

Item No.: 06

Date: 10 2023 NOV

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
OCT 27 2023
PROVINCE OF LEYTE

2nd INDORSEMENT
October 23, 2023

Province of Leyte
Legal Office
Release
Time
Date 10-26-23

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 011 Series of 2023 of the Sangguniang Bayan of Tabontabon, 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)(vii) and (viii)ⁱ of the Code.

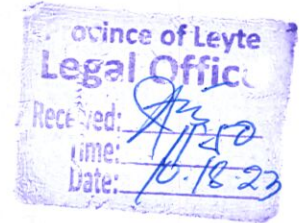
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

ⁱ (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

(viii) Determine the positions and 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;


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OFFICE OF THE SANGGUNIANG PANLALAWIGAN



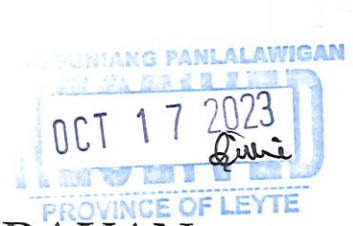
1ST INDORSEMENT
18 October 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 011 SERIES OF 2023, OF THE MUNICIPALITY OF TABONTABON, LEYTE, ENTITLED: AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon
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OFFICE OF THE SANGGUNANG BAYAN

INDORSEMENT

October 16, 2023

Respectfully submitted to the Honorable Sangguniang Panlalawigan, the herein Municipal Ordinance No. 011 Series 2023 entitled “AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE.” for appropriate action.

Hope you find it in order.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

NOTED:


HON. PONCIANO R. JUSTIMBASTE, Jr.
Presiding Officer



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

ID. No. 9831

MUNICIPAL ORDINANCE NO. 11 SERIES 2023

AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE.

WHEREAS, pursuant to the mandate of the Local Government Code of 1991, every LGU shall design its own organizational and staffing pattern;

WHEREAS, cognizant to and consistent with the Development Transition (DTP) of the LGU, various offices had been created, thus, staff complement shall be created for efficient and effective delivery of service by the LGU;

WHEREAS, Section 477 of RA 7160 provides for the Power, Functions of the Sangguniang Bayan which includes among other the determination of positions and salaries, wages, allowances and other emoluments and benefits of officials and employees of the LGU;

NOW THEREFORE, on motion by Hon. Jinky E. Gamez and unanimously seconded;

BE IT RESOLVE, as it is hereby resolved to enact/approve Municipal Ordinance No. 10 Series of 2023 entitled "MUNICIPAL ORDINANCE NO. 11 SERIES OF 2023, ENTITLED "AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE;

BE IT ORDAINED by the Honorable Sangguniang Bayan, in its Regular Session assembled, that:

**MUNICIPAL ORDINANCE NO. 11
Series of 2023**

AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE.

Section 1. Title – This ordinance shall be entitled "AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE.

Section 2. There shall be created the following plantilla positions with corresponding salary grades in various offices in the Municipal Government of Tabontabon, Leyte.

- a. Environmental management Specialist I (SG 12/Step 1)
- b. Labor and Employment Assistant (SG-8/Step 1)
- c. Administrative Aide II (SG-2/Step 1)
- d. Social Welfare Officer I (SG-11/Step 1)

14th SANGGUNANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

**MEMBERS OF THE
SANGGUNANG BAYAN**

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDONA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. MYLENE B. LADAN
Ex-Officio Member/ABC Pres

HON. FRANCES B. GADOR
Ex-Officio Member/SK Pres.

email: tabontabon.legislative2016@gmail.com



Section 2. Qualifications.

- a. Environmental Management Specialist I (SG-11)
 - Bachelor's Degree relevant to the job
 - No experience required
 - No training required
 - Career Service (Professional) Second Level Eligibility
- b. Labor and Employment Assistant (SG-8)
 - Completion of two years studies in college
 - 1 year of relevant experience
 - 4 hours of relevant training
 - Career Service (Sub-Professional) First Level Eligibility
- c. Administrative Aide II (SG-2)
 - Elementary School Graduate
 - No experience required
 - No training required
 - No eligibility required
 - (MC II, S96-Cat III)
- d. Social Welfare Officer 1 (SG-11)
 - Bachelors Degree relevant to the job
 - No experience required
 - No training required
 - Registered Social Worker (RA 1080)

Section 4. FUNDING. The Municipal Government of Tabontabon shall appropriate funding from the Annual Budget Year 2024 and years thereafter for the salaries and other incidental expenses for the aforementioned plantilla positions.

Section 5. EFFECTIVITY CLAUSE. This ordinance shall take effect ten (10) days after it has been posted in two (2) conspicuous places and publication in general circulation .

ENACTED unanimously, September 25, 2023.



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

I HEREBY CERTIFY to the correctness of the foregoing resolution.

ATTESTED:


HON. HERMAN L. BIBAR
SB Member


HON. DAN JERIC S. REDOÑA
SB Member


HON. DANILO E. BALAIS
SB Member


HON. JINKY E. GAMEZ
SB Member


HON. MYLENE B. LADAN
ABC Pres./Ex-Officio Member



MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan


HON. FRANCISCO M. FERNANDEZ
SB Member


HON. JERRY GWEN L. CONDE
SB Member



HON. MERVIN M. LOBRIGO
SB Member


HON. DENNIS L. BALDERIAN
SB Member


HON. FRANCES B. GADOR
SK Fed. Pres./Ex-Officio Member


HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

APPROVED:


HON. TEREN D. REDOÑA
Municipal Mayor

Date: October 12, 2023



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Municipal Ordinance No. 011 Series 2023 entitled **“AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS/ITEMS IN THE MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE DEFINING ITS QUALIFICATIONS AND DUTIES, ALLOCATING FUNDS FOR THE PURPOSE”** had been posted in conspicuous places in the municipality, and all the bulletin areas in the barangays.

ISSUED this 12th day of October, 2023 at Tabontabon, Leyte.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan