

08

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

Item No.: 08

Date: 12 SEP 2023

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
AUG 31 2023
PROVINCE OF LEYTE

2nd INDORSEMENT
August 30, 2023

Province of Leyte
Legal Office
Released: [Signature]
Time: 9:00
Date: 8.31.23

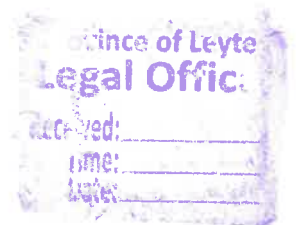
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-05 of the Sangguniang Bayan of Javier, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial 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

[Signature]


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN



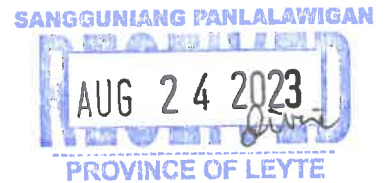
1ST INDORSEMENT
25 August 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2023-05 of the MUNICIPALITY of JAVIER, LEYTE, entitled: AN ORDINANCE CREATING THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT IV SALARY GRADE 16 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 AUGUST 14, 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. 2023-05

-Authored by : HON. MARINO C. MERILO

AN ORDINANCE CREATING THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT IV, SALARY GRADE 16, UNDER THE OFFICE OF THE MUNICIPAL MAYOR.

WHEREAS, Section 76 of RA 7160 otherwise known as the Local Government Code of 1991 provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission ;

WHEREAS, the need to create of plantilla positions is a necessity with the end view of bringing beneficial reform in the Local Government Unit ;

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Javier, Leyte, **THAT :**

SECTION 1. There is hereby created the plantilla position of Senior Administrative Assistant IV, Salary Grade 16, under the office of the Municipal Mayor.

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

- a. Education - Completion of two year studies in College or High School Graduate with relevant Vocational/ Trade Course
- b. Experience - 24 hours of relevant experience
- c. Training -24 hours of relevant training
- d. Eligibility - Relevant MC 11, s. 1996 (Career Service Sub-Professional) First Level Eligibility

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

- 1. Support Senior Managers and Executive with daily clerical tasks
- 2. Plan meetings and take detailed minutes
- 3. Answer phone calls, provide information to callers or correct called to appropriate people
- 4. Schedule appointments and update calendar and developing office policies and procedures.

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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.

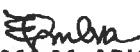
APPROVED UNANIMOUSLY :

AUGUST 14, 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. EMMANUEL M. ABUEVA
Liga President


HON. JEROME P. CUMLA
SK Fed. President

APPROVED :


HON. MICHAEL DRAGON T. JAVIER
Municipal Mayor

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER

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Office of the Sangguniang Bayan

August 18, 2023

CERTIFICATION

TO WHOM IT MAY CONCERN :

THIS IS TO CERTIFY that **ORDINANCE No. 2023-05, "AN ORDINANCE CREATING THE POSITION OF SENIOR ADMINISTRATIVE ASSISTANT IV, SALARY GRADE 16, 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 15, 2023 and shall remain posted for three (3) consecutive weeks.


HON. EMMA M. ABUEVA
Municipal Vice-Mayor