



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Palo
 -oOo-

Item No.: **21**

Date: **05 2024 JAN**

DEC 27 2023

PROVINCIAL BUDGET OFFICE

December 22, 2023

Hon. **LEONARDO M. JAVIER, JR.**,
 Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
 Sangguniang Panlalawigan
 Province of Leyte

RELEASED
 DATE 12-22-23
 NO. #249
 BY: [Signature]
FBO

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 03 FY 2023** of the **Municipality Tabontabon, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 03, S. 2023** with a total appropriation in the amount of **P1,770,000.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 03. Further, that this will not cause an adverse effect on the financial condition of the LGU at the closing of the books of accounts;
2. That the grant of the Collective Negotiation Agreement (CNA) Incentive shall be subject to the procedural guidelines of Budget Circular No. 2023-1 dated November 10, 2023 and said grant shall be sourced out from savings identified in the circular; and
3. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:

[Signature]
MARIA GINA P. HIPE
 Provincial Budget Officer

[Signature]
RUTH Y. SURPIA
 Provincial Treasurer

AGNES C. RAFON
 Project Development Officer IV
 Officer-In-Charge – PPDO
On Official Leave

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

2ND INDORSEMENT
18 December 2023

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **APPROPRIATION ORDINANCE NO. 03, S. 2023 OF THE MUNICIPALITY OF TABONTABON, LEYTE, ENTITLED: AN ORDINANCE APPROVING/AUTHORIZING SUPPLEMENTAL BUDGET NO.03, CY 2023 INVOLVING AN AMOUNT OF ONE MILLION SEVEN HUNDRED SEVENTY THOUSAND PESOS (PHP1,770,000.00) ONLY.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

TABLE OF CONTENTS

	Page
1. Indorsement	1
2. Resolution to approve/enact the Appropriation Ordinance No. 03 CY2023	2-5
3. Resolution No. 408A Series 2023 Resolution to Revert Funds	6-8
4. Supplemental Budget No. 03 CY2023	9-42
➤ Transmittal	
➤ LBP Form No. 8	
➤ Statement of Funds Available for Reversions	
➤ Certification	
➤ Certificate of Savings	
➤ Annex "A"	
➤ Statement of Receivables for CNA	
➤ Collective Negotiation Agreement	
➤ TABLEA Resolution No. 001 – Series of 2023	
➤ Certificate of Registration	
5. Certificate of Posting	43



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

INDORSEMENT

December 15, 2023

Respectfully submitted to the Honorable Sangguniang Panlalawigan, the herein Appropriation Ordinance No. 03 CY2023 which embodies the Supplemental Budget No. 03 CY 2023 of the Municipality of Tabontabon, Leyte 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



14th SANGGUNIANG BAYAN

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

**MEMBERS OF THE
SANGGUNIANG BAYAN**

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
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. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

email: tabontabon.legislative2016@gmail.com

Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

SANGGUNIANG BAYAN
DEC 18 2023
PRO ID. No. 9891-LEYTE

APPROPRIATION ORDINANCE NO. 03 SERIES 2023

**AN APPROPRIATION ORDINANCE
APPROVING/AUTHORIZING SUPPLEMENTAL BUDGET NO.
03 CY 2023 INVOLVING AN AMOUNT OF ONE MILLION
SEVEN HUNDRED SEVENTY THOUSAND PESOS
(₱ 1,770,000.00) ONLY.**

WHEREAS, the Draft of the proposed Supplemental Budget No. 03 of this municipality had been submitted and considered by the Sangguniang Bayan;

WHEREAS, after a thorough deliberation on the submitted documents, the sanggunian agreed to pass and authorize said Supplemental Budget;

NOW THEREFORE, on motion by Hon. Jerry Gwen L. Conde and duly seconded by all SB Members present;

BE IT RESOLVE AS IT IS HEREBY RESOLVED, to approve/authorize the Appropriation Ordinance No. 03 CY2023 which embodies the Supplemental Budget No. 03 CY2023 of the Local Government of Tabontabon, Leyte with a total appropriation of One Million Seven Hundred Seventy Thousand Pesos (₱1,770,000.00) Only;

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

Section 1: The Supplemental Budget of the Local Government Unit of Tabontabon, Leyte for Fiscal Year 2023 in the total amount of One Million Seven Hundred Seventy Thousand Pesos (₱1,770,000.00) Only is hereby approved.

The budget documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. Statement of Funding Sources (LBP Form No. 8);
2. Statement of Funds Available for Reversion

Section 2: Sources of Funds. The sources of funds for the Supplemental Budget in the total appropriations of One Million Seven Hundred Seventy Thousand Pesos (₱1,770,000.00) Only shall be from the reversion of funds per Local Budget Preparation Form No. 08 and SB Resolution No. 408A SY2023:

Section 3: Use of Funds. The amount of One Million Seven Hundred Seventy Thousand Pesos (₱1,770,000.00) Only is hereby appropriated for the Supplemental Budget of the Local Government Unit of Tabontabon, as follows:

New Appropriations by Program/Activity/Project ('000)

Program/Project/Activity	Current Expenditures	Operating	Capital Outlay	Financial Expenses	Total
	Personal Services	Maintenance and Other Operating Expenses			
A. Programs					
I. General Administration Services					
a. General Administrative and Support Services	1,770,000.00				1,770,000.00
b.					
Sub-total					
II. Operations					
a.					
b.					
c.					
Sub-total					
Total, Programs					
B. Projects					
I. Locally-funded Project					
a.					
b.					
Sub-total					
Total, Projects					
Total New Appropriations					1,770,000.00

HON. PONCIANO JUSTIMBASTE, JR.
Mun. Vice Mayor / Presiding Officer

-over-

MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

HON. DANILÓ E. BALAIS
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DAN JERIC S. REDONA
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. HERMAN Y. BIBAR
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

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

HON. THEA LAGUNE A. PRISNO
Mun. SK. Fed. Pres. / Ex-Officio Member.


Program Appropriation and Obligation by Object ('000)

Object of Expenditure	Account Code	Past Year	Current Year	Budget Year
Personal Services				1,770,000.00
Total PS				1,770,000.00
Maintenance and Other Operating Expenses (MOOE)				
Total MOOE				
Capital Outlay (CO)				
Total CO				
Financial Expenses				
Total Financial Expenses				
TOTAL APPROPRIATIONS				1,770,000.00

Section 4. Separability Clause. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other section or provisions thereof which are not affected thereby shall continue to be in full force and effect.

Section 5. Effectivity. The provisions of this Ordinance shall take effect upon its approval.

ENACTED – This 11th day of December, 2023 at Legislative Session Hall.


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


—over—


MARIA CORAZON E. BAUTISTA
 Secretary to the Sangguniang Bayan


HON. DANILLO E. BALAIS
 SB Member



HON. JERRY GWENT L. CONDE
 SB Member


HON. DAN JERIC S. ESPONA
 SB Member


HON. FRANCISCO M. FERNANDEZ
 SB Member


HON. HERMAN L. BIBAR
 SB Member


HON. MEVIN M. OBRIGO
 SB Member


HON. JINKY G. GAMEZ
 SB Member


HON. DENNIS T. BADERIAN
 SB Member



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


HON. THEA JUSTINE A. PRISO
 Mun. SK Fed. Pres./Ex-Officio Member.



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

I HEREBY CERTIFY to the correctness of the foregoing resolution.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan


ATTESTED:



HON. HERMAN I. BIBAR
SB Member


HON. FRANCISCO M. FERNANDEZ
SB Member


HON. DAN JERIC S. REDOÑA
SB Member


HON. JERRY CWEN 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
ABC Pres./Ex-Officio Member


HON. THEA JASMINE A. PRISNO
SK Fed. Pres./Ex-Officio Member


HON. PONCIANO R. JUSTIMBASTE
Mun. Vice Mayor/Presiding Officer

APPROVED:


HON. EFREN D. REDOÑA
Municipal Mayor

Date: December 12, 2023



14th SANGGUNIANG BAYAN

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

**MEMBERS OF THE
SANGGUNIANG BAYAN**

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
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. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

email: tabontabon.legislative2016@gmail.com

**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**

ID. No. 9879A

RESOLUTION NO. 408A-SY2023

A RESOLUTION TO AUTHORIZE CONCERNED LGU PERSONNEL TO REVERT FUNDS IN THE AMOUNT OF ONE MILLION SEVEN HUNDRED SEVENTY THOUSAND PESOS ONLY (₱1,770,000.00), INTENDED FOR THE PROPOSED SUPPLEMENTAL BUDGET NO. 03 CY2023 OF THIS LOCAL GOVERNMENT UNIT.

