



# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SANTA CRUZ, LAGUNA HELD ON DECEMBER 05, 2022, MONDAY, 9:38 IN THE MORNING AT THE BATASANG BAYAN, ESCOLAPIA BUILDING, SANTA CRUZ, LAGUNA.

## PRESENT:

Honorable LAARNI A. MALIBIRAN

VICE MAYOR

Honorable Ambiel John C. Panganiban

Presiding Officer

Honorable Lea A. Almarvez

Councilor

Honorable Norman T. Tolentino

Councilor

Honorable Esmeraldo C. De Las Armas, Jr.

Councilor

Honorable Rizaldy N. Kalaw

Councilor

Honorable Mark Anthony P. Joven

Councilor

Honorable Lucena R. Odejar

Councilor

Honorable Alan T. Pamatmat

Councilor

Honorable Patrocinia S. Kalaw

Councilor - ABC Federation President

Honorable Regine S. Regalado

Councilor - SK Federation President

## MUNICIPAL ORDINANCE NO. 18 - S2022

**AN ORDINANCE MANDATING BUSINESS ESTABLISHMENTS OPERATING WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF SANTA CRUZ, LAGUNA TO INSTALL A CLOSED-CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF.**

**WHEREAS**, Section 16 of the Local Government Code of 1991 or Republic Act No. 7160, also known as the General Welfare Clause, provides in that every local government unit shall exercise powers necessary for its efficient and effective governance and those which are essential to the promotion of General Welfare;

**WHEREAS**, Sections 447 and 458 of Republic Act 7160 provide in part, that the Sangguniang Bayan shall enact ordinances for the general welfare of the municipality/city and its inhabitants pursuant to the abovementioned Section 16 of said law, and in this regard, enact and approve ordinances relative to the: (i) maintenance of peace and order in the municipality/city, (ii) suppression of lawlessness therein, and (iii) authorization of the issuance of permits or licenses upon conditions and for such purposes intended to promote the general welfare of the inhabitants of the municipality/city, regulating thereby any business which does not require government examination within the municipality/city and the conditions under which the license for said business may be issued or revoked.

**WHEREAS**, Law Enforcement Agencies in the country have already proven that Closed Circuit Televisions (CCTV) are among the most effective tools in crime deterrence, prevention, detection and solution since there is a video recording which can be used in addition to the testimonies of witnesses;

**WHEREAS**, in order to intensify the Municipality's drive to deter, prevent, detect, and solve criminality, and to preserve video recording as evidence, this August Body deems it proper to require the use of CCTV systems in business establishments within;

**WHEREAS**, the Department of the Interior and Local Government, through the Philippine National Police Anti-Cybercrime Group, has conducted a study as to the minimum technical specifications to be required of CCTVs to be installed pursuant to this ordinance.

**NOW, THEREFORE**, on motion of Hon. Patrocinia S. Kalaw (Chairman of Committee on Laws and Ordinances), duly seconded by Hon. Lucena R. Odejar, Hon. Rizaldy N. Kalaw, Hon. Alan T. Pamatmat, Hon. Esmeraldo C. De Las Armas, Jr. and Hon. Mark Anthony P. Joven and with the approval of all the members present, it was

**BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF SANTA CRUZ LAGUNA IN ITS REGULAR SESSION ASSEMBLED:**

**SECTION 1. TITLE OF ORDINANCE** - This ordinance shall be known as: **AN ORDINANCE MANDATING BUSINESS ESTABLISHMENTS OPERATING WITHIN THE TERRITORIAL JURISDICTION OF THE MUNICIPALITY OF SANTA CRUZ, LAGUNA TO INSTALL A CLOSED CIRCUIT TELEVISION (CCTV) SYSTEM AND PRESCRIBING PENALTIES FOR VIOLATIONS THEREOF.**

HON. RIZALDY N. KALAW  
Councilor

HON. ESMERALDO C. DELAS ARMAS, JR.  
Councilor

HON. NORMAN T. TOLENTINO  
Councilor

HON. LEA A. ALMARVEZ  
Councilor

HON. AMBIEL JOHN C. PANGANIBAN  
Councilor

HON. MARK ANTHONY P. JOVEN  
Councilor

HON. LUCENA R. ODEJAR  
Councilor

HON. ALAN T. PAMATMAT  
Councilor

HON. PATROCINIA S. KALAW  
ABC Federation President

HON. REGINE S. REGALADO  
SK Federation President







# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



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**SECTION 2. SCOPE AND APPLICATION** The following business establishments are required to install CCTVs within the Municipality of Santa Cruz Laguna:

- Financial establishments such as banks, pawnshops, money lenders, money remittance services, money changers, and others with similar transactions.
- Business establishments that are part of a national chain or have several branches in other parts of the country such as restaurants/fast-food chains, convenience stores, grocery stores, drug stores, etc.
- Shopping malls, shopping centers, supermarkets, wet markets or palengke, and other similar establishments
- Hospitals, laboratories, clinics, and other medical facilities.
- Theaters, movie houses, perya, arcades, internet cafes, drinking bars and other places of entertainment that draw in a considerable number of customers.
- Airports, ports, public transportation terminals, parking lots, and other similar establishments that cater to a large number of vehicles.
- Car dealerships, gasoline/fuel stations, vehicle maintenance/service stations.
- Other business establishments which the Sanggunian deems proper considering the nature of business and potential risks in their respective areas such as:
  - Off cockpit betting station, KTV night streaming services including cockpit arena/off cockpit services
  - Convenience Stores
  - Gasoline/fuel stations
  - Vehicle Maintenance/Service stations
  - Factories
  - Cemeteries
  - Public and Private schools
  - Newly constructed subdivision

The CCTV shall be maintained in proper working order at all times, shall be in continuous operation, and shall meet the minimum technical specifications set by this ordinance.

**SECTION 3. MINIMUM TECHNICAL SPECIFICATIONS** - The CCTV system to be installed must meet the following minimum specifications:

- High-Definition Analog or at least 2 Megapixel Digital Camera
  - 0.1 Lux Minimum Illumination
  - 2.8mm to 3.6mm Focal Length
- Auto-Iris Focus Lens (fixed/vari-focal)
  - 1/130s to 1/50,000s Shutter Speed
  - 50-meter Infrared Range
- 120Db Wide Dynamic Range
  - Pan and Tilt Adjustment of 0 degrees to 180 degrees and Rotate Adjustment of 0 degrees to 360 degrees
  - Outdoor Cameras must be vandal-proof with IP 66 Weatherproof Casing

**SECTION 4. INSTALLATION GUIDE.** The following Installation Guide is recommended to be followed:

- Cameras must be installed at a secure location with maximum area of coverage of entrances/exits and areas of transaction or risk, making sure that there will be no blind spots.
- Video recorders must be mounted at secure or concealed locations to protect them from deliberate tampering.
- CCTVs should be installed in well-lit areas and with consistent lighting to pick-up identifying details, such as facial features.
- The angle of the cameras should be considered to avoid lens flare and backlighting.

HON. RIZALDY N. KALAW  
Councilor

HON. ESMERALDO C. DELAS ARMAS, JR.  
Councilor

HON. NORMAN T. TOLENTINO  
Councilor

HON. LEA A. ALMARVEZ  
Councilor

HON. AMBIELO JOHN C. PANGANIBAN  
Councilor

HON. MARK ANTHONY P. JOVEN  
Councilor

HON. LUCENA R. ODEJAR  
Councilor

HON. ALAN T. PAMATMAT  
Councilor

HON. PATROCILIA S. KALAW  
ABC Federation President

HON. REGINE S. REYES  
SK Federation President





# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



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HON. RIZALDY N. KALAW  
Councillor

HON. ESMERALDO C. DELAS ARMAS, JR.  
Councillor

HON. NORVANT T. TOLENTINO  
Councillor

HON. LEA A. ALMARNEZ  
Councillor

HON. AMBIELO JOHN C. PANGANIBAN  
Councillor

5. The following objectives and recording distance when installing CCTV Cameras shall be determined: General Surveillance = 10 feet or greater, Facial Recognition = 5 to 7 feet, Plate Recognition (for Parking Lots) = 3 to 4 feet.
6. When possible, a back-up system should be installed alongside the CCTV system to ensure that data is kept secure in the event of physical harm to the storage devices such as fires, earthquakes, any form of deliberate tampering, and other similar situations.
7. When possible, a black CCTV cameras should also be placed in a conspicuous area to deter possible criminal acts and protect the cameras.
8. Signages indicating that the establishment/area is being monitored by a CCTV System must also be installed in areas that visible and obvious to the public, and must use clear, plain, and concise language.
9. At least one staff or employee should be trained to operate the CCTV System.

