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Item No.: 12  
Date: 07 FEB 2023

Republic of the Philippine  
PROVINCE OF LEYTE

SP Records  
JAN 31 2023  
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PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd Indorsement  
January 24, 2023

Province of Leyte  
Legal Office  
Released: [Signature]  
Time: 1:25 PM  
Date: 1.25.23

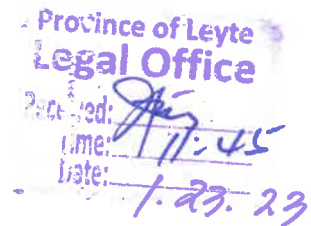
Respectfully returned to the, Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 06, S. 2022 of the SB of Matalom Leyte, recommending for the declaration of its validity pursuant to its power under Section 56 (c) of R.A. 7160, the same being to the opinion of the Provincial Legal Office (PLO), an exercise of the power authorized under Section 447 (l), (viii) of the Code. Provided, That, the creation of the various positions does not violate the prohibition under Section 325 (a) and (g) thereof.

ATTY. JOSE RAYMUND A. ACOL  
Ass. Provincial Legal Officer [Signature]


Republic of the Philippines  
PROVINCE OF LEYTE

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

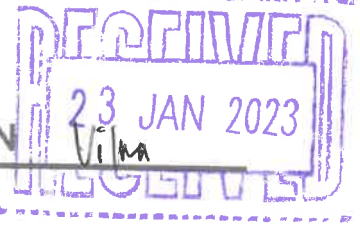
1<sup>ST</sup> Indorsement  
23 January 2023



Respectfully endorsed to the **PROVINCIAL LEGAL OFFICE** the herein **MUNICIPAL ORDINANCE NO. 06 SERIES OF 2022** of the Municipality of **MATALOM, LEYTE**, for review and recommendations.

  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

SP RECORDS  
12323



OFFICE OF THE SANGGUNIANG BAYAN

MUNICIPAL ORDINANCE NO. 06  
Series of 2022

AN ORDINANCE CREATING OFFICES AND VARIOUS POSITIONS UNDER THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF MATALOM, LEYTE, DEFINING THE DUTIES AND FUNCTIONS THEREOF.

WHEREAS, Article 163 of the Implementing Rules and Regulations of the Local Government Code, provides that, "the local government unit shall design and implement its organizational structure and staffing pattern taking into its priority needs, service requirements and financial consistent with the principles of simplicity, efficiency, economy, effectiveness, dynamism and public accountability subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC)";

WHEREAS, the Sangguniang Bayan as the Legislative Body of the Municipal Government, as stated in Section 447 of the same Code, "shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to Section 16 of this Code and in the proper exercise of the corporate powers of the municipality as provided for under Section 22 of the Code;

NOW THEREFORE, premises considered, the Sangguniang Bayan during its regular session assembled and on motion en masse,

BE IT ENACTED that:

SECTION 1. There shall be created the following offices:

1. General Services Office
2. Internal Audit Office

SECTION 2. There shall be created the following positions in various offices of the Municipal Government of Matalom, Leyte and determining its qualifications, power, duties and functions.

POSITIONS	SALARY
<b>GENERAL SERVICES OFFICE</b>	
1. Municipal Government Department Head I	24
2. Property Custodian	8
<b>INTERNAL AUDIT OFFICE</b>	
1. Internal Auditor I	11
2. Administrative Aide I	1
<b>MUNICIPAL SOCIAL WELFARE &amp; DEVELOPMENT OFFICE</b>	
1. Social Worker Officer I	11
<b>MUNICIPAL AGRICULTURE OFFICE</b>	
1. Agriculturist II (2 items)	15
2. Agriculturist I	11
3. Farm Worker I	2

*(Handwritten signatures and marks)*

Municipal Ordinance No. 06, series of 2022

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**OFFICE OF THE SANGGUNIANG BAYAN**

