



Republic of the Philippines
Province of Ifugao

Office of the Sangguniang Bayan
Hungduan



Attested:

HON. JOAN D. HANGDAAN
Municipal Vice Mayor and
Regular Presiding Officer

HON. AGUSTINA M. IPAN
Sangguniang Bayan Member

HON. EVELYN Y. BALENGA
Sangguniang Bayan Member

HON. ROMEO L. HAGUYAYAP
Sangguniang Bayan Member

HON. RUBEN P. WACOG
Sangguniang Bayan Member

HON. PEDRO J. BINWAG
Sangguniang Bayan Member

HON. JUANITO B. GAMBOC
Sangguniang Bayan Member

HON. LUCAS A. BUGATTY
Sangguniang Bayan Member

HON. JESSIE B. LACBAYAN
Sangguniang Bayan Member

ON OB

HON. MAX A. YOGYOG
Liga ng mga Brgy. President

HON. RAY B. PALATOC
Municipal SK Fed. President

Approved:

HON. HILARIO BUMANGABANG
Municipal Mayor

Date: _____

8th Regular Session
8th Sangguniang Bayan of Hungduan, Ifugao
February 26, 2013

MUNICIPAL ORDINANCE NO. 36

Introduced by: Hon. Evelyn Y. Balenga

**ORDINANCE REVISING ORDINANCE NO.2, S 2004 TO BE KNOWN AS THE
ECOTOURISM CODE OF HUNGDUAN**

Article I. GENERAL PROVISIONS

SECTION 1. TITLE. This ordinance shall be known as the Ecotourism Code of Hungduan, Ifugao.

SECTION 2. LEGAL AUTHORITY. Section 17(2) (XI) of the Local Government Code of 1991 provides that the Municipal Government shall administer all tourism concerns, tourist attractions including regulation and supervision of tourism-related facilities and / or business and is responsible for tourism development in the municipality.

SECTION 3. DECLARATION OF POLICY. It is hereby declared the policy of the Municipality to pursue the sustainable development of Hungduan as a premier eco-tourist destination, and for this purpose adopts the following development policies:

- a. Tourism development shall be among the priority programs of the municipality to promote and develop Tourism without sacrificing its culturally-rich and endowed natural and manmade wonders that could be developed to benefit both the local community and the tourists;
- b. Tourism should be developed to provide additional income and employment opportunities to help diversify Hungduan's economy.

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- c. Tourism development plan should be integrated into the overall development policy, planning and strategy of Hungduan and receive appropriate priorities and its necessary share of development resources.
- d. Tourism should be developed in a carefully planned, controlled and organized manner so that it promotes conservation of natural environment specially places of scenic beauty, indigenous flora and fauna, important natural and ecological systems. Tourism development should not result to any type of air, water and noise pollution.
- e. Tourism should be developed operationally to promote conservation and revitalization of desirable aspects of traditional cultural patterns, arts and handicrafts, and maintenance of the essence of beliefs and practices, all of which represents the historic and cultural heritage of Hungduan. Tourism should be planned, developed and organized so that it does not result in any serious social problems or cultural disruptions.
- f. Tourism should serve as a catalyst for increased development of related economic activities such as handicraft production, agriculture and fisheries and other related industries and help in supporting improvements of facilities and services and other infrastructures.
- g. Tourism accommodation and other facilities should be designed to reflect and represent Hungduan's distinctive architectural styles, utilize local building materials to the maximum extent possible.
- h. Emphasis should be placed on employment of local persons working in all aspects of tourism. They should be properly trained to function effectively in their employment and be given maximum opportunity for career development and job satisfaction.
- i. Encourage active community-based tourism endeavors/undertakings; and
- j. Provide financial and technical support for the professionalization of services and skills of tourism industry workers;
- k. Formulation of a comprehensive tourism development plan

SECTION 4. OBJECTIVES. For the implementation of this Tourism program, this ordinance shall have the following objectives:

- a. To promote and regulate the tourism industry in the municipality.
- b. To protect and preserve the identity and culture of the Hungduan people.
- c. To improve organizational capability and institutionalize mechanisms relative to tourism development
- d. To protect the ecological balance and preserve the natural beauty of Hungduan.
- e. To develop a meaningful and harmonious interaction between tourists and the local people.
- f. To provide data and information about the municipality for leveling of ideas

SECTION 5. SCOPE AND APPLICATION. This ordinance shall apply to all residents, tourists and visitors of the municipality, tourism-related development activities, business establishments, business transports, and tourist guides in the municipality. It shall govern and regulate tourism development and promotion programs to include licensing, registration, regulation and supervision of Tourism-oriented establishments.

SECTION 6. DEFINITIONS OF TERMS AND PHRASES USED. For purposes of this ordinance, the terms and phrases enumerated in this section shall be construed or interpreted to mean or refer to as follows:

- a. Accreditation fee –fee collected from tourism related service providers to be officially acknowledged to offer services to tourist, guests and visitors.

