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Item No.: 11
Date: JUN 27 2023

Republic of the Philippines
PROVINCE OF LEYTE

SANGGUNIANG PANLALAWIGAN
PROVINCE OF LEYTE
JUN 21 2023

PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office
Released: [Signature]
Time: [Signature]
Date: 6.21.23

2nd Indorsement
June 19, 2023

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-07 of the SB of Calubi-an, 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) of the Code.

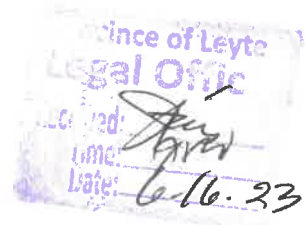
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

[Signature]

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
15 June 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2023-07** of the **MUNICIPALITY of CALUBIAN, LEYTE**, entitled: **AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER), SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



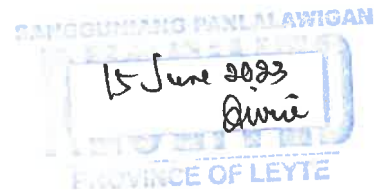
Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian
-oOo-



OFFICE OF THE SANGGUNIANG BAYAN

June 14, 2023

MS. FLORINDA JILL S. UYVICO
Prov'l. Govt. Dept. Head
Secretary to the Sanggunian
Province of Leyte
New Leyte Provincial Capitol
Palo, Leyte



Dear Madam:

We are forwarding herewith Mun. Ordinance No. 2023-07 of Calubian, Leyte and its supporting attachments, for favorable review and approval of the Honorable Sangguniang Panlalawigan of Leyte.

Kindly acknowledge receipt hereof.

Thank you.

Very truly yours,


NORMINDA R. RAAGAS
SB Secretary

Enc. a/s



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALUBIAN, LEYTE HELD ON MAY 22, 2023 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

- PRESENT :**
- SB MEMBER JULLIAN MARC A. BATIANCELA - Presiding
 - SB MEMBER NOEL G. EAMIGUEL - do-
 - SB MEMBER ESTER P. LUBIANO - do-
 - SB MEMBER EUGENIO A. CHING, JR. - do-
 - SB MEMBER JULIA E. HALICHIC - do-
 - SB MEMBER BENJAMIN A. CALBITAZA - do-
 - SB MEMBER ALYZA F. NIERRAS - do-
 - SK FED. PRESIDENT REMAR L. BELTRAN - do-
 - LIGA NG BARANGAY PRES. ALFREDO M. CASAS - do-
 - VICE MAYOR ANNA LOVE VELOSO- LAURENTE - do-
- ABSENT :**
- SB MEMBER LUCITA A. PALCONIT - Member

ANNA LOVE VELOSO- LAURENTE
 Mun. Vice Mayor

15 June 2023
 Quire
 PROVINCE OF LEYTE

ORD. NO. 2023- 07

AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER) , SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.

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

SECTION 1. SHORT TITLE. *This Ordinance shall be entitled as " AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER) , SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE."*

SECTION 2. RATIONALE. *A. Section 447 (a) (1) of R. A. 7160, otherwise known as the Local Government Code of 1991 provides the powers & functions of the Sangguniang Bayan to xxx (viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;*

B. The creation of the aforementioned proposed position, Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer) with Salary Grade 24 under the Local Disaster Risk Reduction & Management Office is indispensable, due to the fact that the office is not yet represented or headed by a department head.

C. Section 16 of R.A. 7160 on General Welfare, provides that - Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, 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. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants. Xxx

D. Section 12 (a) of R.A. 10121 also known as the Philippine Risk Reduction & Management Act of 2010, provides that Local Disaster Risk Reduction and Management Office (LDRRMO) . - (a) There shall be established an LDRRMO in every province, city and municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction.

E. The Local Disaster Risk Reduction and Management Office of Calubian, Leyte has been created to spearhead the planning, coordination and harmonization of efforts in Disaster Risk Reduction and Management by empowering and building the capacities of the communities and stakeholders and through the efficient and effective delivery of programs and services for the people of the municipality.

F. Joint Memorandum Circular No. 2014- 01 dated April 4, 2014 of the NDRRMC, DILG, DBM and CSC provides the Implementing Guidelines for the Establishment of Local DRRM Offices (LDRRMOs) or Barangay DRRM Committees in Local Government Units (LGUs).

