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Item No.: 23
Date: 09 2024 JAN



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

January 4, 2024
SANGGUNANG PANLALAWIGAN
14 2024 JAN
PROVINCE OF LEYTE
RELEASED
DATE: 1-4-24
NO. #264
BY: [Signature]
PBO

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 Palo, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2023-05** with a total appropriation in the amount of **P15,579,533.56** 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) 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 grant of One-Time Service Recognition Incentive shall conform with the terms and conditions stipulated under Budget Circular No. 2023-2 dated December 13, 2023;
4. That the appropriation and grant of Gratuity Pay shall be pursuant to the provisions of Budget Circular Number 2023-3 dated December 14, 2023;
5. 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
6. 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:

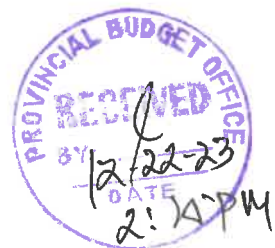
[Signature]
MARIA GINA P. HIPE
Provincial Budget Officer

[Signature]
RUTH Y. SURPIA
Provincial Treasurer

[Signature]
AGNES G. RAFON
Project Development Officer IV
Officer-In-Charge – PPDO

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Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
22 December 2023

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **APPROPRIATION ORDINANCE NO. 2023-05 of the MUNICIPALITY OF PALO, LEYTE, ENTITLED: An Ordinance Authorizing SUPPLEMENTAL BUDGET NO. 3, Series of 2023 Involving an Amount of FIFTEEN MILLION FIVE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED THIRTY THREE PESOS AND FIFTY SIX CENTAVOS (PHP15,579,533.56).**


FLORINDA JILL S. UYVICO
Secretary to the Sangguniang

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

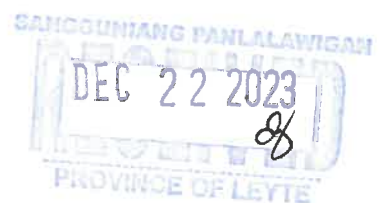
SANGGUNIANG BAYAN

1st Indorsement
December 20, 2023

Respectfully forwarded to the Hon. Sangguniang Panlalawigan thru Hon. Vice-Governor Leonardo Javier, Jr., Province of Leyte, Palo, Leyte, the herein attached copy of Municipal Resolution No. 2023-217 of the Sangguniang Bayan, Palo, Leyte, dated December 12, 2023, which is self-explanatory.


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

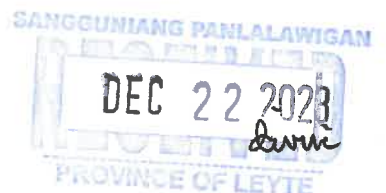
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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN



EXERPTS FROM THE MINUTES OF THE 71st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 12, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

APPROPRIATION ORDINANCE NO. 2023-05

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 3, SERIES OF 2023, OF THE MUNICIPALITY OF PALO, LEYTE, INVOLVING AN AMOUNT OF FIFTEEN MILLION FIVE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED THIRTY THREE PESOS AND FIFTY SIX CENTAVOS (₱15,579,533.56) FOR ADDITIONAL FUNDING OF PERSONAL SERVICES, MAINTENANCE AND OTHER OPERATING EXPENSES, AND SPECIAL PURPOSE APPROPRIATIONS (NON-OFFICE).

Section 1. The Supplemental Budget of the Palo Local Government Unit for Fiscal Year 2023 in the total amount of **Fifteen Million Five Hundred Seventy Nine Thousand Five Hundred Thirty Three Pesos and Fifty Six Centavos only (₱15,579,533.56)** for additional funding of Personal Services, Maintenance and Other Operating Expenses, and Special Purpose Appropriations (Non-Office) is hereby approved.

The Budget Documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. LFC Resolution No. 1
2. LBP Form No. 8 – Statement of Funding Sources
3. LBP Form No. 9 – Statement of Supplemental Appropriation
4. Other related supporting documents attached thereto

Section 2. Sources of Funds. The sources of funds for the Supplemental Budget No. 3 in the total amount of **Fifteen Million Five Hundred Seventy Nine Thousand Five Hundred Thirty Three Pesos and Fifty Six Centavos (₱15,579,533.56)** shall be as follows:

Reversion of Unutilized Appropriations/Balances
As of November 30, 2023

Personal Services	-	P 9,927,470.39
Maintenance and Other Operating Expenses		4,746,387.33
Non-Office Expenditures (Special Purpose Appro.)		
FY 2021 Prior Year's Appro. – Procurement of		
Other Related COVID-19 Expenses)		<u>1,500,000.00</u>
Total Funding Sources		P <u>16,173,857.72</u>

Section 3. Use of Funds. The amount of **Fifteen Million Five Hundred Seventy Nine Thousand Five Hundred Thirty Three Pesos and Fifty Six Centavos (₱15,579,533.56)** is hereby appropriated for the Supplemental Budget of the Municipality of Palo, Leyte, as follows:

Proposed New Appropriation Language:

For	Personal Services Php	7,914,533.56
	Maintenance and Other Operating Expenses	6,165,000.00
	Special Purpose Appropriations (Non-Office)	<u>1,500,000.00</u>
	Total		<u>15,579,533.56</u>

New Appropriation by Program/Activity/Project

	Current Expenditures	Operating			
Program/Project/Activity	Personal Services	Maintenance and Other Operating Expenses	Capital Outlay	Non-Office Expenditures	Total
A. Programs					
I. General Administration Services					
a. General Administrative and Support Services	2,374,533.56	3,615,000.00	0.00	1,500,000.00	7,489,533.56
b. Legislative Services	925,000.00	690,000.00	0.00	0.00	1,615,000.00
c. Planning & Dev. Services	135,000.00	45,000.00	0.00	0.00	180,000.00
d. Civil Registry Services	220,000.00	45,000.00	0.00	0.00	265,000.00
e. Budgeting Services	235,000.00	15,000.00	0.00	0.00	250,000.00
f. Accounting Services	335,000.00	45,000.00	0.00	0.00	380,000.00
g. Treasury Services	890,000.00	30,000.00	0.00	0.00	920,000.00
h. Assessment Services	285,000.00	30,000.00	0.00	0.00	315,000.00
i. Police Department	0.00	0.00	0.00	0.00	0.00
j. Palo Auxiliary Traffic Unit (PATU)		360,000.00	0.00	0.00	360,000.00
Sub-total	5,399,533.56	4,875,000.00	0.00	1,500,000.00	11,774,533.56
II. Social Services					
a. Health Services	1,115,000.00	330,000.00	0.00	0.00	1,445,000.00
b. Social Welfare Services.	390,000.00	120,000.00	0.00	0.00	510,000.00
Sub-total	1,505,000.00	450,000.00	0.00	0.00	1,955,000.00
III. Economic Services					
a. Agricultural Services	220,000.00	150,000.00	0.00	0.00	370,000.00
b. Engineering Services	375,000.00	30,000.00	0.00	0.00	405,000.00
c. Market & Slaughterhouse	415,000.00	660,000.00	0.00	0.00	1,075,000.00
Sub-total	1,010,000.00	840,000.00	0.00	0.00	1,850,000.00
II. Operations					
a. NONE	0.00	0.00	0.00	0.00	0.00
Sub-total	0.00	0.00	0.00	0.00	0.00
Total, Programs	0.00	0.00	0.00	0.00	0.00
B. Projects					
I. Locally Funded Project	0.00	0.00	0.00	0.00	0.00
a. NONE	0.00	0.00	0.00	0.00	0.00
Sub-total	0.00	0.00	0.00	0.00	0.00
Total, Projects	0.00	0.00	0.00	0.00	0.00
Total New Appropriations	7,914,533.56	6,165,000.00	0.00	1,500,000.00	15,579,533.56

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Section 4. Separability Clause. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections 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.

APPROVED.

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer


ANDRES IAN R. SEVILLA
SB Member


CASIMERO B. VILLAS, JR.
SB Member



CHIQUI RUTH C. UY
SB Member

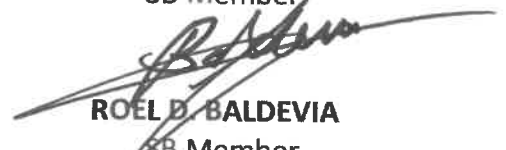

AARON H. ROCA
SB Member


FELIPE T. YGRUBAY, JR
SB Member


ANTONINO C. HERNIT
SB Member


JAN MICHELLE L. DOLINA
SB Member


CASIMERO B. PARADO II
SB Member


ROEL D. BALDEVIA
SB Member
LIGA President


MARY DWELL S. AGNER
SB Member
SK Federation President

APPROVED. ^{DECEMBER 21} _____, 2023


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 71st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 12, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Vice-Mayor Jonathan P. Chiquillo – Presiding Officer
SB Member Andres Ian R. Sevilla
SB Member Casimero P. Villas, Jr.
SB Member Chiqui Ruth C. Uy
SB Member Aaron H. Roca
SB Member Felipe T. Ygrubay, Jr.
SB Member Antonino C. Hernit
SB Member Jan Michelle L. Dolina
SB Member Casimero B. Parado II
SB Member Roel D. Baldevia – LIGA President
SB Member Mary Dwell S. Agner – SK Federation President

Absent:

N o n e.

MUNICIPAL RESOLUTION NO. 2023-217

REVERTING AND REPROGRAMMING OF FUNDS FOR THE FUNDING OF THE MUNICIPALITY’S PROPOSED SUPPLEMENTAL BUDGET NO. 3 FOR CALENDAR YEAR 2023 IN THE AMOUNT OF SIXTEEN MILLION ONE HUNDRED SEVENTY THREE THOUSAND EIGHT HUNDRED FIFTY SEVEN AND SEVENTY TWO CENTAVOS (₱16,173,857.72), AS CERTIFIED BY THE MUNICIPAL ACCOUNTANT, MUNICIPAL BUDGET OFFICER, AND OIC-MUNICIPAL TREASURER.

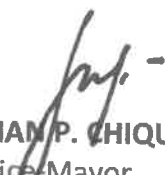
NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo revert and reprogram, as it hereby reverts and reprograms funds for the funding of the municipality’s proposed Supplemental Budget No. 3 for Calendar Year 2023 in the amount of Sixteen Million One Hundred Seventy Three Thousand Eight Hundred Fifty Seven and Seventy Two Centavos (₱16,173,857.72), as certified by the Municipal Accountant, Municipal Budget Officer, and OIC-Municipal Treasurer;

RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios “Matin” L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Luis Antonio M. Napoles, Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

ATTESTED:


JONATHAN P. CHIQUILLO
Vice Mayor
Presiding Officer

CERTIFIED CORRECT:


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 71st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 12, 2023, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Vice-Mayor Jonathan P. Chiquillo – Presiding Officer
SB Member Andres Ian R. Sevilla
SB Member Casimero P. Villas, Jr.
SB Member Chiqui Ruth C. Uy
SB Member Aaron H. Roca
SB Member Felipe T. Ygrubay, Jr.
SB Member Antonino C. Hernit
SB Member Jan Michelle L. Dolina
SB Member Casimero B. Parado II
SB Member Roel D. Baldevia – LIGA President
SB Member Mary Dwell S. Agner – SK Federation President

Absent:

N o n e.

MUNICIPAL RESOLUTION NO. 2023-218

GRANTING LEGISLATIVE AUTHORIZATION TO THE MUNICIPALITY'S SUPPLEMENTAL BUDGET NO. 3 FOR CALENDAR YEAR 2023 IN THE AMOUNT OF FIFTEEN MILLION FIVE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED THIRTY THREE PESOS AND FIFTY SIX CENTAVOS (₱15,579,533.56).

NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo grant, as it hereby grants legislative authorization to the municipality's Supplemental Budget No. 3 for Calendar Year 2023 in the amount of Fifteen Million Five Hundred Seventy Nine Thousand Five Hundred Thirty Three Pesos and Fifty Six Centavos (₱15,579,533.56);

RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios "Matin" L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Luis Antonio M. Napoles, Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:

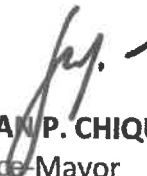
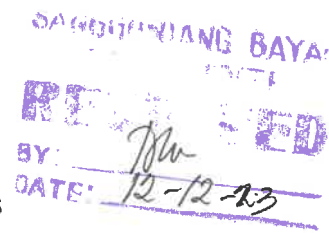

JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer

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Republic of the Philippines
Province of Leyte
Municipality of Palo
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LOCAL FINANCE COMMITTEE

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE LOCAL FINANCE COMMITTEE (LFC) HELD AT THE MAYOR'S OFFICE, PALO, LEYTE ON DECEMBER 11, 2023 AT 9:00 O'CLOCK IN THE MORNING..

LOCAL FINANCE COMMITTEE RESOLUTION No. 2023-03

RESOLUTION REQUESTING REVERSION/REPROGRAMMING OF FUNDS AND LEGISLATIVE AUTHORIZATION FOR THE FUNDING OF THE PROPOSED SUPPLEMENTAL BUDGET NO. 3, CALENDAR YEAR 2023, PALO, LEYTE.

WHEREAS, as of December 11, 2023 the Municipal Accountant, Municipal Treasurer and the Municipal Budget Officer certifies that there are unutilized balances and appropriations under Personal Services, MOOE and Non-Office Expenditures (Special Purpose Appropriation). FY 2021 Prior Year's amounting to **SIXTEEN MILLION ONE HUNDRED SEVENTY THREE THOUSAND EIGHT HUNDRED FIFTY SEVEN PESOS & 72/100 (Php 16,173,857.72)** which are available for reversion/reprogramming;

Personal Services	-	Php	9,927,470.39
Maintenance and Other Operating Expenses	-		4,746,387.33
Non-Office Expenditures (Special Purpose Appra.)			
FY 2021 Prior Years Appro. – Procurement of			
Other Related COVID-19 Expenses	-		<u>1,500,000.00</u>
Total Amount Available for Reversions	-	Php	<u>16,173,857.72</u>

WHEREAS, the Local Finance Committee proposed for the reversion/reprogramming of the said unutilized balances/appropriations from Personal Services and MOOE to the following items that needs funding, to wit;

Personal Services:

Year End Bonus (Unclaimed CY 2022)	-	Php	10,509.77
Cash Gift (Unclaimed CY 2022)	-		4,023.79
Other Personnel Benefits			7,900,000.00
CNA Incentive Pay	Php	4,260,000.00	
Service Recognition Incentive (SRI)	3,640,000.00		

TOTAL PERSONAL SERVICES Php **7,914,533.56**

MOOE:

Other General Services		Php	6,165,000.00
Wage Adjustment	Php	4,110,000.00	
Gratuity Pay FY 2023		<u>2,055,000.00</u>	

TOTAL MOOE Php **6,165,000.00**

Non-Office Expenditures:

RT-PCR Testing	-	Php	<u>1,500,000.00</u>
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TOTAL NON-OFFICE EXPENDITURES Php **1,500,000.00**

Total Supplemental Appropriations - Php **15,579,533.56**

WHEREAS, there is a need for a supplemental appropriation for the above-mentioned expenses;

NOW, THEREFORE, on motion of Ms. Jayra Mae E. Gamez, OIC-Municipal Treasurer, duly seconded by all members;

RESOLVE, as it is hereby resolved to request the Sangguniang Bayan for a resolution on the reversion /reprogramming of the unutilized balances and appropriations and a legislative authorization of the supplemental budget for the funding of the Supplemental Budget No. 3, Calendar Year 2023 in the amount of **FIFTEEN MILLION FIVE HUNDRED SEVENTY NINE THOUSAND FIVE HUNDRED THIRTY THREE PESOS & 56/100 (Php 15,579,533.56)**;

jeo

[Signature]

RESOLVED FINALLY, that copies of this resolution be furnished the Sangguniang Bayan thru the Hon. Municipal Mayor, all of Palo, Leyte, for their appropriate action.

APPROVED: December 11, 2023.

LOCAL FINANCE COMMITTEE:


ENGR. ARMAND C. CABALTERA
Municipal Planning & Dev. Coordinator
Chairman


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer
Member


LUIS ANTONIO N. NAPOLES
Municipal Accountant
Member


MA. ALELI F. PLAZUELA
Municipal Budget Officer
Member

**STATEMENT OF FUNDING SOURCES
SUPPLEMENTAL BUDGET NO. 3
Fiscal Year 2023**

PALO, LEYTE

Province/City/Municipality

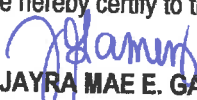
GENERAL FUND

Fund/Special Account

Particulars	Account Classification	Amount
1.0 New Revenue Sources:		
None		-0-
2.0 Actual Collection in Excess of the Estimated Income:		
None		-0-
3.0 Savings		
None		-0-
4.0 Realignment:		
None		-0-
5.0 Reversions:		
From PS (for SRI, Other General Services and Gratuity FY2023)	(Annex-A)	
Salaries		7,071,418.00
PERA		638,000.00
Mid-Year Bonus		687,558.00
Life and Retirement Insurance Premiums		848,570.16
PhilHEALTH Contributions		398,924.23
Productivity Enhancement Incentive (PEI)		115,000.00
Clothing/Uniform Allowance		168,000.00
TOTAL PS		9,927,470.39
From MOOE (for the Grant of CNA Incentive FY 2023) - (Annex-B)		
Travelling Expenses		500,000.00
Supplies and Materials Expenses		1,654,981.17
Utility Expenses		338,986.96
Repairs and Maintenance Expenses		2,252,419.20
TOTAL MOOE		4,746,387.33
From Non-Office (Special Purpose Appro.)		
- FY 2021 Prior Year's Procurement of Other Related COVID-19 Expenses (for the payment of RT-PCR Testing)		1,500,000.00
TOTAL NON-OFFICE		1,500,000.00
TOTAL FUNDING SOURCES		16,173,857.72

Certified Correct:

We hereby certify to the correctness of the statement of funds available for appropriation.


