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 THIRTY-SIXTH (36th) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON APRIL 20, 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. 2026-2482

AN ORDINANCE ESTABLISHING THE CIVIL SOCIETY ORGANIZATION (CSO) DESK AND INSTITUTIONALIZING THE PEOPLE'S COUNCIL IN THE MUNICIPALITY OF LOS BAÑOS, LAGUNA PROVIDING FOR ITS STRUCTURE, FUNCTIONS, AND APPROPRIATING FUNDS THEREFOR.

Author : Councilor Jay G. Rolusta

WHEREAS, Section 16 of the Local Government Code of 1991 mandates local government units to promote the general welfare, including encouraging people's participation in governance;

WHEREAS, Sections 34 and 35 of the same Code recognize the role of people's organizations, non-government organizations, and civil society organizations as partners in local governance;

WHEREAS, DILG Memorandum Circular No. 2012-012 provides guidelines for the accreditation of CSOs and the establishment of mechanisms for their participation in local special bodies;

WHEREAS, there is a need to institutionalize a mechanism that ensures sustained, inclusive, and meaningful participation of civil society in local governance;

WHEREAS, the creation of a Civil Society Organization (CSO) Desk and the institutionalization of a People's Council shall strengthen transparency, accountability, and participatory governance in the Municipality of Los Baños;

NOW THEREFORE, on motion of Councilor Miko C. Pelegrina duly seconded by Councilor Aldous Amiel B. Perez and approved by all councilors present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN, in session assembled, that:

SECTION 1. **TITLE**. This Ordinance shall be known as the **"CSO Desk and People's Council Ordinance of Los Baños."**

SECTION 2. **DECLARATION OF POLICY.** It is hereby declared the policy of the Municipality to:

- Promote active participation of CSOs in governance;
- Ensure transparency and accountability in public service;
- Strengthen partnerships between the LGU and civil society;
- Institutionalize mechanisms for consultation, dialogue, and `collaboration.

SECTION 3. **CREATION OF THE CSO DESK.** There is hereby created a Civil Society Organization (CSO) Desk under the Office of the Municipal Mayor.

SECTION 4. **COMPOSITION.** The CSO Desk shall be composed of:

- A CSO Desk Officer, designated by the Municipal Mayor;
- Support staff as may be necessary.

SECTION 5. **FUNCTIONS OF THE CSO DESK.** The CSO Desk shall:

- Maintain a registry/database of accredited CSOs;
- Facilitate the accreditation process of CSOs;
- Serve as liaison between the LGU and CSOs;
- Provide technical assistance and capacity-building support;
- Ensure CSO representation in Local Special Bodies (LSBs);
- Monitor compliance with participatory governance mechanisms;
- Coordinate with relevant offices and stakeholders.

SECTION 6. **INSTITUTIONALIZATION OF THE PEOPLE'S COUNCIL.** A People's Council of Los Baños is hereby institutionalized, composed of duly accredited CSOs.

SECTION 7. **COMPOSITION OF THE PEOPLE'S COUNCIL.** The People's Council shall consist of representatives from accredited CSOs, including but not limited to:

- People's Organizations (POs)
- Non-Government Organizations (NGOs)
- Sectoral groups (women, youth, farmers, fisherfolk, urban poor, etc.)

SECTION 8. **FUNCTIONS OF THE PEOPLE'S COUNCIL.** The People's Council shall

- Serve as the collective body representing CSOs in the LGU;
- Participate in policy-making, planning, and monitoring;
- Nominate representatives to Local Special Bodies;
- Conduct consultations with member organizations;
- Advocate for transparency, accountability, and inclusive governance;
- Partner with the LGU in development programs and projects.

SECTION 9. **REPRESENTATION IN LOCAL SPECIAL BODIES.** The People's Council shall nominate CSO representatives to the following:

- Local Development Council (LDC)
- Local Health Board (LHB)
- Local School Board (LSB)
- Local Peace and Order Council (LPOC)
- Other bodies as may be required by law

SECTION 10. **ACCREDITATION OF CSO's.** Accreditation shall be in accordance with existing laws and guidelines, including DILG Memorandum Circular No. 2012-012.

SECTION 11. **MEETINGS.** The People's Council shall meet at least once every quarter, or as necessary.

SECTION 12. **SECRETARIAT SUPPORT.** The CSO Desk shall serve as the Secretariat of the People's Council.

SECTION 13. **FUNDING.** An initial amount shall be appropriated from the General Fund to support:

- Operations of the CSO Desk;
- Meetings and activities of the People's Council;
- Capacity-building programs for CSOs.

SECTION 14. **IMPLEMENTING RULES AND REGULATIONS (IRR).** Within sixty (60) days from effectivity, the Municipal Mayor, through the CSO Desk, shall issue the IRR for proper implementation of this Ordinance.

SECTION 15. **SEPARABILITY CLAUSE.** If any provision of this Ordinance is declared unconstitutional or invalid, the remaining provisions shall not be affected.

SECTION 16. **REPEALING CLAUSE.** All ordinances, resolutions, or issuances inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 17. **EFFECTIVITY.** This Ordinance shall take effect immediately upon approval.

ENACTED : April 20, 2026

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

DONNA 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