



GENERAL ORDINANCE NO. 20-077-2023

AN ORDINANCE CREATING THE MUNICIPAL TOURISM OFFICE AND THE POSITION OF MUNICIPAL TOURISM OFFICER IN THE MUNICIPALITY OF TUNGAWAN, ZAMBOANGA SIBUGAY AND PROVIDING FUNDS THEREOF

Authored by: Hon. Khemar N. Alam
Co- Authored by: Hon. Sahi S. Salapuddin

WHEREAS, Tourism has been recognized by the National Government as a viable economic enterprise and income generating industry that a Local Government can adopt;

WHEREAS, the Local Government Unit of Tungawan has committed itself to the task promoting the municipality as a major convention and tourist destination of Zamboanga Peninsula;

WHEREAS, the Local Government Unit of Tungawan is primary concerned with boosting its beautiful attractions such as Bangaan Island, Tubbud Beach, Tigpalay Falls, Makasap Falls, Tubo Tubo Beach, Malungon Falls and among others, as well as upgrading the facilities of tourism and tourism oriented establishment;

WHEREAS, the Department of Tourism has devolved its regulatory and tourism promotion functions to the Local Government of Tungawan in line with the mandate of R.A. 7160, and therefore there is a need for the municipality to have its own instrumentality to attend to matters pertaining to tourism development.

NOW THEREFORE, be it ordained by the 20th Legislative Council of Tungawan, Zamboanga Sibugay in its 48th Regular Session Assembled, that:

Section 1. Title- This Ordinance shall be known and referred to as " An Ordinance Creating the Municipal Tourism Office and the position of Municipal Tourism Officer in the Municipality of Tungawan, Zamboanga Sibugay and Providing Funds Thereof.

Section 2. Powers and Functions - In the exercise and functions of the Municipal Tourism Office, it shall oversee the day to day management of activities and affairs of the office entrusted to a full time Municipal Tourism Officer supported by an appropriate Administrative Staff who shall be appointed and/or detailed by the Municipal Mayor subject to Civil Service Rules and Regulations.

The Functions of the Municipal Tourism Office are as follows:

- 2.1. **Licensing Functions** – shall recommend for approval to the Licensing Office the granting of License to all tourism and tourism oriented establishments as approved for in Tax Ordinance No. 18-09- 2017.
- 2.2. **Regulatory Function** – The Municipal Tourism Office shall carry out the responsibility of maintaining high quality standards of facilities among tourism oriented establishments and shall be empowered to recommend its closure as provided for in the Tax Ordinance No. 18-09-2017.



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- 2.3. **PNP/AFP Functions** – shall coordinate with the Tungawan PNP/AFP enforcement officers and National agencies to ensure that foreign and domestic tourists/visitors are well secured and safe in Tungawan.
- 2.4. **Planning and Development Function** – in coordination with other concerned sectors of government and the private sector, shall undertake the tasks of identifying and implementing tourism programs, projects and activities and to recommend and to promote the development of areas with potential tourism value otherwise known as tourism zones.
- 2.5. **Other Related Functions** – in coordination with the Department of Tourism Provincial and Regional Offices, shall undertake such other functions directly or indirectly related to tourism activities.

Section 3. Organization and Composition - To carry out these functions there shall be created a Municipal Tourism Officer 1- MGDH-1 Salary Grade 24 that shall operate under the Office of the Municipal Mayor. The hiring of Municipal Tourism Officer shall meet the minimum qualification standard prescribed by the Civil Service Commission (CSC) rules and regulations on education, training and relevant experience and applicable eligibility.