4. Administrative Aide I (Laborer I)	1
<b>MUNICIPAL PLANNING &amp; DEVELOPMENT OFFICE</b>	
1. Planning Officer II	15
<b>RURAL HEALTH UNIT</b>	
1. Nurse I (5 items)	15
2. Nurse II	16
3. Midwife II (2 items)	11
4. Medical Technologist II	15
5. Administrative Aide I (Utility Worker I)	1
6. Administrative Aide II (Driver I)	3
<b>PUBLIC EMPLOYMENT SERVICE OFFICE</b>	
1. Supervising Labor & Employment Officer	22
2. Administrative Aide I	1
<b>OFFICE OF THE SANGGUNIANG BAYAN</b>	
1. Legislative Staff Assistant III	8
2. Administrative Aide I	2
<b>OFFICE OF THE SANGGUNIANG BAYAN SECRETARY</b>	
3. Senior Administrative Assistant IV	16
4. Administrative Aide II (Messenger)	2

**SECTION 3. DUTIES AND FUNCTIONS.** The following offices that will be created shall take charge of the following functions:

**a. GENERAL SERVICES OFFICE**

1. Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the Municipal Mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of RA 7160, otherwise known as the Local Government Code of 1991 and which require general services expertise and technical support services;
2. Develop plans and strategies and upon approval thereof by the Municipal Mayor, as the case maybe, implement the same, particularly those which have to do with general services supportive of the welfare of the inhabitants which the Municipal Mayor is empowered to implement and which the sanggunian is empowered to provide for under RA 7160, otherwise known as the Local Government Code of 1991;
3. In addition to the foregoing duties and functions, the general services office shall:
  - Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;



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- With the approval of the Municipal Mayor, as the case may be, assign building or land space to local officials or other public officials, who by law, are entitled to such space;
  - Recommend to the municipal mayor, as the case may be, the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the local government;
  - Recommend to the municipal mayor, as the case may be, reasonable rental rates of private properties which may be leased for the official use of the local government unit;
  - Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property, whether owned or leased by the local government unit;
  - Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
  - Perform archival and record management with respect to records of offices and departments of the local government unit; and
  - Perform all other functions pertaining to supply and property management heretofore performed by the local government treasurer; and enforce policies on records creation, maintenance, and disposal;
4. Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural disasters and calamities;
  5. Recommend to the sanggunian and advise the municipal mayor, as the case may be, on all other matters relative to general services; and
  6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

b. **INTERNAL AUDIT OFFICE**

1. Advise the Local Chief Executive (LCE) or the Sangguniang Bayan on all matters relating to management control and operation audits;
2. Conduct management and operations audit of LGU functions, programs, projects, activities with outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/ processes and contractual obligations;
3. Review and appraise systems and procedures, organizational structure, asset management practices, financial and management records, reports and performance standard of the Local Government Unit;
4. Analyze and evaluate management deficiencies and assist top management by recommending realistic course of actions; and
5. Perform such other related duties and responsibilities as may be assigned or delegated by the LCE or as may be required by law.

The following positions shall perform the following duties and functions:

**GENERAL SERVICES OFFICE**

a. **Municipal Government Department Head I (SG 24)**

1. **Procurement Services**



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**OFFICE OF THE SANGGUNIANG BAYAN**

- Identifies procurement support needs and conducts procurement planning;
  - Manages procurement of goods and services for post, responsible for the accuracy and completeness of procurement documents and official records, prepares budget requests, and monitors vendor performance and cost;
  - Serves as post contracting officer and manage contracts.
2. Warehouse Operations Services
    - Determine Warehousing needs;
    - Responsible for warehouse and inventory management;
    - Manages warehouse space.
  3. Administrative Supply Services
  4. Motor Pool and Vehicle Maintenance Services
    - Manage vehicle fleets;
  5. Leasing Services
    - Identifies and manages real property requirements;
    - Negotiates commercial and residential leases;
    - Coordinates with landlord on maintenance and other issues related to leased property;
    - Manages property utilization policies.
  6. Supervision Services
    - Supervise and manages personnel assigned in the office;
    - Promotes staff development through training, counseling, and performance evaluation;
    - Identifies and develops staffing requirements to meet the needs of the General Services Office.
  7. Maintains department inventory of supplies and equipment;
  8. Disburses supplies and equipment to LGU Offices as required;
  9. Records the issuance of supplies, materials, and/or equipment to other employees;
  10. Maintain stocks of printed materials, uniform items, etc. and replenishes stocks when necessary;
  11. Provides for the maintenance of stock items such as batteries, cleaning supplies, and other supply items;
  12. Organizes and stores department property, equipment, and supplies in an orderly manner;
  13. Order supplies and equipment needed by the department, keeping such purchases within the established budget. Receives and review request for supplies;
  14. Assists with planning and organizing departmental operations having to do with equipment and purchase of supplies;

b. Property Custodian (SG 8)

