



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

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE FIRTS REGULAR SESSION OF THE  
12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE  
HELD AT THE MUNICIPAL SESSION HALL ON THE 4<sup>TH</sup> DAY OF SEPTEMBER, 2023  
AT 10:40 O'CLOCK IN THE MORNING.

**PRESENT:**

Hon. Napoleon L. Hernando	Vice-Mayor/Presiding Officer;
Hon. Luciano R. Caraang	Member;
Hon. Moera Joy N. Galing-Luna	Member;
Hon. Erico R. Ruiz, Jr.	Member;
Hon. Chona P. Hernandez	Member;
Hon. Jessie Julito P. Pumaras, Sr.	Member;
Hon. Norberto S. Dadiz, Jr.	Member;
Hon. Juanito P. Ulep, Jr.	Member;
Hon. Cesar R. Agustin	Member;
Hon. Jorge Cesar T. Palafox	Member/Liga ng mga Barangay President;
Hon. Inno Ma. Angelo Paulo O. Hernando	Member/PPSK President.

**ABSENT:**

None.

**“MUNICIPAL ORDINANCE NO. 2023-18**

**AN ORDINANCE MANDATING ALL SANGGUNIANG BARANGAY IN THE MUNICIPALITY OF SAN NICOLAS, ILOCOS NORTE TO MAINTAIN AN UPDATED DATABASE OF THEIR RESPECTIVE INHABITANTS AND TO ESTABLISH A SAPASAP A PANAGSERBI IDENTIFICATION SYSTEM AND PRESCRIBING THE GUIDELINES FOR IMPLEMENTATION THEREOF.**

**WHEREAS**, Section 16 of Republic Act No. 7160, also known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, the Local Government Code provides that the barangay serves as the primary planning and implementing unit of government policies, plans, programs, projects, and activities in the community;

**WHEREAS**, Section 394 (d) (6) of the Local Government Code provides that the Barangay Secretary is mandated to maintain, update and keep records of inhabitants in the barangay;

**WHEREAS**, DILG Memorandum Circular No. 2008-144, which reiterates DILG MC No. 2005-69, provides that the maintenance and updating of the list of inhabitants is necessitated by the call of the times and the need to formulate an efficient system of keeping the records of inhabitants in all the Barangay throughout the country;

**WHEREAS**, the same DILG Memorandum Circulars provides that the Sangguniang Bayan shall support the mentioned barangay efforts by enacting an ordinance in furtherance of the purpose of the law;

**WHEREAS**, towards the end, the Municipality of San Nicolas shall establish adequate, effective, responsive and enabling mechanisms and support systems that will ensure the meaningful participation of all its inhabitants in local governance and in nation-building;

**WHEREAS**, the maintenance and updating the list of records of every household will help in, among others, the easy identification of inhabitants, job matching, tool in planning, disaster preparedness, and organized distribution of relief and any form of assistance from the Municipal Government and national agencies.

**NOW, THEREFORE**, be it **ORDAINED** by the Sangguniang Bayan of San Nicolas, Ilocos Norte, in session duly assembled that:

**SECTION 1. SHORT TITLE.** This Ordinance shall be also known as “Sapasap a Panagserbi Identification Card System Ordinance” of the Municipality of San Nicolas, Ilocos Norte”.

**SECTION 2. COVERAGE.** This Ordinance shall apply to every family or residents, whether transient or permanent, in all barangay within the territorial jurisdiction of the Municipality of San Nicolas, Ilocos Norte. All family heads shall secure a Sapasap a Panagserbi Identification Card form the barangay where they reside and register its household members thereat.

For purposes for this Ordinance, transient residents shall refer to persons who have resided in the barangay concerned for a period of at least six (6) months prior to the registration or application.

**SECTION 3. DEFINITION OF TERMS.** For the purposes of this Ordinance, the following are hereby defined:

**“Family”** a group of persons usually living together and composed of the head and other persons related to the head by blood, marriage or adoption. A single person living alone is considered a separate family.

**“Head of the Family”** refer to an adult person who supports a family. They have a moral or legal obligation to provide for and maintain the members of their household in a practical manner.

**“Household”** refers to a social unit consisting of a person or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food. For purposes for this Ordinance, it shall exclude construction sites and their workers temporarily residing thereat;

**“Head of the Household”** shall refer to an adult person, male or female, who is responsible for the organization and care of the household, or who is regarded as such by the members of the household;

**“Inhabitants”** shall refer to a person that lives in or occupies space in a given territory;

**“Records of Barangay Inhabitants (RBI)”** means the record of all inhabitants of the barangay kept by the barangay secretary pursuant to Section 394 (d) (6) of the Local Government Code of 1991.