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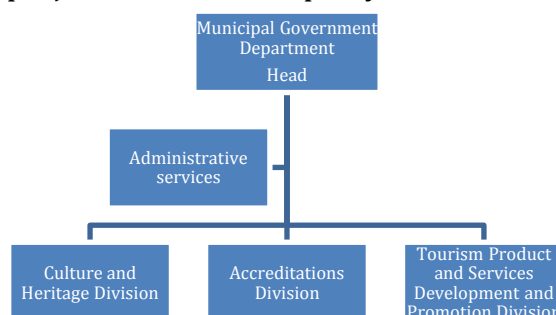
*HON. HILARIO BUMANGABANG
Municipal Mayor*

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- b. Ecotourism- form of tourism that strives to minimize ecological or other damage to areas visited
- c. Environmental fee – a fee collected from every tourist, guest and visitors who enters the municipality except as may be provided in section 24.
- d. Filming – the act of recording motion pictures.
- e. Homestays- local homes which provides travelers with comfortable accommodations and experience local lifestyles for a corresponding fee.
- f. Lodge – any building used for accommodation or lodging for a corresponding fee.
- g. License - the privilege or authority granted by the Office of the Mayor to own, operate, manage and maintain a tourist establishment or render services for tourists and visitors.
- h. Restaurants- any establishment offering to the public regular and specialized meals and other food products
- i. **Tourist – a person whose main purpose in coming to Hungduan is to view the scenic spots of the municipality or one who goes from one place to another for scenic viewing.**
- j. Tour Guide – refers to any individual who is licensed to guide local or foreign tourist/s and visitors for a fee or commission or any other form of lawful remuneration.
- k. Tourist Oriented Establishment – refers to an establishment that caters to both local and foreign travelers and tourists.
- l. Tourism –a major economic activity in which private sector investment, effort and initiative are encouraged, fostered and supported and through which socio-economic development may be accelerated and the appreciation of the province’s natural beauty, history and culture appreciated with greater pride and commitment.
- m. Tourism resources - refer to natural, cultural, human, or capital resources that either are being used or can be utilized to attract or serve tourists.
- n. Trekking Fee- fee collected from every tourists, guests, and visitors who treks the mountains within the municipality.
- o. Users Fee – fee collected from every tourists, guests and visitors who uses certain facilities within the municipality.
- p. **Visitor- any person who visits the municipality on official or private business**
- q. Hungduan Tourism Council- a multi-sectoral body that acts as the advisory body of the Municipal Government on all matters related to tourism
- r. Transportation Fee- Fee collected to visitors tourists who engage the services of transport groups in the municipality
- s. Community Cultural Celebrations- cultural rituals/ rites performed involving the participation of the community people.
- t. Family visitors- guests in the municipality who are visiting family members and relatives

ARTICLE II. MUNICIPAL TOURISM, CULTURE AND HERITAGE OFFICE

SECTION 7. CREATION. There shall be created a Municipal Tourism Culture and Heritage Office to handle the administrative and technical responsibilities on all tourism programs and projects in the municipality as follows:



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Municipal SK Fed. President

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HON. HARJO BUMANGABANG
Municipal Mayor

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SECTION 8. FUNCTIONS. The Municipal Tourism Culture and Heritage Office shall be the frontline in the development, promotion, advertisement and linking of all tourism potentials in the municipality and shall be responsible in the following activities:

- a. Organize events and activities that will promote the local culture and tourism attractions of the municipality.
- b. Supervise the operations and maintenance of LGU-owned and managed tourist destination areas like parks, convention centers, museum, resorts and picnic areas to ensure the cleanliness and beauty of each facility.
- c. Conduct Tour Packages that will result in the influx of tourists, both foreign and domestic.
- d. Design and implement the promotional and marketing structure of Hungduan.
- e. Organize and conduct culture and tourism seminars, summits and trainings.
- f. Conduct inspection and accreditation of Tourism Establishments.
- g. Organize fund raising projects and events and accept donations, sponsorships and solicitations, through the Municipal Mayor, for ecotourism programs and parks beautification.
- h. Conduct surveys, research and other data gathering activities to support each tourism program.
- i. Represent the municipality in any tourism or promotional activities within the locality, in the region, national and international levels.
- j. Administer the utilization of the Rice Terraces Conservation Fund.
- k. Perform and execute any tourism or promotional related activities and programs.

Article III. MUNICIPAL TOURISM COUNCIL

SECTION 9. CREATION. There shall be created a Municipal Tourism Council which shall be independent as to its managerial aspect but subsidized and supervised by the Municipal Government as to its funding and technical requirements. Its finances shall be raised from subsidies or grants from the government, non-government institutions and fund raising activities or income-generating ventures that it may engage in as means of raising funds for its existence and operations.

