



OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

EXCERPT FROM THE MINUTES OF THE 8th REGULAR SESSION OF THE 12th SANGGUNIANG BAYAN OF MONCADA, TARLAC FOR CY 2025 HELD ON THE 2nd DAY OF SEPTEMBER 2025 AT THE SB SESSION HALL, SB-ABC-SK BUILDING.

PRESENT:

HON. JESSIE E. AQUINO

.. VICE MAYOR, PRESIDING OFFICER

**HON. JAYVEE B. NATIVIDAD
HON. MICHAEL B. UYCOCO
HON. JANIUS JOHN C. YASAY
HON. DEAN MICHAEL V. DUQUE
HON. CHARL JUSTIN E. QUIJANO
HON. LESLIE G. LOPEZ
HON. CONSTANCE NESTOR A. FAVIS
HON. BERNADINE C. FERRER
HON. ERVEN B. PRADO**

**.. MEMBER, PRO-TEMPORE
.. MEMBER
.. MEMBER
.. MEMBER
.. MEMBER
.. MEMBER
.. MEMBER
.. LNB PRESIDENT
.. MFSK PRESIDENT**

ABSENT:

HON. CELESTE A. AYSON

**.. MEMBER, FLOOR LEADER
(On Official Business)**

**MUNICIPAL ORDINANCE NO.
2025-008**

**AN ORDINANCE INSTITUTIONALIZING FREE LEGAL HELP DAY IN
THE MUNICIPALITY OF MONCADA, PROVIDING GUIDELINES FOR
ITS IMPLEMENTATION, AND FOR OTHER PURPOSES**

Principally Authored and Sponsored by: Coun. Leslie G. Lopez

**Co-sponsored by: Coun. Janius John C. Yasay, Coun. Jayvee B. Natividad,
Coun. Charl Justin E. Quijano, LNB Pres. Bernadine C. Ferrer**

WHEREAS, Section 1, Article III of the 1987 Philippine Constitution provides that “no person shall be deprived of life, liberty, or property without due process of law, nor shall any person be denied the equal protection of the laws”;

WHEREAS, Article II, Section 11 of the same Constitution mandates the State to value the dignity of every human person and guarantee full respect for human rights;

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, vests upon every local government unit the power to promote the general welfare of its constituents, which includes ensuring that access to justice and legal remedies are made available to the poor and marginalized sectors;

WHEREAS, the Public Attorney’s Office (PAO), the Integrated Bar of the Philippines (IBP), accredited law schools, non-governmental organizations, and volunteer lawyers have existing mandates and advocacies to extend free legal assistance to indigent and deserving citizens;



OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

WHEREAS, many constituents of the Municipality of Moncada face legal issues and concerns but are unable to seek professional help due to financial constraints, lack of information, or absence of accessible venues for legal consultation;

WHEREAS, institutionalizing a Free Legal Help Day in Moncada will strengthen collaboration between the Municipality and partner legal aid institutions, while ensuring a systematic, sustained, and people-oriented mechanism for the delivery of free legal services;

WHEREAS, the Sangguniang Bayan recognizes the need to establish clear guidelines, referral mechanisms, and information dissemination efforts to maximize the impact and reach of this initiative;

WHEREAS, the establishment of a Free Legal Help Day is consistent with the Municipality's commitment to inclusive governance, empowerment of communities, and upholding the rule of law;

NOW, THEREFORE, on motion by Coun. Leslie G. Lopez, duly seconded;

BE IT ENACTED by the Sangguniang Bayan of Moncada, Tarlac, in session assembled, that:

SECTION 1. Title

This Ordinance shall be known as the ***"Free Legal Help Day Ordinance of Moncada."***

SECTION 2. Declaration of Policy

It is hereby declared the policy of the Municipality of Moncada to promote equal access to justice by providing constituents, especially the poor and marginalized, with free legal consultation, advice, and referral services through sustainable and collaborative efforts with partner agencies.

SECTION 3. Definition of Terms

- a. Free Legal Help Day – a scheduled day for constituents to avail of free legal consultations, advice, and guidance on legal concerns.
- b. Legal Aid Partners – includes the Public Attorney's Office (PAO), Integrated Bar of the Philippines (IBP), accredited law schools, NGOs, and volunteer lawyers.
- c. Referral System – a mechanism to endorse unresolved or complex legal matters to proper agencies for appropriate action.

SECTION 4. Frequency and Schedule

The Free Legal Help Day shall be conducted at least once every quarter, or as determined by the Sangguniang Bayan in consultation with the Office of the Mayor, subject to the availability of resources and partner participation.

SECTION 5. Scope of Services

Free Legal Help Day shall primarily provide:

1. Consultation and Advice – Initial guidance on legal issues and rights awareness.
2. Referral Services – Endorsement of unresolved or complex cases to PAO, IBP, or other proper agencies.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

3. Information and Education – Basic orientation on relevant laws and rights, as may be feasible. No financial, material, or litigation assistance shall be guaranteed under this program.

SECTION 6. Institutional Mechanisms

1. Partnerships – The Municipality shall collaborate with PAO, IBP, law schools, NGOs, and other accredited partners for the provision of free legal services.
2. Integration with Existing Programs – Free Legal Help Day may be integrated with the Moncada Day Celebration or other municipal events to maximize participation and resources.
3. Referral System – The Office of the Mayor, through the Municipal Social Welfare and Development Office (MSWDO), shall maintain a simple referral system to ensure that unresolved legal concerns are properly endorsed.

SECTION 7. Information Dissemination

The Municipal Information Office, in coordination with barangay officials, shall ensure wide publicity of Free Legal Help Day through barangay announcements, posters, social media, and other available platforms.

SECTION 8. Venue

Free Legal Help Day may be held at the Municipal Hall, public plaza, or selected barangays, subject to the availability of resources.

SECTION 9. Funding

The implementation of this Ordinance shall be supported through available municipal funds, subject to accounting and auditing rules. The Municipality may also seek external support, partnerships, or donations to defray incidental costs.

SECTION 10. Separability Clause

If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

SECTION 11. Effectivity

This Ordinance shall take effect fifteen (15) days after posting in three (3) conspicuous places within the Municipality of Moncada and on social media platforms or website of the LGU.

ENACTED, this 2nd day of September, 2025, at Moncada, Tarlac.

X-----X

Affirmative Votes: Natividad, Uycoco, Yasay, Duque, Quijano, Lopez, Favis, Ferrer, Prado

Negative Votes: None **Abstentions:** None

Presided by: J. Aquino

X-----X

CERTIFICATION

I HEREBY CERTIFY to the correctness of the foregoing Ordinance which was enacted on Third and Final Reading by the 12th Sangguniang Bayan of Moncada during its Regular Session held on the aforementioned date and place.


VICTOR SANDINO S. MOLINA

Municipal Government Department Head I
Secretary to the Sanggunian



OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

**ATTESTED AND CERTIFIED
TO BE DULY ENACTED:**


JESSIE E. AQUINO
Vice Mayor & Presiding Officer

APPROVED BY HIS HONOR, THE MAYOR, THIS 8th DAY OF Sept., 2025


RAMON BENITO M. AQUINO
Municipal Mayor



BAGONG PILIPINAS

