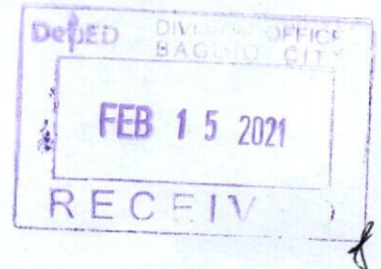




Republic of the Philippines
OFFICE OF THE SANGGUNIANG PANLUNGSOD (CITY COUNCIL)
City Government of Baguio

10 February 2021



Ms. Marie Carolyn B. Verano, CESO V
School Division Superintendent
Department of Education – CAR
Schools Division of Baguio City
82 Military Cut-Off
Baguio City

Dear Madam:

We are furnishing herewith **Ordinance No. 016, Series of 2021**, of the *Sangguniang Panlungsod* (City Council), Baguio City, for your information.


Very truly yours,

FAUSTINO A. OLOWAN
City Vice Mayor II

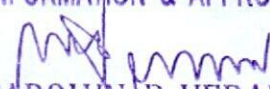
By Authority:

ATTY. BRENNER L. BENGWAYAN
Secretary to the Sangguniang II.

Encl.: As stated.

//mr. 

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent



Republic of the Philippines
City of Baguio
SANGGUNIANG PANLUNGSOD
(CITY COUNCIL)

REGULAR SESSION HELD ON 01 FEBRUARY 2021

PRESENT:

Hon. Faustino A. Olowan, *City Vice-Mayor and Presiding Officer*;
Hon. Joel A. Alangsab, *Member*;
Hon. Benny O. Bomogao, *Member*;
Hon. Betty Lourdes F. Tabanda, *Member*;
Hon. Elaine D. Sembrano, *Member*;
Hon. Maria Mylen Victoria G. Yaranon, *Member*;
Hon. Isabelo B. Cosalan Jr., *Member*;
Hon. Francisco Roberto A. Ortega VI, *Member*;
Hon. Arthur L. Allad-iw, *Member*;
Hon. Vladimir D. Cayabas, *Member*;
Hon. Fred L. Bagbagen, *Member*;
Hon. Lilia A. Fariñas, *Member*;
Hon. Philian Louise C. Weygan-Allan, *Member*;
Hon. Michael L. Lawana, *Ex-Officio Member (President, Liga ng mga Barangay, Baguio City Chapter)*; and
Hon. Levy Lloyd B. Orcales, *Ex-Officio Member (President, Pederasyon ng mga Sangguniang Kabataan, Baguio City Chapter)*.

ABSENT:

None.

*Authored by Hon. Levy Lloyd B. Orcales,
Hon. Vice-Mayor Faustino A. Olowan, and
Hon. Vladimir D. Cayabas.*

**ORDINANCE Numbered 16
(Series of 2021)**

**MODERNIZING AND EXPANDING THE SERVICES OF THE BAGUIO
CITY PUBLIC LIBRARY AND ALLOCATING FUNDS THEREOF.**

Explanatory Note

The 1987 Constitution of the Republic of the Philippines declares that the State shall give priority to education, science and technology, arts, culture and sports to foster patriotism and nationalism, accelerate social progress, and promote total human liberation and development. It further provides that the right of the people to information on matters of public concern shall be recognized as manifested in the access to official records, and to documents and papers pertaining to official acts, transactions, or decisions, as well as to government research data used as basis for policy development, shall be afforded to the citizens.

Republic Act No. 7743 [An Act Providing for the Establishment of Congressional, City and Municipal Libraries and Barangay Reading Centers Throughout the Philippines, Appropriating the Necessary Funds Therefor and for Other Purposes] declares that as a public policy, the State including local government units (LGUs) shall promote the moral and intellectual well-being of the people; elevate the literacy level of every Filipino to the end that illiteracy is eradicated by the end of the century; and recognize the vital role of knowledge and information in nation-building by establishing public libraries in every congressional district, city and municipality, and reading centers in every barangay throughout the Philippines.