JULIA E. HALICHIC
 SB Member

ALFREDO M. CASAS
 Liga ng mga Barangay Pres.

ESTER P. LUBIANO
 SB Member

REMAR L. BELTRAN
 SK Fed. President

EUGENIO A. CHING, JR.
 SB Member

ALYZA F. NIERRAS
 SB Member

NOEL G. EAMIGUEL
 SB Member

BENJAMIN A. CALBITAZA
 SB Member

G. SB Res. No. 2021- 209 was passed by the Sangguniang Bayan of Calubian, Leyte on Nov. 15, 2021 creating the office position of a Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer V) with Salary Grade 24 under the Local Disaster Risk Reduction & Management Office in the Municipal Government of Calubian, Leyte xxx ;

SECTION 3. DEFINITION OF TERMS : For purposes of this ordinance, the following terms are defined , as follows:

- A. **Experience** – refers to the previous jobs in either the government or private sector, whether full time or part time, which , as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
- B. **Eligibility**- refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as PRC- conducted board examinations, the SC conducted Bar Examination or the CESB-conducted CES examinations.
- C. **Training** – refers to formal or non- formal training courses and HRD interventions, such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee’s individual Development Plan/ Career Development Plan.
- D. **Education**- refers to the formal or non- formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM- CSC Form No. 1, Revised 2017) of the position to be filled up.
- E. **Local Disaster Risk Reduction & Management Officer (LDRRMO)** – means an officer , who shall be the responsible person for the day to day operation of the Local Disaster Risk Reduction & Management Office and shall be the person who approves the designs & programs and coordinates the Disaster Risk Reduction & Management Activities of the LGU. He shall also identify, assess and manage the hazards, vulnerabilities and risks that may occur in their locality; identify and implement cost-effective risk reduction measures and or strategies; and disseminate information and raise public awareness about those hazards, vulnerabilities, and risks.

SECTION 4. CREATION OF THE POSITION ITEM IN THE PLANTILLA OF PERSONNEL. The creation of the Position Item of a Municipal Government Department Head 1 (Local Risk Reduction & Management Officer) with Salary Grade of 24, shall be a regular position, placed under the Local Risk Reduction & Management Office and shall be included in the Rolls of Employee / Plantilla of Personnel in the Municipal Government of Calubian, Leyte.

SECTION 5. EDUCATIONAL QUALIFICATIONS, LICENSE OR ELIGIBILITY, TRAINING & EXPERIENCE OF THE POSITION ITEM .

The position item of a Municipal Government Department Head I (Local Disaster Risk Reduction & Management Officer), with Salary Grade 24 , which is placed under the Local Disaster Risk Reduction & Management Office in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte, shall require the following :

- A. **Education** : A graduate of Bachelor’s Degree, preferably in Disaster Risk Reduction & Management (DRRM) , Public Administration and or related college courses ;
- B. **License or Eligibility** : Civil Service Professional / CSC 2nd Level Eligible;
- C. **Experience** : Four (4) year- experience in position involving management and supervision, and one year of which is relevant to Disaster Risk Reduction & Management ;
- D. **Training Required** : Twenty-four (24) hours relevant trainings in Management and Supervision of Disaster Risk Reduction & Management, (DRRM) ; and
- E. **Concurrence of Appointment** from the Sangguniang Bayan of Calubian, Leyte pursuant to Section 443 (d) of R. A. No. 7160.

SECTION 6. OFFICIAL DUTIES & FUNCTIONS OF THE POSITION ITEM ONCE FILLED UP. The following are the official duties and functions prescribed for the “would be” Municipal Government Department Head 1 (Local Risk Reduction & Management Officer) with Salary Grade 24, once filled up (appointed) , the same being stated in the Position Description Form (PDF) (DBM- CSC Form No. 1, Revised 2017) of the said position item , to wit :

- A. Responsible for the day to day operation of the Local Disaster Risk Reduction & Management Office;
- B. Designs programs and coordinates all the Disaster Risk Reduction & Management (DRRM) activities of the Municipal Government of Calubian, Leyte;
- C. Facilitates and support risks assessment and planning activities at the local level;
- D. Consolidates local disaster risk information which includes natural hazards, vulnerabilities and climate change risks, and maintains risk maps;
- E. Conducts research and development initiatives on Disaster Risk Reduction & Management (DRRM);

ANNA LOVE VELOSO- LAURENTE
Mun. Vice Mayor

ALFREDO M. CASAS
Liga ng mga Barangay Pres.

REMAR L. BELTRAN
SK Fed. President

ALYAN M. NIERRAS
SB Member

BENJAMIN A. CALBITAZA
SB Member

JULIA E. BALICHIC
SB Member

ESTER P. LUBIANO
SB Member

EMGENIO A. CHING, JR.
SB Member

NOEL G. RAMIGUEL
SB Member

F. Formulates and implements Local Disaster Risk Reduction and Management Plan (LDRRMP) in close coordination with the Municipal Disaster Risk Reduction & Management Council (MDRRMC) ;

G. Prepares & submits to the Sangguniang Bayan thru the MDRRMC and the Municipal Development Council, the different plans and budget;

H. Reports on Local Disaster Risk Reduction and Management Fund utilization, and other reports to the Commission on Audit (COA), Office of the Civil Defence (OCD) and the DILG;

I. Serves as secretariat and executive arm of the Municipal Disaster Risk Reduction & Management Council (MDRRMC) ;

J. Ensures the involvement of the most vulnerable sectors in the risk assessment planning;

K. Supervises and monitors the Barangay Disaster Risk Reduction & Management (BDRRM) Fund utilization and implementation of the BDRRM Programs, Projects and Activities ;

L. Implements policies, approves plans and programs of the Municipal Disaster Risk Reduction and Management Council (MDRRMC) consistent with the policies & guidelines laid down by R.A. 10121;

M. Establishes the Local Disaster Risk Reduction & Management Operation Center;

N. Prepares and submits, through the Municipal Disaster Risk Reduction and Management Council and Municipal Development Council, the report on the utilization of Local Disaster Risk Reduction and Management Fund and other related disaster risk reductions and management resources to the local COA, copy furnished the Regional Director of Office of the Civil Defence (OCD) and the Local Government Operations Officer of the DILG ; and

O. Acts on matters that may be authorized by the Municipal Disaster Risk Reduction and Management Council (MDRRMC) .

SECTION 7. FUNDING/ BUDGET ALLOCATION OF THE POSITION ITEM. A. The budget allocation for the salaries, allowances, Representation Allowance & Travelling Allowance (RATA) , and other emoluments of the Position Item of a Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer) with Salary Grade 24, shall be funded under the 2023 Annual Budget of the Municipal Government of Calubian, Leyte ; and the succeeding yearly allocations for the said position item , shall be funded and allocated thereof , under the Annual Budget of each year of the unit.

B. Salaries, allowances, Representation Allowance & Travelling Allowance (RATA) , and other emoluments of the Position Item of a Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer) with Salary Grade 24, shall be made and prescribed in accordance with existing Department of Budget and Management (DBM) circulars, rules and regulations, and pursuant to R. A. No. 11466 or the "Salary Standardization Law of 2019".

SECTION 8. SUPPLEMENTAL PROVISION . The existing position item of a Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer V / LDRRMO V) with Salary Grade 24 under the Local Disaster Risk Reduction & Management Office, which is considered as Item No. 77 under the Plantilla of Personnel of the municipal government of Calubian, Leyte, shall be amended & changed as Municipal Government Department Head I (Local Disaster Risk Reduction & Management Officer) under the Local Disaster Risk Reduction and Management Office of the municipal government of Calubian, Leyte.

SECTION 9. SEPARABILITY CLAUSE . - If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby, shall continue to be in full force & effect.

SECTION 10. REPEALING CLAUSE. All ordinances or resolutions , local issuances or rules inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 11. EFFECITVITY CLAUSE . This ordinance shall take effect immediately upon review & approval of the Honorable Sangguniang Panlalawigan of Leyte.

UNANIMOUSLY APPROVED , this 22nd day of May 2023 at Calubian, Leyte, upon motion of SB Member Julia E. Halichic ; duly seconded by SB Member Eugenio A. Ching, Jr. .

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


NORMINDA R. RAAGAS
SB Secretary

ATTESTED:


JULIAN MARC A. BATIANCELA
SB Member & Temp. Presiding Officer

APPROVED:


MARCIANO A. BATIANCELA
Mun. Mayor

ANNA LOVE VELOSO- LAURENTE
Mun. Vice Mayor


JULIA E. HALICHIC
SB Member

ALFREDO M. CASAS
Liga ng mga Barangay Pres.


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BENJAMIN A. CALBITAZA
SB Member



Republic of the Philippines
Province of Leyte
Municipality of Calubian
-OoO-



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mun. Ordinance No. 2023-07 , otherwise known as **"AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER), SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE,** has been posted in the Bulletin Board at the Office of the Sangguniang Bayan of Calubian, Leyte & other conspicuous places in the municipality since May 30, 2023 and still remain posted for three (3) consecutive weeks.

Given this 6th day of June , 2023 at Calubian, Leyte.

CERTIFIED CORRECT:


NORMINDA R. RAAGAS
SB Secretary



Republic of the Philippines
Province of Leyte
Municipality of Calubian
-000-
Office of the Sangguniang Bayan



SB Committee Report No. 2023- 26 A
May 22, 2023

SUBMITTED BY : COMMITTEE ON HUMAN RESOURCE DEVELOPMENT

SUBJECT : Request of the LCE dated April 26, 2023 asking to revise Res. No. 2021- 209 by amending the position title from Local Disaster Risk Reduction & Management Officer V to Local Disaster Risk Reduction & Management Officer , a Department Head under the Local Disaster Risk Reduction & Management Office.

SPONSORED BY : HON. CHING, HALICHIC, LUBIANO & NIERRAS

SUBMITTED TO : HON. ANNA LOVE VELOSO- LAURENTE , MUN. VICE MAYOR & PRES. OFFICER

The undersigned Chairman, Vice Chairman & Members of the Committee on Human Resource Development , respectfully submit to the Honorable August Body, the following committee findings:

1. The request of the LCE dated April 26, 2023 had asked the Sangguniang Bayan to revise Res. No. 2021- 209 by amending the position title from Local Disaster Risk Reduction & Management Officer V to Local Disaster Risk Reduction & Management Officer , a Department Head under the Local Disaster Risk Reduction & Management Office of Calubian, Leyte.

2. SB Res. No. 2021- 209 was passed by the Sangguniang Bayan of Calubian, Leyte on Nov. 15, 2021 creating the office position of a Municipal Government Department Head 1 (Local Disaster Risk Reduction & Management Officer V) with Salary Grade 24 under the Local Disaster Risk Reduction & Management Office in the Municipal Government of Calubian, Leyte , pursuant to JMC No. 2014- 1 dated April 2, 2014 of the NDRRMC, DBM, DILG and the CSC;

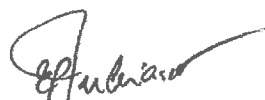
3. Section 12 (a) of R.A. 10121 also known as the Philippine Risk Reduction & Management Act of 2010, provides that Local Disaster Risk Reduction and Management Office (LDRRMO). - (a) There shall be established an LDRRMO in every province, city and municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay which shall be responsible for setting the direction, development, implementation and coordination of disaster risk management programs within their territorial jurisdiction;

4. Joint Memorandum Circular No. 2014- 01 dated April 4, 2014 of the NDRRMC, DILG, DBM and CSC provides the Implementing Guidelines for the Establishment of Local DRRM Offices (LDRRMOs) or Barangay DRRM Committees in Local Government Units (LGUs);

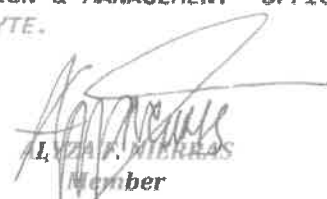
5. The Sangguniang Bayan of Calubianm, Leyte is cognizant of the request of the Local Chief Executive dated April 26, 2023 ; thus proposed to enact an Ordinance that would answer and comply the deficiency or amendment asked thereof, and the same shall be entitled as Ord. No. 2023- 07 : AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER) , SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE; and

6. Section 447 (a)(1)(viii) of R.A. 7160 provides the power of the Sangguniang Bayan to xxx (viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government.

WHEREFORE, we shall look forward for the approval of this committee report & recommend to pass the proposed Ord. No. 2023- 07 entitled : AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER) , SALARY GRADE 24, UNDER THE LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.


ESTER P. LUBIANO
Vice Chairman


EUGENIO A. CHING, JR.
Member


LIZA P. NIERRAS
Member


JULIA E. HALICHIC
Chairman