

EXCERPTS FROM THE MINUTES OF THE 124TH REGULAR SESSION OF THE SANGGUNIANG BAYAN 2013-2016 OF CAMALIG, ALBAY HELD ON MONDAY, JUNE 20, 2016, 9:28 IN THE MORNING AT THE SB SESSION HALL, CAMALIG, ALBAY

Present:

HON. VICENTE O. MOYO	-	SB Member/Temporary Presiding Officer
HON. MEDEN N. GAMBOA	-	SB Member
HON. BENJAMIN G. NUYDA	-	SB Member
HON. LERMA N. CAMBA	-	SB Member
HON. BARRY S. NASAYAO	-	SB Member
HON. NELSON N. NOCEDO	-	SB Member
HON. SHERWIN IAN A. BUENA	-	SB Member
HON. ELISA G. NEBRES	-	Vice-Mayor (Relinquished the Chair)

Absent:

HON. ANDY M. MARCAIDA	-	SB Member
HON. GINA M. NUARIN	-	SB Member (Sick Leave)

Municipal Ordinance No. 2016-10

AN ORDINANCE ENACTING THE CAMALIG INTEGRATED TOURISM AND CULTURAL HERITAGE CODE OF THE MUNICIPALITY OF CAMALIG, ALBAY

BE IT ORDAINED, by the Sangguniang Bayan in session assembled, that:

ARTICLE I

THE CODE POLICY AND OPERATING PRINCIPLES

Section 1. TITLE

This Ordinance shall be known as the “**CAMALIG INTEGRATED TOURISM AND CULTURAL HERITAGE CODE**”.

Section 2. DECLARATION OF POLICY

In the pursuit of cultural preservation and sustainable holistic development as a mechanism for maintaining our identity the Municipality of Camalig hereby declares adherence to Tourism Act of 2009, National Cultural Heritage Act of 2009, environmental laws and other tourism laws and shall pursue the following objectives:

- a. Protect, preserve, conserve and promote the Municipal cultural heritage, tourist attractions, its properties and history, and the ethnicity of local communities;
- b. Establish and strengthen cultural institutions; and,
- c. Protect tourism, culture, heritage and its workers and ensure their professional development and well-being.

The municipality shall pursue a balanced atmosphere where the historic past harmonizes with modern society. It shall approach the problem of conservation in an integrated and holistic manner, cutting across all relevant disciplines and technologies. The municipality shall further administer the heritage resources in a spirit of stewardship for the inspiration and benefit of the present and future generations:

- a. Safe, secured, responsible and controlled development;
- b. Preservation and restoration of local socio-cultural heritage;
- c. Protection and conservation of natural environment assets and its biodiversity; and
- d. Promoting Gender-Responsive Governance through promotion of equal representation of women in decision-making bodies; creation, strengthening and activation of local machineries on women; the promotion of the proper utilization of the Gender and Development Budget in relation to cultural heritage and tourism.

This Code provides that the Local Government of Camalig shall pursue policies consistent with the provisions of the constitution and other related national and local laws and issuances in order to ensure adherence to the following guiding principles:

- a. Conserve the natural environment including its biodiversity;
- b. Respect the cultural sensibilities and rights of host communities;
- c. Safeguard and preserve the integrity of cultural heritage, historical sites, attractions and natural endowments;
- d. Educate all stakeholders, community and tourists on the principles of responsible and sustainable tourism;
- e. Alleviate the less privileged from poverty by ensuring the benefits of tourism to effect the communities;
- f. Support sustainable tourism development plans;
- g. Encourage active involvement and participation of communities in tourism development;
- h. Ensure that all tourism activities, plans and programs should reflect the positive territorial values especially the values of : Pro-God, Pro-Nation, Pro-

People, Pro-Life-Gender and Pro-Environment. Identify, develop and promote existing and potential tourism areas and tourism enterprise;

- i. Institutionalize and advocate a responsible cultural and heritage tourism;
- j. Promote teamwork and cooperation among stakeholders to attain common goals and objectives for the common good;
- k. Encourage, promote and link community-based tourism support to industries to tourism mainstream;
- l. Strengthen and support the capability of the barangays in mandated tourism functions;
- m. Provide incentives and recognition to private initiatives in the establishment and development of tourism-related programs, projects, activities, events, and investments; and,
- n. Develop a tourism industry that is highly professionalized and trained human resource components through the concerted efforts and cooperation of both public and private sectors.

Section 3. OPERATING PRINCIPLES.

The formulation and implementation of policies, rules, regulations, instructions, and directives provided in this Code vested unto the Municipal Government of Camalig with the authority to pursue development plans consistent with the provisions of the Constitution and other related national and local laws and issuances in order to ensure adherence to the following operating principles:

As a steward of the Municipality's environment and natural resources, it is our responsibility that all development plans should strictly adhere to existing environmental laws and ordinances to ensure its sustainability for succeeding generations to enjoy;

- a. Respect for human rights is a cornerstone for sustainable tourism development particularly individual rights of the most vulnerable groups, notably children, the elderly, the handicapped, ethnic minorities and indigenous people as well;
- b. Marketing of tourism products and services should be as truthful and honest in all dealings with the traveler;
- c. Tourism should strive to continually improve products and services to match specific target needs;
- d. Local government units shall take major responsibility in partnership and cooperation with concerned government entities and the private sector for the improvement, security, administration and management of tourism destinations;
- e. All sectors concerned specifically the academe should work to enhance the skills and capabilities of local human resources in response to the needs of the tourism industry;

- f. Local Government Units shall enjoy autonomy in innovating and implementing tourism programs and activities in their respective areas and shall be entitled to fair and equitable allocation of resources in project implementation support;
- g. For effective and highly coordinated approach to tourism development and promotion, all tourism-related endeavors, programs and projects shall be aligned with the thrusts and directions of the Municipal Tourism Master Plan (MTMP), and that of the Department of Tourism;
- h. All laws, rules and regulations in the municipality of Camalig and in the barangays shall be harmonized and reconciled to give effect to the program thrusts of the tourism industry; and,
- i. Adoption of the acts of the generally accepted principles of international law relative to our stewardship of natural resources.

ARTICLE II

COVERAGE, SCOPE, AND DEFINITION OF TERMS

Section 4. SCOPE

The provisions of this Code shall apply to all barangays, agencies and instrumentalities, non-government organizations, businesses and establishments for tourism, persons, whether natural or juridical, directly or indirectly involved in the tourism industry.

Local conditions and the provisions in relation to Republic Act No. 7160 as well as such other relevant and applicable laws, rules and regulations issued by the national government and the Department of Tourism shall be adopted in this code.

Section 5. DEFINITION OF TERMS

In addition to the terms and phrases duly defined by the Department of Tourism in its several issuances of rules and regulations governing the accreditation of specific tourism establishments and facilities, which definitions are hereby adopted, the following are given their meanings in this ordinance:

Adventure Tourism - activities that involve interaction with the natural environment and contain element of risk; where the outcome is determined by the participant, the setting, and management of the tourist experience (backpacking, hang gliding, hunting, mountaineering, rappelling, rock climbing, sailing, spelunking)

Agricultural of Farm Tourism – travel directed at visiting agricultural farms for the purpose of observing the plantation, purchasing the produce, or participating in farm operations

Camaligueño – refers to a Filipino Citizen residing in Camalig or born in the Municipality of Camalig. This is synonymous to “Taga-Camalig”, one who has roots in Camalig but may be residing outside Camalig.

Capital Resources- refer to availability of capital/financing, transportation, roads, airports, railroads, harbors and marinas, trails and walkways, water, power, waste treatment and communications.

CTCHC – Camalig Tourism and Cultural Heritage Council.

Cultural Education - Teaching and learning of cultural concepts and processes. The promotion of cultural knowledge/understanding and activity.

Cultural Property - All products of human creativity by which people and a nation reveal their identity, including the church, colonial houses, buildings and sites whether public or privately-owned, movable or immovable, and tangible or intangible.

Cultural Resources- this includes historic buildings, sites, monuments, shrines, cuisine, ethnic cultures, industry, government, religion, anthropological resources and local celebrities.

Cultural Tourism– motivated primarily by cultural attractions that is satisfied by visits to museums, art galleries, artist’s villages, heritage sites, and cultural presentations.

DOT – Department of Tourism

Eco-Tourism - A kind or a class of tourism that involves travel to relatively undisturbed or uncontaminated natural areas with the specific objective of admiring, studying, and enjoying the scenery and its wild plants and animals, as well as any existing cultural features found in these areas.

Factory or Industry Tourism- a tourist activity where factories open their doors to visitors (e.g. handmade paper, handcrafted cutlery, abaca weaving)

Health Tourism - travel to improve one’s health (e.g. sauna, massage, medical treatment, diet resorts, spas, faith healers, geothermal springs, mud bath)

Human Resource Infrastructure – these include the warm bodies in the tourism industry. The people operating the various establishments and facilities, the local population whose lives are intertwined with the development of tourism sites in their area; the tourists whose quality of lives are enriched and enhanced by the beauty, the history and the culture of their destinations.

Human Resources - Include hospitality skills, management skills, seasonal labor force, performing artists (music, drama, and art), storytellers, craftsmen and artisans, other labor skills from chefs to lawyers to researchers, and local populations.

Law and Regulatory Infrastructure - this component refers to the rules of order necessary to manage and control the tourism industry. These are put in place to protect the industry and the people who are the very reason for the industry the tourists, the service and amenities providers, and the local population. With laws and regulatory measures, the relationships of tourists and their hosts thus become more harmonious and fulfilling.

MTCHO - Municipal Tourism and Cultural Heritage Office.

Natural Resources - refer to climate-seasons, water resources (lakes, streams, and waterfalls), flora (forests, flowers, shrubs, and wild edibles), fauna (fish & wildlife), geological resources (topography, soils, caves, rocks and minerals, fossils) and scenery.

Physical Infrastructures - shall include, but not limited to, roads, bridges, administration buildings, toilets and comfort room facilities, parking areas, rest areas, forest tracks, walkways, viewing platforms, cottages, solid and liquid waste facilities, security and service facilities, and communication centers.

Potential Tourist Properties - These refer to possible sites and attractions not yet developed including but not limited to, lakes, waterfalls, volcanic hot springs, caves and rainforests.

Speleogem - means relief features on the walls, ceilings and floor of any cave or lava tube which are part of the surrounding bedrock, including but not limited to anastomoses, scallops, petro morphs and rock pendants in solution caves and similar features unique to volcanic caves.

Speleothem - commonly known as a cave formation, is a secondary mineral deposit formed in a cave. Speleothems typically form in limestone or dolostone solutional caves.

Sports Tourism - travel to participate or observe sporting competitions/activities (e.g. basketball games, cockfighting, boxing)

Sustainable Tourism Development - means tourism development that leads to management of all resources in such a way that those economic, social, and aesthetic needs can be fulfilled, while maintaining cultural integrity, essential ecological processes, and biological diversity and life support systems.

Tourism - A major Municipal activity in which private sector investment, effort and initiative are encouraged, fostered and supported and through which socio-economic development may be accelerated and the Municipality's natural beauty, history and culture appreciated with greater pride and commitment.

Tourism Industry - refers to industries or business enterprises providing goods and services to tourists and all types of travelers who stay, travel, visit and enjoy the facilities and destinations.

Tourism Resources - refer to natural, cultural, human, or capital resources that are being used or can be utilized to attract or serve tourists.

ARTICLE III

THE TOURISM INFRASTRUCTURES

Section 6. TOURISM PHYSICAL INFRASTRUCTURE. Local governments and private stakeholders shall promote and encourage the construction of tourism-related establishments and facilities either through public or private funding, or both, in their areas of jurisdiction.

Section 7. HUMAN RESOURCES INFRASTRUCTURES. Acknowledging tourism as a major factor in income and employment generation of the Municipality of Camalig, Albay every local government unit is therefore strongly encouraged to create a municipal tourism office with qualified manpower component and sufficient budgetary allocation for its operations.

