



Republic of the Philippines  
Province of Sorsogon  
**CITY OF SORSOGON**



*Office of the Sangguniang Panlungsod*

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SEVENTH CITY COUNCIL HELD AT THE SESSION HALL ON JULY 16, 2019.**

**PRESENT:**

**HON. MARK ERIC C. DIONEDA**  
City Vice Mayor/Presiding Officer

**BACON DISTRICT**

Hon. Jo Abegail C. Dioneda  
Hon. Melchor P. Atutubo  
Hon. Danilo A. Deladia

**EAST DISTRICT**

Hon. Mary Ellen D. Jamisola  
Hon. Franco Eric O. Ravanilla  
Hon. Joven G. Laura

**WEST DISTRICT**

Hon. Nestor J. Baldon  
Hon. Erwin J. Duana  
Hon. Rebecca D. Aquino

**EX-OFFICIO MEMBERS**

ABC President Ma. Teresa D. Perdigon  
SK Federation Pres. Lorenz S. Abenion

**ABSENT:** Hon. Hilario D. Dioneda  
Hon. Fernando David H. Duran, III  
Hon. Ralph Walter R. Lubiano

***Resolution No. 017, Series of 2019***

(Author: Hon. Nestor J. Baldon)

**RESOLUTION ENACTING AN ORDINANCE INSTITUTIONALIZING THE CITY GOVERNMENT-ISSUED IDENTIFICATION CARD (ID) FOR ITS RESIDENTS AS PROOF OF RESIDENCY, AS AN INSTRUMENT FOR THE DISTRIBUTION AND DELIVERY OF BASIC SOCIAL SERVICES AND FOR ALL OTHER SERVICES AND TRANSACTIONS AS HEREIN DEFINED FOR THE PURPOSE**

**WHEREAS**, Republic Act 9485 otherwise known as the Anti-Red Tape Law (ARTA) of 2007 mandates all government offices to simplify frontline service procedures, formulate service standards to be observed in every transaction and make known these standards to their clients;

**WHEREAS**, the measure aims to provide and establish a single resident identification system for the residents of the city of Sorsogon to promote seamless delivery of basic social services;

**WHEREAS**, the establishment of a City Identification Card program will aid the general welfare of the community and will be a positive and productive resource to assist all city residents in gaining access to services, programs and activities in the city,

by providing all residents with a means to demonstrate their identity and residency within the city;

**WHEREAS**, the program guarantees the security of the data collected and that the resident's right to privacy, confidentiality and other basic rights are at all times upheld and protected;

**WHEREAS**, the program can open up opportunities especially for the poor and marginalized and will make public service delivery more efficient;

**WHEREAS**, Section 458 (a) (1); (2); and (5) of Republic Act 7160, otherwise known as the Local Government Code of 1991 states that "the Sangguniang Panglungsod, as the Legislative Body of the city, shall enact ordinances x x x for the general welfare of the city and its inhabitants and shall:

- 1) Approve ordinances and pass resolutions necessary for an efficient and effective city government;
- 2) Generate and maximize the use of resources and revenues for the development plans, program objectives and priorities of the city;
- 3) Approve ordinances which shall ensure the efficient and effective delivery of the basic services and facilities;

**WHEREAS**, 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**. Within their respective territorial jurisdiction, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, improve public morals, **enhance economic prosperity and social justice**, maintain peace and order and **preserve the comfort and convenience of their inhabitants**;

**NOW THEREFORE**, on motion of **Honorable Nestor J. Baldon**, duly seconded by **Hon. Franco Eric O. Ravanilla**, resolved as it is hereby resolve to enact an ordinance institutionalizing the city government-issued identification card (ID) for its residents as proof of residency, as an instrument for the distribution and delivery of basic social services and for all other services and transactions as herein defined for the purpose.

## ***City Ordinance No. 005, Series of 2019***

**AN ORDINANCE INSTITUTIONALIZING THE CITY GOVERNMENT-ISSUED IDENTIFICATION CARD (ID) FOR ITS RESIDENTS AS PROOF OF RESIDENCY, AS AN INSTRUMENT FOR THE DISTRIBUTION AND DELIVERY OF BASIC SOCIAL SERVICES AND FOR ALL OTHER SERVICES AND TRANSACTIONS AS HEREIN DEFINED FOR THE PURPOSE**

**Be it ordained** by the Sangguniang Panlungsod in session, that:

**SECTION            1                                    TITLE**

This ordinance shall be known as the **"Sorsogon City Resident's Identification Ordinance of 2019"**.