**SECTION 5. PRIVACY** - All business establishments required to install CCTVs under Section 2 hereof shall comply with the following guidelines on privacy:

- 5.1 Establishments covered shall strictly comply with the National Privacy Commission's guidelines on the use of CCTV Systems, as detailed in NPC Advisory no. 2020-04.
- 5.2 Video footage obtained through the CCTV Systems shall be retained for a maximum period of three (3) weeks in order to allow investigating authorities to properly retrieve and prepare back-ups of the data relevant to any incidents that occur. Upon exceeding the prescribed period, video footage shall be permanently deleted from the system and all existing forms of back-up

**SECTION 6. ACCESS TO RECORDINGS** - If a crime has been committed, or the operator, employee, or owner of the establishment has reason to believe that a crime has been committed and has been recorded by the CCTV, the operator, employee, or owner of the establishment shall immediately contact the nearest police station and shall provide access to the pertinent recordings to the police and other investigators.

The operator, employee or owner of the business establishment shall also make available the camera recordings to the law enforcement authorities engaged in criminal investigation upon written request of the authorized or designated officer thereof with the particular time and day covered by the request therein specified.

The captured video footage or images may be used at any time to satisfy the written order or subpoena of any court or body with competent jurisdiction

**SECTION 7. PROHIBITION** - The viewing of recorded or captured video footage or images shall be made with due respect to the privacy of individuals

**SECTION 8. MINIMUM COVERAGE** - All the establishments mentioned under Section 2 hereof shall be required to install CCTVs as to afford a full coverage of the following:

- a. From the interior of the establishment:
  - i. All entrances/exits;
  - ii. The center of business activity in the establishment (including the tellers, cashiers, cash registrars, sales counters, or areas leading to the vault/safe) according to the nature of business/operations of the establishment.
- b. From the exterior of the establishment (when the establishment is not located inside a mall or building which has its own exterior cameras):
  - i. All entrances/exits;
  - ii. From the entrances/exits, a clear view of the area to and from the street(s) abutting the establishment, including frontage thereof taking into particular consideration the clarity of shots in relation to the angles thereof;
  - iii. Parking lots and drive-through lanes (when applicable).

HON. MARK ANTHONY P. JOVEN  
Councillor

HON. LUCEÑA R. ODEJAR  
Councillor

HON. ALAN T. PAMATMAT  
Councillor

HON. PATROCIO S. KALAW  
ABC Federation President

HON. REGINE S. GALADO  
SK Federation President





# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



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**SECTION 9. IMPLEMENTING OFFICES** - The Municipal Disaster Risk Reduction Office (MDRRMO) and Business Permit and License Office (BPLO) shall be responsible for the verification and determination of the relevant establishments' compliance with the directives of this Ordinance. The MDRRMO/BPLO shall specify when compulsory inspection of the installed CCTVs shall be conducted before the necessary clearance or certification therefor may be issued, which clearance or certification shall be a mandatory requirement for the issuance or renewal by the Business Permits and Licensing Office (BPLO) of a business permit or license. The MDRRMO may thereafter conduct inspections during reasonable business hours, to determine continued compliance with this Ordinance post- issuance or renewal of such establishments' business permit or license by the BPLO. For all these purposes, the MDRRMO shall seek the advice and assistance of the local Chief of Police or his duly authorized representative.

**SECTION 10. INFORMATION/DISSEMINATION** - All Barangays is tasked to inform all business establishment within their jurisdiction regarding the existing Ordinance for strict compliance.

**SECTION 11. TRANSITORY PERIOD.** For existing establishment having installed a CCTV not within the specifications prescribed by this Ordinance is given a grace period of ninety (90) days or three (3) months to comply pursuant with this ordinance;

**SECTION 12. PENALTIES** - No business permit or permit to operate shall be issued to or renewed for the business establishments mentioned in Section 2 hereof unless the CCTVs as herein specified are installed and fully operational.

Further, a fine amounting to Two Thousand and Five Hundred Pesos (Php2,500.00) shall be imposed on any business establishment in operation found to be in violation of this Ordinance.

