

Item No.: 22

Date: 05 2024 JAN

DEC 27 2023

Villaba 9am



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

## PROVINCIAL BUDGET OFFICE

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

December 22, 2023

RELEASED

DATE 12-22-23

NO. #235

BY J

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. 04 FY 2023** of the **Municipality Villaba, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 05, S. 2023-2025** with a total appropriation in the amount of **P3,902,807.00** 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. 04. 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) 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;
3. That the procurement of Goods, Supplies, Equipment, and other related services shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations; and
4. 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:

  
MARIA GINA P. HIPE  
Provincial Budget Officer

  
RUTH Y. SURPIA  
Provincial Treasurer

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

50


Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1<sup>ST</sup> INDORSEMENT  
07 December 2023

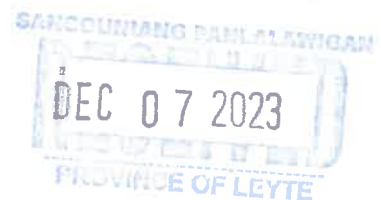
The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **APPROPRIATION ORDINANCE NO. 05, S. 2023-2025** of the **MUNICIPALITY of VILLABA, LEYTE**, entitled: **Authorizing and Approving The Supplemental Budget No. 4 For Calendar Year 2023 Of The Municipality Of Villaba, Leyte Amounting To Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos (Php3,902,807.00).**

  
FLORINDA JILL S. UYVICO  
Secretary to the Sanggunian



December 6, 2023

**THE VICE GOVERNOR**  
Province of Leyte  
New Provincial Government Complex  
Campetic, Palo, Leyte



Mr. Vice Governor,

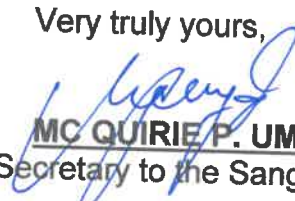
We respectfully transmit herewith Fifteen (15) copies of:

**Appropriation Ordinance No. 5, S-2023-2025** "AUTHORIZING AND APPROVING THE SUPPLEMENTAL BUDGET NO. 4 FOR CALENDAR YEAR 2023 OF THE MUNICIPALITY OF VILLABA, LEYTE AMOUNTING TO THREE MILLION NINE HUNDRED TWO THOUSAND EIGHT HUNDRED SEVEN PESOS (PHP 3,902,807.00)."

for your review and approval.

Best regards.

Very truly yours,

  
**MC QUIRIE P. UMPAD**  
Secretary to the Sanggunian

Copy furnished:

**THE LOCAL CHIEF EXECUTIVE OFFICE**  
**HRMO**  
**MUNICIPAL ACCOUNTING OFFICE**  
**MUNICIPAL TREASURY OFFICE**  
**MUNICIPAL BUDGET OFFICE**  
Local Government Unit  
Villaba, Leyte



## **VISION**

Villaba as Agro- Economic, Commercial Center and the Shipping Gateway in the Province of Leyte, in a sustainable and safe community under an empowered and dynamic governance.

## **MISSION**

To transform the vision of Villaba into reality through environmental enhancement, provision of livelihood opportunities and efficient delivery of basic services to the people.





# MUNICIPALITY OF VILLABA



## LEGEND

- NATIONAL ROAD
- BRGY. BOUNDARY
- BRGY. ROAD



DEC 07 2023  
 OFFICE OF LEYTE

**RESOLUTION NO. 361, S-2023-2025**

**A RESOLUTION DECLARING THE FUNDS ALLOCATED IN THE AMOUNT OF THREE MILLION NINE HUNDRED TWO THOUSAND EIGHT HUNDRED SEVEN PESOS (PHP 3,902,807.00) AS SAVINGS AND SURPLUS FOR THE CURRENT YEAR AND REVERTS THE SAME TO THE UNAPPROPRIATED BALANCE**

**WHEREAS**, as certified to by the Municipal Accountant and verified by the Municipal Treasurer, the amount actually available and for reversion to fund and support the Supplemental Budget No. 4, for C.Y. 2023 from the following items had generated a total amount of Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos (Php 3,902,807.00), *to wit*;

Unfilled/Vacant Position (Mun. Administrator – Admin.) November 23, 2023	Php 72,062.00
Unfilled/Vacant Position (Meat Inspector – MMO Eco.) November 23, 2023	15,795.00
Unfilled/Vacant Position (Senior Bookkeeper) November 23, 2023	16,969.00
Savings from MOOE – Municipal Mayor’s Office	Php 1,000,000.00
- Office Vice Mayor’s Office/ Sangguniang Bayan	181,500.00
- Administrative Office	295,000.00
- HRM Office	100,000.00
- MPDC	95,000.00
- Local Civil Registrar	100,000.00
- Budget Office	45,000.00
- Accounting Office	150,000.00
- Treasurer’s Office	448,000.00
- Assessor’s Office	87,222.00
- RHU	376,393.00
- MSWDO	155,450.00
- Engineering’s Office	168,066.00
- Agriculture’s Office	436,350.00
- MENRO	100,000.00
Savings from SRI Appropriation	
- Municipal Administrator – Admin Office	20,000.00
- Meat Inspector – MMO Economic	20,000.00
- Senior Bookkeeper – Accounting Office	20,000.00
<b>TOTAL</b>	<b>Php 3,902,807.00</b>

**WHEREAS**, considering that the current fiscal year has not yet ended, there is a need to declare the unexpended balances in the total amount mentioned above as savings and surplus and shall be reverted to Unappropriated Balance for the current year;

*as. fgr*

**NOW THEREFORE**, on motion by the Sangguniang Bayan Member Meriam P. Umpad, duly seconded by all Members of the Sangguniang Bayan, be it:

**RESOLVED, AS IT IS HEREBY RESOLVED**, to declare the funds allocated in the amount of Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos (Php 3,902,807.00) as savings and surplus for the current year and reverts the same to the Unappropriated Balance;


**RESOLVED FURTHER**, that copies of this resolution be furnished to the Local Chief Executive and to the Members of the Local Finance Committee for their information and guidance.

This Resolution was approved by the Sangguniang Bayan in its Regular Session on December 4, 2023.

  
**ERALYN D. ARAGON**

Temporary Secretary to the Sangguniang Bayan

ATTESTED:

  
**NIEL ALBERT B. INOPIQUEZ**  
Sangguniang Bayan Member/  
Temporary Presiding Officer





**RESOLUTION NO. 362, S-2023-2025**

**A RESOLUTION ENACTING APPROPRIATION ORDINANCE NO. 05 S. 2023-2025 ENTITLED “AN ORDINANCE AUTHORIZING AND APPROVING THE SUPPLEMENTAL BUDGET NO. 4 CALENDAR YEAR 2023 OF THE MUNICIPALITY OF VILLABA AMOUNTING TO THREE MILLION NINE HUNDRED TWO THOUSAND EIGHT HUNDRED SEVEN PESOS (PHP 3,902,807.00)”.**

**WHEREAS**, Section 321 of the Republic Act No. 7160 otherwise known as “The Local Government Code of 1991” provides, all budgetary proposals shall be included and considered in the budget preparation process. After the Local Chief Executive concerned shall have submitted the executive budget to the Sanggunian, no ordinance providing for a Supplemental Budget shall be enacted, except when supported by funds actually available as certified by the Local Treasurer or by new sources. xxxxxxxx.....”.

