Submit to DOH-WV CHD the complete set of certified true copies of the contract documents within fifteen (15) calendar days from receipt of the Notice to Proceed by the contractor;
 11. Manage and supervise the implementation of the project following the highest standards for materials control, safety, and quality assurance and hire or assign a quality control engineer for such purpose and secure the necessary local permits;
 12. Submit to DOH-WV CHD the Monthly Statement of Work Accomplished (SWA) on or before the 5th day of the succeeding month, including geo-tagged photos;
 13. Submit the certified true copy of the approved Work Schedule, Bar Chart, S-Curve, Performance Evaluation Review Technique-Critical Path Method (PERT-CPM) prior to the start of the construction and in cases of revisions on the time/work schedule;
 14. Attend monitoring meetings called for by DOH-WV CHD and immediately act on the observations made by the agency which would require corrections and revisions on the implementation of the project;
 15. Raise to DOH-WV CHD for arbitration, any issues on the project implementation and must seek first the clearance and approval of the agency for any proposed Variation Orders;
 16. Ensure immediate implementation and completion of the Project within the specified duration following the Standard Construction Duration per Project Construction Cost and Estimated Monthly Percentage of Accomplishment of HFEP Infrastructure Projects as per Annex "B" of the AO 2025-0019;
 17. Together with DOH-WV CHD, conduct final inspection of the project prior to the issuance of the Certificate of Completion;
 18. Submit to DOH-WV CHD the certified true copy of the Final Completion Inspection Report, approved by the LGU and concurred by DOH-WV CHD, together with other relevant completion documents, within thirty (30) calendar days after the completion date;
 19. Ensure proper turn-over of the HFEP infrastructure project to the end-user after the issuance of the Certificate of Completion;
 20. Conduct a Post-Construction inspection with DOH-WV CHD and the end user three (3) months before the Defects Liability Period ends, prior to issuing the Certificate of Final Acceptance;
 21. Regularly submit the Fund Utilization Report (FUR) of the infrastructure project to DOH-WVCHD and submit the documentary requirements enumerated in Section C herein, corresponding to the chosen scheme/mode of project implementation;
 22. Within 15 calendar days after every disbursement made to the contractor/payee, submit the Report of Checks Issued (RCI) and the Report of Disbursement (RD) to report the utilization of funds, reflecting the actual project expenses incurred, duly approved by the Municipal Mayor and any unutilized balance after completion of the project shall be returned to DOH-WV CHD, pursuant to Item 4.6 and 4.9 of COA Circular No. 94-013 dated December 13, 1994;
 23. Ensure that the health facility shall be functional within three (3) months after the completion of the project health facility and should be utilized according to its purpose;
 24. Ensure that funds shall be provided and reflected in the Annual Operational Plan for the continuing maintenance and operations of the facility/infrastructure project, human resource requirement and acquisition of equipment;
 25. Book-up the cost of the infrastructure project in the Book of Accounts and furnish DOH-WV CHD a copy of the Journal Entry Voucher (JEV) within six (6) months after completion of the said project;
 26. The Exterior Façade of all HFEP projects when constructed with complete architectural finishes shall not be altered by the recipient LGU within five (5) years from the date of Acceptance of the project/s;
 27. Ensure that the health facilities will be accredited by Philhealth.

C. RESPONSIBILITIES OF THE DOH-WV CHD

1. Release/transfer the funds to the LGU after receipt of the documentary requirements that corresponds to the scheme or mode of project implementation/procurement adopted by the LGU as set forth herein, to wit:

A. Project Implemented by Contract

A.1 First (1st) Tranche – Seventy percent (70%) of the Total Project Allocation upon execution of this MOA and submission of the following documentary requirements by the LGU – to be accomplished in three (3) sets:

- Fund Utilization Report (FUR) showing One Hundred Percent (100%) utilization of previous HFEP Infra Projects with full release of funds and completed projects
- Notarized Certification of Site Readiness issued by DOH-WV CHD
- Detailed Architectural and Engineering Drawings (DAED) approved by the DOH-WV CHD Regional Director
- Approved and notarized Memorandum of Agreement (MOA)
- Program of Work (POW), Detailed Estimates, and Detailed Unit Price Analysis (DUPA) Approved by the Municipal LGU and Concurred by DOH-WV CHD HFEP
- Colored geo-tagged photos of the existing health facility **BEFORE** the implementation of the current project, if applicable

A.2 Second (2nd) Tranche – Thirty percent (30%) of the Project's Total Contract Price (PTCP), after submission of the following documentary requirements by the LGU – to be accomplished in three (3) sets:

- Letter request of the LGU for the release of the Second (2nd) Tranche
- Fund Utilization Report (FUR) showing utilization of at least sixty percent (60%) of the total amount released in the First Tranche
- Geo-tagged photos with caption of the **ON-GOING** implementation of the project showing minimum of 4-angles for exterior and 5-angles for interior
- Statement of Work Accomplished (SWA) equivalent to at least forty two percent (42%) of the Project Total Contract Price (PTCP).
- Approved Plan, if there are any changes in the plan or Variation Order/Extra Work
- Copy of Journal Entry Voucher (JEV) of completed HFEP Infra Projects that were previously implemented by the Municipal Government through MOA with **DOH-WV CHD**, if applicable

