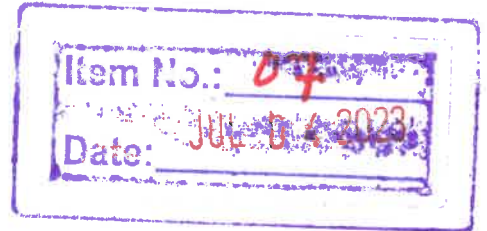


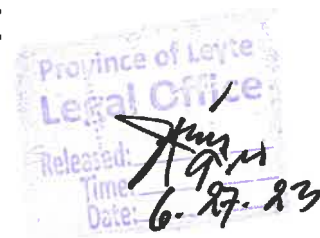
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Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte



PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
June 22, 2023



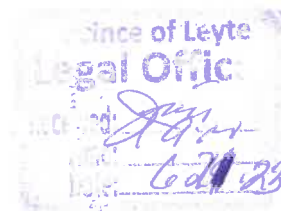
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 088-23 of the Sangguniang Bayan of Leyte, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), an exercise of the power authorized under section 447(1), (viii) of the Code. Provided that the creation of the 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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
20 June 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 088-23** of the MUNICIPALITY of LEYTE, LEYTE, entitled: AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICES OFFICE UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, CREATING THE NECESSARY ITEM POSITIONS AND PROVIDING FUNDS FOR THE OPERATION THEREOF.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE

-o0o-


Office of the Sangguniang Bayan

1st ENDORSEMENT
June 15, 2023

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Palo, Leyte, the herein **Municipal Ordinance No. 088-23 Entitled "AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICES OFFICE UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, CREATING THE NECESSARY ITEM POSITIONS AND PROVIDING FUNDS FOR THE OPERATION THEREOF.**

Attached herewith are the following :

1. Municipal Ordinance No. 088-23
2. Certificate of Posting
3. Certification


VILMA D. COMBATE
SB Secretary



Republic of the Philippines
 MUNICIPALITY OF LEYTE
 L E Y T E
 -oOo-

Office of the Sangguniang Bayan

SANGGUNIANG PANLALAWIGAN
 20 June 2023
 Divina
 PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON MAY 29, 2023 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro,	-----	Mun. Vice Mayor/Presiding Officer
Hon. Paquito D. Pelipel, Jr.	-----	SB Member
Hon. Lileth I. Gatchalian,	-----	-do-
Hon. Edward Jay A. Durante,	-----	-do-
Hon. Rowil G. Batan,	-----	-do-
Hon. Aida A. Delantar,	-----	-do-
Hon. Alex A. Dagandan,	-----	-do-
Hon. Eulogio E. Capacio,	-----	-do-
Hon. Gualberto G. Meracap,	-----	-do-
Hon. Jerry G. Apacible,	-----	ABC President

Absent :

Hon. Asefa Gail V. Granados	-----	SK Fed. President
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MUNICIPAL ORDINANCE NO. 088-23

Author: Hon. Edward Jay A. Durante

AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICES OFFICE UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, CREATING THE NECESSARY ITEM POSITIONS AND PROVIDING FUNDS FOR THE OPERATION THEREOF

ARTICLE 1

Title

SECTION 1. **Title.** This Ordinance shall be known as "the Establishment of the Municipal General Services Office of LGU Leyte".

SECTION 2. **Declaration of Policy.** It is hereby a policy of the Local Government Unit of Leyte, Leyte to provide effective and quality services in managing properties, supplies, security and resource conservation, maintenance, and other support services for the welfare of the general public.

ARTICLE 2

ESTABLISHMENT OF OFFICE

Section 3. **ESTABLISHMENT OF THE OFFICE.** There shall be established a Municipal General Services Office (MGSO) under the Executive Department of the Local Government Unit of Leyte, Leyte.

Section 4. **FUNCTIONS.** The functions of the Municipal General Services Office are the following:

- 4.1 Preservation, maintenance and safekeeping of land titles and valuable records.
- 4.2 Take custody of and be accountable for all properties, real or personal, owned by the Municipal Government, as well as those granted to it in the form of donation, preparation assistance and counterpart of joint projects.
- 4.3 Develop plans and strategies related to general services and upon approval thereof by the Municipal Mayor and implement the same.
- 4.4 Perform archival and records management with respect to records of offices and departments of the Municipal Government.

(Handwritten signatures and initials are present throughout the page, including a large signature on the left side and several on the right side.)

Section 5. OFFICE SECTIONS. The Municipal General Services Office shall have the following sections:

5.1 Supply and Management Section

5.1.1 Procurement and Property Management

- a. Procurement Planning
- b. Procurement of Supplies and Property
- c. Storekeeping of Common Use Supplies
- d. Delivery and Inspection of Supplies
- e. Utilization and Distribution of Supplies and Property
- f. Processing of Payments of Supplies Delivered
- g. Inventory of properties
- h. Disposal of properties
- i. Collate and disseminate information regarding prices, shipping and other cost of supplies and other items commonly used by the municipality.