**WHEREFORE**, on motion of Hon. Meriam P. Umpad duly seconded by all Members of the Sangguniang Bayan, be it;

**RESOLVED**, AS IT IS HEREBY RESOLVED to approve Appropriation Ordinance No. 05, S. 2023-2025, the Supplemental Budget No. 4, to wit:

**APPROPRIATION ORDINANCE NO. 05, S. 2023-2025**

**AUTHORIZING AND APPROVING THE SUPPLEMENTAL BUDGET NO. 4 FOR CALENDAR YEAR 2023 OF THE MUNICIPALITY OF VILLABA, LEYTE AMOUNTING TO THREE MILLION NINE HUNDRED TWO THOUSAND EIGHT HUNDRED SEVEN PESOS (PHP 3,902,807.00)**

Be it ordained by the Sangguniang Bayan of Villaba, Leyte in regular session assembled that:

**Section 1. Supplemental Budget.**

The Supplemental Budget No.4 of the Municipality of Villaba, Leyte for Calendar Year 2023 in the amount of Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos (Php3,902,807.00) with the budgetary documents incorporated in the book is hereby approved:

NIEL ALBERT B. INOPIQUEZ  
Sangguniang Bayan Member/  
Presiding Officer

MERIAM P. UMPAD  
Sangguniang Bayan Member

ROGILIO J. BAAI  
Sangguniang Bayan Member

VIOLETA T. SUMAPIG  
Sangguniang Bayan Member

ROQUE M. COMPIRA  
Sangguniang Bayan Member

RILE CHRISTIAN G. VELOSO  
SK Federation President

ENGR. CARLOS G. VELOSO  
Municipal Mayor

FELIPE S. CASAS, SR.  
Sangguniang Bayan Member

EELY MARIA N. ENEVOLDSEN  
Sangguniang Bayan Member

ERALYN D. ARAGON  
Temporary Secretary to the Sangguniang Bayan



1. Sangguniang Bayan Resolution for Reversion of Funds
2. 1<sup>st</sup> Endorsement
3. Certificate of Funds Actually Available
4. Certification of Accomplishment on PPA's Implementation
5. Valid and Subsisting CNA
6. Resolution Signifying the Qualification of LGU for CNA
7. Statement of Funds Available for Reversion
8. Statement of Funding Source
9. Statement of Supplemental Appropriations

Section 2. **Reversion.** The following items in the Funding Sources shall be reverted to the Personal Services:

**FROM REVERSION:**

Unfilled/Vacant Position (Mun. Administrator – Admin.) November 23, 2023	Php 72,062.00
Unfilled/Vacant Position (Meat Inspector – MMO Eco.) November 23, 2023	15,795.00
Unfilled/Vacant Position (Senior Bookkeeper) November 23, 2023	16,969.00

**FROM SAVINGS**

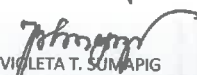
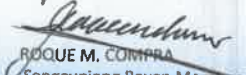

Savings from MOOE – Municipal Mayor’s Office	Php 1,000,000.00
- Office Vice Mayor’s/ Sangguniang Bayan	181,500.00
- Administrative Office	295,000.00
- HRM Office	100,000.00
- MPDC	95,000.00
- Local Civil Registrar	100,000.00
- Budget Office	45,000.00
- Accounting Office	150,000.00
- Treasurer’s Office	448,000.00
- Assessor’s Office	87,222.00
- RHU	376,393.00
- MSWDO	155,450.00
- Engineering’s Office	168,066.00
- Agriculture’s Office	436,350.00
- MENRO	100,000.00

**Savings from SRI Appropriation**

- Municipal Administrator – Admin Office	20,000.00
- Meat Inspector – MMO Economic	20,000.00
- Senior Bookkeeper – Accounting Office	20,000.00

**TOTAL AMOUNT TO BE REVERTED**

**Php 3,902,807.00**

<p>  <b>NIEL ALBERT B. INOPIQUEZ</b>          Sangguniang Bayan Member/          Presiding Officer</p> <p>  <b>MERIAM P. UMPAD</b>          Sangguniang Bayan Member</p> <p>  <b>ROGELIO J. BAA</b>          Sangguniang Bayan Member</p>	<p>  <b>VIOLETA T. SUMAPIG</b>          Sangguniang Bayan Member</p> <p>  <b>ROQUE M. COMPRÁ</b>          Sangguniang Bayan Member</p> <p>  <b>RILE CHRISTIAN G. VELOSO</b>          SK Federation President</p> <p style="text-align: center;"><b>ENGR. CARLOS G. VELOSO</b>          Municipal Mayor</p>	<p>  <b>FELIPE S. CASAS, SR.</b>          Sangguniang Bayan Member</p> <p>  <b>ELY MARIA N. ENEVOLDSEN</b>          Sangguniang Bayan Member</p> <p>  <b>ERALYN D. ARAGON</b>          Temporary Secretary to the Sangguniang Bayan</p>
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**Section 3. Source of Funds.**

The sources of funds for this Supplemental Budget as certified by the Local Accountant and verified by the Treasurer dated November 22, 2023 are as follows:

**FROM REVERSION:**

Unfilled/Vacant Position (Mun. Administrator – Admin.) November 23, 2023	Php 72,062.00
Unfilled/Vacant Position (Meat Inspector – MMO Eco.) November 23, 2023	15,795.00
Unfilled/Vacant Position (Senior Bookkeeper) November 23, 2023	16,969.00

Savings from MOOE – Municipal Mayor's Office	Php 1,000,000.00
- Office Vice Mayor's / Sangguniang Bayan	181,500.00
- Administrative Office	295,000.00
- HRM Office	100,000.00
- MPDC	95,000.00
- Local Civil Registrar	100,000.00
- Budget Office	45,000.00
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- Treasurer's Office	448,000.00
- Assessor's Office	87,222.00
- RHU	376,393.00
- MSWDO	155,450.00
- Engineering's Office	168,066.00
- Agriculture's Office	436,350.00
- MENRO	100,000.00

Savings from SRI Appropriation	
- Municipal Administrator – Admin Office	20,000.00
- Meat Inspector – MMO Economic	20,000.00
- Senior Bookkeeper – Accounting Office	<u>20,000.00</u>

**TOTAL SOURCE ACTUALLY AVAILABLE      Php 3,902,807.00**

**Section 4. Use of Funds.**

The amount of Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos (Php 3, 902,807.00) is hereby provided for the following Personal Benefits:

**A. PERSONAL SERVICES**

1) Collective Negotiation Agreement      Php 3,575,000.00

**TOTAL P.S      Php 3,575,000.00**

*eb.*  
NIEL ALBERT B. INOPIQUEZ  
Sangguniang Bayan Member/  
Presiding Officer  
*M.P. Umpad*  
MERIAM P. UMPAD  
Sangguniang Bayan Member  
*R. J. Baay*  
ROSELIO J. BAAY  
Sangguniang Bayan Member

*V. T. Sumapig*  
VICIETA T. SUMAPIG  
Sangguniang Bayan Member  
*R. M. Compra*  
ROQUE M. COMPRÁ  
Sangguniang Bayan Member

*R. C. G. Veloso*  
RILE CHRISTIAN G. VELOSO  
SK Federation President  
ENGR. CARLOS G. VELOSO  
Municipal Mayor

*F. C. Casas, Sr.*  
FELIPE C. CASAS, SR.  
Sangguniang Bayan Member  
*E. M. N. Enevoldsen*  
ELLY MARIA N. ENEVOLDSEN  
Sangguniang Bayan Member

*E. D. Aragon*  
ERALYN D. ARAGON  
Temporary Secretary to the Sangguniang Bayan

**B. MAINTENANCE & OTHER OPERATING EXPENDITURES**

The amount of Three Hundred Twenty-Seven Thousand Eight Hundred Seven Pesos (Php 327, 807.00) is hereby provided for the following Maintenance and Other Operating Expenditures;

1) Janitorial Services	Php 177,863.00
2) Other MOOE	85,944.00
3) Environment/Sanitary Services	24,000.00
4) Other Professional Services	<u>40,000.00</u>

**SUB TOTAL MOOE**                      **Php 327,807.00**

**TOTAL EXPENDITURES**                      **Php 3,902,807.00**

Section 5. **2023 Accounts Payable.** The amount of Twenty Four Thousand Pesos (Php24,000.00) is hereby appropriated for the accounts payable, *to wit:*

**MENRO**

- Environment/Sanitary Services -              **Php 24,000.00**

Section 6. **Separability Clause.** If for any reason/s, any section or provision of this Ordinance is disallowed in the Budget review or declared invalid by the reviewing authority, other sections or provisions that are not affected shall continue to be in full force and effect.


Section 7. **Effectivity.** The provisions of this Ordinance shall take effect upon its approval.


This Appropriation Ordinance was approved by the Sangguniang Bayan in its Regular Session on December 4, 2023.