**SECTION 2 SCOPE/COVERAGE**

This ordinance shall cover the mandatory issuance of identification card (ID) by the city government of Sorsogon to all its residents as proof of residency and identification or classification of their economic status for the issuance, distribution and delivery of basic social services and for all other government and non-government transactions in the City of Sorsogon.

**SECTION 3 OBJECTIVES**

The following are the objectives of this ordinance:

- 1) To provide a valid proof of identity as resident of Sorsogon City as a means of simplifying local public transactions in the city of Sorsogon;
- 2) To enhance administrative governance, to reduce corruption and curtail bureaucratic red tape, prevent fraudulent transactions and to promote ease doing business in the city government of Sorsogon;
- 3) To reduce the number of fraudulent transactions by people abusing government services; and
- 4) To establish a social and economic platform through which all transactions, especially the public service, shall serve as a link in the promotion of seamless delivery of service.

**SECTION 4 DEFINITION OF TERMS**

For purposes of this ordinance, the following terms shall be defined as follows:

- a. **AICS (Aid to Individuals in Crisis Situations):** refers to the national program of the Department of Social Welfare and Development (DSWD) devolved to the city government thru the CSWDO;
- b. **VERIFICATION/AUTHENTICATION:** the process of verifying the identity of an individual;
- c. **CITY ID CARD:** a city government issued ID to its residents or the City Resident ID;
- d. **COMMITTEE:** the Sorsogon City Identification (ID) System Committee;
- e. **DEPENDENTS:** shall be limited to the cardholder's spouse, parents, minor children under their custody and disabled or incapacitated children;
- f. **INDIGENT:** a resident of Sorsogon City whose family income does not exceed Ten Thousand (P10,000.00) Pesos in a month. Family Income shall be the joint accumulated income of both spouses. A one single household may comprise one (1) or several families; hence, the same shall be treated as separate and distinct from each other;
- g. **MOBILE REGISTRATION:** transportable registration scheme;
- h. **PRIMARY BENEFICIARIES:** beneficiaries considered as priority sectors on account of indigency, age and disabilities;
- i. **REGISTRATION:** the process of entering demographic information of a resident of the city of Sorsogon to the system; and
- j. **SPECIAL ID CARD:** Resident ID card issued to Primary Beneficiaries.

**SECTION 5 THE RESIDENT IDENTIFICATION (ID) SYSTEM**

The Sorsogon City Residence Identification (ID) System shall be the central identification platform for all residents of Sorsogon City. An individual's record in the system shall be considered as an official and sufficient proof of identity.

**SECTION 6 RECIPIENTS**

All Eighteen (18) years old and above who are residents of Sorsogon City shall be registered in a data base established for the purpose and a corresponding resident identification (ID) card shall be issued by the city government.

Upon registration and qualification pursuant to this ordinance, an exclusive resident ID card, subject to reclassification and/or cancellation, as the case may be shall be immediately issued, to facilitate access and delivery of basic quality and effective government service. The ID card shall be valid for Three (3) years and renewable thereafter.

The city government shall issue such Identification Card to all residents who satisfy the requirements set forth in this ordinance without regard to race, color, creed, religion, ancestry, national/local origin, sex, sexual orientation, familial status, gender identity and disability.

**SECTION 7 ELIGIBILITY AND APPLICATION**

The City Identification Card shall be issued to a resident who is at least Eighteen (18) years of age after submission of a completed application form signed under penalty of perjury, demonstrates proof of identity and demonstrates proof of residency within city geographic boundaries.

A recipient shall be considered resident of the city only if he/she resided in the barangays/city within six (6) months during the mobile registration.