Tourism programs shall be geared towards the fulfillment of the needs of the key players and stakeholders of the tourism industry. Towards this end, both Local Government and private investors in tourism shall join hands to:

- a. Provide financial and technical support for the professionalization of services and skills of tourism industry workers;

- b. Organize and train a team of local trainers to capacitate and improve delivery of services of tourism front liners such as tourism officers, transport operators, tour guides, drivers, boatmen, porters, and the like;
- c. In coordination with the Department of Tourism and with the Camalig Tourism and Heritage Conservation Council, the Municipal Tourism and Cultural Heritage Office shall implement a certification and accreditation system to regulate the quality of service and skills provided by front liners and other tourism industry workers;
- d. Coordinate with concerned government agencies in monitoring and evaluate certified and accredited tourism industry workers annually which will be the basis for renewal or revocation of certification and accreditation;
- e. Incorporate the culture of tourism and values formation in all levels of education starting with the elementary or primary level;
- f. Advocate the culture of tourism at all levels;
- g. Ensure that tourism front liners are well-trained and qualified, provided with incentives and rewards, organized and federated based on their work affiliations;
- h. Implement guidelines, rules, regulations through appropriate local government agencies in accordance with DOT standards for the construction of appropriate and adequate accommodation facilities including shopping centers, health care centers, emergency and safety facilities, recreation and entertainment and restaurants conforming to unified design.

Section 8. **LEGAL AND REGULATORY INFRASTRUCTURE.** The tourism industry is governed by national and local laws as well as rules and regulations issued by the administrative bodies pursuant thereto. This Local Government Unit shall issue rules, regulations and directives on tourism pursuant to the provisions of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 and other pertinent laws such as Republic Act 10066; Republic Act No. 9593.

No foreign tourist guides shall be allowed under this Code except when there are no available local tourist guides speaking the language of a particular foreign tourist market, in which case travel and tour facilitators shall be required to hire accredited local tourist guides as understudy. One year after the effectivity of this Code, all tourist guides shall be a native of the Municipality of Camalig known as Camaligueño.

ARTICLE IV

CAMALIG TOURISM AND CULTURAL HERITAGE COUNCIL

Section 9. **THE CAMALIG TOURISM AND CULTURAL HERITAGE COUNCIL.** That there is hereby created Camalig Tourism and Cultural Heritage Council (CTCHC) which shall be the highest coordinating and policy formulating body for tourism, heritage, culture and the arts program, projects and activities in the municipal level under the direct supervision of the Office of the Municipal Mayor.

Section 10.COMPOSITION -The Camalig Tourism and Cultural Heritage Council shall be composed of the following:

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| Chairperson | - | Municipal Mayor |
| Vice-Chairperson | - | to be elected from the members of the council but must come from the private sector |
| Secretary | - | Tourism and Cultural Heritage Officer |
| Treasurer | - | to be elected from the members of the council but must come from the private sector |
| Auditor | - | to be elected from the members of the council but must come from the private sector |
| Members | - | Liga ng mga Barangay President |
| | - | Municipal Planning & Development Coordinator |
| | - | Municipal Budget Officer |
| | - | Municipal Engineer |
| | - | Municipal Health Officer |
| | - | Municipal Disaster Risk Reduction Management Officer |
| | - | Municipal Assessor |
| | - | SB Chairman-Committee on Tourism, Culture and the Arts |
| | - | SB Chairperson Committee on Environmental Protection |
| | - | Parish Priest or any representative from Religious Sector |
| | - | Public School District Supervisors |
| | - | Public/private secondary school coordinator |
| | - | DILG Officer |
| | - | Chief of Police |
| | - | President or Representative, Business Sector |
| | - | President or Representative, Hotels & Resorts Association |
| | - | President or Representative from Restaurants and Bars Association |
| | - | President or Representative from Transportation Sector |
| | - | President or Representative from Tourist Guides Organizations |

- President or Representative from Travel and Tour Operators
 - President or Representative from Local Artist Group
 - Local Historical Group
- Secretariat - MTCHO

Section 11. BOARD OF DIRECTORS. The Board of Directors shall be composed of seven (7) members elected from the general membership of the council. The composition shall be: five (5) members coming from the private sector and two (2) members from the government sector observing the gender membership utmost proportion as applicable.

Section 12. ELECTION OF OFFICERS. The process of selection for representatives of various sectors to the Municipality of Camalig Tourism and Cultural Heritage Council shall be initiated by the Municipal Tourism and Cultural Heritage Office. Representatives shall be selected by and from among the members of the sector concerned. Only regular members can vote and be voted as officers of the council. Election of officers shall be done every three (3) years to be held on the last week of July. The term of office of the new set of officers shall commence on August 1 of the same calendar year.

Section 13. MEMBERSHIP AND PROCESS OF SELECTION OF MEMBER REPRESENTATIVES. The Camalig Tourism and Cultural Heritage Council shall be composed of representatives from the Private Sector, sixty percent (60%) and representatives from the government sector, forty percent (40%).

Private sector participation must be drawn mainly from the tourism sectors and must comprise sixty percent (60%) of the membership.

The process of selection for representatives of various sectors to the council shall be presided by the Municipal Tourism and Cultural Heritage Office (MTCHO).

Representatives of the associations in the council must be a president, civic leader, officer or member of the organizations represented. He or she must be endorsed by the organization as their official permanent representative to the council.

Representatives shall be selected by and from among the members of the sector concerned. The sector shall submit formally the name of its representative duly signed by its Chairman or President to the MTCHO. In case that there is no organization of the sectors required in the council, the Tourism and Cultural Officer will endorse to the Chairperson or Chief Executive the person or list of persons who directly represent various sectors/elements of the tourism industry. The Chairperson or Chief Executive will choose the active and qualified representative on the sectors needed.

The CTCHC Secretariat shall be composed of the Municipal Tourism and Cultural Officer as head and three (3) LGU employees designated by the Local Chief Executive as members. The CTCHC Secretariat shall assist the council in all its activities and functions.

Section 14. TYPES OF MEMBERSHIP

The Council shall have the following types of membership:

1. Honorary Members - those who are invited to join the Council because of their remarkable contribution to the advancement of the tourism industry.
2. Regular Members - all associations/entities which directly represent various sectors/elements of the tourism industry.
3. Allied Members - all associations/entities which do not directly represent any of the sectors/elements of the tourism industry in the Municipality but which, nevertheless, are interested in the promotion/development of tourism in general; or which have tourism functions/interests, but are not wholly private in structure or character; or which by virtue of discipline or business or otherwise are tourism-related.

Section 15. TERM OF OFFICE. Officers and members of the council shall serve for three (3) years to coincide with the term of office of the LGU officials pursuant to the Local Government Code of 1991.

Section 16. DUTIES AND FUNCTIONS

Section 16.1. The Camalig Tourism and Cultural Heritage Council shall:

- A. Prepare, review and approve master plans and other annual plans on tourism, culture and arts to be integrated in the local development plan and to be implemented by the Municipal Tourism and Cultural Heritage Office;
- B. Create special committees that will handle the event planning, organizing, facilitating and monitoring the special tourism events, other tourism and cultural related events and activities;
- C. Approve and manage all tourism, culture and the arts events and activities such as Pinangat Festival and all other related events;
- D. Render financial report to the local government unit of Camalig after the end of any event;
- E. Help identify, develop and promote potential tourism attractions;
- F. Ensure the protection, preservation and conservation of the local historical heritage and cultural assets;
- G. Conduct inventory or registry, inspection, validation on local cultural assets and historic sites in partnership with National Historical Commission of the Philippines ;
- H. Declare and install local historical marker to identified cultural assets and historic sites subject for confirmation by the local Sangguniang Bayan;

- I. Extend technical assistance to all tourism-oriented and related establishments;
- J. Create, promote and support sustainable tourism, culture and the arts programs and projects to the community by facilitating community-based activities;
- K. Help in monitoring compliance of the requirements of standards and regulations set by DOT, Barangay and other government agencies for the general welfare of tourists, visitors and the community;
- L. Coordinate with the Barangays in the implementation of the Camalig Integrated Tourism and Cultural Heritage Code;
- M. Formulate and recommend plans and policies on tourism and cultural development to both government and private sectors;
- N. Initiate and recommend the implementation of programs and activities on tourism in coordination with the DOT, Tourism Infrastructure Enterprise Zone Authority, Barangays, private sector and other entities;
- O. Initiate private and public partnerships in implementing tourism and cultural development plans, programs and activities;
- P. Suggest and regulate tourist operations and activity fees in the attractions;
- Q. Encourage the development of local tourism and cultural organizations in the Municipality in accordance with the Tourism Code;
- R. Establish close coordination with other tourism and cultural organizations/associations to ensure the proper implementation of the Camalig Integrated Tourism and Cultural Heritage Code;
- S. Coordinate with other existing local tourism, culture and arts council; and
- T. Facilitate resource generation for tourism and cultural activities.

Section 16. 2. The CTCHC Secretariat shall:

- A. Prepare the minutes, agenda and records the attendance and proceedings of all meetings of the council and committees;
- B. Serve notices of meetings to all members of the council and committees;
- C. Furnish the officers and members certified copy of the minutes of the meetings;

D. Keep registry of the names and addresses of all members and keeps a complete file of laws, resolutions, and executive orders relevant to the council; and

E. In general, perform all duties incidental to the office of the CTCHC Secretariat and those that may be assigned to it by the Chairman, President and or the committees of the council.

Section 17. OFFICE OF THE COUNCIL. The office of the CTCHC is located at the Municipal Tourism and Cultural Heritage Office, 2nd Floor, Camalig Tourism and Pabalubong Center at Barangay 02, Camalig, Albay.

Section 18. MEETINGS AND QUORUM. The officers and members of the council shall meet quarterly every year and or special meetings may be called by the Chairperson or the Board of Directors of the Council. A simple majority (50% plus 1) of the members of the council shall constitute a quorum for it to be able to decide on a certain issue. The place of the meeting shall be determined by its officers and any decision that needs to be decided upon on any business matter shall be by majority vote.

Section 19. SOURCES OF FUNDS. The funds of the council shall be sourced out from the LGU Appropriations on Tourism, Culture and Arts Programs, Projects and Activities and from external sources without prejudice to the right of the council to receive donations, grants, gifts, benefits and financial assistance from any persons, groups and organizations as well as any other income that may be legally earned by the Council.

ARTICLE V

PINANGAT FESTIVAL - OFFICIAL FESTIVAL OF CAMALIG, ALBAY

Section 20. THE PINANGAT FESTIVAL SHALL BE THE OFFICIAL FESTIVAL OF THE MUNICIPALITY OF CAMALIG, ALBAY. It is the avenue of promoting the town's One Town One Product, the PINANGAT and Cultural Heritage. The festival shall be celebrated every month of June which coincides with the Camalig Town Fiesta in honor to the town's patron saint, St. John the Baptist.

ARTICLE VI

PINANGAT FESTIVAL EXECUTIVE COMMITTEE AND WORKING COMMITTEES

Section 21. The different committees that shall formulate plans and programs for the Pinangat Festival and manage its implementation are hereby organized as follows:

A. EXECUTIVE COMMITTEE

Chairperson - Municipal Mayor

- | | | |
|------------------|---|---|
| Vice-Chairperson | - | Co-Chairperson, Camalig Tourism and Cultural Heritage Council |
| Secretariat | - | Municipal Tourism and Cultural Affairs Officer |
| Members | - | Municipal Vice-Mayor |
| | - | SB Committee Chairperson on Tourism, Culture and the Arts |
| | - | Municipal Planning and Development Officer |
| | - | Municipal Budget Officer |
| | - | Municipal Treasurer |
| | - | Municipal Disaster Risk Reduction Management Officer |
| | - | Religious Sector (Heads of Religious Organizations) |
| | - | President of the Camalig Chamber of Commerce and Industry |
| | - | President of TODACCA |
| | - | President of Tourist Guides Association |
| | - | DepEd Representative (PSDS) |
| | - | DILG Officer |
| | - | Chief of Police, Camalig PNP |
| | - | Fire Marshal BFP Camalig |
| | - | Jail Warden, BJMP Camalig |
| | - | OSCA Head |
| | - | Municipal Agriculture Officer |

B. WORKING COMMITTEES

b.1. OVER-ALL COMMITTEE

- | | | |
|------------------|---|--|
| Chairperson | - | Municipal Planning and Development Officer |
| Vice-chairperson | - | Tourism and Cultural Officer |
| Members | - | (to be appointed by the Chairperson) |

b.2. SECRETARIAT

- | | | |
|------------------|---|---|
| Chairperson | - | Municipal Cultural & Heritage Officer |
| Vice-chairperson | - | Secretariat of the CTHCC |
| Members | - | MTCHO Staff
(to be appointed by the Chairperson) |

- b. It shall review and approve recommendations of the working committees relative to the planning and implementation of the Pinangat Festival and thereafter.
- c. It may decline events and activities not suited to the nature of the festival.
- d. Shall issue order to terminate or stop events and activities that are not recognized as official activity of the Pinangat Festival.
- e. Shall yearly fix the space, stall and Ad Space rental rate for areas and spaces other than those provided in the Municipal Ordinance No. 16, S-2005, Section 2 and 3 subject to the concurrence of the Sangguniang Bayan.
- f. The Chairman of the Executive Committee shall sign transactions and contracts pertaining to Pinangat Festival events and activities, particularly corporate sponsorship involving money and exchange deal agreements.
- g. Shall render financial report to the Sangguniang Bayan sixty (60) calendar days after the festival.