  
**ERALYN D. ARAGON**

Temporary Secretary to the Sanggunian Bayan

ATTESTED:

  
**NIEL ALBERT B. INOPIQUEZ**  
Sangguniang Bayan Member/  
Temporary Presiding Officer

  
**VIOLETA T. SUMAPIG**  
Sangguniang Bayan Member

  
**MERIAM P. UMPAD**  
Sangguniang Bayan Member

  
**FELIPE S. CASAS, SR.**  
Sangguniang Bayan Member

  
**ROQUE M. COMPRA**  
Sangguniang Bayan Member

  
**ELLY MARIA N. ENEVOLDSEN**  
Sangguniang Bayan Member

  
**ROGELIO J. BAAY**  
Sangguniang Bayan Member

  
**RILE CHRISTIAN G. VELOSO**  
SK Federation President

APPROVED:

  
**ENGR. CARLOS G. VELOSO**

Mayor

Date: DEC 06 2023



**OFFICE OF THE MUNICIPAL MAYOR**

December 01, 2023

**HON. DENNIS L. SY**  
Vice Mayor

and

**THE HONORABLE SB MEMBERS**  
Villaba, Leyte

Dear Vice Mayor Sy and SB Members,

Respectfully forwarding to the **SANGGUNIANG BAYAN** through the **HONORABLE VICE MAYOR DENNIS L. SY**, the herein copy of the **SUPPLEMENTAL BUDGET NO. 4 CALENDAR YEAR 2023; REQUESTING FOR SB RESOLUTION APPROVING THE SAME THROUGH APPROPRIATION ORDINANCE. LIKEWISE REQUESTING APPROVAL OF THE REVERTED APPROPRIATIONS**, for your concurrence and appropriate legislative action.

Very truly yours,

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

SANGGUNIANG BAYAN OFFICE  
Dec. 1, 2023  
DATE  
DARENO JAVIERA  
SIGNATURE

2:59 PM





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

**OFFICE OF THE MUNICIPAL ACCOUNTANT**

**CERTIFICATE OF FUNDS ACTUALLY AVAILABLE  
FOR SUPPLEMENTAL BUDGET NO. 4 CY 2023**

**To Whom It May Concern:**

This is to certify that based on the records of this office, the amount of **Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos Only (Php 3,902,807.00)** is from sources as breakdown below.

**FROM REVERSION :**


Unfilled/Vacant Position (Mun. Administrator- Admin.) November, 2023	Php	72,062.00
Unfilled/Vacant Position (Meat Inspector- MMO Eco.) November, 2023		15,795.00
Unfilled/Vacant Position (Senior Bookkeeper- Accounting) November, 2023		16,969.00
Savings from MOOE- Municipal Mayor's Office		1,000,000.00
Savings from MOOE- Vice Mayor's Office/Sangguniang Bayan		181,500.00
Savings from MOOE- Administrative Office		295,000.00
Savings from MOOE- HRM Office		100,000.00
Savings from MOOE- MPDC		95,000.00
Savings from MOOE- Local Civil Registrar		100,000.00
Savings from MOOE- Budget Office		45,000.00
Savings from MOOE- Accounting Office		150,000.00
Savings from MOOE- Treasurer's Office		448,000.00
Savings from MOOE- Assessor's Office		87,222.00
Savings from MOOE- RHU		376,393.00
Savings from MOOE- MSWDO		155,450.00
Savings from MOOE- Engineering's Office		168,066.00
Savings from MOOE- Agriculture's Office		436,350.00
Savings from MOOE- MENRO		100,000.00
Savings from SRI Appropriation (Mun. Administrator- Admin Office)		20,000.00
Savings from SRI Appropriation (Meat Inspector- MMO Economic)		20,000.00
Savings from SRI Appropriation (Senior Bookkeeper- Accounting Office)		20,000.00

Php 3,902,807.00


This is to certify further that the amount of **Three Million Nine Hundred Two Thousand Eight Hundred Seven Pesos Only (Php 3,902,807.00)** is actually available and for reversion to fund and support the Supplemental Budget No. 4 for CY-2023.

Given this 22<sup>nd</sup> day of November, 2023.

Certified by:

  
**ANTONIO G. CALUMBA**  
Municipal Accountant

Verified by:

  
**NICETA P. CONDES**  
Municipal Treasurer

Noted by:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor





# CERTIFICATE OF ACCREDITATION No. 1119

**TO WHOM IT MAY CONCERN:**

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

## VILLABA MUNICIPAL EMPLOYEES ASSOCIATION (VILMEA)

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 the rank-and-file employees in the

### MUNICIPAL GOVERNMENT OF VILLABA Municipal Hall, Villaba, 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 29<sup>th</sup> day of September 2017 in Quezon City.

  
ALICIA dela ROSA - BALA  
Chairperson

  
ROBERT S. MARTINEZ  
Commissioner

  
LEOPOLDO ROBERTO W. VALDEROSA, JR.  
Commissioner

**CERTIFIED TRUE COPY**

By: ANECIDO P. SANAGOSTA  
Date: HRMD-14 10/2/17

Attested by:

  
ALAN R. ALEGRIA  
Director IV  
Human Resource Relations Office



## CERTIFICATION

THIS IS TO CERTIFY that the Local Government Unit of Villaba, Leyte had an accomplishment of 74% as of October 31, 2023 with regards to the implementation of programs, projects and activities as 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 being issued in support for the Collective Negotiation Agreement (CNA) Incentive for FY 2023 of the Local Government Unit of Villaba, Leyte.

Issued this 31<sup>st</sup> day of October, 2023 at Villaba, Leyte.


Certified Correct :

### LOCAL FINANCE COMMITTEE

  
**NICETA P. CONDES**  
Municipal Treasurer

  
**ANTONIO G. CALUMBA**  
Municipal Accountant

  
**MANUEL I. RUBILLOS, JR.**  
Municipal Budget Officer

  
**ENGR. ERIX D. BERTULFO**  
Municipal Planning Dev't. Officer

Approved :

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor





## COLLECTIVE NEGOTIATION AGREEMENT (CNA)



### KNOW ALL MEN BY THESE PRESENT:

This **COLLECTIVE NEGOTIATION AGREEMENT** entered into and executed this 7<sup>th</sup> day of **November, 2023** by and between:

This LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF VILLABA, PROVINCE OF LEYTE, a government agency with principal address at Municipal Hall, Barangay Poblacion Del Sur, Villaba, Leyte, 6537 herein represented by its Local Chief Executive, **ENGR. CARLOS G. VELOSO**, Municipal Mayor of Villaba, Leyte, hereinafter referred to as the **AGENCY**.

And

VILLABA MUNICIPAL EMPLOYEES ASSOCIATION (**VILMEA**), a duly registered Public Sector Union as evidenced by the Certificate of Registration jointly issued in its favor by the Department of Labor and Employment (DOLE) and Civil Service Commission (CSC) last June 13, 2017, and duly recognized by the latter to be sole and exclusive negotiating agent of all rank-and-file employees of the Municipality of Villaba, Leyte as evidenced by the Certificate of Accreditation issued in its favor by the Civil Service Commission (CSC) on September 29, 2017, with principal address at Municipal Hall, Barangay Poblacion del Sur, Villaba, Leyte, 6537 herein represented by its President, **MARK ANTHONY C. LUCHE**, hereinafter referred to as the **UNION**.

### **WITNESSETH:**

**WHEREAS**, the employees right to self-organization and collective negotiation are fully recognized and guaranteed in three (3) separate provisions of the 1987 Philippine Constitution as follows:

- . **Article III, Section VIII.** "The rights of the people, including those employed in the Public Sector, to form union, association, or societies for purposes not contrary to law shall not be abridged."
- . **Article IX (B), Section 2 (5).** "the right to self-organization shall not be denied to government employees."
- . **Article XIII, Section 3,** "The state shall afford full protection to labor, local and overseas, organized, promote full employment and equality of employment opportunities for all."

It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiation, and peaceful concerted activities, including the right to strike by 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, authorizes management and accredited unions of the Agency to enter into collective negotiation on terms and conditions of employment which are not fixed by law;



**WHEREAS**, the Local Government Unit of Villaba supports the rights of employees to self-organization and collective negotiation;

**WHEREAS**, the Villaba Municipal Employees Association (**VILMEA**) is recognized as the sole and exclusive representative of all rank-and-file employees of the Local Government Unit of the Municipality of Villaba;

**WHEREAS**, the **AGENCY** and the **UNION** have agreed to sign and enter into a formal agreement on mutually acceptable terms as may hereinafter be agreed to provide and establish a just, humane, equitable, and harmonious working environment, ensure maximum productivity, guarantee health, and safety and the best interest of service as means of furtherance of Labor-Management relations and attainments of delivery of genuine, honest and quality public service;

**WHEREAS**, the parties agreed to promote the principle of shared responsibilities on matters of decision-making affecting Union member's rights, benefits, and interests and commit to uphold the letter and spirit of this agreement.