JAYRA MAE E. GAMEZ
 OIC-Municipal Treasurer


LUIS ANTONIO M. NAPOLES
 Municipal Accountant

12-11-2023

12-11-2023

Date

Date

**STATEMENT OF SUPPLEMENTAL APPROPRIATION
SUPPLEMENTAL BUDGET NO. 3
FISCAL YEAR 2023**

**PALO LEYTE
Province/City/Municipality**

Implementing Office	Particulars/Purpose	AIP CODE	Object of Expenditure	Account Code	Amount	
1011-Mayor's	appropriation for unclaimed 2022 Year End Bonus and Cash Gift (Ms. Melody Montilla) appropriation for CNA Incentive Pay & SRI for FY 2023	1000-001	PERSONAL SERVICES:			
			Year End Bonus	50102140	10,509.77	
			Cash Gift	50102150	4,023.79	
		Other Personnel Benefits	50104990	2,360,000.00		
		Total PS		2,374,533.56		
		appropriation for wage adjustment and Gratuity Pay for FY 2023		MOOE		
			Other General Services	50212990	3,405,000.00	
			Total MOOE		3,405,000.00	
			TOTAL AMOUNT		5,779,533.56	
Mayor's-BPLO	appropriation for wage adjustment and Gratuity Pay for FY 2023	1000-003	MOOE			
			Other General Services	50212990	90,000.00	
			Total MOOE		90,000.00	
			TOTAL AMOUNT		90,000.00	
Mayor's-PATU	appropriation for wage adjustment and Gratuity Pay for FY 2023		MOOE			
			Other General Services	50212990	360,000.00	
			Total MOOE		360,000.00	
			TOTAL AMOUNT		360,000.00	
Mayor's-DILG	appropriation for wage adjustment and Gratuity Pay for FY 2023		MOOE			
			Other General Services	50212990	15,000.00	
			Total MOOE		15,000.00	
			TOTAL AMOUNT		15,000.00	
Mayor's -Tourism	appropriation for wage adjustment and Gratuity Pay for FY 2023	1000-004	MOOE			
			Other General Services	50212990	60,000.00	
			Total MOOE		60,000.00	
			TOTAL AMOUNT		60,000.00	
1016-Vice-Mayor	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-006	PERSONAL SERVICES			
			Other Personnel Benefits	50104990	50,000.00	
			Total PS		50,000.00	
			TOTAL AMOUNT		50,000.00	
1021-Sang. Bayan	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-006	PERSONAL SERVICES			
			Other Personnel Benefits	50104990	600,000.00	
			TOTAL PS		600,000.00	
		appropriation for wage adjustment and Gratuity Pay for FY 2023		MOOE		
				Other General Services	50212990	690,000.00
				Total MOOE		690,000.00
			TOTAL AMOUNT		1,290,000.00	
1022-Mun. Secretary	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-006	PERSONAL SERVICES			
			Other Personnel Benefits	50104990	275,000.00	
			TOTAL PS		275,000.00	
			TOTAL AMOUNT		275,000.00	
1041-PLANNING	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-007	PERSONAL SERVICES			
			Other Personnel Benefits	50104990	135,000.00	
			TOTAL PS		135,000.00	
		appropriation for wage adjustment and Gratuity Pay for FY 2023		MOOE		
				Other General Services	50212990	45,000.00
				Total MOOE		45,000.00
			TOTAL AMOUNT		180,000.00	

Implementing Office	Particulars/Purpose	AIP CODE	Object of Expenditure	Account Code	Amount
1051-MCR	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-009	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	220,000.00
	TOTAL PS			220,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	45,000.00		
	Total MOOE		45,000.00		
	TOTAL AMOUNT		265,000.00		
1071-Budget	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-8	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	235,000.00
	TOTAL PS			235,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	15,000.00		
	Total MOOE		15,000.00		
	TOTAL AMOUNT		250,000.00		
1081-Mun. Acctg.	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-9	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	335,000.00
	TOTAL PS			335,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	45,000.00		
	Total MOOE		45,000.00		
	TOTAL AMOUNT		380,000.00		
1091-MTO	appropriation for CNA Incentive Pay & SRI for FY 2023		PERSONAL SERVICES		
			Other Personnel Benefits	50104990	890,000.00
	TOTAL PS			890,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	30,000.00		
	Total MOOE		30,000.00		
	TOTAL AMOUNT		920,000.00		
1101-Assessor	appropriation for CNA Incentive Pay & SRI for FY 2023	1000-11	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	285,000.00
	TOTAL PS			285,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	30,000.00		
	Total MOOE		30,000.00		
	TOTAL AMOUNT		315,000.00		
4411-MHO	appropriation for CNA Incentive Pay & SRI for FY 2023	3000-001	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	1,115,000.00
	TOTAL PS			1,115,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	375,000.00		
	Total MOOE		375,000.00		
	TOTAL AMOUNT		1,490,000.00		
7611-MSWD	appropriation for CNA Incentive Pay & SRI for FY 2023	3000-021	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	390,000.00
	TOTAL PS			390,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	120,000.00		
	Total MOOE		120,000.00		
	TOTAL AMOUNT		510,000.00		
8711-Agriculture	appropriation for CNA Incentive Pay & SRI for FY 2023	8000-001	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	220,000.00
	TOTAL PS			220,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	150,000.00		
	Total MOOE		150,000.00		
	TOTAL AMOUNT		370,000.00		