WHEREAS, WHEREAS, The sponsor conveyed that there are surplus funds from the previous years under the MOOE per Statement of Funds Available for Reversion, certified by the Local Finance Committee hereto attached;

WHEREAS, Hon. Jerry Gwen L. Conde conveyed that the following funds herein enumerated below be reverted to wit;

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of November 2023**

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Maintenance & Other Operating Expenses					
Office of the Municipal Mayor					
	Procurement of various office supplies of Municipal Mayor's Office	Office Supplies Expenses	100,000.00	34,352.21	65,647.79
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	400,000.00	196,410.84	203,589.16
	Payment for the cost of water consumed in government operations/projects	Water Expenses	50,000.00		50,000.00
	Fund for the purchase of materials and supplies for the repair and maintenance on road networks, parks, plazas and other infrastructure assets	Repairs & Maintenance-Infrastructure Assets	100,000.00		100,000.00
	Fund for the supplies and materials for the repairs and maintenance of Municipal Building and other structures	Repairs & Maintenance-Buildings and Other Structures	50,000.00		50,000.00
	Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	50,000.00	9,535.00	40,465.00
	Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	200,000.00	129,491.80	70,508.20
	Purchase of other supplies and materials to respond the needs of the office	Other Supplies and Materials Expense	100,000.00	50,800.00	49,200.00
	Attend Travel for the Local Finance Committee related to financial matters of the locality	Traveling Expenses - Local	200,000.00	32,000.00	168,000.00
	Fuel to be used for the operation of Project Monitoring Program	Fuel, Oil and Lubricants Expenses	10,000.00		10,000.00
Office of the Municipal Vice-Mayor					
	Fund for the delivery/transmission of official messages, mails, documents, records and the files	Postage and Courier Services	5,000.00		5,000.00
	Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	4,400.00	15,600.00
	Procurement of various office supplies of Municipal Vice Mayor's Office	Office Supplies Expenses	38,652.52	772.95	37,879.57
	Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	10,000.00		10,000.00



**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**

OFFICE OF THE SANGGUNIANG BAYAN

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Office of the Municipal Vice-Mayor					
Fund for the delivery/transmission of official messages, mails, documents, records and the likes	Postage and Courier Services	5,000.00		5,000.00	5,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	4,400.00	15,600.00	15,600.00
Procurement of various office supplies of Municipal Vice Mayor's Office	Office Supplies Expenses	38,652.52	772.95	37,879.57	37,879.57
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	10,000.00		10,000.00	10,000.00
Office of the SB					
Attending seminar and training for efficient and effective better governance of Mun. Officials and capacitated employees	Traveling Expenses - Local	1,217,942.70	1,051,610.32	166,332.38	166,332.38
Procurement of various office supplies of the SB Office	Office Supplies Expenses	100,000.00	70,039.34	29,960.66	29,960.66
Office of the Sec. to the SB					
Procurement of various office supplies of SB Sec. Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
Publication of Municipal Ordinances of the Municipality	Advertising Expense	70,000.00		70,000.00	50,000.00
MPDC Office					
Procurement of various office supplies of MPDC Office	Office Supplies Expenses	20,000.00	863.60	19,136.40	19,136.40
MCR Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	50,000.00	44,857.00	5,143.00	5,143.00
Municipal Accounting Office					
Procurement of various office supplies of Acctg. Office	Office Supplies Expenses	20,000.00	5,438.10	14,561.90	14,561.90
Municipal Treasurer's Office					
Procurement of various office supplies of Treasurer's Office	Office Supplies Expenses	40,000.00	595.84	39,404.16	30,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	3,000.00		3,000.00	500.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	10,000.00		10,000.00	4,500.00
Procurement of Accountable forms to be used for the operation of the LGU	Accountable forms	20,000.00		20,000.00	20,000.00
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	15,000.00	3,392.00	11,608.00	10,000.00
Municipal Assessor's Office					
Payment for the cost of telephone expenses to be used for the operation of the office	Telephone Expenses	30,000.00	16,250.00	13,750.00	11,250.00
Procurement of various office supplies of Assessor's Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00



**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**

OFFICE OF THE SANGGUNIANG BAYAN

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
BAC Office					
Procurement of various office supplies of BAC Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
BFP Office					
Procurement of various office supplies of BFP Office	Office Supplies Expenses	10,000.00	1,008.60	8,991.40	8,991.40
COA Office					
Attending seminar and training for COA Personnel	Traveling Expenses - Local	10,000.00	2,250.00	7,750.00	7,750.00
MDRRM Office					
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	20,000.00		20,000.00	20,000.00
Procurement of various office supplies of MDRRM Office	Office Supplies Expenses	12,000.00	50.40	11,949.60	11,949.60
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	10,000.00	9,928.40	71.60	71.60
PNP Office					
Procurement of various office supplies of PNP Office	Office Supplies Expenses	10,000.00	152.32	9,847.68	9,847.68
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	22,000.00	19,350.25	2,649.75	2,649.75
MLGOO Office					
Procurement of various office supplies of MLGOO Office	Office Supplies Expenses	10,000.00	128.97	9,871.03	9,871.03
Mun. Health Office					
Payment for the cost of telephone expenses to be used for the operation of the office	Telephone Expenses	65,000.00	27,500.00	37,500.00	30,000.00
Procurement of various office supplies of RHU Office	Office Supplies Expenses	30,000.00		30,000.00	29,000.00
Food Supplies for COVID Response and Vaccination Program	Food Supplies Expenses	35,000.00		35,000.00	35,000.00
Purchase of Drugs and Medicines issued to end user	Drugs and Medicines Expenses	200,000.00		200,000.00	200,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	150,000.00	48,624.64	101,375.36	10,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	50,000.00		50,000.00	20,000.00



**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**

OFFICE OF THE SANGGUNIANG BAYAN

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Fund for the supplies and materials for the repairs and maintenance health centers; and other structures	Repairs & Maintenance-Buildings and Other Structures	60,000.00	4,249.00	55,751.00	15,000.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	100,000.00	37,230.00	62,770.00	12,770.00
MSWD Office					
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00		10,000.00	10,000.00
Fund for the supplies and materials for the repairs and maintenance of MSWD Office and other structures	Repairs & Maintenance-Buildings and Other Structures	50,000.00		50,000.00	50,000.00
Procurement of various office supplies of MSWD Office	Office Supplies Expenses	20,000.00		20,000.00	20,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	56,000.00	54,228.00	1,772.00	1,772.00
Attend travel related to the Recovery & Reintegration Program for Trafficked Persons	Traveling Expenses - Local	10,000.00		10,000.00	10,000.00
Attend travel related to the Marriage Counseling & other related services for the Family and Community Welfare Program	Traveling Expenses - Local	15,000.00		15,000.00	15,000.00
Mun. Agriculture's Office					
Fund for the supplies and materials for the repairs and maintenance of the office and other structures	Repairs & Maintenance-Buildings and Other Structures	31,942.60	21,350.00	10,592.60	10,592.60
Procurement of various office supplies of Agriculture's Office	Office Supplies Expenses	20,000.00	353.01	19,646.99	19,646.99
Procurement of vaccine Supplies	Animal/Zoological Supplies Expenses	30,000.00	29,255.00	745.00	745.00
Fund for the purchase of fertilizers, pesticides and agricultural supplies issued in government operations/projects.	Agricultural and Marine Supplies Expenses	25,000.00		25,000.00	25,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	12,500.00	7,500.00	7,500.00
Fuel for the Monitoring & Evaluation of Projects for the extension support , education and training programs	Fuel, Oil and Lubricants Expenses	35,000.00		35,000.00	35,000.00
Mun. Engineering Office					
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00		10,000.00	10,000.00
Procurement of various office supplies of Engineering Office	Office Supplies Expenses	15,000.00		15,000.00	15,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	50,000.00	22,690.00	27,310.00	27,310.00
TOTAL ESTIMATED INCOME		4,151,537.82	1,941,657.59	2,209,880.23	1,770,000.00



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

14th SANGGUNILANG BAYAN

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

**MEMBERS OF THE
SANGGUNIANG BAYAN**

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
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. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

email: tabontabon.legislative2016@gmail.com

NOW THEREFORE, on motion by Hon. Jerry Gwen L. Conde and unaniously seconded;

BE IT RESOLVE, AS IT IS HEREBY RESOLVED to authorize concerned LGU personnel to revert funds in the amount of One Million Seven Hundred Seventy Thousand Pesos Only (₱1,770,00000), intended for the proposed Supplemental Budget No. 03 CY 2023 of this LGU;

FURTHER RESOLVED to authorize concerned LGU personnel for the use of savings/surplus as of November 2023 as certified correct and available by the Municipal Treasurer and Municipal Accountant per LBP Form No. 8;

FINALLY RESOLVED that copies of this resolution be furnished all concerned for their information, guidance and appropriate action;

APPROVED – December 04, 2023.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

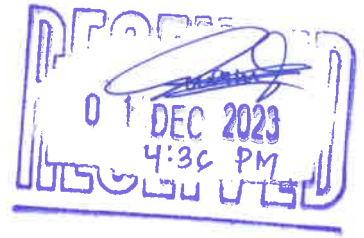

MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

ATTESTED TO BE DULY APPROVED:


HON. FRANCISCO M. FERNANDEZ
SB Member / Temp. Presiding Officer



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TABONTABON
-oOo-



OFFICE OF THE MUNICIPAL BUDGET OFFICER

December 01, 2023

The Honorable Sangguniang Bayan
Thru the Presiding Officer
Municipality of Tabontabon, Leyte

Sir:

Greetings!


Respectfully submitting herewith to the Honourable Sangguniang Bayan the herein Supplemental Budget No. 03 CY 2023 of the Local Government Unit of Tabontabon, Leyte for your favourable action. Please see attached sheet.

Please acknowledge receipt.

