


Republika ng Pilipinas
Lalawigan ng Bulacan
Bayan ng Marilao

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO 1083 C.Y. of 2025

December 15, 2025

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL VETERINARIAN) FOR THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN, AND PROVIDING THE NECESASARY FUNDS THEREFOR.

	Receiving Office	Received By: (Print Name & Signature)	Date Received
1	Mayor's Ofc		3/27/26
2	MPDO		3/31/26
3	EA Ofc.		3/31/26
4	Budget Ofc.		7/27/26
5	HRMO		3/31/26
6	Veterinary Ofc.		
7	PBO		6-28-26
8	OSSP		4-8-26
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Republic of the Philippines
Province of Bulacan
Municipality of Marilao

Office of the Secretary to the Sangguniang Bayan

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE
SANGGUNIANG BAYAN OF MARILAO, PROVINCE OF BULACAN, HELD AT THE
SESSION HALL OF THE MUNICIPAL BUILDING ON
DECEMBER 15, 2025**

PRESENT:

Hon. Ariel P. Amador

Municipal Vice Mayor
Presiding Officer

COUNCILORS:

Hon. Maria Luisa I. Silvestre
Hon. Wilfredo D. Diaz
Hon. Divina E. Reyes
Hon. Jessalyn Mahilac-Dela Cruz

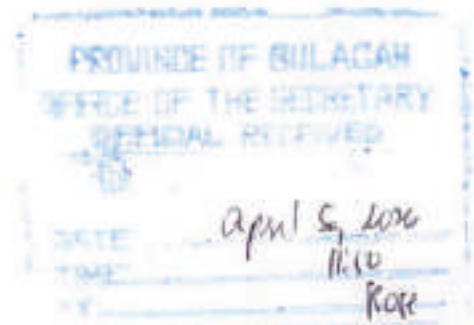
Hon. Juanito H. Santiago
Hon. Vanessa Valdez-Seminiano
Hon. Harvey C. Mediante

EX-OFFICIO:

Hon. Guillermo T. Paraoan Jr. (ABC President)
Hon. Carlo Gabriel G. Solis (SK President)

ABSENT:

Hon. Mary Del A. Jasa-Aquino



MUNICIPAL ORDINANCE NO. 1083 C.Y. OF 2025

Sponsored by:

Councilor Mary Del Jasa-Aquino
Councilor Vanessa Valdez-Seminiano
Municipal Vice Mayor Ariel P. Amador

AN ORDINANCE CREATING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL VETERINARIAN) FOR THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN, AND PROVIDING THE NECESSARY FUNDS THEREFOR.

WHEREAS, the Office of the Mayor presented to this August Body a Letter of Endorsement entitled: *'An Ordinance creating the position of Municipal Government Department Head I (Municipal General Services Officer) for the Municipal Government of Marilao, Province of Bulacan, and providing the necessary funds thereof.'* for appropriate actions;

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall exercise the powers necessary, appropriate, or incidental for its efficient and effective governance, and for the promotion of the general welfare;

WHEREAS, Section 76 of the same Code authorizes local government units to design and implement their organizational structures and staffing patterns based on their needs and financial capability, subject to civil service laws and rules;

January

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WHEREAS, Section 447(a)(1)(vi) of RA 7160 grants the Sangguniang Bayan the authority to create positions deemed necessary to effectively carry out the functions of the municipality and to provide for the establishment, maintenance, and operation of veterinary services to ensure public health and safety, particularly relating to animal health;

WHEREAS, the Municipality of Marilao recognizes the increasing need for professional veterinary services due to population growth, rising demand for animal health programs, disease prevention, and public safety concerns involving animal welfare, zoonotic diseases, and livestock development;

WHEREAS, the creation of the position of **Municipal Government Department Head I (Municipal Veterinarian)** is deemed necessary to develop, supervise, and implement comprehensive veterinary, animal welfare, and livestock improvement programs, and to support the municipality's agriculture, environmental, and public health initiatives;

WHEREAS, the Municipal Government affirms its commitment to strengthening local governance by ensuring the presence of competent professionals in all mandated sectors, including veterinary services;

NOW THEREFORE, be it ordained by the **Sangguniang Bayan of Marilao, Bulacan**, in session duly assembled, that:

SECTION 1. CREATION OF POSITION. There is hereby created **one (1) permanent position** under the Municipal Government of Marilao:

- **Position Title** : Municipal Government Department Head I (Municipal Veterinarian)
- **Salary Grade** : SG 24
- **Status** : Permanent
- **Department/Office Assignment**: Office of the Municipal Veterinarian

SECTION 2. DUTIES AND RESPONSIBILITIES. The Municipal Government Department Head I (Municipal Veterinarian) shall perform the following functions, subject to CSC and DBM standards:

- a. Formulate and implement veterinary programs, policies, and services for the municipality;
- b. Supervise animal health, disease control, mass vaccination, and animal welfare initiatives;
- c. Provide guidance and technical assistance to barangays on animal health and livestock development;
- d. Lead zoonotic disease prevention in coordination with the Municipal Health Office and other agencies;
- e. Ensure compliance with national veterinary, biosecurity, and animal welfare laws;
- f. Manage the Office's personnel, operations, and resources;
- g. Perform such other duties as may be assigned by the Municipal Mayor.

