

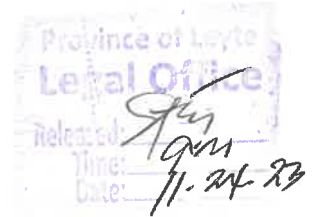
Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

Item No.: 03

Date: 05 2023 DEC

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
November 24, 2023



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 02, S.2023 of the Sangguniang Bayan of Tunga, 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)ⁱ of the Code. Provided that the creation of the New Plantilla Positions does not violate the prohibition under Section 325(a) and (g)ⁱⁱ of the 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;

ⁱⁱ (a) The total appropriations, whether annual or supplemental, for personal services of a local government unit for one (1) fiscal year shall not exceed forty-five percent (45%) in the case of first to third class provinces, cities and municipalities, and fifty-five percent (55%) in the case of fourth class or lower, of the total annual income from

regular sources realized in the next preceding fiscal year. The appropriations for salaries, wages, representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the local government unit concerned shall not be included in the annual budget or in the computation of the maximum amount for personal services. The appropriations for the personal services of such economic enterprises shall be charged to their respective budgets;

(g) The creation of new positions and salary increases or adjustments shall in no case be made retroactive;



Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-0-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
22 November 2023

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 02 series of 2023 of TUNGA, LEYTE**, entitled: **AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE, AND DETERMINING ITS QUALIFICATIONS, DUTIES, FUNCTIONS, AND ALLOCATING FUNDS THEREOF.**


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian

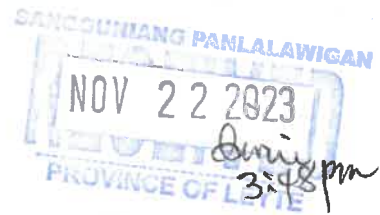


REPUBLIC OF THE PHILIPPINES
Province of Leyte
MUNICIPALITY OF TUNGA
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

November 22, 2023

HON. LEONARDO JAVIER JR.
Vice-Governor/Presiding Officer
Sangguniang Panlalawigan
Province of Leyte



Thru: THE SECRETARY TO THE SANGGUNIANG

Sir:

Respectfully submitting herewith fifteen (15) copies of the following together with its supporting documents for review and approval:

- 1. Municipal Ordinance No. 02, Series of 2023 – AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE, AND DETERMINING ITS QUALIFICATIONS, DUTIES, FUNCTIONS, AND ALLOCATING FUNDS THEREOF.**
- 2. C.Y. 2024 Annual Budget and Annual Investment Program of the Municipality of Tunga, Leyte.**

Please acknowledge receipt hereof.

Thank you.

Very truly yours,


NAOMI C. ARCALLANA
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
 Province of Leyte
 MUNICIPALITY OF TUNGA
 -00-

SANGGUNIANG BAYAN
 NOV 22 2023
 Province Office
 3:48pm

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, TUNGA, LEYTE HELD ON NOVEMBER 6, 2023 AT THE SB SESSION HALL.

PRESENT:

- Hon. Egidio G. Baac - Municipal Vice-Mayor/Presiding Officer
- Hon. Martiniano F. Requez - SB Member
- Hon. Edmundo O. Labarda - SB Member
- Hon. Joselito L. Arintoc - SB Member
- Hon. Lemuel G. Ponferrada - SB Member
- Hon. Marietta A. Catalo - SB Member
- Hon. Jose Capoporo A. Uribe - SB Member
- Hon. Severino B. Sari - SB Member
- Hon. Rhyss M. Buranday - SB Member/SK Federation President

ABSENT:

- Hon. Rex S. Ergina - SB Member
- Hon. Leandro A. Aumento - SB Member/ABC President

RESOLUTION NO. 2023-141

A RESOLUTION ENACTING AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE, AND DETERMINING ITS QUALIFICATIONS, DUTIES, FUNCTIONS, AND ALLOCATING FUNDS THEREOF.

WHEREAS, Section 76 and Section 447 (a)(i)(viii), of the Local Government Code of 1991 in relation to CSM MC No. 19, series of 1992 (*Guidelines and standards in the establishments of organizational structures and staffing patterns in local government units*), provides the every local government unit shall design and implement its own organizational structures and staffing pattern and that Sangguniang Bayan has the power to determine position(s) and the salaries, including the allowances and other emoluments and benefits of employees;

WHEREAS, LGUs have the power and authority to establish an organization that shall be responsible for the efficient and effective implementation of the development plans, programs, objectives, and priorities.

WHEREAS, the Local Government Unit (LGU) of Tunga, Leyte recognizes the need for a clear definition of the various positions within its organization, as well as the qualifications, duties, and functions of each position;

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WHEREAS, such clarity is necessary to ensure the efficient and effective operation of the LGU, as well as to provide a clear path for career progression and professional development for its employees;

NOW THEREFORE, on motion of Hon. Lemuel G. Ponferrada, duly seconded by Hon. Jose Capoporo A. Uribe, Hon. Edmundo O. Labarda and Hon. Marietta A. Catalo, be it;

RESOLVED, as it is hereby resolved, to enact the following Municipal Ordinance, to wit:

MUNICIPAL ORDINANCE NO. 02
Series of 2023

AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE, AND DETERMINING ITS QUALIFICATIONS, DUTIES, FUNCTIONS, AND ALLOCATING FUNDS THEREOF.