Very truly yours,


EMETERIO D. MALUPING
Municipal Budget Officer

Noted:


HON. EFREN D. REDONA
Municipal Mayor

Local Budget Preparation Form No. 8

STATEMENT OF FUNDING SOURCES
(Supplemental Budget No. 03)
Fiscal Year 2023

TABONTABON, LEYTE
Municipality/Province

GENERAL
Fund/Special Account

Particulars 1	Account Classification 2	Amount 3
1.0 New Revenue Sources		
Tax Revenue		
Loan Proceeds		
2.0 Actual Collections in Excess of the Estimated Income		
3.0 Savings		
4.0 Realignment		
5.0 Reversion	MOOE	1,770,000.00
Total Estimated Income		1,770,000.00

Certified Correct:


LUCAS DONDON B. BIBAR III
Municipal Treasurer


LEONARDO M. ENCINA
Municipal Accountant

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of November 2023

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Maintenance & Other Operating Expenses					
<i>Office of the Municipal Mayor</i>					
Procurement of various office supplies of Municipal Mayor's Office	Office Supplies Expenses	100,000.00	34,352.21	65,647.79	34,548.28
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	400,000.00	196,410.84	203,589.16	120,612.24
Payment for the cost of water consumed in government operations/projects	Water Expenses	50,000.00		50,000.00	50,000.00
Fund for the purchase of materials and supplies for the repair and maintenance on road networks, parks, plazas and other infrastructure assets	Repairs & Maintenance-Infrastructure Assets	100,000.00		100,000.00	100,000.00
Fund for the supplies and materials for the repairs and maintenance of Municipal Building and other structures	Repairs & Maintenance-Buildings and Other Structures	50,000.00		50,000.00	50,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	50,000.00	9,535.00	40,465.00	40,465.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	200,000.00	129,491.80	70,508.20	45,042.92
Purchase of other supplies and materials to respond the needs of the office	Other Supplies and Materials Expense	100,000.00	50,800.00	49,200.00	30,000.00
Attend Travel for the Local Finance Committee related to financial matters of the locality	Traveling Expenses - Local	200,000.00	32,000.00	168,000.00	168,000.00
Fuel to be used for the operation of Project Monitoring Program	Fuel, Oil and Lubricants Expenses	10,000.00		10,000.00	10,000.00
<i>Office of the Municipal Vice-Mayor</i>					
Fund for the delivery/transmission of official messages, mails, documents, records and the likes	Postage and Courier Services	5,000.00		5,000.00	5,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	4,400.00	15,600.00	15,600.00
Procurement of various office supplies of Municipal Vice Mayor's Office	Office Supplies Expenses	38,652.52	772.95	37,879.57	37,879.57
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	10,000.00		10,000.00	10,000.00
<i>Office of the SB</i>					
Attending seminar and training for efficient and effective better governance of Mun. Officials and capacitated employees	Traveling Expenses - Local	1,217,942.70	1,051,610.32	166,332.38	166,332.38
Procurement of various office supplies of the SB Office	Office Supplies Expenses	100,000.00	70,039.34	29,960.66	29,960.66
<i>Office of the Sec. to the SB</i>					
Procurement of various office supplies of SB Sec. Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
Publication of Municipal Ordinances of the Municipality	Advertising Expense	70,000.00		70,000.00	50,000.00
<i>MPDC Office</i>					
Procurement of various office supplies of MPDC Office	Office Supplies Expenses	20,000.00	863.60	19,136.40	19,136.40
<i>MCR Office</i>					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	50,000.00	44,857.00	5,143.00	5,143.00
<i>Municipal Accounting Office</i>					
Procurement of various office supplies of Acctg. Office	Office Supplies Expenses	20,000.00	5,438.10	14,561.90	14,561.90

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of November 2023

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Municipal Treasurer's Office					
Procurement of various office supplies of Treasurer's Office	Office Supplies Expenses	40,000.00	595.84	39,404.16	30,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	3,000.00		3,000.00	500.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	10,000.00		10,000.00	4,500.00
Procurement of Accountable forms to be used for the operation of the LGU	Accountable forms	20,000.00		20,000.00	10,000.00
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	15,000.00	3,392.00	11,608.00	10,000.00
Municipal Assessor's Office					
Payment for the cost of telephone expenses to be used for the operation of the office	Telephone Expenses	30,000.00	16,250.00	13,750.00	11,250.00
Procurement of various office supplies of Assessor's Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
BAC Office					
Procurement of various office supplies of BAC Office	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
BFP Office					
Procurement of various office supplies of BFP Office	Office Supplies Expenses	10,000.00	1,008.60	8,991.40	8,991.40
COA Office					
Attending seminar and training for COA Personnel	Traveling Expenses - Local	10,000.00	2,250.00	7,750.00	7,750.00
MDRRM Office					
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	20,000.00		20,000.00	20,000.00
Procurement of various office supplies of MDRRM Office	Office Supplies Expenses	12,000.00	50.40	11,949.60	11,949.60
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	10,000.00	9,928.40	71.60	71.60
PNP Office					
Procurement of various office supplies of PNP Office	Office Supplies Expenses	10,000.00	152.32	9,847.68	9,847.68
Purchase of fuel, oil and lubricants in connection with government operations/projects	Fuel, Oil and Lubricants Expenses	22,000.00	19,350.25	2,649.75	2,649.75
MLGOO Office					
Procurement of various office supplies of MLGOO Office	Office Supplies Expenses	10,000.00	128.97	9,871.03	9,871.03
Mun. Health Office					
Payment for the cost of telephone expenses to be used for the operation of the office	Telephone Expenses	65,000.00	27,500.00	37,500.00	30,000.00
Procurement of various office supplies of RHU Office	Office Supplies Expenses	30,000.00		30,000.00	20,000.00
Food Supplies for COVID Response and Vaccination Program	Food Supplies Expenses	35,000.00		35,000.00	35,000.00
Purchase of Drugs and Medicines issued to end user	Drugs and Medicines Expenses	200,000.00		200,000.00	200,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	150,000.00	48,624.64	101,375.36	10,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	50,000.00		50,000.00	20,000.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of November 2023

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Fund for the supplies and materials for the repairs and maintenance health centers; and other structures	Repairs & Maintenance-Buildings and Other Structures	60,000.00	4,249.00	55,751.00	15,000.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance-Transportation Equipment	100,000.00	37,230.00	62,770.00	12,770.00
MSWD Office					
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00		10,000.00	10,000.00
Fund for the supplies and materials for the repairs and maintenance of MSWD Office and other structures	Repairs & Maintenance-Buildings and Other Structures	50,000.00		50,000.00	50,000.00
Procurement of various office supplies of MSWD Office	Office Supplies Expenses	20,000.00		20,000.00	20,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	56,000.00	54,228.00	1,772.00	1,772.00
Attend travel related to the Recovery & Reintegration Program for Trafficked Persons	Traveling Expenses - Local	10,000.00		10,000.00	10,000.00
Attend travel related to the Marriage Counseling & other related services for the Family and Community Welfare Program	Traveling Expenses - Local	15,000.00		15,000.00	15,000.00
Mun. Agriculture's Office					
Fund for the supplies and materials for the repairs and maintenance of the office and other structures	Repairs & Maintenance-Buildings and Other Structures	31,942.60	21,350.00	10,592.60	10,592.60
Procurement of various office supplies of Agriculture's Office	Office Supplies Expenses	20,000.00	353.01	19,646.99	19,646.99
Procurement of vaccine Supplies	Animal/Zoological Supplies Expenses	30,000.00	29,255.00	745.00	745.00
Fund for the purchase of fertilizers, pesticides and agricultural supplies issued in government operations/projects.	Agricultural and Marine Supplies Expenses	25,000.00		25,000.00	25,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	12,500.00	7,500.00	7,500.00
Fuel for the Monitoring & Evaluation of Projects for the extension support, education and training programs	Fuel, Oil and Lubricants Expenses	35,000.00		35,000.00	35,000.00
Mun. Engineering Office					
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00		10,000.00	10,000.00
Procurement of various office supplies of Engineering Office	Office Supplies Expenses	15,000.00		15,000.00	15,000.00
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	50,000.00	22,690.00	27,310.00	27,310.00
TOTAL ESTIMATED INCOME		4,151,537.82	1,941,657.59	2,209,880.23	1,770,000.00

WE HEREBY CERTIFY jointly that the above statement of funds for reversion is true and correct.

Local Finance Committee:

LUCAS DONDON B. BIBAR III
Municipal Treasurer

EMETERIO D. MALUPING
Municipal Budget Officer

LEONARDO M. ENCINA, CPA
Municipal Accountant

ENGR. ROGER S. RAMOS
MPDC

Noted:

MDM. EFREN D. REDOÑA
Municipal Mayor

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Tabontabon, Leyte

Supplemental Budget No. 003 CY 2023

Implementing Office	Particulars/Purpose	AIP REF. CODE	Object of Expenditure	Account Code	Total
Office of the Municipal Mayor	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-001	Other Personnel Benefits	5-01-04-990	240,000.00
Office of the Mun. Vice Mayor	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-002	Other Personnel Benefits	5-01-04-990	60,000.00
Office of the SB	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-003	Other Personnel Benefits	5-01-04-990	300,000.00
Office of the SB Secretary	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-004	Other Personnel Benefits	5-01-04-990	120,000.00
MPDC Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-009	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Budget Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-008	Other Personnel Benefits	5-01-04-990	60,000.00
Municipal Accounting Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-007	Other Personnel Benefits	5-01-04-990	60,000.00
Municipal Treasurer's Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-005	Other Personnel Benefits	5-01-04-990	150,000.00
MCR Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-012	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Assessor's Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-006	Other Personnel Benefits	5-01-04-990	30,000.00
MDRRM Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-3-01-001-015	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Health Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-200-3-01-011	Other Personnel Benefits	5-01-04-990	240,000.00
MSWD Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-500-3-02-005	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Agriculture's Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	8000-3-02-003	Other Personnel Benefits	5-01-04-990	120,000.00
ME Office	Personal Services				
	Grant of Collective Negotiation Agreement Incentive (ÇNA)	8000-3-01-010	Other Personnel Benefits	5-01-04-990	30,000.00
	GRAND TOTAL				1,770,000.00

Prepared by:


EMETERIO D. MALUPING
Municipal Budget Officer

Approved:


HON. EFREN D. BEDORA
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TABONTABON
-oOo-

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Supplemental Budget No. 03 for CY 2023 of the Local Government Unit of Tabontabon, Leyte with a total appropriation of One Million Seven Hundred Seventy Thousand Pesos (Php 1,770,000.00) has an available cash back up for supplementation,

WE FURTHER CERTIFY that the fund source of the FY 2023 CNA Incentives was not taken from balances of allotments for programs/projects/activities which were later discontinued or deferred and released allotments intended for acquisition of goods and services to be distributed/delivered to or to be used by agency clients.

THIS CERTIFICATION is issued in support for the Collective Negotiation Agreement (CNA) Incentive and Productivity Enhancement Incentive (PEI) for FY 2023 of the Local Government Unit of Tabontabon, Leyte.

