



*Office of the Sangguniang Panlalawigan*

EXCERPT FROM THE MINUTES OF THE 5<sup>th</sup> REGULAR SESSION OF THE 12<sup>th</sup> SANGGUNIANG PANLALAWIGAN OF ISABELA HELD AT PROVINCIAL CAPITOL, ILAGAN CITY, ISABELA ON AUGUST 11, 2025.

PRESENT:

FRANCIS FAUSTINO A. DY	Vice Governor and Presiding Officer
JOSE T. PANGANIBAN, JR.	Member (3rd District) & Floor Leader Pro Tempore
EVYN JAY C. DIAZ	Member (1st District)
EMMANUEL JOSELITO B. AÑES	Member (1st District)
ED CHRISTIAN S. GO	Member (2nd District)
ANGELICA L. REYES	Member (2nd District)
RAMON JUAN N. REYES, JR.	Member (3rd District)
CLIFFORD R. RASPADO	Member (4th District)
ABEGAIL V. SABLE	Member (4th District)
JONATHAN JOSE C. CALDERON	Member (5th District)
MANUEL FAUSTINO U. DY	Member (5th District)
MARCO PAOLO A. MERIS	Member (6th District)
AMADOR A. GAFFUD, JR.	Member (6th District)
ANTONIO S. HUI	Member, PCL Federation President
MARIA KATRINA JESSICA G. DY	Member, LnB Federation President
CATHERINE JOY L. LEGASPI	Member, SK Federation President

**ORDINANCE NO. 2025-26-01**  
 Series of 2025

**AN ORDINANCE PRESCRIBING THE REVISED RULES OF PROCEDURE ON ADMINISTRATIVE PROCEEDINGS IN THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF ISABELA**

**Sponsor: HON. JOSE T. PANGANIBAN, JR.**  
 Chairperson, Committee on Ethics, Investigation, and Good Governance

**EXPLANATORY NOTE**

This proposed Ordinance introduces the Revised Rules of Procedures on Administrative Proceedings in the Sangguniang Panlalawigan of the Province of Isabela, with the end in view of further strengthening the institutional framework governing the conduct of administrative investigations on complaints against elective component city and municipal officials.

The presently existing rules have, over time, served as a guiding mechanism in the discharge of the quasi-judicial functions of the Sangguniang Panlalawigan. However, in light of evolving administrative practices, developments in jurisprudence, and the continuing commitment to enhance efficiency, fairness, and accountability, there arises a need to revisit and refine the governing procedures.

The proposed revised rules are designed to provide a more responsive and coherent procedural framework, ensuring clarity in processes, consistency in application, and the timely resolution of administrative cases, while safeguarding the fundamental rights of all parties concerned.

***Nagkaisa para sa Isabela***



Ultimately, this measure seeks to uphold the principles of due process, reinforce public trust in institutional mechanisms, and advance the standards of good governance within the Province of Isabela.

In view of the foregoing, the passage of this Ordinance is earnestly sought.

## **RULE 1**

### **GENERAL PROVISIONS**

**Section 1. Title** – These Rules shall be known and cited as the “*Revised Rules of Procedures on Administrative Proceedings in the Sangguniang Panlalawigan of the Province of Isabela*”.

**Section 2. Coverage** – These Rules shall apply to all administrative cases against elective city, municipal, and barangay officials filed before the Sangguniang Panlalawigan of the Province of Isabela.

Boundary dispute cases shall be governed by the Local Government Code and its Implementing Rules and Regulations including pertinent DILG issuances. These Rules shall apply supplementary to such cases.

**Section 3. Construction** – These Rules shall be liberally construed in order to promote the swift, cost effective, and just disposition of administrative cases in the Sangguniang Panlalawigan of Isabela.

Technical rules applied to judicial proceedings especially the rules on evidence should not be strictly applied to administrative investigation.

## **RULE 2**

### **ADMINISTRATIVE DISCIPLINARY ACTION**

**Section 4. Grounds** – Any elective city, municipal, or barangay official may be disciplined or suspended from office on any of the following grounds:

- a. Disloyalty to the Republic of the Philippines;
- b. Culpable violation of the Constitution;
- c. Dishonesty, oppression, misconduct in office, gross negligence, or dereliction of duty;
- d. Commission of any offenses involving moral turpitude or an offense punishable by at least *prision mayor*, which is from six (6) years and one (1) day to twelve (12) years’ imprisonment;
- e. Abuse of authority;

- f. Unauthorized absence for fifteen (15) consecutive working days in case of local chief executives and four (4) consecutive sessions in the case of members of the sanggunian;
- g. Application for, or acquisition of, foreign citizenship or residence of the status of an immigrant of another country; and
- h. Such other grounds as may be provided by the Local Government Code of 1991; Republic Act No. 6713; Republic Act No. 3019; Administrative Code of 1987; Revised Penal Code; and all other applicable general and special laws.

### **RULE 3**

#### **JURISDICTION, VENUE OF ACTION, AND QUORUM**

**Section 5. Jurisdiction** – The Sangguniang Panlalawigan of Isabela shall hear and decide administrative cases filed, on its original, concurrent, or appellate jurisdiction, against elective city, municipal or barangay officials in the Province of Isabela.

**Original Jurisdiction** – The Sangguniang Panlalawigan shall have original jurisdiction over complaints and/or disciplinary actions against elective city and municipal officials, whose decision may be appealed to the office of the President.

**Concurrent Jurisdiction** – The Sangguniang Panlalawigan shall have jurisdiction over complaints and/or disciplinary actions referred by other government agencies, instrumentalities, and bodies for the institution of appropriate administrative proceedings against erring elective city, municipal, and barangay officials, as may be provided by law.

**Appellate Jurisdiction** – Decisions of the sangguniang panglungsod or sangguniang bayan, as the case maybe, regarding disciplinary actions in the exercise of its jurisdiction may be appealed to the Sangguniang Panlalawigan.

**Section 6. Venue** – The investigation and hearing of the disciplinary complaint shall be held at the Session Hall of the Sangguniang Panlalawigan of the Province of Isabela or at any other place designated for the purpose.

**Section 7. Quorum** – A quorum, in accordance with the Sanggunian Internal Rules of Procedure, consisting of a majority of all members of the Sangguniang Panlalawigan is required in every investigation and administrative hearing. In the absence of a quorum, the proceedings shall be adjourned and rescheduled. A formal notice of the new schedule shall be served to all parties involved and to all members of the Sanggunian at least seven (7) days prior to the rescheduled date.

## **RULE 4**

### **COMPLAINT**

**Section 8. *Requisites of a Valid Complaint*** – Any person may file a verified complaint against an erring elective city or municipal officials in writing and under oath, in five (5) copies including the original. Should there be more than one person complained of, the complainant is required to submit additional copies corresponding to the number of persons named therein.

The verified complaint shall be written in a clear, simple and concise language which shall contain the following, to wit:

- a. Full name and address of the complainant;
- b. Full name and address of the person complained of including his or her position and office;
- c. The specific name of the administrative offense given by this Rules and/or the Local Government Code or any other laws;
- d. The statement of relevant and material facts constituting the administrative offense/s;
- e. Original or certified true copies of documentary evidence/s and affidavits of his or her witnesses, if any; and
- f. Verification and Certification of Non-Forum Shopping.

The non-compliance to or the absence of any the above-mentioned requirements shall cause the dismissal of the complaint without prejudice to its refiling.

**Section 9. *Where to file a complaint*** – The administrative complaint must be filed before the Office of the Secretary to the Sangguniang Panlalawigan of Isabela located at the Provincial Capital Bldg., Brgy. Alibagu, City of Ilagan, Isabela.

