

OFFICE OF THE SANGUNIANG BAYAN

ORDINANCE NO. 4, S. 1995

AN ORDINANCE PRESCRIBING FEE OF ONE PESO (P1.00) PER PAGE IN THE REPRODUCTION OF COPY/IES BY LGU XEROX COPIER UPON ISSUANCE OF CASH TICKETS OR OFFICIAL RECEIPT, FOR THE MAINTENANCE THEREOF.

AUTHORED BY : SR HENRY MELLIE M. GUGUAPHIA
CO-AUTHOR : SR HENRY ALIAN L. ANGSAOS

BE IT ENACTED by the Sangguniang Bayan of Dumanog, Zamboanga del Sur in session assembled :

Article I - PURPOSE

Section 1. The purpose of prescribing fee to any individual in the reproduction of copy/ies by LGU Xerox Copier is for the maintenance thereof.

Article II - POLICIES AND GUIDELINES

Section 1. Any reproduction of copy/ies by LGU Xerox Copier shall be charged with ONE PESO (P1.00) per page upon issuance of cash tickets by the Office of the Municipal Treasurer. Copies reproduced amounting to TEN PESOS (P10.00) and above shall be issued with an Official Receipt.

Section 2. All appointive and elective Municipal Officials and employees shall be free of any charge in the reproduction of copy/ies by LGU Xerox Copier. Provided, however, that item/s to be reproduced is/are relative to or in connection with the paper works or documents of the office concerned. Provided, further, that in the reproduction of copy/ies of such paper works or documents, a written certification by the Head of Office concerned shall firstly be secured, stating the quantities and the item/s to be reproduced, duly countersigned by the Municipal Mayor or its representative.

Section 3. The operator of the Xerox Copier shall not operate the xerox machine without presenting to him cash tickets or official receipt by the concerned issued by the Office of the Municipal Treasurer, and other requirements for and in the reproduction of copy/ies.

Section 4. The Local Chief Executive shall ensure that policies and guidelines of this Ordinance shall strictly be followed.

Article III - PENALTIES

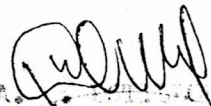
Section 1. Any person who may willfully violates to the provision of this Ordinance shall be penalized by a fine of not less than FIVE HUNDRED PESOS (P500.00) or an imprisonment of not less than one (1) month or both at the discretion of the court. Any public officer or employee who violates the same may be meter administrative disciplinary action, without prejudice to the filing of the appropriate civil or criminal action.

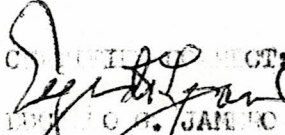
Article IV - EFFECTIVITY

This Ordinance shall take effect 10 days after the review by the Sangguniang Pambalawigan and posting of such in all conspicuous places of this municipality.

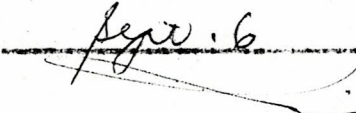
Adopted this 4th day of September, 1995, by the Sangguniang Bayan, of Dumanog, Zamboanga del Sur at session Hall, Dumanog, Zamboanga del Sur, Philippines.

APPROVED :


A. M. M. M.
SR Secretary


C. M. M. M.
Providing Officer

APPROVED :


DOMICIANO M. REAL
Municipal Mayor