Issued this 30th day of November 2023 at Tabontabon, Leyte.


LUCAS DONDON B. BIBAR III
Municipal Treasurer


LEONARDO M. ENCINA
Municipal Accountant



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TABONTABON

-oOo-

Local Finance Committee

CERTIFICATION


TO WHOM IT MAY CONCERN:


THIS IS TO CERTIFY that the Local Government Unit of Tabontabon had an accomplishment of 96% as of September 30, 2023 with regards to the implementation of programs, projects and activities reflected in the approved budget for FY 2023, in which PPAs were identified as well in the Annual Investment Program of the municipality.

THIS CERTIFICATION is issued in support for the Collective Negotiation Agreement Incentive for FY 2023 of the Local Government Unit of Tabontabon, Leyte.

Issued this 30th day of November 2023 at Tabontabon, Leyte.


LUCAS DONDON B. BIBAR III
Municipal Treasurer


EMETERIO D. MALUPING
Municipal Budget Officer


LEONARDO M. ENCINA
Municipal Accountant


ENGR. ROGER S. RAMOS
MPDC

Approved by:


HON. EREN D. REDOÑA
Municipal Mayor

Republic of the Philippines
Municipality of Tabontabon
-o0o-

LOCAL FINANCE COMMITTEE

CERTIFICATE OF SAVINGS

This is to certify that according to our records on file in this office, Municipality of Tabontabon has a Maintenance and Other Operating Expenses savings from various offices for the period from January to November 2023 amounting to One Million Seven Hundred Seventy Thousand Pesos (Php 1,770,000.00) breakdown as follows:

Office	Communication Expenses	Repairs & Maintenance	Supplies & Materials Expenses	Travelling Expenses	Utility Expenses	Advertising Expenses	Total
Municipal Mayor's Office		235,507.92	74,548.28	288,612.24	50,000.00		648,668.44
Vice Mayor's Office	5,000.00	15,600.00	47,879.57				68,479.57
SB Office			29,960.66	166,332.38			196,293.04
SB Secretary Office			10,000.00			50,000.00	60,000.00
MCR Office				5,143.00			5,143.00
Mun. Assessor's Office	11,250.00		10,000.00				21,250.00
MDRRM Office		20,000.00	12,021.20				32,021.20
BAC Office			10,000.00				10,000.00
Mun. Agriculture's Office		18,092.60	80,391.99				98,484.59
Mun. Engineering Office		10,000.00	15,000.00	27,310.00			52,310.00
MPDC Office			19,136.40				19,136.40
Accounting Office			14,561.90				14,561.90
BFP Office			8,991.40				8,991.40
MLGOO Office			9,871.03				9,871.03
PNP Office			12,497.43				12,497.43
COA Office				7,750.00			7,750.00
MSWD Office		60,000.00	20,000.00	26,772.00			106,772.00
Mun. Treasurer's Office		5,000.00	50,000.00				55,000.00
Mun. Health Office	30,000.00	47,770.00	255,000.00	10,000.00			342,770.00
TOTAL	46,250.00	411,970.52	679,859.86	531,912.62	50,000.00	50,000.00	1,770,000.00

We further certify that the FY 2023 Maintenance and Other Operating Expenses (MOOE) savings generated as fund source for payment of FY 2023 Collective Negotiation Agreement (CNA) Incentive were due to accomplishing performance targets at lesser cost in attaining more efficient and viable operations through cost-cutting measures and system improvement of the municipality.


EMETERIO D. MALUPING
Municipal Budget Officer


LEONARDO M. ENCINA
Municipal Accountant


LUCAS BONDON B. BIBAR III
Municipal Treasurer

Noted by:


HON. FREN D. REDONA
Municipal Mayor

Report on the Payment
of Collective Negotiation Agreement (CNA) Incentive For
FY 2023

Department/Agency: LGU Tabontabon

I. If CNA Incentive Was Granted

Total Amount Paid for the CNA Incentive:

Number of Qualified Personnel	
Regular	59
Contractual	-
Casual	-
Total	<u>59</u>
Rate of CNA Incentive for old (59)	30,000.00
Rate of CNA Incentive for new regular	
Total Amount Paid	

Fund Sources:


Objectives of Expinditures

<u>Communication Expenses</u>	46,250.00
<u>Repairs & Maintenance</u>	411,970.52
<u>Supplies & Materials Expenses</u>	679,859.86
<u>Travelling Expenses</u>	531,919.62
<u>Utility Expenses</u>	50,000.00
<u>Advertising Expenses</u>	50,000.00
Total	<u>1,770,000.00</u>

II. If the CNA Incentive Was Not Granted

Please site reasons for non-grant

Submitted by:


MARY LORELEI S. CONDE
HRMO-Designate 12/11/23

Certified Correct:


HON. EFREN D. REDONA
Agency Head

**STATEMENT OF RECEIVABLES FOR COLLECTIVE NEGOTIATION AGREEMENT
(CNA)**

NAME/OFFICE	CNA
Office of the Municipal Mayor	
1. Efren D. Redona	
2. Germaine Feliz Ayn R. Gonzales	30,000.00
3. Aniceto C. Narca, Jr.	30,000.00
4. Edelina L. Balderian	30,000.00
5. Eduardo B. Belarmino	30,000.00
6. Sisinia C. Calibo	30,000.00
7. Orlando A. Guibao	30,000.00
8. Stella M. Inalisan	30,000.00
Sub-Total	30,000.00
Office of the Mun. Vice Mayor	240,000.00
1. Ponciano R. Justimbaste Jr.	
2. Sheryl P. Orel	30,000.00
Sub-Total	30,000.00
Office of the SB	60,000.00
1. Mervin M. Lobrigo	
2. Danilo E. Balais	30,000.00
3. Dennis L. Balderian	30,000.00
4. Herman I. Bibar	30,000.00
5. Jerry Gwen L. Conde	30,000.00
6. Francisco M. Fernandez	30,000.00
7. Jinky E. Gamez	30,000.00
8. Jeric Dan S. Redoña	30,000.00
9. Mylene Ladan	30,000.00
10. Frances Gadon	30,000.00
Sub-Total	30,000.00
Office of the Sec. to the SB	300,000.00
1. Maria Corazon E. Bautista	
2. Ma. Dulce Corazon E. Martinez	30,000.00
3. Emily B. Bea	30,000.00
4. Roy R. dela Cruz	30,000.00
Sub-Total	30,000.00
MPDC Office	120,000.00
1. Roger S. Ramos	
2. Alex U. Verzosa	30,000.00
3. Claudiano B. Caindoy	30,000.00
Sub-Total	30,000.00
Office of the MCR	90,000.00
1. Mary Lorelei S. Conde	
2. Apolonio S. Martinez	30,000.00
3. Edna A. Paroni	30,000.00
Sub-Total	30,000.00
Municipal Budget Office	90,000.00
1. Emeterio D. Maluping	
2. Joselito B. Advincula	30,000.00
Sub-Total	30,000.00
Municipal Accounting Office	60,000.00
1. Leonardo M. Encina	
2. Michelle N. Tiozon	30,000.00
Sub-Total	30,000.00
Municipal Treasurer's Office	60,000.00
1. Lucas Dondon B. Bibar III	
	30,000.00

D. Cruz

2. Virginia C. Labitao	30,000.00
3. Claudia R. Cinco	30,000.00
4. Allan C. Sayong	30,000.00
5. Darwin G. Anover	30,000.00
Sub-Total	150,000.00
Municipal Assessor's Office	
1. Lilia E. Logronio	30,000.00
Municipal Health Office	
1. Rosal E. Cinco-Caimoy	30,000.00
2. Jennifer I. Bibar	30,000.00
3. Pearl Angelie C. Perante	30,000.00
4. Al A. Gabrieles	30,000.00
5. Jocelyn A. Nuevas	30,000.00
6. Nida M. Ninada	30,000.00
7. Noel G. Mondragon	30,000.00
8. Prudencio G. Gamez	30,000.00
Sub-Total	240,000.00
MSWD Office	
1. Teresita M. Estera	30,000.00
2. Lilia C. Luban	30,000.00
3. Maria Jesusa D. Geraldo	30,000.00
Sub-Total	90,000.00
Mun. Agriculture's Office	
1. Cherrie Gil G. Tagana	30,000.00
2. Cendy C. Advincula	30,000.00
3. Nestor S. Regorosa	30,000.00
4. Dennis G. Mondragon	30,000.00
Sub-Total	120,000.00
MDRRM Office	
1. Ma. Theresa P. Perigrino	30,000.00
2. Catherine Q. Adalla	30,000.00
3. Maryjane N. Ocaña	30,000.00
Sub-Total	90,000.00
ME Office	
1. Engr. Amelito C. Abanis	30,000.00
GRAND TOTAL	1,770,000.00

Prepared by:


EMETERIO D. MALUPING
 Municipal Budget Officer

COLLECTIVE NEGOTIATION AGREEMENT (CNA)

between the

LOCAL GOVERNMENT UNIT OF TABONTABON (LGU)

and the

TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA)

Effective March 2021 to March 2024

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Tabontabon

COLLECTIVE NEGOTIATION AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This Collective Negotiation Agreement (CNA) entered into and executed this 22nd day of March 2021 by and between:

The Local Government Unit of Tabontabon (LGU-Tabontabon), duly created by virtue of Executive Order No. 631 issued by then Pres. Elpedio Quirino on October 17, 1953, with principal office address at Brgy. III Bonifacio, Tabontabon, Leyte, represented by its *Municipal Mayor*, **Hon. Efren D. Redoña**, herein referred to as the "LGU".