Section 4. Functions, Duties and Responsibilities. The following are the functions and duties of the Municipal Tourism Officer:

- 4.1 Manage, direct, control and synthesize operation of the office;
- 4.2 Perform necessary administrative function;
- 4.3 Conduct policy formulation and evaluation;
- 4.4 Conduct Master Plan Review and Evaluation;
- 4.5 Issue certification and registration to local tour agency, and tour facilitators or local tourist guides;
- 4.6 Perform research and documentation functions;
- 4.7 Perform general and local research, surveys and statistics;
- 4.8 Monitor, supervise and assist in the preservation of culture and arts in the different barangays of the municipality;
- 4.9 Ensure the protection, preservation and conservation of the local cultural and historical heritage.
- 4.10 Conduct special events, activities, pans, organize and manage the same
- 4.11. Network and link with media/press for promotions
- 4.12. Manage tourist information and assistance center, information counters and booths;
- 4.13 Supervise tour operations;
- 4.14. Make/take charge on tourist publication and promotions;
- 4.15 Promotes and assist barangay festivals and tourism activities;
- 4.16 Develop and formulate the Municipal Integrated Tourism and Cultural Heritage Code of the municipality;
- 4.17 Assist the Local Chief Executive in formulating policies/guidelines concerning the promotion and development of tourism, heritage and cultural properties in the municipality;
- 4.18 Assist the Local Chief Executive in promoting Tungawan in Local, National and International tourism functions and events;
- 4.19 Maintain data filling/data banking of all tourism-related data and communications;
- 4.20 Perform other relevant functions and responsibilities that may be assigned by the Local Chief Executive;

Janeth L. Orendi



MUNICIPALITY OF TUNGAWAN

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OFFICE OF THE SANGGUNIANG BAYAN

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Section 5. Organizational Structure - To carry out these functions, there shall be created the Municipal Tourism Office that shall operate under the Office of the Municipal Mayor. The Municipal Tourism Officer (MGDH-1) Salary Grade 24 shall be created and to be included in the existing Municipal Organizational Structure and Staffing Pattern. It will be supported by an Administrative Staff appointed and/or detailed by the Municipal Mayor, subject to Civil Service Rules and Regulations.

Section 6. Qualifications: The hiring of a Municipal Tourism Officer shall meet the following qualification standard prescribed by the Civil Service Commission (CSC):

- 6.1 Career Service (Professional) Second Level Eligibility;
- 6.2 A graduate of a four year course/ Bachelor's degree;
- 6.3 4 years of relevant work experience in the government or private institution;
- 6.4 16 hours of relevant trainings;
- 6.5 Foreign language proficiency; preferred;
- 6.6 Physically, mentally and morally sound;
- 6.7 A resident of the municipality;

Section 7. Funding - The Municipal Tourism Office being a regular department shall be allocated in the Annual Budget for the operations and maintenance in the implementation of tourism programs, projects and activities. The position of Municipal Tourism Officer is exempted from Personal Services limitation as maybe prescribed by law.

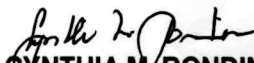
Section 8. Separability Clause - If, or any reason or reasons any part or provision hereof shall be declared unconstitutional or invalid, other parts or provisions hereof which are not affected, shall continue to be in full force and effect.

Section 9. Repealing Clause - All ordinances, resolutions or issuances of local application and effect consistent hereto are hereby modified, superseded, and repealed accordingly.

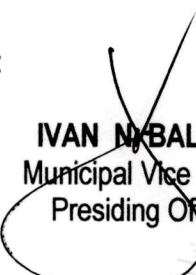
Section 10. Effectivity - This ordinance shall take effect upon the approval of the Municipal Mayor and be posted in the bulletin board at the entrance of the Municipal Hall and at least two (2) other conspicuous places in the Municipality.

APPROVED AND ORDAINED this 25th day of July, 2023 at Tungawan, Zamboanga Sibugay.

Certified Correct:


CYNTHIA M. RONDINA, MPA
Secretary to the SB

Attested :


IVAN N. BALANO
Municipal Vice Mayor
Presiding Officer

Approved:


CARLMAN C. CLIMACO
Municipal Mayor
Date Signed: 9/13/23