B. Project Implemented by Administration (Php 5,000,000.00 and below)

B.1 First (1st) Tranche – Seventy percent (70%) of the Total Project Allocation upon execution of this MOA and submission of the following documentary requirements by the LGU - to be accomplished in three (3) sets:

- Letter request of the LGU for Implementation by Administration
- Fund Utilization Report (FUR) showing One Hundred Percent (100%) utilization of previous HFEP Infra Projects with full release of funds and completed projects, if applicable
- Notarized Certification of Site Readiness issued by **DOH-WV CHD**
- Detailed Architectural and Engineering Drawings (DAED) approved by the **DOH-WV CHD** Regional Director
- Approved and notarized Memorandum of Agreement (MOA)
- Program of Work (POW), Detailed Estimates, and Detailed Unit Price Analysis (DUPA) Approved by the Municipal LGU and Concurred by **DOH-WV CHD** HFEP
- Colored geo-tagged photos of the existing health facility **BEFORE** the implementation of the current project, if applicable

B.2 Second (2nd) Tranche – Equivalent to 100% of the cost of materials and the remaining balance of the project cost after deduction of the 1st Tranche release to cover the Labor Cost based on the approved Program of Work, and upon submission by the LGU of the following documentary requirements in three (3) sets:

- Letter request of the LGU for the release of the Second (2nd) Tranche
- Approved Purchase Order (PO) - 100% cost of materials
- Notice of Award
- Fund Utilization Report (FUR) showing utilization of at least sixty percent (60%) of the total amount released in the First (1st) Tranche
- Geo-tagged photos with caption of the **ON-GOING** implementation of the project showing minimum of 4-angles for exterior and 5-angles for interior
- Statement of Work Accomplished (SWA) equivalent to at least forty two percent (42%)
- Approved Plan, if there are any changes in the plan or Variation Order/Extra Work

- Copy of Journal Entry Voucher (JEV) of previous HFEP Infra Projects completed and implemented by the Municipal Government through MOA with **DOH-WV CHD**, if applicable
2. Provide technical assistance to the Municipal Engineering Office in the preparation of schematic plans for infrastructure;
 3. Evaluate and approve the Detailed Architecture and Engineering Plans, Technical Specifications, Scope of Work and the Approved Budget for the Contract prior to bidding and award of the infrastructure project;
 4. Attend all meetings called for by the **LGU-Bids and Awards Committee (BAC)** in the conduct of infrastructure procurement as observer;
 5. Monitor progress of infrastructure project and act promptly on any requests for arbitration or for Variation Orders;
 6. Coordinate with the **LGU** on the status of project implementation, including the issues/concerns that may arise during the implementation of the project/s;
 7. Conduct regular monitoring and inspection of the progress of infrastructure project and act promptly on any requests for arbitration or for Variation Orders;
 8. Together with the **LGU**, conduct final inspection of the project prior to issuance of the Certificate of Completion;
 9. Ensure that the **LGU/contractor** complete the infrastructure project within the specified project duration;
 10. Ensure that utilization of funds shall follow the usual budgeting, accounting and auditing rules and regulations;
 11. Submit a Monthly Fund Utilization report with all the pertinent supporting documents to DOH Finance Service (cc: HFEP) on or before the 7th day of the following month;
 12. Ensure that the cost of turned-over completed HFEP Infra Projects are booked-up in a Journal Entry Voucher of respective Book of Account of recipient municipal **LGU**.
 13. Monitor through the Development Management Officer/s (DMOS) the operation/ functionality of the completed health facility.

NOW, THEREFORE, on motion of HON. PINKY T. JARINA, Chairperson, Committee on Health and Sanitation and duly seconded by Hon. Gene Rose C. Canaya, Hon. Adrian S. Camposagrado, Hon. Joel L. Sayson, Hon. Reynaldo E. Tumabotabo, Hon. Norberto T. Turalba and Hon. Juliana Marie T. Julaton,

RESOLVED, to authorize Atty. Virgilio T. Teruel, Municipal Mayor, to Sign and Enter Into A Memorandum of Agreement (MOA) With the Department of Health-Western Visayas Center for Health Development (DOH-WV CHD) in Connection with the Health Facilities Enhancement Program (HFEP) for the Completion/Upgrading/Repair of Tigbauan Super Health Center;

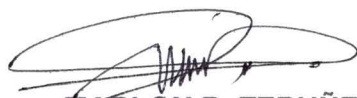
RESOLVED FURTHER, to furnish copies of this Resolution to the Office of the Municipal Mayor, Atty. Virgilio T. Teruel, to the Office of the Department of Health, Region VI and to all concern for their information and/or appropriate action.

APPROVED.

CERTIFIED CORRECT:


MARLENE TAYO-NAVA
SB Secretary

ATTESTED:


MARLON R. TERUÑEZ
SB Member & Temporary Officer

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 Sangguniang Bayan Tigbauan

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

SANGGUNIANG BAYAN MEMBERS

HON. PINKY ATADERO-JARINA, *MD Pediatrician*
HON. GENE ROSE C. CANAYA, *Lawyer*
HON. ADRIAN S. CAMPOSAGRADO, *MPG*
HON. JOEL L. SAYSON

HON. MARLON R. TERUÑEZ, *PhD*
HON. NORA ROSE TAMONAN-TUBIANO
HON. REYNALDO E. TUMABOTABO
HON. NORBERTO T. TURALBA

HON. LORNA T. DOMINGO, *Lib President*
HON. JULIANA MARIE T. JULATON, *SKMF President*

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