-and-

The Tabontabon Local Employees Association (TabLEA), a legitimate employee's organization comprising the rank-and-file employees of the LGU Tabontabon with DOLE-CSC Certificate of Registration No. 2281 dated January 28, 2019, CSC Certificate of Accreditation No. 1421 dated February 23, 2021, represented by its *President*, **Mr. Allan C. Sayong**, with office address at Municipal Government of Tabontabon, Brgy. III Bonifacio, Tabontabon, Leyte, herein referred to as the "Association";

WITNESSETH:

WHEREAS, the 1987 Philippine Constitution recognizes the right of government workers to form unions and engage in collective negotiations, as embodied in the following provisions:

Article II, Section 18. The state affirms labor as a primary social economic force; it shall protect the rights of workers and promote their welfare;

Article III, Section 8. The right of self organization shall not be denied to government employees so long as the association is not contrary to the law; and

Article XIII, Section 3. The state shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making process affecting their rights and benefits as may be provided by law.

WHEREAS, Executive Order No. 180, issued on June 1, 1987 and CSC MC No. 55, s. 1990, provide that the term and conditions of employment or improvements thereof, except those that are fixed by law, may be subject of negotiations between duly recognized employees' organizations and appropriate government authorities;

WHEREAS, the LGU recognizes the right of employees to self-organization on the terms and conditions of work;

WHEREAS, the ASSOCIATION is duly accredited as the sole and exclusive collective negotiating agent of all rank-and-file employees of the LGU as herein defined under Article II;

WHEREAS, the LGU and the ASSOCIATION have mutually agreed to promote a working environment that is conducive to a harmonious relationship between them, an atmosphere that enhances employees' welfare and productivity, and a relationship that contributes to effective and efficient public service;

NOW, THEREFORE, for and in consideration of the foregoing and the stipulations hereunder set forth, the parties agree and bind themselves as follows:

ARTICLE I DECLARATION OF PRINCIPLES

Section 1. The LGU and the ASSOCIATION recognize the basic rights of all workers into a living wage, security of terms, career development, and humane working conditions.

Section 2. The LGU and the ASSOCIATION agree to observe policies regarding the rights of workers to self-organization, collective bargaining and negotiation and to concerted actions, in accordance with laws.

Section 3. The LGU shall not interfere with the establishment, organization, operation, peaceful concerted activities and administration of the ASSOCIATION, nor perform or cause the performance of such acts designated to place the ASSOCIATION under its control.

Section 4. The ASSOCIATION recognizes and respects the authority of the LGU in the implementation of existing laws governing the terms and conditions of employment in the government; establishment of office policies, guidelines, procedures, rules and regulations on such personnel actions as hiring, promotion, reassignment, termination as a result of disciplinary action; and the provision and maintenance of employee welfare and benefits provided under the law. The LGU Shall exercise at all times sound discretion and prerogative in accordance with law.

Section 5. The ASSOCIATION shall participate in the formulation of policies, plans and programs affecting the rights, career development, welfare and benefits of the employees and improvement of service to the public.

Section 6. The activities of the ASSOCIATION shall be in consonance with its Constitution and By-Laws and shall be consistent with the duty of government to provide effective and dependable public service, where it is paramount and shall not be prejudiced in any way.

Section 7. The LGU and the ASSOCIATION shall promote a progressive and harmonious relationship and uphold spirit of this agreement.

Section 8. The LGU shall include in its Annual Budget a provision for CNA Benefits for rank-and file employees including all other qualified employees in the LGU based on DBM guidelines and other issuances, sufficient to cover such cash and non-cash benefits to be enumerated in this Agreement;

ARTICLE II
SCOPE OF COVERAGE

Section 1. The parties hereby agree that this Collective Negotiation Agreement (CNA) covers all employees in the LGU, whether member or not in the association, regardless of rank, position or designation, and length of service, either permanent or contractual, who are employed by the LGU, including all other qualified officials covers on DBM guidelines and other legal issuances.

ARTICLE III
ASSOCIATION RECOGNITION, REPRESENTATION,
RIGHTS, AND PRIVILEGES

Section 1. The LGU recognizes the ASSOCIATION as the sole and exclusive representative of the LGU employees as defined in Article II.

Section 2. The LGU shall not discriminate any member of the employees due to membership in the ASSOCIATION, or any member, officers and/or duly authorized representative of the ASSOCIATION, for acts performed in accordance with laws or pursuant to this CNA.

Section 3. ASSOCIATION MEETING. The LGU shall allow the ASSOCIATION to hold the following meetings on official time, not to exceed the frequency, as indicated below:

- a. General Assembly : one (1) session, once a year
- b. Special General Assembly : one (1) session, maximum of two (2) sessions a year
- c. Regular quarterly meeting : four (4) sessions a year
- d. Special Meeting of officers and members: as the need arises
- e. Special Meeting of officers : as the need arises

Section 4. ASSOCIATION TIME-OFF PRIVILEGE. The LGU shall allow the ASSOCIATION officials, members, and/or its duly authorized representatives to perform and accomplish on official time their duties and responsibilities as members of the ASSOCIATION. They shall be intermittently and temporarily free from their official duties for the purpose of employee representation, in order to promote and enhance labor-management relations at all times and at all levels; provided that such association time-off privilege is within reasonable time limits and frequency not to hinder the delivery of services to their clientele nor prejudicial to the interest of the LGU, provided further that a notice is given the employees immediate supervisor before enjoying said time-off, provided finally that approval of said immediate supervisor is not necessary but just to ensure that said employee member seeking time-off has no pending assignment.

Section 5. ASSOCIATION OFFICE. As a form of assistance and an act of goodwill, the LGU shall allow the ASSOCIATION to utilize free of charge any available office space, furnitures, equipment, communication facilities, including but not limited to office supplies and materials necessary for its operations.

Section 6. USE OF FACILITIES. The LGU shall allow the TabLEA free use of LGU facilities such like gymnasium, conference halls and other facilities for its meeting and activities provided that said request is made at least three (3) days before such TabLEA activity, subject to the availability of the facility and the consent of the appropriate unit.

Section 7. TRANSPORTATION. The LGU shall, whenever possible, provide the TabLEA service vehicle for the use of its representatives when attending meetings called by any government agency or any duly accredited organization on matters concerning the welfare of the employees.

Section 8. INFORMATION DISSEMINATION. The Table shall be allow the use of bulletin boards available in strategic area within the LGU for dissemination of information.

Section 9. LIST OF NEW EMPLOYEES. Upon request by the Table, the LGU through the HRMO shall provide the Table with the list of newly hired employees, whether permanent, temporary, casual, or contractual.

Section 10. COMMITTEE REPRESENTATION. The Table shall be represented in committees, especially those which involve working conditions, hour of work, compensation, benefits both monetary and non-monetary and grievances and disputes involving its members. These Committees are, but not limited to the following:

- a. Personnel Selection Board (PSB)
- b. Grievance Committee
- c. Staff and Development Committee
- d. Performance Evaluation Review Committee (PERC)
- e. Community Affairs Committee
- f. Committee on Decorum and Investigation (CODI)
- g. Bids and Awards Committee
- h. Anti- Sexual Harassment Committee, and
- i. Other committees that are existing or may be created in the future which affect the welfare of the employees

Pursuant to CSC MC No. 3.s. 2001 as amended by CSC MC No. 4 s. 2005, the function of the PSB shall be to assist the LGU in the judicious and objective selection of candidates for appointment in accordance with the approved Merit Selection Plan. Hence, the duties and functions of the PSB shall be assessorial and not recommendatory in nature.

In the case of BAC, the ASSOCIATION representative who has technical expertise relevant to the procurement at hand shall sit as observer.

Section 11. SOCIO-ECONOMIC PROJECTS. The LGU shall provide support to the Table in the latter's efforts to undertake socio-economic projects and income generating activities that will redound to the benefits of the Table, its members, and other employees; provided that these are not contrary to existing laws and regulations including policies of the LGU. In this regard, the LGU shall allocate a parcel of its landholdings and other properties, and/or allow the free use of its structures, facilities and equipment by way of USUFRUCT for purposes of the latter venturing in livelihood projects such like in the establishment of EMPLOYEES CANTEEN OR CAFETERIA.

ARTICLE IV RECRUITMENT, PROMOTION, DISCIPLINE, AND TERMINATION OF EMPLOYEES

Section 1. The LGU shall strictly adhere to the principles enunciated in the Civil Service Commission policies, rules and regulations regarding recruitment, promotion, discipline, and termination of employees and strictly adopt laws, circulars and other similar orders of other agencies appertaining to the above mentioned circumstances. In this regard, a representative of the ASSOCIATION shall be a member of the Personnel Selection and Promotions Board for the first- and second-level employees respectively.

Section 2. LIST OF NEW EMPLOYEES. The LGU through its HRMO shall furnish the ASSOCIATION, upon proper request and representation, with a list of employees who have been issued new appointments/contracts for purposes of updating the association's membership.

**ARTICLE V
HEALTH AND SAFETY**

Section 1. SAFETY AND HEALTH REQUIREMENTS. The LGU shall observe and implement applicable laws, rules and regulations requiring safety, health, and sanitary working conditions and provide the same to the employees, such as but not limited to: (a) clean and potable drinking water; (b) proper air/floor space and office lighting and ventilation; (c) and, special facilities for persons with disabilities.

Section 2. ANNUAL PHYSICAL, MEDICAL, DENTAL EXAMINATIONS AND DRUG TEST. The LGU shall extend free annual physical, medical and dental examinations for all member and non-member employees as prescribed by law. In this regard, a competent medical and dental staff manning a well-equipped clinic/center shall be provided by the LGU.

Section 3. FIRST AID. A team of employees members shall be formed in the LGU and trained in first aid administration, they shall become member of the LGU rescue team.

**ARTICLE VI
COMMITMENT TO COST SAVING MEASURES**

Section 1. PLEDGE OF COMMITMENT. The ASSOCIATION commits to support the LGU in its austerity measures and systems improvement in achieving its established targets and programs at a lesser cost.