SECTION 10. COMPOSITION (MTC) – The Municipal Tourism Council shall be a multi-sectoral body composed of the following:

- Government Sector
 - The Local Chief Executive
 - District Supervisor/ DepEd Rep
 - Municipal Engineer
 - Municipal Health Officer
 - Municipal Planning and Development Coordinator
 - Chief of Police of Hungduan Police Station
 - SB Member – Chairman, Committee on Tourism
 - SK Federation Chairman
 - ABC President
 - Tourism Officer
- Private Sector
 - Youth Sector Representative
 - Women Sector Representative
 - Farmers' Sector Representative
 - Business / Entrepreneurs Representative

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- Tour Guides Organization Representative
- Jeepney Operators and Drivers' Association Representative
- Tricycle Operators and Drivers Association
- Senior Citizens' Representative
- Religious Sector Representative
- Hotel and Restaurant Owners Representative
- Indigenous Knowledge holders

SECTION 11. POWERS AND FUNCTIONS (MTC). To be able to achieve the mandate of its creation, the Municipal Tourism Council shall have the following functions:

- a. Act as the advisory body of the Municipal Government on all matters related to tourism and shall recommend to the Local Legislative and Local Executive appropriate tourism policies and guidelines for the enhancement/development of tourism and regulate exposure of ecologically sensitive areas.
- b. Engage in proprietary activities that are tourism related.
- c. Assist in the following activities:
 1. Formulation of the Municipal Tourism Plan
 2. Development and maintenance of quality ecotourism facilities, services and infrastructure
 3. Regulation and supervision of tourism oriented establishments and other tourism activities.
 4. Monitoring the implementation of the Local Government Code on the matter of licensing tourism establishment in the locality to ensure safe and enjoyable stay of travelers
 5. The removal of obstruction along the national road such as rotting and dilapidated vehicles, construction materials and similar eyesores along the road
 6. Implementation of Accreditation standards for LGUs and licensing of tourism establishments in the municipality
 7. Monitoring of major infrastructure improvement plans particularly those that affect access and use of tourist spots and to seek government action if necessary;
 8. Resolution of crimes concerning tourists and practitioners in the tourism industry
- d. Initiate, maintain and monitor sanitation, cleanliness and beautification activities on tourists' destinations and in the community as a whole.
- e. Create and promote continuous awareness on the benefits of tourism.
- f. Liaise and coordinate with police agencies on matters of traffic and peace and order conditions affecting tourism;
- g. Initiate and encourage cultural preservation and environmental conservation
- h. Prepare and submit proposals for legislation aimed at stimulating investments and/or providing local incentives, protecting and sustaining the local tourism industry;

SECTION 12. OFFICE -There shall be an established office of the Municipal Tourism Council, the location of which shall be determined by the Municipal Government.

Article IV. BARANGAY TOURISM COUNCILS

SECTION 13. CREATION. To provide support to all municipality's tourism programs and projects, there shall be created a Barangay Tourism Council in every Barangay in the municipality.

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SECTION 14. COMPOSITION. The Barangay Tourism Council shall be a multi-sectoral body composed of the following:

- Punong Barangay
- Council Member- Chairman on Committee on Tourism
- Barangay Tanod
- Principal of Schools in the Barangay
- SK Chairperson
- Business sector representative
- NGO representative

SECTION 15. FUNCTIONS. The Barangay Tourism Councils (BTC) shall have the following functions:

- a. Formulate plans and programs for tourism, culture and heritage in the Barangay level.
- b. Identify tourist destination areas in their respective Barangay.
- c. Design and execute appropriate product development, marketing and promotion plans and marketing materials.
- d. Organize fund raising projects and events and accept donations, sponsorships and solicitations, through Barangay resolutions for Barangay tourism programs and projects.
- e. Coordinate and participate in all municipal tourism activities and programs.

SECTION 16. FUNDS. Each Barangay shall be encouraged to allocate at least five (5) percent of the 20% Barangay Development Fund from their Annual Internal Revenue Allotment Share for tourism development in their respective barangays.

Article V. TOURIST SITES AND ATTRACTIONS

SECTION 17. UYA-UY AD HUNGDUAN

- a. Name of festival. An activity aimed at promoting Hungduan and at the same time providing a venue for an agro-trade and cultural fair is hereby institutionalized and dubbed as "***Uya-uy ad Hungduan***"
- b. Date of Celebration. It is hereby adopted that the "***Uya-uy Ad Hungduan***" shall be celebrated from April 14-16, 2016 and every three years thereafter
- c. Funding. The funds to be used in realization of the activity shall be appropriated from the funds of the Local Government

SECTION 18. RICE TERRACES IN THE ENTIRE MUNICIPALITY

- a. Hapao- Baang Rice Terraces in Barangay Hapao and Baang
The rice terraces located at Hapao Hungduan Ifugao offers an extensive, breath taking view of stonewalled rice terraces bisected by a meandering clear and sparkling water of the Hapao River. It can be viewed along the road.
- b. Nungulunan Rice Terraces in Barangay Nungulunan
These terraces located in Barangay Nungulunan stands so high like a stairway reaching in the sky. It can be viewed beyond the stretch of the National Road between Barangays Bokiawan and Hapao.