Implementing Office	Particulars/Purpose	AIP CODE	Object of Expenditure	Account Code	Amount
8751-Engineering	appropriation for CNA Incentive Pay & SRI for FY 2023	8000-011	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	375,000.00
	Total PS			375,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	30,000.00		
	Total MOOE		30,000.00		
	TOTAL AMOUNT		405,000.00		
8811-Market and Slaughterhouse	appropriation for CNA Incentive Pay & SRI for FY 2023	8000-015	PERSONAL SERVICES		
			Other Personnel Benefits	50104990	415,000.00
	Total PS			415,000.00	
	MOOE				
appropriation for wage adjustment and Gratuity Pay for FY 2023	Other General Services	50212990	660,000.00		
	Total MOOE		660,000.00		
	TOTAL AMOUNT		1,075,000.00		
Mayor's/MHO	appropriation for the payment of RT-PCR Testing	3000-031-3	NON-OFFICE EXPENDITURES (SPECIAL PURPOSE APPRO.)		
			MOOE:		
			Other Related COVID-19 Expenses (RT PCR TESTING)		1,500,000.00
			Total Non-Office Expenses		1,500,000.00
TOTAL SUPPLEMENTAL APPROPRIATIONS					15,579,533.56

Prepared by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

Republic of the Philippines
Province of Leyte
Municipality of Palo
-00000-

CERTIFICATION OF AVAILABILTY OF FUNDS

THIS IS TO CERTIFY that funds are available for the funding of Supplemental Budget No. 3, Calendar Year 2023 in the amount of **Sixteen Million One Hundred Seventy Three Thousand Eight Hundred Fifty Seven Pesos & 72/100 (Php 16,173,857.72)**.

THAT, the said funds are taken from the unutilized balances and appropriations from the current General Fund Budget and 2021 Prior Year's Non-Office Expenditures (Special Purpose Appropriations), to wit:

Personal Services	-	Php	9,927,470.39
MOOE	-		4,746,387.33
FY 2021 Prior Year's Appropriation Non-Office (Special Purpose Appropriation) <i>Procurement of Other Related COVID-19 Expenses</i>			<u>1,500,000.00</u>
Total Available Funding Sources		Php	<u>16,173,857.72</u>

FURTHER, that the above-mentioned funding sources are subject for reversion/reprogramming to Personal Services, Maintenance and Other Operating Expenses and Non-Office Expenditures (Special Purpose Appropriations);

ISSUED this 11th day of December 2023, Palo, Leyte.


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer


MA. ALELI F. PLAZUELA
Municipal Budget Officer

**Supplemental Budget No. 3 CY 2023
STATEMENT OF FUNDS AVAILABLE FOR REVERSION**

Office	Object of Expenditures	Appropriations CY 2023 <i>(Php)</i>	Amount of Obligations As of 11/30/23 <i>(Php)</i>	Unobligated to Date As of 11/30/23 <i>(Php)</i>	Amount to be Reverted <i>(Php)</i>	BALANCE Reserved for December Exp. <i>(Php)</i>
	PERSONAL SERVICES					
All Offices under Executive and Legislative Offices	Salaries	45,072,516.00	32,660,426.58	12,412,089.42	7,071,418.00	5,340,671.42
	PERA	5,112,000.00	3,638,467.12	1,473,532.88	638,000.00	835,532.88
	Mid Year Bonus	4,688,412.00	3,729,508.82	958,903.18	687,558.00	271,345.18
	Life and Retirement Ins. Prems.	6,746,541.92	4,826,070.25	1,920,471.67	848,570.16	1,071,901.51
	PhilHealth Contributions	1,689,100.00	744,401.05	944,698.95	398,924.23	545,774.72
	Productivity Enhancement Incentive (PEI)	2,130,000.00	-	2,130,000.00	115,000.00	2,015,000.00
	Clothing/Uniform Allowance	1,278,000.00	1,032,000.00	246,000.00	168,000.00	78,000.00
	Sub-total	66,716,569.92	46,630,873.82	20,085,696.10	9,927,470.39	10,158,225.71
	MAINTENANCE AND OTHER OPERATING EXPENSES:					
All Offices under Executive and Legislative Offices	Travelling Expenses	2,710,000.00	1,287,263.69	1,422,736.31	500,000.00	922,736.31
	Supplies and Materials Exp.	13,762,500.00	10,452,537.67	3,309,962.33	1,654,981.17	1,654,981.16
	Utility Expenses	8,500,000.00	7,822,026.08	677,973.92	338,986.96	338,986.96
	Repairs and Maintenance Exp.	7,675,000.00	3,170,161.61	4,504,838.39	2,252,419.20	2,252,419.19
	Sub-total	32,647,500.00	22,731,989.05	9,915,510.95	4,746,387.33	5,169,123.62
	NON-OFFICE (Special Purposes Appro.)					
	FY 2021 Prior Year's Procurement of Other Related COVID-19 Exp.	2,622,170.49	-	2,622,170.49	1,500,000.00	1,122,170.49
	Sub-total	2,622,170.49	-	2,622,170.49	1,500,000.00	1,122,170.49
	TOTAL AMOUNT	101,986,240.41	69,362,862.87	32,623,377.54	16,173,857.72	16,449,519.82
	TOTAL AMOUNT AVAILABLE FOR REVERSION				16,173,857.72	

Certified Correct:


MA. ALFI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer

Date: 12-11-2023

Approved:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

Republic of the Philippines
Province of Leyte
Municipality of Palo
-oo0oo-

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO 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 operation through cost cutting measures and systems improvement of the municipality.

We, **FURTHER CERTIFY** that the fund source of the FY 2023 CNA Incentive was not taken from balances allotments for programs/projects/activities which were later discounted 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 Incentive for FY 2023 of the Local Government Unit of Palo, Leyte.

Done this 11th day of December, 2023 at Palo, Leyte Philippines.