Republic Act No. 9246 [An Act Modernizing the Practice of Librarianship in the Philippines Thereby Repealing Republic Act No. 6966, entitled: "An Act Regulating the Practice of Librarianship and Prescribing the Qualifications of Librarians," Appropriating Funds Therefor and for Other Purposes], otherwise known as "The Philippine Librarianship Act of 2003", declares that the State recognizes the essential role of librarianship as a profession in developing the intellectual capacity of the citizenry, thus, making library service a regular component for national development.

The City Government of Baguio deems it crucial to provide utmost priority for the preservation of the city's public documents and records, not only as fundamental instruments for efficient and effective governance, but also as essential tool for the preservation of the city's history and cultural memory pursuant to the declared policy of Republic Act No. 10066 [An Act Providing for the Protection and Conservation of the National Cultural Heritage, Strengthening the National Commission for Culture and Arts (NCCA) and its Affiliated Cultural Agencies, and for Other Purposes], otherwise known as the "National Cultural Heritage Act of 2009".

The Baguio City Public Library was established under the enabling laws to serve the community by providing access to knowledge, information and imaginative works through an array of resources and services that is equally available to all members of the community. The City Library, exists with the very purpose of education, information, personal development, children and youth development, cultural development and improving social collaboration.

It is of vital importance that the City of Baguio through the Baguio City Public Library shall continuously improve and upgrade all services as being offered with the optimal objective of increasing the literacy rate of the citizens primarily in the informal sector and Out-of-School-Youth (OSY). The Baguio City Public Library is primarily aimed at promoting full intellectual and cultural development through love for reading of books and all other forms of library materials imparting vital lessons which will enable the people be attuned to the rapidly changing global standards and of technological advancement.

The current condition of the City Library, its physical structure and its services, cannot fully operate and effectively deliver its mandate because of the lack of improvement and upgrades in conformity with existing laws and policies. In order to justify the need for the modernization and expansion of services of the City Library, an explanatory study¹ via public survey was conducted by the City Library with a total of 1,095 respondents. The recommendations of the said survey are: (1) accommodate more library users by reconsidering its service hours to encourage members of the community to use the Library; and (2) there is a need for the relocation and overall improvement of the public library in all aspects for the convenience of the library users and to be at par with the demands of the times.

The City of Baguio being recognized as the Educational Center North of Manila has invited substantial numbers of young passionate individuals, students and young professionals who travel all the way up to our beloved City driven by motivation to learn and reach their dreams. Thus, it is best for the City to cater their needs by providing them not only quality education but also a conducive and convenient environment for studying and reviewing which is accessible and readily available beyond regular hours of works and studies.

As part of the 2019-2022 Executive-Legislative Agenda of the City Government of Baguio, the modernization of the City Library and its services is considered a priority of the City with the aim of social development and improved community literacy.

NOW, THEREFORE, upon recommendation of the City Vice-Mayor and Presiding Officer, Hon. Olowan, and on motion of Hon. Cosalan and Hon. Allad-iw, duly seconded,

BE IT ORDAINED BY THE *SANGGUNIANG PANLUNGSOD* (CITY COUNCIL) IN SESSION ASSEMBLED THAT:

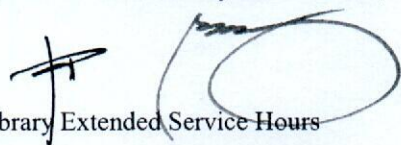
SECTION 1. **TITLE.** – This Ordinance shall be known as the “Modernization of the Baguio City Public Library Ordinance of 2019”.

SECTION 2. **DECLARATION OF POLICY.** – It is hereby declared and instilled policy of the State to promote economic, social and intellectual well-being of the general public; to hoist the awareness, knowledge, competence and productivity of residents of the City of Baguio and recognize the vital role of knowledge and information in nation-building by upgrading the Baguio City Public Library that provides up-to-date books and resources and adaptive convenient operational atmosphere or setting in the City of Baguio being available to the public when needed.