## **RULE 5**

### **FINDING PROBABLE CAUSE FOR ADMINISTRATIVE COMPLAINT**

**Section 10. *Action to the Complaint*** – Upon receipt of the complaint by the Secretary to the Sanggunian, he or she shall endorse the same to the Sangguniang Panlalawigan within seven (7) days, the latter shall refer the same to the Committee on Ethics, Investigation and Good Governance, who shall, in turn, examine the complaint if it complies sufficiently in form and substance in accordance with the preceding Rules.

**Section 11. *Determination of Sufficiency in Form***. Upon due referral, the Committee on Ethics, Investigation and Good Governance, on a meeting/hearing duly called for the purpose, shall determine whether the complaint is sufficient in form in accordance with the provisions of these rules. If the committee finds that the complaint is insufficient in form, it shall return

the same to the Secretary of the Sangguniang Panlalawigan within (3) three days with a written explanation of the insufficiency. The Secretary shall return the same to the complainant/s together with the committee's written explanation within (3) three days from receipt of the committee resolution finding the complaint insufficient in form.

**Section 12. *Determination of Sufficiency in Substance.*** Should the committee find the complaint sufficient in form, it shall then determine if the complaint is sufficient in substance. The requirement of substance is met if there is a recital of facts constituting the offense charged and determinative of the jurisdiction of the committee. If the committee finds that the complaint is not sufficient in substance, it shall dismiss the complaint and shall submit its report as provided hereunder.

**Section 13. *Assignment of Docket Number.*** Should the committee find the complaint is sufficient in form and substance, the Secretary to the Sanggunian Panlalawigan shall then assign the corresponding case docket number.

**Section 14. *Notice of Charge*** – Upon finding that the complaint is sufficient in form and substance, within (7) days from the determination, the Committee shall issue a written notice to the person/s complained of, including a copy of the resolution and/or verified complaint, who shall now be called as respondent/s. The notice shall contain the charge/s against the respondent and a directive to answer the charge/s.

## **RULE 6**

### **ANSWER**

**Section 15. *Requisites and Contents.*** – Within fifteen (15) days from the receipt of the written notice, the respondent shall file a written answer, under oath, to the Sangguniang Panlalawigan and serve a copy thereof to the complainant. No motion to dismiss shall be allowed within the period to answer the complaint.

The answer shall state the following, to wit:

- a. Material facts and applicable laws in support his or her allegations in the answer;
- b. Affirmative defenses;
- c. Original copy/ies or certified copy/ies of documentary evidence/s in support to his or her claim;
- d. Sworn statements covering testimonies of witnesses, if there be any; and
- e. The electronic mail (e-mail) address or facsimile number, should the respondent consents to service by electronic means or facsimile.

**Section 16. *Reply and Rejoinder*** – Within (5) five days from receipt of the Answer, the complainant may file a Reply, serving a copy thereof to the respondent who may file a Rejoinder within (5) five days from receipt of the Reply, serving a copy thereof to the complainant. If the complainant fails to file a Reply, all the material allegations in the answer are deemed controverted. Together with their pleadings, the parties shall file their affidavits

or counter-affidavits, as the case maybe, with their documentary evidence. Notwithstanding all the foregoing, failure to file an answer will not preclude the respondent from presenting evidence to support their defenses.

**Section 17. Failure to File an Answer** – Should the respondent fail to answer within the period provided, he or she is considered to have waived his or her right to file the same and the case shall proceed and be decided based on the available records.

**Section 18. Prohibited Pleadings** – The Sanggunian shall not allow the following pleadings, motions or petitions in cases covered by these Rules:

- a. Motion for a bill of particulars or request for clarification;
- b. Motion to dismiss;
- c. Motion to quash;
- d. Motion for reconsiderations on interlocutory orders;
- e. Motion for new trial;
- f. Demurrer; and
- g. Motion for extension to file an answer.