1. **MINIMIZE TRAVELS AND ATTENDANCE TO TRAININGS, SEMINARS AND CONFERENCES.** Only in extremely necessary cases should faculty be allowed and only one at a time except if so necessary and/or specified in the communication that more than one shall be required.

2. **SYNCHRONIZE OFFICIAL TRIPS TO MAXIMIZE THE USE OF SERVICE VEHICLES** as much as possible.

3. **ECONOMY IN THE USE OF WATER AND ELECTRICITY.** Lights and other conveniences using electricity and water faucets should be properly closed every after office hours. The heads of each department and janitors are held accountable for any misuse. In cases where computers, electric fans, other amenities are left open at night, the guards on duty can force open the rooms/offices to prevent the possible occurrence of fire.

4. **PRIORITIZATION OF NEEDS.** Requisitioning officers/department should see to it that the use of the supplies/materials should be properly identified and based on approved APP. Even projects should be properly categorized according to needs indicating therein the urgency in relation to existing programs/projects of the units.

5. **ECONOMY IN THE USE OF SUPPLIES AND MATERIALS.** The use of coupon bonds and other print materials, number of copies should be limited in preparing communications following approved standard. The use of recycled bond paper and other office supplies and materials is strictly enjoined for internal communications.

6. **STRICT OBSERVANCE OF PUNCTUALITY AND OFFICIAL TIME.**

**ARTICLE VII
EMPLOYEES CAREER DEVELOPMENT, SOCIAL
AND SPORTS DEVELOPMENT**

Section 1. EMPLOYEES DEVELOPMENT. The LGU shall ensure and promote employees development programs which shall include but not limited to fellowships, and attendance in conferences, conventions, seminars, workshops, trainings and other similar development programs which the LGU may deem necessary; subject to availability of funds, and in accordance with accounting and auditing rules and regulations.

Section 2. The LGU shall provide support to the ASSOCIATION in the conduct of an annual training or seminar for employees for the purpose of enlightening them of their rights, privileges, obligations, and responsibilities under the law and this CNA, and shall be allowed to attend such like in capability-building programs, including leadership training in trade unionism, workers' congresses and familiar activities conducted by government agencies and non-government organizations for public sector unions subject to availability of funds. Attendance in such training or seminar shall be on official time.

Section 3. The LGU shall allocate sufficient budget to ensure that Human Resource Development (HRD) programs, such as trainings are provided to employees in accordance with Sec. 1(a.5) of AO No. 103, s. 2004; subject to accounting and auditing rules and regulations.

Section 4. Subject to the provisions of the General Appropriations Act (GAA), the LGU and the ASSOCIATION shall jointly implement sports development and recreational programs to enhance the physical and mental well-being of the employees. The LGU shall set through an office circular 3:00 o'clock to 5:00 o'clock in the afternoon every last Friday of the month as physical fitness time except on occasions when the employee are required to attend to an official business, on leave of absence and other justifiable reasons. It shall likewise provide the necessary physical fitness, sport and/or recreational equipment and facilities for use free of charge.

Section 5. Subject to the provisions of the GAA, the LGU and the ASSOCIATION shall jointly implement annual office outings or excursions, periodic social and team building programs for employees social development. The LGU shall source out funds for such programs and activities, subject to availability of funds.

**ARTICLE VIII
ASSOCIATION SECURITY**

Section 1. MEMBERSHIP IN THE ASSOCIATION. All employees of the LGU who are permanent as of the date of signing of this CNA are qualified for ASSOCIATION membership.

Section 2. MEMBERS MONETARY OBLIGATION TO THE ASSOCIATION. Upon receipt of a written authorization from the members of the ASSOCIATION, the Disbursing/Releasing Officer shall deduct the corresponding ASSOCIATION dues, assessments, fines, and other deductions from the salaries/wages/incentives of its members based on the terms of payment as approved by the ASSOCIATION Officers. All deductions shall be remitted to the ASSOCIATION treasurer as soon as possible but not later than ten (10) working days after the deductions are made.

Section 3. ORGANIZATIONAL RELATIONS. The ASSOCIATION shall be a partner of the LGU in evolving development programs/projects of the latter on issues and concerns provided under EO No. 180, s. 1987, and implementing rules and regulations. As partner-in-development, the ASSOCIATION shall advocate change for growth, progress and full development of the LGU and its employees.

Section 4. The LGU shall require ASSOCIATION MEMBERS who will retire, transfer and/or resign to secure a clearance from the latter for property and monetary accountabilities.

ARTICLE IX EMPLOYEE WORKLOAD AND WORK SCHEDULE

Section 1. Punctuality is an important quality of a professional staff. Each employee shall render 8 hours of work services a day from 8:00 o'clock in the morning to 12:00 noon and 1:00 o'clock to 5:00 o'clock in the afternoon, Monday to Friday, as prescribed in the CSC policies, rules and regulations. Employees shall be required to keep records of their attendance using the Daily Time Record. In an instance of using machine like Bundy clock or biometric machines, it shall be placed in a strategic place convenient to all employees where their health and safety are not being compromised, such like in the municipal main building.

Section 2. Regular employee members rendering official duties in excess of regular workload and hours of service and who are required to perform their regular functions on Saturdays, Sundays or holidays due to exigency of service shall, be granted compensatory time-off in lieu of overtime service rendered without pay, in case where funds are not available, in accordance with the Joint CSC-DBM Circular No. 2, s. 2002.

For field workers/extension workers that would require a staff to go directly on field first thing in the morning and/or in an eleventh hour, due consideration may be given for convenience & accessibility. In such instances, the staff need not report to the office anymore to log in/out his attendance for as long as this is with due approval from his/her immediate supervisor and be considered his/her travel official.

Section 3. FLEXI-TIME SCHEDULE. The LGU shall allow flexible working hours for employee so that they can perform their functions in accordance with CSC policies, rules and regulations.

Flexi-time may be implemented on a case to case basis upon the discretion of the management. The Administrative Officer however, has to ensure as well that every department is properly manned during office hours.

ARTICLE X LEAVE PRIVILEGES OF EMPLOYEES

Section 1. MATERNITY/PATERNITY LEAVE. The LGU shall grant sixty (60) days maternity and seven (7) days paternity leaves to qualified employees as mandated by law and CSC policies, rules and regulations.

Section 2. REHABILITATION LEAVE FOR JOB-RELATED INJURIES. The LGU shall ensure the implementation of rehabilitation leave for work-related injuries in accordance with Joint CSC-DBM Circular No. 1, s. 2006 and relevant CSC circulars. Absence during any period of disability in such occasion shall be on full pay, but not to exceed six (6) months, and shall not be charged against the sick leave or vacation leave of the employee, if there are any.

Section 3. SPECIAL LEAVE PRIVILEGES. Upon proper application and approval, subject to existing rules and regulations under CSC MC No. 6, s. 1996, the LGU shall grant its officials and employees the following non-cumulative leave privileges:

- A) Five (5) days Burial or Mourning Leave in case of death of the legitimate spouse or any legitimate child, parents, brothers or sisters and/or immediate members of the family;
- B) One (1) day Birthday Leave;
- C) Two (2) days Enrolment Leave;
- D) Two (2) days Graduation Leave;
- E) Two (2) days Hospitalization Leave for Immediate members of the family;
- F) Three (3) days Wedding and Honeymoon Leave;
- G) One (1) day Wedding Anniversary Leave;
- H) Two (2) days Relocation Leave;
- I) Two (2) days Emergency Leave in cases of actual emergencies such as typhoons, floods and other natural and/or manmade disaster or calamities;
- J). One (1) day Death Anniversary of spouse, children, parents, brothers or sisters, nephews or nieces, grandparents & grandchildren.

ARTICLE XI GRIEVANCE MACHINERY/SETTLEMENT

Section 1. The LGU and the ASSOCIATION hereby agree to operationalize the Grievance Machinery pursuant to CSC MC No. 02, s. 2001 and in accordance with the Omnibus Rules Implementing Book V of EO 292, for the purpose of strengthening employee-management relations and resolving conflicts at the lowest possible level of the LGU.

Section 2. The LGU shall take disciplinary action against employees only for just and proven cause and upon the observance of the principles of due process.

ARTICLE XII ECONOMIC BENEFITS

Section 1. CNA YEAR-END INCENTIVE BONUS. In accordance with law, rules and regulations, the LGU shall release a CNA Year-End Incentive Bonus to all member and non-member employees regardless of length of service or nature of employment as stated under Section 1 of Article II hereof, in the sum/amount subject to the provisions prescribed by the Department of Budget and Management. The Incentive shall be released on or before the first week of December and every year thereafter and/or pursuant to DBM circulars and other issuances.

In the case of non-member employees' and to who benefits from the terms of the collective negotiation agreement shall pay an AGENCY FEE to the organization which to be deducted an equivalent to the dues and other fees paid by members of the sole and exclusive collective negotiating agent.

Section 2. OTHER BENEFITS. The LGU hereby agrees to grant and release to all member employees the other economic and non-economic benefits.

2.1 Loyalty Award in the amount of One Thousand pesos (P1,000.00) for every year of service starting on the 10th year or in a lump sum amount of Ten Thousand Pesos (P 10,000.00 every other 10th year;

ARTICLE XIII SOURCE OF FUNDING FOR CNA INCENTIVES AND OTHER BENEFITS

The LGU shall allocate the sum to be identified by the Local Finance Committee in its Annual Budgetary Plan, to cover both the incentives and other benefits provided for in this Agreement, without prejudice to the allocation of additional funds from the annual savings that are generated during the life of the CNA. Where the savings refer to such balances of the agency's released allotment for the year, free from any obligation or

**ARTICLE XIV
IMPLEMENTATION AND MONITORING SCHEME**

Section 1. INTERPRETATION. If there is any conflict between the provisions of this Agreement and any rules and regulations promulgated by the LGU, the former shall prevail. However, enforceability of this Agreement may be modified by the passage of amendatory laws or by issuances of duly constituted higher authorities.

