

Republic of the Philippines
PROVINCE OF LA UNION

TANGGAPAN NG SANGGUNIANG PANLALAWIGAN

EXCERPT FROM THE JOURNAL OF THE 40th REGULAR SESSION OF THE 20th SANGGUNIANG PANLALAWIGAN OF LA UNION HELD AT THE SPEAKER PRO-TEMPORE FRANCISCO I. ORTEGA PROVINCIAL LEGISLATIVE BUILDING AND SESSION HALL, PROVINCIAL CAPITOL, CITY OF SAN FERNANDO, PROVINCE OF LA UNION ON APRIL 03, 2014

Hon. Aureo Augusto Q. Nisce Vice-Governor / Presiding Officer

PRESENT:

Hon. Francisco "Kit" C. Ortega, Jr.	Member
Hon. Jonathan Justo A. Orros	Member
Hon. Joaquin C. Ostrea, Jr.	Member
Hon. Reynaldo M. Mosuela	Member
Hon. Victoria L. Aragon	Member
Hon. Nancy Corazon M. Bacurnay	Member
Hon. Robert B. Madarang, Jr.	Member
Hon. Christian I. Rivera	Member
Hon. Ruperto A. Rillera, Jr.	Member
Hon. Bellarmin A. Flores II	Member
Hon. Alfredo Pablo R. Ortega	Member

ABSENT:

Hon. Manuel "Mannix" R. Ortega, Jr. Member (SL)

ORDINANCE NO. 050-2014

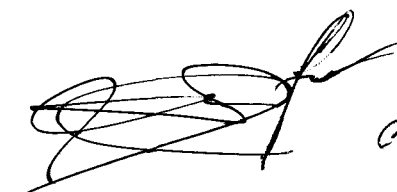
CREATING THE LA UNION HONEYBEE CENTER, BACNOTAN, LA UNION AS A PROVINCIAL ECONOMIC ENTERPRISE OF THE PROVINCIAL GOVERNMENT OF LA UNION

Sponsor: Hon. Joaquin C. Ostrea, Jr.
Co-Sponsors: Hon. Francisco "Kit" C. Ortega, Jr.
Hon. Jonathan Justo A. Orros
Hon. Reynaldo M. Mosuela
Hon. Victoria L. Aragon
Hon. Nancy Corazon M. Bacurnay
Hon. Robert B. Madarang, Jr.
Hon. Christian I. Rivera
Hon. Ruperto A. Rillera, Jr.
Hon. Bellarmin A. Flores II
Hon. Alfredo Pablo R. Ortega
Hon. Manuel Victor R. Ortega, Jr.

ARTICLE 1
TITLE AND PURPOSE

Section 1. Title: This Ordinance shall be known and cited as the "LA UNION HONEYBEE CENTER AS AN ECONOMIC ENTERPRISE OF THE PROVINCE".

Section 2. Purpose. This project aims to enhance the apiculture technology and livelihood development in the province thereby supporting poverty alleviation program of the Provincial Government of La Union thru livelihood and income generation and attaining its provincial development agenda of much improved quality of life. It also aims to make La Union the "HONEY BEE CAPITAL of the NORTH."


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It also seeks to generate income for the Province through income derived from the sale of processed honey and its by-products, thus increasing the financial resources to fund PGLU priority projects and reduce Internal Revenue Allotment (IRA) dependency.

Section 3. Declaration of Policy. It is the policy of the Provincial Government of La Union to make the Province of La Union as the "Honeybee Capital of the North" by providing affordable, quality and year-round supply of honey and its by-products. It aims to establish La Union Honeybee Center in order to promote the beekeeping industry of the Province.

ARTICLE II MANAGEMENT STRUCTURE AND FUNCTION

Section 4. Project Management Structure and Functions.

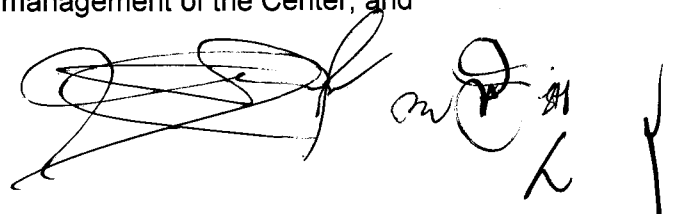
A. Center Management Committee (CMC) Compositions

This project will be managed by a Center Management Committee composed of the following:

- Provincial Governor as the Chairman
- DMMMSU President as Co-Chairman
- La Union Provincial Agriculturist as the Vice-Chairman
- Members
 - Representative of the Congressman of the First District of La Union
 - Representative of the Congressman of the Second District of La Union
 - Representative of ABONO Party-List
 - Sangguniang Panlalawigan Chairman, Committee on Agriculture and Aquatic Resources
 - Sangguniang Panlalawigan Chairman, Committee on Trade, Commerce and Industry
 - NARTDI Executive Director
 - Chairman of La Union Beekeepers Development Cooperative (LUBDCO)
 - Center Manager as Ex-Officio Member
 - Provincial Administrator
 - Provincial Accountant.