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c. Nabongyawan Rice Terraces in Barangay Poblacion

Located at the Poblacion area, this cluster of terraces expands widely following the Dakkitan River. The natural pools, beside these terraces offers refreshing atmosphere for nature lovers and are conducive for picnic goers with refreshing cool water from Mt. Napulawan.

d. Spider web Terraces in Barangay Poblacion

Viewed from a high vantage point these terraces cluster resembles a spider web spread across the small valley. It is located at Barangay Poblacion.

e. Kinga Rice Terraces in Barangay Abatan

These amphitheatrically stonewalled terraces can be seen at Barangay Abatan is five kilometers away from Poblacion, Hungduan.

SECTION 19. MOUNTAINS, FALLS, RIVERS, AND NATURAL POOLS

a. Bogyah Hot Spring

It is a 40 minutes hike from the national road, situated at the upper part of Hapao River and located between the Barangay Hapao and Baang. It is along the river bank and offers a healthful sulfur but with available huge boulders of sun bathing.

b. Mount Napulawan

Towering at 2,642 meters above sea level, Mount Napulawan is the highest mountain peak in the municipality and the highest in the province. This mountain offers an interesting challenge to trekkers and mountain climbers for its abundant flora and fauna, and the province view from the top. In addition, one can experience natural visual illusions at certain times of the day. Historically, Mount Napulawan was the last refuge of the Japanese Imperial Army led by the Tiger of Malaya – Gen. Tomoyuki Yamashita. Access to this mountain is matter of eight hours from Hapao or six hours from Poblacion.

c. Kibayuwong Enchanted Stone and Natural Pool in Barangay Nungulunan

This stone believe to be the abode of the richest spirits for its capacity to perform nightly rituals. Old folks say beating songs can be heard every night in the area by unwary travelers. Aside from the enchantment of the huge stone, a swim in its natural pool is refreshing to trackers.

d. Dakkitan Natural Pool and Picnic Area in Barangay Poblacion

A very convenient natural pool suited along the national road Poblacion. It has clear cool and energizing water which flows down from mount Napulawan. A place that is very ideal for picnics and recreation.

e. Balentimol Water Falls in Abatan

Situated at Barangay Abatan the falls is a must see for nature lover. Clear and sparkling water flows right from Mount Napulawan.

SECTION 20. HUNGDUAN HERITAGE VILLAGE AT THE MUNICIPAL GROUNDS

A cluster of native houses representing the different barangays of the Municipality, located at the Municipal Grounds, Poblacion, Hungduan. The Design of each native houses depicts the artistry and uniqueness of each barangay.

ARTICLE VI. SERVICE PROVIDERS

Attested:

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Section 21. TOUR GUIDES

- a. Requirements. An applicant for a Tour Guide's License shall submit the following documents attached to an accomplished application form:
1. Proof that the applicant has undergone the minimum required trainings conducted by any of the following: the Department of Tourism, Municipal Government or other government agencies duly authorized by the Department of Tourism;
 2. Certificate of good health issued by any duly accredited government physician.
 3. Valid Police Clearance
 4. Certificate of Membership from an Accredited Tour Guides Organization in the Municipality
- b. Qualifications. No person shall be issued a Tourist Guide's License unless he/she possesses the following qualifications:
1. A resident of Hungduan for at least one (1) year prior to his/her application;
 2. At least college level - (High school Graduate or elementary as long as he/she can manage tour guiding)
 3. Must have undergone the minimum required trainings as follows: Basic Tour guiding, First Aid and Rescue, and Visitor Reception
 4. Of good moral character;
 5. Must not have been convicted of any crime
 6. Fluent in speaking English and Filipino
 7. Must be at least eighteen (18) years of age; and
 8. Must be a member of a duly recognized/accredited tour guides association within the municipality.
- c. Responsibilities. All tour guides in the municipality shall perform the following duties and responsibilities:
1. Brief all tourist and visitors on proper behavior in destinations within the community.
 2. Advise all tourists on the level of difficulty of each excursion to prevent injuries and damage to the environment caused by lack of experience or inability to maneuver in unfamiliar terrain.
 3. Help cause the registration of tourists.
 4. Act as guards in the protection and preservation of the tourist spots, cultural and ecological assets of the municipality.
 5. Verify whether the tourists that they are guiding have paid all the required fees imposed in this ordinance.
 6. Except those lost due to the neglect of the tourist or due to the extraordinary causes, a tour guide shall be responsible for the safety of the personal belongings of the tourist which the tourist brought along with him/her.
 7. Report to the concerned authorities any violation of this ordinance.
- d. Licensing. Before engaging in tour guiding activities, all tour guides shall be required to secure a Tour Guides License from the Office of the Municipal Mayor upon the recommendation of Municipal Tourism Office.
1. License Fee. There shall be collected from every tour guide an Annual License Fee in the amount of Three hundred pesos only (300.00) payable at the Municipal Treasury.

