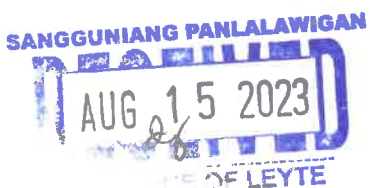


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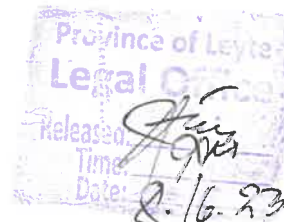
PROVINCE OF LEYTE  
Palo, Leyte

Item No.: 10  
Date: AUG 22 2023

**PROVINCIAL LEGAL OFFICE**



2<sup>nd</sup> INDORSEMENT  
August 11, 2023



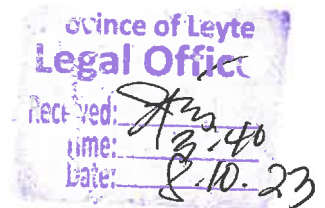
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 093-23 of the Sangguniang Bayan of Leyte, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, the same being to the opinion 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**

**1<sup>ST</sup> INDORSEMENT**  
10 August 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 093-23** of the MUNICIPALITY of **LEYTE, LEYTE**, entitled: **AN ORDINANCE CREATING THE FOLLOWING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, TO WIT:**

<u>OFFICE</u>	<u>ITEM NO.</u>	<u>POSITION TITLE</u>	<u>SG</u>
MCR	MCR-2023-04	Administrative Assistant VI (Comp. Operator III)	12
	MCR-2023-03	Administrative Assistant I (Reproduction Machine Operator III)	7

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



Republic of the Philippines  
**MUNICIPALITY OF LEYTE**  
LEYTE  
-o0o-

*Office of the Sangguniang Bayan*

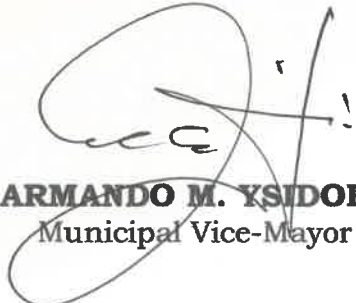
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**1<sup>st</sup> ENDORSEMENT**  
**August 9, 2023**

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Palo, Leyte, the herein **Municipal Ordinance No. 093-23 Entitled "AN ORDINANCE CREATING THE FOLLOWING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE MUNICIPALITY OF LEYTE.**

Attached herewith are the following :

1. Municipal Ordinance No. 093-23
2. Certification ( PS Limitation )
3. Certificate of Posting



**ARMANDO M. YSIDORO**  
Municipal Vice-Mayor



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

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON JULY 24, 2023 AT THE SB SESSION HALL, 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. 093-23**

Author: Hon. Edward Jay A. Durante

**AN ORDINANCE CREATING THE FOLLOWING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE TO WIT:**

<u>OFFICE</u>	<u>ITEM NO.</u>	<u>POSITION TITLE</u>	<u>SG</u>
MCR	MCR-2023-04	Administrative Assistant VI (Comp. Operator III)	12
	MCR-2023-03	Administrative Assistant 1 (Reproduction Machine Operator III)	7

*Be it enacted by the Sanggunian Bayan in Session assembled that:*

**SECTION 1. CREATION:** There is hereby created an item of Administrative Assistant VI (Comp. Operator III) - Salary Grade 12 , with item No. MCR-2023-04, and Administrative Assistant 1 (Reproduction Machine Operator III) – Salary Grade 7, with item No. MCR-2023-03, under the Office of the Municipal Civil Registrar.

**SECTION 2. DUTIES & FUNCTIONS :**

2.1 The Administrative Assistant VI (Computer Operator III) shall perform the following :

2.1.1. Computer skills (Operate standards personal computer and use available computer software applications and technology).

2.1.2 Operates Computer Equipment and conduct inspections and monitoring of computer equipment and peripherals in order to detect faulty output or machine malfunctions.

2.1.3 Perform related clerical duties at Civil Registrar's Office.

2.1.4 Operate spreadsheet programs and other types of software in order to produce civil registry reports.

2.1.5 Perform accurately, assigned routine operations on various data processing equipment.

2.1.6 Perform such other duties and functions authorized by law or ordinances.

*[Handwritten signatures and initials on the left margin]*

*[Handwritten signatures and initials on the right margin]*

2.2 The Administrative Assistant 1(Reproduction Machine Operator III) shall perform the following :

- 2.2.1. In-charge in reproducing civil registry forms
- 2.2.2 Scan vouchers and its supporting documents to preserve for future use.
- 2.2.3 Scan monthly reports for future use/reference
- 2.2.4 In-charge in safekeeping of civil registry forms for future use/reference
- 2.2.5 Perform such other duties and functions authorized by law or ordinances.

**SECTION 3. QUALIFICATIONS:**

3.1 The Administrative Assistant VI (Computer Operator III) shall have the following qualifications:

- 3.1.1 Completion of two (2) years studies in college or high school graduate with relevant vocational or trade course
- 3.1.2 Experience : 2 years of relevant experience
- 3.1.3 Training : 8 hours of relevant training
- 3.1.4 With a Good Moral Character
- 3.1.5 Career Service Sub-Professional/Data Encoder (MC11, s 96 Cat. I)/First Level Eligibility

3.2 The Administrative Assistant I (Reproduction Machine Operator III) shall have the following qualifications:


- 3.2.1 Elementary School Graduate
- 3.1.2 Experience : None Required
- 3.1.3 Training : None Required
- 3.1.4 With a Good Moral Character
- 3.1.5 None Requires (MC11, s 96 Cat. III)

**SECTION 4. BUDGET.** An appropriation of salaries, wages, bonuses, allowances, other benefits and emoluments of the above item positions are recommended to be incorporated in the Budget of the LGU for the ensuing year 2024 and every year thereafter, subject to the personal services limitations of the LGU and availability of funds.


**SECTION 5. EFFECTIVITY.** This Ordinance shall take effect 10 days after publication/posting.

**APPROVED** this 24<sup>th</sup> day of July 2023, at Leyte, Leyte, Philippines.

  
**PAQUITO D. PELIPEL, JR.**  
 SB Member

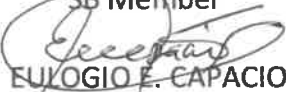
  
**LILETH I. GATCHALIAN**  
 SB Member

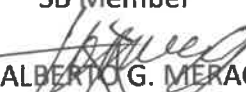
  
**EDWARD JAY A. DURANTE**  
 SB Member

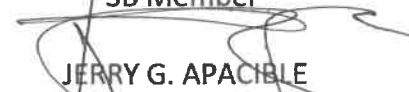
  
**ROWIL G. BATAN**  
 SB Member

  
**AIDA A. DELANTAR**  
 SB Member

  
**ALEX A. DAGANDAN**  
 SB Member

  
**EULOGIO E. CAPACIO**  
 SB Member

  
**GUALBERTO G. MERACAP**  
 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  
 -oOo-



**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. 093-23 dated July 24, 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. 093-23: " AN ORDINANCE CREATING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, has been posted in three (3) conspicuous places in this Municipality.

This certification is issued this 17<sup>TH</sup> day of August , 2023 at Leyte, Leyte, Philippines.

  
VILMA B. COMBATE  
SB Secretary