1. Receive new items and complete documentation for paperwork completion, assigning an identification number, and recording acquisitions, including attaching required tags or labels
2. Process item requests, fill out the appropriate forms and distribute the property. Keep records of all borrowed items, including the date the item was removed and the date it should be returned.



## OFFICE OF THE SANGGUNIANG BAYAN

3. Check-in at the property returned on return and make a report of lost and damaged items. You must manage the return of equipment and other items when leaving an employee company or organization.
4. Conduct a list of items and monitor records to ensure accuracy. If you find significance, you must investigate the matter. Inventory duty may be performed weekly, monthly, quarterly, or annually.
5. Perform other functions as maybe directed by the immediate head.

### INTERNAL AUDIT OFFICE

#### a. Internal Auditor I (SG 11)

1. Perform the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations;
2. Determine internal audit scope and developing annual plans;
3. Obtain, analyze and evaluate accounting documentation, reports, data, flowcharts, etc.;
4. Prepare and present report that reflect audit's result and document process;
5. Act as an objective source of independent advice to ensure validity, legality and goal achievement and prepare audit findings memorandum;
6. Identify loopholes and recommend risk aversion measures and cost savings;
7. Maintain open communication with management and audit committee;
8. Conduct follow up audits to monitor management's intervention.

### MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

#### a. Social Worker Officer I (SG 11)

1. Entertain, make intake sheets to walk-in and referred clients, make case studies with assessment and sign case reports of clients;
2. Collaborate with other professionals to assess client needs;
3. Refer client or family to community resources to assist in recovery and to provide access to services such as financial assistance, etc.
4. Investigate child abuse or neglect cases and intake authorized protective action when necessary;
5. Counsel clients individually and group sessions to help them overcome dependencies and recover from illness;
6. Identify environmental impediments to client or patient progress through interviews;
7. Perform other duties and responsibilities as may be required by the head of the agency.

### MUNICIPAL AGRICULTURE OFFICE

#### a. Two (2) Agriculturist II (SG 15)

1. Provides liaison and general counseling in the various fields of agriculture such as livestock, crops, poultry and engineering. Finds solutions to problems and issues posed by clients; conducts research and consults with agriculture specialists. Conduct of field surveys and inspection orders in specific areas of concern;



## OFFICE OF THE SANGGUNIANG BAYAN

2. Assists with the promotion and delivery of the Environmental Farm Planning and other initiatives through workshops, educational presentations and one on one correspondence with farmers throughout the municipality;
3. Promotes best management practices regarding the storage, handling and distribution of manure, fertilizer and pesticides;
4. Conducts studies and applied research on improved culture and management techniques on agricultural crops and fruit trees;
5. Provides advisory assistance and technical expertise in cultural production, plant propagation and agronomic management practices;
6. Perform other related work as may be directed by the supervisor

b. Agriculturist I (SG 11)

1. Assist the Municipal Agriculturist in the preparation of technical papers/ documents required by the provincial office and other agencies;
2. Assist the Municipal Agriculturist in the organizational statistical data and in the submission of necessary reports/ recommendations;
3. Conduct of field surveys and inspection orders in specific areas of concern;
4. Conducts studies and applied research on improved culture and management techniques on agricultural crops and fruit trees;
5. Provides advisory assistance and technical expertise in cultural production, plant propagation and agronomic management practices;
6. Perform other related work as may be directed by the supervisor.

c. Farm Worker I (SG 2)

1. Plant new varieties and apply fertilizers as needed and in specific amount as designated by the farm management technician;
2. Weeds, hoes, rakes, water field root and 205 vegetable drops in the small confines of the demonstration farm or nursery;
3. Does hand spraying of insecticides and harvest crops;
4. Propagate certain varieties through grafting, budding, marcoting in a manner directed by the Municipal Agriculturist;
5. Perform other related work as may be directed by the supervisor.

d. Laborer I (SG 1)

1. Plant new varieties and apply fertilizers as needed and in specific amount as designated by the farm management technician;
2. Weeds, hoes, rakes, water field root and 205 vegetable drops in the small confines of the demonstration farm or nursery;
3. Does hand spraying of insecticides and harvest crops;
4. Propagate certain varieties through grafting, budding, marcoting in a manner directed by the Municipal Agriculturist;
5. Perform other related work as may be directed by the supervisor.