**NOW THEREFORE**, for and in consideration of the foregoing premises, the parties hereby stipulate and agree on the following:

## **ARTICLE I – DECLARATION OF PRINCIPLES**

**Section 1.** The **AGENCY** and the **UNION** acknowledge that responsive management and responsible public sector unionism are key partners for effective governance and that a harmonious relationship between and among the parties is dependent upon mutual respect due to a partner for progress accorded by the **UNION** to the **AGENCY**, and by the latter to the former, the officers and members thereof, in such a manner that neither the **AGENCY** nor any Department Head thereof shall look down with disdain and scorn upon, nor discriminate employees due to their **UNION** membership.

**Section 2.** The **AGENCY** and the **UNION** recognize the basic rights of all employees to a living wage, career development, just and humane conditions of work, and security of tenure for permanent employees.

**Section 3.** The **UNION** recognizes the authority and prerogative of the **AGENCY** in the implementation of the existing laws governing terms and conditions of employment in the government and the maintenance of employee benefits provided by law and such personnel actions as hiring, promotion, re-assignment, termination as a result of disciplinary action and in establishing policies, office procedures and rules and regulations. The **AGENCY** shall exercise at all times impartial and sound discretion and prerogatives under the law;

**Section 4.** The **AGENCY** shall consult the **UNION** in all matters affecting the rights, welfare, and other concerns of the rank-and-file employees;

**Section 5.** The **UNION** shall participate in the formulation of policies, plans, and programs affecting their rights, benefits, and duties. In this regard, its representative shall sit as a member of the Promotion and Selection Board, or such other committees as may be provided by law, or rules and regulations issued by the Civil Service Commission, in cases employees' welfare, rights, and benefits are the subject of discussion.

**Section 6.** The activities of the **UNION** shall be conducted in consonance with its constitution and by-laws and shall be consistent with the duty of the government to provide basic, effective, and essential services to the people and shall see to it that the utmost standard of ethics, morality, and commitment to public service is practiced and observed.

**Section 7.** The parties shall foster and promote harmonious, progressive, and transformative labor-management relations, and uphold the intent and spirit of this agreement.

**Section 8.** The **UNION** commits itself to provide support in the implementation of the rules and regulations of the **AGENCY**, especially its austerity measure to regulate and save material, office supplies, and water and energy consumption involving computers, air-conditioning units, service vehicles, and the like.

## **ARTICLE II – DEFINITION OF TERMS**

**Section 1. *Negotiating Unit*** – refers to all rank-and-file employees of the Local Government Unit of Villaba, Leyte with salary grades 22 and below not otherwise disqualified by the law and without regard to sex, race, nationality, religious or political affiliation;

Whenever used in this agreement, the term “employees” refers only to those within the scope of the Negotiating Unit herein defined.

**Section 2. *Rank-and-file employees*** – refers to those employees of the LGU whose function are not normally considered managerial, with the power to formulate policies to hire, transfer, assign, layoff, recall, or discipline employees and those employees who fall under the Sub-professional and Professional Categories of the Re-Categorized Position Classification System, excluding those highly confidential and co-terminus employees.

**Section 3. *Membership Fee*** – refers to payment to the **UNION** done only once by an LGU employee in recognition of his/her membership to **VILMEA** under the latter's Constitution and By-Laws.

**Section 4. *Association/Union Dues*** – refers to a regular contribution of members to the **UNION** under its by-laws.

**Section 5. *Agency fee*** – refers to the amount assessed and collected from the other employees of the LGU who are non-members of the **UNION** but who are covered and who enjoy the benefits under this collective negotiation agreement.

**Section 6. *Special Assessment Fees*** – refers to those fees other than the membership fee, association/union dues, labor education fees, and those prescribed under the organization's constitution and by-laws.

## **ARTICLE III – RECOGNITION**

**Section 1.** The **AGENCY** recognizes the **UNION** as the sole and exclusive representative of all rank-and-file employees in all collective negotiations concerning employees' and Union member's rights, and benefits privileges.

**Section 2.** The **AGENCY** recognizes the **UNION** as an advocate of meaningful change for growth, progress, and full development of the Local Government Unit of Villaba as a whole.

**Section 3.** The **AGENCY** shall guarantee that there shall be no discrimination in any manner or form against any employee due to membership in or lawful acts performed as an officer or member of the **UNION**.

**Section 4.** The **AGENCY** shall discuss, transact, deal, and/or negotiate only through and directly with the **UNION**.

**Section 5.** The **AGENCY** and the **UNION** agree to see to it that the highest standard of ethics, morality, and fidelity to the public interest are observed.

## **ARTICLE IV – MEMBERSHIP AND SCOPE OF REPRESENTATION**

**Section 1.** Union membership shall be composed of all-rank-file employees of the **AGENCY** with salary grades 1 to 22, except (a) high-level employees as defined in Section 3 of the office of the President Executive Order No.180 dated June 1, 1987; (b) highly confidential employees as defined in Sec 1 (a), Rule 1 of the Amended Rules and Regulation of EO No. 180 and (c) Assistant Department Heads as provided under Resolution No. 1, s. 2005 dated May 4, 2005 issued by the Public Section Labor Management Council.

**Section 2.** Union members with salary grades 23 and above as well as those excepted in the preceding section who opted to be covered by this agreement or those who cannot be members under their religion shall be entitled to the same benefits and privileges received and enjoyed by the regular members of the **UNION** provided the agency fee is set by the **UNION** is deducted from their salary.

**Section 3.** The parties agree that the proper and appropriate Collective Negotiation Committee shall be composed of six (6) representatives from the **AGENCY** who shall be designated by the City Mayor, and six (6) representatives from the **UNION** as designated by the **UNION** President.

## **ARTICLE V – UNION SECURITY**

**Section 1.** All employees who are members of the **UNION** on the date of signing of this agreement, as well as employees who become members of the **UNION** during its effectivity, shall maintain their membership of good standing.

**Section 2.** The **AGENCY** shall not discriminate against any employee due to membership in the **UNION** or for lawful acts performed as an officer or representative of the **UNION**.

**Section 3.** Subject to the exigency of the service, the **AGENCY** shall allow the holding of **UNION** meetings and programs/activities, the schedule of which shall be provided to the **AGENCY** for its approval.

**Section 4.** The **UNION** shall notify the **AGENCY** in writing the names of its officers who are duly elected to its Board and any substitutions or change therein within fifteen (15) working days from their official election or substitution, including their functions and duties as provided under the **UNION** Constitution and By-Laws.

**Section 5.** Upon request and subject to availability, the **AGENCY** may provide a service vehicle for use by the **UNION** officers in attending official business or meetings called and sponsored by any government agency on matters concerning the welfare of the employees.

**Section 6.** The **AGENCY** agrees to collect for the **UNION** a one-time membership fee of **ONE THOUSAND PESOS (PHP 1,000.00)** and monthly dues equivalent to **ONE HUNDRED PESOS (PHP 100.00)** starting January 2024 and shall serve as the latter operational fund for its programs, projects, and activities, without further need of individual written authorization pursuant, that any union member who refuses to pay the aforesaid fees shall not receive any benefits granted under this agreement.

In this connection, the **AGENCY** recognizes the right of the **UNION** to collect union dues and other fees by way of check-off or payroll deduction upon presentation of a board resolution.

The parties agree that the remittance of the check-off shall be made on or before the 30<sup>th</sup> day of the month during which the deduction was made.

**Section 7.** The **AGENCY** shall furnish the **UNION**, upon its request, financial report, annual approved budget, and COA Audit Report. Likewise, the **UNION** shall furnish the **AGENCY**, upon its request, a copy of its annual plans and programs and audited financial report.

## **ARTICLE VI – UNION OFFICE**

**Section 1.** The **AGENCY** shall provide an appropriate office for the **UNION** for the conduct of its operation, business activities, and implementation of this agreement with necessary office furniture and fixtures within the premises of the Villaba Municipal Hall Campus and include in its annual budget the operating and maintenance expenses of the **UNION** office, including water, electrical, janitorial, office supplies and use of office equipment.

## **ARTICLE VII – UNION RIGHTS AND PRIVILEGES**

**Section 1.** The **AGENCY** authorizes the holding by the **UNION** of regular monthly meetings, or emergency meetings, during office hours whenever necessary for information or discussion of special concerns or urgent matters and a General Assembly once a year, a notice of which as to the date, time, venue and purpose of the assembly shall be sent to Municipal Mayor. Should there be a need for holding another General Assembly, the **UNION** shall request permission thereof from the Municipal Mayor.