22.2 Working Committees

- a. The working committees shall be in charge of the planning and implementation of the activities assigned to them;
- b. It shall monitor and render inception and exit report;
- c. Establish close coordination with the event coordinators;
- d. Render development updates of each to the Executive Committee.
- e. Recommend to the Executive Committee possible solutions to problems and eventualities that may arise during the operation of the Festival.

22.3 Event Coordinators

- a. The Event Coordinators shall plan and manage the operation of their respective events in accordance with the objective of the festival.
- b. Submit to the Working Committee concerned reports/documents relevant to the operation of each event.
- c. Submit a Terminal Report to the Over-all Chairman on the events implemented.

The Event Coordinators are hereby authorized to select their respective members and, for this purpose, may request the services of personnel from any office of this local government unit, other government agencies and private sectors whose support and cooperation are necessary for the success of the events.

ARTICLE VII

MUNICIPAL TOURISM AND CULTURAL HERITAGE OFFICE

Section 23. MUNICIPAL TOURISM AND CULTURAL HERITAGE OFFICE. There shall be created a *Municipal Tourism and Cultural Heritage Office* under the Office of the Mayor with the status of a Department Head. The Municipal Tourism and Cultural Heritage Office will primarily be the implementing arm for the programs, policies and projects related to tourism, culture and arts including the marketing and promotions of the tourism industry and preservation of heritage sites and cultural properties in the Municipality.

It shall pursue the development of the tourism industry in adherence to the Integrated Tourism and Cultural Heritage Code of Camalig;

The Municipal Tourism and Cultural Heritage Office shall implement programs and projects relating to tourism, culture and the arts including the marketing and promotions of the tourism industry and preservation of heritage sites and cultural properties.

Section 24. PROFESSIONAL STAFF. The Municipal Tourism and Cultural Heritage Office shall be manned by professional staff headed by the Municipal Tourism and Cultural Officer and composed of such other personnel plantilla positions to be determined by the Municipal Mayor.

Section 25. QUALIFICATIONS OF THE TOURISM OFFICER. Based on R.A. 9593 or Tourism Act of 2009, the Tourism Officer must be:

- a. A Filipino citizen permanently residing in Camalig where the position is available;
- b. Obtained relevant bachelor's degree in tourism, business, laws, economics, marketing, public administration and other related fields;
- c. At least five (5) years of substantial work experience and involvement in the Tourism industry either in private sector or government; and
- d. Underwent and completed training programs undertaken by the DOT.

Section 26. POWERS AND FUNCTIONS. As the primary operating agency of the Municipal Government, the Municipal Tourism and Cultural Heritage Office shall be responsible for the efficient and effective implementation of the policies, plans, and programs as recommended by the Camalig Tourism and Heritage Conservation Council.

Towards this end, the Municipal Tourism and Cultural Heritage Office shall:

- a. Initiate and organize tourism and cultural activities;
- b. Formulate, monitor, and coordinate integrated plans for tourism and culture and the arts;
- c. Assist, monitor and conduct accreditation of tourism-oriented and related facilities and service providers;

- d. Conduct capability building trainings for tourism front liners;
- e. Conduct research, establish and maintain tourism information and cultural mapping management system and web portal for the Municipality that is globally accessible.
- f. Establish linkage and networking with national government agencies (NGAs), non-government organizations (NGOs) and people's organizations (POs) in planning and implementing tourism activities;
- g. Conduct inventory of existing, emerging and potential tourism attractions;
- h. Conduct inventory of heritage site and cultural property;
- i. Promote and market the Municipality of Camalig as tourist destination, regionally and globally, through exhibits, selling missions and the production of marketing collaterals;
- j. Formulate and recommend plans and policies on tourism development by both government and private sectors;
- k. Initiate and recommend the implementation of programs and activities on tourism in coordination with the DOT, Barangay, TIEZA, private sector and other entities;
- l. Initiate private and public partnerships in implementing tourism development plans, programs and activities;
- m. Establish close coordination with local government tourism councils to ensure responsive tourism through the proper implementation of the Camalig Tourism Code;
- n. Encourage the development of local tourism councils in the Municipality in accordance with the Camalig Tourism Code;
- o. Promote and support sustainable tourism by facilitating community-based tourism activities; and,
- p. Facilitate resource generation for tourism activities;

Section 27. MUNICIPAL TOURISM AND CULTURAL HERITAGE OFFICE
ORGANIZATIONAL STRUCTURE



Section 28. FUNCTIONS, TASKS AND RESPONSIBILITIES

1. Municipal Tourism and Cultural Officer

- a. Manage, direct, control and synthesize operations of Sections.
- b. Perform necessary administrative functions.
- c. Develop and formulate the tourism code, tourism plans, cultural mapping and programs of the municipality.
- d. Assist the Chief Executive in formulating policies/guidelines concerning the promotion and development of tourism, heritage and cultural properties in the municipality.
- e. Assist the Chief Executive in promoting Camalig in local, national, or international tourism functions and events.
- f. Act as the Secretariat of the Camalig Tourism Council, Camalig Culture and Arts Council and Pinangat Festival Executive and Working Committees.
- g. Perform other relevant functions and responsibilities that may be assigned by the Chief Executive.

2. Office Clerk

- a. Serve as the Secretary of the Municipal Tourism and Cultural Heritage Office.
- b. Prepare communication letters and other documents needed by the office.
- c. Make data filing/data banking of all tourism relative data and communication papers.
- d. Perform other relevant functions and responsibilities that may be assigned by the Chief Executive and Tourism and Cultural Officer.

3. Administrative, Planning and Registration Sections
 - a. Conduct Policy formulation and evaluation
 - b. Conduct Master plan Review and Evaluation
 - c. Issue certification and registration to local tour agency, and tour facilitators or local tourist guides.
4. Culture and Arts and Research and Development Sections
 - a. Perform research and documentation functions.
 - b. Performs general and local research, surveys and statistics.
 - c. Monitor, supervise and assist in the preservation of culture and arts in the different barangays and in the municipality
 - d. Ensure the protection, preservation and conservation of the local cultural and historical heritage.
 - e. Perform other relevant functions and responsibilities that may be assigned by the Chief Executive and Tourism Officer.
5. Tourism Promotions Sections
 - a. Special events/activities planning, organizing and management.
 - b. Networking and Linkaging
 - c. Media/Press relations
 - d. Management of Tourist Information and Assistance Center, Information counters and booths.
 - e. Tour Operations
 - f. Publication and promotions
 - g. Promotes and Assist Barangay Festivals and Tourism activities.
 - h. Perform other relevant functions and responsibilities that may be assigned by the Chief Executive and Tourism Officer.

ARTICLE VIII

MAINSTREAMING AND INTEGRATION CLAUSE

Section 29. LGU POLICY. It is the policy of the municipality of Camalig to secure and safeguard the tourism infrastructures and human resources in the industry with primacy on the tourists and guests by mainstreaming and integrating Gender and Development; environmental protection; Disaster Risk Management (DRM); Climate Change Adaptation (CCA) and other safety and protective measures with the local tourism

agenda and industry in compliance of the municipality of Camalig as one among the LGUs in the Bicol Tourism Circuit Plan and design.

Section 30. MAINSTREAMING CONCEPT. Mainstreaming is a set of processes and strategies aimed at recognizing and addressing issues in legislation, policies, programs and projects and institutional mechanisms of the government on a sustained basis. It is essentially institutionalizing certain concerns in the mainstream development processes and agenda and not just in the peripheral programs and projects of the government.

Section 31. MAINSTREAMING CLIMATE CHANGE ADAPTATION. The need for Mainstreaming Climate Change Adaptation adjustments in human and natural systems in response to actual or expected climatic variation, with a view to moderate harm or exploit beneficial opportunities is an area of growing concern and engagement for many developing tourism destinations and potentials in the municipality. The uncertain effects of a changing climate pose significant risks for the local tourism development And Achievements.

Section 32. CLIMATE CHANGE ADAPTATION MAINSTREAMING PURPOSE AND APPROACH. The purpose is to initiate the practical approach on how local governments and actors can mainstream climate change adaptation into local tourism development planning as part of wider mainstreaming efforts of the municipality to safeguard the tourism infrastructures, the tourists and the tourism industry human resources and tourism business sector.

Section 33. CLIMATE CHANGE ADAPTATION PLAN OF ACTIONS

1. On the Local Government of Camalig

- a. The Local Government in collaboration with the DOT, DENR, DA, DPWH, OCD, the Climate Change Academy and other line agencies through their regional offices or locally devolved offices should develop and enact programs and strategies that are efficient in reducing greenhouse gases, improving air quality, enhancing economic developments;
- b. Enact and implement substantial legislations pertinent to environmental sustainability particularly on climate change and disaster risk mitigation in general as a strategy and mechanism for environmental or tourism, like, but not limited to, the Legislative action by the Municipal Government of Camalig;
- c. Formulate and conduct training programs on climate change adaptation to sectoral levels inclined and engaged in tourism business and promotions in the municipality;
- d. Conduct regular and sustainable awareness campaign program to all according to sector and age levels.

2. On Businesses and Tourism Sector

- a. **Manage and Reduce Greenhouse Gas Emissions.** Leading businesses shall take steps to understand and manage their greenhouse gas emissions by preparing annual greenhouse gas inventories and setting long-term

targets to reduce emissions such as use green gas; avoid fossil fuel. Use alternate power such as solar energy and led lights. Avoid the use of synthetic fertilizers and encourage business sectors to conduct greening program.

- b. **Education.** Business representatives can educate themselves, their customers and their suppliers on the possible effects of future climate change. Additional and active information sharing will expand the bases of ideas, opportunities and solutions for everyone.
- c. **Energy Efficiency Certification.** Improving energy efficiency not only reduces greenhouse gas emissions into the atmosphere. Developing and implementing an effective business energy management program allows businesses to manage energy with the same expertise used to manage other aspects of their business. Environment friendly certified tools and resources help organizations improve their energy environment friendly performance.
- d. **Buy Renewable Energy.** Businesses shall Purchase or invest in clean energy technologies such as wind, solar, biomass, small hydro and co-generation to reduce greenhouse gas emissions and improve energy efficiency. Businesses are encouraged to install solar panels on their roofs to meet their electricity needs and address both the environmental and economic concerns.
- e. **Lead By Example.** Leading commerce and industries shall evaluate on many aspects of their performance, including product quality in the community. For public disclosure program, the industrial and commercial establishments or firms shall be rated with corresponding color in accordance with their environmental performance such as:
 - Gold – Outstanding;
 - Silver – Excellent ;
 - Green – Very Good;
 - Blue – Good;
 - Red – Bad ;

"Green" means compliance to recycling and purchasing recycled materials also contribute to emissions reductions. Corporate policies involving employees and day-to-day operations have a positive impact on the climate in and outside the office. These leaders shall posture as leaders promoting greenhouse gas reduction strategies through corporate incentives such as, but not limited to, company bus service to give a break for their own service cars and for employees who use public transportation, car-pooling and even telecommuting.

3. Climate Change Adaptation Prohibitions and Must Do Actions

- a. Stop the use of chlorofluorocarbon (CFC's), per chlorofluorocarbon (PCFC's) and ozone depleting substance (ODS);
- b. Stop and avoid smoke cigar and cigarettes especially in enclosed spaces and never play around with drugs. If possible, stop smoking.