### MUNICIPAL PLANNING & DEVELOPMENT OFFICE

a. Planning Officer II

1. Assist in the formulation of integrated economic, social, physical and other development plans and policies for the Local Government Unit;





**OFFICE OF THE SANGGUNIANG BAYAN**

2. Conduct needed research, gathers and shares information necessary in the development of planning and monitoring activities and programs;
3. Assist in the conduct of monitoring and evaluation in the implementation of different development programs, projects and activities in the Local Government Unit concerned in accordance with the approved Development Plan;
4. Assist in the preparation of comprehensive plans and other development planning documents for the consideration of the local development council;
5. Assist in the monitoring, review and consolidation of the submission of Annual Investment Plan (AIP) of the different offices for the final compilation of the AIP of the Local Government Unit;
6. Assist in performing the zoning permit inspections based on approved plans, in order to ensure compliance with zoning codes and regulations;
7. Perform other transactions as maybe directed by the immediate head.

**RURAL HEALTH UNIT**

**a. Five (5) Nurse I (SG 15)**

1. Conducts an individualized patient assessment, prioritizing the data collection based on the patient's immediate condition or needs within timeframe specified by client facility's policies, procedures or protocols;
2. Conducts ongoing assessments as determined by patient's condition and/ or the client facility's policies, procedures or protocols and reprioritizes care accordingly;
3. Develops plan of care that is individualized for the patient reflecting collaboration with other members of the healthcare team;
4. Performs appropriate treatments as ordered by physician in an accurate and timely manner;
5. Performs therapeutic nursing interventions as established by individualized plan of care for the patient and his/ her family;
6. Delivers care with appropriate age and cultural competence to specific patient populations according to individualized needs;
7. Documents patient's assessment findings, physical/ psychosocial responses to nursing intervention and progress towards problem resolution;
8. Initiates emergency resuscitative measures according to adult resuscitation and advanced life support protocols;
9. Maintains confidentiality in matters related to patient, family and client facility staff;
10. Provides care in a non - judgmental, non - discriminatory manner that is sensitive to the patient's and family's diversity, preserving their autonomy, dignity and rights;
11. Reports patient condition to appropriate personnel during each shift;
12. Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained;
13. Perform physical examinations, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers;
14. Perform other task as maybe directed by the immediate head.

**b. Nurse II (SG 16)**

1. Ensures the needs of patients on a ward or in an area are identified and that total nursing care is planned, implemented, and evaluated;



## OFFICE OF THE SANGGUNIANG BAYAN

2. Conducts ongoing assessments as determined by patient's condition and/ or the client facility's policies, procedures or protocols and reprioritizes care accordingly;
3. Develops plan of care that is individualized for the patient reflecting collaboration with other members of the healthcare team;
4. Supervises staff including responsibility for orientation, scheduling and assignment, assessment and evaluation, and staff development;
5. Independently develops and/ or delivers one or more specialized nursing programs;
6. Implements the planned care of patients, including all aspects of nursing procedures and related therapies, independent of direction and supervision from the Municipal Health Officer;
7. Facilitates and supervises patient - teaching and health promotional programs and activities;
8. Participates in multidisciplinary patient care reviews and conferences;
9. Participates in the planning, development, implementation and evaluation of programs;
10. Develops, maintains the necessary records, reports and statistics;
11. Participates in policy formulation and program planning;
12. Perform other task as maybe directed by the immediate head.