**Section 2.** The **AGENCY** shall grant the **UNION** official travel and/or union leave with pay to selected **UNION** officials and members who will attend local, national, and/or international workers' education programs, seminars, meetings, conventions, conferences, and leadership training. Expenses in connection with such activities when held outside of the Municipality of Villaba shall be shouldered by the **AGENCY**, however, such activities shall be limited to three (3) times a year only, provided that no more than two (2) officials and/or employees shall be allowed to attend. The **AGENCY** may extend financial assistance to a maximum of two (2) **UNION** officers who have been invited to attend and participate in training, conferences, or conventions outside of the country. However, it is encouraged that the sponsoring body or country shoulder the expenses.

**Section 3.** The **AGENCY** shall shoulder the expenses for the printing in booklet form of this agreement and distribution of copies thereof to all **UNION** members.

**Section 4.** The **AGENCY** shall provide the **UNION**, with necessary bulletin boards, to be placed in conspicuous areas within the Municipal Hall compound and in the satellite offices where municipal government workplaces are situated.

**Section 5.** The **AGENCY** shall allow the **UNION** to undertake programs, projects, or activities that are deemed beneficial to its members and the Local Government Unit in general.

**Section 6.** The **AGENCY** shall give autonomy to the **UNION** to facilitate the process of determining the design and the procurement of office uniforms for officials and employees who are entitled for clothing allowance.

**Section 7.** The **AGENCY** shall allow the **UNION** to operate a canteen and other business interests that shall bring income for the association that can be utilized in other projects or assistance to its members.



**Section 8.** The **AGENCY** shall institutionalize its channels of communication with the **UNION** by including the **UNION** in its official mailing and routing list and providing a mobile allowance to its official representative equivalent to that received by Department Heads.

## **ARTICLE VIII – PERSONNEL ACTIONS**

**Section 1.** The **UNION** recognizes the authority of the **AGENCY** over personnel actions/movements such as hiring, and promotion. Re-assignment, termination as a result of disciplinary action, and establishing policies, office procedures, and rules and regulations. The **AGENCY** shall at all times exercise management discretion judiciously and under law.

**Section 2.** The **AGENCY** agrees that when there is a need for re-assignment, consultation shall be made with the Department Head or Chief of Office needing additional personnel, the employee affected by the movement, his office head, and the union president. Re-assignment shall be made only in the exigency of the service.

**Section 3.** The **AGENCY** shall strictly refrain from assigning non-career employees, such as consultants, casuals, contractual, and job-order employees to positions that exercise direct supervision over regular career employees under CSC Memo Circular No. 40 series of 1998.

## **ARTICLE IX – EMPLOYEES BENEFITS AND PRIVILEGES**

**Section 1.** Employees shall continue to enjoy all existing benefits and privileges on their conditions of employment including but not limited to economic benefits insofar as may be authorized by civil service law, rules and regulations, and other applicable laws.

**Section 2.** Qualified rank-and-file employees shall be considered a priority for promotion in case of vacancy in a higher position as long as he/she possesses the qualification standards determined by the Civil Service Commission.

**Section 3.** Qualified casual employees shall be considered as a priority in case of hiring of a regular employee without prejudice to the next of kin under Article X, Section 3.

## **ARTICLE X – EMPLOYEE BENEFIT PROGRAMS**

**Section 1.** Loyalty Pay. The **AGENCY** shall appropriate funds for the implementation of loyalty pay to its employees as prescribed by CSC Memorandum Circular No. 06, series of 2002.

**Section 2.** Leave Privileges. The **AGENCY** shall grant its officials and employees special leave privileges under the provision of CSC Memorandum No. 6, series of 2006, and its other related issuances.

**Section 3.** Employment of Next-of-kin. In case of retirement under existing laws of any employee of the **AGENCY**, the spouse or any of his/her descendants within the first degree of consanguinity shall be given preference in employment in the **AGENCY**, provided he/she possesses the required merit and qualifications and the retired employee has rendered at least ten (10) years of service to the **AGENCY**. In case of death or permanent disability, this provision shall also apply regardless of the employee's length of service.

**Section 4.** Awards and Incentives. The **AGENCY** shall ensure the implementation of the Unified Program on Awards and Incentives for Service Excellence (PRAISE) under Department Order No. 2 series of 2001 by the provision of CSC Memorandum Circular No. 1 series of 2001 and reward or provide in-kind or cash incentive to outstanding employees.

**Section 5.** Health and Wellness Program. In essence CSC Memorandum Circular No. 6 s. 1995 requiring all agencies to adopt "The Great Filipino Workout", the **AGENCY** shall support and provide employees an area for its health and wellness program. It shall likewise assist **UNION** in sourcing out health and wellness equipment and/or facilities for the use of all employees free of charge.

## **ARTICLE XI – WORKING HOURS, SALARIES AND OTHER RELATED MATTERS**

**Section 1.** Tardiness and absences. Employees who exceed the minimum number of tardiness and absences shall be given necessary action as provided under Civil Service Commission rules and regulations.

**Section 2.** Work Schedule. The **AGENCY** may allow employees to enjoy a flexible schedule as provided under Civil Service Commission rules and regulations.

**Section 3.** Payment of Overtime. Overtime pay shall be paid upon rendition thereof subject to existing rules and regulations.

## **ARTICLE XII – HEALTH AND SAFETY; WORK ENVIRONMENT CONDITIONS**

**Section 1.** The **AGENCY** shall comply with applicable regulations requiring safety, health, and sanitary working conditions prescribed by appropriate government authorities and shall provide all offices, departments, and satellite work stations adequately equipped and properly manned first aid units.

**Section 2.** The **AGENCY** shall inform the employees of all health and medical benefits available to them under the GSIS, PhilHealth, and such other programs. It shall further agree to assist the employees in their claim for availing thereof to ensure such benefits are enjoyed by the employees.

**Section 3.** Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignments. This shall also apply to employees who underwent major operations including stroke patients provided a medical certification is secured from an authorized government physician.

**Section 4.** The **AGENCY** shall provide regular medical examinations to all employees, especially those exposed to chemicals, radiation, and other health hazards, and provide them with adequate safety outfits and equipment.

**Section 5.** The **AGENCY** shall implement, support, and financially assist Sports and Socio-Cultural Programs participated in by the employees.

## **ARTICLE XIII – PROFESSIONAL GROWTH AND DEVELOPMENT**

**Section 1.** The **AGENCY** shall continue to implement a Career Development Program in all areas of work, subject to provisions of legislative and executive issuances.

Career Development Program referred herein shall include attendance in conferences, conventions, seminars, training, workshops, values formation, fellowship, study grants, skills development, regular in-house college education, and similar career path programs that the **AGENCY** may deem necessary.

**Section 2.** The **AGENCY** shall credit attendance in union-related seminars and activities as a training requirement for appointment to rank-and-file positions whenever appropriate.

**Section 3.** The **AGENCY** shall establish and implement opportunities for employees' social development through the conduct of social gatherings, sports activities, community outreach programs, team building exercises, and other related activities that will foster and enhance camaraderie, bolster self-confidence, and improve the sociability of employees.

**Section 4.** The **AGENCY** shall implement awards and benefits program under CSC-approved Employees Suggestion and Incentives Awards (ESIAs). The **AGENCY** and the **UNION**. Upon proper consultation, may propose additional incentives and awards under ESIAs subject to approval by the Civil Service Commission.

**Section 5.** Summer Job Program for Employees' Dependents. The **AGENCY** shall include as beneficiaries in its SPES and other summer job programs qualified dependents of employees or as may deemed necessary.

**Section 6.** Review, Dissertation, and Thesis Writing Leave – The **AGENCY** cognizant of individual initiative for personal and professional development shall allow employees to avail of Bar and Board Review, Dissertation, and Thesis Writing Leave for a maximum of six (6) months with pay.

## **ARTICLE XIV – SHARED RESPONSIBILITY FOR PROMOTION**

**Section 1.** The **AGENCY** and the **UNION** shall jointly formulate, implement, and review the Agency's Unified Merit Promotion Plan as provided by the Civil Service Commission.

**Section 2.** Selection and Promotion of employees shall be under CSC laws, rules, and regulations. Department Order No. 4, series of 2001 on MPP shall be strictly adhered to. The guidelines and criteria and any changes thereof adopted by the Promotion and Selection Board shall be mutually agreed upon by the **AGENCY** and the **UNION**.

