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Item No.: 07
Date: APR 25 2023

SP Records
APR 14 2023 *Vim*

Republic of the Philippine
PROVINCE OF LEYTE

SANGGUNIANG PANLALAWIGAN
RECEIVED
13 April 2023
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd Indorsement
March 31, 2023

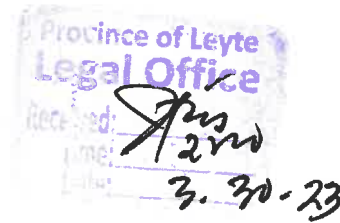
Provinces of Leyte
Legal Office
Selected
4.14.23

Respectfully returned to the, Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 02, S. 2023 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 (I), (viii) of the Code. Provided, That, the creation of New Plantilla Positions does not violate the prohibition under Section 325 (a) and (g) of the Code..


ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer *JR*

Republic of the Philippines
PROVINCE OF LEYTE

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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT

29 March 2023

Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **MUNICIPAL ORDINANCE NO. 02 S 2023** of the **MUNICIPALITY OF MATALOM, LEYTE**; creating the position of a **MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD (LDRRMO) SG 23**, for review and recommendations.


FLORINDA J. S. UYVICO
Secretary to the Sanggunian


SP Records
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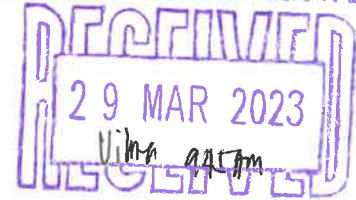


Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MATALOM



OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

16 March 2023

THE SANGGUNIANG PANLALAWIGAN
Legislative Building, Capitol Site
Tacloban City

Thru: FLORINDA JILL S. UYVICO
Sangguniang Panlalawigan Secretary
Legislative Building, Capitol Site, Tacloban City

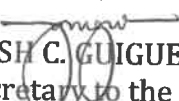
Gentlemen/Ladies:

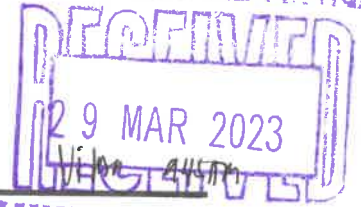
We are respectfully forwarding to the Sangguniang Panlalawigan for review, 16 copies of the following ordinances:

1. Municipal Ordinance No. 1, s. 2023 of the Municipality of Matalom, Leyte, An Ordinance Imposing Rental Fees for the Use of Commercial Spaces in the Newly-Renovated Antipolo Building Located at the Public Market, Matalom, Leyte;
2. Municipal Ordinance No. 2, s. 2023 of the Municipality of Matalom, Leyte, An Ordinance Creating the Position of a Municipal Government Assistant Department Head II (Local Disaster Risk Reduction and Management Officer) - SG 23, Prescribing Its Functions, Duties and Responsibilities, and Appropriating Funds Thereof.

Kindly acknowledge receipt hereof.

Very truly yours,


IRISH C. GUIGUE
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

**MUNICIPAL ORDINANCE NO. 02
Series of 2023**

AN ORDINANCE CREATING THE POSITION OF A MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD II (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) - SG 23, PRESCRIBING ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREOF.

WHEREAS, Section 12 (a) (b), RA 10121 otherwise known as "Philippine Disaster Risk Reduction and Management Act of 2010 mandates that every Local Government Unit shall establish the Local Disaster Risk Reduction and Management Office (LDRRMO) which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction;

WHEREAS, Section 76 of RA 7160 states that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 447 (A) (1) of the same Code likewise authorizes the Sangguniang Bayan to determine the positions, powers, duties and salaries of officials and employees of the municipality;

WHEREAS, by virtue of Municipal Ordinance No. 11, series of 2021, the LGU has created the position of a Local Disaster Risk Reduction and Management Officer V (LDRRMO V) – SG 24 and processed the appointment of one of its employees to fill the said position;

WHEREAS, the appointment was disapproved as the position does not conform with the guidelines set by the NDRRMC/DILG/DBM/CSC through Joint Memorandum Circular No. 2014-1, dated April 4, 2014, which states that, if the LGU is financially capable and has not exceeded the personal services (PS) limitation, the local sanggunian, may elevate the organization and staffing of the LDRRMO. LGUs shall be guided by the following standards on position titles and salary grades of Department Heads (DH), Assistant Department Head (ADH), and the highest positions below the ADH for third class municipalities:

Local Government Unit	Department Head (DH)	Asst. Department Had (ADH)	Highest Position Below the ADH
1 st – 3 rd Class Municipalities	Mun. Govt. Dept. Head II (SG 25)	Mun. Govt. Asst. Dept. Head II (SG 23)	Local DRRM Officer III (SG 18)

NOW WHEREFORE, on motion en masse, be it ordained by the Sangguniang Bayan of Matalom, Leyte in session assembled that:

SECTION 1. CREATION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD II (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER). The position of Municipal Government Assistant Department Head II (Local Disaster Risk Reduction and Management Officer) is hereby created with the corresponding salary grade 23.

