



Republic of the Philippines  
Province of Rizal  
**MUNICIPALITY OF TAYTAY**  
**OFFICE OF THE MUNICIPAL MAYOR**

November 22, 2022

**SANGGUNIANG BAYAN**  
Taytay, Rizal

Thru: **STANLEE D. CALMA**  
Sangguniang Bayan Secretary

Dear Mr. Calma:

We are respectfully endorsing the attached ORDINANCE PROMOTING THE INTEGRITY OF FORMS AND DOCUMENTS BY MANDATING THE USE OF DOCUMENT SECURITY SEAL. IN THE PRINTING OF SELECTED FORMS AND DOCUMENTS BY VARIOUS DEPARTMENTS AND OFFICES OF THE MUNICIPALITY OF TAYTAY, RIZAL TO PERSONS OR ENTITIES TRANSACTING WITH THEM, SETTING OF APPROPRIATE FEES OF SUCH FORMS AND DOCUMENTS AND FOR OTHER PURPOSES.

This Ordinance is CERTIFIED URGENT in view of the incoming renewal of business permits, payment of real estate taxes and the like which necessitates the issuance of the said documents.

Respectfully yours,

**ALLAN MARTINE S. DE LEON, MPA**  
Municipal Mayor



*Serbisyon ng ngiti!*

Don Hilario Cruz Ave., Club Manila East Compd. Brgy. San Juan, Taytay, Rizal



**AN ORDINANCE PROMOTING THE INTEGRITY OF FORMS AND DOCUMENTS BY MANDATING THE USE OF DOCUMENT SECURITY SEAL ON SELECTED FORMS AND DOCUMENTS BY VARIOUS DEPARTMENTS AND OFFICES OF THE MUNICIPALITY OF TAYTAY, RIZAL TO PERSONS OR ENTITIES TRANSACTING WITH THEM, SETTING OF APPROPRIATE FEES OF SUCH FORMS AND DOCUMENTS AND FOR OTHER PURPOSES.**

**WHEREAS**, promoting the general welfare is one of the most important tasks of local governments as embodied in Section 16 of Republic Act No. 7160 (otherwise known as Local Government Code of 1991) which provides that every local government unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriated, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare;

**WHEREAS**, various legal forms and original documents are regularly issued by the various frontline offices/departments of the Taytay, Rizal local government pursuant to the afore-cited legal mandate;

**WHEREAS**, the integrity of the said forms can be protected against counterfeiting and forgery through the use of security printing technology that would make such documents more readily recognizable as the genuine instrument, improve their credibility, and enhance their general acceptability;

**WHEREAS**, establishing a document security seal system would not only promote the integrity of the various official forms and documents being issued by selected frontline offices/departments of the municipal government but it would also discourage and make it more difficult to counterfeit the said forms and documents and potentially result in the successful collection of additional revenues that would eventually lead to the betterment of the general public.

**NOW THEREFORE, BE IT ORDAINED BY THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF TAYTAY, RIZAL IN REGULAR SESSION ASSEMBLED:**

**SECTION 1. SHORT TITLE.** This Ordinance shall be known as the "2022 Document Security Seal Ordinance of Taytay, Rizal".

**SECTION 2. SECURITY SEAL DESIGN AND FEATURES.** The Municipal Mayor shall have the discretion to determine and choose the features and/or design of the document security seal. **PROVIDE THAT:** such design shall take into consideration the unique security requirements of each frontline office/department of the municipal government and its formulation shall not necessitate the use of public funds;

**SECTION 3. FRONTLINE OFFICES DEPARTMENTS.** Only the offices/departments or the city government shall be subject of this Ordinance:

1. The Local Municipal Registry;
2. The Business Permit and Licensing Office;
3. The Municipal Assessor's Office;
4. The Municipal Engineering Office;
5. The Municipal Health Office;
6. The Municipal Traffic Management Department;
7. The Municipal Accounting Office;
8. The Municipal Planning and Development Office;
9. The Municipal Environment and Natural Resources Office;
10. The Bids and Awards Committee.

**Provide THAT:** The Municipal Mayor shall have the sole discretion of identifying the various documents, forms, or permits being issued the afore-mentioned units, departments, or offices to be included in the coverage of this Ordinance to the Municipal Mayor.

**SECTION 4. EXEMPTIONS.** Persons possessing valid certificates of indigency issued by the Municipal Social Welfare and Development Office, employees of the municipal government, and various departments/offices of the municipal government or of the national government transacting with the municipal government are exempted from paying any fee/s mandated under this ordinance.

**SECTION 5. FEES.** The Office of the Mayor and the offices/departments enumerated under Section hereof are hereby authorized to charge an additional fee of **Fifty Pesos (P50.00)** for each official form or document it issues to any transacting person or entity on top of the existing fees now being collected for the issuance of such forms, permits, licenses, certificates, certifications, and other similar legal documents. **Provided THAT:** no amount/s shall be collected by any municipal government employee, official, office, or department without issuing the requisite official receipt to the person/s who paid the said amount/s. **Provided further THAT:** all amount collected by the said offices and departments as a result of this Ordinance shall be immediately remitted to the Municipal Treasurer pursuant to all prevailing government rules and regulations.

**SECTION 6. SPECIAL TRUST FUND.** All amounts collected as a result of the implementation of this Ordinance shall be deposited in a special trust fund to be maintained by the Office of the Municipal Treasurer. The amounts to be deposited in the said trust fund shall only be used to finance various projects of the Municipal Government that pertains to the following public purposes: (a) promotion of good governance, (b) environmental protection, (c) promotion of peace and order, (d) delivery of various social services and health care, (e) disaster risk reduction and management, and for the (f) promotion of culture, arts, tourism and history of the Municipality of Taytay, Rizal;



**SECTION 7. PENALTIES.** The following penalties shall be imposed against any employee or official of the municipal government who fails to comply with any provision of this Ordinance:

First Offense:	Five-day suspension without pay
Second Offense:	Ten-day suspension without pay
Third Offense:	Fifteen-day suspension without pay

**SECTION 8. FUNDING.** The appropriation for the procurement of the document security seal shall be taken from the funds of the Office of the Municipal Mayor, or from any available funds from the Municipal Treasury;

**SECTION 9. REPEALING CLAUSE.** All administrative orders, circulars, memoranda and rules and regulations or any part thereof, which are inconsistent with this Ordinance, are deemed repealed or modified accordingly;

**SECTION 10. SEPARABILITY CLAUSE.** If any provision of this Ordinance is nullified by any court of law, the validity of the remaining provisions hereof that are not affected by the said judicial declaration shall remain in full force and effect.

**SECTION 11. EFFECTIVITY.** This Ordinance shall take effect immediately after complying with the posting requirements.

**APPROVED.**