Section 2. ASSOCIATION-MANAGEMENT COORDINATING COMMITTEE

For the smooth implementation of this CNA, an Association-Management Coordinating Committee shall be created to be composed of three (3) representatives from each party. The following shall be the functions and responsibilities of the committee:

- a) Monitor the implementation of this Collective Negotiation Agreement, and report conflicts or problems in its implementation.
- b) Recommend solutions to controversies or conflicts arising from the interpretation and/or enforcement of this agreement.

**ARTICLE XV
ENTIRETY AND MODIFICATION CLAUSE**

The LGU and the ASSOCIATION agree that the terms and provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations or agreements, either verbal or written, between the parties with respect to the subject matter herein. Both parties agree that all items have been discussed during the negotiations leading to this Agreement and, therefore agree that negotiations will not be reopened on any item during the life of this Agreement except by mutual consent in writing or as otherwise provided herein.

**ARTICLE XVI
SEPARABILITY CLAUSE**

If any provision on this Agreement is held contrary to law or declared invalid by any court of competent jurisdiction, or subsequently modified or amended by mutual consent of the parties, the remaining provisions thereof shall continue to be valid and effective.


**ARTICLE XVII
EFFECTIVITY AND CONTINUITY CLAUSE**

Section 1. EFFECTIVITY. This Agreement shall become effective immediately after its signing and ratification by the majority of the employees in the Collective Negotiation Unit and shall remain in full force and effect for a period of three (3) years.

Section 2. RENEGOTIATION. Both parties agree to meet not later than sixty (60) calendar days prior to the expiration of this Agreement for the purpose of negotiating a new agreement to govern the parties. Subject to the observance of the other party's rights during the freedom period, the provisions of this Agreement, including modifications or amendments thereof, shall remain in force and effect until a new collective negotiation agreement shall have been concluded and executed by the parties.

IN WITNESS WHEREOF, the parties, by their authorized representatives, have hereunto signed this Agreement this 22nd day of March 2021 in Tabontabon, Leyte, Philippines.

FOR THE
LOCAL GOVERNMENT UNIT


HON. EFREN D. REDOÑA
Municipal Mayor - LGU Tabontabon

FOR THE TABONTABON LOCAL
EMPLOYEES ASSOCIATION (TabLEA)


MR. ALLAN C. SAYONG
President - TabLEA

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
Province of Leyte) S.S.
Municipality of Tabontabon)

BEFORE ME, a Notary Public, for and within Tabontabon Leyte, personally appeared the following:

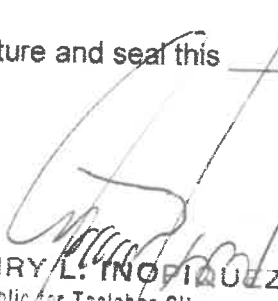
NAME	CTC No.	DATE/PLACE OF ISSUE
HON. EFREN D. REDOÑA	17786901	Jan. 4, 2021 / Tabontabon, Leyte
MR. ALLAN C. SAYONG	17786928	Jan. 4, 2021 / Tabontabon, Leyte

Known to me to be the same persons who executed the foregoing COLLECTIVE NEGOTIATION AGREEMENT (CNA) and acknowledged to me that the same is their free and voluntary act and deed.

IN WITNESS WHEREOF I have here unto affixed my signature and seal this 10th day of June 2021 at Tacloban City

Doc. No.
Page No.
Book No.
Series of 2021

275
56
VIII


ATTY. HENRY L. INOPITUEZ
Notary Public for Tacloban City
Notarial Commission No. 2020-02-54
Expires on December 31, 2021
2F Filipino-Chinese Chamber of Commerce Bldg.
Justice Romualdez Str., Tacloban City
Roll of Attorney No. 70415
IBP No. 143044, 1-06-2021, Layte Chapter
PTR No. 4227133, 1-04-2021, Tabontabon, Leyte

Republic of the Philippines
TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA)
Municipal Hall, Brgy. III Bonifacio, Tabontabon, Leyte
DOLE & CSC COR No. 2281
CSC COA No. 1421
CSC COR CNA No. 2235
-oOo-

EXCERPTS FROM THE MINUTES OF THE REGULAR BOARD MEETING OF TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA), MUNICIPAL HALL, BRGY. III BONIFACION, TABONTABON, LEYTE HELD ON NOVEMBER 24, 2023 AT 9:00 O'CLOCK IN THE MORNING, AT THE MSWD OFFICE – CRISIS CENTER TABONTABON, LEYTE.

TABLEA RESOLUTION NO. 001 – Series of 2023

A RESOLUTION REQUESTING THE MANAGEMENT THRU THE LOCAL CHIEF EXECUTIVE OF TABONTABON, LEYTE HONORABLE EFREN DIAZ REDOÑA TO GRANT AND APPROVE FOR THE RELEASE OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023.

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* with *DOLE & CSC Certificate of Registration No. 2281* issued on January 28, 2019 and with CSC Certificate of Accreditation No. 1421 issued on February 23, 2021 is the only registered rank-and-file employees' organization at Tabontabon Municipal Government, Tabontabon, Leyte;

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* has a *Collective Negotiation Agreement (CNA)* executed between the management and the employees organization accredited by the *Civil Service Commission (CSC)* with *Certificate of Registration – Collective Negotiation Agreement No. 2235* with the period of its effectivity from *March 23, 2021* to *March 22, 2024*;

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* is requesting the Management thru the Local Chief Executive of Tabontabon, Leyte *Hon. Efren Diaz Redoña* to grant and approve for the release of the *Collective Negotiation Agreement (CNA) Incentive for FY 2022*;

WHEREAS, pursuant to the *Department of Budget and Management (DBM) Budget Circular No. 2023-1* dated November 10, 2023 re "*Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023*" is the bases for the grant of CNA Incentive to both management and employees;

WHEREAS, the rate of the CNA Incentive shall not exceed *Php 30,000.00* per qualified employee as stipulated in the above DBM-Budget Circular under its Policy Guidelines, Paragraph No. 4.2.3;

2

2

NOW THEREFORE, on motion by Emily B. Bea, TabLEA Auditor and duly seconded by all officers and members present, BE IT RESOLVE AS IT IS HEREBY RESOLVED, TO REQUEST THE MANAGEMENT THRU THE LOCAL CHIEF EXECUTIVE OF TABONTABON, LEYTE HON. EFREN DIAZ REDOÑA TO GRANT AND APPROVE FOR THE RELEASE OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023;

RESOLVED FURTHER, that copies of this resolution be furnished to the Office of the Municipal Mayor, Municipal Budget and Accounting Office and to all concerned for their information, guidance and appropriate action;

I HEREBY CERTIFY to the correctness of this foregoing resolution.

Done this 24^h day of November, 2023 at Tabontabon, Leyte.



CENDY C. ADVINCULA
TabLEA Secretary

Concurred: 
AL A. GABRIELES
TabLEA Vice President


VIRGINIA C. LABITAO
TabLEA Treasurer


SISINIA C. CALIBO
TabLEA P.


EMILY B. BEA
TabLEA Bookkeeper


NIDA M. NIÑADA
TabLEA Auditor


DARWIN G. AÑOVER
TabLEA Business Manager

APPROVED:


ALLAN C. SAYONG
TabLEA President

REQUEST FOR CNA GRANTED and APPROVED


HON. EFREN DIAZ REDOÑA
Municipal Mayor

Republic of the Philippines
TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA)
Municipal Hall, Brgy. III Bonifacio, Tabontabon, Leyte
DOLE & CSC COR No. 2281
CSC COA No. 1421
CSC COR CNA No. 2235
-oOo-

EXCERPTS FROM THE MINUTES OF THE REGULAR BOARD MEETING OF TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA), MUNICIPAL HALL, BRGY. III BONIFACION, TABONTABON, LEYTE HELD ON NOVEMBER 24, 2023 AT 9:00 O’CLOCK IN THE MORNING, AT THE MSWD OFFICE – CRISIS CENTER TABONTABON, LEYTE.

TABLEA RESOLUTION NO. 001 – Series of 2023

A RESOLUTION REQUESTING THE MANAGEMENT THRU THE LOCAL CHIEF EXECUTIVE OF TABONTABON, LEYTE HONORABLE EFREN DIAZ REDOÑA TO GRANT AND APPROVE FOR THE RELEASE OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023.

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* with *DOLE & CSC Certificate of Registration No. 2281* issued on January 28, 2019 and with *CSC Certificate of Accreditation No. 1421* issued on February 23, 2021 is the only registered rank-and-file employees’ organization at Tabontabon Municipal Government, Tabontabon, Leyte;

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* has a *Collective Negotiation Agreement (CNA)* executed between the management and the employees organization accredited by the *Civil Service Commission (CSC) with Certificate of Registration – Collective Negotiation Agreement No. 2235* with the period of its effectivity from *March 23, 2021 to March 22, 2024*;

WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* is requesting the Management thru the Local Chief Executive of Tabontabon, Leyte *Hon. Efren Diaz Redoña* to grant and approve for the release of the *Collective Negotiation Agreement (CNA) Incentive for FY 2022*;


WHEREAS, pursuant to the *Department of Budget and Management (DBM) Budget Circular No. 2023-1* dated November 10, 2023 re “*Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023*” is the bases for the grant of *CNA Incentive to both management and employees*;

WHEREAS, the rate of the *CNA Incentive* shall not exceed *Php 30,000.00* per qualified employee as stipulated in the above *DBM-Budget Circular* under its *Policy Guidelines, Paragraph No. 4.2.3*;


NOW THEREFORE, on motion by Emily B. Bea, TabLEA Auditor and duly seconded by all officers and members present, BE IT RESOLVE AS IT IS HEREBY RESOLVED, TO REQUEST THE MANAGEMENT THRU THE LOCAL CHIEF EXECUTIVE OF TABONTABON, LEYTE HON. EFREN DIAZ REDOÑA TO GRANT AND APPROVE FOR THE RELEASE OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023;

RESOLVED FURTHER, that copies of this resolution be furnished to the Office of the Municipal Mayor, Municipal Budget and Accounting Office and to all concerned for their information, guidance and appropriate action;

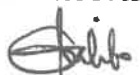
I HEREBY CERTIFY to the correctness of this foregoing resolution. Done this 24th day of November, 2023 at Tabontabon, Leyte.