Certified Correct:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer

Approved:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

ANNEX "B"

FUNDING SOURCES FOR FY 2023 CNA INCENTIVE
(Unutilized Appropriations of Selected MOOE per Budget Circular No. 2023-1, dtd Nov. 1-, 2023
As of November 30, 2023

Account Title <i>(a)</i>	Account Code <i>(b)</i>	Unutilized Appropriations 11/30/2023 <i>(c)</i>	Reserved for December 2023 Expenditures <i>(d)</i>	Balance Available for CNA Incentive <i>e=(c-d)</i>
Repairs & Maintenance Expenses	5-02-13-000	4,504,838.39	2,252,419.20	2,252,419.20
Supplies and Materials Expenses	5-02-03-000	3,309,962.33	1,654,981.17	1,654,981.17
Travelling Expenses	5-02-01-000	1,422,736.31	922,736.31	500,000.00
Utility Expenses	5-02-04-000	677,973.92	338,986.96	338,986.96
TOTAL AMOUNT OF REVERSION FOR CNA INCENTIVE PAY		9,915,510.95	5,169,123.63	4,746,387.32

Certified Correct:


MA. AIELI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer

Date: 12-11-2023

Approved :


REMEDIOS 'MATIN' L. PETILLA
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Palo

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

CERTIFICATION

TO WHOM IT MAY CONCERN:


THIS IS TO CERTIFY that as of the end of October, 2023, more than 90.5% of the programs, projects, and activities in the 2023 Annual Investment Program of the Municipality have been implemented as per documents received from the different departments of the Local Government Unit.

This **CERTIFICATION** is issued in support for the Collective Negotiation Agreement (CNA) Incentive for FY 2023 of the Local Government Unit of Palo, Leyte.

Done this 11th day of December, 2023 at Municipality of Palo, Leyte.


ENGR. ARMAND C. CABALTERA
Municipal Planning & Development Coordinator

Noted by:


HON. REMEDIOS "MARTIN" L. PETILLA
Municipal Mayor

**APPROPRIATIONS FOR CNA INCENTIVE AND SERVICE RECOGNITION INCENTIVE (SRI)
FOR FISCAL YEAR 2023**

OFFICE/DEPARTMENT	Number	AMOUNT OF CNA		AMOUNT OF SRI		TOTAL
		Rate	Total Amount	Rate	Total Amount	
MUNICIPAL MAYOR:						
Regular	22	30,000.00	660,000.00	20,000.00	440,000.00	
Casual	36	15,000.00	540,000.00	20,000.00	720,000.00	
		Total	1,200,000.00		1,160,000.00	2,360,000.00
MUN. VICE-MAYOR:						
Regular	1	30,000.00	30,000.00	20,000.00	20,000.00	
		Total	30,000.00		20,000.00	50,000.00
SANGGUNIANG BAYAN:						
Regular	12	30,000.00	360,000.00	20,000.00	240,000.00	
		Total	360,000.00		240,000.00	600,000.00
MUNICIPAL SECRETARY:						
Regular	2	30,000.00	60,000.00	20,000.00	40,000.00	
Casual	5	15,000.00	75,000.00	20,000.00	100,000.00	
		Total	135,000.00		140,000.00	275,000.00
MUN. PLANNING & DEV. COORDINATOR:						
Regular	2	30,000.00	60,000.00	20,000.00	40,000.00	
	1	15,000.00	15,000.00	20,000.00	20,000.00	
		Total	75,000.00		60,000.00	135,000.00
MUNICIPAL CIVIL REGISTRAR:						
Regular	3	30,000.00	90,000.00	20,000.00	60,000.00	
Casual	2	15,000.00	30,000.00	20,000.00	40,000.00	
		Total	120,000.00		100,000.00	220,000.00
MUNICIPAL BUDGET OFFICER						
Regular	4	30,000.00	120,000.00	20,000.00	80,000.00	
Casual	1	15,000.00	15,000.00	20,000.00	20,000.00	
		Total	135,000.00		100,000.00	235,000.00
MUNICIPAL ACCOUNTANT:						
Regular	6	30,000.00	180,000.00	20,000.00	120,000.00	
Casual	1	15,000.00	15,000.00	20,000.00	20,000.00	
		Total	195,000.00		140,000.00	335,000.00
MUNICIPAL TREASURER:						
Regular	15	30,000.00	450,000.00	20,000.00	300,000.00	
Casual	4	15,000.00	60,000.00	20,000.00	80,000.00	
		Total	510,000.00		380,000.00	890,000.00
MUNICIPAL ASSESSOR:						
Regular	5	30,000.00	150,000.00	20,000.00	100,000.00	
Casual	1	15,000.00	15,000.00	20,000.00	20,000.00	
		Total	165,000.00		120,000.00	285,000.00
MUNICIPAL HEALTH OFFICER:						
Regular	16	30,000.00	480,000.00	20,000.00	320,000.00	
Casual	9	15,000.00	135,000.00	20,000.00	180,000.00	
		Total	615,000.00		500,000.00	1,115,000.00
MUN. SOCIAL WELFARE & DEV. OFFICER:						
Regular	5	30,000.00	150,000.00	20,000.00	100,000.00	
Casual	4	15,000.00	60,000.00	20,000.00	80,000.00	
		Total	210,000.00		180,000.00	390,000.00

**APPROPRIATIONS FOR CNA INCENTIVE AND SERVICE RECOGNITION INCENTIVE (SRI)
FOR FISCAL YEAR 2023**

OFFICE/DEPARTMENT	Number	AMOUNT OF CNA		AMOUNT OF SRI		TOTAL
		Rate	Total Amount	Rate	Total Amount	
MUNICIPAL AGRUCULTURE:						
Regular	3	30,000.00	90,000.00	20,000.00	60,000.00	
Casual	2	15,000.00	30,000.00	20,000.00	40,000.00	
	Total		120,000.00		100,000.00	220,000.00
MUNICIPAL ENGINEER:						
Regular	4	30,000.00	120,000.00	20,000.00	80,000.00	
Casual	5	15,000.00	75,000.00	20,000.00	100,000.00	
	Total		195,000.00		180,000.00	375,000.00
MARKET & SLAUGHTERHOUSE:						
Regular	2	30,000.00	60,000.00	20,000.00	40,000.00	
Casual	9	15,000.00	135,000.00	20,000.00	180,000.00	
	Total		195,000.00		220,000.00	415,000.00
TOTAL APPROPRIATIONS			4,260,000.00		3,640,000.00	7,900,000.00

Certified Correct:

Approved:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

**ADDITIONAL APPROPRIATIONS OF OTHER GENERAL SERVICES FOR WAGE ADJUSTMENT
AND GRATUITY PAY FOR JOB ORDER WORKERS
FOR FISCAL YEAR 2023**