SECTION 3. QUALIFICATION STANDARDS. The appointee must possess the following minimum qualifications based on prevailing CSC and DBM guidelines:

- **Education** : Doctor of Veterinary Medicine
- **Experience** : At least **three (3) years** of relevant experience
- **Training** : At least **16 hours** of relevant training
- **Eligibility** : RA 1080 (Veterinarian)
- **Other requirements** : Must possess a valid PRC license

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SECTION 4. APPROPRIATIONS. The necessary funds for the implementation of this Ordinance, including salary, personnel benefits, and operational requirements of the Office of the Municipal Veterinarian, shall be sourced from the available funds of the **current fiscal year**, or shall be incorporated in the **Annual Budget** of the Municipal Government of Marilao.

SECTION 5. REPEALING CLAUSE. All prior ordinances or any part thereof, or any other ordinance which are contrary to or inconsistent with the provision of this Ordinance, are hereby repealed or amended accordingly;

SECTION 6. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance shall be declared unconstitutional or invalid, the other provisions not declared are not affected by such declaration and shall remain in full force and effect;


SECTION 7. EFFECTIVITY. This Ordinance shall take effect upon approval and compliance with the posting and publication requirements under existing laws.

APPROVED by the Sangguniang Bayan of the Municipality of Marilao, Province of Bulacan, this 15th day of December, 2025.

I hereby certify that this Ordinance has been duly approved by the Sangguniang Bayan.


EDEN F. SEGUBIENSE
Secretary II
Acting Secretary to the Sangguniang Bayan

ATTESTED:


ARIEL P. AMADOR
Presiding Officer
Municipal Vice Mayor

APPROVED DATE: 03-25-26


ATTY. JEMINA M. SY
Municipal Mayor 



Republic of the Philippines
Province of Bulacan
Municipality of Marilao

Human Resource Management Office

March 9, 2026

CERTIFICATION

This is to certify that an appropriation in the amount of **One Million Nine Hundred Eighteen Thousand Nine Hundred Ninety-Nine Pesos (1,918,999.00)** has been duly provided under the approved Annual Budget of the Municipality of Marilao for the creation of the **Municipal Veterinarian Officer**.

This certification is issued upon request for whatever legal purpose it may serve.



MERCEDITA H. DEL ROSARIO
Human Resource Management Officer V





Republika ng Pilipinas
Lalawigan ng Bulacan
Bayan ng Marilao



Municipal Budget Office

Marso 9, 2026

PAGPAPATUNAY

Sa Kinauukulan:

Ang Local Finance Committee na nakalagda sa ibaba ay nagpapatunay na may sapat na halaga ang kaban ng bayan ng Marilao para sa Municipal Veterinarian na may kabuuang halagang **ISANG MILYON SIYAM NA RAAN AT LABING WALONG LIBO, SIYAM NA RAAN SIYAMNAPU'T SIYAM NA PISO (P1,918,999.00)** na nakapaloob sa 2026 Taunang Badyet.


ROSALIE S. VILLADOS
Municipal Budget Officer


MIRAQUEL B. LEGACION
Municipal Treasurer


JEREMY C. FRANCISCO
OIC-Mun. Planning & Development Coordinator



2nd Floor, Municipal Bldg., Patubig, Marilao, Bulacan
MarieNews | Atty. Jem Sy ☎ (044) 919 8181 🌐 www.marilao.gov.ph



Human Resource Management Office

PROPOSAL FOR THE CREATION OF THE MUNICIPAL VETERINARY OFFICE (MVO) and MUNICIPAL VETERINARIAN

In line with the thrust of the Municipal Government of Marilao to ensure public health, food safety, and animal welfare, the creation of a Municipal Veterinary Office (MVO) is hereby proposed.

Marilao's rapid urbanization and growing population have led to increased demand for animal health services, effective regulation of slaughterhouses and meat establishments, and implementation of rabies prevention programs. Currently, veterinary and animal control functions are handled under various departments without a dedicated technical office, leading to fragmented service delivery and limited program implementation.

The establishment of a Municipal Veterinary Office will institutionalize these functions, enhance the municipality's capability to deliver animal health services, and strengthen programs related to livestock development, rabies control, zoonotic disease prevention, meat inspection, and animal welfare.

The Municipal Veterinary Office (MVO) aims to:

1. Deliver efficient veterinary and animal health services to the community;
2. Ensure food safety and meat inspection standards in all public markets and slaughterhouses;
3. Implement and sustain anti-rabies programs and control of animal-borne diseases;
4. Promote livestock and poultry development and biosecurity measures;
5. Enforce animal welfare laws and local ordinances;
6. Provide technical assistance to livestock raisers, pet owners, and animal-related businesses.