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2. Validity and Renewal of License. Tour Guides' License shall be valid for a period not exceeding one (1) calendar year unless earlier revoked for a cause. Licenses shall be renewed within the first twenty (20) days of January each year.

e. Rates. The rates of tour guides and transportation shall be decided and determined by the Municipal Tourism Council basing on the recommendation of an accredited tour guides' association in the Municipality and shall be approved by the Sangguniang Bayan.

f. Unlicensed Guides When Allowed to Guide. Notwithstanding the provisions limiting tour guiding to licensed tour guides, any resident of Hungduan may be allowed to guide provided that it shall be limited to personal or family visitors only.

g. Revocations of Tour Guide's License. Any of the following acts shall be sufficient ground for the revocation of a Tour Guide's License and shall perpetually disqualify the holder from further engaging in tour guiding activities within the Municipality.

1. Committing any criminal acts punishable by law or ordinance against a tourist whom he is guiding.
2. Conspiring with any other person for the commission of a crime against a tourist he is guiding.
3. Conspiring with tourists for any acts which would tend to destroy the scenic spots of the municipality.
4. Engaging in drug trafficking and drug use.
5. Unauthorized collection of fees from tourists
6. Willful neglect to perform his duties and responsibilities provided for in this ordinance.
7. Committing any acts at the detriment of the community and the tourism industry.

Section 22. HOMESTAYS

a. Minimum Requirements. – For purposes of accreditation, the following are the minimum requirements for the operation and maintenance of Homestay sites in accordance with the Department of Tourism's National Homestay Program:

1. Homestay Sites

- There is prevailing peace and order situation in the area.
- There are existing natural and man-made attractions in the community.
- The site is easily accessible to tourists and with existing transportation services, good road condition and other basic community infrastructures.
- There is lack of commercial accommodation facilities in the area to service tourists.

2. Home Facilities

- Structures are of durable building materials and are in good and presentable condition.
- The surroundings are pleasant.

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*HON. JESSE B. LACBAPAN
Sangguniang Bayan Member*

ON OB

*HON. MAX A. YOGYOG
Liga ng mga Brgy. President*

*HON. RAY B. PALATOC
Municipal SK Fed. President*

Approved:

*HON. HILARIO BUMANGABANG
Municipal Mayor*

Date: _____

- There shall be at least one (1) adequately furnished guestroom to accommodate paying visitors.
- The following shall be available:
 - *Extra bed/s*
 - *Adequate lighting system*
 - *Running water or if not available, adequate supply of water*
 - *Clean and well maintained toilet and bathroom facilities*
 - *Meals at reasonable rates*

Establishments shall have completed the training workshop on Homestay Operation which shall be conducted by the Municipal Government.

b. Responsibilities

1. Owners, managers, proprietors and cashiers of all homestays are obliged by virtue of this ordinance to:
 - Instruct their guests and visitors to register or cause their registration as prescribed in the preceding section.
 - Ensure the safety of tourists, guests and visitors during the duration of their stay in the locality
 - Encourage tourists, guests and visitors on the use of organic/ biodegradable materials and the observance of the solid waste management

Section 23. RESTAURANT

a. Requirements For purposes of accreditation, the following are the minimum requirements that must be complied with for restaurants:

1. Location. The locality and environs including approaches shall be pleasant and provided with proper ingress/access for customers.
2. Reception. A receptionist shall be available to usher in guests. A waiting lounge with a telephone shall also be provided.
3. Dining Room. Shall be adequate in size with sufficient and well-maintained furniture. Cleaning materials shall be kept clean at all times.
4. Atmosphere. The restaurant shall have a pleasant ambience.
5. Cuisine. There shall be a cuisine of good quality and presentation which may be of special interest to tourists available during normal meal hours and served with distinction. Raw food used shall meet minimum government and international standards of grading quality.
6. Menu Book. Shall be presentable, clean and easy to read with the menu items listed in logical sequence. All items shall be made available at all times on a best effort basis.
7. Service Staff. Adequate number of well-trained, well-groomed, experienced, efficient and courteous staff shall be employed.
8. Comfort Rooms. Shall be of good quality fixtures and fittings and provided with running water. The floor and walls shall be covered with impervious materials of good quality workmanship and shall be kept clean and sanitary at all times. Tissue paper, soap, paper towels and/or hand drier shall be provided.
9. Kitchen. The kitchen pantry and cold storage shall be in good operating condition at all times and shall be well-equipped and hygienic. Equipment necessary to maintain a high standard of sanitation and hygiene shall be installed and used.