## **RULE 7**

### **PREVENTIVE SUSPENSION**

**Section 19. When Issued** – Preventive suspension may be imposed by the Governor upon the recommendation of the Sangguniang Panlalawigan, at any time after the issues are joined. This may be considered in light of the gravity of the offense charged, the strength of the evidence against respondent, and/or when the respondent is in position to exert undue influence or pressure on the witnesses and/or tamper with evidence.

**Section 20. Duration** – The Governor may place the respondent under preventive suspension which shall not extend beyond sixty (60) days. *Provided*, that in the event that several administrative cases are filed against the elective official, he or she cannot be preventively suspended for more than ninety (90) days within a single year on the same ground or grounds existing and known at the time of the first suspension.

Upon expiration of the preventive suspension, the respondent shall be deemed reinstated in office without prejudice to the continuation of the proceedings against him which shall be terminated within one hundred twenty (120) days from the time he was formally notified of the charged against him. However, if the delay in the proceedings of the case is due to respondent's fault, neglect, or request, other than the appeal duly filed, the duration of such delay shall not be counted in computing the time of termination of the case.

Where the order of preventive suspension is for a period lesser than sixty (60) days, the Sangguniang Panlalawigan shall undertake to finish the hearing and investigation within the

said period and is precluded from imposing another preventive suspension. Should the respondent be on authorized leave, said preventive suspension shall be deferred or interrupted until such time the said leave has been fully exhausted.

Any abuse in the exercise of the power of preventive suspension shall be penalized as abuse of authority.

**Section 21. *Payment of Back Wages during Preventive Suspension*** – The respondent who is under preventive suspension shall receive no salary or compensation during such suspension. However, upon subsequent exoneration and reinstatement, he or she shall be paid his full salary or compensation including other emoluments accruing during his or her suspension.

Exoneration implies that the respondent is found not guilty, by finality, of the administrative charge against him or her. Finding the respondent guilty of a lesser offense shall not be construed as exoneration under these Rules.

**Section 22. *Prohibition against the Imposition of Preventive Suspension*** – No preventive suspension shall be imposed within ninety (90) days immediately preceding any local election. If a preventive suspension was already imposed before this period, it is automatically lifted when the ninety (90) day period begins.

## **RULE 8**

### **FORMAL ADMINISTRATIVE INVESTIGATION**

#### **A. PRELIMINARY CONFERENCE**

**Section 23. *When Conducted*** – Within five (5) calendar days after last responsive pleading is filed, the Committee on Ethics, Investigation and Good Governance, shall issue a Notice of Preliminary Conference, which shall be held within ten (10) calendar days from the date of filing of such responsive pleading. The Committee may require a Preliminary Conference Brief to be submitted within three (3) days before the scheduled Preliminary Conference.

**Section 24. *Preliminary Conference Brief*** – When required to be submitted by the Committee, the Preliminary Conference Brief shall contain the following:

- a. Concise statement of the case;
- b. Summary of admitted facts and proposed stipulation of facts;
- c. The documents or other object evidence to be marked, stating the purpose thereof;
- d. The names of the witness/es, and the summary of their respective testimonies; and
- e. A brief statement of points of law and citation of authorities.

**Section 25. *Nature and Purpose*** – The Preliminary Conference is mandatory. Parties are required to appear before the Sangguniang Panlalawigan, acting as committee of the whole and quasi-judicial body to consider and agree on any of the following, to wit:

- a. Whether the parties desire a formal investigation or are willing to submit the case for resolution on the basis of the evidence on record;
- b. The possibility of settlement if the act complained of constitutes light offense and there is no notable injury on the part of the government;
- c. Stipulation or admission of facts and of documents to avoid unnecessary proof;
- d. Simplification of the issues;
- e. Identification and marking of evidence of the parties;
- f. Limitation and identification of witness/es;
- g. Setting of subsequent hearing dates; and
- h. Such other matters that will aid the in the prompt and just resolution of the case.