B. Functions:

1. General - CMC shall be responsible for the strategic planning, decision-setting and policy formulation activities of the program/project, subject to the final approval of the Provincial Governor to ensure safe operations and recovery of PGLU investments.
2. Specific- CMC shall:
 - a. Formulate and recommend necessary regulations, rules, policies and guidelines for the effective and efficient operation and management of La Union Honeybee Center for sustainable economic enterprise in accordance with existing laws;
 - b. Review and approve the operational budget as well as the annual procurement plan;
 - c. Formulate medium-term and annual development plans;
 - d. Formulate a Manual of Operations for the La Union Honeybee Center;
 - e. Approve recruitment/appointment of personnel to be hired subject to the Civil Service Rules and Regulations;
 - f. Evaluate operations and management of the Center; and



- g. Exercise such other powers and perform such other duties and functions as may be prescribed by law or competent authority.

Section 5. Technical Working Group (TWG)

The TWG shall be composed of the following:

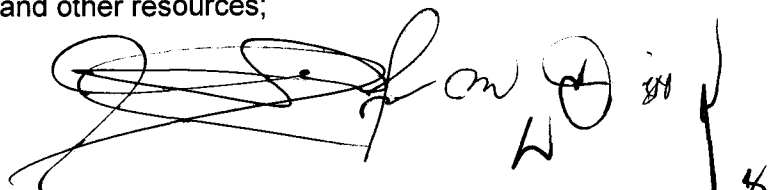
- NARTDI Director as Chairman
- Provincial Beekeeping Coordinator
- OPAG as Vice-Chairman
- Members:
 - NARTDI Quality Control Officer
 - LUBDCO Secretary
 - Center Manager as ex-officio member
 - Representative of the Provincial Administrator
 - Representative of the Provincial Accountant
 - Representative of the Provincial Budget Officer
 - Representative of the Provincial Treasurer
 - Representative of the Provincial Information and Tourism Officer
 - Representative of the Provincial Engineer
 - Representatives of DOST, DENR, DA, DTI, DAR, DOLE, DOH.

The following shall be the functions, duties and responsibilities of the TWG:

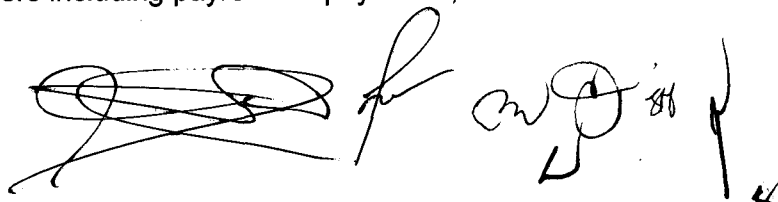
1. Carry out decisions/policies enacted by the Management Committee.
2. Conduct periodic assessment and evaluation of the operations and management of the Center.
3. Set standards for quality control of the products and services from the Center.
4. Initiate and coordinate inter-agency collaboration towards the development of the beekeeping industry.
5. Recommend to the Center Management Committee development plans, policies, guidelines, strategies, activities and other concerns related to the effective operations and efficient management of the Center.
6. Assist the Center Manager in the preparation of business plans and other strategic development plans.
7. Review and endorse to the Management Committee operational annual plans, budgetary plans, and annual procurement plans.
8. Act on other matters related to the technical, operational and management of the Center.

Section 6. Manpower Requirement. The Honeybee Center will be managed by a Center Manager under the direct supervision of the Management Committee (ManCom). Other positions for the four (4) units of the Center as illustrated in the organizational structure are created for its operation. Employees to be hired for the approved positions are governed by existing Civil Service Rules and Regulations. The following are the positions and functions of personnel:

1. Center Manager (Administrative Officer V, SG 18) – The Center Manager shall be the main business strategy planner and implementer of approved strategic and operational plans of the Center. As such, his/her duties and responsibilities shall include:
 - Implements approved strategic and operational plans and activities of the Center;
 - Supervises, coordinates and evaluates the activities of all personnel;
 - Ensures a well-organized recording system for inventories and utilization of properties, supplies, materials and other resources;

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- Maintains accurate and updated business transaction records;
 - Prepares and presents to the Technical Working Group (TWG) the strategic, operational plans, procurement plans and other operational and management concerns of the Center;
 - Coordinates with concerned agencies (i.e. DMMMSU NARTDI and LUBDCO) for specific concerns to be brought to the attention of the Technical Working Group for appropriate actions;
 - Acts on other matters related to the operations and management of the Center;
 - Serves as Secretary and Ex-Officio Member of the ManCom and TWG; and
 - Performs and assumes other duties and responsibilities that may be assigned by the Management Committee or any competent authority.
2. Operation Head (Administrative Officer IV, SG-15)
- Supervises the processing and packaging operations of the Center;
 - Prepares and submits to the Technical Working Group, through the Center Manager, operating procedures for the use and maintenance of all processing and packaging equipment and facilities;
 - Prepares operational plans for processing and packaging;
 - Keeps accurate records of products processed and packaged by the Center; and
 - Performs and assumes other duties and responsibilities inherent to the position.
3. Processing Aide (Administrative Aide VI, SG-6)
- Operates and maintains processing equipment and facilities;
 - Implements processing plans and activities of the Center with diligence;
 - Ensures quality of processed honey products;
 - Performs and assumes other duties and responsibilities inherent to the position.
4. Packaging Aide (Administrative Aide VI, SG-6)
- Operates and maintains packaging equipment and facilities;
 - Implements packaging plans and activities of the Center with diligence;
 - Ensure quality of packaged honey products;
 - Performs and assumes other duties and responsibilities inherent to the position.
5. In-charge, Marketing Services Unit (Administrative Officer I, SG-10)
- Conducts marketing and promotional services of products and services produced by the Center;
 - Prepares strategic and operational plans and activities for the marketing and promotional services of the Center;
 - Keeps accurate and updated marketing transactions; and
 - Performs and assumes other duties and responsibilities inherent to the position.
6. In-charge, Financial Services Unit- (Accountant I SG-12)
- Handles the book of accounts of La Union Honeybee Center and report to the Provincial Accounting Office at least Three (3) days in a week;
 - Prepares office expenditures and financial work plan;
 - Monitors monthly expenditures and income of the Center;
 - Prepares disbursement vouchers including payrolls for payments;

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- Records and files financial matters/papers;
- Checks completeness of attachments for every financial transaction based on existing COA auditing and accounting rules and regulations;
- Prepares and submits budgetary/financial reports required by concerned authorities/offices; and
- Assumes and performs other duties and responsibilities as may be assigned by the Provincial Accountant and other competent authority.

7. Bookkeeper I (SG-8)

- Maintains accurate and updated financial records of business transactions in accordance with established government accounting and auditing rules and regulations;
- Journalizes financial transactions of the La Union Honeybee Center;
- Prepares and submits financial reports of the Center to concerned authorities;
- Assists the Center Manager in maintaining inventory records of properties and all honey products available for sale; and
- Assumes and performs other duties and responsibilities inherent to the position.

8. Cashier I (SG-10)

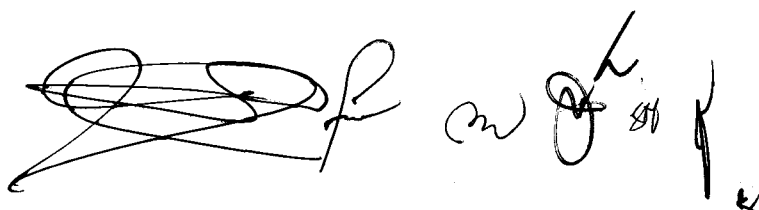
- Accountable for the receipt, accounting, custody and disbursement of funds in accordance with existing government accounting and auditing rules and regulations;
- Safekeeping of receipts of cash collections from the operations of the Center and for deposit to the official depository bank;
- Remit and deposit collections from sale of various honey products on a daily basis.
- Payment of salary and wages, procurement, reimbursements, and other expenses incurred by the Center in line with its operations;
- Maintenance of cashbooks in accordance with existing government accounting and auditing rules and regulations;
- Prepares and submits required reports/documents to concerned authorities/offices; and
- Performs and assumes other duties and responsibilities as may be assigned by higher authorities.

