



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SAN NICOLAS**

## **OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE FIRST REGULAR SESSION OF THE 11<sup>TH</sup>  
SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE HELD  
AT THE MUNICIPAL SESSION HALL ON THE 6<sup>TH</sup> DAY OF DECEMBER, 2021  
AT 11:00 O'CLOCK IN THE MORNING.

**PRESENT:**

Hon. Edistio P. Valdez	Vice-Mayor/Presiding Officer;
Hon. Angel Miguel L. Hernando	Member;
Hon. Moera Joy N. Galing-Luna	Member;
Hon. Joseph Lister B. Butay	Member;
Hon. Norberto D. Dadiz, Sr.	Member;
Hon. Erico R. Ruiz, Jr.	Member;
Hon. Luciano R. Caraang	Member;
Hon. Jessie Julito P. Pumaras, Sr.	Member;
Hon. Inno Ma. Angelo Paulo O. Hernando	Member/PPSK President.

**ON OFFICIAL-BUSINESS:**

Hon. Juanito P. Ulep, Jr. Member/Liga ng mga Barangay President.

**ABSENT:**

None.

### **“MUNICIPAL ORDINANCE NO. 2021-30**

**AN ORDINANCE REVISING MUNICIPAL ORDINANCE NO. 2014-13 MANDATING THE INSTALLATION OF CLOSED CIRCUIT TELEVISION (CCTV) OR VIDEO SURVEILLANCE SYSTEM IN THE PREMISES OF BUSINESS ESTABLISHMENTS AND OTHER AREAS OF CONCERN, PROVIDING PENALTIES FOR VIOLATION THEREOF, AND FOR OTHER PURPOSES.**

**Be it ORDAINED** by the Sangguniang Bayan that:

**SECTION 1. *Title.*** – This Ordinance shall be known and cited as the “**REVISED CCTV Ordinance of 2021.**”

**SECTION 2. *Declaration of Principle.*** - The municipality is duty bound to promote the general welfare, maintain peace and order, protect the life, liberty, and property of its constituents at all times. Likewise, all entities whether natural or juridical are equally responsible for the protection of their lives and properties and shall similarly share the responsibility in the suppression of criminal activities, apprehension and prosecution of offenders.

Consequently, the municipality envisions to adopt an updated and effective tool and mechanism by encouraging all sectors to tap the utility of modern technological gadgets such as the CCTV and Video Surveillance System and facilities for the purpose of preventing or at least deterring the proliferation of crimes and its lives and properties all geared towards a more just and peaceful community.

**SECTION 3. *Definition of Terms.*** – As used in this Ordinance, the following terms are herein defined:

- a. Business establishments - any establishment used for commercial purposes and operating for, selling products to, or providing services to the general public. They shall include but shall not be limited to restaurants, hospitals, malls, shopping centers, movie houses, theaters, supermarkets, groceries, entertainment centers, office buildings, warehouses, and other similar establishments;
- b. Critical places of concern - include private and public schools, hospitals, banks, and other monetary institutions like pawnshops, lending investors, money changers, condominium, subdivisions, industrial parks, public plazas, public or private markets, convention centers, hotels, and other similar places where people aggregates themselves and usually made available for public functions;

- c. "Video Surveillance System" - a digital surveillance system including cameras, cabling, monitors, and digital video recorders (DVRs) that records in color with cameras and lens of a type, minimum resolution, number and locations. This system must be capable of producing retrievable and identifiable images and video recordings on an approved media that can be enlarged through projection or other means, and can be made a permanent record for use in a criminal investigation. It shall also include without limitation any closed circuit video cameras (CCTV) or other cameras, video recorders, digital cameras [or], digital recorders or other technological devices used in the above manner.

**SECTION 4. Guidelines for Installation of CCTV's.** - All business establishments, owners of commercial buildings, and those identified as critically areas of concern situated within the municipality are required to install CCTV's on their premises/facilities based on the following:

- a. Covered Establishments - those that are mandated regardless of capitalization like banks, mortgaging, lending businesses, pawnshops, money changers, shopping malls, resorts, convention centers, gasoline stations, and other financial entities that are engaged in both money matters or transfers of valuable or extraordinarily valuable products like jewelries and other kinds to install at least four (4) channels of CCTV's within their premises, dedicating at least one (1) CCTV camera for monitoring the outer perimeter of their offices.
- b. The video surveillance systems shall be maintained in proper working condition at all times and shall be in operation 24 hours a day and must meet the minimum technological standards established by this ordinance;

**SECTION 5. Minimum Coverage Standards and Site Assessment.** - The video surveillance system shall have at minimum 1080mp, 1 terabyte (TB) memory, with separate cameras dedicated to each register/check-out stand, entrance/exit, and parking lot or area designated for customer and or employee parking use.

These business establishments shall ensure that their surveillance/CCTV cameras are turned on and shall be in operation for twenty-four (24) hours each day and must have a recording of the footages at least ten (10) days prior to demand by authorized implementing officers.

