





Republic of the Philippines  
**CITY GOVERNMENT OF MUNTINLUPA**  
 Sangguniang Panlungsod ng Muntinlupa



OFFICE OF THE SECRETARY  
 TO THE SANGGUNIANG PANLUNSOD  
 MUNTINLUPA CITY  
**CERTIFIED TRUE COPY**  
 FROM THE ORIGINAL  
 22 APR 2025 BY: Julia Siaboc

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 Ordinance No. 2023-053

WHEREAS, the creation of PLEB Desk in every Barangay in Muntinlupa City is seen as one of the solutions to increase citizens' awareness on the existence and operations of the Board and to bring closer to the citizens the services of the PLEB through the Barangay as the basic level of Government in our country.

WHEREAS, the creation of PLEB Desk in every **Barangay** is in line with **Mayor Rozzano Rufino B. Biazon's 7-K Agenda**, specifically: **Kapayapaan/Kaayusan (peace and order)**, and **Katarungan (justice)**.

NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED, by the 10th Sangguniang Panlungsod of Muntinlupa, in the session assembled that:

**SECTION 1. Title** - This Ordinance shall be known as "An Ordinance Mandating the Establishment of Barangay PLEB Desk Office and Designation of PLEB Desk Officer in every Barangay of Muntinlupa City".

**SECTION 2. Scope and Coverage** - This ordinance shall cover all the 9 Barangays of Muntinlupa City.

**SECTION 3. Barangay PLEB Desk Office** - To bring closer to the citizens the services of the PLEB, every barangay in the City should create and operate a Barangay PLEB Desks. Thus, every barangay is mandated to allot a certain workspace within their respective Barangay Halls for the said Barangay PLEB Desk which ideally must be placed inside the office of the Barangay Police.

**SECTION 4. Designation of Barangay PLEB Desk Officer** - The Punongbarangay shall appoint a focal person to be called as the "Barangay PLEB Desk Officer" who shall discharge the following roles, duties and functions:

1. Assist in the information dissemination about the Muntinlupa PLEB, by posting in conspicuous places of their respective Barangay the following: advocacy materials, citizens' charter, procedures, etc;
2. Create a Barangay PLEB Facebook Account for faster client engagement;
3. Entertain verbal queries about the PLEB and its operations and contact persons;
4. Refer all complaints to the PLEB Secretariat (within 24 hours from time of engagement);
5. Provide appropriate information about the PLEB and its procedures;
6. Receive queries via email, facebook messenger, and phone which should be referred immediately to the PLEB Secretariat;

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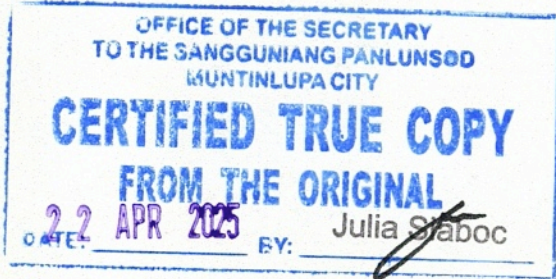
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People's Center Building, Putatan, Muntinlupa City, Philippines 1773  
 Telephone no. 861-0181 Email address: sangguniangpanlungsod2k19@gmail.com





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7. Render quarterly report and;
8. Perform other functions as may be authorized by the PLEB which are not contrary to the provision of this ordinance

**SECTION 5. Prohibited acts.** The designated PLEB Desk Officer or any personnel of the barangay shall not be allowed to, among others:

1. give personal opinion about the complaint;
2. give a heads up or advanced information to the respondent;
3. receive a hard copy of complaint;
4. accept gifts, tokens or any gratuities in all forms from either or both of the parties involved;
5. engage with any of the parties from the time the case is lodged with the PLEB; and
6. do acts that may be prohibited or prescribed by the PLEB.

**SECTION 6. Designation of the PLEB Desk Officer.** The said designated PLEB Desk Officer is not necessarily a new personnel to be hired by the Barangay. It could be someone who is currently employed in the Barangay Police Force or any other peace and order personnel of such Barangay.