- c. Stop illegal logging and burning of forest; instead, plant a tree or more trees on your birthday and other special days.
- d. Protect endangered species and indigenous heritage and defend bio-cultural diversity.
- e. Stop and avoid destructive methods of fishing and rehabilitate damaged corals;
- f. Stop polluting the soil and waterways with garbage and toxic waste; instead, recycle and compost.
- g. Avoid open pit mining, disposing and burning of garbage, especially plastics.
- h. Stop black smoke emissions that cause mental retardation and diseases especially among children by keeping vehicles and factories in good running condition. Regulate used car importation.
- i. Conserve clean water and energy. The earth has a limited carrying capacity; so, keep population in balance with natural resources.
- j. Avoid nuclear and chemical weapons that will destroy our mother earth.

ARTICLE VIX

INTEGRATING DISASTER RISK REDUCTION IN TOURISM

Disaster Risk Management (DRM) and other risks need to be mainstreamed into the tourism sector as well as in tourism agenda of the head of emergency management.

Section 34. NATIONAL PHYSICAL FRAMEWORK PLAN

- a) The National Framework for Physical Planning 2001–2030 (NLUC, 2001) sets some basic policy guidelines for taking disaster risk reduction concerns into account in physical planning.
- b) It seeks to protect people and infrastructure from natural hazards by recommending that natural hazards should be taken into account in locating both residential developments and production activities and that related land-use policies and zoning regulations should be adopted and implemented.
- c) It thus recommends that 'parameters and databases that aid the identification and management of high-risk, hazard-prone areas and the application of appropriate planning measures should be established and implemented in all developments infrastructures specially tourism destinations, events and activities in tourism.
- d) There is a need to develop local Monitoring and Evaluation Frameworks and Systems and agree on the coordinating body for monitoring/screening, assessing and evaluating risks as well risk management planning and reporting DRM and CCA in the tourism sector.
- e) It is of great importance to ensure community-level, tourists and other stakeholder's involvement as well as transparency and accountability, and inclusiveness of the system.

- f) Focus on resilience building in the sector instead of reactive crisis approaches.
- g) Early warning system development. Simulation and training exercises to not only look at the strengths and weaknesses, but to verify procedures and improving skills to identify further resources and strengthen coordination of all stakeholders.
- h) There is a strong need for capacity-building and establishing preparedness in the sector.

ARTICLE X

GENDER AND DEVELOPMENT and TOURISM INTEGRATION

Women's Employment and Participation in Tourism aims at bringing gender aspects of tourism to the attention of policy makers, especially the issues of women's employment in the tourism industry and women's local participation in tourism planning and management. It presents information about the situation of women as members of the workforce in tourism industry locally through flagging up good practice of women's participation on the local level.

Section 35. **MAINSTREAMING GENDER AND TOURISM.** Gender Mainstreaming is main strategy for ensuring that the government pursues gender equality in all aspects of the development process to achieve the vision of a gender-responsive society where women and men equitably contribute to and benefit from development.

ARTICLE XI

INTER-AGENCY-GOVERNMENT- RELATIONSHIP

Section 36. **CAMALIG TOURISM AND CULTURAL HERITAGE COUNCIL.** Camalig Tourism and Heritage Conservation Council shall be an instrument for inter-government coordination, communication and cooperation on tourism, culture and arts and related issues.

It shall promote harmonious relationship between and among LGUs, Barangays and other government instrumentalities and facilitate open communication between them.

Section 37. In case of conflict among local government instrumentalities, the purpose, objectives and intent of the Integrated Tourism and Cultural Heritage Code of the Municipality of Camalig, Albay shall prevail.

Section 38. Local Government Unit or the Municipality of Camalig shall regularly appropriate reasonable funds for programs and projects of the Camalig Tourism and Heritage Conservation Council subject to the availability of such funds.

Section 39. Local Government Unit and Camalig Tourism and Heritage Conservation Council should closely coordinate with the Philippine National Police and other law enforcement organizations for the special training of personnel assigned to tourism destinations and zones.

Section 40. The Camalig Tourism and Heritage Conservation Council shall seek the assistance of appropriate government agencies in the implementation of its policies, projects and activities to attain its objectives.

ARTICLE XII

TOURISM RESOURCES

Section 41. THE TOURISM RESOURCES. Tourism resources are any natural, cultural, human or capital resources that are being used or can be utilized to attract or serve tourists.

Section 42. INVENTORY AND CLASSIFICATION OF RESOURCES. The Camalig Tourism and Heritage Conservation Council in coordination with the Municipal Tourism and Cultural Heritage Office shall periodically make an inventory in order to identify and classify the resources available open for opportunities to tourism development.

Section 43. ASSESSMENT OF RESOURCES. The Municipal Tourism and Cultural Heritage Office shall periodically conduct an objective and realistic assessment of the quality and quantity of resources that can be used for tourism and cultural programs and activities.

Section 44. CLASSIFICATION & INVENTORY OF TOURISM DESTINATIONS. The Municipal Tourism and Cultural Heritage Office in coordination with the Camalig Tourism and Heritage Conservation Council and the respective Barangay shall, on an annual basis, classify and update the inventory of tourism sites as destinations in accordance with DOT standards as existing, emerging and potential destinations.

Section 45. INVENTORY OF TOURISM POTENTIALS

1. Eco-Adventure Tourism

A. Cave hopping at:

- a. Hoyop-hoyopan Cave
- b. Calabidongan Cave
- c. Pariaan Cave,
- d. Su-uman Cave,
- e. Solong Cave,
- f. Taloto Cave,
- g. Quitinday Cave,
- h. Binanderahan Cave

B. All-Terrain Vehicle (ATV) rides and hiking at 1978 Mayon Lava Wall

- a. Tunnel hopping at Quituinan Hills World War II Tunnels plus Tingib Falls
- b. Trekking at Quitinday Green Hills
- c. Boating and Fishing at Sumlang Lake

2. Agricultural/Farm Tourism/Culinary

- A. Pinangat Making
- B. Mga Lutong Lada (Sili)
- C. Mga Lutong Su-anoy

3. Historico-Cultural Tourism

- A. Heritage Walk at St. John the Baptist Parish Church and Spanish-American Colonial Houses
- B. Semana Santa sa Camalig

4. Factory/Industry Tourism

- A. Site Visit and Product Demo at:
 - a. Good Found Cement Corporation
 - b. Juboken Enterprises
 - c. Albay Dairy Plant
 - d. Simor Handicraft
 - e. The Rains Handicraft and Delicacies
 - f. Morin Crafts
 - g. Natural Carpet Industries
 - h. Craftsite Handicraft
 - i. Pinangat and Inulokan Making Stores
 - j. Pili nut Candy Makers
 - k. Marcasotes Makers
 - l. Suka or Coco-Vinegar Producers
 - m. Camalig Pasalubong Center

5. Sports Tourism

- A. Summer Mayor's Cup Sport Events
 - a. Basketball Games
 - b. Foot Ball Games
 - c. Boxing
 - d. BMX and Mountain Bike Race
 - e. Marathon
 - f. Laro ng Lahi
 - g. 9-Ball Billiard
 - h. Tennis Tournament
 - i. Shooting Competition and many others

6. Event Tourism

- A. National Arts Month Celebration
 - a. Cultural Shows
 - b. Arts Exhibit
 - c. Voice Lesson
 - d. Guitar Lesson
 - e. Painting Workshop
 - f. Dance Workshops
 - g. Photography Seminar
- B. Pinangat Festival
 - a. Trade Fairs
 - b. Sing and Dance Contest
 - c. Talent Competitions
 - d. Beauty and Brain Contest

- e. Street Dance Parade
- f. Drum and Lyre Competition
- g. Sport Events
- h. Culinary Arts
- i. Art Exhibit
- j. Battle of the Bands
- k. Artist Showdown and many more

C. Christmas Cheers

- a. Christmas variety shows
- b. Concerts and contests.

Section 46. INVENTORY OF TOURISM ACTIVITIES

Adventure Tourism

- a. Spelunking
- b. Mountaineering
- c. Rock Climbing
- d. Down Hill Biking
- e. Camping
- f. Tunnel Hopping
- g. ATV Rides
- h. Photography

Agricultural/Farm Tourism

- a. Educational/Familiarity Tours
- b. Culinary or Cooking Demos

Historico-Cultural Tourism

- a. Educational Tours
- b. Adoration
- c. Site visit on the cultural assets or properties and heritage sites

Industry/Factory Tourism

- a. Product Demonstration
- b. Educational Tours

Section 47. PRIORITIZED TOURISM DESTINATION. Tourism destinations that are given higher classification category shall be included among the priority for promotion and marketing. The classification will guide tour operators and tourists where to go and what to do.

Section 48. INVESTMENT AND DEVELOPMENT. The Municipal Tourism and Cultural Heritage Office in coordination with the Camalig Tourism and Heritage Conservation Council shall encourage the respective barangays in partnership with the private sectors to invest and develop to their respective tourist attractions.

Section 49. PROTECTION AND PRESERVATION. The Municipal Tourism and Cultural Heritage Office in coordination with the Camalig Tourism and Heritage Conservation Council

in coordination with the barangays, shall ensure the integrity of all tourism resources and cultural properties for its protection and preservation.

ARTICLE XIII

ADVENTURE AND SPORTS TOURISM ENFORCEMENT OF SAFETY REGULATIONS

This Municipality of Camalig through this code equips tour guides and tour operators to exercise safety precautions when dealing with tourists and visitors who sign up for adventure and sports such as but not limited to: cave tubing adventures, tunnel hopping, Spelunking, ATV driving and riding; mountaineering. This code shall strictly enforce all these measures under pain of penalty as provided in the penal provisions:

1. The tour guide guest ratio of 1 is to 8 shall be enforced as a strict policy.
2. Installed signs and signage regarding rules, policies and safety tips shall be adhered strictly.
3. Presence of Tourism Police in the area is a necessity and shall be increased as the need arises.
4. Staggered entrance to the caves shall be implemented according to DENR regulation and policy.
5. Appropriate government agencies shall be coordinated to conduct training programs such as, but not limited to, tour guides desiring to take tours in the cave system to complete a mandatory training course to cover Caves and Cave Safety, Cave Water Rescue, Advanced First Aid and Rescue, Cave Protocols, Cave Geology and regulations for operating in caves.
6. It shall be strictly necessary and important that problem areas within the cave system be identified and additional safety features be enhanced and addressed per tourism adventure event or activity such as but not limited to:

Section 50. CAVING ADVENTURES AND SPELUNKING SAFETY REGULATIONS

Caves are inherently dangerous environments, with many hazards that may not be used to dealing with from our above ground experience. It is imperative to know and understand the hazards that may be encountered. By getting proper training and using appropriate equipment these hazards can be minimized, but never eliminated. Caves can be dangerous to anyone not properly trained or equipped. To reduce caving risks, safe caving rules and regulations that are provided herein shall be enforced, adhered to and be imposed to and observed by all cavers.

Section 51. SPECIFIC CAVING/TUNNEL HOPPING RULES

1. Never enter a cave alone.
2. Always get permission from an authority before entering a cave – Every cave has an owner, respect landowners and their property.
3. Cave in groups of at least 4 with at least one experienced caver in the group.
4. Know your group – make sure they understand and practice cave conservation and safe caving techniques.
5. Inform or let someone know where you are going, and when do you expect to return.
6. Always have at least 3 reliable sources of light.
7. Know the cave and check weather conditions before entering.
8. Always wear helmet & bring proper equipment in good working order.