All agreement entered into by the parties on the Preliminary Conference shall be reduced into writing embodied in the Preliminary Conference Order and is binding on both parties. A copy of the order shall be given to the parties within five (5) days after the Conference.

**Section 26. *Effect of Failure to Appear*** –The failure without just cause of the complainant and/or counsel to appear in the Preliminary Conference, may cause the dismissal of the case. The dismissal shall be with prejudice unless otherwise ordered by the Sangguniang Panlalawigan. On the other hand, a similar failure of the respondent and/or counsel shall cause to allow the complainant to present his or her evidence ex-parte, and the Sanggunian to render decision on the evidence adduced.

## **B. HEARING**

**Section 27. *Preliminary Matters*** – In all administrative investigation and hearing, the Sangguniang Panlalawigan shall first convert itself as a “Committee of the Whole” or as “Quasi-Judicial Body”. The Body shall note the appearance of the parties involved.

Before taking the testimony, the Body shall place the witness under oath and record the latter’s name, address, civil status, and complete name and address of employment if there is any.

The sworn statement or “sinumpaang salaysay” of the witness shall constitute as his or her direct testimony, subject to cross examination by the opposing party and to any clarificatory questions that may be asked by the Body.

The use of a Judicial Affidavit may also be adopted in lieu of sworn statements and shall likewise serve as the witness’ direct testimony.

**Section 28. *Rights of the Parties*** – The respondent shall be accorded full opportunity to appear and defend himself or herself or by any counsel, to confront and cross-examine the witness/es against him or her, and to require the attendance of the witness/es and the production of documentary evidence in his favor through compulsory process of subpoena.

If the respondent, appears without counsel to assist him or her, the Body shall inform him or her right to avail of the services of a counsel, or may waive the same expressly.

If either party cannot afford the services of a counsel, the Body shall propound questions and examine witness and material and relevant evidences, with due regard to the rights of the party, to ensure the just and fair disposition of the case.

**Section 29. *Appearance of a Counsel*** – Any counsel who is a member of the Integrated Bar of the Philippines (IBP) appearing before any hearing or investigation shall manifest orally or in writing, his or her appearance, stating his full name and complete address where he or she can be served with notices or other pleadings.

**Section 30. *Order of Hearing*** – Unless the Body directs otherwise, the order of hearing are as follows:

- a. The complainant shall present his or her direct evidence subject to cross examination by the respondent and/or members of the Body;
- b. The respondent shall present his or her direct evidence subject to cross examination by the complainant and/or members of the Body; and
- c. Rebuttal if the Body permits.

After all the witnesses have been presented, the parties shall formally offer their evidences in writing within five (5) days after the presentation of the last witness and thereafter their objections thereto in writing which will be included in their respective memoranda which in no case be submitted beyond five (5) days after the receipt of the written formal offer of evidence. Failure to submit the same within the given period shall be considered a waiver thereof.

**Section 31. *Remote Participation During Investigation and Hearing*** – A member of the Body who is unable to be physically present during administrative investigation and hearing may be allowed to attend through any of the following modes, in accordance with the Internal Rules of Procedures of the Sangguniang Panlalawigan:

- a. Secure video-conferencing platform;
- b. Teleconferencing with a live and continuous two-way audio feed; or
- c. Any other real-time, interactive electronic platform formally recognized or adopted by the Sangguniang Panlalawigan.

Parties to the administrative action are not allowed to use online or electronic platforms and shall be physically present at all times during administrative investigation and hearing, unless the Body, in its discretion and for good cause shown, permits otherwise.

**Section 32. *Objections*** – All objections raised during the hearing shall be resolved by the Body. However, objections that cannot be ruled upon by the Body shall be noted with the information that the same shall be included in the memorandum of the concerned party to be ruled upon by the Body.

**Section 33. *Issuance of Subpoena*** – The Body may issue subpoena ad testificandum to compel the attendance of witnesses and/or subpoena duces tecum for the production of documents or things.

