

11

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

Item No.: 11  
Date: JUL 04 2023

**PROVINCIAL LEGAL OFFICE**

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

2<sup>nd</sup> INDORSEMENT  
June 23, 2023

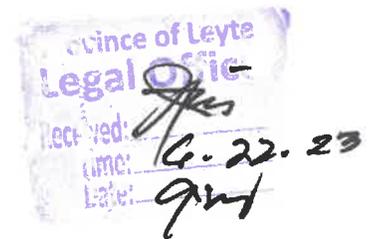
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-07 of the Sangguniang Bayan of Albuera, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), an exercise of the power authorized under Section 447 (1)(viii) of the Code. Provided that the abolition of positions and the creation of new ones resulting from the abolition of existing positions is done pursuant to the mandate of Section 325(d) 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

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



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2023-07** of the **MUNICIPALITY OF ALBUERA, LEYTE**, entitled: An Ordinance Abolishing The Position Of Administrative Aide VI (Heavy Equipment Operator II) SG 6 From The Municipal Engineer's Office, Plantilla Item No. MEO-14 And Creating The Position Of Engineer III, SG 19 Under The Same Office, Defining The Functions And Qualification Standards Of Said Position, Thereby Amending The Existing Organizational Structure Of The Local Government Unit Of Albuera, Leyte.

  
**FLORINDA JILLS. UYVICO**  
Secretary to the Sangguniang



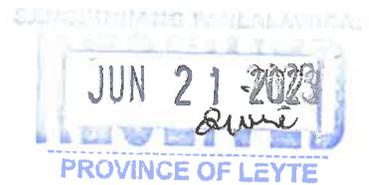
Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

**OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT**

**TRANSMITTAL**

June 21, 2023

**Hon. Leonardo Javier, Jr.**  
Vice-Governor  
Province of Leyte  
Palo, Leyte



Thru: **Florinda Jill S. Uyvico**  
Secretary of the Sanggunian  
Province of Leyte

**Dear Vice Governor Javier:**

Respectfully transmitting herein Ordinance No. 2023-07, "An Ordinance Abolishing the position of Administrative Aide VI (Heavy Equipment Operator II) SG 6 from the Municipal Engineer's Office, Plantilla Item No. MEO-14 and creating the position of Engineer III, SG 19 under the same office, defining the functions and qualification standards of said position, thereby amending the existing organizational structure of the Local Government Unit of Albuera, Leyte."

Please acknowledge receipt hereof.

Very truly yours,

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

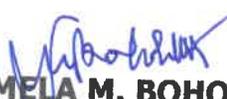
## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATION

#### TO THE CONCERNED:

**THIS IS TO CERTIFY** that **Ordinance No. 2023-07**, "An Ordinance abolishing the position of **Administrative Aide VI (Heavy Equipment Operator II) SG 6** from the **Municipal Engineer's Office**, **Plantilla Item No. MEO-14** and creating the position of **Engineer III, SG 19** under the same office, defining the functions and qualification standards of said position, thereby amending the existing organizational structure of the **Local Government Unit of Albuera, Leyte**," has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on June 14, 2023 and shall remain posted until a period of two (2) consecutive weeks thereof.

**ISSUED** this 15<sup>th</sup> day of June 2023 at Albuera, Leyte, Philippines.

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

SANGGUNIANG PANLALAWIGAN

21 June 2023  
Def

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 48<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE SB SESSION HALL OF ALBUERA, LEYTE ON JUNE 5, 2023

ORDINANCE NO. 2023-07

**AN ORDINANCE ABOLISHING THE POSITION OF ADMINISTRATIVE AIDE VI (HEAVY EQUIPMENT OPERATOR II) SG 6 FROM THE MUNICIPAL ENGINEER'S OFFICE, PLANTILLA ITEM NO. MEO-14 AND CREATING THE POSITION OF ENGINEER III, SG 19 UNDER THE SAME OFFICE, DEFINING THE FUNCTIONS AND QUALIFICATION STANDARDS OF SAID POSITION, THEREBY AMENDING THE EXISTING ORGANIZATIONAL STRUCTURE OF THE LOCAL GOVERNMENT UNIT OF ALBUERA, LEYTE**