9. Always have twice as many spare batteries/carbide than you think you'll need to complete the trip.
10. Know your limits, and get proper training and safety equipment before attempting advanced techniques such as vertical caving.
11. Know and abide by the state cave protection laws.
12. It is punishable to: break or remove broken formations; disturb, harm or remove cave creatures; disturb or remove historic artifacts or bones; deface the cave by leaving litter or marking on the cave walls.
13. Dispose of all trash properly. Don't leave anything in the cave – Pack it in, pack it out! Never use ropes, ladders, etc. that have been left in a cave.
14. Never run in a cave, and never jump when you can climb.
15. Always stay clear of people above and below when climbing.
16. Anyone who dislodged anything while climbing, scream "ROCK!"
17. Don't look up! If someone screams "ROCK!"
18. Always stay with your group – don't wander off. If you get lost, STAY PUT... someone will find you.
19. Never drink cave water – it may look clean, but can be polluted.
20. If anyone on the trip becomes injured or is excessively tired, that person should be escorted from the cave as soon as possible by other experienced trip members.
21. Don't give cave locations to just anyone. They may damage the cave, or trespass, or get hurt or lost. Rescue operations can have a lasting impact on caves.
22. Please report cave vandals to the cave owner and the police. The actions of a few bad apples can ruin caves and cause caves to be closed to everyone.
23. Take nothing but pictures, leave nothing but carefully placed footprints, kill nothing but time. (caving Motto)

Section 52. SAFE CAVING AND TUNNEL HOPPING REGULATIONS

1. **Do not exceed level of training.** This provides free training appropriate to your level of experience, including beginning horizontal caving and beginning and intermediate vertical caving (rappelling, ascending, etc.)
2. **Do not use a rope unless you have been trained in vertical caving techniques.** Rope work in caves presents some challenges and hazards that are not the same as those encountered in rock climbing and ropes courses.
 - a. NEVER use clothesline, garden hoses, extension cords, boating or utility rope, webbing, or any rope not meant specifically for caving to enter a cave.
 - b. NEVER use rope without appropriate gear including a harness, and proper descending and ascending gear.
 - c. NEVER go down a rope unless you have ascending gear with which to get back up. Rope climbing looks easy in the movies, climbing a muddy rope without gear is close to impossible.
 - d. NEVER "bound" in a cave. It looks cool in commercials, but outcroppings, ledges, and other hazards that you cannot see in the dark can kill you in a cave.
3. **Don't cave alone.** Since accidents sometimes happen, four cavers is considered the minimum party size. In case of an accident, one caver should stay with the victim and the other two should get assistance. For assistance with cave rescue in call trained cave rescue group.

4. **Let someone know your caving plans.** Inform someone outside of your group of your caving plans: Where and when. In the unlikely event that you do not return by the allotted time, they can get help. Remember to be conservative in your estimate since trips often run longer than expected.
5. **Carry extra lights.** Since lights often fail, three is considered the minimum. All backup lights should have fresh alkaline batteries and should be checked to see that they work before entering the cave.
6. **Do not cave in rainy weather.** Most caves are formed by water run-off and some are prone to flood quickly. Always check weather reports before caving. Depending on the cave, light rain may not be a problem.
7. **Carbon Dioxide kills.** Many caves accumulate dangerous levels of carbon dioxide, especially in the summer. Too much CO₂ means not enough oxygen. The air in a cave may be fine in some places and deadly in others, and the change can occur in a matter of feet. Learn how to test for sufficient oxygen.
8. **Dress appropriately.** Dress up appropriately in or out of the cave for the weather, for the cave and for wet conditions or cold temperatures. ALWAYS wear a helmet. Falling rocks are the number one killer of cavers and climbers.
9. **Do not trespass.** Get permission from the land/cave owner first
Most caves are located on private property.
10. **Leave caves pristine.** When visiting caves, leave the cave as you found it. Move carefully around delicate formations. In addition, bring out what you brought in. So, when human nature calls, wait until you exit the cave or, if it is an emergency, use an appropriately labeled plastic "pee" bottle.

Section 53. CAVE/TUNNEL RESCUE

1. Cave rescue team cum cave emergency kit as an indispensable necessity that the local government, cave operators and guides shall organize and sustain for a quick response to avoid an injury from becoming a fatality.
2. The role of the cave rescue team to keep the response time as short as possible is achievable through training of cavers and potential rescuers on how to respond, and provide quick access to specialized rescue equipment and trained cave rescue personnel.
3. Extraction of a patient from deep within a cave can be strenuous and technically difficult, often requiring large numbers of people for call outs that may last a day or more. The time required to get a patient out complicates treatment of what might otherwise be a routine injury, and hypothermia and shock can be serious problems for an immobile patient.

SECTION 54. ATV OPERATIONS REQUIREMENTS

1. Permit. The off-road vehicle shall not be operated on a highway unless a permit for Off-Road Vehicles has been issued in respect of that vehicle is required under this code.

2. Insurance. Absence or lack of an off-road vehicle ordinance in the local or national level this code hereby mandates all off-road operators to provide accident insurance for the renting rider and/or passenger in the event of injury or fatality unless otherwise already covered in accordance with Compulsory Motor Vehicle Registration of the Philippines Act.
3. Driver's License Conditions
 - a. The driver-instructor of an off-road vehicle shall be a holder of a valid restriction code at least code # 3 drivers' license issued by the Land Transportation office of the Republic of the Philippines.
 - b. The guest-driver-rider of an off-road vehicle shall at least be a holder of a temporary or student's permit when driving in an off-roads terrain only.
4. Helmet
 - a. The driver of the off-road vehicle and every passenger on the vehicle shall wear a motoring helmet that complies with the Philippine standard.
 - b. No person shall drive an off-road vehicle on a highway with a passenger on the vehicle unless the passenger is wearing a helmet as required by both the national and provincial traffic safety code.
5. Seat belts on multi-purpose off-highway utility vehicles or recreational off-highway vehicles
 - a. Every passenger on a multi-purpose off-highway utility vehicle or a recreational off-highway vehicle on a highway shall:
 1. Occupy a seating position for which a seat belt assembly has been provided; and
 2. Wear the complete seat belt assembly as required by the seat belt law of the land and by both the national and provincial traffic safety code of the province of Albay except when driving an a 3-wheeled ATV.
 - b. No person shall drive a four-wheeled multi-purpose off-highway utility vehicle or a recreational off-highway vehicle on a highway unless he or she is wearing a complete seat belt assembly. A seat belt assembly shall be worn so that, the strap of each restraint is securely fastened and worn firmly against the body in the intended position; and
6. No more than one person is wearing any strap of the seat belt assembly at any one time.
7. No person shall drive an all-terrain vehicle on a highway with a passenger on the vehicle unless.

- a. The vehicle is designed to carry both a driver and a passenger; and
 - b. The passenger is straddling the passenger seat behind the driver while facing forward with his or her feet securely on the separate foot rests intended for the passenger.
8. No person shall drive an off-road vehicle on a highway with a passenger on the vehicle who is under the age of eight.
9. No person shall drive an off-road vehicle on a highway while it is towing a trailer or any other attachment if there is a passenger on the trailer or other attachment.
10. The off-road vehicle shall not be driven at a rate of speed greater than,
- a. 20 kilometers per hour, if the speed limit established under the Act for that part of the highway is not greater than 50 kilometers per hour; or
 - b. 50 kilometers per hour, if the speed limit established under the Act for that part of the highway is greater than 50 kilometers per hour.
11. Environmental protection
- a. The off-road vehicle shall not be operated in such a manner as to: discharge a contaminant or cause or permit the discharge of a contaminant into the natural environment that may have an adverse effect on the environment or impair the quality of any water; or
 - b. Contravene any conditions, restrictions and prohibitions imposed by any legislation and related regulations enacted to protect the environment.
 - c. The off-road vehicle shall not be operated in such a manner that it causes or is likely to cause:
 - 1. A risk to the safety of any person;
 - 2. Harm or material discomfort to any person from dust emissions or noise;
 - 3. Harm, injury or damage, either directly or indirectly, to any property, flora or fauna; or
 - 4. Alteration, disruption or destruction to the natural environment, including erosion damage or degradation of the right of way.
 - d. The off-road vehicle shall not be driven in or through a river, stream or other watercourse on a highway if doing so would or would be likely to alter, disrupt or destroy any fish habitat.

12. ATV Rules of the Road

- a. The off-road vehicle shall be driven on the shoulder of the highway in the same direction as the traffic using the same side of the highway.
- b. The off-road vehicle may be driven on the roadway in the same direction as the traffic using the same side of the highway if,
 - 1. there is no shoulder;
 - 2. the shoulder of the highway is obstructed and cannot be used by the off-road vehicle; or
- c. The shoulder is not wide enough to allow the off-road vehicle to be driven with all of its tires remaining completely off the roadway.
- d. The off-road vehicle shall not be driven on the shoulder but shall be driven on the roadway in the same direction as the traffic using the same side of the highway if it is being driven across a level railway crossing.
- e. When driven on the shoulder of the highway, the off-road vehicle shall be driven as close to and parallel with the right edge of the shoulder as can be done practicably and safely.
- f. When driven on the roadway the off-road vehicle shall be driven as close to and parallel with the right edge of the roadway as can be done practicably and safely. When entering the shoulder or the roadway, the off-road vehicle shall yield the right of way to vehicles already using the shoulder or the roadway, as the case may be, and shall enter the shoulder or roadway only when it is safe to do so. The off-road vehicle shall not be driven in the median strip of the highway.
- g. The off-road vehicle shall not be driven on any part of the highway that is designated as a construction zone or on any other part of the highway where construction work or highway maintenance is being carried out, unless the off-road vehicle is operating as a vehicle described as a road service vehicle.
- h. If part or the entire highway is closed the off-road vehicle shall not be driven on any adjacent part of the highway that may be open, unless the off-road vehicle is operating as a vehicle or as a road service vehicle.
- i. The off-road vehicle shall not overtake and pass any moving motor vehicle or at any time when both the off-road vehicle and the other vehicle are travelling on the same shoulder or roadway of the highway.
- j. An off-road vehicle may overtake and pass another off-road vehicle when both are travelling on the shoulder if the movement can be made in safety while remaining on the shoulder and to the left of the off-road vehicle being overtaken and passed.
- k. If the off-road vehicle is an all-terrain vehicle, the person driving the all-terrain vehicle on the highway may indicate the intention to turn right by

extending the right hand and arm horizontally beyond the right side of the vehicle.

- l. Before commencing a left turn in the manner required the off-road vehicle shall, without interfering with the movement of traffic travelling in the same direction as the off-road vehicle, move away from the shoulder or from the right edge of the roadway, as the case may be, and be positioned on the roadway in the position from which the left turn is to be made.
- m. Upon completing a left turn, the off-road vehicle shall, without interfering with the movement of traffic travelling in the same direction as the off-road vehicle, move back to the right edge of the roadway or shoulder, as the case may be.

Section 55. MOUNTAINEERING SAFETY.

A System Approach to Keeping Safe out on the trail to help answer two basic questions:

First, can you respond positively to an accident or emergency?

Second, can you safely spend a night—or more—out?

The list has evolved over time from a list of individual items to a list of functional systems; the updated Ten Essential Systems.

1. The Classic List

- a. Map
- b. Compass
- c. Sunglasses and sunscreen
- d. Extra clothing
- e. Headlamp/flashlight
- f. First-aid supplies
- g. Fire starter
- h. Matches
- i. Knife
- j. Extra food

2. Ten Essential Systems

- a. Navigation (map & compass)
- b. Sun protection (sunglasses & sunscreen)
- c. Insulation (extra clothing)
- d. Illumination (headlamp/flashlight)
- e. First-aid supplies
- f. Fire (waterproof matches/lighter/candle)
- g. Repair kit and tools
- h. Nutrition (extra food)
- i. Hydration (extra water)
- j. Emergency shelter (tent/plastic tube tent/garbage bag)

1. Navigation

Always carry a detailed topographic map of the area you

are visiting, and place it in a protective case or plastic covering. Always carry a compass. Climbers may also choose to carry other navigational tools such as an altimeter or global positioning system (GPS) receiver; other aids include route markers, route descriptions, and other types of maps or photos.

2. Sun Protection

Carry and use sunglasses, sunscreen for the lips and skin, and clothing for sun protection.

3. Insulation (Extra Clothing)

How much extra clothing is necessary for an emergency? The garments used during the active portion of a climb and considered to be the basic climbing outfit include inner and outer socks, boots, underwear, pants, shirt, sweater or fleece jacket, hat, mittens or gloves, and raingear. The term “extra clothing” refers to additional layers that would be needed to survive the long, inactive hours of an unplanned bivouac.

4. Illumination

Even if the climbing party plans to return to their cars before dark, it is essential to carry a headlamp or flashlight, just in case. Batteries and bulbs do not last forever, so carry spares of both at all times.

5. First-Aid Supplies

Carry and know how to use a first-aid kit, but do not let a first-aid kit give you a false sense of security. The best course of action is to always take the steps necessary to avoid injury or sickness in the first place. At a minimum, a first-aid kit should include gauze pads in various sizes, roller gauze, small adhesive bandages, butterfly bandages, triangular bandages, battle dressing (or Carlisle bandage), adhesive tape, scissors, cleansers or soap, latex gloves, and paper and pencil.

6. Fire

Carry the means to start and sustain an emergency fire. Most climbers carry a butane lighter or two instead of matches in a waterproof container. Either must be absolutely reliable. Fire starters are indispensable for igniting wet wood quickly to make an emergency campfire. Common fire starters include candles, chemical heat tabs, and canned heat.