**SECTION 6. Notice of Surveillance.** - The fact that surveillance/CCTV cameras have been installed in a business establishment shall be made known to the general public through a written notice displayed conspicuously at the entrance of the establishment.

**SECTION 7. Confidentiality and Non-disclosure of Video Recordings.** - The owner and/or manager of the business establishment shall maintain the privacy and confidentiality of the video feeds and recordings obtained as a result of the surveillance performed in accordance with this Ordinance. Towards this end, the owner and/or manager shall prohibit the use, viewing, copying, disclosure, or publication of said video feeds and recordings for any purpose except those allowed under pertinent laws, orders, and this ordinance.

**SECTION 8. Exemptions.** In cases wherein a commercial building has an existing CCTV cameras installed by the building owner which are compliant with the requirements in this ordinance, then the lessees of that building or any portion thereof, shall no longer be required to install CCTV cameras within their premises provided that the CCTV cameras installed by the building owner cover substantially the portions or area where they are conducting their business.

Those business establishment having a capitalization of more than Two Hundred Thousand Pesos (P200,000.00) are exempted under this ordinance.

**SECTION 9. Allowed Use and Disclosure.** - The use, viewing, copying, or disclosure of video feeds and recordings obtained pursuant to the surveillance performed shall only be allowed immediately during investigation without need of any written notice in the following instances:

- a. Use, viewing, copying, or disclosure to a member or officer of a law enforcement agency in connection with and limited to the investigation or prosecution of an offense punishable by law or regulation;
- b. Use, viewing, copying, or disclosure in connection with any pending criminal or civil proceeding;
- c. Use, viewing, copying, or disclosure that may be necessary for persons to determine whether or not an offense was committed against their person or property, to ascertain the identity of a criminal perpetrator, and to determine the manner by which the offense was perpetrated;
- d. The monitor should not be publicly viewed.

**SECTION 10. Prohibited Acts.** *The following acts* shall be punishable under this Ordinance, without prejudice to other applicable laws and rules:

- a) Non-installation of CCTV cameras when required under this Ordinance;
- b) Non-compliance with the required specifications and number of the CCTV cameras as herein described;
- c) Non-recording or keeping of video-footages in a manner and frequency as mandated herein.
- d) Unjustified refusal to immediately cooperate with the concerned officers and agencies as regards to the extraction of the CCTV footages despite due notice;
- e) Installation or use of CCTV cameras to intrude or pry into the privacy of other persons or entities.
- f) Failure to report, either orally or in writing, to the police authorities of San Nicolas, within 72 hours any defective or non-functioning CCTV Cameras
- g) Willful violation of any other provisions of this Ordinance not specifically mentioned above;

**SECTION 11. Penalties.** - Any person who violates any provision of this Ordinance shall be penalized as follows:

- a. First Offense - a fine of Five Hundred Pesos (P500.00);
- b. Second Offense - a fine of One Thousand Five Hundred Pesos (P1,500.00); and
- c. Third Offense - a fine of Two Thousand Five Hundred (P2,500.00).

Business establishments who fails to comply within the period granted by this ordinance shall cause their business permit to be suspended until compliance or revoked at the discretion of the Local Chief Executive.

**SECTION 12. Transitory Clause.** – All existing business establishments required under Section 4 hereof shall have a period of six (6) months from the effectivity of this ordinance to comply with what is required herein. New business establishments applying for the first time business permits shall be granted initially provisional business permit to operate pending compliance and after compliance, they will be given automatically business permit to operate.

**SECTION 13. Separability Clause.** - If for any reason, any section of this Ordinance is declared illegal or unconstitutional, other sections hereof which are not affected shall continue to be in full force and effect.

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**SECTION 14. Repealing Clause.** - All previous issuances, ordinance, rules and regulations, provisions or parts thereof, which are inconsistent or in conflict with the provisions of this Ordinance, are hereby repealed or modified accordingly.


**SECTION 15. Effectivity Clause.** - This Ordinance shall take effect fifteen (15) days after its publication as required under the local government code.

**UNANIMOUSLY APPROVED.”**

Voting on the foregoing ordinance was as follows:

- AYES : Members Hernando, A., Galing-Luna, Butay, Dadiz, Sr., Ruiz, Jr.,  
Caraang, Pumaras, Sr., and Hernando, I.
- NAYS : None.
- ABSTAINED :


I hereby certify to the correctness of the foregoing ordinance.

  
**ENRIQUE P. ULEP, JR.**  
 Secretary to the Sangguniang Bayan I

**ATTESTED:**

  
**EDISTIO P. VALDEZ**  
 Vice-Mayor/Presiding Officer

**APPROVED:**

  
**ALFREDO P. VALDEZ, JR., M.D.**  
 Municipal Mayor  
 Approved on: December 7, 2021