Introduced by: HON. MARJUN P. MAGNO

**WHEREAS**, the Human Resource Management Office of Albuera, Leyte, in a letter to the Sangguniang Bayan dated May 29, 2023, sought the appropriate legislative action of this august body over the proposal to abolish the position of **Administrative Aide VI (Heavy Equipment Operator II) SG 6** from the Municipal Engineer's Office, Plantilla item no. MEO-14 and creating the position of **Engineer III, SG 19** under the same office, thus *taking after* the said Plantilla item.;

**WHEREAS**, the position in a particular office as stated is sought to be abolished, to wit:

Office:	Position:	Salary Grade
1. Municipal Engineer's Office	<b>Administrative Aide VI (Heavy Equipment Operator II)</b>	6

**WHEREAS**, in order for the staffing pattern in the Local Government Unit to be organized in such a way that will be beneficial to the LGU, in terms of efficient and effective delivery of its services to the locality, and the employees and qualified individuals, in terms of opportunities for career advancement and motivation which would raise their morale, the specific position in a particular office as stated is sought to be created, to wit:

Office:	Position:	Salary Grade
1. Municipal Engineer's Office	Engineer III	19

**WHEREAS**, RA 7160 or the Local Government Code of the Philippines, under Book III, Title V, Article XV, Section 485 provides that the Municipality may create the position of Architect I. Moreover, local government units are authorized under Section 9 of Memorandum Circular No. 19 s. 1992 issued by the Civil Service Commission on May 7, 1992 entitled "Guidelines and Standards in the Establishment of Organizational Structure and Staffing Patterns in Local Government Units to create other offices and positions as be deemed necessary subject to certain limitations as provided under the said Memorandum Circular;

MANUEL E. BANTASAN

ANTHONY BARTHE

LENY S. BILBAO

ANA LIZA E. DELA VICTORIA

ALBERTO SUMALJAG

JOSIE PATRICIO

PAMELA M. BOHOLST

SIXTO B. DELA VICTORIA

IMELDA FADUL

ROXANNE R. ZALDIVAR

MARY JANE BILBAO

MARJUN P. MAGNO

PROTACIO RIZALTO M. CENIZA

**WHEREAS**, the abolition of certain positions in the different offices of the Municipality of Albueria for the creation of new positions is resorted to maintain the Municipality's compliance with the budgetary limitations for personal services;

**NOW THEREFORE**, be it ordained by the Sangguniang Bayan of Albueria, Leyte in session assembled to enact Ordinance No. 2023-07, to wit:

**SECTION 1. ABOLITION OF POSITION.** The vacant position in a particular office as specified below, and its corresponding salary grade is hereby abolished:

Office:	Position:	Salary Grade
1. Municipal Engineer's Office	Administrative Aide VI (Heavy Equipment Operator II)	6

**SECTION 2. CREATION OF POSITION.** The specific position in a particular office as specified below, and its corresponding Salary Grade is hereby created:

Office:	Position:	Salary Grade
1. Municipal Engineer's Office	Engineer III	19

**SECTION 3. DUTIES, FUNCTIONS AND RESPONSIBILITIES OF THE POSITION.** The following are the prescribed duties, functions and responsibilities attached to the position:

**ENGINEER III – DUTIES & RESPONSIBILITIES**

- Next-in-rank of the Municipal Engineer
- Prepare quarterly reports on physical progress of various projects under the Municipal Engineer's Office (MEO); organize meeting with project teams to diagnose any project implementation issues and assist in addressing the key issues;
- Identify common bottlenecks and constraints to physical progress, bring these to the attention of key decision-makers;
- Advise on infrastructure requirements and recommend solutions to issues that may arise during project design and implementation;
- Conduct site inspection and appraisal through ocular inspection and assessment against standards, in order to determine the topography and availability of buildable space and volume of cut and fill to be included in the program of work.
- Formulate a Procurement Work Plan for the MEO with time-bound actions and coordinate accomplishment of key procurement actions;
- Monitor the procurement plans ensure efficient and timely delivery of procurement requirements, and report on the procurement status of various projects;
- Conduct testing of delivered materials to check for adherence to standards and report to concerned parties to take corrective action as needed.

**SECTION 4. QUALIFICATION STANDARDS OF THE POSITION.** A competent person who meets the minimum qualification shall be appointed by the Municipal Mayor subject to Civil Service laws, rules and regulations.