7. Repair Kit and Tools

Knives are so useful in first aid, food preparation, repairs, and climbing that every party member needs to carry one. Leashes to prevent loss are common. Other tools (pliers, screwdriver, awl, scissors) can be part of a knife or a pocket tool, or carried separately—perhaps even as part of a group kit. Other useful repair items are shoelaces, safety pins, needle and thread, wire, duct tape, nylon fabric repair tape, cable ties, plastic buckles, cordage, webbing, and parts for equipment such as tent, stove, crampons, snowshoes, and skis.

8. Nutrition (Extra Food)

For shorter trips, a one-day supply of extra food is a reasonable emergency stockpile in case foul weather, faulty navigation, injury, or other reasons delay the planned return. An expedition or long trek may require more. The food should require no cooking, be easily digestible, and store well for long periods. A combination of jerky, nuts, candy, granola, and dried fruit works well. If a stove is carried, cocoa, dried soup, and tea can be added. There are many possibilities.

9. Hydration (Extra Water)

Carry extra water and have the skills and tools required for obtaining and purifying additional water. Always carry at least one water bottle or collapsible water sack. Daily water consumption varies greatly. Two quarts (liters) daily is a reasonable minimum; in hot weather or at high altitudes, 6 quarts may not be enough. In dry environments, carry additional water. Plan for enough water to accommodate additional requirements due to heat, cold, altitude, exertion, or emergency.

10. Emergency Shelter

If the climbing party is not carrying a tent, carry some sort of extra shelter from rain and wind, such as a plastic tube tent or a jumbo plastic trash bag. Another possibility is a reflective emergency blanket. It can be used in administering first aid to an injured or hypothermic person, or can double as a means of shelter.

First Aid - The Essential Basics

First Aid skills are very important to have in any extreme sports activity which has an increased chance of injury. You should take the time to read the following sections to assure you have some basic knowledge about what you can and should do if you are confronted with a First Aid situation.

There are couples of ground rules when it comes to first aid and emergency situations.

a. Remain Calm and in Control

Do nothing to add further tension to the situation. The victim and the events will already cause a tense situation do nothing to add to the tension but try to calm it down instead.

b. DR. ABC

The letters in DR. ABC tell you the basics of what you should do in a First Aid situation:

1. D – Danger

Check the danger and source of the injury inflicted to the victim. Make sure the danger has passed and the surrounding is safe. There is no use of becoming a victim yourself. Assess the situation.

2. R – Response.

Check the Response of the victim by simply asking them how they are. If they can answer your question then that tells you that the victim is conscious, breathing and that the heart is working. If the victim is unable to response move onto the ABC:

3. A –Airway

Make sure that the victim has an open airway. Tilting the head back with the chin facing up will clear an airway.

4. B –Breathing

Make sure that the victim is breathing by looking at breathing signs, listening to exhales and feeling air coming out of the mouth or nose.

5. C – Circulation

Make sure that the victim has blood circulation. Check for a pulse and visual signs such as complexion and blinking of the eyes.

c. Ask for Professional Help

In case of multiple people assign one person to call for aid. Take advantage of a way means of communication such as mobile phone or other way of reaching the outside world. Explain calmly and clearly the location of the accident and the condition of the victim. Contact at once the rescue team.

ARTICLE XIV

CAMALIG, THE HERITAGE TOWN OF ALBAY

Section 56. OFFICIAL CAMALIG TOURISM AND CULTURAL PROMOTIONS BRANDING. *Camalig...The Heritage Town of Albay* will be the official tourism and cultural promotions branding of the Municipality of Camalig, Albay. It will serve as the unique identity that will differentiate from other municipalities in the promotion of the town's tourism products, historical and cultural heritage. Said tourism and cultural promotions branding will be steadily used in the different tourism campaigns such as promotional brochures, travelogue, signage, website, tour packages and identifying markers.

In upholding or sustaining the local tourism branding, the local government unit of Camalig through the MTCHO and CTHCC shall continue to keep, develop and promote culturally related tourism products and activities such as culinary arts; gather deep historical information, beliefs and traditions; conserve and protect the built heritage and sites; conduct cultural events and activities.

In the pursuit of achieving a supreme recognition of the local tourism branding, a bid for provincial and national declaration will be submitted by the local government unit of Camalig and CTHCC to the Provincial Government of Albay, Department of Tourism, National Historical Commission of the Philippines and National Commission for Culture and the Arts.

ARTICLE XV

LOCAL CULTURAL PROPERTY

Section 57. LOCAL CULTURAL PROPERTY CONSIDERED IMPORTANT CULTURAL PROPERTY

For purposes of protecting a local cultural property against exportation, modification or demolition, the following shall be considered as Local Important Cultural Property unless declared by the Camalig Tourism and Heritage Conservation Council and confirmed by the Camalig Sangguniang Bayan:

1. Works by local artists
2. Archaeological materials
3. Marked Structures
4. Structures dating at least fifty (50) years old

Section 58. PRIVILEGES FOR LOCAL CULTURAL PROPERTY

All local cultural properties shall be entitled for the following privileges:

1. Priority for government funding for protection, conservation and restoration;
2. Official local historical marker shall be placed for identification;
3. Shall be given priority protection by the government in times of armed conflict, natural disasters and other exceptional events that endanger the cultural properties.

ARTICLE XVI

DECLARATION AND INSTALLATION OF LOCAL HISTORICAL MARKERS

Section 59. DECLARATION OF PRINCIPLES AND POLICIES

Sections 14, 15, 16 and 17, Article XIV of the 1987 Constitution declare that the state shall foster the preservation, enrichment and dynamic evolution of a Filipino culture based on the principle of unity in diversity in a climate of free artistic and intellectual expression. The Constitution and the National Cultural Heritage Act of 2009 mandates to conserve, develop, promote and popularize the nation's historical and cultural heritage and resources, as well as artistic creations.

Section 60. INVENTORY AND VALUATION OF CULTURAL ASSETS AND PROPERTIES

The MTCHO shall maintain an inventory of all the cultural assets and properties deemed important to Camalig's cultural heritage. It can be done through an inventory registry logbook or conduct of cultural mapping. The CTHCC will validate the authenticity of the information of the cultural assets and properties. The Municipal Assessor's Office shall determine the valuation of such historical, cultural and architectural assets and prepare individual appraisal report thereof.

Section 61. CLASSIFICATION OF CULTURAL ASSETS AND PROPERTIES.

The cultural assets and properties will be classified as follows:

1. Structures dating at least fifty (50) years old and 70 % authentic;
2. Historic sites and structures with historical and artistic or with cultural value (properties that bear strong foreign architectural influence such as Americans, Spanish or Japanese); and
3. Sites and structures with historical significance (site or structure reveals something meaningful or important about our past)

Section 62. DECLARATION AS LOCAL HISTORICAL LANDMARKS AND HISTORICAL SITE

The CTHCC shall recommend to the Sangguniang Bayan the official declaration of the sites and structures as Local Historical Landmark and Historic Site.

The declaration procedures as follows:

1. Risk Assessment of cultural and historical properties by the CTCHC
2. Sites and structures are included in the inventory/registry or cultural mapping;
3. Accomplished Form;
4. Property Owner's Written Permit/Consent; and
5. CTCHC's Declaration Document

Section 63. INSTALLATION OF LOCAL HISTORICAL MARKER. Local historical marker made of concrete materials or metal will be installed to the declared cultural property and site. The inscription on the local historical marker shall disclose the significance of the property and site and must be in Bikol with English translation.

Section 64. INCENTIVES FOR LOCAL CULTURAL PROPERTY. All cultural properties locally declared as local historical landmark shall be entitled to the following privileges:

1. Exemption from payment of real property tax through legislation

2. Provision of technical assistance for the conservation/restoration efforts
3. Provision of technical assistance for adaptive re-use purposes
4. Recommendation to NHCP for possible technical and funding assistance on restoration
5. Promotion and marketing

Section 65. HERITAGE AGREEMENTS. The Local Chief Executive shall enter into memorandum of agreements with private owners of cultural properties with regard to the local declaration subject to the authorization by the Sangguniang Bayan. Such agreement shall include such terms and conditions including, but not limited to:

1. Public access to the property;
2. Maintenance and management of the property;
3. Provision of technical assistance for the maintenance of the property;
4. Procedure for the resolution of any dispute arising out of the agreement; and
5. Maintenance of the historical marker

Section 66. The approval from CTHCC for any restoration or improvement plans by the private owners on the declared cultural and historical properties shall form part of the documentary requirements in the issuance of building permit by the local building official.

Section 67. In case of occurrence of calamities or force majeure, a joint ocular inspection among the Engineering Office, MGB and MDRRMO shall be conducted immediately after damage assessment and needs analysis by the local government. A report shall be submitted to proper authorities for appropriate actions.

Section 68. In case any cultural and historical properties will be affected by government development projects, such property shall be endorsed by the local government to the NHCP for arbitration between and among concerned agencies.

Section 69. POWER TO ISSUE A CEASE AND DESIST ORDER. When the physical integrity of the local historical landmarks are found to be in danger of destruction or for significant alteration from its original state, the local government in consultation and recommendation with CTHCC, shall immediately issue a Cease and Desist Order suspending all activities that will affect the property. Thereafter, the local government unit and the CTHCC shall give notice to the owner or occupant of the property and conduct hearing on the propriety of the Cease and Desist Order. The suspension of activities shall be lifted only upon the written authority of the appropriate cultural agency after due notice and hearing involving interested parties and stakeholders.

Section 70. VISITORIAL POWERS. The local government unit of Camalig and the CTCHC are hereby given the power to inspect the local historical landmarks and historical sites at any time to ensure the protection and integrity of such.

Section 71. RULES ON ANTHROPOLOGICAL RESEARCH AND ARCHEOLOGICAL EXPLORATION/EXCAVATION. The Local Government Unit of Camalig and the CTCHC shall strictly follow and adopt the rules on the anthropological research and archeological exploration/excavation set under Article VII, Section 30 of Republic Act 10066 or the National Cultural Heritage Act of 2009. The CTAC shall assign an expert to work in tandem with the experts of the National Museum and National Historical Commission of the Philippines to monitor and supervise any exploration and excavation activities.

71.1. Existing artifacts excavated by any person within the jurisdiction of the municipality of Camalig shall be the sole property of the said town. Likewise, no person or entity shall be allowed to transfer existing or excavated artifacts or any cultural asset to any place outside the municipality.

ARTICLE XVII

CULTURAL EDUCATION

Section 72. INTEGRATION OF TOURISM AND CULTURAL HERITAGE IN THE SCHOOL CURRICULA IN PUBLIC AND PRIVATE SCHOOLS IN ALL LEVELS WITHIN THE MUNICIPALITY OF CAMALIG.

The local Department of Education in coordination with the Local Government Unit of Camalig through the MTCHO and CTHCC shall formulate the tourism promotions and cultural heritage programs to elementary and secondary schools both public and private to be integrated into the formal, informal and alternative education programs with emphasis on the familiarization, protection, conservation and promotions of cultural properties and historic sites. The Local School Board shall allocate funding from its Special Education Fund to finance the various activities such as educational tours, preparations of modules for Grades 4-6 pupils and high school students both public and private schools within the municipality, and for the training on Tourism and Cultural Advocacy Campaign and other funds coming from the agencies.

Section 73. TOURISM AND CULTURAL HERITAGE EDUCATION PROGRAMS

The local Department of Education shall set forth in its teaching programs the following, but not limited to:

1. Discussions about Camalig History and other historical significant information;
2. Discussions on the protection, conservation and preservation of cultural heritage properties;
3. Instructional materials in print, film and broadcast media on the cultural and historical significance of cultural property; and
4. Conduct of familiarization tours and lakbay-aral to the tourist attractions and local cultural properties.

ARTICLE XVIII

OPERATION OF THE CAMALIG PASALUBONG CENTER (CPC)

Section 74. CAMALIG PASALUBONG CENTER. The Camalig Pasalubong Center (CPC) is a display center aimed at promoting products manufactured in Camalig and artworks by Camaligueño artists for domestic and foreign markets. It serves as a venue for product information and network linkage among producers/manufacturers and various government and non-government agencies.

