



Republic of the Philippines  
PROVINCE OF ZAMBALES  
Municipality of Botolan

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE MUNICIPAL SESSION HALL, BOTOLAN, ZAMBALES ON THE 5<sup>TH</sup> DAY OF MARCH 2025

**Present:**

Hon. Doris D. Ladines

**Presiding Officer**

**Regular Members**

Hon. Nick L. Manzo

SB Member

Hon. Angel B. Diesta

SB Member

Hon. Dr. Fernando D. Igrobay

SB Member

Hon. Arthur R. Daria

SB Member

Hon. Marlo Thomas D. Doble

SB Member

Hon. Jay T. Dilag

SB Member

Hon. Eddie D. Daos

SB Member

Hon. Glenn C. Manangan

SB Member

**Ex-Officio Members**

Hon. Fernando D. Oñate Jr.

ABC President

Hon. Jessa Nicole B. Jaring

SK Mun. Fed. Chairman

Hon. Ladie M. De Leon

IPMR

**Absent:**

None

**MUNICIPAL ORDINANCE NO. 04-2025**

**AN ORDINANCE REGULATING THE ISSUANCE OF PERMIT FOR FUND RAISING, SOLICITATION AND SIMILAR FORMS OF FUND DRIVES IN THE MUNICIPALITY OF BOTOLAN, ZAMBALES AND PRESCRIBING PENALTIES FOR VIOLATION**

Introduced by: Hon. Glenn C. Manangan

**Whereas**, the Municipality of Botolan, Zambales recognizes the importance of charitable institutions and fund drives in supporting community projects, disaster response, social services, and other public welfare initiatives;

**Whereas**, there is a need to regulate solicitation and fund-raising activities to ensure proper accountability, prevent fraud, and protect donors and beneficiaries from potential misuse of funds;

**Whereas**, the Local Government Code of 1991 (Republic Act No. 7160) grants the Sangguniang Bayan the power to enact regulations for the welfare of its constituents, including the implementation of policies governing public solicitations and fund drives;

**Whereas**, there is an increasing number of solicitations and fund-raising activities being conducted in the municipality, necessitating clear guidelines for their implementation, documentation, and monitoring;

**Now therefore**, upon motion of Hon. Glenn C. Manangan, duly seconded and approved by all the members in session assembled;

**Be it enacted:**

**I. TITLE:** This ordinance shall be known as the "Municipality of Botolan Solicitation and Fund Drives Permit Ordinance".

**II. COVERAGE.** The provision of this Ordinance shall control and regulate the solicitation of donation from the public to obviate illegal fund drives pursuant to the provision of Republic Act 4075, as amended by P.D 1564, known as Solicitation Permit Law, and as provided for the Local Government Code of 1991 otherwise known as Republic Act 7160.

**III. DEFINITION OF TERMS:**

- a) **FUND RAISING/FUND DRIVE** - shall refer to the act of solicitation by groups or organizations for the purpose of raising money for charitable or public welfare purposes.
- b) **SOLICITATION** - shall mean procuring anything of value, asking for donations and voluntary cash contributions from the public and private sectors in the community as a fund drive.
- c) **DONATION** - shall mean cash donation to a certain group for public welfare purposes and/or for a good cause.

**IV. COVERAGE**

Fund Solicitation for the following activities and other similar activities are hereby regulated:

- 1. Benefit Dances
- 2. Sports Tournaments
- 3. Beauty Pageants
- 4. Singing Contest
- 5. Gift Giving and Other Related Activities

**V. REGULATION**

The following regulation shall govern the issuance of solicitations and fund drive permits and strict compliances by all concerned must be observed:

- 1) In no case should any applicant start the drive for raising funds until the necessary permit to do so has already been obtained from the Municipal Social Welfare and Development Office.
- 2) All applications for solicitations and fund drives must include the following:
  - a) A photocopy of Certificate of Registration of the said Organization;
  - b) Photocopy of Certificate of Accreditation from the Sangguniang Bayan in which the association is registered and among other things the following:
  - c) In the absence of A & B of number 2 of Section V of this ordinance, a written permission or endorsement from the Punong Barangay concern with pertinent information regarding the solicitation shall be stated.
  - d) Name and address of the person duly authorized by the Committee or board to make the application;
  - e) Names, addresses and positions of officers of the association;
  - f) Names and addresses of authorized solicitors (or agents);



