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Item No.: 04
Date: 12 2023 DEC

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

SANGGUNIANG PANLALAWIGAN
DEC 05 2023
Vilma 945777
Province of Leyte
Legal Office
Telefaxed: Jan 19 2024
12.4.23

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
December 1, 2023

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2023-09 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), a valid exercise of authority mandated under Section 447(1)(viii)ⁱ of the Local Government Code.


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

ⁱ (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;

Province of Leyte
Legal Office
Received: *Olivar Mando*
Time: *3:17pm*
Date: *11/29/2023*

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
29 November 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2023-09** of the **MUNICIPALITY of JAVIER, LEYTE**, entitled: **AN ORDINANCE CREATING THE PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE.**


FLORINDA JILY S. UYVICO
Secretary to the Sanggunian

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Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER

SANGGUNIANG BAYAN
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Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JAVIER, LEYTE HELD AT THE MUNICIPAL SESSION HALL ON NOVEMBER 20, 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
- Liga President Emmanuel M. Abueva
- SK Fed. President Jaly T. Garcia

Absent : SB Member Alberto A. Rifios

ORDINANCE No. 2023-09

Authored by : ALL SB MEMBERS

AN ORDINANCE CREATING THE PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE.

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 different Plantilla Positions in the Local Government Unit of Javier, Leyte.

SECTION 2. The following Plantilla Positions are hereby created :

- A. Mayor's Office
 - 1. Administrative Officer IV (Administrative Officer II), Salary Grade 15
- B. Public Employment Service Office (PESO)
 - 1. Labor and Employment Assistant, Salary Grade 8
- C. Municipal Environment and Natural Resources Office (MENRO)
 - 1. Environmental Management Specialist II, Salary Grade 15

SECTION 3. The respective qualifications for the positions herein created are subject to the Minimum Standards, Guidelines, Rules and Regulations and Laws of the Civil Service Commission.

Handwritten signatures of the Sangguniang Bayan members and the Mayor, including the Mayor's signature on the left and several council members' signatures across the bottom.

SECTION 4. The following are the duties and functions :

1. Administrative Officer IV (Administrative Officer II) , Salary Grade 15

- Assist in planning, organizing, coordinating and redirecting administrative activities of the office.
- Prepare/review documents for signature by the Local Chief Executive (LCE)
- Perform such other related work as may be required by the Local Chief Executive (LCE).

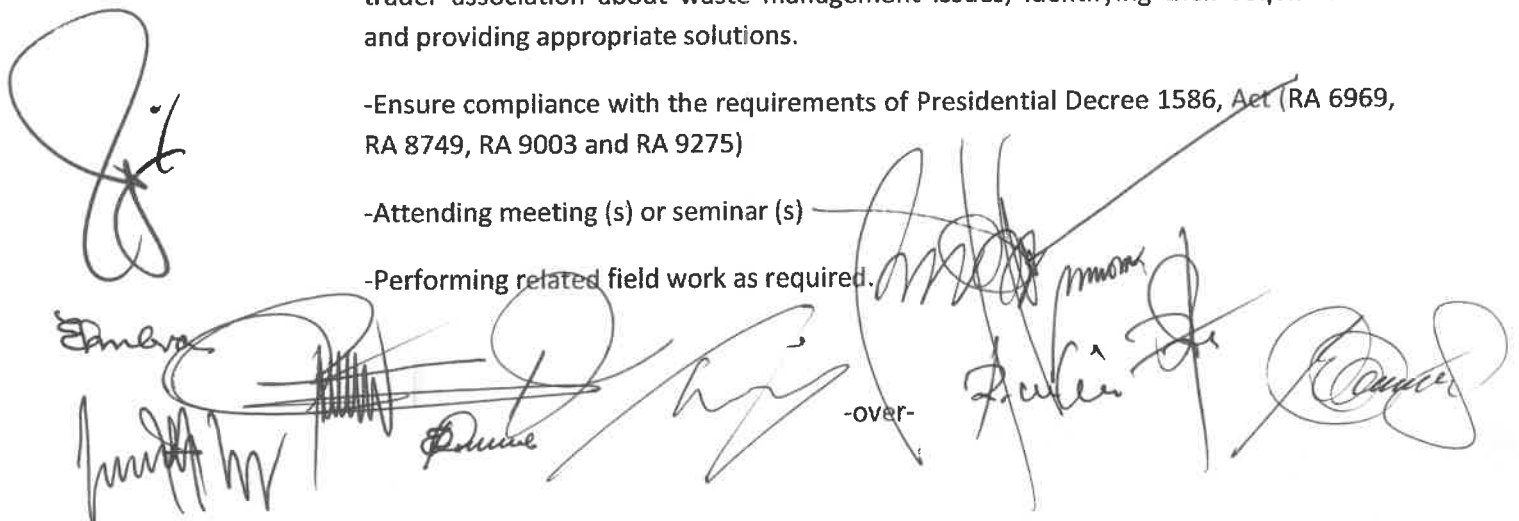
2. Labor and Employment Assistant, Salary Grade 8

- Directs and supervises the Labor Market Information (LMI) section and ensures that the accomplishment of the section contributes to the attainment of the office goals and objectives.
- Responsible for the data bank management, job generation and job-matching programs, projects and activities of the office.
- Collaborate with various City/Municipal PESOs in the province and partner agencies for the provincial manpower registry of skills.
- Assist in collaborating and maintaining partnership with various local companies in the province and overseas agencies endorsed by the POEA for job opportunities.
- Assists in exchanging Labor Market Information (LMI) services between jobseekers and employers.
- Handles job-matching activities and strengthen the jobseeker's system registry.
- Prepares, review and submits reports and does related functions that may be assigned by the head of office.

3. Environmental Management Specialist, Salary Grade 15

- Supervised the transportation of waste to ensure that it takes place efficiently without contaminating air, land and water sources.
- Aim to meet waste reduction and recycling targets
- Oversee waste management scheme, such as at land Field Site
- Consult with residence, community groups, councilors, housing association and trader association about waste management issues, identifying their requirements and providing appropriate solutions.
- Ensure compliance with the requirements of Presidential Decree 1586, Act (RA 6969, RA 8749, RA 9003 and RA 9275)
- Attending meeting (s) or seminar (s)
- Performing related field work as required.

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SECTION 5. The salary, benefits and other emoluments of the aforementioned plantilla positions shall be appropriated in the Local Government Unit of Javier, Leyte.

SECTION 6. This Ordinance shall take effect immediately upon approval.


APPROVED UNANIMOUSLY :

NOVEMBER 20, 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

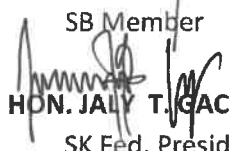

HON. ERIBERTA R. PONCE
SB Member


HON. STEPHEN MARK I. PAPALID
SB Member



HON. MICHELLE O. MORENO
SB Member


HON. ROMEO C. MALINAO
SB Member


HON. MANUEL M. ABUEVA
Liga President


HON. JALY T. GACIA
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

November 23, 2023

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **ORDINANCE No. 2023-09, "AN ORDINANCE CREATING THE PLANTILLA POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE,** is posted in the entrance of the Municipal Hall and two (2) conspicuous places in the Municipality since November 20, 2023 and shall remain posted for three (3) consecutive weeks.


HON. EMMA M. ABUEVA
Municipal Vice-Mayor