Sponsored by: HON. LEMUEL G. PONFERRADA
Co-Sponsored by: HON. JOSE CAPOPORO A. URIBE
HON. MARIETTA A. CATALO

BE IT ENACTED BY THE SANGGUNIANG BAYAN IN SESSION ASSEMBLED, TO WIT:

SECTION 1 – Title of the position – There shall be created the following plantilla positions and salary grades in various offices of the Local Government Unit of Tunga.

- a. Municipal Agriculture Office
Agriculturist II, SG-15
- b. Municipal Environment and Natural Resources Office
Environmental Management Specialist II, SG 15
- c. Municipal Engineering Office
Draftsman I, SG-6
- d. Sangguniang Bayan Office
Administrative Aide II (Messenger), SG-2

SECTION 2 –Functions, Duties and Responsibilities – The various plantilla positions shall have their respective following functions, duties, and responsibilities:

1. Agriculturist II, SG-15

- a. Assist the Municipal Agriculturist in the preparation of technical papers/documents and in the implementation of agricultural programs of the municipality.
- b. Acts as team leader/member in the conduct of field surveys/monitoring of the different programs and activities.

c. Assists the Municipal Agriculturist in the organization of statistical data and submission of necessary reports, and recommendations and perform other related jobs as may be required.

2. Environmental Management Specialist II, SG 15

a. Assist the MENRO in monitoring of SWM of the different barangays, and commercial and industrial establishments within the municipality.

b. Prepares and consolidates SMR-CMR for submission to the national Agencies.

c. Receives and records incoming and outgoing communications and reports.

d. Prepares information and education campaigns on environmental awareness, management, conservation, and protection.

e. Facilitates and coordinates meetings, learning events, and seminars.

3. Draftsman I, SG 6

a. Performs illustrative drawings and prepares priority maps, charts, and plans for new, altered, or repaired projects.

b. Performs other tasks as assigned by the immediate supervisor.

4. Administrative Aide II (Messenger), SG 2

a. Securely delivers packages, documents written and verbal messages, and other items to the intended location or recipient in a timely manner.

b. Manages incoming mail and expedient delivery route from place to place; organizes deliveries accordingly.

c. Maintains accurate records related to the receipt and delivery of packages, documents messages, and other items, including tracking time of and parties to the delivery.

d. May perform office, clerical, and other related duties as assigned.

e. Performs other related duties as assigned.

SECTION 3. Qualification – The various plantilla positions shall have their respective qualifications:

POSITION: Agriculturist II, SG-15 (MAO)

QUALIFICATION STANDARD

Education: Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: R.A. 1080

**POSITION: Environmental Management Specialist II, SG-15 (MENRO)
QUALIFICATION STANDARD**

Education: Bachelor's Degree relevant to the job
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

**POSITION: Draftsman I, SG-6 (Office of the Municipal Engineer)
QUALIFICATION STANDARD**

Education: Completion of two (2) years studies in College or High School Graduate with relevant vocational/trade course
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96- Cat II, as amended by MC No. 10, s. 2013 Category II) First Level Eligibility

POSITION: Administrative Aide II (Messenger), SG-2 (SB Secretariat Support Services)

QUALIFICATION STANDARD

Education: Elementary School Graduated
Experience: None required
Training: None required
Eligibility: No Eligibility (MC 11, s. 1996 – Cat. III)

SECTION 4. Funding – The Local Government Unit of Tunga shall appropriate funding the annual budget for the salaries and other incidental expenses for the aforementioned various plantilla positions.

SECTION 5. Effectivity Clause – This ordinance shall take effect fifteen (15) days after it has been posted in (3) conspicuous places and publication in general circulation.


ENACTED by the Sangguniang Bayan, in session assembled this 6th day of November 2023 at Tunga, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing resolution embodying a Municipal Ordinance.



ATTESTED:


EGIDIO G. BAAC
Municipal Vice-Mayor/Presiding Officer


NAOMI C. ARCALLANA
Secretary to the Sanggunian




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MARTINIANO F. REQUIEZ
SB Member



EDMUNDO O. LABARDA
SB Member



JOSELITO L. ARINTOC
SB Member



LEMUEL G. PONFERRADA
SB Member



MARIETTA A. CATALO
SB Member

(absent)
REX S. ERGINA
SB Member



JOSE CAPOPORO A. URIBE
SB Member



SEVERINO B. SARI
SB Member

(absent)
LEANDRO A. AUMENTO
SB Member/ABC President



RHYSS M. BURANDAY
SB Member/SK Fed. President

APPROVED:



ENGR. REINBERT C. COSTELO
Municipal Mayor

Date: 11-21-2023



REPUBLIC OF THE PHILIPPINES
Province of Leyte
MUNICIPALITY OF TUNGA
-oOo-


OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that *Municipal Ordinance No. 02, S. 2023* entitled: **“AN ORDINANCE CREATING VARIOUS POSITIONS IN THE LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE, AND DETERMINING ITS QUALIFICATIONS, DUTIES, FUNCTIONS, AND ALLOCATING FUNDS THEREOF”**, has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Issued this 22nd day of November, 2023 at Tunga, Leyte.


NAOM C. ARCALLANA
Secretary to the Sanggunian