



FC

OFFICE OF THE SANGGUNIANG BAYAN

2nd Floor ABC Building, MH Del Pilar cor. Oflaria Streets, Brgy. Poblacion, Cavinti Laguna 4013
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EXCERPT FROM THE MINUTES OF THE 12th REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN (2025-2028) OF CAVINTI, LAGUNA, HELD ON OCTOBER 6, 2025 AT THE SANGGUNIANG BAYAN SESSION HALL, ABC BUILDING CAVINTI, LAGUNA.

PRESENT: HON. MILBERT L. OLIVEROS, VICE MAYOR/
PRESIDING OFFICER

Hon. Jose Mari L. Esguerra, SB Member;
Hon. Joseph P. Baltazar, SB Member;
Hon. Dr. Jovenil T. Gordula, SB Member;
Hon. Habshan Dave D. Balstique, SB Member;
Hon. Godfrey L. Lubuguin, SB Member;
Hon. Melandro B. Lope, SB Member; and
Hon. Romel J. Villanueva, SB Member;

ABSENT: Hon. Glenn Haze M. Cabuhat, SB Member;
(*Birthday Leave*)

Hon. Manuel A. Dela Roca, ABC-President;
Hon. Limron O. Sanchez, SKF President
(*Both On Official Business*)

RESOLUTION NO. 099 - 2025

A RESOLUTION STRONGLY ENJOINING ALL OFFICES OF THE MUNICIPAL GOVERNMENT OF CAVINTI TO FULLY COMPLY WITH REPUBLIC ACT 11032, OTHERWISE KNOWN AS THE "EASE OF DOING BUSINESS AND EFFICIENT GOVERNMENT SERVICE DELIVERY ACT OF 2018," AND TO IMPLEMENT MEASURES ENSURING EFFICIENT, TRANSPARENT, AND CORRUPTION-FREE PUBLIC SERVICE DELIVERY

Authored by: HON. JOSE MARI L. ESGUERRA, SB Member
*Chairman, Committee on Health and Sanitation and
Committee on Public Utilities and Facilities, Energy and Communications*

Sponsored by: Hon. Romel J. Villanueva, SB Member
Chairman, Committee on Ordinances and Legal Matters

Co- Sponsors:
Members, Committee on Ordinances and Legal Matters

Hon. Melandro B. Lope, SB Member;
Hon. Joseph P. Baltazar, SB Member;
Hon. Godfrey L. Lubuguin, SB Member; and
Hon. Jose Mari L. Esguerra, SB Member

WHEREAS, Republic Act No. 11032, or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," mandates all government

ARKANTLEE R. ARROYO
Municipal Mayor

MILBERT DE LEON OLIVEROS
Vice Mayor

NITZSHELL TORRES DELA TORRE
Secretary to the Sangguniang Bayan

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Resolution No. 099 - 2025

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offices and agencies, including LGUs, to simplify transactions, prevent red tape, and ensure faster, more transparent, and accountable services;

WHEREAS, all government agencies are required to post their Citizen's Charter in conspicuous areas, in poster form of at least 3 feet by 4 feet, indicating the list of services, step-by-step process, requirements, processing time, fees, and contact details for complaints, including the ARTA Hotline 1-2782, 8888, and the Public Assistance and Complaints Desk (PACD);

WHEREAS, the Municipality of Cavinti upholds the principles of good governance and is committed to promoting "*Serbisyong May Puso at Husay*" for all its constituents;

NOW THEREFORE, in view of the foregoing, after mature deliberation on the matter, on motion of SB Romel J. Villanueva, duly seconded and unanimously approved by all other SB Members herein present, there being a quorum, it was

RESOLVED, as it is hereby **RESOLVED**, that:

1. All municipal departments, offices, and units are directed to strictly comply with RA 11032 and post their updated Citizen's Charters immediately.
2. All offices shall observe the following service delivery standards:
 - a. No long lines – adopt queue or appointment systems.
 - b. No cut-off system – clients shall be served during official working hours.
 - c. No noon breaks – ensure continuous service delivery through shifting schedules.
 - d. No fixers – strictly prohibited and punishable under the law.
 - e. No undocumented steps – only processes in the Citizen's Charter shall be required.
3. A Municipal ARTA Monitoring Committee, chaired by the Municipal Administrator with representatives from each office and the private sector, shall oversee and monitor compliance.
4. Department Heads shall be held accountable for the full implementation of these measures in their respective offices.
5. Violations shall be dealt with in accordance with Section 21 of RA 11032, including suspension, dismissal, perpetual disqualification from public office, fines, and imprisonment, depending on the gravity of the offense.

RESOLVED FURTHER, that copies of this Resolution be furnished to all LGU offices, Barangay Councils, and Sangguniang Kabataan (SK) Councils of Cavinti for their information, and to encourage the barangay officials and the youth to actively report any observed violations to ARTA through the ARTA Hotline 1-2782, 8888, and the Municipal PACD.

ARRANTLEE R. ARROYO
Municipal Mayor

MILBERT DE LEON OLIVEROS
Vice Mayor

NITZSHELL TORRES DELA TORRE
Secretary to the Sangguniang Bayan



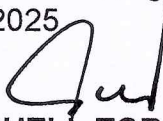
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RESOLVED FINALLY, that copies of this resolution be furnished to all concerned department and agencies for their information and appropriate action.

APPROVED.

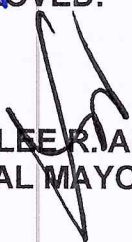
I HEREBY CERTIFY that the above-quoted resolution is an excerpt from the Minutes of the 12th Regular Session of the 12th Sangguniang Bayan (2025-2028) of Cavinti, Laguna, held on October 6, 2025


NITZSHELL TORRES – DELA TORRE
Secretary to the Sangguniang Bayan

ATTESTED:


HON. MILBERT L. OLIVEROS
VICE MAYOR & PRESIDING OFFICER

APPROVED:


HON. ARRANTLEE R. ARROYO
MUNICIPAL MAYOR