Section 75. MANAGEMENT. The Camalig Pasalubong Center will be managed by the business sector through public bidding. The requirements, terms and conditions shall be embodied in the Memorandum of Agreement subject to the authorization by the Sangguniang Bayan.

Section 76. CAMALIG PASALUBONG CENTER MAJOR SERVICES. The Camalig Pasalubong Center offers two (2) major services as follows: marketing and promotions of local products; and, display and exhibit center of locally manufactured products and artworks.

Section 77. QUALIFICATION REQUIREMENTS FOR MANUFACTURERS/ PRODUCERS

1. Must be a Camalig based manufacturer/producer.
2. Has the capacity to produce enough quantity to meet market demands.
3. Producing quality products with export potential meeting the standards of DTI, BFAD, Halal and other similar agencies.
4. Using locally available raw materials and/or employing local skills/labor.
5. Must possess municipal business permits or license.
6. Willing to abide by the rules and regulations as provided in these guidelines and those that may be formulated with regard to the operation of the Display Center.

Section 78. QUALIFICATION REQUIREMENTS FOR ARTISTS

1. Must be an artist in the field of painting, sculpture, song composing, film making and book writing.
2. Must be a Camaligueño by birth or by ancestry or by residence of at least 10 years.
3. Willing to abide by the rules and regulations as provided in these guidelines and those that may be formulated with regard to the operation of the Display Center.

Section 79. PRODUCTS ELIGIBLE FOR DISPLAY

1. Novelty items and décor
2. Native and processed foods and delicacies
3. Pasalubong items
4. Furniture
5. Coco-coir products

Section 80. ARTWORKS ELIGIBLE FOR DISPLAY

1. Paintings
2. Sculptures
3. Music Album composed and produced by Camaligueño songwriters
4. Video/Film production by Camaligueño film makers
5. Books authored by Camaligueño writers

Section 81. PRODUCT SELECTION

Products and Artworks for display shall meet the qualification requirements mentioned in the Terms of Reference for the Operation of the Camalig Pasalubong Center (CPC).

Section 82. PRICING COMPONENT

Pricing of products and artworks shall be subject to review of the Center Manager. Producers are required to submit the selling price of each item.

Section 83. PRODUCT LABELING

Products for display shall be properly labeled with product information as follows: product name, manufacturer's profile, address, expiry date and price tags for the Center Manager's easy reference. Labeling is the responsibility of the exhibitors.

Artworks for exhibit shall be properly captioned with the following data: title, brief description written in local dialect with translation in English language and artist's profile.

Price tags should be attached for Center Manager's easy reference.

SECTION 84. DURATION OF DISPLAY

The product's display duration shall be determined by the Center Manager, depending on its marketability and sale potential.

The artwork's exhibit duration shall be on a quarterly basis. Artworks shall have bearing on the subject matter set forth for the respective quarter, taking into consideration the expectations for the season. The Center Manager, with the assistance of the Camalig

Artists Society and with the recommendation and approval of the Tourism Officer, shall determine the subject matter for the quarter or season.

Section 85. EXHIBIT CONTRACT

An Exhibit Contract shall be signed between the Exhibitor and the Local Government Unit of Camalig, Albay represented by the Local Chief Executive. Contained in the contract are the responsibilities and obligations of the contracting parties.

Section 86. TERMINATION OF CONTRACT

Any violation on the Terms of Reference for the Operation of the Camalig Pasalubong Center shall be a valid ground for termination of the contract after thirty-day notice to be issued by the MTCHO with the approval of the Municipal Mayor.

Any claim that will arise regarding this contract shall be settled at the Municipal Circuit Trial Court Camalig-Jovellar 5th Judicial Region, Camalig, Albay.

SECTION 87. QUALIFICATIONS OF A CENTER MANAGER

There shall be a Center Manager to be appointed by the Local Chief Executive, who has the following qualifications:

1. A graduate of management or any business related course.
2. A resident of Camalig with good moral character and reputation.
3. Have know-how in managerial posts and have experience in business related works.

Section 88. CENTER MANAGER DUTIES AND RESPONSIBILITIES

The Center Manager shall have the following duties and responsibilities:

1. Sells specific products to customers; collects payment and dispenses change;
2. Demonstrates products and show to customers how to maximize their feature; and practices quality service with customer service satisfaction;
3. Maintains inventory of stocks and updates the concerned exhibitors on the availability of stocks;
4. Processes orders and coordinates them with the concerned exhibitors;
5. Ensures the safety, security and neatness of stocks;
6. Counts the day's transactions at the end of the day and records them in a book kept for the purpose;
7. Regularly prepares inventory of sales or sales report and submits it together with the cash payments to the Center Supervisor and the Municipal Tourism Officer for audit;
8. Religiously remits the audited sales report together with the total sales to the Municipal Treasurer every Friday;
9. Collaborates with the Municipal Tourism Officer and the Camalig Artists Society in establishing the most strategic and realistic goals for the Pasalubong Center;
10. Promptly reports to the Municipal Tourism Officer any unusual or untoward incident encountered with regard to the operation of the Pasalubong Center.

Section 89. EXHIBITORS ACCREDITATION PROCEDURE

Applicants shall be accommodated on a first-come first-served basis and shall sign the exhibit contract after having passed the qualifications mentioned in this guidelines and accomplished other requirements as follows:

1. Company/personal profile.
2. Copy of business license/permit and other pertinent documents if any such as DTI, BFAD, Halal certificate of accreditation.

ARTICLE XIX

TOUR OPERATION AND TOURIST REGISTRATION FEES

Section 90. **DECLARATION OF POLICY.** Article 10, Section 5 of the Philippine Constitution states that each local government unit shall have the power to create its own sources of revenues and to levy taxes, fees, and charges subject to such guidelines and limitations as the Congress may provide, consistent with the basic policy of local autonomy.

Section 91. **TOUR OPERATION FEE.** The Camalig Tourism, and Cultural Heritage Council through the Municipal Tourism and Cultural Heritage Office shall have the power to regulate on the following:

1. Vehicle Rental Fee
2. Tour Guiding Fee
3. Entrance Fee and other fees on government-operated tourist attractions/destinations.

Section 92. **TOURIST REGISTRATION FEE.** The local government unit of Camalig through the Municipal Treasury Office shall collect a tourist registration fee amounting to Ten Pesos Only (P 10.00) from every tourist for each attraction he/she intends to visit.

Section 93. **ENVIRONMENTAL FEE.** The local government unit of Camalig through the Municipal Treasurer Office shall collect an environmental fee amounting to Ten Pesos Only (P 10.00) from every tourist for each attraction he/she intends to visit.

ARTICLE XX

MODE OF COLLECTION AND SHARING OF REVENUES FROM FEES COLLECTED

Section 94. **MODE OF COLLECTION.** The Municipal Treasurer shall designate cashiers to collect the tourist registration fee and environmental fees at each attraction. Cash Ticket will be issued to the tourist upon payment of such fees. The collected tourist registration and environmental fees shall be remitted to the Municipal Treasury Office Tourism Trust Fund account.

Section 95. **SHARING OF REVENUES.** Host Barangays with attractions will be shared thirty percent (30%) of the collections from the tourist registration and environmental fees. Seventy Percent (70%) share of the local government of Camalig shall accrue to the Trust Fund account intended for the maintenance and operations of the MTCHO and Visitors Information Centers, marketing and promotion of the tourism products.

ARTICLE XXI

PRIVATE AND PUBLIC PARTNERSHIP ON TOURIST ATTRACTION DEVELOPMENT AND TOUR OPERATIONS

Section 96. Private individuals or groups doing business in Camalig as tour facilitators/operators in private tourist attractions shall acquire corresponding municipal business license and permits.

Section 97. The local government unit of Camalig may enter into Memorandum of Agreement with the private individuals or groups developing tourist attractions, facilities and local tour operations activities. Such agreement may include such terms and conditions including, but not limited to:

1. Site development, maintenance and management
2. Tour operation concept
3. Roles and commitment
4. Revenue sharing

Section 98. The local Sangguniang Bayan shall fully authorize the Municipal Mayor in behalf of the Local Government Unit of Camalig to sign into the Memorandum of Agreement on the private and public partnership.

ARTICLE XXII

CERTIFICATION AND REGISTRATION OF LOCAL TOUR FACILITATORS AND LOCAL TOURIST GUIDES

Section 99. **MTCHO STANDARD REQUIREMENTS FOR CERTIFICATION AND REGISTRATION OF LOCAL TOUR FACILITATORS AND LOCAL TOURIST GUIDES.** Any individual desiring to engage in the activity of tourist guiding within the Municipality of Camalig, Albay must be certified by the MTCHO. The following are the minimum requirements for certification of tour facilitators and tourist guides:

1. The applicant should have passed a training-seminar for tourist guides duly conducted by the MTCHO or DOT or other agencies duly authorized by the Office or DOT to conduct the training seminar; provided, however, that this requirement may be waived by the Office where the applicant possesses special academic or professional qualification relevant to tourism and have experienced at least three (3) years in tour guiding.
2. Applicant should have passed training on first-aid and rescue conducted by the MTCHO or DOT or other agencies duly authorized by the Office or DOT to conduct the training seminar.
3. Applicant should have joined expeditions/activities related to the field of guiding.

Section 100. **CERTIFICATION AND REGISTRATION FEE**

Applicants shall pay at the Municipal Treasury Office the certification and registration fee amounting to P 100.00 only valid for one (1) year.

Section 101. **APPLICATION FOR CERTIFICATION AND REGISTRATION OF GUIDES**

Any person, partnership, corporation or other entity desiring to engage in the guiding business, shall accomplish and file with the Office, the application for Certification, upon completion of minimum requirements as stated below:

1. Official Receipt (MTCHO certification and accreditation fee).
2. Business Permit or License Permit (only if guide is maintaining an office for this particular business)

3. Barangay and Police Clearance
4. Medical Certificate
5. Proof that the applicant has attended tour guiding trainings and seminars or certification that the applicant is engaged in tour guiding for almost three (3) years.
6. Proof that the applicant has passed training on first aid and rescue trainings.
7. Other relevant papers or document as may be required by the MTCHO.

Section 102. VALIDITY AND RENEWAL OF CERTIFICATION AND REGISTRATION

The MTCHO Certification and Registration ID are valid only for one (1) year and it shall be renewed before its validity expires.

Section 103. GENERAL RULE ON GUIDING

1. Prohibited Acts and Practices

- a. Guiding tourists for a fee without MTCHO Certification.
- b. Guiding tourists without MTCHO ID.
- c. Guiding tourists without a small first aid kit.

Section 104. INCENTIVES FOR MTCHO REGISTERED TOURIST GUIDES

- a. Automatically a member of Camalig Tourist Guide Organization under the direct supervision of the MTCHO;
- b. Provision of official Camalig Tourist Guides ID;
- c. Participation to tourism and cultural heritage trainings, seminars and familiarization tours; and
- d. Priority to assist tourist that needs tourist guides.

ARTICLE XXIII

REGISTRATION OF LOCAL TOURIST TRANSPORT VEHICLES

Section 105. ACCREDITATION OF LOCAL TOURIST TRANSPORT VEHICLES

Local tourist transport vehicles such as tricycle, vans and coaster for tourist use with franchise to operate within the Municipality of Camalig shall be registered by the MTCHO-CTHCC with the minimum requirements:

1. Municipal Tricycle Operation Permit (MTOP) for Tricycle
2. LTFRB Permit for Van and Coasters
3. Payment of Annual Dues
4. Payment of Registration Fee

Section 106. REGISTRATION REQUIREMENTS

The following are the accreditation requirements to be filed at the MTCHO and CTHCC:

1. DTI/SEC Certificate of Registration
2. Schedule of current charges
3. Accomplished Form for registration

4. Such other papers or documents relevant to the operation of the business as may be required from time to time by the Office

Section 107. REGISTRATION FEE

When the tourist support services shall have met the required minimum requirements, appropriate fees shall be charged and collected by the Municipal Treasurer's Office.

Tourist Transport Registration Fee

Tricycle	-	P 200.00
SUV/Van	-	P 500.00
Coaster	-	P 500.00

Section 108. VALIDITY OF THE REGISTRATION CERTIFICATE AND STICKER

The accreditation certificate and sticker shall be valid for a period of two (2) years from the date issue, unless sooner revoked by the MTCHO-CTCHC for reasonable cause.

Section 109. RENEWAL OF REGISTRATION

The MTCHO-CTCHC registration certificate and sticker shall be renewed before its validity expires.