**“Sapasap a Panagserbi Identification Card”** shall refer to official identification card issued by the municipality to each family head in the Municipality of San Nicolas, Ilocos Norte. The Sapasap a Panagserbi Identification Card shall bear the official seal of the municipality and the barangay where the family head resides and the signature of the Punong Barangay.

**SECTION 4. RECORDS OF BARANGAY INHABITANTS IDENTIFICATION DATABASE.** Each Sangguniang Barangay in the Municipality of San Nicolas shall maintain a database which shall contain a master list of all its inhabitants in their respective barangay and their corresponding basic information, as follows:



Name  
Complete address  
Place and date of birth  
Gender  
Civil status  
Citizenship  
Occupation of the head of the household and its members  
Sapasap a Panagserbi Identification Card  
Pet ownership / Animal Census  
Senior Citizen / Elderly  
PWD  
Solo parent  
4Ps Member  
Minor  
Pregnant Women  
Out of School Youth / Out of School Adult  
OFW  
Religion  
Educational Attainment  
Income Status  
Lessor/Transient  
Others

For purposes of this Ordinance, Barangays are encouraged to adopt a uniform technology to facilitate an automated system of collection and storage of all the information in the Database.

The personal data that have been collected and stored for this purpose shall be kept and treated as strictly confidential and personal.

RBI Form A shall be filled out by the family head, with the assistance of the enumerator, who shall declare therein all members of the family including infants and stay-in house help (kasambahay).

The Barangay Secretary shall validate the correctness of the form and shall print and sign his/her name on the “Validated by” portion.

The Punong Barangay shall certify the entries in the form and shall print and sign his/her name on the “Certified Correct by” portion.

**SECTION 5. DUTIES OF THE SANGGUNIANG BARANGAY.** The Sangguniang Barangay shall produce the forms necessary for the creation and/or updating of the database and the application for issuance of the Sapasap a Panagserbi Identification Card.

The Sangguniang Barangay shall ensure that only the personal information necessary for the RBI and to be shown in the Sapasap a Panagserbi Identification Card shall be collected.

**SECTION 6. DUTIES OF THE BARANGAY SECRETARY.** The Barangay Secretary shall regularly update every year, the records of every family to ensure accuracy of the information and proper turn-over to the next set of barangay officials.

**SECTION 7. RECORDS OF BARANGAY INHABITANTS (RBI) TASK FORCE.** The Sangguniang Barangay shall have a Records of Barangay Inhabitants (RBI) Task Force which shall be responsible for the monitoring of compliance of regular updating of registry of barangay inhabitants within their respective Barangays and for the submission of the reports to the Municipality RPB Task Force. It shall comprise of the following:







Punong Barangay;  
Barangay Secretary;  
Barangay’s Committee on Health or any committee related to population or family relations.

The RBI Task Force shall conduct house to house distribution of RBI Forms A and B (see Annexes A&B) and retrieval of the same. The RBI Form A shall be accomplished by the family head and RBI Form B shall be accomplished by every family member/s. Forms shall be kept on record by the Barangay Secretary.

**SECTION 8. CREATION OF MUNICIPAL RBI TASK FORCE.** There shall be a Municipal RBI Task Force which shall be responsible for monitoring the compliance of all Barangays with the provisions of this Ordinance, and for the submission of the reports to the Sangguniang Bayan. It shall be composed of the following officials:

- Chairman: Municipality Mayor
- Members: Local Civil Registrar;  
The Municipality Population Management Office  
President of the Liga ng mga Barangay;  
DILG Local Government Operations Officer;  
Two (2) CSO’s representatives to be designated by the Mayor.

**SECTION 9. SAPASAP A PANAGSERBI IDENTIFICATION CARD.** The municipality shall issue a Sapasap a Panagserbi Identification Card upon application by the family head and endorsement of the Punong Barangay where the applicant resides. The following guidelines shall be observed:

The head of every family in the Municipality of San Nicolas, Ilocos Norte shall register his or her family members in the RBI and shall apply for a Sapasap a Panagserbi Card in their respective barangay. Each family shall possess only one card which shall be issued to and under the name of the head of the family.

