



REPUBLIC OF THE PHILIPPINES
Province of Eastern Samar
MUNICIPALITY OF GUIUAN



-OFFICE OF THE SANGGUNIANG BAYAN-

12th SANGGUNIANG BAYAN

Ordinance No. 041, Series of 2025

AN ORDINANCE CREATING THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE (MENRO) IN THE MUNICIPALITY OF GUIUAN, EASTERN SAMAR, AND PROVIDING FOR ITS TASKS, FUNCTIONS, PERSONNEL AND APPROPRIATION THEREOF AND FOR OTHER PURPOSES

Sponsor: Good Government, Public Ethics, and Accountability
(Chairman: Hon. Rogelio O. Cablao)

WHEREAS, the Municipality of Guiuan recognizes the fundamental role of environmental stewardship in achieving sustainable development, ecological balance, and resilience against climate change;

WHEREAS, it is imperative to institutionalize an office dedicated to the systematic management, protection, conservation, and enhancement of the municipality's environment and natural resources;

WHEREAS, the Local Government Code of 1991 (Republic Act No. 7160) and various environmental laws mandate local government units to implement policies and programs that ensure the sustainable use and protection of natural resources;

NOW, THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of the Municipality of Guiuan, in session duly assembled, that:

SECTION 1. SHORT TITLE. This Ordinance shall be known as "Municipal Environment and Natural Resources Office Creation Ordinance of 2025."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Municipal Government of Guiuan to uphold environmental integrity, enhance climate resilience, promote biodiversity conservation, and ensure the efficient management of waste and natural resources through initiatives that are consistent with the mandates of national statutes, implementing rules and regulations, and duly established government policies, to wit:

- a. The Local Government Code of 1991, specifically Section 443, Subsection b, provides:

"In addition, thereto, the Mayor may appoint a Municipal Administrator, a Municipal Legal Officer, a Municipal Agriculturist, a Municipal Environment and Natural Resources Officer, a Municipal Social Welfare and Development Officer, a Municipal Architect, and a Municipal Information Officer; and subsection c.) that the Sangguniang Bayan may:

1. *Maintain existing officers not mentioned in subsection (a) and (b) hereof;*

2. *Create such other offices as may be necessary to carry out the purposes of the municipal government, or*
 3. *Consolidate the functions of any office with those of another in the interest of efficiency and economy.*
- b. Section 7 of Republic Act No. 11292, otherwise known as “The Seal of Good Local Governance Act of 2019” provides the criteria specifically Subsection (h) on Environmental Management to wit: *This refers to an LGU’s initiative to institute policies and programs that consistently and significantly preserves and protects the integrity of the environment with primary focus on solid waste management and ecological balance, as well as mitigation and adaptation to climate change, indicators shall include: (1) advancing local policy and programs of action on Environmental Impact Assessment; (2) promoting social awareness and social responsibility programs; (3) managing and maintaining ecological balance within their territorial jurisdiction; (4) complying with at least the minimum standards set by the provisions of the Ecological Solid Waste Management Act of 2000; (5) establishing a material recovery facility or an existing partnership with an entity with facilities that may be used for such purposes; (6) having access to a sanitary landfill or alternative technology; (7) maintaining an organized local Solid Waste Management Board; and (8) instituting policies, programs, systems, structures and/or local legislation in order to support and promote environmental protection in all levels of human transaction.*

The environmental management indicator of the SGLG is anchored on the role and functions of the MENRO.

Thus, in compliance with the indicators set forth under the Seal of Good Local Governance Act, to ensure that the functions and mandates of the MENRO are accomplished with utmost effectivity and efficiency, and in accordance with the Declared Policy of the Municipal Government of Guiuan, its institutionalization is in order.

SECTION 3. SCOPE AND COVERAGE. This Ordinance shall be in effect within the territorial jurisdiction of the Municipality of Guiuan and shall be observed by the Municipal Government including all its branches, instrumentalities and subdivisions.

SECTION 4. CREATION OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE. The Municipal Environment and Natural Resources Office (MENRO) of the Municipality of Guiuan, an office with a structural rank of a Department, and which shall serve as the principal office responsible for enforcing environmental laws, managing ecological programs, and integrating sustainable resource utilization into local governance, is hereby created.

SECTION 5. General Functions. The office shall perform the following general functions:

1. Enforce or implement national environmental laws and municipal ordinances regulating the emission or discharge of harmful substances to the atmosphere, and water systems, solid waste management policies and directives, and recommend to the appropriate National Government Agency for the apprehension of violators and abatement of the pollution or environmental degradation in cases of violations of national environmental laws, rules, and regulations; and issue Local Notice of Violation (LNOV) in cases of violation of municipal ordinances pertaining to environmental protection and conservation, provided that such municipal ordinance grants that authority;