A recipient shall present as proof of identity and residency one (1) primary identification document such as but not limited to:

- (a) Birth certificate
- (b) Birth certificate of either parent
- (c) COMELEC Certification
- (d) Employment ID or certification
- (e) Passport ID
- (f) License ID
- (g) GSIS/SSS ID
- (h) School ID/record/s
- (i) Utility bill (cable, electric, water)
- (j) Real Property Tax Receipt
- (e) Any government issued ID

**SECTION 8 MOBILE REGISTRATION**

A transportable registration system shall be adopted to register all residents in the city of Sorsogon. A household registration scheme shall likewise be adopted so as to cover all members thereof. Those who failed to register during the scheduled registration date/s in the barangay shall personally register at the city hall.

The city government through the Sorsogon City ID System Committee shall cause registration staff to be trained in document review and provided with the necessary equipment and information to evaluate the authenticity of documents presented to establish eligibility.

**SECTION 9 DATA BASE REGISTRY**

Prior to the implementation of the program, the selected city personnel who are assigned/designated by the City Mayor shall be equipped with the appropriate computer system using their existing internet connections, ID lamination apparatus and production equipment and such other tools/implements appurtenance thereto. The system shall provide a workstation in a strategic area designated to key-in information into the unified service database. Personnel will be trained in the actual operation of the system. Documentation will be provided for future reference of end-users.

The database and networking system shall be for exclusive use of the city government and its concerned offices/departments for the efficient implementation of this ordinance and of their projects and programs.

**SECTION 10 DEMOGRAPHIC DATA**

Information to be collected under the Sorsogon City Residents Identification System includes demographic data such as full name, sex, date of birth, place of birth, blood type, address, marital status and citizenship. Mobile numbers and email addresses are optional.

**SECTION 11 THE RESIDENCE IDENTIFICATION (ID) CARD**

The ID card, aside from the demographic data, shall have a digital picture of the recipient taken at and by the Electronic Data Processing during the mobile registration and the corresponding permanent ID Number generated from the system/scheme/arrangement or organization the committee may adopt for the purpose.

The ID shall be printed in a white plastic card with a distinctive identification color for the three (3) geographical districts of the city at the lower portion of the card, to wit:

RED	-	West District
ORANGE	-	East District
BLUE	-	Bacon District

The City Identification Card shall be designed and produced in such a manner as to prevent unauthorized replication, counterfeiting, or fraud.

**SECTION 12 SPECIAL ID FOR PRIMARY BENEFICIARIES**

Primary Beneficiaries shall refer to beneficiaries considered as priority sectors entitled to the benefits under this ordinance, on account of indigency, age and disabilities. Indigent Beneficiaries, differently-abled Persons and Senior Citizens shall be certified as such by the City Social Welfare and Development Office (CSWDO).

Special ID for primary beneficiaries shall have a yellow tag color, slanting and located at the left upper portion of the ID card.

Special ID Card-bearing clients are priority on the delivery of services, as bearers are already included in the central database and their identity and qualifications have been duly verified. Special ID for indigent residents is a privilege card bearing a free/discounted rates for services enumerated in Section 17 hereof.

**SECTION 13 RECLASSIFICATION AND/OR CANCELLATION OF ID CARD**

Upon application by the beneficiary/holder and/or verification by the Sorsogon City ID System Committee, the ID card may be reclassified. The ID card concerned beneficiary/holder may be upgraded or downgraded, as the case may be, should he acquire additional/new qualifications or cease to enjoy the special qualifications under this Ordinance.

Upon application by the beneficiary/holder and/or verification by the Committee, the ID card may be cancelled. The ID card of the concerned beneficiary/holder should be surrendered to the Committee. Beneficiaries/holders of the cancelled cards, not surrendered, shall be blacklisted and confiscated by the Committee.

**SECTION 14 CHANGE IN ADDRESS WITHIN THE CITY**

A cardholder must notify the Committee within thirty (30) days of any change of name or change in address within the city. Upon receipt of notification and completion by the cardholder of a new application, along with proof of lawful change of name and/or proof of new residence address, the Committee will issue a new City Identification Card.

**SECTION 15 CHANGE IN ADDRESS OUTSIDE THE CITY**

If a cardholder no longer resides within the city or expects to reside outside the city for a period of more than ninety (90) consecutive days, the cardholder must surrender the City ID card by mailing the card to the Committee with an acknowledgement of intent to reside elsewhere.