SECTION 2. APPOINTMENT AND QUALIFICATION. The Municipal Government Assistant Department Head II (Local Disaster Risk Reduction and Management Officer) shall

[Handwritten signatures and initials]

Municipal Ordinance No. 02 Series of 2023

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be appointed by the Municipal Mayor, whose appointment shall be in accordance with the civil service laws and rules and that the appointee shall have met the following qualifications:

- Education : Bachelor's Degree
- Experience : 3 years of relevant experience on DRRM
- Training : 16 hours of relevant training on DRRM
- Eligibility : Career Service Professional/ 2nd Level Eligibility

SECTION 3. DUTIES AND FUNCTIONS. The Municipal Government Assistant Department Head II (Local Disaster Risk Reduction and Management Officer) shall be responsible for the following duties and responsibilities:

- a. Design program and coordinate disaster risk reduction and management activities consistent with the National Council's standards and guidelines;
- b. Facilitate and support risk assessments and contingency planning activities at the local level;
- c. Consolidate local disaster risk information which includes natural hazards, vulnerabilities, and climate change risks, and maintain a local risk map;
- d. Organize and conduct training, orientation, and knowledge management activities on disaster risk reduction management at the local level;
- e. Operate a multi-hazard early warning system, linked to disaster risk reduction to provide accurate and timely advice to national or local emergency response organizations and to the general public;
- f. Formulate and implement a comprehensive and integrated Local Disaster Risk Reduction and Management Plan in accordance with the national, regional and provincial framework, and policies on disaster risk reduction in close coordination with the local development councils (LDCs);
- g. Prepare and submit to the local sanggunian through the LDRRMC and the LDC the annual LDRRMO Plan and budget, the proposed programming of the LDRRM Fund, other dedicated disaster risk reduction and management resources, and other regular funding source/s and budgetary support of the LDRRMO/BDRRMC;
- h. Conduct continuous disaster monitoring and mobilize instrumentalities and entities of the LGUs, Civil Society Organizations (CSOs), private groups and organized volunteers to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures;
- i. Identify, assess and manage the hazard vulnerabilities and risks that may occur in their locality;
- j. Disseminate information and raise public awareness about those hazard, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures;





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- k. Identify and implement cost-effective risk reduction measures/strategies;
- l. Maintain a database of human resource, equipment directories, and location of critical infrastructures and their capacities such as hospitals and evacuation centers;
- m. Develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs and volunteer groups;
- n. Take all necessary steps on continuing basis to maintain, provide or arrange the provision of, or to otherwise make available, suitably-trained and competent personnel for effective civil defense and disaster risk reduction and management in its area;
- o. Organize, train, equip and supervise the local emergency response teams and the accredited community disaster volunteers (ACDVs), ensuring that humanitarian aid workers are equipped with basic skills to assist mothers to breastfeed;
- p. Respond to and manage the adverse effects of emergencies and carry out recovery activities in the affected area, ensuring that there is an efficient mechanism for immediate delivery of food, shelter and medical supplies for women and children, endeavor to create a special place where internally-displaced mothers can find help with breastfeeding, feed and care for their babies and give support to each other;
- q. Within its area, promote and raise public awareness of and compliance with this Act and legislative provisions relevant to the purpose of this Act;
- r. Serves as the secretariat and executive arm of the LDRRMC;
- s. Coordinates other disaster risk reduction and management activities;
- t. Establish linkage/network with other LGUs for disaster risk reduction and emergency response purposes;
- u. Recommends through the LDRRMC the enactment of local ordinances consistent with the requirements of this Act;
- v. Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines in this Act;
- w. Establish a Provincial/City/Municipal/Barangay Disaster Risk Reduction and Management Operations Center;
- x. Prepare and submit, through the LDRRMC and the LDC, the report on utilization of the LDRRMF and other dedicated disaster risk reduction and management resources to the local Commission on Audit (COA), copy furnished the regional director of the OCD and the Local Government Operations Officer of the DILG; and
- y. Act on matters that may be authorized by the LDRRMC.



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SECTION 4. BUDGET. The subject position 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 position herein created, the Municipal Mayor shall designate personnel who shall temporarily act on the duties and responsibilities prescribed for the said position.

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.

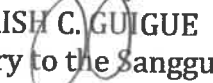
SECTION 7. REPEALING CLAUSE. All Ordinances, local issuances or rules inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

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.


SO ORDAINED / ENACTED.

X-----X


I HEREBY CERTIFY THAT THIS IS A
TRUE AND ACCURATE COPY OF THE ORDINANCE DULY ENACTED BY
THE SANGGUNIANG ON MARCH 1, 2023.


IRISH C. GUIGUE
Secretary to the Sanggunian

ATTESTED:


HON. RIRIK JAY S. PAJULIO
Municipal Vice-Mayor/Presiding Officer

APPROVED:


HON. ERIC S. PAJULIO, B.M.D.
Municipal Mayor
Date of Approval: 3/15/23


HON. MARIA NICHOLINA P. CAUBE
SB Member


HON. MARIA PAMELA P. GADO
SB Member


HON. JOSELEO W. DANCES
SB Member


HON. ALFONSO B. TAN
SB Member



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MATALOM



OFFICE OF THE SANGGUNIANG BAYAN

HON. LEONARD P. TAN II
SB Member

HON. AURELIANO P. LAPASANDA
SB Member


HON. FAUSTO P. GARIN JR.
President, LnB

HON. SABINO G. GERONA
SB Member

HON. RONALDO P. GILO
SB Member

HON. JOSE CHRISTOPHER P. DAÑO
President, PPSK



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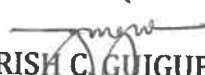
OFFICE OF THE SANGGUNIANG BAYAN SECRETARY

CERTIFICATION

THIS IS TO CERTIFY that Municipal Ordinance No. 02, s. 2023 entitled AN ORDINANCE CREATING THE POSITION OF A MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD II (LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER) - SG 23, PRESCRIBING ITS FUNCTIONS, DUTIES AND RESPONSIBILITIES, AND APPROPRIATING FUNDS THEREOF, has been posted in three (3) conspicuous places in the municipality since March 16, 2023 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 16th day of March, 2023 at Matalom, Leyte, Philippines.


IRISH C. GUIGUE
Secretary to the Sanggunian