5.1.2 Vehicle Maintenance

- a. Inspection of Municipal Government vehicles
- b. Undertakes preventive maintenance checks on municipal government vehicles
- c. Maintenance of records of all municipal government vehicles
- d. Insurance of municipal government vehicles

5.1.3 Facilities Maintenance

- a. Insurance of municipal-owned building and properties

5.2 General Services and Maintenance Section

5.2.1 Building Maintenance and Janitorial Services

- a. Janitorial Services
- b. Security Services Supervision
- c. Minor Building Repairs
- d. Operator of Generator

5.2.2 Special Events Assistance

- a. Arrangement of chairs, tables and other furniture's
- b. Lending of chairs and tables
- c. Provision of sound systems and other media
- d. Reservation of multi-purpose hall and other facilities

SECTION 6. PHYSICAL OFFICE ESTABLISHMENT. The Municipal Mayor shall provide an appropriate office space for the Municipal General Services Office within the premises of the Municipal Hall.

**ARTICLE 3
CREATION OF ITEM POSITIONS, FUNCTIONS, AND QUALIFICATIONS AND
OTHER PURPOSE**

SECTION 7. CREATION: There is hereby created an item of Municipal Government Department Head 1 (General Services Officer) with item No. GSO-2023-001 with Salary Grade of 24 under the Municipal General Service Office.

SECTION 8. FUNCTIONS:

The Municipal Government Department Head 1 (MGDH 1) (General Services Officer) shall have the following functions:

8.1 Formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor in carrying out measure to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of this Code and which require general services expertise and technical support services;

8.2 Develop Plans and strategies and upon approval thereof by the mayor, implement the same, particularly those which have to do with general services supportive of the welfare of the inhabitants which the mayor is empowered to implement and which the Sanggunian is empowered to provide for under this Code ;

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8.3 In addition to the foregoing duties and functions, the Mun. Government Department Head 1 (General Services Officer) shall:

8.3.1 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;

8.3.2 With the approval of the mayor, assign building or land space to local officials or other public officials, who by law, are entitled to such space;

8.3.3) Recommend to the mayor 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;

8.3.4 Recommend to the mayor, reasonable rental rates of private properties which may be leased for the official use of the local government unit;

8.3.5 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;

8.3.6 Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;

8.3.7 Perform archival and record management with respect to records of offices and departments of the local government unit; and

8.3.8 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;

8.4 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;

8.5 Recommend to the sanggunian and advise the mayor, as the case may be, on all other matters relative to general services; and

8.6 Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION 9. QUALIFICATIONS. The Municipal Government Department Head 1 (MGDH 1) (General Services Officer) shall have the following qualifications:

9.1 A graduate of Bachelor's Degree in Public Administration, Business Administration and Management

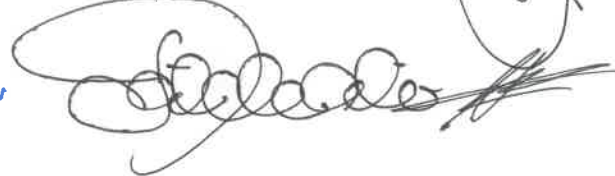
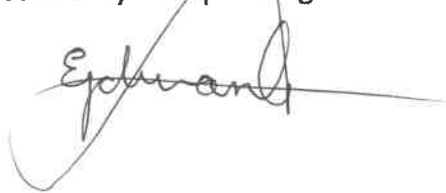
9.2 Experience : 3 years in position/s involving management and supervision

9.3 Training : 24 hours training in management and supervision

9.4 With a Good Moral Character

9.5 Career Service (Professional), Second Level Eligibility;

SECTION 10. INCORPORATION IN THE LGU'S ORGANIZATIONAL STRUCTURE, STAFFING PATTERN AND PLANTILLA OF PERSONNEL. The Office of the Human Resource and Management of LGU Leyte, Leyte is mandated to revise the LGU's Organizational Structure, Staffing Pattern and Plantilla of Personnel by incorporating therein the herein created item position.



SECTION 11. OFFICE STAFF COMPLEMENTS. Other item positions necessary to the operation of the office maybe created in the future should there be sufficient funds available to support their corresponding personal services appropriation requirement. The Mayor can Designate/Detail support staffs/personnel for the GSO, in the meantime that there is no regular item available, subject to civil service laws rules and regulations;

**ARTICLE 4
FUNDING REQUIREMENT**

SECTION 12. BUDGET. Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**ARTICLE 5
FINAL PROVISION**

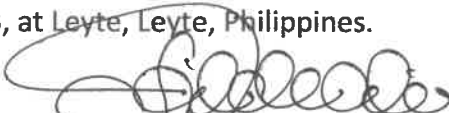
SECTION 13. SEPARABILITY CLAUSE. If for any reason, any part or provision of this Ordinance is declared unconstitutional or invalid by a competent authority, the remaining sections or provisions not affected thereby shall continue to be in full force and effect.

Section 14. REPEALING CLAUSE. All ordinances which are inconsistent with the provisions of this ordinance are hereby amended or modified accordingly.

Section 15. EFFECTIVITY . This ordinance shall take effect after compliance to the posting requirement as provided under the Local Government Code of 1991.

ENACTED. May 29, 2023, at Leyte, Leyte, Philippines.


PAQUITO D. PELIPEL, JR.
SB Member

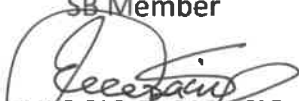

LILETH I. GATCHALIAN
SB Member



EDWARD JAY A. DURANTE
SB Member

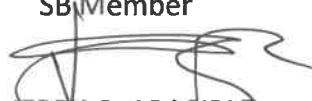
ROWIL G. BATAN
SB Member

AIDA A. DELANTAR
SB Member

ALEX A. DAGANDAN
SB Member



EULOGIO E. CAPACIO
SB Member


GUALBERTO S. MERACAP
SB Member


JERRY G. APACIBLE
ABC President

Certified Correct:


VILMA D. COMBATE
SB Secretary

Attested: 
ARMANDO M. YSIDORO
Municipal Vice Mayor
Presiding Officer

Approved: 
ARNOLD JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 088-23: " AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICES OFFICE UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, CREATING THE NECESSARY ITEMS POSITIONS AND PROVIDING FUNDS FOR THE OPERATION THEREOF, has been posted in three (3) conspicuous places in this Municipality.

This certification is issued this 13TH day of June , 2023 at Leyte, Leyte, Philippines.


VILMA D. COMBATE
SB Secretary



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
-o0o-



ARNOLD JAMES M. YSIDORO
Municipal Mayor

CERTIFICATION

We, MEMBERS OF THE LOCAL FINANCE COMMITTEE jointly certifies that the herein creation of position as embodied in the Municipal Ordinance No. 088-23 and 089-23 dated May 29, 2023 is within the 55% PS limitation of the Local Government Unit of Leyte.

Certified Correct:


CRESTYLEN P. RELON
MBO Designate


ALVARO C. SUMAYAN, JR.
Mun. Treasurer


MARK THEODORICK D. SULLA
MPDC Designate

Attested:


ARNOLD JAMES M. YSIDORO
Municipal Mayor

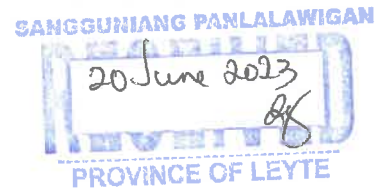
Leyte-Samar DAILY EXPRESS, INC.

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Tel. Nos.: (053) 888-0037

Website: www.leytesamardailynews.com

E-mail Address: lsdenews1988@gmail.com

REPUBLIC OF THE PHILIPPINES)
City of Tacloban) S.S.



AFFIDAVIT OF PUBLICATION

THAT I, **DALMACIO C. GRAFIL** of legal age, married and resident of Tacloban City, Philippines after being duly sworn to in accordance with the provisions of law, depose and say:

THAT- I am the **PUBLISHER** of the **LEYTE SAMAR DAILY EXPRESS, INC** a newspaper edited and printed in the City of Tacloban and regularly circulated in the provinces of Leyte, Southern Leyte, Biliran, Samar, Northern Samar, Eastern Samar and the cities of Tacloban, Ormoc, Baybay, Maasin, Calbayog, Catbalogan and Borongan.

THAT: Republic of the Philippines **MUNICIPALITY OF LEYTE, L E Y T E** Office of the Sangguniang Bayan **MUNICIPAL ORDINANCE 086-23 AN ORDINANCE AMENDING SECTIONS 6(A), 9(2), AND 9(5) OF THE MUNICIPAL ORDINANCE NO. 004-13, ENTITLED "AN ORDINANCE PRESCRIBING GUIDELINES FOR THE GRANT OF AN AUTHORITY OR LICENSE TO OPERATE COCKPIT ARENA INCLUDING OTHER REGULATIONS RELATIVE THERETO"**

A printed copy of which is attached was published in the said newspaper on May 20, 2023.

IN WITNESS WHEREOF, I hereunto affix my signature this 22nd day of May 2023, at Tacloban City, Philippines.

DALMACIO C. GRAFIL
Affiant

SUBSCRIBED AND SWORN to before me this 22nd day of May 2023, at Tacloban City. Affiant exhibited to me his Passport No. P8922824A, date of issue 27 September 2018, valid until 26 September 2028, issuing authority DFA, Tacloban.

Doc. No. 181
Page No. 96
Book No. 2
Series of 2023

ATTY. KERBY A. ENABORE
NOTARY PUBLIC
For and within Territorial Jurisdiction of RTC Tacloban City,
Notarial Commission No. 2023-01-57
Valid Until December 31, 2024
PTR No. 8354067; 01/26/2023, Tacloban City
Roll of Attorney's No. 70761
IBP No. 242260; Dec. 9, 2022; Leyte Chapter
MCLE Compliance No. VII-0004927
Brgy. 14, Justice Romualdez St., Tacloban City