

Chapter 4 Barangay Administration

A. Existing Situation

The present barangay government organizationsl structure is basically patterned in accordance with Local Government Code of 1991 known as RA 7160.

The barangay being the basic political unit of the government, serves as the primary planning and implementing unit of government policies, plans, programs and activities in the community, and as a venue wherein the collective view of the people may be expressed and considered, and where disputes may be amicably settled.

The organizational structure of the barangay government of San Guillermo places the Punong Barangay as the Local Chief Executive of the Barangay. Under the Punong Barangay are the members of Sangguniang Barangay and Sangguniang Kabataan Chairman who serves as the local legislative body. Under the supervision of the punong barangay are the Barangay Secretary and Barangay Treasurer.

Position	Duties and Function
Punong Barangay	<ul style="list-style-type: none">• Enforce all laws and ordinances which are applicable within the barangay;• Negotiate, enter into, and sign contracts for and in behalf of the barangay, upon authorization of the barangay;• Maintain public order in the barangay and, in pursuance thereof, assist the city or municipal mayor and the sanggunian members in the performance of their duties and functions.• Call and preside over the sessions of the Sangguniang Barangay and the barangay assembly, vote only to break a tie;• Upon approval by a majority of all the members of the sangguniang barangay, appoint or replace the barangay treasurer, the barangay secretary, and other appointive barangay officials;• Organize and lead an emergency group whenever the same may be necessary for the maintenance of peace and order or on occasion of emergency or calamity within the barangay;• In coordination with the barangay development council, prepare the annual executive and supplemental budgets of the barangay;• Approve vouchers relating to the disbursement of barangay funds;• Enforce laws and regulations relating to pollution control and protection of the environment;• Administer the operation of the Katarungang Pambarangay in accordance with the provisions of this Code; Exercise general

	<ul style="list-style-type: none">• supervision over the activities of the Sangguniang Kabataan;• Ensure the delivery of basic services as mandated under Section 17 of the RA 7160;• Conduct an annual palarong barangay which shall feature traditional sports and disciplines included in national and international games, in coordination with the Department of Education;• Promote the general welfare of the barangay; and• Exercise such powers and perform such other duties and functions as may be prescribed by law or ordinance.
Sangguniang Barangay	<ul style="list-style-type: none">• Enact ordinances as may be necessary to discharge the responsibilities conferred upon by law or ordinance and to promote the general welfare of the inhabitants therein;• Enact tax revenue ordinances, subject to the limitations imposed in this RA 7160;• Enact annual and supplemental budgets in accordance with the provisions of RA 7160;• Provide for the construction and maintenance of barangay facilities and other public works projects chargeable to the general fund of the barangay or such other funds actually available for the purpose;• Submit to the Sangguniang Panlungsod or Sangguniang Bayan such suggestions or recommendations as it may see fit for the improvement of the barangay or for the welfare of the inhabitants thereof;• Assist in the establishment, organization, and promotion of cooperative enterprises that will improve the economic condition and well-being of the residents;• Regulate the use of multi-purpose halls, multi-purpose pavements, grain or copra dryers, patios and other post-harvest facilities, barangay waterworks, barangay markets, parking areas and other similar facilities constructed with government funds within the jurisdiction of the barangay and charge reasonable fees for the use thereof;• Solicit or accept monies, materials and voluntary labor for specific public works and cooperative enterprises of the barangay from residents, landowners, producers and merchants in barangay, monies from grant-in-aid, subsidies contributions, and revenues made available to the barangay from national, provincial, city or municipal funds; and monies from other private agencies and individuals; Provided, however, That monies or properties donated by private agencies to the barangay as trust fund.• Solicit or accept, in any or all the foregoing public works and cooperative enterprises, such cooperation as is made available by national, provincial, city, or municipality agencies established by law to render financial, technical, and advisory assistance to barangays and to barangay residents: Provided, however, That in soliciting or accepting such cooperation, the sangguniang barangay need not pledge any sum or money for expenditure in excess of amounts currently in the treasury or encumbered for other purposes;