FUNCTIONS OF THE MUNICIPAL VETERINARY OFFICE

The Municipal Veterinary Office shall perform the following functions:

A. Animal Health and Disease Control

- Implement animal disease prevention, surveillance, and control programs;
- Conduct regular vaccination, deworming, and treatment of domesticated animals;
- Coordinate with the Department of Agriculture and other agencies for disease monitoring and reporting.

B. Rabies Prevention and Control

- Implement the Anti-Rabies Act of 2007 (RA 9482) and the Municipal Anti-Rabies Ordinance;
- Conduct mass dog vaccination, impounding of stray animals, and population control programs;
- Conduct information and education campaigns on responsible pet ownership.

C. Meat Inspection and Food Safety

- Supervise and regulate public and private slaughterhouses and meat establishments;





Human Resource Management Office

- Conduct ante-mortem and post-mortem inspections to ensure meat safety and quality;
- Issue meat inspection certificates and monitor compliance with sanitary standards.

D. Animal Welfare and Regulation

- Enforce the Animal Welfare Act (RA 8485) and local ordinances on animal protection;
- Regulate animal-related businesses such as pet shops, veterinary clinics, and animal shelters;
- Investigate complaints regarding animal cruelty and neglect.

E. Livestock and Poultry Development

- Provide technical assistance to livestock and poultry raisers;
- Promote livelihood and animal production programs for farmers;
- Support animal dispersal and improvement programs.

F. Administrative and Support Functions

- Maintain records of vaccination, slaughterhouse operations, and animal health activities;
- Prepare reports for submission to the Office of the Mayor, DA, and DILG;
- Conduct training and seminars for barangay animal health workers and volunteers.

Prepared by:



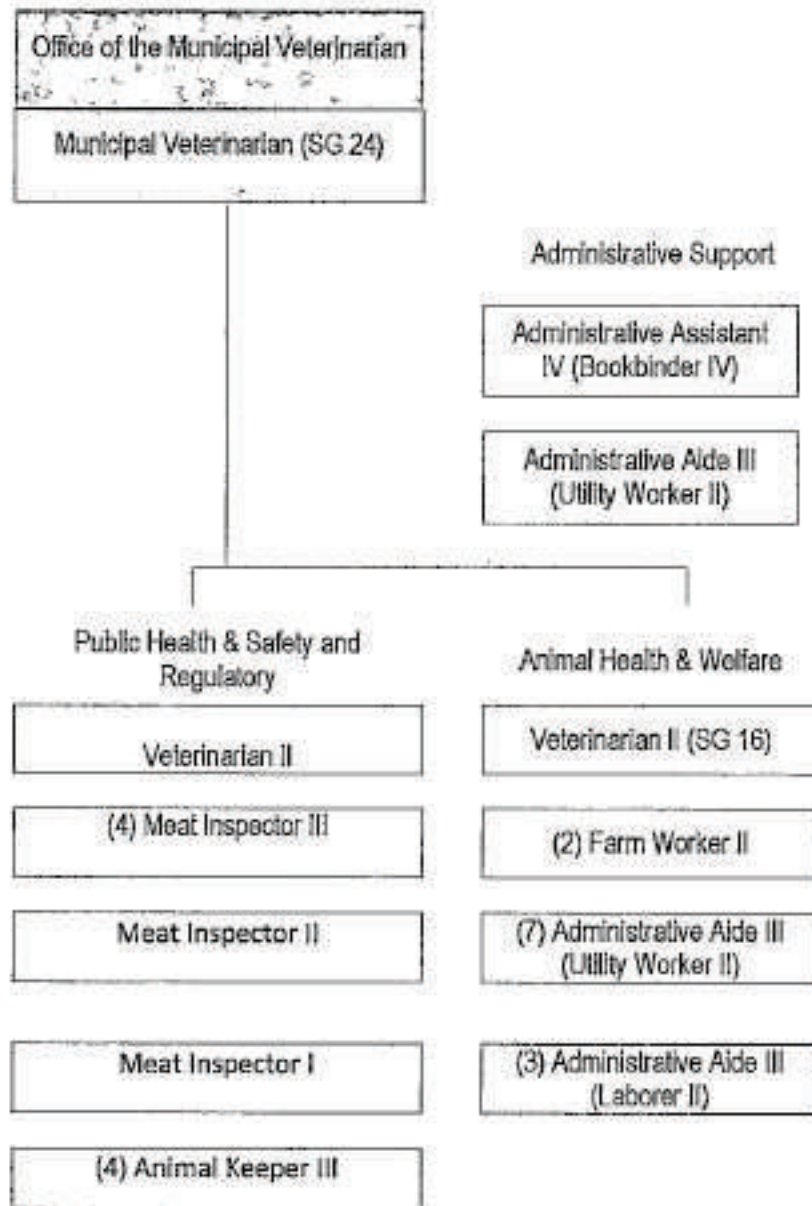
Mercedita H. del Rosario
Human Resource Management Officer V





Human Resource Management Office

PROPOSED ORGANIZATIONAL STRUCTURE



(The number of Utility Workers and support staff may be adjusted depending on actual organizational needs and budget availability.)