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10. Lighting. Adequate lighting arrangement and fixtures shall be installed in the dining rooms, public rooms, comfort rooms, corridors and other public areas.
11. Maintenance. All sections of the restaurant shall be maintained properly at all times. A periodic vermin control program shall be maintained for all establishments.
12. Fire-Fighting Facilities. Adequate fire fighting facilities shall be provided in accordance With the Fire Code on the Philippines.
13. Ventilation. The restaurants should have proper ventilation. An exhaust fan may be necessary to maintain the pleasant air inside the establishment.

The rates of the restaurants accredited to provide food to tourists, guests and visitors shall be determined and decided by the Municipal Tourism Council and shall be approved by the Sangguniang Bayan.

Accreditation fee. An amount of Three Hundred Pesos (PhP 300.00) shall be collected for the accreditation of restaurants.

Section 24. JEEPNEY AND TRICYCLES.

Rates. The rates of Jeepneys and tricycles accredited to ferry tourists shall be determined and decided by the Municipal Tourism Council basing on the recommendation of the Operators and Drivers Association in the municipality and shall be approved by the Sangguniang Bayan.

Section 25. ENTERTAINERS

The municipal tourism office shall maintain a group of entertainers coming from selected personnel intended for visitors who visits the municipality.

Section 26. HEALTH SERVICE PROVIDERS

The LGU shall have a close coordination with the RHU in case of emergency where local and foreign are in need of medical attention.

Section 27. SECURITY SERVICES

The LGU shall have a close coordination with the chief of police regarding the security and safety of the local and foreign visitors who come in the municipality.

Section 28. COMMUNICATION SERVICES

The LGU through the Municipal Tourism Office shall maintain a contact number ready for any services that may be served to the visitors.

ARTICLE VII. TOURISTS AND VISITORS

SECTION 29. TURN-OVER OF TOURISTS. All tour guides shall turn over the tourists to the local tour guides of Hungduan upon entering the municipality.

Section 30. REGISTRATION. All visitors and/or tourists whether local or foreign, entering the municipality are required to register and pay the

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corresponding fees at the Tourist Information and Assistance Center located at Barangay Bokiawan, Hungduan, Ifugao.

Section 31. PERSONS EXEMPT FROM PAYING REGISTRATION FEES.

- Government Officials and employees, whether National or Local and foreign dignitaries who are on official business in the municipality are exempt from paying registration fees. However, chaperons and sponsors must submit before the Tourist Information Center the names of the visitors.
- Family visitors

SECTION 32. CODE OF CONDUCT FOR TOURISTS/VISITORS. All tourists / visitors shall hereby adhere to the following:

- a. To register with the Tourist information center upon arrival.
- b. To behave and clothe decently in public places. Wearing skimpy clothes is not allowed.
- c. Must be sensitive to and respect the culture, beliefs and values of the local people.
- d. Must observe and practice proper waste disposal.

SECTION 33. RESPONSIBILITIES. Tourist, guests and visitors especially those interested in mountaineering and / or climbing are strongly urged to abide by the following:

- a. Determine the carrying capacity of the site before forming the group. This prevents overcrowding and lessens the impact on the environment.
- b. Walk in single file on the established trail, if there is one. Avoid widening the trail as it destroys the soil and young trees.
- c. No picking of plants. They might be endangered and they probably will not survive in other areas anyway.
- d. Don't pump up the volume. Some species of wildlife are stressed by noise – whether in the form of loud conversation or blaring radio music.
- e. Respect the local culture and avoid situations that may be embarrassing. Be sensitive to the values of the local people.
- f. Avoid buying souvenirs made from animal and rare materials. They may be endemic and may come from endangered species.
- g. Do not give money to children. This practice will condition them into thinking that each hiker is a source of cash.

SECTION 34. FEES COLLECTED

- a. **Environmental Fee.** An environmental fee in the amount of Thirty Pesos Only (Php30.00) shall be collected from every tourist, guests and visitors who enters the municipality except as maybe provided in section 24 for the restoration and maintenance of tourist spots.
- b. **Trekking Fee.** An amount of Fifty Pesos (PhP 50.00) shall be collected from visitors/tourists trekking to Mount Napulawan.
- c. **Users Fee.** Users fees shall be imposed on other destinations as deemed possible. Such fees shall be determined by the Municipal Tourism Council and shall be approved by the Sangguniang Bayan.
- d. **Permit Fee to Take Video Records.** A permit fee of Five Hundred Pesos (PhP 500.00) shall be imposed on every visitor who records on videotapes community cultural celebrations in the municipality.

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Municipal Mayor*

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- e. Filming fee- An amount of Fifteen Thousand Pesos (PhP 15, 000.00) shall be collected on every visitor who records on videotapes community cultural celebrations in the municipality for commercialization purposes/ movies.
- f. Jeepney/tricycle fees- an amount of One Hundred Pesos (PhP 100.00) and Fifty pesos (PhP 50.00) shall be imposed and collected from Jeepneys and tricycles respectively in every transport of tourists in the municipality. The fee shall be imposed only to jeepneys and tricycles not resistered to operate in the municipality.

Article VIII. ACCREDITATION TEAM AND INSPECTION

SECTION 35. ACCREDITATION TEAM. - There is hereby created an Accreditation Team to be headed by the Local Chief Executive, the Municipal Health Officer, the Municipal Tourism Operations Officer, the Sangguniang Bayan Committee on Tourism, and the Municipal Tourism Council.

- a. Functions. The Accreditation Team shall have exclusive authority to conduct inspection in all Tourism Establishments for purposes of facility assessment, accreditation and classification.
- b. Frequency and Time of Regular Inspection. Inspection shall be made once every six (6) months during business hours.
- c. Special Inspections. When public interest so requires, the recommendation from the municipal tourism office approved by the Municipal Mayor, may serve as an authorization for the Accreditation Team or any member or members thereof, to conduct a special inspection.
- d. Checklist to be accomplished During Inspection. The Municipal Tourism Office shall provide the necessary checklist to be accomplished by all teams in carrying out its inspection. All findings and/or observations of the teams to be indicated in the checklist should be made in the presence of an authorized representative of the establishments and duly signed/noted by the said authorized representative.
- e. Reports. Within five (5) days from the date of inspection, the Accreditation Team shall submit a report of its finding and or recommendation to the Office of the Municipal Mayor.
- f. Access of Inspection Team to Records and Premises. The Accreditation Team shall have access to the registry book or card of the tourism establishments and all parts and facilities thereof, and the right to interview any employee and investigate any fact, condition, or matter which may be necessary to determine any violation or aid in arriving at a just and correct conclusion.
- g. Defects and Deficiencies Found During the Inspection. - Where certain defects or deficiencies have been found in the course of inspection, the Municipal Tourism Office shall give directions to the manager/operator of the tourism establishments concerned to rectify/remedy the defects or deficiencies within a period of at least two (2) weeks from notice thereof.

Article IX. CERTIFICATE OF ACCREDITATION

SECTION 36. ISSUANCE OF CERTIFICATE OF ACCREDITATION AND STICKER. After having determined that all requirements set forth in the preceding Sections

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have been satisfied and/or completed by the applicant, the Municipal Government through the Office of the Municipal Mayor shall issue a certificate of accreditation and sticker. The LGU shall adopt a seal (sticker) for accreditation purposes.

SECTION 37. OBJECTION TO APPLICATION FOR ACCREDITATION OF ALL SERVICE PROVIDERS. Any person may file a written objection to the office of the Municipal Mayor for the issuance or renewal of Certificate of Accreditation and/or sticker to the applicant. The objection shall within three (3) days and the applicant shall be furnished with a copy of the objection and require them to answer within five (5) working days from receipt thereof. Within seven (7) days from receipt of the answer of the applicant, the SB Committee on Tourism shall then conduct a hearing with both parties duly notified and present. The SB Committee on Tourism in coordination with the Provincial Legal Office shall render a decision on the objection within seven (7) days from the start of the hearing.

SECTION 38. VALIDITY OF CERTIFICATE OF ACCREDITATION. The Certificate of Accreditation of tourism-oriented and tourism-related establishments shall be valid until revoked or canceled for a valid cause. If the tourism-oriented and/or tourism-related establishment concerned has ceased operation for at least three (3) months, it shall re-apply for accreditation.

SECTION 39. RENEWAL OF ACCREDITATION. Application for the renewal of accreditation shall be supplied by the same documents previously submitted together with the Accreditation given by the Municipal Tourism Operation Officer.

SECTION 40. DISPLAY OF CERTIFICATE AND STICKER OF ACCREDITATION. The Certificate of Accreditation and Seal of Excellence shall be displayed in a conspicuous area in their place of business. Stickers shall be posted in entrances/doors, gates of such establishments for easy identification purposes.

Article X. BENEFITS OF ACCREDITATION

SECTION 41. BENEFITS. Accredited Business Establishments and Service Providers shall have the following benefits :

- a. Entitled and included in the advertisement materials of the LGU in the promotion of the Municipality's tourism industry
- b. Prioritized during trainings, workshops, and other related skills enhancement programs of the LGU
- c. Recommended by the LGU to tourists, guests and visitors visiting the municipality.

Article XI. PENAL PROVISIONS

SECTION 42. CANCELLATION AND/OR NON-RENEWAL OF ACCREDITATION. The following shall be legal ground for the suspension, cancellation, and non-renewal of licenses of tourism-oriented or related establishments:

- a. Making any false declaration or statement or making use of any such declaration or statement or any document containing the same or committing fraud or any act of misrepresentation for the purpose of

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Municipal Mayor*

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- obtaining the issuance, grant or renewal of any certificate of registration/accreditation/reaccreditation or license;
- b. Failure to comply with or contravene any of the conditions set forth in the Accreditation;
 - c. Failure to meet the standards and requirements for the operation of tourism establishments, as prescribed in these rules;
 - d. Serious physical injury or loss of life of any guest due to the fault or negligence of its official or employee
 - e. Allowing or permitting the tourism establishment, including any of its facilities, to be used for illegal, immoral, illicit activities, such as: gambling, prostitution, etc
 - f. Managers and/or Operators shall exert all possible efforts not to permit a person whom they know to be drunk and/or have reason to believe either to be a prostitute, a pedophile or a bad character to occupy any room or to frequent the premises. To accomplish this end, they shall immediately report to the nearest police station the presence in the premises of any such person.
 - g. Tolerance of gross misconduct, discourtesy, dishonesty, misrepresentation and/or fraudulent solicitation of business committed by any of the officers or employees against their clients to the detriment of the tourism industry;
 - h. Willful violation of agreements and/or contracts entered into by the tourism establishment and its clients;
 - i. Failure to pay fine, as well as fees, dues and contributions imposed under existing laws;
 - j. Employment/hiring of employees who are not holders of license issued by the Office of the Municipal Mayor.
 - k. Failure, neglect, or unwarranted refusal on the part of the managers/operators of any accommodation establishment to instruct or cause the registration of their tourist visitors shall be sufficient ground for the revocation of their Business Permit/License.
 - l. Any other acts/omissions that worked against the interest of the tourism industry.
 - m. Failure, neglect, or unwarranted refusal on the part of the tour guides, operators, managers, cashiers of any accommodation establishments and Jeepney, tricycle operators, drivers to instruct or cause the registration of their tourist visitors shall be sufficient ground for the revocation of their business permit, License, and accreditation.

SECTION 43. PENALTY. A penalty for unauthorized improvements, alterations, repairs of rehabilitations undertaken in the tourist destinations without consent and clearance from the Office of the Municipal Mayor shall be meted with a penalty to be determined by the Municipal Tourism Council and to be approved by the Sangguniang Bayan.

SECTION 44. PAYMENTS . All fees shall be payable to the municipal Treasury and shall accrue to the General Fund of the Municipality, a funding mechanism to save the Hungduan Heritage which is the major tourism resource of the Municipality , more specifically the Rice Terraces .

SECTION 45. PROCEEDS . All fees collected shall be administered by the office of the Municipal Mayor and shall be earmarked for the following programs / Projects:

1. Restoration and preservation of the Rice Terraces and other tourist spots/sites in the entire municipality
2. Development Planning, Heritage preservation, infrastructure development and manpower training
3. Environmental and cultural programs as deemed necessary

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Municipal Mayor

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4. Training workshop of Homestay and Restaurant Operators, Tour Guides, Jeepney and Tricycle Operators and Drivers.

Article XII. MISCELLANEOUS PROVISIONS

SECTION 46. PROHIBITIONS. The Municipality shall prohibit the re-enactment (simulation / performance) of cultural activities outside of their (right) (proper) seasons.

No individual, groups or firms shall be allowed to conduct study or documentation of rituals/ activities without prior approved consent from the office of the Municipal Mayor as recommended by the Barangay Captain where the project/ activity is to be conducted. This is for the purpose of control and to monitor activities undertaken by illegal elements. This is also to avoid the loss of our culturally and historically valuable materials.

SECTION 47. IMPLEMENTING RULES. The Municipal Mayor may, from time to time, shall issue rules and regulations as he may deem fit and necessary for the effective implementation of this Ordinance.

SECTION 48. FUNDING. The funds 75, 000.00 necessary for the implementation of this Ordinance shall be taken from the annual appropriations of the Office of the Municipal Mayor. Said funds shall be included in the preparation of the Annual Budget of the Municipal Government.

Article XIII. FINAL PROVISIONS

SECTION 49. SEPARABILITY CLAUSE. If for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts which are not affected thereby shall continue to be in full force and effect.

SECTION 50. REPEALING CLAUSE. Any ordinance, Executive Order, Local Issuance or Rules and Regulations or parts thereof, which are inconsistent with this ordinance, are hereby repealed and/or modified accordingly.

SECTION 51. MANDATORY REVIEW. A review on the ordinance shall be made every after 3 years by the Sangguniang Bayan concerned.

SECTION 52. EFFECTIVITY – This ordinance shall take effect immediately upon approval.

ENACTED this 26th day of February, 2013 by the Sangguniang Bayan of Hungduan, Ifugao.

I hereby certify to the passage of the foregoing Ordinance which was duly approved by the Sangguniang Bayan of Hungduan on 26 February 2013

JOCELYN H. DULNUAN
Secretary to the Sanggunian