9. In-charge, Administrative Services Unit (Administrative Officer II, SG-11)

- Directs and supervises activities of personnel to effectively deliver quality support services;
- Recommends and implements policies, standards, staffing patterns and job description of employees;
- Recommends approval for staff assignment, work schedule and training programs;
- Monitors and controls fund utilization of the center;
- Reviews and recommends vouchers, leaves and travel orders;
- Checks and verifies collection reports;
- Directs and coordinates implementation of housekeeping and sanitation program; and
- Performs and assumes other duties and responsibilities as may be assigned by higher authorities.

10. Driver (Administrative Aide III, SG-3)

- Provides driving activities;

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- In-charge in the maintenance of the Center's vehicle;
- Prepares necessary trip tickets, gasoline slips and complete requirements for gasoline expenses; and
- Performs and assumes other duties and responsibilities as may be assigned by higher authorities.

11. Security Guard (Administrative Aide II, SG-2)

- Provides security services of the Center;
- Report to the Center Manager daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences;
- Call police or fire departments in case of emergency, such as fire or presence of unauthorized persons;
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- The personnel for this position will be detailed by DMMMSU-NARTDI.

12. Utility Worker (Administrative Aide I, SG-1)

- In-charge in the over-all housekeeping, sanitation and beautification of the Center;
- Performs and assumes other duties and responsibilities as may be assigned by higher authorities.

**ARTICLE III
FUNDING**

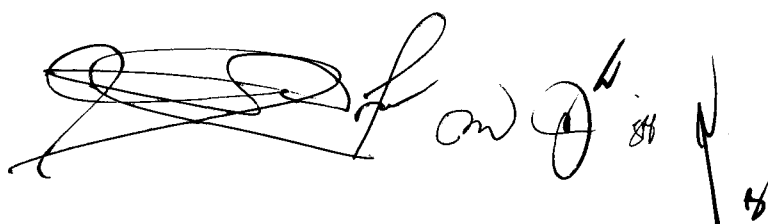
Section 7. FUNDING. The amount of P10,000.000.00 is hereby appropriated from available funds of the PGLU to serve as additional revolving fund of the La Union Honey Bee Center.

**ARTICLE IV
OBLIGATIONS OF PARTIES**

Section 8. The obligations of the parties involved in the project are the following:

A. PROVINCIAL GOVERNMENT OF LA UNION (PGLU)

1. Responsible for the operation and management of the Center as an economic enterprise.
2. The PGLU shall provide funds/source out of funds for the purchase of basic equipment of the La Union Honeybee Center.
3. Secure a License to Operate (LTO) from the Food and Drug Administration (FDA) of the Department of Health (DOH) to assure that the honey and its by-products to be produced at the Center are safe for human consumption.
4. Conduct public bidding of the building construction and procurement of basic equipment of the Center pursuant to R.A. 9184 and its Implementing Rules and Regulations (IRR).
5. In case the supply is insufficient, PGLU shall source out from other providers;
6. Act as Chair of the La Union Honeybee Center ManCom and Member of the TWG.

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B. DON MARIANO MARCOS MEMORIAL STATE UNIVERSITY (DMMMSU)

1. The Don Mariano Marcos Memorial State University (DMMMSU) shall provide free use of the Three Thousand Five Hundred (3,500) square meters of land located along the national highway at Raois, Bacnotan, La Union, which it owns.
2. Monitor the quality production and processing control systems of honey bee products and by-products processed in the Center.
3. Use the Center for the account of its research and training activities; Provided, that priority shall be given to the basic training and skills upgrading of members of LUBDCO and would-be beekeepers from La Union.
4. Designate the NARTDI Director as member of the ManCom and Chair of the TWG.
5. Provides security services to the La Union Honeybee Center.

C. CONGRESSMEN OF THE PROVINCE OF LA UNION

1. Provide continuing financial assistance for the development of the Center and the beekeeping industry.
2. Designate his authorized representative to the ManCom of the La Union Honeybee Center.

D. LA UNION BEEKEEPERS DEVELOPMENT COOPERATIVE (LUBDCO)

1. LUBDCO shall serve as primary supplier or provider of honey raw materials.
2. Assist in the maintenance and security of the Center.
3. Engage the DMMMSU for its technical (Apiculture) capability building needs.
4. Be a member of the Center's ManCom and TWG.
5. Perform such other functions, duties and responsibilities as will be agreed upon by the Center's ManCom and LUBDCO's Board of Directors.