If a party desires the attendance of a witness and/or production of documents, he or she shall make a written request for the issuance of the appropriate subpoena at least seven (7) days before the scheduled hearing.

In case of disobedience, the Quasi-Judicial Body may invoke the aid of the proper court to cite the defiant person in contempt pursuant to Rule 71 of the Rules of Court.

**Section 34. *Postponement*** – Postponement of investigation shall be discouraged and may be granted only on meritorious ground, such as illness of a party or his or her counsel and/or other similar unavoidable circumstances. A request for postponement on account of illness should be supported by a duly notarized medical certificate issued by a competent government physician. *Provide that*, not more than three (3) postponements may be permitted by reason of unavailability or illness of a party or their counsel. In such case, the next scheduled hearing or investigation shall proceed regardless of the presence of the concerned individuals.

**Section 35. *Failure or Refusal of Complainant to Prosecute*** – The failure or refusal of the complainant to prosecute and/or his or her witness to appear and prosecute the case during investigation without justifiable cause, despite due notice, shall be sufficient ground to dismiss the case, however, if the culpability of the respondent could be established by other evidence other than the testimony of the complainant and/or his or her witnesses, the Body shall endeavor to pursue the investigation by securing the attendance of other material witnesses in order to prevent a miscarriage of justice.

**Section 36. *Judgement on the Pleadings*** – If parties during Preliminary Conference opted to waive the investigation and expressed their intention to submit the case for resolution, the Body shall direct both parties to file their respective Position Paper or Memoranda within fifteen (15) days from the conclusion of the Preliminary Conference. In such cases, a decision shall be rendered within ninety (90) days from termination of the Preliminary Conference. Failure to submit the Position Paper or Memoranda shall be considered a waiver thereof.

**Section 37. *Record of Proceedings*** – Records of the proceedings during the formal investigation shall be taken in shorthand or stenotype or any other means of recording.

**Section 38. *Termination*** – The investigation shall be concluded within ninety (90) days from its commencement, unless suspended or interrupted due to meritorious grounds or as otherwise prohibited by law.

**Section 39. *Prohibition against Administrative Investigation*** – No investigation shall be held within ninety (90) days immediately preceding any local or national election.

### C. SETTLEMENT ON DISCIPLINARY CASES

**Section 40. *Applicability*** – Settlement may be allowed at any time before the promulgation of the decision, but only in administrative cases involving light offenses and/or where the act complained of is purely personal on the part of the complainant and the respondent and there is no apparent injury committed against the government or impact on public interest. *Provided*, that settlement can no longer be applied for the second offense of the same act committed by the respondent.

#### RULE 9

#### DECISION

**Section 41. *When Case is Decided*** – The Quasi-Judicial Body shall decide the case within thirty (30) days from the termination of the investigation. The decision shall be in writing stating clearly and distinctly the facts and law from which it was derived. Copies of the decision shall be furnished immediately to the respondent and all interested parties.

The penalty of suspension shall not exceed the unexpired term of the respondent or a period of six (6) months for every administrative offense, nor shall said penalty be a bar to the candidacy of the respondent so suspended if he or she meets the qualifications required for the office.

The penalty of removal from office based on the grounds listed in Section 4, Rule 2 of this Rules shall only be ordered by a competent court, and shall be considered a bar to the candidacy of the respondent for any elective position.

Decisions on administrative cases that are subsequently settled, in accordance with the next preceding Section, shall be based on the compromise agreement entered into by both parties, which shall be binding upon them.

**Section 42. *Finality of Decision*** – The decision shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal.

#### RULE 10

#### MOTION FOR RECONSIDERATION

**Section 43. *Filing*** – The party adversely affected by the decision may file only one (1) motion for reconsideration within a non-extendible period of fifteen (15) days from receipt of the decision, with proof of service to all other parties. The Body shall rule on the motion within thirty (30) days from its filing date.

