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 FIFTY-FIRST (51ST) REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN HELD ON AUGUST 3, 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. Samantha Nicole A. Banasihan-Ortega	Ex-Officio Member/SK Federation President

ABSENT:

Hon. Gaudencio P. Macatangay	Ex-Officio Member/Liga President, O.B.

ORDINANCE NO. 2026-2518

AN ORDINANCE ESTABLISHING THE OFFICIAL SOCIAL MEDIA PLATFORMS OF LOS BAÑOS AND OFFICIALLY BEING USED AS COMMUNICATION PLATFORMS, AS LOS BAÑOS PROPERTIES AND TRANSFERRING OWNERSHIP TO SUCCESSIVE ADMINISTRATIONS FOR THE EFFECTIVE MANAGEMENT AND CONTINUITY OF COMMUNITY ENGAGEMENT AND INFORMATION DISSEMINATION.

Author : Councilor Miko C. Pelegrina

WHEREAS, Los Baños has an existing Public Information Office or PIO created by Ordinance No. 2017-1666 to become the primary office for community development;

WHEREAS, a position of Community Affairs Officer I was created by the aforementioned Ordinance to assist in bringing information from the administration closer to the people and conduct information dissemination campaign for the plans, programs and projects of the local government and its departments and offices;

WHEREAS, social media have become essential platforms for communication and engagement within communities, facilitating the dissemination of information and fostering dialogue among residents;

WHEREAS, it is imperative to institutionalize official social media platforms of Los Baños to ensure continuity and accountability in its management and administration;

WHEREAS, safeguarding the integrity and authenticity of a Los Baños' online identity is paramount, requiring clear ownership and oversight to mitigate the risk of misinformation, unauthorized usage, or exploitation of the platform;

WHEREAS, by formalizing the social media platforms of Los Baños such as Facebook, Instagram, TikTok and other social media, there will be a consistent branding, content quality, and adherence to community guidelines, thereby enhancing trust and engagement among residents.

NOW THEREFORE, on motion of Councilor Miko C. Pelegrina duly seconded by Councilors Aldous Amiel B. Perez and Rand Edouard R. De Jesus 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 shall be known as the "Los Baños Official Social Media Platforms Ordinance of 2025."

SECTION 2. **CREATION AND DECLARATION OF OWNERSHIP**. All official social media accounts or pages bearing the name and official branding of the Municipal Government of Los Baños and all other offices and units of the LGU shall be declared as properties of the Local Government of Los Baños, regardless of whether the platform is Facebook, Instagram, TikTok, YouTube, X (formerly Twitter), Threads, or others.

SECTION 3. **ADMINISTRATION AND MANAGEMENT.** The management and administration of the official social media platforms except for that of the Sangguniang Bayan shall be under the supervision of the Office of the Mayor through the Municipal Public Information Office (PIO) of Los Baños.

SECTION 4. **TRANSFER OF ACCESS AND CREDENTIALS**. Upon transition to a new administration, all login credentials, account access, recovery information, analytics data, and any affiliated digital assets shall be properly turned over within thirty (30) days from the start of the term of office to ensure smooth continuity.

SECTION 5. **BRANDING AND CONTENT STANDARDS.** To preserve institutional identity and credibility, all content published on Los Baños' official social media platforms must follow prescribed branding guidelines, tone, and editorial standards to be developed by the PIO and approved by the Office of the Mayor.

SECTION 6. **USE AND LIMITATIONS.** The official social media platforms shall be used strictly for dissemination of official government information, public advisories, programs, events, and activities. Use of these platforms for personal, political campaigning, or commercial purposes unrelated to government programs is strictly prohibited.

SECTION 7. **RECORD KEEPING AND ARCHIVING.** The Records Department shall maintain digital records and archives of content posted on the platforms, including copies of graphics, videos, and relevant engagement metrics. These archives shall form part of the digital records of Los Baños and be preserved for future administrative and historical reference.

SECTION 8. **PENALTIES.** Any personnel found misusing the official social media platforms or refusing to cooperate in the proper turnover of accounts shall be subject to appropriate disciplinary action, including administrative sanctions in accordance with existing civil service rules and applicable laws.

SECTION 9. **APPROPRIATIONS.** Funds necessary for the implementation of this ordinance, including the development of branding materials, capacity building, social media tools, and cyber security measures, shall be included in the annual budget of the Public Information Office.

SECTION 10. **SEPARABILITY CLAUSE.** If any provision or part of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall remain in full force and effect.

SECTION 11. **REPEALING CLAUSE.** All ordinances, resolutions, executive orders, and other issuances inconsistent with this Ordinance are hereby repealed or amended accordingly.

SECTION 12. **EFFECTIVITY.** This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of local circulation or posting in at least three (3) public and conspicuous places in Los Baños.

ENACTED : August 3, 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