SECTION 3. **DEFINITION OF TERMS.** – For purposes of this Ordinance, the following terms shall be understood to be as follows:

- a. **Archives** – refer to public records, papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual or print, which by their nature and characteristics have enduring value that have been selected for permanent preservation;
- b. **City Library** – a public library located, established, maintained and supported by the city government and primarily for the use of the residents of the city;
- c. **Librarian** – in the Philippine context, is any person who is a *bonafide* holder of a license and a certificate of registration issued by the Professional Regulation Commission Board for Librarians in accordance with Republic Act No. 9246;
- d. **Librarianship** – refers to the performance of the librarian’s functions which shall include, but not limited to, the following:
 - d.1. Selection and acquisition of multi-media sources of information which would best respond to clientele’s need for adequate, relevant and timely information;

¹ (Wahayna-Pablo, 2019). Survey Result of the Baguio City Public Library Extended Service Hours



- d.2. Cataloguing and classification of knowledge or sources of information into relevant organized collections and creation of local databases for speedy access, retrieval or delivery of information;
- d.3. Development of computer-assisted/computer-backed up information systems which would permit online and network services;
- d.4. Establishment of library system and procedures; dissemination of information; rendering of information, reference and research assistance archiving; and education of users;
- d.5. Teaching, lecturing and reviewing in library, archives and information science subjects, including subjects given in the licensure examination;
- d.6. Rendering of services involving technical knowledge/expertise in abstracting, indexing, cataloguing and classifying or preparing of bibliographies, subject authority lists, thesauri and union catalogues/lists;
- d.7. Preparation, evaluation or appraisal of plans, programs and/or projects for the establishment, organization, development and growth of libraries or information centers, and the determination of library requirements for space, buildings, structures or facilities;
- d.8. Provision of professional and consultancy services or advice on any aspect of librarianship; and
- d.9. Organization, conservation, preservation and restoration of historical and cultural documents and other intellectual properties.

SECTION 4. EXPANDED OPERATION. – Refers to the operation of the City Library in terms of working hours. The City Library will be open to the public at 8:00 a.m. until 10:00 p.m. daily from Mondays to Sundays except on holidays or special non-working days. The City Government of Baguio shall undertake the operation of the Baguio City Public Library for fourteen (14) hours a day to serve all the residents of the City of Baguio especially the students and professionals after school and work hours for research purposes.

SECTION 5. FUNCTIONS OF THE BAGUIO CITY PUBLIC LIBRARY. – The City Library shall serve the community by providing access to knowledge, information and woks of imagination through a range of resources and services that is equally available to all members of the community and shall exist in line with these purposes:

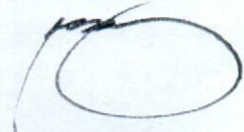
- a. Education – the public library shall support both individual and self-conducted education as well as formal education at all levels;
- b. Information – the public library as the local center of information shall make all forms and formats of knowledge and information readily available to its users;
- c. Personal development – the public library shall provide opportunities for personal creative development;
- d. Children and young people – the public library shall create and strengthen the reading habits in children from an early age;
- e. Cultural development – the public library as the focal point for cultural and artistic development shall promote related activities to the community;
- f. Social role – the public library shall serve as a public space and meeting place; and
- g. Social inclusion – the public library shall promote and strengthen the involvement of Persons with Disability (PWD) for their personal development.

SECTION 6. POWERS AND FUNCTIONS OF THE CITY LIBRARIAN. – The City Librarian shall deal with the performance of the librarian’s functions as enumerated in Section 3(d) hereof in compliance with Republic Act No. 9246.

SECTION 7. THE BAGUIO CITY LIBRARY BOARD. – In compliance with Republic Act No. 7743, Article X, Section 13 of its Implementing Rules and Regulations (IRR), a Baguio City Library Board shall be organized to symbolize the democratic character of the City Library and its members shall be appointed by the City Mayor. The Board shall act as advisory and policy-making body referring to matters involving the programs, projects and activities of the City Library.

SECTION 8. CREATION AND COMPOSITION OF THE BAGUIO CITY LIBRARY BOARD. – There shall be established Baguio City Library Board in the City of Baguio. The composition of the Baguio City Library Board shall be as follows:

- a. Chairperson: - City Mayor
- b. Co-Chairpersons: - Chairperson, *Sangguniang Panlungsod* (City Council)
Committee on Education, Culture and Historical Research
- Chairperson, *Sangguniang Panlungsod* (City Council)
Committee on Youth Welfare and Sports Development



- c. Secretariat: - City Librarian and staff
- d. Members:
 - Chairperson, *Sangguniang Panlungsod* (City Council) Committee on Tourism, Special Events, Parks and Playgrounds
 - Chairperson, *Sangguniang Panlungsod* (City Council) Committee on Social Services, Women and Urban Poor
 - President, *Liga ng mga Barangay*, Baguio City Chapter
 - Department of Education (DepEd) – Division Superintendent or representative
 - Technical Education and Skills Development Authority (TESDA) – representative
 - Commission on Higher Education (CHED) - representative
 - President, Friends of the Baguio City Public Library

SECTION 9. FUNCTIONS OF THE BAGUIO CITY LIBRARY BOARD. – The Baguio City Library Board shall function based on the following:

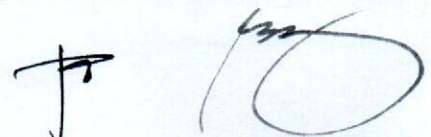
- a. To serve as an advisory council to the *Sangguniang Panlungsod* (City Council) of Baguio on library matters and concerns such as, but not limited to, the necessity for and application of local appropriations for public library purposes;
- b. To find ways and means in increasing the book and non-book collections, and in improving the facilities of the library;
- c. To promulgate and determine policies for the effective and efficient operation and maintenance of the Baguio City Public Library;
- d. To provide recommendations and suggestions on the selection of library materials, library rules and regulations and other library problems;
- e. To promote and strengthen partnership between the library and the community;
- f. To make and accept donations in behalf of the City Library; and
- g. To organize the Friends of the Baguio City Public Library.

SECTION 10. FRIENDS OF THE BAGUIO CITY PUBLIC LIBRARY. – The Friends of the Baguio City Public Library shall be organized by the Baguio City Library Board to support the projects and activities of the library especially those concerning financial support.

SECTION 11. LIBRARY FACILITIES. – The City Library shall maintain library facilities to serve the public when using the library which shall not be limited to the following:

- a. Discussion rooms;
- b. Audio-visual room;
- c. Improved connectivity (network);
- d. Security measures;
- e. Library Sections:
 - e.1. General Collection;
 - e.2. *Filipiniana* Section;
 - e.3. Law Section;
 - e.4. Local History Section;
 - e.5. Cordillera Administrative Region (CAR) Section;
 - e.6. Children's Section;
 - e.7. Persons with Disability (PWD) Section;
 - e.8. Periodicals;
 - e.9. Special Collection; and
 - e.10. Gender Section.
- f. Online data sources (i.e. journals, international publication, etc.)
- g. Online Public Access Catalog (OPAC);
- h. Conference Hall;
- i. Exhibit and display area; and
- j. Internet room.

SECTION 12. EXPANDED LIBRARY SERVICES AND PROGRAMS. – The City Library shall provide services, but not limited to, the following to improve reader's visit and concomitantly improving the literacy rate of the community where learning is timeless and must be always accessible and available:



- a. **Book-binding, Photocopying and Printing services** – the City Library shall house necessary services that is in-line with increasing available references to the readers and thereby all and any income derived from such services shall accrue to a special trust fund;
- b. **Coffee, Food and Charging Station** – with the expanded library service hours, under a 24-hour scheme, the City Library shall lease a portion of its building for the putting up of a concession for a coffee, food and charging station that will allow the readers to remain in the premises of the City Library while doing extensive work and research related activities. All and any income derived from this shall accrue to a special trust fund; and
- c. **Book Lending** – this service shall only be implemented at this time of pandemic and such other similar situations that restricts the physical interaction of library goers and personnel, strictly for Baguio City residents only. For security purposes, parents of students at home shall sign as borrowers and take custody of the book while outside the City Library. In cases of unreturned books, overdue fines shall be imposed with an actual amount of ₱20.00 per day per borrowed book and which shall accrue to the City Public Library Trust Fund (CPLTF).

SECTION 13. STAFFING AND PERSONNEL. – The City Mayor shall allow the hiring of additional library personnel for its effective and efficient operation subject to the availability of funds and consequent with the results of the Organizational Audit of the City of Baguio.