**Section 44. *When Deemed Filed*** – A motion for reconsideration sent by registered mail or accredited courier service shall be deemed filed on the date stamped on the envelope or courier pack which shall be attached to the records of the case. In case of personal delivery, it is deemed filed on the date stamped thereon by the Office of Secretary to the Sanggunian.

**Section 45. *Effect*** – The filing of the motion interrupts the running of the reglementary period within which to appeal and shall stay the execution of the decision sought to be reconsidered.

If the motion for reconsideration is denied, the movant may perfect an appeal before the Office of the President within a non-extendible period of thirty (30) days from receipt of the resolution.

If the motion for reconsideration is granted, resulting in the reversal of the original decision, the losing party may perfect an appeal before the Office of the President within a non-extendible period of thirty (30) days from receipt of the new decision.

## **RULE 11**

### **ADMINISTRATIVE APPEAL**

**Section 46. *Execution Pending Appeal*** – An appeal shall not prevent a decision from becoming final or executory. The respondent shall be considered as having been placed under preventive suspension during the pendency of an appeal. In the event the appeal results in exoneration, he shall be paid his salary and such other emoluments accruing during the pendency of the appeal.

### **APPEAL FROM THE SANGGUNIANG PANLALAWIGAN IN THE EXERCISE OF ITS ORIGINAL JURISDICTION**

**Section 47. *Filing of Appeal*** – An appeal may be taken to the Office of the President from the decision of the Sangguniang Panlalawigan within a period of thirty (30) days from receipt of the decision appealed from or of the resolution of the motion for reconsideration.

Decision of the Office of the President shall be final and executory.

**Section 48. *How to Appeal*** – To perfect an appeal the appellant shall:

- a. File a notice of appeal before the Office of the Secretary to the Sangguniang Panlalawigan;
- b. Furnishing copies of the notice of appeal to the prevailing party; and
- c. Paying an appeal fee of One Thousand Pesos (P1,000.00) to the Provincial Treasurers Office;

**Section 49. *Duty of the Secretary to the Sangguniang Panlalawigan upon Perfection of Appeal*** – Within fifteen (15) days from the perfection of appeal, the Secretary to the Sanggunian shall transmit the original record together with the transcripts and exhibits, which he or she will certify as complete, to the Office of the President. A copy of the transmittal of the records to the Office of the President shall be furnished to the parties.

**APPEAL FROM THE SANGGUNIANG BAYAN OR SANGGUNIANG PANGLUNGSOD OF  
COMPONENT CITY TO THE SANGGUNIANG PANLALAWIGAN**

**Section 50. *Filing of Appeal*** – An appeal from a decision of a Sangguniang Bayan or Sangguniang Panglungsod of Component City may be taken to the Sangguniang Panlalawigan. The party appealing the case shall be further referred to as the appellant and the adverse party as the appellee.

An appeal may be taken within thirty (30) days after notice to the appellant of the decision appealed from. The period of appeal shall be interrupted by a timely motion for reconsideration.

**Section 51. *Procedure in the Sangguniang Panlalawigan*** –

- a. Upon receipt of the complete record on appeal from the Sangguniang Bayan or Panglungsod, the Secretary to the Sanggunian shall notify the parties of such fact and shall direct the movant to submit an appellant's memorandum within fifteen (15) days from receipt of such notice and to furnish a copy of the memorandum to the appellee. Failure of the appellant to file a memorandum within the prescribed period shall be a ground for dismissal of the appeal;
- b. The memorandum shall contain the following:
  - b.1 Full names and addresses of the involved parties;
  - b.2 Material dates and documents showing the appeal was filed within the required time period;
  - b.3 A concise, narrative statement of the established facts that are relevant to the appeal;
  - b.4 A clear, methodical statement of the specific errors of law or fact that were made in the original decision;
  - b.5 A discussion of the grounds for appeal and the arguments or reasoning that support the claim that the lower decision was incorrect; and
  - b.6 Proof of service that a copy of the memorandum was provided to the other party.
- c. Within fifteen (15) days from receipt of the appellant's memorandum, the appellee may file his memorandum.
- d. Upon the filing of the memorandum of the appellee or the expiration of the period to do so, the case shall be considered submitted for decision. The Sangguniang Panlalawigan, acting as a Quasi-Judicial Body, may conduct a clarificatory hearing to

gather additional facts and resolve any ambiguities related to the matters raised on appeal.