- g) Objectives and purposes for which the drive to raise funds will be conducted;
  - h) Commitment of each and every one of the officers of the association to assume full responsibility for the value for all tickets and/or ballot sold in case of non-payments; and
  - i) A pledge to limit the expenses of the drive to not more than 30% of the totals gross income if the funds are raised through the holding of benefits. In cases where the funds are raised purely through voluntary contributions, a pledge to limit the expenses to not more than 10% is required. In all cases, the balance must be expended only for the projects proposed to be undertaken. This pledge should likewise state that no person should have a share in the proceeds to be derived therefrom.
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- 3) The period of fund drive shall not exceed three (3) months. In meritorious cases, however, the Municipal Mayor may extend the effectivity of such permit to a longer period but not exceeding three (3) months. Application for extension of permit beyond three (3) months shall require the approval of the Municipal Mayor.
  - 4) Postponement of the date of the affair and/or extension of period of the drive of solicitation may be made only upon approval of the MSWDO. In such case, a written request containing the reasons for the postponement or extension should be filed beforehand for immediate consideration thereof.
  - 5) Persons or Officers in-charge of the drive for raising funds shall have absolutely no share in the proceeds to be derived therefrom, and contributions or collection from whatever source are to be acknowledged with receipts and expenditures supported by invoices or vouchers. Their books of account should be in the possession of the Treasurer of the association who should make such books available for inspections and verifications at any reasonable time and place, as the MSWDO/Municipal Mayor's Office deems it necessary.
  - 6) Expenditures for any project other than those specified should be reported to the MSWDO/Municipal Mayor.
  - 7) In case of the loss of the permit, the person to whom the permit was issued must submit immediately to the Municipal Mayor a statement duly sworn before a Notary Public stating the circumstances of the said loss before a replacement is issued.
  - 8) On the state of expiration of the permit, either used or unused, it is the duty of the person whom the permit was issued or the holder thereof, to surrender it to the Municipal Social Welfare and Development Office and to submit a report of the names and addresses of the contributors and the person to whom assistance was rendered from the funds obtained; and an itemized statement of collections and disbursements within one month from the date of its expiration or earlier as the Municipal Mayor or MSWDO so required, said statement to be duly certified correct by a licensed Certified Public Accountant not connected with the organization, or by the Municipal Auditor or Municipal Treasurer, or their authorized representatives, as the case maybe. If the permit was not used, a sworn statement of explanation to this effect must be made and submitted too.
  - 9) In case of failure to surrender the original of the solicitations and Fund Drives Permit and to submit the financial report within the period given to the organization, the Municipal Mayor or the MSWDO will send a letter of reminder. Failure to comply with the above will be sufficient case for the MSWDO/Municipal Mayor to proceed against the erring corporation, association or individual.
  - 10) In case of dissolution of the organization, any unexpended balance of funds or assets left must be accounted for in the name of the Municipal Government of Botolan for charitable and public welfare purpose.
  - 11) Any group or organization conducting fund raising activities should always bring along with them the permit issued by the Municipal Mayor subject for inspection.



**VI. ISSUANCE OF PERMIT FOR SOLICITATION**

- a. The Municipal Social Welfare and Development Office (MSWDO) shall be tasked to process the issuance of permits for solicitation, fund raising and other similar form of fund drives:
- b. Application forms must be filled out in the prescribed solicitation permit form provided by the MSWDO;
- c. The MSWDO shall screen the application to determine if all requirements are complied; and
- d. The MSWDO shall endorse the application to the Local Chief Executive for approval.

**VII. PENALTY**

Any person or persons found guilty of violating any provision of this ordinance shall be penalized by a fine of not less than five hundred pesos (Php 500.00) but not more than two thousand five hundred pesos (Php 2,500.00).

**VIII. SEPARABILITY CLAUSE**

Any guidelines, rules and regulations found inconsistent with the provision of this ordinance are hereby repealed, amended and/or modified accordingly.

**IX. EFFECTIVITY**

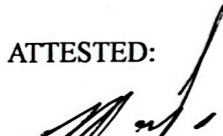
This Ordinance shall take effect after 21 days from the date a copy is posted in the bulletin board at the entrance of the municipal hall and in at least two (2) other prominent places in the Municipality of Botolan.

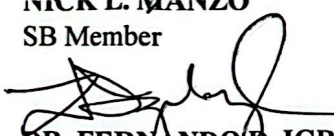
ENACTED this 5<sup>th</sup> day of March 2025 in Botolan, Zambales.

APPROVED UNANIMOUSLY.


I hereby certify to the correctness of the foregoing ordinance.


ATTESTED:

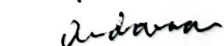
  
**NICK L. MANZO**  
SB Member

  
**DR. FERNANDO D. IGROBAY**  
SB Member

  
**MARLO THOMAS D. DOBLE**  
SB Member

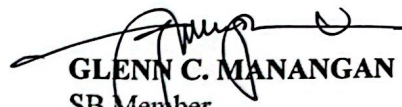
  
**GLADYS D. DE VERA**  
Secretary to the Sanggunian

  
**ANGEL B. DIESTA**  
SB Member


  
**ARTHUR R. DARIA**  
SB Member


  
**JAY T. DILAG**  
SB Member

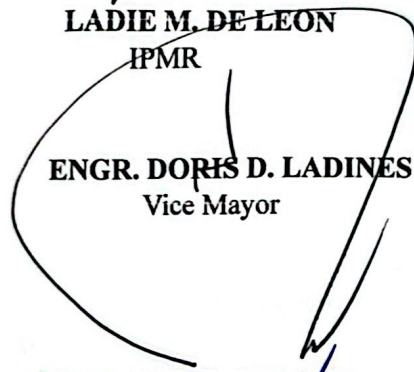
  
**EDDIE D. DAOS**  
SB Member

  
**GLENN C. MANANGAN**  
SB Member


  
**FERNANDO D. ONATE, JR.**  
ABC President

  
**JESSA NICOLE B. JARING**  
SK Mun. Ecd. President

  
**LADIE M. DE LEON**  
IPMR

  
**ENGR. DORIS D. LADINES**  
Vice Mayor

APPROVED:

  
**JUN OMAR C. EBDANE**  
Municipal Mayor