SECTION 14. WORK SCHEDULE. – The library personnel shall follow the five-days-per-week working schedule. They shall device a schedule for the rotation of shifts to cater the library goers during Saturdays and Sundays; Provided, that the duties on Sundays shall be considered as overtime.

SECTION 15. ALLOCATION OF FUND. – In the next ensuing Fiscal Year after this Ordinance shall have become effective, the *Sangguniang Panlungsod* (City Council) of Baguio shall cause the appropriation of funds necessary for the Baguio City Public Library to efficiently and effectively carry out the provisions of this Ordinance and to include therein all necessary operational or program support expenditures.

SECTION 16. SPECIAL TRUST FUND. – There is hereby established a special Trust Fund to known as the City Public Library Trust Fund (CPLTF) which shall consist of the following:

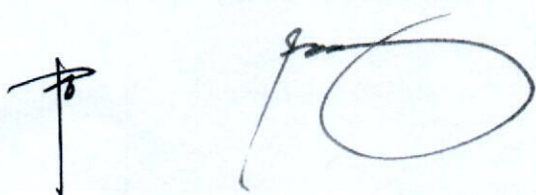
- a. Monetary gifts and grants conditionally or unconditionally donated for the purposes of the CPLTF by third parties including, but not limited to, private or individual donors, non-government organizations, people's organizations, charitable institutions, other local government units and development bodies;
- b. Income of any nature earned by or of accruing to the Baguio City Public Library as identified under Section 13 hereof;
- c. Proceeds of any action by the Baguio City Library Board; and
- d. Money accruing to the Baguio City Public Library for any other reason and which the City Mayor has the power to accept as authorized by the Board.

Unless otherwise provided by some general law, special act or ordinance, all income and monetary gifts or grants received by the Baguio City Public Library must be deposited in the special Trust Fund and not subsequently expended without further appropriation specific for its purpose.

SECTION 17. SUBMISSION OF DATA AND REPORTS. – The City Librarian shall furnish a semi-annual report or as often as required to the Baguio City Library Board specifically to the Office of the City Mayor on information regarding the overall operation of the City Library as well as to the status of implementation as per this Ordinance.

SECTION 18. TEST PERIOD. – The City Library shall conduct a dry run for a period of one (1) month after the approval of this Ordinance to implement the extended service hours of the City Library. After the implementation of the one-month test period, the City Librarian shall submit a report to the Office of the City Mayor stating his/her observations and recommendations regarding the extended service hours of the City Library.

SECTION 19. IMPLEMENTING RULES AND REGULATIONS. – Within 60 days from the approval of this Ordinance, the City Librarian shall submit and promulgate it's Implementing Rules and Regulations.

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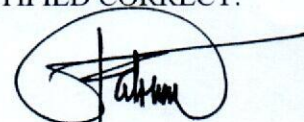
SECTION 20. **SEPARABILITY CLAUSE** – If any provision or section of this Ordinance, or the application thereof to any person or circumstance is held invalid, the other provisions or sections of this Ordinance and the application of such circumstance shall not be affected thereby.

SECTION 21. **REPEALING CLAUSE** – All prior Ordinances, Executive Orders, Administrative Orders, Rules and Regulations, or part/s thereof that are inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 22. **EFFECTIVITY CLAUSE** – This Ordinance shall take effect in accordance with the provisions of Republic Act No. 7160, also known as the Local Government Code of 1991, as amended.


Unanimously passed.

CERTIFIED CORRECT:



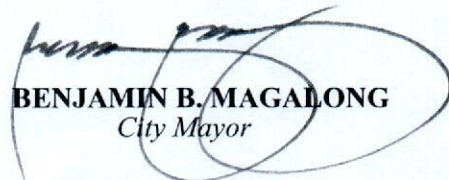
FAUSTINO A. OLOWAN
*City Vice-Mayor and
Presiding Officer*
FEB 05 2021

Attested:



BRENNER B. BENGWAYAN
Secretary to the Sanggunian

APPROVED:



BENJAMIN B. MAGALONG
City Mayor
FEB 09 2021



ROGER P. LAOLAWI



JONATHAN M. FONTANOS



FELISA D. RIOTO