

SP Records  
MAR 27 2023

Republic of the Philippines  
PROVINCE OF LEYTE

SANGGUNIANG PANLALAWIGAN  
MARCH 10 2023

PROVINCIAL LEGAL OFFICE

2<sup>ND</sup> Indorsement  
March 10, 2023

Province of Leyte  
Legal Office  
Received: [Signature]  
Date: 3.17.23

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 17 S. 2022-2025 of the SB of Villaba, 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 New Plantilla Position does not violate the prohibition under Section 325 (a) and (g) thereof.

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

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
09 March 2023

Office  
*[Signature]*  
3.9.23

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 17, S. 2022-2025** of the **MUNICIPALITY OF VILLABA, LEYTE**, entitled: **AN ORDINANCE CREATING A NEW ITEM OF ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) IN THE PLANTILLA OF PERSONNEL IN THE OFFICE OF THE SANGGUNIANG BAYAN.**

*[Signature]*  
**FLORINDA M. UYVICO**  
Secretary to the Sanggunian

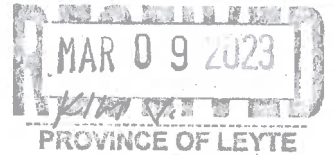


Republic of the Philippines  
Province of Leyte

Municipality of Villaba

# OFFICE OF THE SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



## EXPLANATORY NOTE

“Every Local Government Unit shall exercise the powers expressly granted, those necessarily implied therefrom, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare”.

Section 76 of R.A. 7160 provides that, every LGU 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.

On November 15, 2022, the Municipal Vice Mayor, through his communication, requested for the creation of a new position of Computer Operator in the Office of the Sangguniang Bayan.

Hence, the passage of this ordinance.

**RESOLVED**, to enact:

### MUNICIPAL ORDINANCE NO. 17, S-2022-2025

#### AN ORDINANCE CREATING A NEW ITEM OF ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR-II) IN THE PLANTILLA OF PERSONNEL IN THE OFFICE OF THE SANGGUNIANG BAYAN

Be it ordained by the Sangguniang Bayan in session duly assembled that:

**SECTION 1. TITLE.** This ordinance shall be known as the “Creation of new Item of Computer Operator II in the plantilla of personnel of the Office of the Sangguniang Bayan.”

**SECTION 2. CREATION OF POSITION.** The new item of Administrative Assistant III (Computer Operator II) with salary grade 9 is hereby created in the Sangguniang Bayan Office.

DENNIS L. SY  
Vice Mayor/Presiding Officer

MERIAM P. UMPAD  
Sangguniang Bayan Member

FEDERICO ENSOY  
SK Federation Vice President

IJULCA KATERINA L. CON-UI  
Sangguniang Bayan Member

NIFI ALBERT R. INOPIALLE  
Sangguniang Bayan Member

MARIANELA DE CLARO  
LNB President

VIOLETA I. SUMAPIG  
Sangguniang Bayan Member

ROXANE M. COMPRO  
Sangguniang Bayan Member

TERAYON D. RACION  
Temporary Secretary to the Sangguniang Bayan

FELIPE S. CASAS, SR.  
Sangguniang Bayan Member

ROGELIO ABAY  
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO  
Municipal Mayor

**SECTION 3. APPROPRIATIONS.** Funding of the newly created items shall be sourced from the funds of the Local Government Unit and that shall not exceed the forty-five (45%) percent budgetary limitation for Personnel Services (P.S).

**SECTION 4. HUMAN RECOURCE AND MANAGEMENT OFFICE (HRMO) MANDATE.** The HRMO is hereby mandated to effect the necessary changes in the plantilla of personnel immediately upon the approval of this ordinance and shall faithfully observe the qualification standards as prescribed by the Civil Service Commission in employing qualified personnel.

**SECTION 6. QUALIFICATIONS.** In accordance with the general functions provided for by the Civil Service Commission, these are the following qualifications, to wit:

- a. At least Two (2) years studies in College or High School Graduate with relevant vocational trade course;
- b. One (1) year of relevant experience;
- c. Four (4) hours of relevant training; and
- d. Sub-professional Eligibility


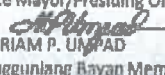
**SECTION 5. SEPARABILITY CLAUSE.** If for any reason or reasons, any part or provision of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and in effect.

**SECTION 6. REPEALING CLAUSE.** Any ordinance, rules and regulations and executive issuances found inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

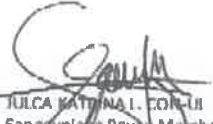
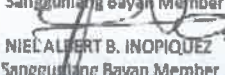
**SECTION 7. EFFECTIVITY.** This ordinance shall take effect upon its approval.

**NOW THEREFORE,** on motion for approval by the Sangguniang Bayan Member Rogelio J. Baay, duly seconded en masse, this ordinance was approved.

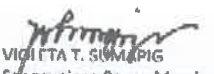

This Ordinance was approved by the Sangguniang Bayan on January 16, 2023.

  
DENNIS L. UY  
Vice Mayor/Presiding Officer  
  
MERIAM P. UNPAD  
Sangguniang Bayan Member


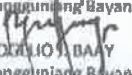
  
FERDINAND TORRES  
SK Federation Vice-President

  
JULCA MATINA I. EDULJI  
Sangguniang Bayan Member  
  
NIEL ALBERT B. INOPIQUEZ  
Sangguniang Bayan Member

MARIANO D. DE CLARO  
LND President

  
VICLITTA T. SUMAPIG  
Sangguniang Bayan Member  
  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

MARYL D. BRAGON  
Temporary Secretary to the Sangguniang Bayan

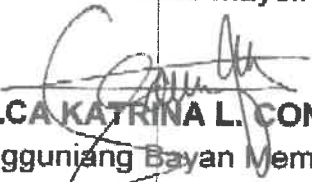
  
FELIPE S. CASAS, SR.  
Sangguniang Bayan Member  
  
ROGELIO J. BAAY  
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO  
Municipal Mayor

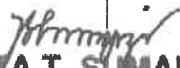
  
**ERALYN ARAGON**  
Temporary Secretary to the Sanggunian

ATTESTED:

  
**DENNIS L. SY**  
Vice Mayor/Presiding Officer

  
**JULCA KATRINA L. CON-UI**  
Sangguniang Bayan Member


  
**NIEL ALBERT B. INOPIQUEZ**  
Sangguniang Bayan Member

  
**VIOLETA T. SUMAPIG**  
Sangguniang Bayan Member

  
**ROQUE M. COMPRA**  
Sangguniang Bayan Member

  
**FELIPE S. CASAS, SR.**  
Sangguniang Bayan Member

  
**ROGELIO J. BAAY**  
Sangguniang Bayan Member

  
**MERIAM P. UMPAD**  
Sangguniang Bayan Member

  
**MARIANO V. DE CLARO**  
LNB President

  
**FEDERICO ENSOY**  
SK Federation President

APPROVED:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