**Section 52. When Appeal is Decided** –The Quasi-Judicial Body shall decide the case on appeal within ninety (90) days from the submission of appeal memorandum or upon the termination of the clarificatory hearings conducted by the Body. The decision shall be in writing stating clearly and distinctly the facts and law from which it was derived. Copies of the decision shall be furnished immediately to the appellant and all interested parties.

**RULE 12**

**FINAL PROVISIONS**

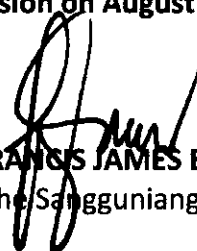
**Section 53. Repealing Clause** – All existing ordinances which are inconsistent with this Ordinance are hereby repealed or modified accordingly.

**Section 54. Separability Clause** – Should any provisions of this Ordinance be subsequently declared unconstitutional or invalid, the other provisions not so declared and not affected by such declaration shall remain in full force and effect.


**Section 55. Transitory Provision** – The provisions of Ordinance No. 06 Series of 2013 shall continue to be applied to all pending cases which were filed prior to the effectivity of this Ordinance, provided it will not unduly prejudice substantive rights.

**Section 56. Effectivity** – This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation in the territorial jurisdiction of the Province of Isabela and postings in conspicuous place in the city, municipality and barangay hall.


I hereby certify that the foregoing ordinance was duly enacted by the 12<sup>th</sup> Sangguniang Panlalawigan of Isabela during its 5<sup>th</sup> Regular Session on August 11, 2025.


  
ATTY. FRANCIS JAMES E. MEER  
Secretary to the Sangguniang Panlalawigan

ENACTED:

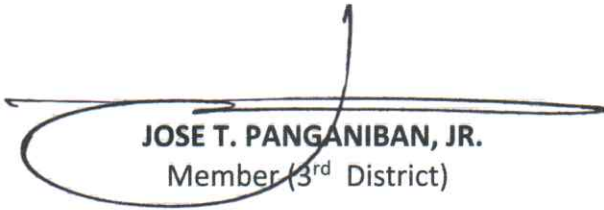
  
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**AN ORDINANCE PRESCRIBING THE REVISED RULES OF PROCEDURE ON ADMINISTRATIVE PROCEEDINGS IN THE SANGGUNIANG PANLALAWIGAN OF THE PROVINCE OF ISABELA**

  
**JOSE T. PANGANIBAN, JR.**  
Member (3<sup>rd</sup> District)


  
**RAMON JUAN N. REYES, JR.**  
Member (3<sup>rd</sup> District)

  
**CLIFFORD R. RASPADO**  
Member (4<sup>th</sup> District)

  
**ABEGAIL V. SABLE**  
Member (4<sup>th</sup> District)

  
**MANUEL FAUSTINO U. DY**  
Member (5<sup>th</sup> District)

  
**JONATHAN JOSE C. CALDERON**  
Member (5<sup>th</sup> District)

  
**MARCO PAOLO A. MERIS**  
Member (6<sup>th</sup> District)

  
**AMADOR A. GAFFUD, JR.**  
Member (6<sup>th</sup> District)

  
**ANTONIO S. HUI**  
Member, PCL Federation President

  
**MARIA KATRINA JESSICA G. DY**  
Member, LnB Federation President

  
**CATHERINE JOY L. LEGASPI**  
Member, SK Federation President

  
**FRANCIS FAUSTINO A. DY**  
Vice Governor

**APPROVED:**

  
**RODOLFO T. ALBANO, III**  
Governor 