**Section 3.** The appointing authority shall act on the recommendations submitted by the Personnel Selection Board as outlined in the succeeding paragraph within six (6) months from the date of submission hereof. If the recommendation is not acted upon within the specified period, the screening process shall be invalidated.

All things being equal, an applicant-insider may be given preference by the **AGENCY** in the filling-up of any vacancy unless said position is highly technical or strictly confidential and there is no qualified employee within the agency.

## **ARTICLE XVI – GRIEVANCE MACHINERY**

**Section 1.** The **UNION** shall coordinate with the **AGENCY** in the implementation of the Agency Grievance Machinery as approved by the Civil Service Commission.

**Section 2.** Employees shall have the right to present their complaints or grievances to management and have them adjudicated judiciously.

**Section 3.** Any complaint or grievance shall be resolved at the lowest possible level in the Agency within five (5) days and the employee shall have the right to appeal such decision to higher authorities. A representative from the Union shall be included as a member of the Grievance Committee.

## **ARTICLE XVII – PERSONNEL RIGHTS AND LEGAL REPRESENTATION/ASSISTANCE**

**Section 1.** Whenever the **AGENCY** files a complaint against an employee, the following shall be observed:

1. The principle of Due Process and Fair Play shall be followed in the conduct and resolution of complaints.
2. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result that is beneficial to the **AGENCY** in general.

**Section 2.** The **AGENCY** shall ensure that in all administrative investigations, due process shall be properly observed.

## **ARTICLE XVIII – BUDGET AND FUNDS**

**Section 1.** The **AGENCY** shall provide the necessary funds for the full implementation of the provisions contained herein subject to existing accounting and auditing rules and regulations.

## **ARTICLE XIX – IMPLEMENTING GUIDELINES**

**Section 1.** Within six (6) months from the date of effectivity of this Agreement, the **AGENCY** and the **UNION** shall prepare all the necessary guidelines in the implementation of the provisions herein contained which shall be presented to the Municipal Mayor.

**Section 2.** All other laws, issuances, and circulars that grant additional benefits to union members in addition to the aforementioned benefits shall automatically form part of the CNA.

## **ARTICLE XX – ENTIRETY AND AMENDMENT CLAUSE**

**Section 1.** The parties hereby agree that the terms and conditions contained herein constitute the entire Agreement between the **AGENCY** and the **UNION** and supersede all previous communications, representations, or agreements, either verbal or written insofar as they are contrary or repulsive to the terms and conditions herein stipulated. Provisions on economic benefits shall be the subject of re-negotiation after one (1) year.

**Section 2.** If, during the effectivity of this agreement, certain provisions are found to be appropriate and beneficial to officials and employees, amendments shall be done, introduced, and/or instituted subject to the agreement of both parties.

## **ARTICLE XXI – CNA INCENTIVE BONUS**

**Section 1.** The **AGENCY** agrees to grant a **CNA Incentive Bonus** once every year pursuant to applicable guidelines issued by the DBM and as may be allowed by the financial position of the **AGENCY** upon the effectivity or within the grace period after the expiration of this agreement, provided a proposal for a new **Collective Negotiation Agreement (CNA)** was submitted by the **UNION** to the **AGENCY**.



## **ARTICLE XXII – COST SAVING MEASURES**

**Section 1.** UNION shall comply that all electricity-consuming devices and equipment - computers not in use, AC units, electric fans, electric lights, TV sets, radios, and sound systems – are turned on at 9:00 AM and turned off at 4:00 PM.

**Section 2.** Water consumption shall be regulated. Faucets, toilet bowls, sinks, and toilet flushes shall be regularly checked to make sure no water is drifting to avoid water wastage.

**Section 3.** UNION shall encourage re-cycling and re-use of bond papers and other office supplies, and auction irreparable equipment and scrapped materials to generate income or savings for the AGENCY.

**Section 4.** UNION officers shall require their members to be vigilant and turn off of street lights when they are still switched-on in broad daylight. The UNION shall support LGU and NGA programs on cost-saving measures.

**Section 5.** UNION officers shall encourage members to be dedicated public servants and support the AGENCY's objective on revenue generating activities and report to concerned office/department business establishments who do not have license or permit to operate.

**Section 6.** Union members are encouraged to devise, enforce, and adhere to and support the AGENCY in cost-saving measures to generate funds and/or savings for the for the Local Government Unit.

**Section 7.** The UNION shall help the management implement policies to elevate all officials and employees to the highest standard as public servants.

## **ARTICLES XXIII – SEPARABILITY CLAUSE**

**Section 1.** In the event any provision of this Agreement is declared invalid by competent court or authority, or amended by legislation, the remaining provisions to which such declaration does not pertain shall continue to be valid in full force and effect.

**Section 2.** General Condition. Except as may be allowed or exempted by laws, all provisions contained in this Agreement shall be subject to the rules and regulations of the Civil Service Commissions and the Department of Budget and Management.

## **ARTICLE XXIV – EFFECTIVITY AND DURATION**

**Section 1.** This agreement shall take effect immediately upon signing and shall remain in full force for three (3) years.

**Section 2.** To consider a specific proposal for amendment, the proponent shall file a written notice addressed to the President of the Union and must be served within thirty (30) days before the intended meeting for discussion, evaluation, and judgment and/or decision by the Executive Board.

**Section 3.** Both parties agree to meet before the last sixty (60) days of this agreement to enter into a new CNA. It is understood that all provisions in this Agreement shall continue to remain in full force until such time a new Agreement is in effect and adapted.

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives have executed this **COLLECTIVE NEGOTIATION AGREEMENT** this 1<sup>th</sup> day of NOVEMBER, 2023 at Villaba, Leyte, Philippines.

For and in behalf of the:

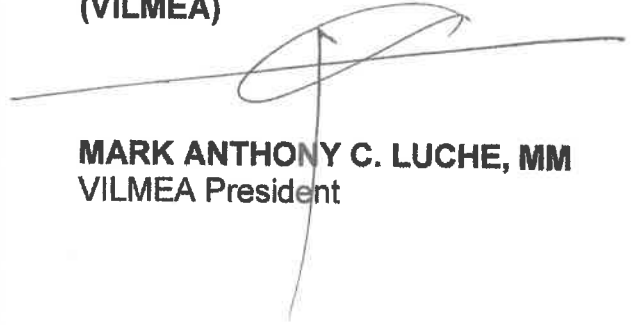
**LOCAL GOVERNMENT UNIT OF VILLABA**



**ENGR. CARLOS G. VELOSO**  
Municipal Mayor

For and in behalf of the:

**VILLABA MUNICIPAL  
EMPLOYEES ASSOCIATION  
(VILMEA)**



**MARK ANTHONY C. LUCHE, MM**  
VILMEA President

SIGNED IN THE PRESENCE OF:

**ADMINISTRATION NEGOTIATING PANEL**

**UNION OFFICIALS**



**TEDDY L. VAPOR**  
HRMO/Municipal Administrator



**ANA MARIE B. SARINO**  
VILMEA Vice President



**NICETA P. CONDES**  
Municipal Treasurer




**DIO ROMEO T. IMBONG**  
VILMEA Secretary



**ANTONIO G. SALUMBA, CPA**  
Municipal Accountant



**FRANCES RUTH R. RIVALAL**  
VILMEA Treasurer



**MANUEL I. RUBILLOS**  
Municipal Budget Officer



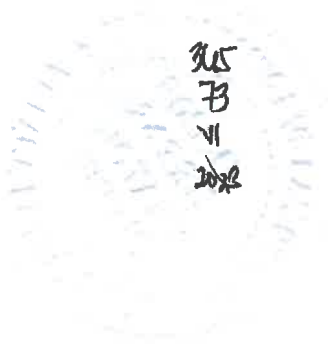
**FELIX V. ALBAÑO, JR.**  
VILMEA Auditor



**ORLANDO L. ROMERO**  
Municipal Engineer



**LUISA ETHYL T. PECAYO**  
VILMEA Business Manager





Republic of the Philippines  
Province of Leyte  
Municipality of Villaba  
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**LOCAL GOVERNMENT UNIT – VILLABA, LEYTE/VILLABA**  
**MUNICIPAL EMPLOYEE'S ASSOCIATION (VILMEA)**

**Joint Resolution No. 1, Series of 2023**  
November 22, 2023

**A JOINT RESOLUTION INDICATING THE QUALIFICATION OF  
THE LOCAL GOVERNMENT UNIT OF VILLABA, LEYTE FOR  
THE COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE  
FOR THE FISCAL YEAR 2023.**