### c. Two (2) Midwife II (SG 11)

1. Conduct mother's class, health education programs and advocacy campaigns for different health programs;
2. Give counseling to health clients;
3. Do home visits for postpartum mothers and newborns, and treat defaulters in EPI, FP, NTP, etc.;
4. Participate in medical/ surgical missions;
5. Prepare and update master list of clients per program implemented;
6. Train and supervise BHW's (Barangay Health Workers), BNS (Barangay Nutritional Scholar), and health volunteers assigned in their respective health stations;
7. Prepare and submit monthly and quarterly accomplishment reports of different programs implemented;
8. Submit quarterly inventory of equipment assigned in BHS (Barangay Health Stations);
9. Coordinate with barangay local officials, and other line agencies (Dept. of Education, principals, teachers), NGOs regarding programs and projects for implementation;
10. Participate disease surveillance and monitoring;
11. Take charge of health stations in evacuation centers during disasters;
12. Coordinate and report to the nurse, supervisor and MHO (Municipal Health Officer) on health matters in their field of assignments;
13. Prepare and register birth certificate of newborns attended;
14. Perform other functions as directed by the Municipal Health Officer.

### d. Medical Technologist II (SG 15)

1. Conduct laboratory test, procedures, experiments, and analyses to provide data for diagnosis, treatment, and prevention of disease;



**OFFICE OF THE SANGGUNIANG BAYAN**

2. Analyze bodily fluids like blood, urine and spinal fluid, to determine the presence of normal & abnormal components;
3. Responsible for operating and maintaining the equipment used to analyze specimens and ensuring that the tests are completed in a correct and timely manner;
4. Inform clients of recollection protocols if a specimen is rejected;
5. Verify all test results and ensure that they are correctly match with the specimen;
6. Label and organize all tests appropriately to make sure that they are easily retrievable.

e. Administrative Aide I (Utility Worker I)

1. Serve as the incoming and outgoing document clerk;
2. Assist in the preparation of Rural Health Unit monthly reports and other necessary documents such as vouchers, payrolls, etc.
3. Assist in the preparation of daily itinerary of the Rural Health Unit field workers;
4. Assist in the conduct of RT - PCR swabbing;
5. Assist in the COVID - 19 vaccination program;
6. Assist in various activities and programs of the Rural Health Unit;
7. Conduct inventory of office supplies and report if there are shortages;
8. Performs other duties as may be directed by the immediate supervisor.

f. Administrative Aide III (Driver I) (SG 3)

1. Ensure safe and efficient operation in driving the ambulance vehicle during both emergency responses and routine operations;
2. Accompanies and assist emergency medical technicians in transporting sick, injured, or convalescing persons;
3. Places patients on stretchers and loads stretchers into ambulances usually with assistance from the other attendants;
4. Checks the first aid and medical supplies inventory levels before each shift and ensuring the ambulance is well - stocks;
5. Sanitizing the ambulance and safely disposing of any medical waste and soiled linens;
6. Keep all the documents of the vehicle and his license in place while driving the vehicle;
7. Follow all driving laws and road regulations implemented by the local and national government;
8. Maintain the cleanliness and the running state (e.g. checking the fluid/ fuel level, tire pressure and breaks before and after the trip) of all the vehicles used by the Rural Health Unit;
9. Take the vehicle(s) or send them to repair shop/ garage for repairs when needed;
10. Perform other duties as maybe required by the supervisor.

**OFFICE OF THE SANGGUNIANG BAYAN SECRETARY**

a. Senior Administrative Assistant IV (SG 16)



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1. Assist the direct supervisor in the performance of all administrative matters and similar activities of the office
  2. Handle office task such as filing, creating presentations, setting up for meetings;
  3. Takes charge in the procurement of supplies and other documents including claims for unforeseen activities;
  4. Facilitates in the preparation of travel claims of legislative personnel and elected officials and liquidates the same after travel;
  5. Prepares communications as per instruction from the Office Head;
  6. Performs other functions that may be assigned from time to time.
- b. Administrative Aide II (Messenger) (SG 2)
1. Forward copies of ordinances, resolutions to concerned agencies & other individuals concerned for review;
  2. Deliver notices and other communications;
  3. Perform other works that maybe assigned from time to time.

**SECTION 4. BUDGET.** The subject offices and positions shall be included in the plantilla of personnel and the corresponding appropriation for salaries and other incidental expenses shall be provided in the budget to be enacted by the LGU.