In case of transient or permanent residents of apartments, condotels, condominiums, boarding houses and similar establishments, the owner, manager, building or condominium administrators shall oversee the registration of its residents of the establishment by coordinating with the barangay for the distribution of application / registration forms in the establishment relative to the implementation of this Ordinance. Thereafter, the owner, manager, building or condominium administrators shall submit the accomplished forms for processing by the barangay.

The owner, manager, or administrators shall collect their transient resident’s Sapasap a Panagserbi Identification Card upon move out and turn over the same to the issuing barangay which jurisdiction over the building.

The prescribed Sapasap a Panagserbi Identification Card (Annex “C”) shall be 3.37 inches by 2.127 inches in size and shall feature the photo of the holder, his/her signature, date of issuance and expiration and his/her personal information such as name, address, date of birth, gender, civil status, and the name of contact person in case of emergency.

The Sapasap a Panagserbi Identification Card shall be designed in a manner to prevent the duplication or simulation which may include bar code, watermarks, and/or other security features.

The Sapasap a Panagserbi Identification Card shall be recognized as a secondary ID within the Municipality of San Nicolas and may be used when transacting business with the Municipality.



The initial issuance of the Sapasap a Panagserbi Identification Card shall be free of charge.

The municipality may charge a minimal fee as they may determine to defray the cost of reissuance of lost Sapasap a Panagserbi Identification Card No. subsequent Sapasap a Panagserbi Identification Card may be issued without a duly notarized Affidavit of Loss.

The Sapasap a Panagserbi Identification Card shall have no expiration date. However, the card may be revoked by the barangay upon knowledge of change of residence by the card holder to another barangay, substitution of head of household subject to change of registration, and other meritorious grounds as may be determined by the barangay.

If, however, he/she transfers to another barangay within the territorial jurisdiction of the Municipality of San Nicolas, his/her Sapasap a Panagserbi Identification Card shall be surrendered for proper disposal to his/her new barangay where the holder intends to reside and shall apply for a new card subject to determination by the barangay of his/her eligibility therefor.

Any death, addition or transfer of member of the family must be reported to their respective barangay for updating of the database.

The source of funds for initial printing and production of the Sapasap a Panagserbi Identification Card may be charged against available funds of the municipality.

The Sapasap a Panagserbi Identification Card may be used to obtain services, privileges and benefits from the barangay and city of government which may be made available to them in the future. Provided that families with Sapasap a Panagserbi Identification Card are to be given priority in the distribution of the aforementioned benefits over those families whose family heads deliberately refuse or unjustly fail to register and apply for a Sapasap a Panagserbi Identification Card.

**SECTION 10. PROOF OF RESIDENCY.** For purposes of registration of family head and his/her application for Sapasap a Panagserbi Identification Card, any of the following proofs of identity may be submitted: any government-issued ID, utility bill, proof of lease, pay slip. The proof of identity shall show the registrant's/applicant's address in the concerned barangay.

In the absence of any of proof of identity stated in the preceding paragraph, the applicant must submit a Duly Notarized Affidavit of Two (2) Disinterested Persons who shall attest to the identity of the applicant.

Resident aliens, whether transient or permanent, shall submit additional requirements such as valid visa, passport, and such documents which must indicate the length of stay and reason for stay in the Philippines.

**SECTION 11. DATA PROTECTION.** The personal information shall be collected and stored, strictly for this purpose, and shall be kept and treated as STRICTLY CONFIDENTIAL. Access to disclosure of personal information without the prior written consent of the owner is not allowed.

The Punong Barangay shall adopt necessary measures to ensure that the right to privacy will be observed in the process of maintaining and updating records of all inhabitants of the Barangay which shall include but not limited to the following:

The data to be recorded and stored shall be used only for the purpose of establishing identity of a person. RBI Form A and B shall be used as the data capture instruments.

In no case shall the collection or compilation of other data in violation of a person's right to privacy be allowed or tolerated under DILG MC 2008-144.



Stringent system of access and control to data shall be instituted.

Any correction or revision in the inhabitant's record shall be done provided that a written request from the Owner is obtained.

The Chief of Police and Local Civil Registrar may, from time to time, be allowed to verify the records kept by the Barangay Secretary, when circumstances warrant.

For this purpose, it shall be the duty of the Sangguniang Barangay to designate a Data Protection Officer in their respective barangay who shall ensure the protection of the processed and collected personal information.