**Whereas**, the Villaba Municipal Employee's Association is a recognized union of rank-and-file employees of the Local Government Unit of Villaba, Leyte duly accredited by the Civil Service Commission (CSC) and the Department of Labor and Employment (DOLE);

**Whereas**, the Local Government Unit, represented by the management negotiating panel, and the Villaba Municipal Employees Association (VILMEA) representing the rank-and-file employees of LGU – Villaba signed a Collective Agreement on November 7, 2023, applying the general provisions, principles, and benefits of Public Sector Unionism;

**Whereas**, specified under Article XXI – CNA INCENTIVE BONUS, Section 1 states that the AGENCY agrees to grant a CNA Incentive Bonus once every year under applicable guidelines issued by the Department of Budget and Management (DBM);

**Whereas**, the Local Government Unit of Villaba applied all avenues related to cost-saving measures as indicated in the Collective Negotiation Agreement;

**Whereas**, a certification from the AGENCY manifests the accomplishment of 70% of targets under programs/activities/projects approved by the Local Government Unit for the fiscal year 2023:

**Wherefore**, given the foregoing, the Joint Committee resolves as it resolved that with the compliance of the above-cited agenda, the AGENCY/Local Government Unit of Villaba is qualified to grant a Collective Negotiation Agreement Incentive for the fiscal year 2023.

This resolution takes effect immediately.

  
ENGR. CARLOS G. VELOSO,  
Municipal Mayor

  
MR. TEDDY L. VAPOR  
HRMO/Municipal Administrator

  
MRS. NICETA P. CONDES  
Municipal Treasurer


  
MR. ANTONIO G. CALUMBA, CPA  
Municipal Accountant

  
MR. MANUEL I. RUBILLOS  
Municipal Budget Officer


  
MR. ORLANDO L. ROMERO  
Municipal Engineer

  
MARK ANTHONY C. LUCHE, MM  
VILMEA President

  
ANA MARIE B. SARINO  
VILMEA Vice President

  
DIO ROMEO T. IMBONG  
VILMEA Secretary

  
FRANCES RUTH R. RIVERAL  
VILMEA Treasurer

  
FELIX V. ALBAÑO, JR.  
VILMEA Auditor

  
LUISA ETHYL T. PECAYO  
VILMEA Business Manager

## Statement of Funds Available for Reversion

As of November, 2023

OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
1	2	3	4	5	6
Mayor's Office	Salary (Meat Inspector) November, 2023 (Basic: Php 15,795.00)- MMO Economic	157,434.00	93,600.00	63,834.00	15,795.00
	S R I (Meat Inspector) - MMO Economic	40,000.00	-	40,000.00	20,000.00
	Telephone Expenses- Landline	125,000.00	57,431.89	67,568.11	37,568.00
	Repair and Maintenance: Office Equipment	100,000.00	22,250.00	77,750.00	77,750.00
	Repair & Maint. : Roads, Highways, Bridges	100,000.00	3,420.00	96,580.00	96,580.00
	Repair & Maint.: Parks, Plazas, Monuments	100,000.00	24,843.00	75,157.00	75,157.00
	Repair & Maint.: Canals and Laterals	100,000.00	13,862.00	86,138.00	86,138.00
	Repair & Maint.: Other Infrastructure Assets	829,525.00	227,718.00	601,807.00	601,807.00
	Repair and Maintenance: Furniture and Fixture	29,350.00	-	29,350.00	25,000.00
Vice- Mayor's Office	Repair and Maintenance: Office Equipment	226,000.00	44,500.00	181,500.00	181,500.00
					<b>181,500.00</b>
Administrator' Office	Salary (Municipal Administrator) November 2023 (Basic: Php 72,062.00)	1,022,980.00	659,142.00	363,838.00	72,062.00
	S R I (Municipal Administrator)	40,000.00	-	40,000.00	20,000.00
	Internet Subscription Expenses	75,000.00	-	75,000.00	75,000.00
	Repair and Maintenance: Office Equipment	220,000.00	-	220,000.00	220,000.00
					<b>387,062.00</b>




HRM Office	Repair and Maintenance: Furniture and Fixture	103,000.00	-	103,000.00	<b>100,000.00</b>
MPDC	Other Supplies and Materials Expenses	10,000.00	-	10,000.00	10,000.00
	Repair and Maintenance: IT and Software	85,000.00	-	85,000.00	85,000.00
					<b>95,000.00</b>
Local Civil Registrar	Office Supplies Expenses	75,000.00	32,939.00	42,061.00	40,000.00
	Traveling Expenses	150,000.00	58,600.00	91,400.00	40,000.00
	Telephone Expenses-Landline	24,000.00	6,153.49	17,846.51	10,000.00
	Other Supplies and Materials Expenses	10,000.00	-	10,000.00	10,000.00
					<b>100,000.00</b>
Municipal Budget Office	Other Supplies and Materials Expenses	30,000.00	-	30,000.00	15,000.00
	Telephone Expenses-Landline	60,000.00	41,417.94	18,582.06	10,000.00
	Repair and Maintenance: IT and Software	10,000.00	-	10,000.00	10,000.00
	Repair and Maintenance: Office Equipment	10,000.00	-	10,000.00	10,000.00
					<b>45,000.00</b>
Municipal Accounting Office	Salary Senior Bookkeeper November 2023 (Basic: Php 16,969.00)	1,800,362.00	1,324,526.00	475,836.00	16,969.00
	S R I Senior Bookkeeper	140,000.00	-	140,000.00	20,000.00
	Telephone Expenses-Landline	50,000.00	31,581.97	18,418.03	10,000.00
	Traveling Expenses	100,000.00	26,950.00	73,050.00	50,000.00
	Telephone Expenses- Mobile	36,000.00	18,000.00	18,000.00	12,000.00
	Office Supplies Expenses	150,000.00	80,890.00	69,110.00	18,000.00
	Repair and Maintenance: IT and Software	50,000.00	-	50,000.00	50,000.00
	Repair and Maintenance: Furniture and Fixture	10,000.00	-	10,000.00	10,000.00
					<b>186,969.00</b>
Municipal Treasurer's Office	Other Supplies and Materials Expenses	250,000.00	50,000.00	200,000.00	200,000.00
	Telephone Expenses-Landline	34,000.00	11,817.50	22,182.50	18,000.00
	Repair and Maintenance: IT and Software	125,000.00	-	125,000.00	125,000.00

Municipal Treasurer's Office	Repair and Maintenance: Office Equipment	110,000.00	5,000.00	105,000.00	105,000.00
					<b>448,000.00</b>
Municipal Assessor's Office	Repair and Maintenance: Office Equipment	87,222.00	-	87,222.00	<b>87,222.00</b>
Rural Health Unit	Office Supplies Expenses	200,000.00	111,647.00	88,353.00	38,353.00
	Traveling Expenses	425,000.00	184,711.04	240,288.96	100,000.00
	Repair and Maintenance: IT and Software	135,540.00	22,500.00	113,040.00	113,040.00
	Repair and Maintenance Motor Vehicles	479,318.00	273,988.00	205,330.00	125,000.00
					<b>376,393.00</b>
Municipal Social Welfare and Development	Telephone Expenses-Landline	30,000.00	14,049.39	15,950.61	10,000.00
	Repair and Maintenance: IT and Software	145,450.00	-	145,450.00	145,450.00
					<b>155,450.00</b>
Municipal Engineering Office	Telephone Expenses-Landline	24,000.00	10,555.12	13,444.88	10,000.00
	Repair and Maintenance Other Infrastructure Assets	273,066.00	67,140.00	205,926.00	158,066.00
					<b>168,066.00</b>
Municipal Agriculture Office	Agricultural and Marine Supplies Expenses	2,542,525.00	2,341,175.00	201,350.00	201,350.00
	Telephone Expenses-Landline	36,000.00	19,421.50	16,578.50	10,000.00
	Repair and Maintenance- Buildings and Other Structures	225,000.00	-	225,000.00	225,000.00
					<b>436,350.00</b>

Municipal Environment and Natural Resources Office	Telephone Expenses-Landline	30,000.00	7,541.77	22,458.23	15,000.00
	Repair and Maintenance- Buildings and Other Structures	170,000.00	62,570.00	107,430.00	50,000.00
	Repair and Maintenance: IT and Software	15,000.00	-	15,000.00	15,000.00
	Repair and Maintenance Other Infrastructure Assets	20,000.00	-	20,000.00	20,000.00
					<b>100,000.00</b>
<b>TOTAL</b>		<b>11,425,772.50</b>	<b>5,949,941.61</b>	<b>5,475,830.89</b>	<b>3,902,807.50</b>