OFFICE/DEPARTMENT	Number	Wage Adjustment	Gratuity Pay	TOTAL
		at P10,000.00/JO	at P5,000.00/JO	
Municipal Mayor	227	2,270,000.00	1,135,000.00	3,405,000.00
BPLO	6	60,000.00	30,000.00	90,000.00
Palo Traffic Unit (PATU)	24	240,000.00	120,000.00	360,000.00
DILG	1	10,000.00	5,000.00	15,000.00
Tourism	4	40,000.00	20,000.00	60,000.00
Sangguniang Bayan	46	460,000.00	230,000.00	690,000.00
Mun. Planning & Dev. Coord.	3	30,000.00	15,000.00	45,000.00
Municipal Civil Registrar	3	30,000.00	15,000.00	45,000.00
Municipal Budget Officer	1	10,000.00	5,000.00	15,000.00
Municipal Accountant	3	30,000.00	15,000.00	45,000.00
Municipal Treasurer	2	20,000.00	10,000.00	30,000.00
Municipal Assessor	2	20,000.00	10,000.00	30,000.00
Municipal Health Officer	25	250,000.00	125,000.00	375,000.00
Mun. Social Welfare & Dev. Officer	8	80,000.00	40,000.00	120,000.00
Municipal Agriculture	10	100,000.00	50,000.00	150,000.00
Municipal Engineer	2	20,000.00	10,000.00	30,000.00
Market & slaughterhouse	44	440,000.00	220,000.00	660,000.00
TOTAL AMOUNT		4,110,000.00	2,055,000.00	6,165,000.00

Certified Correct:

Approved:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

Republic of the Philippines
Province of Leyte
Municipality of Palo

STATEMENT OF FUNDING SOURCES AND EXPENDITURES	
Supplemental Budget No. 3	
Calendar Year 2023	
FUNDING SOURCES:	AMOUNT
Reversion of Unutilized Balances and Appropriations:	
Personal Services (for SRI, Other General Services	
Gratuity Pay and Unclaimed 2022 Year End	
Bonus and Cash Gift)	
Salaries	7,071,418.00
PERA	638,000.00
Mid-Year Bonus	687,558.00
Life and Retirement Insurance Prems.	848,570.16
PhilHealth Contributions	398,924.23
Productivity Enhancement Incentive (PEI)	115,000.00
Clothing/Uniform Allowance	168,000.00
	<u>9,927,470.39</u>
TOTAL PERSONAL SERVICES	9,927,470.39
MOOE (for CNA Incentive Pay FY 2023)	
Travelling Expenses	500,000.00
Supplies and Materials Expenses	1,654,981.17
Utility Expenses	338,986.96
Repairs and Maintenance Expenses	2,252,419.20
	<u>4,746,387.33</u>
TOTAL MOOE	4,746,387.33
Non-Office (Special Purpose Appropriations)	
FY 2021 Prior Year's	
Procurement of Other Related COVID-19 Expenses	
	<u>1,500,000.00</u>
TOTAL NON-OFFICE	1,500,000.00
TOTAL AMOUNT AVAILABLE RESOURCES FOR REVERSION	16,173,857.72
EXPENDITURES:	
PERSONAL SERVICES:	
Unclaimed Year End Bonus 2022 (Ms. Montilla)	10,509.77
Unclaimed Cash Gift 2022 (Ms. Montilla)	4,023.79
Other Personnel Benefits	7,900,000.00
CNA Incentive Pay FY 2023	4,260,000.00
Service Recognition Incentive (SRI) FY 2023	3,640,000.00
	<u>7,914,533.56</u>
Total	7,914,533.56
MOOE:	
Other General Services	6,165,000.00
Wage Adjustment	4,110,000.00
Gratuity Pay FY 2023	2,055,000.00
	<u>6,165,000.00</u>
Total	6,165,000.00
NON-OFFICE EXPENDITURES	
RT-PCR Testing	1,500,000.00
	<u>1,500,000.00</u>
Total	1,500,000.00
TOTAL EXPENDITURES	15,579,533.56
Unappropriated Balance	594,324.16

Prepared by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor



PALO LOCAL EMPLOYEES ASSOCIATION (PLEA)

LGU-PALO, Municipal Hall Palo, Leyte

CSC-DOLE Registration No. 347

CSC Certificate of Accreditation No. 255

EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE PALO LOCAL EMPLOYEES ASSOCIATION (PLEA) EXECOM MEMBERS HELD ON DECEMBER 11, 2023 AT SB MINI CONFERENCE ROOM, PALO, LEYTE AT 10:00 O'CLOCK IN THE MORNING.

EXECUTIVE COMMITTEE RESOLUTION NO. 2023-008

RESOLUTION OUTLINING THE AGREEMENT BETWEEN THE REPRESENTATIVES OF THE MANAGEMENT AND THE UNION ON THE GUIDELINES/CRITERIA TO BE FOLLOWED IN THE GRANT OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023.

WHEREAS, the representatives of the management and the union agreed that 70% of the total savings from **Maintenance and Other Operating Expenses (MOOE)** amounting to **P 4,746,387.33** were attributed from the cost cutting measures of the LGU, breakdown as follows:

1. Travelling Expenses	-----	Php	500,000.00
2. Supplies and Materials	-----		1,654,981.17
3. Utility Expenses	-----		338,986.96
4. Repairs and Maintenance	-----		2,252,419.20

Php 4,746,387.33

WHEREAS, personnel connected as of October 31, 2023, who have rendered at least six months shall be entitled to CNA incentives.

RESOLVED, AS IT IS HEREBY RESOLVED, TO FAVORABLY REQUEST THE MUNICIPAL MAYOR, HON. REMEDIOS "MATIN" L. PETILLA FOR THE GRANT OF THE CNA INCENTIVE TO ALL MUNICIPAL EMPLOYEES CONSIDERING THAT THE REPRESENTATIVES OF BOTH UNION AND THE MANAGEMENT CAME UP WITH THE OUTLINING OF AGREEMENT ON THE GUIDELINES AND CRITERIA AS BASIS IN THE GRANT OF CNA INCENTIVES.