- Provide compensation, reasonable allowances or per diems as well as travel expenses for sangguniang barangay members and other barangay officials, subject to the budgetary limitations prescribed under Title Five Book II of Ra 7160: Provided however, that no increase in the compensation or honoraria of the sangguniang barangay members shall take effect until after the expiration of the full term of all members of the sangguniang barangay approving such increase;
 - Hold fund-raising activities for barangay projects without the need of securing permits from any national or local office or agency. The proceeds from such activities shall be tax-exempt and shall assure to the general fund of the barangay: Provided, That in appropriation thereof, the specific purpose for which such fund-raising activity has been held shall be first satisfied: Provided, further, That no fund-raising activities shall be held within a period of sixty (60) days immediately preceding and after national or local election, recall, referendum, or plebiscite. Provided, finally, That said fund-raising activities shall comply with national policy standards and regulations on morals, health, and safety of the persons participating therein. The sangguniang barangay, through the punong barangay, shall render a public accounting of the funds raised at the completion of the project for which fund-raising activity has undertaken.
 - Authorize the punong barangay to enter into contracts in behalf of the barangay, subject to the provisions of RA 7160;
 - Authorize the Barangay Treasurer to make direct purchases in an amount not exceeding One Thousand Pesos (PhP1,000.00) at any one time for the ordinary and essential administrative needs of the barangay;
 - Prescribe fines in amounts not exceeding One thousand (PHP1,000.00) for violation of barangay ordinances;
 - Provide for the administrative needs of the lupong tagapamayapa and the pangkat ng tagapagkasundo;
 - Provide for the organization of community brigades, barangay tanod, or community service units as may be necessary;
 - Organize regular lectures, programs, fora on community problems such as sanitation, nutrition, literacy, and drug abuse, and convene assemblies to encourage citizen participation in government;
 - Adopt measures to prevent and control the proliferation of informal settlers and mendicants in the barangay;
 - Provide for proper development and welfare of children in the barangay by promoting and supporting activities for the protection and total development of children, particularly those below seven (7) years of age;
 - Adopt measures towards the prevention and eradication of drug abuse, child abuse, and juvenile delinquency;
 - Initiate the establishment of a barangay highschool, when ever feasible, in accordance with law;
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	<ul style="list-style-type: none">• Provide the establishment of non-formal education center in the barangay whenever feasible, in coordination with the Department of Education;• Provide the delivery of basic services; and• Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
Members of the Sangguniang Barangay	<ul style="list-style-type: none">• Assist the Punong Barangay in the discharge of his duties and functions;• Act as peace officers in the maintenance of public order and safety;• Perform such duties and functions as the Punong Barangay may delegate.
Barangay Secretary	<ul style="list-style-type: none">• Keep custody of all records of the sangguniang barangay and of the barangay assembly meetings;• Prepare and keep the minutes of all meetings of the sangguniang and the barangay assembly;• Prepare a list of members of the barangay assembly, and have the same posted in conspicuous places within the barangay;• Assist in the preparation of all necessary forms for conduct of barangay elections, initiatives, referenda or plebiscites, in coordination with the COMELEC;• Assist the municipal civil registrar in the registration of births, deaths, and marriage;• Keep an updated record of all inhabitants of the barangay containing the following items of information: name, address; place and date of birth, sex, civil status, citizenship, occupation, and such other items of information as may be prescribed by law or ordinance;• Submit a report on the actual number of barangay residents as often as may be required by the sangguniang barangay; and• Exercise such other power and perform such other duties and functions as may be prescribed by law or ordinance.
Barangay Treasurer	<ul style="list-style-type: none">• Keep custody of barangay funds and properties;• Collect and issue official receipts for taxes, fees, contributions, monies, materials, and all other resources accruing to the barangay as provided under Title five, Book II of RA 7160;• Disburse funds in accordance with the financial procedures provided in RA 7160;• Submit to the Punong barangay a statement covering the actual estimates of income and expenditures for the preceding and ensuing calendar years, respectively subject to the provisions of Title Five, Book II of RA 7160• Render a written accounting report of all barangay fund and property under his custody at the end of each calendar year, and ensure that such report shall be made available to the members of the barangay and other government agencies concerned;• Certify as to the availability of funds whenever necessary;• Plan and attend to the rural postal circuit within his jurisdiction; and• Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SK Chairman	<ul style="list-style-type: none">• Call and preside over all meetings of the katipunan ng kabataan and the Sangguniang Kabataan;• Implement policies, programs, and projects within his jurisdictions in coordination with the Sangguniang Barangay;• Exercise general supervision over the affairs and activities of the sangguniang kabataan and the official conduct of its members and such other officers of the Sangguniang Kabataan within his jurisdiction;• With the concurrence of the sangguniang kabataan, appoint from among members of the Sangguniang kabataan, the secretary and treasurer, and such other officers as may be deemed necessary; and• Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.
SK Secretary	<ul style="list-style-type: none">• Keep all records of the katipunan ng kabataan and sangguniang kabataan;• Prepare and keep the minutes of all meetings of the katipunan ng kabataan and sangguniang kabataan;• Prepare all forms necessary for the conduct of registration, elections, initiatives, referenda, or plebiscite in coordination with the barangay secretary and the COMELEC; and• Perform such other duties and discharge such other functions as the chairman of the sangguniang kabataan may prescribe or direct.
SK Treasurer	<ul style="list-style-type: none">• Take custody of all sangguniang kabataan property and funds not otherwise deposited with the city or municipal treasurer;• Collect and receive contributions, monies, materials, and all other resources intended for the sangguniang kabataan and katipunan ng kabataan;• Disburse funds in accordance with an approved budget of the sangguniang kabataan;• Certify to the availability of funds whenever necessary;• Submit to the sangguniang kabataan and to the sangguniang barangay certified detailed statements of actual income and expenditures at the end of every month; and• Perform such other duties and discharge such other functions as the chairman of the sangguniang kabataan may direct.