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

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

  
**NICETA P. CONDES**  
 Municipal Treasurer

  
**ANTONIO G. CALUMBA, CPA**  
 Municipal Accountant

## STATEMENT OF FUNDING SOURCE

### SUPPLEMENTAL BUDGET NO. 4


C. Y 2023

LGU - VILLABA, LEYTE

Particulars 1	Account Classification 2	Amounts 3
1.0 New Revenue Sources		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings		
4.0 Realignment		
<b>5.0 Reversion</b>		
5.1) Unfilled/Vacant Position (Municipal Administrator- Admin.)- November, 2023		72,062.00
5.2) Unfilled/Vacant Position (Meat Inspector- MMO Econ.)- November, 2023		15,795.00
5.3) Unfilled/Vacant Position (Senior Bookkeeper- Accounting)- November, 2023		16,969.00
5.4) Savings from MOOE- Municipal Mayor's Office		1,000,000.00
5.5) Savings from MOOE- Vice- Mayor's Office/Sangguniang Bayan		181,500.00
5.6) Savings from MOOE- Administrator's Office		295,000.00
5.7) Savings from MOOE- HRM Office		100,000.00
5.8) Savings from MOOE- MPDC		95,000.00
5.9) Savings from MOOE- Local Civil Registrar		100,000.00
5.10) Savings from MOOE- Budget Office		45,000.00
5.11) Savings from MOOE- Accounting Office		150,000.00
5.12) Savings from MOOE- Treasurer's Office		448,000.00
5.13) Savings from MOOE- Assessor's Office		87,222.00
5.14) Savings from MOOE- RHU		376,393.00

5.15) Savings from MOOE- MSWDO		155,450.00
5.16) Savings from MOOE- Engineering's Office		168,066.00
5.17) Savings from MOOE- Agriculture's Office		436,350.00
5.18) Savings from MOOE- MENRO		100,000.00
5.19) Savings from SRI Appropriation (Municipal Administrator- Admin Office)		20,000.00
5.20) Savings from SRI Appropriation (Meat Inspector- MMO Economic)		20,000.00
5.21) Savings from SRI Appropriation (Senior Bookkeeper- Accounting Office)		20,000.00
<b>Total Income</b>		<b>3,902,807.00</b>

**Certified Correct:**

  
**NICETA P. CONDES**  
 Local Treasurer  
 DATE: \_\_\_\_\_


  
**ANTONIO G. CALUMBA**  
 Local Accountant  
 DATE: \_\_\_\_\_



**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

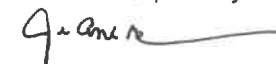
Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6	
<b>Municipal Mayor's Office</b>	<i>Personal Services</i>					
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-001-002-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits  <i>C N A Incentive</i>	5 01 04 990	975,000.00	
	sub- total				<b>975,000.00</b>	
	<i>Maintenance and Other Operating Expenses</i>					
	Provision for the expenditures under Janitorial Services		Janitorial Services	5 02 12 020	177,863.00	
	Provisin for the Other MOOE	1000-000-3-01-001-001-000-000	Other MOOE	5 02 99 990	85,944.00	
	Provision for the Environment/Sanitary Services		Environment/ Sanitary Services	5 02 12 010	24,000.00	
	Provision for the services rendered as Managerial Consultant		Other Professional Services	5 02 11 040	40,000.00	
	sub- total				<b>327,807.00</b>	
	<b>TOTAL</b>					<b>1,302,807.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor





**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
<b>Municipal Mayor's Office-Economic</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-01-001-008-000-000 <small>(Supplemental Budget No.1 C.Y. 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	25,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  



## Statement of Supplemental Appropriation

No. 4 C.Y. 2023

Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<i>Personal Services</i>					
Municipal Vice- Mayor's Office/ Sangguniang Bayan Office	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-002-004-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	550,000.00
	<b>TOTAL</b>				<b>550,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor



**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Municipal Administrator's Office</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-02-001-006-000-000 <small>(Supplemental Budget No.1 C.Y. 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	25,000.00
	<b>TOTAL</b>				<b>25,000.00</b>

Prepared By:

  
MANUEL I. RUBILLOS, JR.  
 Municipal Budget Officer

Approved By:

  
ENGR. CARLOS G. VELOSO  
 Municipal Mayor  




**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Municipal Administrator's Office Economic</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-02-001-010-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits  <i>C N A Incentive</i>	5 01 04 990	250,000.00
	<b>TOTAL</b>				<b>250,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:


  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  




**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
	<i>Personal Services</i>				
Human Resource Management Office	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-001-008-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits	5 01 04 990	
			<i>C N A Incentive</i>		100,000.00
<b>TOTAL</b>					<b>100,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor





**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Municipal Planning and Development Coordinator</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-009-010-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	75,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  


## Statement of Supplemental Appropriation

No. 4 C.Y. 2023

Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
<i>Personal Services</i>					
<b>Municipal Civil Registrar</b>	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-012-012-000-000 <small>(Supplemental Budget No.1 C.Y. 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	100,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  




**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
Municipal Budget Office	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-008-014-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits  <i>C N A Incentive</i>	5 01 04 990	50,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  




**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
<b>Municipal Accounting Office</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-007-016-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	150,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:


  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  




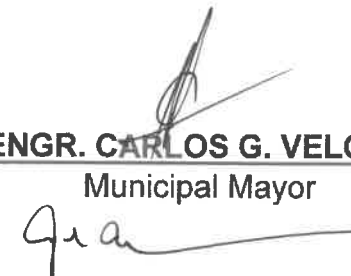
**Statement of Supplemental Appropriation**  
**No. 4 C.Y. 2023**  
**Villaba, Leyte**

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Municipal Treasurer's Office</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-005-018-000-000 <small>(Supplemental Budget No.1 C.Y. 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	350,000.00
	<b>TOTAL</b>				<b>350,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer


Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor

**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
	<i>Personal Services</i>				
Municipal Treasurer's Office Economic	Provision for the grant of Collective Negotiation Agreement	8000-000-3-01-005-012-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	75,000.00
	<b>TOTAL</b>				<b>75,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor





**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Personal Services</b>					
Municipal Assessor's Office	Provision for the grant of Collective Negotiation Agreement	1000-000-3-01-006-020-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	100,000.00
	<b>TOTAL</b>				<b>100,000.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer



Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  


**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
<b>Rural Health Unit</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	3000-200-3-01-011-002-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	350,000.00
	<b>TOTAL</b>				<b>350,000.00</b>

Prepared By:   
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 Municipal Budget Officer

Approved By:   
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  


## Statement of Supplemental Appropriation

No. 4 C.Y. 2023

Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<i>Personal Services</i>					
<b>Municipal Social Welfare and Development Office</b>	Provision for the grant of Collective Negotiation Agreement	3000-500-3-02-005-004-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits  <i>C N A Incentive</i>	5 01 04 990	125,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
Municipal Mayor





**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Municipal Agriculture's Office</b>	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-02-003-004-000-000 <small>(Supplemental Budget No.1 C.Y 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	125,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  






**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Municipal Engineering's Office	<i>Personal Services</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-01-010-002-000-000 <small>(Supplemental Budget No.1 C.Y. 2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	100,000.00
	<b>TOTAL</b>				

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer


Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor  


**Statement of Supplemental Appropriation**  
 No. 4 C.Y. 2023  
 Villaba, Leyte

Implementing Office 1	Particular/Purpose 2	AIP Code 3	Object of Expenditures 4	Account Code 5	Amount 6
<b>Personal Services</b>					
Municipal Environment and Natural Resources Office	Provision for the grant of Collective Negotiation Agreement	8000-000-3-02-004-006-000-000 <small>(Supplemental Budget No.1 C.Y.2023)</small>	Other Personnel Benefits <i>C N A Incentive</i>	5 01 04 990	50,000.00
	<b>TOTAL</b>				<b>50,000.00</b>
<b>Grand Total</b>					<b>3,902,807.00</b>

Prepared By:

  
**MANUEL I. RUBILLOS, JR.**  
 Municipal Budget Officer

Approved By:

  
**ENGR. CARLOS G. VELOSO**  
 Municipal Mayor