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Item No.: 15

Date: SEP 05 2023

PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
AUG 24 2023
PROVINCE OF LEYTE

2nd INDORSEMENT
August 24, 2023

Province of Leyte
Legal Office
Received: *[Signature]*
Date: *8.25.23*

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 10 S. 2023 of the Sangguniang Bayan of Capocan, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, for it is within the powers of the Local Council to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution (Constantino v. Desierto 288 SCRA 654).



ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer *[Signature]*



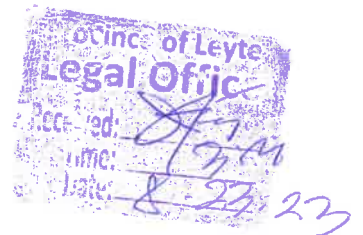
Republic of the Philippines
PROVINCE OF LEYTE
Tacloban City




-oOo-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Endorsement
22 August 2023



The Provincial Legal Office is respectfully requested to review and submit recommendations, on the herein enclosed **ORDINANCE NO. 10, SERIES OF 2023 OF CAPOOCAN, LEYTE, ENTITLED: "AN ORDINANCE RECTIFYING THE POSITION TITLE OF SR. ADMINISTRATIVE ASSISTANT 1 (BUYER III) TO SR. ADMINISTRATIVE ASSISTANT 1 (BUYER V) AS CONTAINED IN MUNICIPAL ORDINANCE NO. 7 SERIES OF 2023."**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian


SP RECORDS
8222023

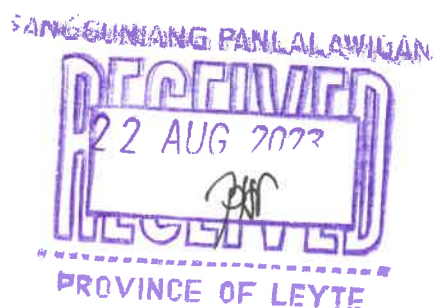


Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

August 11, 2023

THE HONORABLE BODY

Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte



Dear Gentlemen / Mesdames:

Good Day!

Submitting **Municipal Ordinance No. 10, Series of 2023** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE RECTIFYING THE POSITION TITLE OF SR. ADMINISTRATIVE ASSISTANT I (BUYER III) TO SR. ADMINISTRATIVE ASSISTANT I (BUYER V) AS CONTAINED IN MUNICIPAL ORDINANCE NO. 7, SERIES OF 2023"**, for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,


JUDE R. DELA TORRE
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
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SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 56th REGULAR SESSION
HELD ON JULY 18, 2023 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

ORDINANCE NO. 10, Series of 2023

AN ORDINANCE RECTIFYING THE POSITION TITLE OF SR. ADMINISTRATIVE ASSISTANT I (BUYER III) TO SR. ADMINISTRATIVE ASSISTANT I (BUYER V) AS CONTAINED IN MUNICIPAL ORDINANCE NO. 7, SERIES OF 2023

WHEREAS, the Sangguniang Bayan, this municipality, passed and approved Ordinance No. 7, Series of 2023, AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LDRRMO V) (SG 24) UNDER THE MDRRMO;
2. NUTRITION OFFICER I (SG 10);
3. SR. ADMINISTRATIVE ASSISTANT I (BUYER III) (SG 13);
4. VETERINARIAN III (SG 19);
5. INFORMATION SYSTEM ANALYST II (SG 16);

WHEREAS, there is a need to rectify the position title SR. ADMINISTRATIVE ASSISTANT I (BUYER III) (SG 13) to SR. ADMINISTRATIVE ASSISTANT I (BUYER V) (SG 13), pursuant to Department of Budget Management (DBM) Local Budget Circular No. 137 dated July 13, 2021, with subject: Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU) 2021 Edition, stating that *Senior Administrative Assistant I, Salary Grade 13 is the generic class title of BUYER V*;

NOW THEREFORE, be it resolved, as it is hereby resolved that in session assembled, the Sangguniang Bayan of the Municipality of Capoocan, Leyte, enact the following:

Section 1. *Section 1 of Ordinance No. 7, Series of 2023 will now read as:*

Creation. The following Plantilla Positions are hereby created:

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LDRRMO V) (SG 24) UNDER THE MDRRMO;
2. NUTRITION OFFICER I (SG 10);
3. SR. ADMINISTRATIVE ASSISTANT I (BUYER V) (SG 13);
4. VETERINARIAN III (SG 19);
5. INFORMATION SYSTEM ANALYST II (SG 16)

Section 2. **Funding.** The necessary funding for this position shall be appropriated in the Supplemental Budget No. 1 FY 2023 to cover the salaries and benefits in accordance with the corresponding salary grade, and shall be sustained and incorporated in their respective office budgets in the succeeding years.

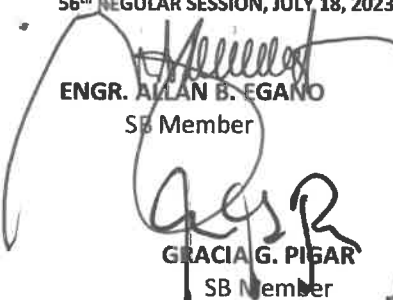
Section 3. **Qualifications, Powers, Duties and Responsibilities.** The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

Section 4. **Repealing Clause.** Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. **Effectivity.** This ordinance shall take effect immediately upon approval.