**SECTION 13. APPEAL PROCESS** - Any establishment found to be in violation of this Ordinance by the MDRRMO may appeal the findings thereof to the Office of the Mayor within fifteen (15) working days from being notified of its violation by the MDRRMO/BPLO, furnishing a copy of the appeal to the MDRRMO prior to the filing thereof with the Office of the Mayor. Within fifteen (15) working days from receipt of the copy of the appeal, the MDRRMO/BPLO shall submit its answer to the Office of the Mayor, furnishing the business establishment a copy of the same on even date. Should the MDRRMO/BPLO fail to file its answer to the appeal within the given period, it shall be deemed to have opposed the appeal on all its material points. The Office of the Mayor shall decide on the matter within fifteen (15) working days from receipt of the answer of the MDRRMO/BPLO or from the day the period of filing therefor has lapsed, giving due notice to the parties involved. The decision of the Mayor shall be final, and no motion for reconsideration shall be entertained thereafter, subject to such remedial measures as may be then available under the law or Rules of Court

**SECTION 14. COMPLIANCE** - All businesses establishments covered by the scope of this Ordinance shall have a grace period of ninety (90) days effective January 1 the following year within which to comply with the directives hereof otherwise business is subject for closure after due process of law;

**SECTION 15. SEPARABILITY CLAUSE** - If for any reason, any section of this Ordinance shall be held unconstitutional or invalid, other sections which are not affected thereby shall continue to be in full force and effect.

**SECTION 16. REPEALING CLAUSE** - All ordinances, rules and regulations or parts thereof in conflict with this Ordinance are hereby repealed, provided that the rights that are vested upon the effectivity of this Ordinance shall not be impaired,

**SECTION 17. EFFECTIVITY CLAUSE** - This ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

HON. RIZALDY N. KALAW  
Councilor

HON. ESMERALDO C. DELAS ARMAS, JR.  
Councilor

HON. NORRIN T. TOLENTINO  
Councilor

HON. LEA A. ALMARQUEZ  
Councilor

HON. AMBIELO JOHN C. PANGANIBAN  
Councilor

HON. MARK ANTHONY P. JOVEN  
Councilor

HON. LUCENA R. ODEJAR  
Councilor

HON. ALAN T. PANAMATMAT  
Councilor

HON. PATROCINIA S. KALAW  
ABC Federation President

HON. REGINE RECALADO  
SK Federation President





# OFFICE OF THE SANGGUNIANG BAYAN Sta. Cruz, Laguna



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**ORDERED:** Let copies of this resolution be furnished the Honorable Sangguniang Panlalawigan, Honorable Mayor, the Municipal Budget Officer, the Municipal Treasurer, the Municipal Planning and Development Officer, the Municipal Accountant, Municipal Disaster Risk Reduction Officer, Business Permit and License Officer, all Business Establishment, Liga ng mga Barangay, Municipal Police Station, DILG, and all other concerned offices, for their information and appropriate action.

**APPROVED. December 05, 2022**

**I HEREBY CERTIFY** to the correctness of the above-quoted ordinance.

*Maria Teresa Robles Labog*  
**MARIA TERESA ROBLES LABOG**  
Secretary to the Sangguniang Bayan

*[Signature]*  
**HON. AMBEL JOHN C. PANGANIBAN**  
Councilor

*[Signature]*  
**HON. LEA A. ALMARVEZ**  
Councilor

*[Signature]*  
**HON. NORMAN T. TOLENTINO**  
Councilor

*[Signature]*  
**HON. ESMERALDO C. DE LAS ARMAS, JR.**  
Councilor

*[Signature]*  
**HON. RIZALDY N. KALAW**  
Councilor

*[Signature]*  
**HON. MARK ANTHONY P. JOVEN**  
Councilor

*[Signature]*  
**HON. LUCENA R. ODEJAR**  
Councilor

*Alan T. Pamatmat*  
**HON. ALAN T. PAMATMAT**  
Councilor

*[Signature]*  
**HON. PATROCINIA S. KALAW**  
ABC Federation President

*[Signature]*  
**HON. REGINE D. REGALADO**  
SK Federation President

ATTESTED :

*[Signature]*  
**HON. LAARNI A. MALIBIRAN**  
Municipal Vice Mayor  
Presiding Officer

APPROVED:

*[Signature]*  
**HON. EDGAR S. SAN LUIS** 1/10/23  
Municipal Mayor