



## **PAMAHALAANG BAYAN NG TAYTAY TANGGAPAN NG SANGGUNIANG BAYAN**

**EXCERPT FROM THE MINUTES OF THE 21<sup>st</sup> REGULAR  
SESSION OF THE SANGGUNIANG BAYAN, TAYTAY, RIZAL,  
HELD ON NOVEMBER 26, 2001 AT THE SESSION HALL,  
MUNICIPAL BUILDING, TAYTAY, RIZAL**

**PRESENT:**

Hon. Fernando R. Cabitac Jr.	- Vice Mayor/Presiding Officer
Hon. Janet DL. Mercado	- Councilor
Hon. Sharon B. De Leon	- “
Hon. Joselito T. Calderon	- “
Hon. Anastacio V. Alcantara	- “
Hon. Arturo R. Valle	- “
Hon. Pochollo A. Esguerra	- “
Hon. Aldin B. Gatapia	- “
Hon. Reggie Lynn R. Gonzaga	- “
Hon. Andres C. Cruz Jr	- ABC.President
Hon. Archie R. Calderon	- SK.President

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**INTRODUCED BY: Coun. Janet DL. Mercado**  
**SPONSORED BY: All Sangguniang Bayan Members**

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**RESOLUTION NO.125**

**A RESOLUTION REQUESTING ALL DEPARTMENT, OFFICE  
AND SECTION HEADS OF THIS MUNICIPALITY TO SUBMIT  
MONTHLY ACCOMPLISHMENT REPORT AND PERSONNEL  
AUDIT TO THE OFFICE OF THE MAYOR**

WHEREAS, in order to maintain a good and effective management in the Municipality, there is a need of transparency in each and every program and activities of different department, office and section;

WHEREAS, in order to monitor the proper implementation of the projects of the concerned personnel of different Department, Office and Section, there should be a written report of Personnel Audit submitted to the Mayor;

WHEREAS, in order to be aware of the accomplishment of each and every department, office and section, a proper communication must be addressed to the Mayor;



RESOLVED, as it is hereby being resolved by the Sangguniang Bayan duly in session hereby requires all department, section and office heads of this Municipality to submit monthly accomplishment report and personnel audit to the office of the Sangguniang Bayan;

RESOLVED FURTHER, to send copies of this resolution to the authorities concerned for their information and appropriate action.

APPROVED, this 26<sup>th</sup> day of November 2001 at the Session Hall of the Municipal Building, Taytay, Rizal.

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I HEREBY CERTIFY, to the correctness of the foregoing Resolution which was duly approved by the Sangguniang Bayan of Taytay during its 21<sup>st</sup> Regular Session held on the 26<sup>th</sup> day of November, 2001.;

**NOLI G. DEL ROSARIO**  
Secretary to the Sangguniang Bayan

ATTESTED AND CERTIFIED TO BE DULY  
ENACTED BY HIS HONOR

**HON. FERNANDO R. CABITAC JR**  
Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR  
THE MUNICIPAL MAYOR

**HON. JUNE V. ZAPANTA**  
Municipal Mayor