



EXCERPT FROM THE MINUTES OF THE 75th REGULAR SESSION OF THE 8th SANGGUNIANG BAYAN OF DUMINGAG, ZAMBOANGA DEL SUR HELD AT THE MUNICIPAL SESSION HALL ON May 26, 2015.

OFFICERS/MEMBERS	POSITION	PRESENT	ABSENT	OB	OL
Hon. Michael F. Morpos	Mun. Vice Mayor	—/—	—/—	—	—
Hon. Francisco D. Gumban	SB Member	—/—	—/—	—	—
Hon. Agustin M. Adapon, Sr.	SB Member	—/—	—	—	—
Hon. Reynante G. Borling	SB Member	—/—	—	—	—
Hon. Roger M. Pacalioga	SB Member	—/—	—	—	—
Hon. Corazon J. Mandao	SB Member	—/—	—	—	—
Hon. Lars Christian C. Tangalin	SB Member	—/—	—	—	—
Hon. Bernaldo P. Degenion	SB Member	—/—	—	—	—
Hon. Nilo B. Ledesma	SB Member	—/—	—	—	—
Hon. Jerson L. Cabahug	Ex- Officio Member	—/—	—	—	—

Municipal Ordinance No. 5, s. 2015

AN ORDINANCE ESTABLISHING DUMINGAG ORGANIC GREENVILLE AND CATERING SERVICES AS INCOME GENERATING PROJECT OF THE LOCAL GOVERNMENT UNIT OF DUMINGAG, ZAMBOANGA DEL SUR, PROVIDING MECHANICS AND FEES FOR ITS OPERATION THEREFORE.

Be it ordained by the Sangguniang Bayan of Dumingag, Zamboanga del Sur, in session assembled that:

Section 1. TITLE.

This ordinance shall be known as Dumingag Organic Greenville and Catering Services of 2015.

Section 2. PURPOSE.

The Dumingag Organic Greenville shall be established to cater farmers, visitors and delegates from local government units, including barangays, and international organizations who requested for lodging during the duration of trainings, benchmarking, knowledge sharing, conferences, seminars, workshops and cultural and study visits. It can also be utilized as reception hall and venue during birthdays, weddings, reunions and similar gatherings. It caters also organic foods and ensures that foods and drinks which will be served is organic. It also provides farmers ready market and adds income to Local Government Unit (LGU).

Section 3. DEFINITION OF TERMS.

- **Dumingag Organic Greenville** - refers to the constructed building of the Local Government Unit (LGU) wherein convenient rooms/spaces are provided for transient visitors for rent.
- **Organic Food Catering Services** - refers to the services offered to transient visitors and resident individual who wish to order organic foods and drinks available and affordable to all.

Section 4. MANAGEMENT AND STAFF.

There shall be a management and staff to manage and handle the whole system/structure of the Dumingag Organic Greenville and Catering Services. The following positions listed below shall be the responsible in carrying and performing duties and functions as described:

PERSONNEL: Management Team

A. Organic Greenville

- **Supervisor** - a person who manage and supervise the whole system/organization or activity of the Organic Greenville and Catering Services including a financial matter.
- **Front desk** - person assigned to accept reservation, admission and assignment of rooms.
- **Housekeeping/Room attendant** - responsible for providing the needs, demand or request of the customer and co-employee to meet or satisfy the needs. In-charge in cleaning the individual room and toilet, changing of beddings and other needs of the customer.

B. Catering Services

- **Chef Cook** - accept orders. Formulate and provide menus, supervise the cook, kitchen helper and dishwasher, especially in some other functions related to this job.
- **Cook** - prepares organic food for eating.
- **Kitchen helper** - assist the cook in preparing organic food for eating and do other related works as prescribe by the chef cook.
- **Dishwasher** - washes or cleans the plates, glass, forks and spoons and other kitchen utensils used.

- **Maintenance** - cleans and prepares the hall, arrange the chairs, do the skirting and cleaning the surrounding yard.

Section 5. FEES/RENTALS.

5.A. Dumingag Organic Greenville

- cassava building

accommodation	occupancy	Rate/room
room with common cr	double	P 500
room with own cr	single	P 600
additional bed		P 150

- falcata building

accommodation	occupancy	Rate/room
room with common cr	double	P 500
room with own cr	triple	P 800
additional bed		P 150

- rubber building

accommodation	occupancy	Rate/room
room with cr	double	P 700
additional bed		P 150

- Function/training hall - P 3,000 per day.
- Kitchen/mess hall - P 2,000 per day.
- Multi-purpose hall - P 2,000
- Package for trainings - P1,500 per pax/day which includes accommodation, training fees, meals and exposure.

Note: Minors below ten years old are free of charge for accommodation

5.B. Fees/rate

There shall be prescribed fees that shall serve as guide in catering:

Training fees/rate	One Thousand Five Hundred Pesos (P1,500.00) per day per participant for meals and accommodation.
Meals/day	
• Breakfast	One Hundred Pesos (P100.00)
• Morning Snack	Fifty Pesos (P50.00)
• Lunch	One Hundred Fifty Pesos (P150.00)
• Afternoon Snack	Fifty Pesos (P50.00)
• Dinner	One Hundred Fifty Pesos (P150.00)
Door-to-door Orders	According to menu and number of serving

Section 6. MECHANICS FOR IMPLEMENTATION.

- There shall be independent owned and operated Organic Greenville and Catering Services of the Local Government Unit (LGU).
- The Organic Greenville and Catering Services of Dumingag shall be managed and supervised by the designated head/supervisor.
- All employees are LGU-hired.
- There shall be a separate bank account which shall be maintained by the Municipal Treasurer and the Municipal Mayor.
- All equipment, facilities, building and utensils are owned by the LGU.
- House rules shall be presented to all occupants/trainees before they are accommodated

Section 7. RULES AND REGULATIONS.

- Reservations can be arranged provided payment of 50% is given within 48 hours prior to the schedule.
- Nobody is allowed to bring their own bedding, foam, pillows and blankets.
- Occupants shall pay any damaged/missing beddings, pillows, towels, blankets and other supplies.
- Visiting hours shall be strictly observed.

- Guest must respect other occupants. Silence must be observed. Unnecessary noise that will disturb other guest shall be avoided.
- Guest must keep their rooms clean. Loitering is strictly prohibited.
- Bringing of liquors is definitely prohibited.
- Absolutely no-smoking
- Users shall replace or pay the value of any damaged/missing kitchen utensils, facilities or equipment
- Soft drinks within premises is prohibited.

Section 8. BUDGETARY AND FINANCIAL REQUIREMENTS.

All salaries and wages of the items created, under this ordinance as well as its maintenance, and all other operating expenses shall be covered with appropriation of the Annual Regular Budget of the Organic Greenville and Catering Services and to be determined by the concerned personnel designated by the Local Chief Executive for the purpose.

Section 9. DISCOUNTS.

- Senior Citizens, Employees, Person with Disability (PWD) shall be given a 20% discount on the accommodation.

All they need to present is a valid identification card such as SSS ID card, GSIS e-card, passport, senior citizen's card and PWD card.

Section 10. IMPLEMENTING AGENCY.

The Office of the Municipal Mayor shall be the lead agency to implement this ordinance through the designated personnel from the different offices which shall serve as board of directors, planner, monitoring and supervisors of the income generating project of this municipality.

Section 11. SEPARABILITY CLAUSE.

Any provision of this ordinance or parts thereof declared unconstitutional or unlawful, the other parts not affected shall remain in full force and effect.

Section 12. REPEALING CLAUSE.

Any parts or provision of this ordinance in conflict with or contrary to the existing ordinance are hereby repealed, amended or modified accordingly.

Section 13. EFFECTIVITY CLAUSE.

This ordinance shall take effect after the approval of the Sangguniang Panlalawigan and after fifteen (15) days from the date copy hereof is posted in the bulletin board at the entrance of the Municipal Hall and at least two (2) other conspicuous places in the Poblacion.

Enacted: May 26, 2015

CONCURRED:

Hon. Francisco D. Gumban absent
 Hon. Reynante G. Borling [Signature]
 Hon. Corazon J. Mandao [Signature]
 Hon. Bernaldo P. Degenion [Signature]
 Hon. Jerson L. Cabahug [Signature]

[Signature]
 VEBERLIE B. QUIAPO
 Local Legislative Staff Employee II/Acting Recorder

Hon. Agustin M. Adapon, Sr. [Signature]
 Hon. Roger M. Pacalioga [Signature]
 Hon. Lars Christian C. Tangalin [Signature]
 Hon. Nilo B. Ledesma [Signature]

ATTESTED AND CERTIFIED TO BE DULY ADOPTED

[Signature]
 AGUSTIN M. ADAPON, SR.
 SB Member/Presiding Officer

NOTED:

[Signature]
 MICHAEL F. MORPOS
 Municipal Vice Mayor

APPROVED June 01, 2015

[Signature]
 NACIANCELO M. PACALIOGA, JR.
 Municipal Mayor

Not valid without Sanggunian seal

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