- 2. Manage the ecological and natural resources of the municipality, primarily promoting sustainability of local resources, such as but not limited to forests, watersheds, including surface water sources, coasts and fishing grounds;
- 3. Implement programs for the protection and preservation of the environment, as well as rehabilitation of areas critically affected by industries, effects of natural calamities, and result of man-made activities, provided that such falls within the primary jurisdiction of the office, otherwise the MENRO is to coordinate and provide support to the appropriate government agency or agencies having primary jurisdiction of the same;
- 4. Provide technical assistance to the Local Chief Executive and the local Sanggunian on policy and decision-making;
- 5. Conduct continuing education for the municipality's constituents stressing on environmental stewardship, awareness and responsibility;
- 6. Gather and maintain records of environmental data, activities, assets and compliments and evaluate the state of environment of the municipality;
- 7. Coordinate environmental activities within the territorial jurisdiction of the municipality and integrate it with the environmental master plan;
- 8. Facilitate capacity building for local adaptation planning, implementation and monitoring of climate change initiatives in vulnerable communities and areas; and
- 9. Recommend key development investments in climate-sensitive sectors such as water resources, agriculture, forestry, coastal and marine resources, health, and infrastructure to ensure the achievement of local sustainable development goals.

SECTION 6. Personnel Complement. The Municipal Environment and Natural Resources Office shall have the following personnel complement to pursue its functions:

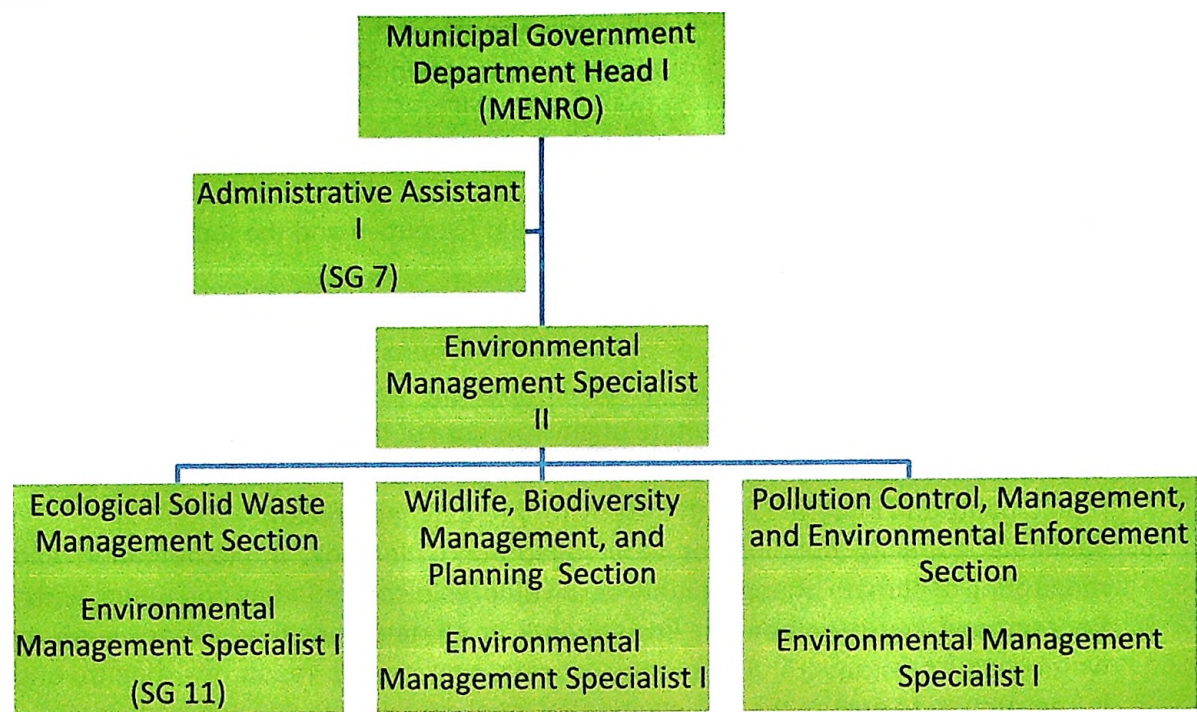
- a. A permanent position of Municipal Government Department Head I (MENRO) (SG 24/1) is hereby created who shall serve as a Department Head of the newly created office and is entitled to receive all benefits and emoluments received by a department head of this local government.
- b. The following position in the Office of the Municipal Mayor is hereby transferred to the herein created office:

Position Title	Salary Grade	Nature of Appointment
Environmental Management Specialist II	15/1	Permanent

- c. The following additional positions are hereby created:

Position Title	Salary Grade	Nature of Appointment
Environmental Management Specialist I	11/1	Permanent
Environmental Management Specialist I	11/1	Permanent
Administrative Assistant I	7/1	Permanent

SECTION 7. Organizational Structure. The following diagram shall be the standard organizational structure of the Municipal Environment and Natural Resources Office as per this ordinance:



SECTION 8. Qualifications, Duties & Functions of the Municipal Environment and Natural Resources Officer. No person shall be appointed Municipal Environment and Natural Resources Officer unless he/she is a citizen of the Philippines, of good moral character, a holder of a college degree preferably in environment, forestry, agriculture or any related course from a recognized college or university, and a first-grade civil service eligible or its equivalent. He must have acquired experience in environmental and natural resources management, conservation, and utilization, of at least three (3) years.