**SECTION 7. 24/7 Operations of PLEB Desks** - The established PLEB Desks in every Barangay should operate everyday and all the time of each day. Thus, it is imperative that there should be a designated PLEB Desk Officer in every 8 hours shift.

**SECTION 8. Capacity Building for Desk Officers** - The PLEB Members helmed by the PLEB Chairman should conduct a Capacity Building seminar to all appointed Barangay Desk Officer before the establishment of respective PLEB Desk. Thereafter, an annual capacity building seminar shall be conducted in order to refresh and update them with their roles, duties, functions, as well as their prohibited actions.

**SECTION 9. Funding Requirement** - Expenses to be incurred for the establishment and operationalization of said Barangay PLEB Desk, reasonable compensation for the Designated Desk Officer and all other related expenses, shall be charged against the Peace and Order Funds of the concerned barangays, subject to existing budgeting, accounting and auditing rules and procedures.

**SECTION 10. Compliance Period** - Every Barangay should comply with the provisions of this ordinance 30 days after its approval.

**SECTION 11. Penalty to the PLEB Desk Officer for Violation of this Ordinance.** The PLEB shall issue a recommendation of removal to the respective Barangay Chairman, who shall, after due process, may remove the erring PLEB Desk Office for violation of the provision/s of this ordinance;

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*Mms Saboc*

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**SECTION 12. Separability Clause** – If any section or provision of this Ordinance is declared unconstitutional or invalid by competent court, other sections or provisions not affected thereby shall continue to be in full force and effect.

**SECTION 13. Repealing Clause** – All ordinances, resolution, local rules and regulations which are in consistent with or contrary to the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 14. Effectivity** – This Ordinance shall take effect immediately upon its approval.

**ENACTED**, by the 10<sup>th</sup> Sangguniang Panlungsod of Muntinlupa this 6<sup>th</sup> day of March 2023, on its 35<sup>th</sup> Regular Session.

CONCURRED:

DISTRICT 1:

*ggn*  
 COUN. ATTY. RAUL R. CORRO  
 Member

COUN. ALEXSON V. DIAZ  
 Member

COUN. PATY KATY C. BONCAYAO  
 Member

COUN. RACHEL KATRIEL ANN C. ARCIAGA  
 Member

*maragita*  
 COUN. IVEE RHIA A. TADEFA  
 Member

COUN. ALLAN REY A. CAMILON  
 Member

*P-L*  
 COUN. JEDIDIAH R. PRESNEDE, LPT  
 Member

COUN. TING D. NIEFES  
 Member

DISTRICT 2:

*[Signature]*  
 COUN. MARK LESTER M. BAES  
 Member

COUN. FRANCIS IAN T. BAGATSING  
 Member

*Mr. & Mrs. [Signature]*  
*Mr. [Signature]*

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*[Signature]*  
**COUN. LUVI R. CONSTANTINO**  
 Member

*[Signature]*  
**COUN. ENGR. MAMERTO T. SEVILLA, JR.**  
 Member

*[Signature]*  
**COUN. ENGR. MARISSA C. RONGAVILLA**  
 Member

*[Signature]*  
**COUN. ENGR. ARLENE D. HILAPO**  
 Member

*[Signature]*  
**COUN. CORNELIO M. MARTINEZ**  
 Member

*[Signature]*  
**COUN. RODOLFO W. MOLDEZ, JR.**  
 Member

*[Signature]*  
**COUN. WALTER A. ARCILLA**  
 President  
 Sectoral Representative  
 Association of Barangay Chairman

*[Signature]*  
**COUN. KENICHI D. TAKAGI, JR.**  
 President  
 Sectoral Representative  
 Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.

*[Signature]*  
**CECILIA C. LAZARTE**  
 Secretary to the Sanggunian

ATTESTED:

*[Signature]*  
**ARTEMIO A. SIMUNDAC**  
 City Vice-Mayor/Presiding Officer

APPROVED:

*[Signature]*  
**ROZZANO RUFINO B. BIAZON**  
 City Mayor

Date: 13 APR 2023

*[Signature]*  
 People's Center Building, Putatan, Muntinlupa City, Philippines 1773  
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№25-0473