**SECTION 12. DATA PRIVACY TRAINING.** The concerned Sangguniang Barangay officials shall be provided with trainings and activities designed to enhance their knowledge on data protection and to ensure compliance with the provisions of the "Data Privacy Act of 2012". The said trainings and activities shall be conducted in partnership with the programs offered by the Municipality of San Nicolas designed for this purpose.

**SECTION 13. IMPLEMENTING RULES AND REGULATIONS.** While this Ordinance and the provisions hereof are already operative upon its effectivity, the Municipal Mayor may issue the appropriate and relevant rules and regulations for the proper implementation of this Ordinance.

**SECTION 14. PROHIBITED ACTS.**

- a) It shall be unlawful for two (2) or more persons belonging to the same family to each have Sapasap a Panagserbi Identification Card.
- b) It is unlawful for any person to mutilate, alter or do any other acts that could damage the card or data appearing in the Sapasap a Panagserbi Identification Card;
- c) It is unlawful for any person to allow another person to use his/her Sapasap a Panagserbi Identification Card, by tampering or forging of information, picture or any other security features therein, for purpose of misinterpretation.
- d) The unauthorized use of the Sapasap a Panagserbi Identification Card, without reasonable excuse by any person other than the one to whom the card was issued.
- e) The unauthorized printing, duplication, reproduction, manufacturing, or issuance of Sapasap a Panagserbi Identification Card purporting to be issued by the Municipality of San Nicolas.
- f) The possession of fake, falsified, mutilated, tampered or altered Sapasap a Panagserbi Identification Card.
- g) The use of fake, falsified, mutilated, tampered or altered Sapasap a Panagserbi Identification Card.
- h) Unjustified failure by the owner, manager, building or condominium administrators of apartments, condotels, condominiums, boarding houses, and similar establishments to coordinate with the barangay in the distribution of accomplished application forms of its occupants and submission of the same to the barangay/municipality for processing.
- i) Unjustified failure by the owner, manager, building or condominium administrators of apartments, condotels, condominiums, boarding houses, and similar establishments to collect the Sapasap a Panagserbi Identification Card of their occupants upon moving out.





- j) Unjustified failure or refusal of occupants of apartments, condotels, condominiums, boarding houses, and similar establishments to surrender the Sapasap a Panagserbi Identification Card to the owner, manager, building or condominium administrators of apartments, condotels, condominiums, boarding houses, and similar establishments upon move out.

The foregoing enumeration of prohibited acts is without prejudice to any prosecution for acts or omission punishable by existing penal and other laws.

**SECTION 15. ADMINISTRATIVE PENALTY** – Any person who shall violate the provisions in Section 14 of the Ordinance shall be meted with the following penalties:

- 1<sup>st</sup> Offense – Fine of Php 1,000.00
- 2<sup>nd</sup> Offense – Fine of Php 2,000.00
- 3<sup>rd</sup> Offense and subsequent offenses – Fine of Php 2,500.00

**SECTION 16. APPROPRIATION.** The municipality shall appropriate necessary funds to defray the expenses deemed reasonable for the effective implementation of this Ordinance.

**SECTION 17. SEPARABILITY CLAUSE** – If any part or provision of this Ordinance shall be declared unconstitutional or unlawful by the court, or suspended or revoked by competent authorities, all other provisions not otherwise affected thereby shall remain valid and effective.

**SECTION 18. REPEALING CLAUSE.** Any Ordinance contrary or inconsistent with any provisions of this Ordinance is hereby repealed, amended or modified accordingly.

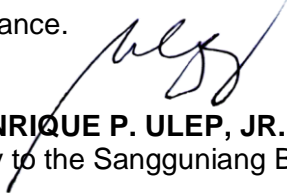
**SECTION 19. EFFECTIVITY CLAUSE.** This Ordinance shall take effect upon its approval and publication in local newspaper of general circulation.

**UNANIMOUSLY APPROVED.”**

Voting on the foregoing ordinance was as follows:

- AYES : Members Caraang, Galing-Luna, Ruiz, Jr., Hernandez, Pumaras, Sr., Dadiz, Jr., Ulep, Jr., Agustin, Palafox and Hernando, I.
- NAYS : None.
- ABSTAINED : None.

I hereby certify to the correctness of the foregoing ordinance.

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

**ATTESTED:**  
  
**NAPOLEON L. HERNANDO**  
Vice-Mayor/Presiding Officer

**APPROVED:**  
  
**ANGEL MIGUEL L. HERNANDO**  
Municipal Mayor

Approved on: September 28, 2023