MANUEL E. BANTASAN

ANTHONY BARTTE

LENY S. BILBAO

ANA LIZA E. DELA VICTORIA

ALBERTO C. SUMALJAG

JOS. BATRICIO

PAMELA M. BOHOLST

SIXTO B. DELA VICTORIA

IMELDA M. PADUL

ROXANNE R. ZALDIVAR

MARY JANE B. BORTA

MARJUN P. MAGNO

PROFACIO RIALITO M. CENIZA

**SECTION 5. REMUNERATIONS.** The newly created position shall have a corresponding salaries and allowances as provided by law.

**APPROVED.**

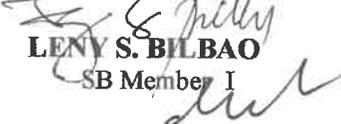
**ENACTED BY THE SANGGUNIANG BAYAN OF ALBUERA, LEYTE TERM 2022 – 2025 DURING ITS 48<sup>TH</sup> REGULAR SESSION HELD ON JUNE 5, 2023 AT THE SB SESSION HALL, ALBUERA, LEYTE.**

**ATTESTED AND CERTIFIED TO BE DULY ADOPTED:**

  
**ROXANNE R. ZALDIVAR**  
SB Member I

  
**ANTHONY V. BARTE**  
SB Member I

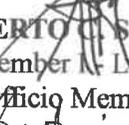
  
**MARY JANE B. NAGULA**  
SB Member I

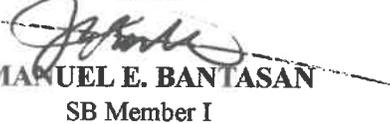
  
**LENY S. BILBAO**  
SB Member I

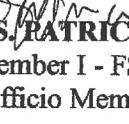
  
**MARJUN P. MAGNO**  
SB Member I

  
**ANA LIZA E. DELA VICTORIA**  
SB Member I

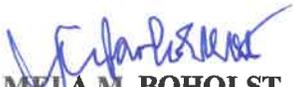
  
**PROTACIO RIZALITO M. CENIZA**  
SB Member I

  
**ALBERTO C. SUMALJAG**  
SB Member I; LdB President/  
(Ex-Officio Member)

  
**MANUEL E. BANTASAN**  
SB Member I

  
**JOYS. PATRICIO**  
SB Member I - FSMK President/  
(Ex-Officio Member)

**I HEREBY CERTIFY** that this is a true and accurate copy of the Ordinance duly enacted by the Sangguniang Bayan of Albuera, Leyte Term 2022 – 2025 on its 48<sup>th</sup> Regular Session on June 5, 2023 at the SB Session Hall, Albuera, Leyte.

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I

  
**IMELDA A. FADUL**  
Vice-Mayor I/ Presiding Officer

**APPROVED:**

  
**SIXTO B. DELA VICTORIA**  
Municipal Mayor  
Date:     JUN 16    2023



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albueria

## OFFICE OF THE SANGGUNIANG BAYAN

### ATTENDANCE SHEET

48th REGULAR SESSION  
of the Sangguniang Bayan

SB Session Hall  
Venue

June 5, 2023

No.	Name & Designation	Signature
1	Hon. IMELDA A. FADUL Mun. Vice Mayor / Presiding Officer	
2	Hon. ROXANNE R. ZALDIVAR SB Member	
3	Hon. MARY JANE B. CAGULA SB Member	
4	Hon. MARJUN P. MAGNO SB Member	
5	Hon. PROTACIO RIZALITO M. CENIZA SB Member	
6	Hon. MANUEL E. BANTASAN SB Member	
7	Hon. ANTHONY V. BARTE SB Member	
8	Hon. LENY S. BILBAO SB Member	
9	Hon. ANA LIZA E. DELA VICTORIA SB Member	
10	Hon. ALEERTO C. SUMALJAG ABC President, Ex-Officio	
11	Hon. JOY S. PATRICIO SK Federation President, Ex-Officio	

### CERTIFICATION

I hereby certify that those who have affixed their signatures above, have actually attended the 48th Regular Session of the Sangguniang Bayan of Albueria, Leyte, held at the SB Session Hall on June 5, 2023.

**PAMELA M. BOHOLST** ✓  
Secretary to the Sangguniang Bayan