CENDY C. ADVINCULA
TabLEA Secretary

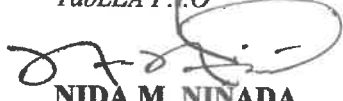
Concurred:


AL A. GABRIELES
TabLEA Vice President


VIRGINIA C. LABITAO
TabLEA Treasurer


SISINIA C. CALIBO
TabLEA P.I.O


EMILY B. BEA
TabLEA Bookkeeper


NIDA M. NINADA
TabLEA Auditor


DARWIN G. AÑOVER
TabLEA Business Manager

APPROVED:


ALLAN C. SAYONG
TabLEA President

REQUEST FOR CNA GRANTED and APPROVED


HON. EFREN DIAZ REDOÑA
Municipal Mayor



CERTIFICATE OF REGISTRATION
Collective Negotiation Agreement

No. 2235

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

**TABONTABON LOCAL EMPLOYEES ASSOCIATION
(TABLEA)**

and the

MUNICIPAL GOVERNMENT OF TABONTABON
Municipal Hall, Barangay III Bonifacio, Tabontabon, Leyte

having complied with the prescribed requirements in the abovementioned Rules is registered by the Commission and is binding between the parties thereof during the period of its effectivity from **March 23, 2021** to **March 22, 2024**.

Issued this **15th** day of **November** 2021 in Quezon City.


ALICIA dela ROSA - BALA
Chairperson

Attested by:


MA. THERESA C. FERNANDEZ
Acting Director IV
Human Resource Relations Office





CERTIFICATE OF ACCREDITATION No. 1421

TO WHOM IT MAY CONCERN:

This is to certify that the Civil Service Commission has duly accredited the

TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA)

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as the sole and exclusive negotiating agent of all rank-and-file employees in the

MUNICIPAL GOVERNMENT OF TABONTABON Municipal Hall, Barangay III Bonifacio, Tabontabon, Leyte

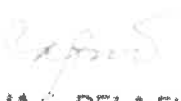
As such, it shall represent and bind them in any negotiation with management on terms and conditions of employment not fixed by law.

This Certificate may be cancelled by this Commission upon its own motion or upon petition by any adverse party for cause as provided by law and after due process.

Given this 23rd day of February 2021 in Quezon City.


AZICIA dela ROSA - BALA
Chairperson

Attested by


CECILIA S. DELA FUENTE
Director IV
Human Resource Relations Office

Republic of the Philippines



Department of Labor
and Employment



Civil Service
Commission

CERTIFICATE OF REGISTRATION

NO. 2281

TO WHOM IT MAY CONCERN:

This is to certify that the Department of Labor and Employment and the Civil Service Commission have registered

TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA)

Municipal Hall, Barangay III Bonifacio, Tabontabon, Leyte, 6504

PLACE OF OPERATION: **Tabontabon Municipal Government**
Municipal Hall, Barangay III Bonifacio, Tabontabon, Leyte, 6504

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Implementing Rules and Regulations Governing the Exercise of the Right of Government Employees to Self-Organization, thereby conferring upon it the right to be certified/accredited, subject to the conditions prescribed in said Executive Order and Implementing Rules, as the sole representative of the rank-and-file employees to negotiate for them, and to undertake activities not contrary to law or public policy for the furtherance of the interest of its members.

This Certificate of Registration shall subsist unless cancelled in the manner provided for by Executive Order No. 180 and its implementing rules.

IN WITNESS WHEREOF, we have hereunto affixed our signature, with the seals of the Department of Labor and Employment and the Civil Service Commission at Manila Philippines, this 28th day of January, 2019.


SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment


ALICIA dela ROSA-BALA

Chairperson

Civil Service Commission

Dept. of Labor & Employment
Office of the Secretary



030234

**Province of Leyte
Municipality of Tabontabon
OFFICE OF THE SANGGUNIANG BAYAN**

ID No. 9186

EXCERPTS FROM THE MINUTES OF THE 70TH REGULAR SESSION OF THE HONORABLE SANGGUNIANG BAYAN OF TABONTABON, LEYTE HELD ON MARCH 22, 2021 AT THE LEGISLATIVE SESSION HALL, THIS TOWN.

Present:

Hon. Ponciano R. Justimbaste, Jr.	Municipal Vice Mayor/Presiding Officer
Hon. Leonardo G. Bibar	SB Member
Hon. Alejandro S. Dolor	SB Member
Hon. Mervin M. Lobrigo	SB Member
Hon. Marie Nita A. Cervantes	SB Member
Hon. Susana G. Cinco	SB Member
Hon. Danilo E. Balais	SB Member
Hon. Flocerfina A. Acala	SB Member
Hon. Frances B. Gador	SK Federation President/Ex-officio Member

Absent:

Hon. Ma. Theresa Regina E. Ignacio	SB Member (On Leave)
Hon. Mylene B. Ladan	ABC President/Ex-officio Member (On Leave)

RESOLUTION NO. 046-SY2021

A RESOLUTION TO AUTHORIZE THE LOCAL CHIEF EXECUTIVE HON. EFREN D. REDOÑA TO ENTER INTO COLLECTIVE NEGOTIATION AGREEMENT (CNA) BETWEEN THE LOCAL GOVERNMENT UNIT AND THE TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA).

WHEREAS, the 1987 Philippine Constitution recognizes the right of government workers to form unions and engage in collective negotiations;

WHEREAS, Executive Order No. 180, issued on June 1, 1987 and CSC MC No. 55, s. 1990, provide that the term and conditions of employment or improvements thereof, except those that are fixed by law, may be subject of negotiations between duly recognized employees' organizations and appropriate government authorities;

WHEREAS, the LGU recognizes the right of employees to self-organization on terms and conditions of work and other work - related issues and concerns;

WHEREAS, the ASSOCIATION is duly accredited as the sole and exclusive collective negotiating agent of all rank-and-file employees of the LGU as herein defined under Article II;

WHEREAS, the LGU and the ASSOCIATION have mutually agreed to promote a working environment that is conducive to a harmonious relationship between them, an atmosphere that enhances employees' welfare and productivity, and a relationship that contributes to effective and efficient public service;

NOW THEREFORE, on motion by Hon. Danilo E. Balais, duly seconded by All SB Members present;

BE IT RESOLVE, AS IT IS HEREBY RESOLVED to authorize the Local Chief Executive Hon. EFREN D. REDOÑA to enter into Collective Negotiation Agreement (CNA) between the Local Government Unit and the Tabontabon Local Employees Association (TABLEA);

FINALLY RESOLVED that copies of this resolution be furnished all concerned for their information and appropriate action;

HON. PONCIANO R. JUSTIMBASTE, JR.
Mun. Vice Mayor Presiding Officer

-over-

MA. DULCE CORAZÓN E. MARTINEZ
Temporary Secretary Local Legislative Staff Assistant II

HON. MARIE NITA A. CERVANTES
SB Member

HON. ALEJANDRINO S. DOLOR
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. LEONARDO G. BIBAR
SB Member

HON. SUSANA G. CINCO
SB Member

HON. FLOCFERFINA A. ACALA
SB Member

HON. DANILO E. BALAIS
SB Member

HON. FRANCESCO B. GADOR
SK Fed. President/Ex-officio Member

Province of Leyte
Municipality of Tabontabon
OFFICE OF THE SANGGUNIANG BAYAN


APPROVED -- March 22, 2021.


I HEREBY CERTIFY to the correctness of the foregoing resolution.

MA. DULCE CORAZON E. MARTINEZ
Temporary Secretary / Local Legislative Staff Assistant II

ATTESTED:



HON. LEONARDO G. BIBAR
SB Member


HON. MERVIN M. LOBRIGO
SB Member



HON. MARIE NITA A. CERVANTES
SB Member


HON. FLOCE RUFINA A. ACALA
SB Member



HON. ALEJANDRINO S. DOLOR
SB Member


HON. SUSANA G. CINCO
SB Member



HON. DANILO E. BALAIS
SB Member


HON. FRANCIS B. GADOR
SK Fed Pres. Ex-Officio Member

APPROVED:


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

CONFORME:


HON. EFREN D. REDOÑA
Municipal Mayor



Republic of the Philippines
Province of Leyte
Local Government Unit of Tabontabon

THIS IS TO CERTIFY THAT, having satisfactory complied with the requirements for accreditation pursuant to the Local Government Code and as promulgated in DILG Memorandum Circular No. 2019-72, dated May 22, 2019.


**TABONTABON LOCAL EMPLOYEES
ASSOCIATION (TableA)**

(Name of People's Organization, Non-Government or Similar Aggrupation)

an organization duly registered with the DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE) and established in accordance with law is hereby awarded this

CERTIFICATE OF ACCREDITATION

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Office of the Sangguniang Bayan to be affixed herein this 2nd day of September in the year of our Lord, 2019 at Tabontabon, Leyte, Philippines.


HON. PONCIANO R. JUSTIMBASTE, JR.
Signature over Printed Name of the
Presiding Officer of the Sanggunian



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 Appropriation Ordinance No. 03 CY2023 which embodies the Supplemental Budget No. 03 CY 2023 of the Municipality of Tabontabon, Leyte had been posted in conspicuous places in the municipality, and all the bulletin areas in the barangays.

ISSUED this 14th day of December, 2023 at Tabontabon, Leyte.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan