Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City
OFFICE OF THE SANGGUNIANG BAYAN
2/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 2001

BAGONG PILIPINAS

EXCERPTS FROM THE MINUTES OF THE TWENTY-SEVENTH (27TH) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON FEBRUARY 16, 2026 AT THE SANGGUNIANG BAYAN SESSION HALL, NATIONAL HIGHWAY, BRGY. TIMUGAN, LOS BAÑOS, LAGUNA.

PRESENT:

Hon. Marlo PJ A. Alipon	Municipal Vice Mayor/Presiding Officer
Hon. Miko C. Pelegrina	S.B. Member
Hon. Aldous Amiel B. Perez	S.B. Member
Hon. Muriel Laisa B. Dizon	S.B. Member
Hon. Leren Mae M. Bautista	S.B. Member
Hon. Benedicto S. Alborida	S.B. Member
Hon. Rand Edouard R. De Jesus	S.B. Member
Hon. Myla E. Alinsunurin	S.B. Member
Hon. Jay G. Rolusta	S.B. Member
Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President
Hon. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

None

ORDINANCE NO. 2026-2474

AN ORDINANCE INSTITUTIONALIZING THE OPERATION OF THE LOS BAÑOS CHILD CARE CENTER IN THE MUNICIPALITY OF LOS BAÑOS AND PROVIDING FUNDS THEREOF.

Author : Councilor Leren Mae M. Bautista

WHEREAS, the 1987 Philippine Constitution recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affair;

WHEREAS, the same Constitution provides that the state shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation, and other conditions prejudicial to their development.;

WHEREAS, Republic Act No. 8980, entitles "An Act Promulgating a Comprehensive Policy and a National System for Early Childhood Care and Development (ECCD), Providing Funds Therefor and for Other Purposes," establishes a national policy and system for the holistic development of children aged 0 to 6 years, ensuring their rights to survival, development, and special protection. It integrates early education, health, nutrition, and social services.;

WHEREAS, Republic Act No. 10410, or the "Early Years Act of 2013," recognizes the age from Zero (0) to Eight (8) years as the first crucial stage of educational development and strengthening the early childhood care and development system;

WHEREAS, the Municipality of Los Baños upholds and supports early childhood education and care as a fundamental component of national development, ensuring the holistic well-being, protection, and optimal development of children.

NOW, THEREFORE, on motion of Councilor Leren Mae M. Bautista, duly seconded by Councilors Miko C. Pelegrina and Benedicto S. Alborida and approved by all the Councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF LOS BAÑOS, LAGUNA in session assembled, **THAT**:

SECTION 1. **TITLE.** This Ordinance will be known as the "An Ordinance Institutionalizing the Operation of Los Baños Child Care Center in the Municipality of Los Baños and Providing Funds Thereof. "

SECTION 2. **DECLARATION OF POLICY.** It is the declared policy of the Municipality of Los Baños to recognize the vital role that child care centers play in supporting the well-being, development, and education of young children. Its commitment to ensuring that all children—regardless of age, background, or ability—have access to safe, nurturing, and developmentally appropriate care. Child care centers shall serve as supportive environments where children can grow intellectually, emotionally, socially, and physically through structured programs and play-based learning. Furthermore, we acknowledge the essential support child care centers provide to working families and the broader community. As such, we commit to upholding standards of quality, safety, and accessibility in all child care services.

SECTION 3. **INTRODUCTION.** The Child Care Center is the facility that will provide care and look after toddlers, preschool and school-aged children. The facility will also provide various activities to help them in learning.

SECTION 4. **OBJECTIVES**

A. **General Objectives –** to provide the safest and most secure environment with care education for children while their parents/guardians are working, studying or otherwise unavailable. The working parents will have peace of mind that their children are in a safe place.

B. Specific Objectives:

1. To provide quality childcare;
2. To provide a loving and relaxed environment where the child's physical and emotional needs are met, and
3. To help children develop self-control and independence.

SECTION 5. PROGRAMS OFFERED

A. Fine Motor Activities

1. Tabletop activities
2. Promote control, hand and eye coordination and concentration
3. Develop small muscles in the hands, fingers and thumb

B. Gross Motor Activities

1. Help a child gain strength and confidence in their body
2. Help a child get exercise and physical activity, which is important for health lifestyle;
3. Understand and follow teacher's instruction (one-to-three-way command)

C. Paper and Pencil Activities

1. Tracing
2. Writing
3. Coloring
4. Pasting
5. Art making

D. Speech and Language Communication

1. Alphabets
2. Numbers
3. Answering basic WHO and HOW questions
4. Storytelling

E. Leisure

1. Playing
2. Watching educational videos and movies

F. Self-help

1. Following basic instructions: pull-up/take off pants, shorts, shoes, socks, clean-up tables, pack away things, buttons on/off and others

G. Nap time

H. Toilet training

SECTION 6. PERSONNEL REQUIREMENT

A. Child Care Center Head (Focal)

1. One (1) child care center head per facility
2. Lead the overall operation and implementation of programs and services;
3. Manage office and center supplies, stock and ordering;
4. Ensure the efficient and smooth day-to-day operations of the center, and
5. Does other related work as instructed by the Focal person from the MSWDO.

B. Child Care Worker

1. Three (3) Child Care Workers per facility
2. Implement Republic Act No. 8980 otherwise known as the Early Childhood Care and Development (ECCD) Act as substitute parents/caretaker and does not related work as instructed by the focal/center head.

SECTION 7. OPERATING HOURS. The Child Care Center will be opened from Monday to Friday from 7:30 in the morning until 4:30 in the afternoon. However, it will be closed during holidays and unexpected bad weather conditions.

SECTION 8. CHILDREN'S SCHEDULE.

A. Whole Day
B. Half Day
C. Flexible Time

SECTION 9. WEEKLY PROGRAM.

DAY	ACTIVITIES
Monday	• Fine Motor / tabletop activities • Gross motor activities
Tuesday	• Speech/language • Communication/Reading (Flashcards) • Gross Motor Activities
Wednesday	• Paper-pencil activities (worksheets)
Thursday	• Paper-pencil activities (worksheets)
Friday	• Leisure (Play time) • Food preparation • Movie time • Outdoor activities • Art time

SECTION 10. **DAILY FEES.** Children of duly qualified Solo Parents shall be exempt from the payment of the prescribed daily user's fee, subject to the presentation and verification of valid proof of eligibility in accordance with existing laws, rules, and regulations.

Otherwise, a non-refundable daily user's fee in the amount of One Hundred Pesos (Php100.00) per child is hereby imposed to defray expenses for utilities, supplies, and other incidental operational costs of the Child Care Center.

The daily fee shall be assessed on a per-child, per-day basis and shall be due and collectible upon the child's attendance or use of the facility. The amount shall be charged in full for each day of attendance, irrespective of the duration of stay, whether for whole-day, half-day, or flexible-time arrangements.

SECTION 11. **CHILD CARE CENTER TRUST ACCOUNT.** The Municipal Government of Los Baños hereby adopts an **Income Retention Policy** for the Child Care Center. All fees, grants, financial donations, and other charges generated from the operations of the facility shall accrue to and be deposited in a **Trust Account** to be established for this purpose. Said Trust Account shall be used exclusively for the operational expenses, maintenance, and other lawful expenditures necessary for the effective administration of the Child Care Center. Accordingly, a Trust Account for the Child Care Center is hereby created.

SECTION 12. **REQUIREMENTS.**

A. Accomplished Forms, Waivers;

B. Fetcher's / Guardian's ID with picture;

C. Log in / out of the child with fetcher's information;

D. Hygiene kit (individual canister; extra set of clothes, socks, diaper, 500ml alcohol, wipes, hand soap, tissue)

SECTION 13. **FORMS.**

A. Child/Children's Information Sheet
B. Waiver Form
C. Child's data and contact details of parents/guardian.

--See attached Annex—

SECTION 14. IMPLEMENTATION.

A. The Municipal Social Welfare and Development Office (MSWDO) is hereby designated as the office primarily responsible for the direct administration, supervision, and operation of the Child Care Center. Furthermore, the MSWDO will allocate and appropriate, in its annual budget, such sums as may be necessary to ensure the proper, efficient, and effective implementation of programs, services, and activities of the facility.

B. The Child Care Center may likewise receive donations, grants, endowments, contributions, and other forms of financial or in-kind assistance from government agencies, non-government organizations, private institutions, and individuals, subject to existing laws, rules, and regulations. All such donations and contributions shall be used exclusively to support and further enhance the implementation, operations, and development of the Child Care Center.

C. The Child Care Center is hereby authorized to establish and enter into partnerships, linkages, or collaborative arrangements with educational institutions, whether public or private, for purposes consistent with its mandate and objectives. Such partnerships may include, but shall not be limited to, program development, practicum or internship placements, training initiatives, research activities, resource sharing, and other cooperative undertakings that will enhance the delivery of services and further strengthen the implementation of child care programs, subject to existing laws, rules, and regulations.

SECTION 15. **SEPARABILITY CLAUSE.** If for any reasons, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

SECTION 16. **REPEALING CLAUSE.** All ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 17. **DECLARATION OF INTENT TO CONFORM WITH LAW**. This Ordinance is subject to national laws, rules and regulations governing its subject matter.

SECTION 18. **APPLICABILITY CLAUSE.** All other matters relating to the impositions of this Ordinance shall be governed by pertinent provisions of existing laws and other ordinances.

SECTION 19. **EFFECTIVITY CLAUSE.** This Ordinance shall take effect upon approval.

ENACTED : February 16, 2026

I HEREBY CERTIFY to the correctness of the above–quoted Ordinance.

DONA T. ALBORIDA-DIZON
Secretary to the Sangguniang Bayan

CERTIFIED ENACTED:

HON. MARLO PJ A. ALIPON, MPA, REE, RMP
Municipal Vice Mayor/Presiding Officer

APPROVED:

HON. NEIL ANDREW N. NOCON
Municipal Mayor