**ARTICLE V
OPERATIONAL GUIDELINES**

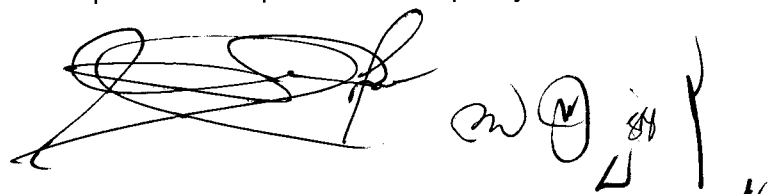
Section 9. LA UNION HONEY BEE CENTER OPERATIONAL GUIDELINES.

HONEY PRODUCTION PROCESS

The processing of honey involves simple activities as follows:

1. Sealed honeycombs are brought to the Center wherein honeycombs are readied for extraction on a table.
2. The prepared or unsealed honeycombs are then placed inside the extractor and the honey is placed in a honey tank.
3. The honey extracted is subjected to a test with the use of the refractometer to determine Moisture Content (MC). MC of 21% and below commands a higher price by about P5 per kg.
4. The extracted honey is allowed to be settled for one week in the tank.

Honey is then packed in bottles (300 grams) and sachets (10 grams). Aside from pure honey product, other honey related products will be made available at the Center to ensure supplies to beekeepers and make new entrants and old producers continually produce and expand their production capacity and

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capability. Honey production allied products include foundation wax, miticide, complete standard hive, bee veil, hive tool, bee smoker, extractor (4 framer), frames and nucleus colony box.

There are two groups of equipment to be used in the processing: one for extracting and storing/settling and the other for packaging. The extracting and storing/settling equipment composed of the following:

1. 2 Honey extractors (4 framers) at approximately P32, 000.00 per extractor.
2. 2 Honey sumps at P60, 000.00 each.
3. 2 Refractometers at P14, 000.00 each.
4. 3 Best tank (stainless 340 liters) at P7, 300.00 each.
5. 2 Honeycomb dripping table at P60, 000.00 each.
6. 2 stainless table at P60, 000.00 each.

The packaging equipment composed of the following:

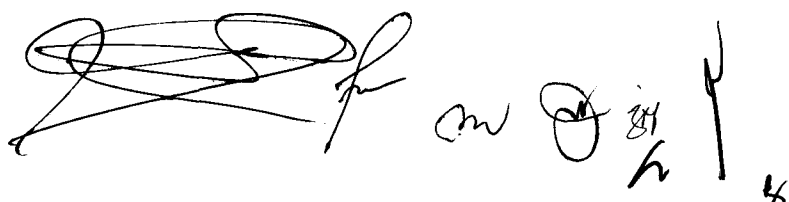
1. 2 Autoclave at P15, 000.00 each. This will be used to sterilize honey bottles.
2. 1 Vertical packaging machine with hot date coder with a cost of P411, 100.00.
3. 1 KSE semi-automatic paste filling machine amounting to P426, 100.00.
4. 6 colors printing cylinders at P7, 500.00 each.
5. 25 laminated rolls for honey in sachets (size: 76mm x 100mm x 1,000 meters at P4, 750.00 per roll.

Production capacity of the sachet packaging machine is 30-60 pieces per minute.

ARTICLE VI FINANCIAL GUIDELINES

A. ACCOUNTING AND FUND UTILIZATION

1. Receipts and disbursement of funds shall be in accordance with the provisions of the New Government Accounting System (NGAS) Manual and other COA accounting and auditing rules, regulations and procedures.
2. Fund release shall be processed and effected by the Provincial Budget Officer, Provincial Accountant and Provincial Treasurer in accordance with DBM and COA rules and regulations.
3. Revenues generated from the operations of the La Union Honeybee Center shall be deposited and would accrue to the fund of the La Union Honeybee Center.
4. As an economic enterprise, the Provincial Government of La Union shall maintain a special account in the General Fund as provided for in the Local Government Code of 1991.
5. Personal Services of the La Union Honeybee Center will be subsidized by the PGLU in accordance with pertinent laws, rules and regulations.
6. The La Union Honeybee Center Manager shall prepare and submit the schedule of expenditures to the TWG for review, which in turn shall submit to the ManCom for approval.
7. Actual disbursement of funds for the operations of the La Union Honeybee Center shall be processed and effected by the Provincial Budget Officer, Provincial Accountant and Provincial Treasurer to be approved by the Office of the Provincial Governor.