Section 110. SUPERVISION OF REGISTERED TOURIST-RELATED ESTABLISHMENTS

It shall be the responsibility of the MTCHO-CTCHC to formulate a program for the supervision of registered establishments for the purpose of identifying the needs for assistance that may be extended in order to meet standards for the consequent grant of DOT accreditation

Section 111. INCENTIVES, BENEFITS AND PRIVILEGES GRANTED TO MTCHO-CTHCC REGISTERED TOURIST TRANSPORT VEHICLES

The following are the incentives, benefits and privileges of a registered tourist transport services:

1. Issuance of certificate, sticker and ID
2. Inclusion in the intensive marketing and promotional programs
3. Highly recommended for tourist use
4. Endorsement when applying for DOT accreditation
5. Assistance to manpower training
6. Technical support assistance

ARTICLE XXIV

TOURISM INVESTMENTS INCENTIVES

Section 112. INCENTIVES. All tourism-related investments in the Municipality with capitalization of Fifty Million Pesos (PhP 50,000,000.00) but less than Five Million Pesos (PhP 5,000,000.00) shall avail of the following incentives:

1. Technical assistance and networking;

2. Projects for restoration of cultural and heritage sites shall be given tax holidays to be determined by Barangay concerned with the concurrence of the Camalig Tourism, Culture and the Arts Council.
3. Inclusion in all marketing and promotional collaterals.

Tourism establishments with capitalization of Five Million (PhP 5,000,000.00) and above that intend to avail of incentives shall be referred to the Municipality of Camalig Investments and Incentives Board.

Section 113. RECOMMENDATION AND ENDORSEMENT. The endorsement shall be issued by the Municipal Tourism, Culture and the Arts Office to establishments that have fully met the requirements of the Camalig Tourism, Culture and the Arts Council and the Barangay concerned where the tourism investment is located.

ARTICLE XXV

ASSESSMENT, MONITORING AND EVALUATION

Section 114. MONITORING AND EVALUATION SYSTEM. The Municipal Tourism and Cultural Heritage Office, together with the Camalig Tourism and Heritage Conservation Council and the respective Barangay, shall establish a monitoring and evaluation system in order to evaluate the economic, social and environmental impact of the tourism activity. They should cover all elements that are crucial to sustainability of the tourism resource in compliance with the provisions of this Code. Monitoring and evaluation indicators should include service quality and participation of local communities.

ARTICLE XXVI

TOURISM TRAINING INSTITUTION

Section 115. COORDINATION WITH BOTH GOVERNMENT AND PRIVATE TOURISM INSTITUTIONS. The Municipal Tourism and Cultural Heritage Office should coordinate with both government and private tourism entities to institutionalize tourism training programs, formal and informal, with corresponding certification upon completion.

Section 116. LINKAGES. Both the Municipal Tourism and Cultural Heritage Office and the Camalig Tourism and Cultural Heritage Council shall strengthen their networking and linkages to access financial and technical resources including organizing a pool of trainers to provide other skills trainings needed by the industry.

Section 117. TRAINING PROGRAMS AND LABORATORY. Local communities shall have priority access to all tourism training programs. The Camalig Tourism and Training Center shall serve as the Municipal's tourism training laboratory for its training programs.

ARTICLE XXVII

FUNDING REQUIREMENTS

Section 118. **REGULAR BUDGETS.** The Local Government Unit of Camalig, Albay shall include in its annual budget the funding on the implementation of the programs, projects and activities for tourism, culture and the arts and other funding requirements for the development of tourism infrastructures, facilities, access roads, amenities and heritage conservations.

SECTION 119. **FUNDING SUPPORT FROM THE NATIONAL GOVERNMENT.** Specific tourism and cultural heritage conservation projects may be undertaken with funding support from the National Government through representations made by the Local Government Unit.

ARTICLE XXVIII

SUPPLETORY PROVISIONS

Section 120. **NATIONAL LAWS, RULES, REGULATIONS AND ISSUANCES APPLICABILITY.** In the implementation of the provisions of this Code, reference shall always be made to existing national laws, rules, regulations and issuances on Tourism Act of 2009 and the National Cultural Heritage Act of 2009. For this purpose, the Municipality of Camalig shall issue directives to spell out with clarity specific provisions of law applicable in the municipality.

Section 121. **APPLICABILITY OF OTHER MUNICIPAL CODES AND ORDINANCES.** Relevant provisions of other Codes and ordinances of the municipality of Camalig shall apply to the municipal tourism industry to highlight the overriding importance of public safety, environment preservation and protection.

Section 122. **APPLICABILITY OF OTHER LOCAL CODE AND ORDINANCES OF CAMALIG**

1. Relevant provisions of the Environment Code of the Municipality of Camalig are hereby adopted to highlight the overriding importance of environment preservation and protection in relation to the tourism industry.
2. Related and applicable provisions of Gender and Development policies shall also be given due course and importance in the implementation of this code particularly in the hiring of human resource in the tourism common place marketing and both in the government and the private sector.

ARTICLE XXIX

PROHIBITED ACTS, PENALTIES AND INSTITUTION OF ACTIONS

To the extent that the offense is not punishable by a higher punishment under another provision of law, violations of this Act may be made by whoever intentionally:

- a. Violates the provisions section and subsections from Article VII to Article XXIX.

- b. Violates the provisions on environmental protection and cultural heritage such as but not limited to what is specified and enumerated in the immediate succeeding section.

Section 123. PROHIBITED ACTS COMMON TO THE HERITAGE SITES AND STRUCTURES.

- a. Destroys, demolishes, mutilates or damages any locally marked heritage site and structures.
- b. Modifies, alters, or destroys the original features of or undertakes construction or real estate development in any NCHP marked sites and structures, without the prior written permission from the Commission.
- c. Explores, excavates or undertakes diggings for the purpose of obtaining materials of cultural historical value without prior written authority from the National Museum or from the National Historical Commission of the Philippines. No excavation or diggings shall be permitted without the supervision of a certified archaeologist.
- d. Imports, sells, distributes, procures, acquires, or exports cultural property stolen, or otherwise lost against the will of the lawful owner;
- e. Illicitly exports cultural property listed in the Philippine Registry of Cultural Property or those that may be categorized as such upon visitation or incorrectly declares the same during transit; and,
- f. Deals in cultural property without proper registration and license issued by the cultural agency concerned.

Section 124. PROHIBITED ACTS COMMON TO ALL TOURISM SITES AND ACTIVITIES

- a. Engaging in any tourism activities and other similar activities without registering and proper coordination with the MTCHO.
- b. Dumping or otherwise disposing of any waste product or materials.
- c. Using fire irresponsibly or leaving behind burned materials.
- d. Hunting, destroying, inflicting injury or disturbing any plant or animal life, except for survival purpose or for IC rituals.
- e. Mutilating, defacing vandalizing or destroying objects of natural beauty, burial grounds, religious sites, artifacts, other sites and objects with cultural significance.
- f. Knowingly destroying, disturbing, defacing, marring, altering, removing, or harming the speleogem or speleothem of any cave or altering the free movement of any animal or plant life into or out of any cave;
- g. Altering, removing, desecrating, destroying or defacing boundary markers and signages, historical monuments and markers and heritage building and sites.
- h. Gathering, collecting, possessing, consuming, selling, bartering or exchanging or offering for sale without authority any, cave resources;

- i. Counseling, procuring, soliciting or employing any other person to violate any provision of this Section.
- j. Sex trafficking other forms of human trafficking in tourism workplace marketing.
- k. Sexual harassment, commoditization, pornography and other related offenses.
- l. Prohibition of printing, publication, display and distribution of indecent posters pictures, video of tourism entertainers, billboards and other materials; bare/naked live shows.
- m. Pedophilia & sanctions for pedophiles.
- n. Disrespect and distortions of indigenous cultural practices.

Section 125. PENALTIES. Upon conviction, the offender shall be subject to a fine of not less than Two Thousand Five Hundred Pesos (PhP 2,500.00) and/or imprisonment upon the discretion of the Court.

Provided that any cultural property attempted to be concealed from registration or those intended to be encumbered or excavated in violation of this Act shall be summarily confiscated and forfeited in favor of the Commission.

Provided further that if the violation is committed by a juridical person, the president, manager, representative, director, agent or employee of said juridical person responsible for the act shall also be liable for the penalties provided herein.

Provided furthermore that if the acts are committed by dealers, they shall suffer, in addition to the penalties provide herein, the automatic revocation of their license to operate.

Provided finally that if the offender is an alien, he shall be placed under the custody of the Bureau of Immigration for the appropriate proceedings under this Act, and shall be summarily deported after serving his/her sentence.

Heads of departments, commissions, bureaus, agencies or offices, officers and/or agents found to have intentionally or by negligence failed to perform their required duty as prescribed by the deputing order under this Act shall be liable for nonfeasance and shall be penalized in accordance with applicable laws. If the offense involves the non-registration of a cultural property (Section 14 , RA 10066) and the non-registration occurs upon or after proper notification by the Commission or the cultural agency concerned, the offender shall be subject to a fine of not less than Ten Thousand Pesos (PhP 10,000.00).

The concerned head of agency, officer and/or employee of the government (Section 3, RA 10066) shall be held liable for failure to consult and coordinate with the Commission for the damage to the cultural property resulting from the implementation of the entity's program/project, and shall be meted the penalty mentioned in the first paragraph of this section:

Provided that the offender/s shall likewise be asked to pay for the repair or rebuilding of what has been damaged.

SECTION 126. VIOLATION BY A LICENSEE OR HOLDER OF AUTHORITY. Except for specific acts of commission or omission in violation of this Code which carries the specific

penalty therein provided, any person, whether natural or juridical, certified by MTCHO to engage in the operation of the establishments of the provisions of this Code shall, upon recommendation by a competent court be meted the penalty of fines or imprisonment or both which amount and length of confinement shall be determined by the authority of appropriate jurisdiction. In addition, the accreditation and permit/license to operate shall be deemed automatically withdrawn and revoked.

Section 127. VIOLATION BY A NON-LICENSEE OR CLIENT OF A TOURISM ESTABLISHMENT/BUSINESS. Any person who is not a holder of a permit or license to operate issued by the Municipality, or clients of such tourism-related industry/establishment, who shall violate any provision of this Code shall, upon recommendation by a competent court be meted the penalty of fines or imprisonment or both which amount and length of confinement shall be determined by the authority of appropriate jurisdiction.

Section 128. PENALTY IMPOSED UPON OFFICERS OF JURIDICAL PERSON. If the offender is a corporation, partnership, firm or association, the penalty shall be imposed upon the officer or officers who have been responsible for the violation, and if such officer or officers is/are (an) alien, he/they shall, in addition, be subjected to deportation.

Section 129. JURISDICTION. The Local Sangguniang Bayan shall exercise original jurisdiction to decide on whose authority appropriate jurisdiction shall be cognizable to resolve complaints/disputes relating to the supervision and control of tourism businesses and in the observance of the guidelines of this Code.

ARTICLE XXX

SEPARABILITY CLAUSE

Section 130. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Code shall be declared invalid or unconstitutional, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

ARTICLE XXXI

REPEALING CLAUSE

Section 131. REPEALING CLAUSE. All laws, executive orders, ordinances, rules or regulations, or parts thereof which are inconsistent with this Code are hereby repealed, amended or deemed modified accordingly.

ARTICLE XXXII

EFFECTIVITY CLAUSE

Section 132. EFFECTIVITY. This ordinance shall take effect immediately after completion of its publication in a newspaper of general circulation in the province of Albay.

APPROVED UNANIMOUSLY on Third and Final Reading on motion of Councilor Benjamin G. Nuyda duly seconded by Honorable Lerma N. Camba this 20th day of June, 2016 at the SB Session Hall, Camalig, Albay.

CERTIFICATION

I HEREBY CERTIFY TO THE ADOPTION OF THE ABOVE-QUOTED MUNICIPAL ORDINANCE NO. 2016-10.

Author:

FLORENCIO G. REBERTA, JR.
Acting Secretary to the Sanggunian

BENJAMIN G. NUYDA
SB Member, Chairman Committee on Tourism

ATTESTED:

VICENTE O. MOYO
SB Member/Temporary Presiding Officer

APPROVED:

CARLOS IRWIN G. BALDO, JR.
Municipal Mayor

Dated: _____