**SECTION 16 PRESENTATION OF ID CARD**

The ID card duly issued by the city government shall be presented when holders thereof are availing themselves of any of the services being rendered by the city government.

All departments of the city shall accept the City Identification Card as lawful proof of identity and lawful proof of residency of the cardholder. No other ID or proof of identity and/or residency shall be required to be produced when the city government-issued resident ID is presented therein.

The city government-issued resident ID can be used for applying for schools in colleges, universities, and other learning institutions, applying for employment and other related transactions in the city of Sorsogon and opening bank accounts and other transactions with banks and financial institutions in the city jurisdiction.

**SECTION 17 PRIVILEGE CARD FOR PRIMARY BENEFICIARIES**

Holder of a Special ID Card as described and identified under Section 12 hereof and/or their dependents, shall have a privilege to avail free health services at the City Health Office, such as but not limited to:

1. General Consultation;
2. Medical & Dental Services;
3. Medicines at the City Pharmacy; and
4. Death Certification.

Holder of a Special ID Card and/or their dependents shall also have a free hospital services at the Sorsogon Provincial Hospital to which the city government shall enter into a contract/Memorandum of Agreement (MOA) with the Sorsogon Provincial Hospital in relation thereto and appropriate funds intended for the purpose. The free hospital services shall include the following, but not limited to:

1. Out-patient Consultation (check-up, diagnosis, blood pressure reading, etc.);
2. Admission and confinement;
3. Pharmacy (medicines);
4. Laboratory examinations (x-ray, ECG, blood and drug test);
5. Services on Voluntary Surgical Contraception (Bilateral Tubal Ligation & Non-Scalpel Vasectomy) including post-op medication to all motivated clients; and
6. Ambulance service.

There shall also have free social services at the City Social Welfare & Development Office (CSWDO) available to the holder of a special ID card and/or their dependents, to wit:

- a. Educational Support enrolled in public elementary and secondary/high schools, as well as for pre-school age (3 to 6 years old) of primary beneficiaries enrolled in daycare centers throughout the city;
- b. Food, medical, transportation, burial, shelter aids and limited financial support, as determined under the AICS program;
- c. Case Study Report;
- d. Referrals to concerned local and national agencies;
- e. Counseling;
- f. Population and nutrition services available to identified beneficiaries and/or their dependents;
- g. Nutrition Program services available such as feeding activities, supplements and vitamins administration; and
- h. Initial family planning advice to all new family planning acceptors and existing practitioners.

Special ID card holder could likewise avail the following services, free of any charges, to wit:

- a. Employment & Livelihood Services at the City PESO and City Agriculturist Office, and City Veterinary Office;
- b. Overseas and Local Employment Referral;
- c. Skills Training;
- d. Application for Small Enterprise Loan Assistance;
- e. Agricultural Input Assistance;
- f. Anti-rabies vaccination;
- g. Registration services at the Local Civil Registry;
- h. Certificate of Live Birth;
- i. Death Certificate;
- j. Marriage Certificate;
- k. Production of documents, authentication and other similar transactions in any department, office, and section of the city government;
- l. Burial permit and cemetery fees from the City Treasurer's Office; and
- m. Other services as may be determined by the City Mayor.

**SECTION 18 INTERGOVERNMENTAL AGREEMENTS**

The Committee shall explore the creation of partnerships and intergovernmental agreements for the purpose of increasing acceptance of the City Special ID Card and providing amenities and benefits to cardholders to which the participating and accredited private establishments /services could provide discount or special rate privileges, such as:

- a. Food outlets;
- b. Authorized barangay rice outlets;
- c. Drug stores;
- d. Movie houses;
- e. Public transport;
- f. Physical therapy sessions for primary beneficiaries suffering from paralysis brought about by stroke; and
- g. Other special free benefits that may be offered by participating private institutions.

**SECTION 19 THE SORSOGON CITY IDENTIFICATION (ID) SYSTEM COMMITTEE**

It is hereby created the Sorsogon City Identification (ID) System Committee and shall be comprised of the following:

- Honorary Chairman : City Mayor
- Chairman and Presiding Officer: SP Chairman, Committee on Appropriations
- Vice Chairmen : Deputy Administrator for West District  
(for administration and operation)  
Deputy Administrator for East District  
(for administration and operation)  
Deputy Administrator for Bacon District  
(for administration and operation)
- Members : City Department Heads or representatives of:  
City Vice Mayor's Office  
Liga President  
City Planning and Development Office  
City Legal Officer  
City Health Office  
City Social Welfare and Development Office  
City Agriculturist's Office  
Local Civil Registry

A technical working group to be organized by the Sorsogon City Identification (ID) System Committee shall serve as the Secretariat.

The Committee shall meet at least once a month and submit monthly reports to the City Mayor for discussion during Management Committee Meetings.

**SECTION 20 POWERS AND FUNCTIONS**

The Sorsogon City Identification (ID) System Committee shall have the following powers and functions:



1. Formulate the Implementing Rules and Regulations of this ordinance within sixty (60) days from approval of this Ordinance by the City Mayor, subject to ratification by the Sangguniang Panlungsod;
2. Monitor the implementation of this ordinance;
3. Serve as the policy-making and governing body of the program established in this ordinance;
4. Ensure that the program is effectively, efficiently and properly implemented;
5. Formulate and approve the procedure for the Residence Identification Card application, reclassification and cancellation;
6. Recommend to the Sangguniang Panlungsod for possible amendment of the ordinance such measures and further innovations to further improve the implementation of the program;
7. Prepare and submit a quarterly report to the City Mayor and the Sangguniang Panlungsod; and
8. Adopt internal rules necessary to facilitate the efficient and effective performance of its duties and functions.

**SECTION 21 UNLAWFUL DISCLOSURE OF INFORMATION AND RECORDS**

No person shall disclose, collect, record, convey, disseminate, publish or use any information of registered person with the system, give access thereto or give copies thereof to third parties or entities, including city employees, except those allowed by law.

**SECTION 22 USAGE IN STATISTICAL SUMMARIES**

All data collated by the system may be used by any department, bureau, sections, offices or agencies of the local government of Sorsogon City to generate aggregate data or statistical summaries which are necessary for research, planning and implementation of their projects and programs, without reference however to identification of any specific individual.

**SECTION 23 PENAL PROVISIONS**

The penalty of One (1) year imprisonment and a fine of **Three Thousand (P3,000.00) Pesos** shall be imposed upon any offender found guilty of any of the following acts or omissions:

- a. The unauthorized printing, preparation and issuance of City ID Card by any person;
- b. Willful falsification, mutilation, alteration or tampering of the City ID Card by any person;
- c. The use of the City ID card or unauthorized possession of the same, without any reasonable excuse by any person other than the one to whom it was issued or the possession of a fake, falsified or altered City ID card;
- d. The transfer of the City ID Card or the ID Number to any other person;
- e. Any person who shall willfully use or disclose data or information in violation of Section 21 hereof; and
- f. Any person, not covered by the preceding paragraphs/items, who shall access the system or process data or information contained therein without any authority.

**SECTION 24 FUNDING AND APPROPRIATION**

There shall be an initial appropriation in the amount of **Three Million (P3,000,000.00) Pesos** for the implementation of the program and an annual funding or appropriation in the amount of **One Million (P1,000,000.00) Pesos** necessary to operationalize, maintain, improve, and update the City Residence Identification System/Program.

**SECTION 25 REPEALING CLAUSE**

All ordinances, resolutions and regulations, or any part(s) thereof which are inconsistent with any provision of this ordinance are hereby repealed or modified accordingly.

**SECTION 26 SEPARABILITY CLAUSE**


If for any reason or reasons, any part of provision of this ordinance shall be held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 27 EFFECTIVITY**

This ordinance shall take effect immediately upon its approval by the Sangguniang Panlungsod and after compliance with the law on public dissemination and publication.

DATE APPROVED: **July 16, 2019**


**I HEREBY CERTIFY** to the correctness of the foregoing resolution and appropriation ordinance.

  
**NOEL G. DREU**  
Secretary to the Sangguniang Panlungsod

Attested:

  
**MARK ERIC C. DIONEDA**  
City Vice Mayor/Presiding Officer

Approved:

  
**MA. ESTER E. HAMOR**  
City Mayor