

08

PROVINCE OF LEYTE
Palo, Leyte

Item No.: 08
Date: AUG 22 2023

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
AUG 16 2023
PROVINCE OF LEYTE

2nd INDORSEMENT
August 9, 2023

Province of Leyte
Legal Office
AUG 19 2023
8.10.23

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-08 of the Sangguniang Bayan of Calubian, 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, 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) thereof.

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
08 August 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2023-08** of the **MUNICIPALITY** of **CALUBIAN, LEYTE**, entitled: **AN ORDINANCE CREATING THE POSITION ITEM OF A PRIVATE SECRETARY 1, SALARY GRADE 11 UNDER THE OFFICE OF THE MUNICIPAL VICE-MAYOR IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

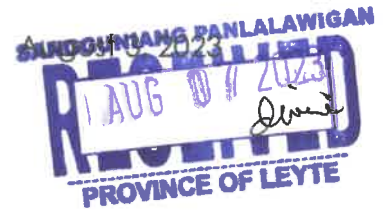
set only (mailed)



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



OFFICE OF THE SANGGUNIANG BAYAN



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. 2023-08 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,

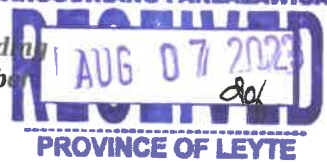

NORMINDA R. RAAGAS
SB Secretary

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 JUNE 19, 2023 AT THE SB SESSION HALL, LEGISLATIVE HALL, CALUBIAN, LEYTE



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

BENJAMIN A. CALBITAZA
 SB Member

ESTER P. LUBIANO
 SB Member

EUGENIO A. CHING, JR.
 SB Member

NOEL G. EAMIGUEL
 SB Member

JULLIAN MARC A. BATIANCELA
 SB Member

ALFREDO M. CASAS
 Liga ng mga Barangay Pres.

REMAR L. BELTRAN
 SK Fed. President

LUCITA A. PALCONIT
 SB Member

ALYZA F. NIERRAS
 SB Member

ORD. NO. 2023- 08

AN ORDINANCE CREATING THE POSITION ITEM OF A PRIVATE SECRETARY 1, SALARY GRADE 11, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR 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 PRIVATE SECRETARY 1, SALARY GRADE 11, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR 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, Private Secretary 1 with Salary Grade 11 under the Office of the Mun. Vice Mayor of Calubian, Leyte is indispensable, due to the fact that the office is undermanned of personnel.

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 445 of R. A. 7160 provides the Powers, Duties and Compensation of a Vice Mayor ; and a part thereof, (a) The vice-mayor shall:

(1) Be the presiding officer of the Sangguniang Bayan and sign all warrants drawn on the municipal treasury for all expenditures appropriated for the operation of the Sangguniang Bayan;


(2) Subject to civil service law, rules and regulations, appoint all officials and employees of the Sangguniang Bayan, except those whose manner of appointment is specifically provided in this Code;


E. The Office of the Mun. Vice Mayor needs office personnel to help & assist the Municipal Vice Mayor in the discharge of his/ her official duties and functions, be it as the Presiding Officer of the Sangguniang Bayan or the Local Vice Executive, in attending to the communications, correspondences of the office, schedules of itinerary, letters and others.

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. **Private Secretary of the Mun. Vice Mayor** - an employee who is responsible for the diary management, filing and documentation, arranging meetings, reception duties, and managing all correspondence of the Mun. Vice Mayor. He or she may also type letters, take dictation from the client, send emails, record meeting minutes, write reports, prepare presentations and paperwork for meetings and answer phone calls in the office.


BENJAMIN A. CALBITAZA
 SB Member


ESTER P. LUBIANO
 SB Member


ALFREDO M. CASAS
 Liga ng mga Barangay Pres.

SECTION 4. CREATION OF THE POSITION ITEM IN THE PLANTILLA OF PERSONNEL. The creation of the Position Item of a Private Secretary 1 with Salary Grade of 11 shall be a co-terminus position, placed under the Office of the Mun. Vice Mayor 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 Private Secretary 1, with Salary Grade 11 is co-terminus with the Appointing Authority (Mun. Vice Mayor), is placed under the Office of the Municipal Vice Mayor and shall be included in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte. The said position item shall require the following, to wit :

- A. **Education** : A graduate of any Bachelor ‘s Degree or college course;
- B. **License or Eligibility** : Not required ;
- C. **Experience** : Not required;
- D. **Training Required** : Not required ;
- E. **Other Miscellaneous requirements** shall likewise be complied once the appropriate appointment will be issued to the qualified applicant; and be forwarded to Civil Service Commission (CSC) for review and approval.