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8. Operational expenses shall be charged to the accumulated revenues of the La Union Honeybee Center;
9. Of the total net income generated from the La Union Honeybee Center, 10% will support Provincial Apiculture program activities such as trainings and seminars, 40% capital build-up and the remaining 50% will serve as fund for the La Union Honeybee Center's Maintenance & Other Operating Expenses and Capital Outlay.
10. Whenever meetings will be conducted by the Management Committee and the Technical Working Group, honorarium will be given subject to pertinent rules and regulations.

B. INTERNAL CONTROL GUIDELINES AND PROCEDURES

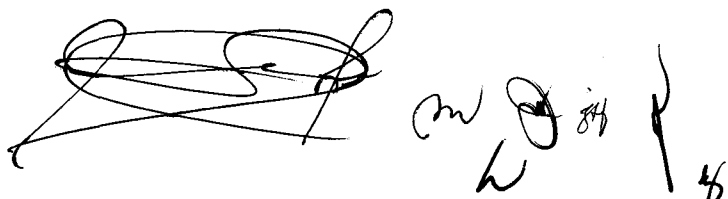
1. Cashbook shall be maintained to record collections and deposits to the bank based on the Report of Collection and Deposit (RCD). Adequate records should be maintained and reports regularly submitted.
2. Observe segregation of incompatible duties. A separate accountable employee shall record the honey collections and inventories other than those responsible for the handling of cash received and deposited.
3. No payment of any nature shall be received by a collecting officer without immediately issuing an official receipt in acknowledgment thereof. At no instance shall temporary receipts be issued to acknowledge receipt of public funds.
4. Accountable officers shall keep personal monies separate and distinct from local public funds in their custody and shall not make profit out of public money or otherwise apply the same to any use not authorized by law or ordinance (Sec.312, RA 7160).
5. No disbursement should be made from cash receipts unless specifically authorized.
6. Cash receipts should be deposited intact daily or as otherwise required by regulations.
7. Safes and other facilities should be provided to ensure protection of cash and unused accountable forms.
8. Physical count of inventories should be made on a quarterly basis and shall be reconciled with the ledger maintained in the Accounting Office. Any discrepancy/ies shall be immediately verified and adjusted.
9. A supplies ledger card for each type of supplies/raw materials shall be maintained by the person accountable for supplies and property to monitor all receipts and issuances.

C. OTHER CONDITIONS

1. Annual review – The La Union Honeybee Center (LUHC) program shall be subjected to annual review by the Center Mancom together with the members of the LUHC TWG.
2. Supplemental and Amendment – At anytime and from time to time, the Center Mancom may execute a supplement or amendment of the Manual of Operations in order to effectively run the project.

**ARTICLE VII
FINAL PROVISION**

Section 8. Separability Clause. If for any reason, any section or provision of this ordinance is declared unconstitutional, or inconsistent with any national law, other sections or provisions thereof, which are not affected thereby, shall continue to be in full force and effect.

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Section 9. Repealing Clause. All ordinances, resolutions, executive orders, rules and regulations inconsistent with this ordinance are hereby repealed or modified accordingly.


Section 10. Effectivity Clause. This ordinance shall take effect after posting and publication as provided by law.

APPROVED.


I HEREBY CERTIFY to the correctness of the foregoing ordinance.


DONATO A. RIMANDO
OIC Secretary to the Sanggunian


ATTESTED:

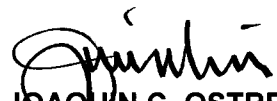

AUREO AUGUSTO Q. NISCE
Presiding Officer
Vice-Governor


FRANCISCO "KIT" C. ORTEGA, JR.
Sangguniang Panlalawigan Member



NANCY CORAZON M. BACURNAY
Sangguniang Panlalawigan Member



JONATHAN JUSTO A. ORROS
Sangguniang Panlalawigan Member


ROBERT B. MADARANG, JR.
Sangguniang Panlalawigan Member


JOAQUIN C. OSTREA, JR.
Sangguniang Panlalawigan Member



CHRISTIAN I. RIVERA
Sangguniang Panlalawigan Member


REYNALDO M. MOSUELA
Sangguniang Panlalawigan Member

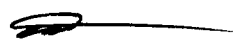

RUPERTO A. RILLERA, JR.
Sangguniang Panlalawigan Member


VICTORIA L. ARAGON
Sangguniang Panlalawigan Member


BELLARMIN A. FLORES II
Sangguniang Panlalawigan Member


ALFREDO PABLO R. ORTEGA
Sangguniang Panlalawigan Member

APPROVED:


MANUEL C. ORTEGA
Governor