

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

Item No.: 11  
Date: AUG 01 2023

**PROVINCIAL LEGAL OFFICE**

SANGGUNIANG PANLALAWIGAN  
JUL 27 2023  
PROVINCE OF LEYTE

2<sup>nd</sup> INDORSEMENT  
June 27, 2023

Province of Leyte  
Legal Office  
7-28-23

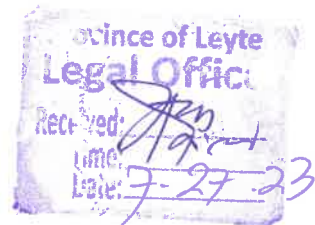
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-15 of the Sangguniang Bayan of Julita, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial 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**

**1<sup>ST</sup> INDORSEMENT**  
26 July 2023

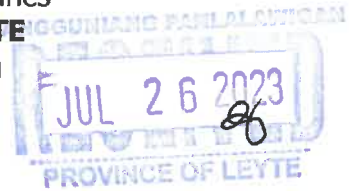


The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2023-15** of the **MUNICIPALITY OF JULITA, LEYTE**, entitled: **AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) WITH A SALARY GRADE 8 (ITEM NO. 01/20-C) AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT OF THE MUNICIPALITY OF JULITA, LEYTE AND APPROPRIATING THE FUNDS NEEDED THEREOF.**

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



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Municipality of Julita  
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**OFFICE OF THE SANGGUNIANG BAYAN**

*Aliana Marie R. Tubi*  
**ALIANA MARIE R. TUBI**  
 SB Member

*Geraldine S. Daya*  
**GERALDINE S. DAYA**  
 SB Member

*Irvin R. Dy*  
**IRVIN R. DY**  
 SB Member

*Allan T. Novales*  
**ALLAN T. NOVALES**  
 SB Member

*Ria S. Dumduma*  
**RIA S. DUMDUMA**  
 SB Member

*Mark Joy E. Macaso*  
**MARK JOY E. MACASO**  
 SB Member

**JUDE ANDREI M. ROMUALDEZ**  
 SB Member

*Rosila L. Advincula*  
**ROSILA L. ADVINCULA**  
 SB Member

*Rodrigo J. Macaso*  
**RODRIGO J. MACASO**  
 Bise-Pres. Ng Liga Ng  
 Mga Barangay/  
 Ex-Officio Member

**EARL IVAN V. PELENIO**  
 Pres. Ng Pambayang  
 Pederasyon Ng Mga  
 Sangguniang Kabataan/  
 Ex-Officio Member

*Francis R. Avelino*  
**FRANCIS R. AVELINO**  
 SB Secretary

**GERMAN J. MACASO**  
 Municipal Vice Mayor

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JULITA, LEYTE HELD AT THE **MUNICIPAL SESSION HALL OF JULITA, LEYTE ON MAY 15, 2023.**

**PRESENT:**

HON. GERMAN J. MACASO	<i>Presiding Officer/Municipal Vice Mayor</i>
HON. ALIANA MARIE R. TUBI	<i>Sangguniang Bayan Member</i>
HON. GERALDINE S. DAYA	<i>Sangguniang Bayan Member</i>
HON. IRVIN R. DY	<i>Sangguniang Bayan Member</i>
HON. ALLAN T. NOVALES	<i>Sangguniang Bayan Member</i>
HON. RIA S. DUMDUMA	<i>Sangguniang Bayan Member</i>
HON. MARK JOY E. MACASO	<i>Sangguniang Bayan Member</i>
HON. ROSILA L. ADVINCULA	<i>Sangguniang Bayan Member</i>
HON. RODRIGO J. MACASO	<i>Bise Pres. Ng Liga Ng Mga Barangay</i>
	<i>Ex- Officio Member</i>

**ABSENT:**

HON. JUDE ANDREI M. ROMUALDEZ	<i>SB Member/On-Leave</i>
HON. EARL IVAN V. PELENIO	<i>Pres. Ng Pambayang Pederasyon Ng</i>
	<i>Mga Sangguniang Kabataan/</i>
	<i>Ex-Officio Member</i>
	<b>(On-Leave)</b>

**NOW WHEREFORE**, on motion of the **Honorable Rosila L. Advincula**, **unanimously seconded by all Sangguniang Bayan Members present** be it;

**RESOLVED AS IT IS HEREBY RESOLVED**, to **ENACT** the herein **ORDINANCE:**

**MUNICIPAL ORDINANCE NO. 2023-15**

**AN ORDINANCE CREATING THE POSITION OF ONE (1) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) WITH A SALARY GRADE 8 (ITEM NO. 01/20-C) AT THE OFFICE OF THE MUNICIPAL ACCOUNTANT OF THE MUNICIPALITY OF JULITA, LEYTE AND APPROPRIATING THE FUNDS NEEDED THEREOF.**

**NOW THEREFORE**, be it ordained by the Sangguniang Bayan of Julita, Leyte in session assembled that:

**Section 1. Title**

This shall be known as an Ordinance Creating the Position of One (1) Administrative Assistant II (Accounting Clerk III) with a Salary Grade 8 (Item No. 01/20-C) at the Office of the Municipal Accountant of the Municipality of Julita, Leyte and Appropriating the Funds Needed Thereof.