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” Private Secretary 1 with Salary Grade 11, 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. **Attend to orders and instructions** given by the Municipal Vice Mayor , like responding to incoming messages, communication letters and similar correspondences for his/her office, schedules of his/ her itinerary, sessions and others; and
- B. **Perform such other tasks and functions** as directed by the Municipal Vice Mayor and those works which are necessary in the office.

SECTION 7. FUNDING/ BUDGET ALLOCATION OF THE POSITION ITEM. A. The budget allocation for the salaries, allowances, and other emoluments of the position item of a Private Secretary 1 with Salary Grade 11, shall be funded under the ensuing 2024 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 and other emoluments** of the Position Item of a Private Secretary 1 with Salary Grade 11, 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”.


EUGENIO A. CHING, JR.
 SB Member


REMAR L. BELTRAN
 SK Fed. President


NOEL G. EANIGUEL
 SB Member


LUCITA A. PALCONIT
 SB Member


JULIAN MARC A. BATTANCELA
 SB Member


ALYZA F. NIERRAS
 SB Member

SECTION 8. 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 9. REPEALING CLAUSE. All ordinances or resolutions, local issuances or rules inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

SECTION 10. EFFECITVITY CLAUSE. This ordinance shall take effect immediately upon review & approval of the Honorable Sangguniang Panlalawigan of Leyte.

UNANIMOUSLY APPROVED, this 19th day of June 2023 at Calubian, Leyte, upon motion of SB Member Jullian Marc A. Batiancela ; 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 : 
ANNA LOVE VELOSO-LAURENTE
Mun. Vice Mayor
Presiding Officer


JULLIAN MARC A. BATIANCELA
SB Member


EUGENIO A. CHING, JR.
SB Member


NOEL G. EAMIGUEL
SB Member


ESTER P. LUBIANO
SB Member


BENJAMIN A. CALBITAZA
SB Member

ALYZA F. NIERRAS
SB Member

LUCITA A. PALCONIT
SB Member


REMAR L. BELTRAN
SK Fed. President


ALFREDO M. CASAS
Liga ng mga Barangay Pres.

APPROVED: 
MARCIANO A. BATIANCELA, JR.
Mun. Mayor



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. 2023-08 , otherwise known as **"AN ORDINANCE CREATING THE POSITION ITEM OF A PRIVATE SECRETARY 1, SALARY GRADE 11, NDER THE OFFICE OF THE MNICIPAL VICE MAYOR IN THE MNICIPAL 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 July 3, 2023 and still remain posted for three (3) consecutive weeks.

Given this 14th day of July , 2023 at Calubian, Leyte.

CERTIFIED CORRECT:


NORMINDA R. RAAGAS
SB Secretary



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



SB Committee Report No. 2023- 28 A
June 19, 2023

SUBMITTED B : COMMITTEE ON HUMAN RESOURCE DEVELOPMENT

SUBJECT : Creation of the position item of a Private Secretary 1, SG 11 under the Office of the Mun. Vice Mayor

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

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

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

1. *The creation of the aforementioned proposed position, Private Secretary 1 with Salary Grade 11 under the Office of the Mun. Vice Mayor of Calubian, Leyte is indispensable, due to the fact that the office is undermanned of personnel.*

2. *The Office of the Mun. Vice Mayor needs office personnel to help & assist the Municipal Vice Mayor in the discharge of his/ her official duties and functions, be it as the Presiding Officer of the Sangguniang Bayan or the Local Vice Executive, in attending to the communications, correspondences of the office, schedules of itinerary, letters and others.*

3. *Section 445 of R. A. 7160 provides the Powers, Duties and Compensation of a Vice Mayor ; and a part thereof, (a) The vice-mayor shall:*

(a) Be the presiding officer of the Sangguniang Bayan and sign all warrants drawn on the municipal treasury for all expenditures appropriated for the operation of the Sangguniang Bayan;

(b) Subject to civil service law, rules and regulations, appoint all officials and employees of the Sangguniang Bayan, except those whose manner of appointment is specifically provided in this Code;

4. *Under 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;*

5. *The position item of a Private Secretary 1 , with Salary Grade 11 is co-terminus with the Appointing Authority (Mun. Vice Mayor) , is placed under the Office of the Municipal Vice Mayor and shall be included in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte; and*

6. *The budget allocation for the salaries, allowances, and other emoluments of the Position Item of a Private Secretary 1 with Salary Grade 11, shall be funded under the ensuing 2024 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.*

WHEREFORE, we shall look forward for the approval of this committee report & recommend to pass an ordinance, proposed Ord. No. 2023- 08 entitled : AN ORDINANCE CREATING THE POSITION ITEM OF A PRIVATE SECRETARY 1, SALARY GRADE 11, UNDER THE OFFICE OF THE MUNICIPAL VICE MAYOR IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.”

JULIA E. HALICHIC
Chairman

EUGENIO A. CHING, JR.
Member

ESTER P. LUBIANO
Vice- Chairman

ALYZA F. NIERRAS
Member