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Item No.: 08  
Date: JUL 04 2023

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

PROVINCIAL LEGAL OFFICE  
2<sup>nd</sup> INDORSEMENT  
June 23, 2023

Province of Leyte  
Legal Office  
Released: [Signature]  
Time: 9:45  
Date: 6-26-23

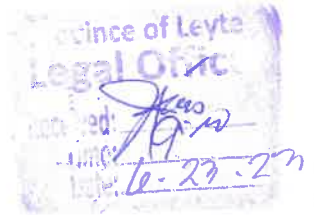
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 089-23 of the Municipality of Leyte, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160.

The Provincial Legal Office is of the opinion that creation and appropriation for the new positions is in accordance with its authority under Section 447(1)(viii) of the Local Government Code and that the same does not violate the limitations and prohibitions set forth in Section 325 of the same Code, particularly subsection (a) and (g) thereof.

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

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN



1<sup>ST</sup> INDORSEMENT  
23 June 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 089-23** of the MUNICIPALITY of **LEYTE, LEYTE**, entitled: AN ORDINANCE CREATING THE ITEM POSITION OF ADMINISTRATIVE AIDE II (MESSENGER) WITH ITEM NO. SB-2023-03 WITH A SALARY GRADE OF 2 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN.

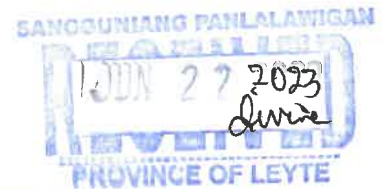
  
**FLORINDA J. S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
**MUNICIPALITY OF LEYTE**  
LEYTE

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*Office of the Sangguniang Bayan*



**1<sup>st</sup> ENDORSEMENT**  
June 21, 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. 089-23 Entitled "AN ORDINANCE CREATING THE ITEM POSITION OF ADMINISTRATIVE AIDE II (MESSENGER) WITH ITEM NO. SB 2023-03 WITH A SALARY GRADE OF 2 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN.**

Attached herewith are the following :

1. Municipal Ordinance No. 089-23
2. Certification
3. Certificate of Posting

  
**VILMA D. COMBATE**  
SB Secretary



Republic of the Philippines  
 MUNICIPALITY OF LEYTE  
 L E Y T E  
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Office of the Sangguniang Bayan

SANGGUNIANG PANLALAWIGAN  
 JUN 22 2023  
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EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON MAY 29, 2023 AT THE SB SESSION HALL NEW 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. 089-23**

**AN ORDINANCE CREATING THE ITEM POSITION OF ADMINISTRATIVE AIDE II (MESSENGER) WITH ITEM NO. SB 2023-03 WITH A SALARY GRADE OF 2 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN**

Authored by: **HON. EDWARD JAY A. DURANTE**

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

**SECTION 1. CREATION.** There is hereby created an item position Administrative Aide II (Messenger) with Salary Grade 2 and Item No. 2023-03 under the Office of the Sangguniang Bayan.

**SECTION 2. FUNCTIONS.** Under the direct supervision of the Municipal Vice Mayor, the Administrative Aide II (Messenger) shall perform the following duties and responsibilities, to wit:

1. Securely delivers messages (verbal and written) and other important documents to the designated location or recipient in a timely manner;
2. Keep a thorough record of all communications with the Barangay Captains and securely deliver it to the immediate supervisor;
3. Maintain files to keep track of important documents and organize travel arrangements;
4. Respond to pertinent inquiries from recipients in the barangay; and
5. Perform such other duties and functions authorized by law or ordinances.

**SECTION 3. QUALIFICATIONS.**

1. Education - Elementary School Graduate;
2. Experience – None Required;
3. Training – None Required; and
4. Eligibility – None Required (MC 11, s. 96-Cat. III)

*(Handwritten signatures and initials are present throughout the page, including a large signature on the left side of the list of functions, and several signatures on the right side, including one that appears to be 'Edward Jay A. Durante'. There are also some scribbles and initials at the bottom of the page.)*

**SECTION 4.** The Human Resource Management Office (HRMO) is hereby directed to incorporate the herein-created item position in the organizational structure and staffing pattern of the Municipal Government of Leyte, Leyte.

**SECTION 5. BUDGET.** An appropriation for the salaries, wages, bonuses, allowances, other benefits, and emoluments of the above item is recommended to be incorporated in the Budget of the LGU for the calendar year 2024, subject to the personal services limitation of the LGU and availability of funds.

**SECTION 6. EFFECTIVITY.** This ordinance shall take effect 10 days after publication/ posting



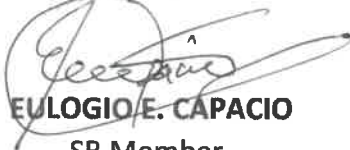
**PAQUITO D. PELIPEL, JR.**

SB Member



**ROWIL G. BATAN**

SB Member



**EULOGIO E. CAPACIO**

SB Member



**LILETH I. GATCHALIAN**

SB Member



**AIDA A. DELANTAR**

SB Member



**GUALBERTO G. MERCAP**

SB Member



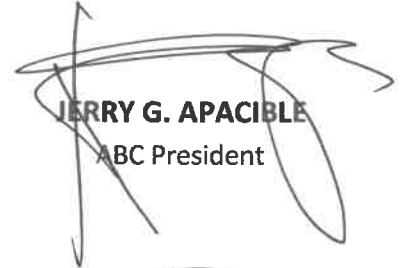
**EDWARD JAY A. DURANTE**

SB Member



**ALEX A. DAGANDAN**

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**  
LEYTE  
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**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



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

*Office of the Sangguniang Bayan*

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## **CERTIFICATE OF POSTING**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY that Municipal Ordinance No. 089-23: " AN ORDINANCE CREATING THE ITEM POSITION OF ADMINISTRATIVE AIDE II (MESSENGER) WITH ITEM NO. SB 2023-03 WITH A SALARY GRADE OF 2 UNDER THE OFFICE OF THE SANGGUNIANG BAYAN, has been posted in three (3) conspicuous places in this Municipality.**

**This certification is issued this 19<sup>TH</sup> day of June , 2023 at Leyte, Leyte, Philippines.**

  
**VILMA D. COMBATE**  
SB Secretary