The MENR Officer shall take charge of the Municipal Environment and Natural Resources Office and shall:

1. Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services as provided for under Section 17 of R.A. No. 7160;
2. Develop plans and strategies and upon approval thereof by the mayor, as the case may be, implement the same, particularly those which have to do with climate change adaptation strategies and environmental programs which the mayor is empowered to implement and which the Sanggunian is empowered to provide for under R.A. No. 7160;
3. In addition to the foregoing duties and functions, the Municipal Environment and Natural Resources Officer shall:
 - 3.1. Establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects and commercial forest, like industrial tree farms and agro-forestry projects;
 - 3.2. Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance;
 - 3.3. Manage and maintain seed banks and produce seedlings for forests and tree parks;

- 3.4. Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance;
- 3.5. Regulate the small-scale mining and utilization of mineral resources;
- 3.6. Coordinate with government agencies and non- governmental organizations in the implementation of measures to prevent and control land, air and water pollution with the assistance of the Department of Environment and Natural Resources and the Environment Management Bureau;
- 3.7. Be in the frontline of the delivery of services concerning the environment and natural resources, particularly in the renewal and rehabilitation of the environment during and in the aftermath of man-made and natural calamities and disasters due to global warming as to the effect of climate change;
- 3.8. Recommend to the Sanggunian and advise the mayor, on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources; and
- 3.9. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 9. Qualifications of other Positions Created in this Ordinance. Qualifications for the other positions created in this ordinance shall follow the qualification standards set by the Civil Service Commission for each of the positions created in the previous sections.

SECTION 10. Appropriation for the Office. The budget necessary to carry out the provisions of this Ordinance shall be included in the ensuing appropriation ordinance embodying the annual or supplementary budget of the municipality and every year hereafter.

SECTION 11. Funding of Positions. The Municipal Budget Officer shall ensure the funding of the positions herein created on the following schedule in consideration of the Personal Services limitation set forth by the Local Government Code of 1991:

- a. Municipal Government Department Head I (MENRO) - Upon effectivity of this ordinance;
- b. Environmental Management Specialist I - Upon effectivity of this ordinance;
- c. Environmental Management Specialist I - Second year of effectivity of this ordinance; and
- d. Administrative Assistant I - Third year of effectivity of this ordinance.

SECTION 12. Separability Clause. Any provision hereof which may be declared unconstitutional by a competent court shall not affect the rest of the provisions hereof not otherwise so declared.

SECTION 13. Repealing Clause. All previous ordinances and provisions inconsistent with this ordinance shall be deemed repealed, amended, or modified accordingly.

SECTION 14. Effectivity. This Ordinance shall take effect immediately after compliance with the posting requirements prescribed under Section 59 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991.

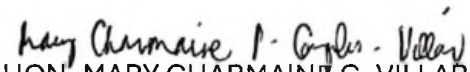
ENACTED AND APPROVED: October 01, 2025, at Guiuan, Eastern Samar.

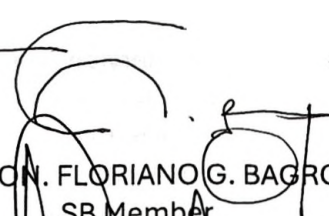

HON. KINNA MAE G. KWAN
SB Member


HON. FRANCIS ALDOUS B. SISON
SB Member

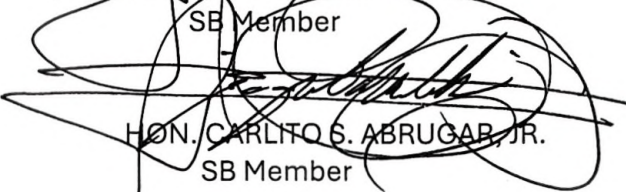

HON. ROGELIO O. CABLAO
SB Member

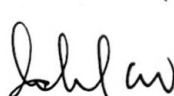
HON. DOMINADOR G. CHUA, JR
SB Member


HON. MARY CHARMAINE G. VILLAR
SB Member
President – Liga ng mga Barangay


HON. FLORIANO G. BAGRO, JR.
SB Member


HON. JOSUE P. SISON
SB Member


HON. CARLITO S. ABRUGAR, JR.
SB Member


HON. ANTONIA R. CABLAO
SB Member

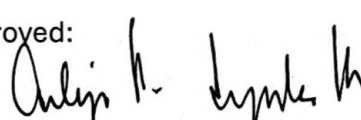

HON. ULDRICK FRANZDALE C. SOMORAY
SB Member
President – SK Federation

I certify to the correctness of the foregoing Ordinance which was duly enacted by the Sanggunian during its 14th regular session held on October 01, 2025:


RECTITO A. MELQUIADES
Secretary to the Sangguniang Bayan

Attested by:


HON. VERONICA O. RAMIREZ
Municipal Vice-Mayor & Presiding Officer

Approved:

HON. ANNALIZA P. GONZALES – KWAN
Municipal Mayor