**SECTION 5. TEMPORARY DESIGNATION OF PERSONNEL.** In the absence of funds appropriated for the positions herein created, the Municipal Mayor shall designate personnel who shall temporarily act on the duties and responsibilities prescribed in each position under the said office.

**SECTION 6. SEPARABILITY CLAUSE.** If for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force and effect.

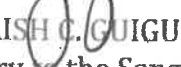
**SECTION 7. REPEALING CLAUSE.** All Ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

**SECTION 8. EFFECTIVITY.** This Ordinance shall take effect upon approval and compliance with the mandatory posting and publication requirement prescribed under R.A. 7160 otherwise known as the Local Government code of 1991.

UNANIMOUSLY APPROVED: September 7, 2022

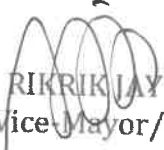
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I HEREBY CERTIFY THAT THIS IS A  
TRUE AND ACCURATE COPY OF THE ORDINANCE DULY ENACTED BY  
THE SANGGUNIANG BAYAN ON SEPTEMBER 7, 2022.

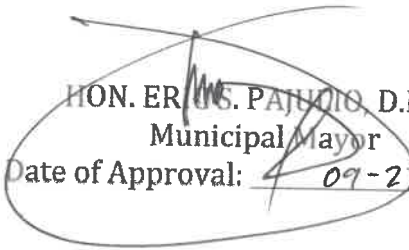
  
IRISH C. GUIGUE  
Secretary to the Sanggunian




**OFFICE OF THE SANGGUNIANG BAYAN**


  
HON. RIKRIK JAY S. PAJULIO  
Municipal Vice Mayor/Presiding Officer

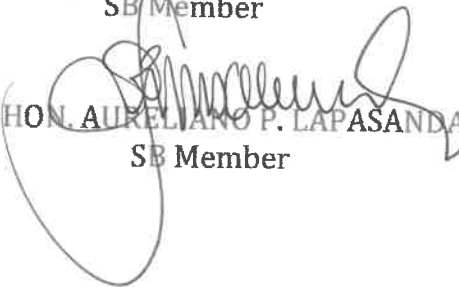
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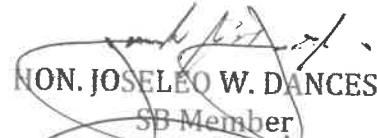
  
HON. ERNIE S. PAJULIO, D.M.D.  
Municipal Mayor  
Date of Approval: 09-27-2022

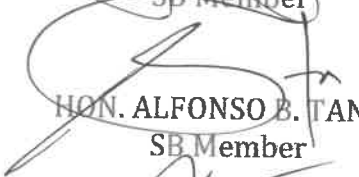
  
HON. MARIA NICHOLINA P. CAUBE  
SB Member


  
HON. MARIA PAMELA P. GADO  
SB Member


  
HON. LEONARD P. TAN II  
SB Member

  
HON. AURELIANO P. LAPASANDA  
SB Member

  
HON. JOSELEO W. DANCES  
SB Member

  
HON. ALFONSO B. TAN  
SB Member

  
HON. SABINO G. GERONA  
SB Member

  
HON. RONALD P. GILO  
SB Member

  
HON. JOSE CHRISTOPHER P. DAÑO  
President, PPSK



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**OFFICE OF THE SANGGUNIANG BAYAN SECRETARY**

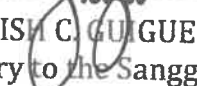
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**CERTIFICATION**

THIS IS TO CERTIFY that Municipal Ordinance No. 06, s. 2022 entitled AN ORDINANCE CREATING OFFICES AND VARIOUS POSITIONS UNDER THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF MATALOM, LEYTE, DEFINING THE DUTIES AND FUNCTIONS THEREOF, has been posted in three (3) conspicuous places in the municipality since September 28, 2022 and shall remain posted for three (3) consecutive weeks.

This certification is issued in compliance with the pertinent provisions of the Local Government Code of 1991.

ISSUED this 28<sup>th</sup> day of September, 2022 at Matalom, Leyte, Philippines.

  
IRISH C. GUIGUE  
Secretary to the Sanggunian