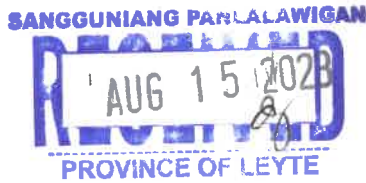


15

PROVINCE OF LEYTE  
Palo, Leyte

Item No.: 15  
Date: AUG 22 2023

**PROVINCIAL LEGAL OFFICE**



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



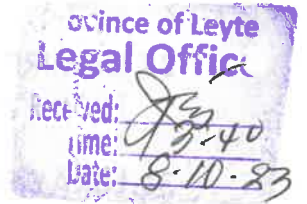
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-04 of the Sangguniang Bayan of Javier, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, the same being to the opinion 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

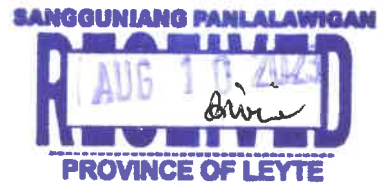


The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2023-04** of the MUNICIPALITY of **JAVIER, LEYTE**, entitled: **AN ORDINANCE CREATING THE POSITION OF TOURISM OPERATIONS OFFICER II, SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR.**

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

*original*

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JAVIER**  
-o0o-  
Sangguniang Bayan



**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JAVIER, LEYTE HELD AT THE MUNICIPAL SESSION HALL ON JULY 31, 2023.**

**Present :**

- Mun. Vice-Mayor Emma M. Abueva, presiding officer
- SB Member Guilbert M. Lanoy
- SB Member Roldan G. Meras
- SB Member Marino C. Merilo
- SB Member Eriberta R. Ponce
- SB Member Stephen Mark I. Papalid
- SB Member Michelle O. Moreno
- SB Member Romeo C. Malinao
- SB Member Alberto A. Rifios
- Liga President Emmanuel M. Abueva
- SK Fed. President Jerome P. Cumla

**Absent :** None

**ORDINANCE No. 2023-04**

- Authored by : HON. MARINO C. MERILO

**AN ORDINANCE CREATING THE POSITION OF TOURISM OPERATIONS OFFICER II, SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR.**

**BE IT ORDAINED** by the Sangguniang Bayan of Javier, Leyte, **THAT :**

**SECTION 1.** The plantilla position of Tourism Operations Officer II, Salary Grade 15, is hereby created.

**SECTION 2.** The qualifications for the position herein created are as follows :

- a. Education – Bachelor’s Degree in Tourism, Business Law, Economics, Marketing, Public Administration or other related fields
- b. Experience - One (1) year of work experience and involvement in the tourism industry either in the private sector or the government
- c. Training - Four (4) hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following :
  - 1. Tourism awareness and capability building seminar for LGU’s
  - 2. Seminar on Disaster Risk Reduction and Management
  - 3. Basic Tourism Statistics Training (BTST)
  - 4. Local Tourism Guidebook Orientation and
  - 5. Seminar on Gender and Development Orientation

**SECTION 3.** The herein created plantilla position shall perform the following duties and functions :

1. Promote tourism activities
2. Create leisure opportunities for residents
3. Formulate programs and projects for the development of the Local Community as tourist attractions
4. Develop innate talents related to cultural, sports and economic endeavours through Presentation and competitions.

**SECTION 4.** The salary, benefits and other emoluments of the aforementioned plantilla position shall be appropriated in the Local Government Unit of Javier, Leyte.

**SECTION 5.** This Ordinance shall take effect upon approval.

**APPROVED UNANIMOUSLY :**


**JULY 31, 2023**

CERTIFIED CORRECT:



**ERVON DANIEL B. LAJARA**  
SB Secretary

ATTESTED :



**HON. EMMA M. ABUEVA**  
Municipal Vice-Mayor  
Presiding Officer



**HON. GUILBERT M. LANOY**  
SB Member



**HON. ROLDAN G. MERAS**  
SB Member



**HON. MARINO C. MERILO**  
SB Member



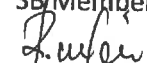
**HON. ERIBERTA R. PONCE**  
SB Member



**HON. STEPHEN MARK I. PAPALID**  
SB Member




**HON. MICHELLE O. MORENO**  
SB Member




**HON. ROMEO C. MALINAO**  
SB Member



**HON. ALBERTO A. RINOS**  
SB Member



**HON. EMMA M. ABUEVA**  
Liga President



**HON. JEROME P. CUMLA**  
SK Fed. President

APPROVED :



**HON. MICHAEL DEAGON T. JAVIER**  
Municipal Mayor

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF JAVIER**

-oOo-

Office of the Sangguniang Bayan

August 8, 2023

## **CERTIFICATION**

### **TO WHOM IT MAY CONCERN :**

**THIS IS TO CERTIFY** that **ORDINANCE No. 2023-04, "AN ORDINANCE CREATING THE POSITION OF TOURISM OPERATIONS OFFICER II, SALARY GRADE 15 UNDER THE OFFICE OF THE MUNICIPAL MAYOR"** is posted in the entrance of the Municipal Hall and two (2) conspicuous places in the Municipality since August 01, 2023 and shall remain posted for three (3) consecutive weeks.

  
**HON. EMMA M. ABUEVA**  
Municipal Vice-Mayor