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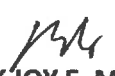
  
**ALIANA MARIE R. TUBI**  
 SB Member

  
**GERALDINE S. DAYA**  
 SB Member


  
**IRVIN R. DY**  
 SB Member


  
**ALLAN T. NOVALES**  
 SB Member

  
**RIA S. DUMDUMA**  
 SB Member

  
**MARK JOY E. MACASO**  
 SB Member

**JUDE ANDREI M. ROMUALDEZ**  
 SB Member

  
**ROSILA L. ADVINCULA**  
 SB Member

  
**RODRIGO J. MACASO**  
 Bise-Pres. Ng Liga Ng  
 Mga Barangay/  
 Ex-Officio Member

**EARL IVAN V. PELENIO**  
 Pres. Ng Pambayang  
 Pederasyon Ng Mga  
 Sangguniang Kabataan/  
 Ex-Officio Member

  
**FRANCIS R. AVELINO**  
 SB Secretary

**GERMAN J. MACASO**  
 Municipal Vice Mayor

## Section 2. New Plantilla Position.

The following new position is created under the Office of the Municipal Accountant of the Municipality of Julita, Leyte.

*One (1) Administrative Assistant II (Accounting Clerk III) SG 8 (Item No.01/20-C)*

## Section 3. Qualification Standard

- . **Education** : Completion of two (2) years studies in college
- . **Training** : 4 hours of relevant training
- . **Experience**: 1 year of relevant experience
- . **Eligibility** : Career Service (Sub-professional) First Level Eligibility

## Section 4. Qualifications, Power and Duties/Responsibilities

The qualifications, powers, duties and responsibilities of the herein enumerated position shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other relevant laws.

## Section 5. Appointments

The appointment on who will be occupying the herein mentioned position shall be within the prescribed qualifications standards and guidelines set by the Civil Service Commission (CSC) and other relevant laws.

## Section 6. Funding Support.

The newly-created position is made part and integral element of the Plantilla of the Local Government Unit of Julita, Leyte and shall be automatically funded from the Personal Services component of the budget of the municipality

## Section 7. Repealing Clause.

All previous ordinances and issuances inconsistent with this Ordinance are deemed amended or repealed.

## Section 8. Effectivity.

This Ordinance shall take effect after the final review of the members of the Sangguniang Panlalawigan of Leyte and the requirement of posting is complied with.

Passed and enacted by the Sangguniang Bayan in session assembled on **May 15, 2023**, Municipality of Julita, Province of Leyte, Philippines.

**I HEREBY CERTIFY** to the correctness and adoption of the foregoing Ordinance.

  
**FRANCIS RAAGAS-AVELINO**  
 Sangguniang Bayan Secretary

**ATTESTED:**




**HON. GERMAN J. MACASO**  
*Honorable Presiding Officer/Municipal Vice-Mayor*

**CONCURRED:**



**HON. ALTANA MARIE R. TUBI**  
*SB Member*



**HON. GERALDINE S. DAYA**  
*SB Member*



**HON. IRVIN R. DY**  
*SB Member*



**HON. ALLAN T. NOVALES**  
*SB Member*



**HON. RIA S. DUMDUMA**  
*SB Member*



**HON. MARK JOY E. MACASO**  
*SB Member*

**HON. JUDE ANDREI M. ROMUALDEZ**  
*SB Member*  
**(On-Leave)**



**HON. ROSILA L. ADVINCULA**  
*SB Member*



**HON. RODRIGO J. MACASO**  
*Bise-Pres. Ng Liga Ng Mga Barangay*  
*Ex-Officio Member*

**HON. EARL IVAN V. PELENIO**  
*Pres. Ng Pambayang Pederasyon Ng Mga*  
*Sangguniang Kabataan*  
*Ex-Officio Member*  
**(On-Leave)**

**APPROVED:**



**ATTY. PERCIVAL S. CAÑA**  
*Municipal Mayor*