ENACTED by the Sangguniang Bayan, in session assembled this 18th day of July 2023 at Capoocan, Leyte.

Page 1 of 2


ENGR. ALLAN B. EGANO
SB Member


VON LITO Q. VALLAR
SB Member

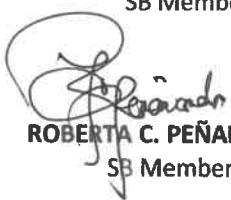

EMMANUEL D. ARBOSO
SB Member

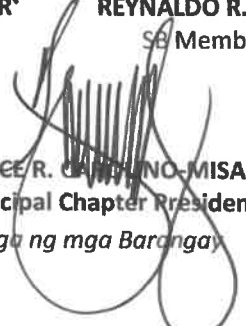

JOJO N. NEPOMUCENO
SB Member

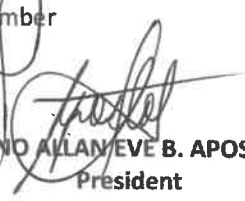

GRACIA G. PIGAR
SB Member


REYNALDO R. NIMO
SB Member


FEDERICO P. CAROLINO, JR.
SB Member


ROBERTA C. PEÑARANDA
SB Member

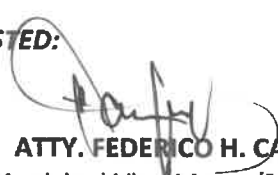

FLORENCE R. CAPIO-MISAGAL
Municipal Chapter President
Liga ng mga Barangay


JUNO ALLANEVE B. APOSTOL
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of this foregoing ordinance and that the same was enacted on the date above stated.


JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Vice Mayor/Presiding Officer

APPROVED:


ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Mayor

DATE: 8.4.23



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 49th REGULAR SESSION
HELD ON MAY 30, 2023 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

ORDINANCE NO. 7, Series of 2023

AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LDRRMO V) (SG 24) UNDER THE MDRRMO;
2. NUTRITION OFFICER I (SG 10);
3. SR. ADMINISTRATIVE ASSISTANT I (BUYER III) (SG 13);
4. VETERINARIAN III (SG 19);
5. INFORMATION SYSTEM ANALYST II (SG 16)

WHEREAS, Section 76 of Republic Act 7160 states that "Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability";

WHEREAS, this creation of plantilla positions is in accordance with the Department of Budget and Management Local Budget Circular (DBM LBC) No. 137 dated July 13, 2021 with subject, *INDEX OF OCCUPATIONAL SERVICES, POSITIONS, TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT (IOS-LGU), CY 2021 EDITION*;

WHEREAS, to provide the needs of the current demand for an effective and efficient local government, it is imperative for an increase in its organizational structure and staffing pattern;

NOW THEREFORE, be it resolved, as it is hereby resolved that in session assembled, the Sangguniang Bayan of the Municipality of Capoocan, Leyte, enact the following:

Section 1. Creation. The following Plantilla Positions are hereby created:

1. MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (LDRRMO V) (SG 24) UNDER THE MDRRMO;
2. NUTRITION OFFICER I (SG 10);
3. SR. ADMINISTRATIVE ASSISTANT I (BUYER III) (SG 13);
4. VETERINARIAN III (SG 19);
5. INFORMATION SYSTEM ANALYST II (SG 16)

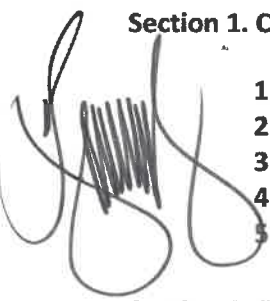
Section 2. Funding. The necessary funding for this position shall be appropriated in the Supplemental Budget No. 1 FY 2023 to cover the salaries and benefits in accordance with the corresponding salary grade, and shall be sustained and incorporated in their respective office budgets in the succeeding years.

Section 3. Qualifications, Powers, Duties and Responsibilities. The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

Section 4. Repealing Clause. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. Effectivity. This ordinance shall take effect immediately upon approval.

ENACTED by the Sangguniang Bayan, in session assembled this 30th day of May 2023 at Capoocan, Leyte.


ENGR. ALLAN B. IGANO
SB Member


VON LITO Q. VALLAR
SB Member


EMMANUEL D. ARBOSO
SB Member

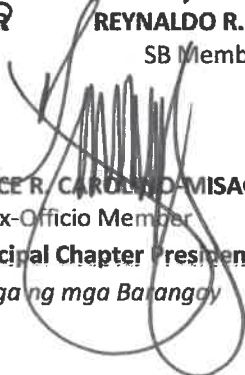

JOJO N. NEPOMUCENO
SB Member



GRACIA G. PIGAR
SB Member


REYNALDO R. NIMO
SB Member

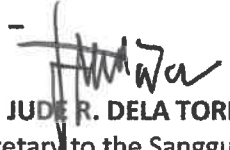

FEDERICO P. CAROLINO, JR.
SB Member


ROBERTA C. PEÑARANDA
SB Member


FLORENCE R. CARDOZO-MISAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay


JUNO ALAN EVE B. APOSTOL
Ex-Officio Member
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of this foregoing ordinance, and that the same was enacted on the date above stated.


JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Vice-Mayor / Presiding Officer

APPROVED: 
ATTY. FEDERICO H. CAROLINO, SR.
MUNICIPAL VICE-MAYOR

ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Mayor o/c

DATE: 14 JUN 2023