APPROVED: December 11, 2023.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


CHELSA C. PEREZ
Secretary

Attested:

MANAGEMENT TEAM

HON. REMEDIOS "MATIN" L. PETILLA
HON. JONATHAN P. CHIQUILLO
HON. FELIPE T. YGRUBAY, JR.
ENGR. ARMAND C. CABALTERA
LUZ C. FERNANDEZ
LUIS ANTONIO M. NAPOLES







UNION

EUMELIA I. CREER
RUEL M. BITANGJOL
NIÑA ERICKA Q. MARGALLO
AMELITA P. FUMAR
NOEL M. ELONA
ROSARIO P. EGSOC











COLLECTIVE **N**EGOTIATION **A**GREEMENT **(CNA)**

2023-2026

**LOCAL GOVERNMENT UNIT OF PALO, LEYTE
PALO LOCAL EMPLOYEES ASSOCIATION (PLEA)
Palo, Leyte**

COLLECTIVE NEGOTIATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **COLLECTIVE NEGOTIATION AGREEMENT (CNA)**, executed by and between:

The Municipal Government of Palo, Leyte, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at the Municipal Hall, Palo, Leyte, represented herein by its Municipal Mayor, **REMEDIOS "MATIN" L. PETILLA** by virtue of Municipal Resolution No. 2023-159 dated July 25, 2023, hereinafter referred to as the First Party;

-and-

The Palo Local Employees Association (PLEA), an association duly registered with the Civil Service Commission and the Department of Labor and Employment, with office at the Municipal Hall, Palo, Leyte, represented herein by its President, **EUMELIA I. CREER**, hereinafter referred to as the Second Party;

WITNESSETH

WHEREAS, the 1987 Constitution of the Republic of the Philippines, among others, provides:

"Article II, Section 18 – The State affirms labor as a primary social and economic force. It shall protect the rights of workers and promote their welfare."

"Article III, Section 8 – The right of the people, including those employed in the public and private sectors, to form unions, associations or societies for purposes not contrary to law shall not be abridge."

"Article IX, Section 2(B) – The right to self-organization shall not be denied to government employees."

WHEREAS, the beneficial and harmonious relationship between the First Party and the Second Party must be expressed in practical terms in ensuring a mutually beneficial and protective existence taking into consideration the terms and conditions of employment in the Civil Service;

WHEREAS, these terms have been duly expressed in the Collective Negotiation Agreement (CNA) entered into between the First Party and Second Party, which took effect on August 7, 2023 and will expired on August 7, 2026;

WHEREAS, the First Party and the Second Party now desire to renew the Collective Negotiation Agreement (CNA) entered into by them, for the continued observance of democratic practices pursuant to Executive Order No. 180 and its supplementing rules, with the end view of facilitating peaceful adjustment of differences that may arise between the parties, and to promote harmony, efficiency and productivity to the end that the First Party, the Second Party and the general public may benefit industrial peace and harmony in the spirit of cooperation.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree this CNA stipulated as follows:

Handwritten signatures and initials on the left margin, including names like 'Remedios L. Petilla' and 'Eumelia I. Creer'.

Handwritten signatures and initials on the right margin, including names like 'Eumelia I. Creer' and 'Remedios L. Petilla'.

Palo Local Employees Association (PLEA)
Collective Negotiation Agreement (CNA) for 2023-2026



Large handwritten signatures and initials at the bottom of the page, including names like 'Eumelia I. Creer' and 'Remedios L. Petilla'.

ARTICLE I - SCOPE

COLLECTIVE NEGOTIATING UNIT. The collective negotiating unit shall consist of all rank-and-file employees of the MUNICIPALITY who are member of the Palo Local Employees Association (PLEA), except those occupying management or executive positions, and those specifically excluded by Executive Order No. 180 and its implementing Rules. It is understood that, whenever used in this Agreement, the term "employees" refer only to those who are covered within the negotiating unit.

ARTICLE II – UNION RECOGNITION

The First Party recognizes the Second Party as the sole and exclusive negotiating agent of the rank and file employees of the Municipal Government of Palo, Leyte which is affiliated with the Confederation of Independent Unions in the Public Sector (CIU) and the Local Government Unions of the Philippines (LGUP).

ARTICLE III – UNION SECURITY AND CHECK-OFF

Section 1. The First Party shall agree to implement automatic payroll deduction for mandatory union dues collected in a regular basis for union members, and shall be remitted within fifteen (15) days of the succeeding month. All other special assessments and contributions shall be accepted for deduction upon presentation of lawful proof of consent from union members.

Section 2. In the implementation of the above provision, the Second Party through its Treasurer shall submit to the Municipal Accountant or payroll clerk the list of union members with the corresponding deductions due on the particular period.

Section 3. Clearance forms of employees retiring from the municipal government shall include a portion allotted for clearance from the Second Party, provided that the employee is a union member.

ARTICLE IV – FIRST PARTY AND SECOND PARTY RELATIONS

Section 1. The First Party shall continue to adhere to the management policy of transparency, fairness and, whenever applicable, participatory management. The Second Party shall likewise exercise transparency in transaction by rendering and audited annual report of financial and program operations to its members within the first (1) quarter of the succeeding year, copy furnished the First Party.

Section 2. The First Party and the Second Party shall endeavor to achieve the planned targets, including the conduct of cost-cutting measures, to wit:

- a) Shutting off of all electrical appliances from 12:00 NN to 1:00 PM and immediately after office hour except during overtime and as need arises;
- b) No playing of computer games;
- c) Prohibition of unnecessary travels and trainings;
- d) Recycling of office supplies;
- e) Continued strict adherence to RA 9184 in the procurement of goods and services;
- f) Repair and maintenance of Government Buildings shall be implemented by administration;
- g) The First Party and the Second Party shall create a committee to monitor and ensure compliance of the above-mentioned cost cutting measures.

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Section 4. The First Party recognizes union-related activities arising from invitations at the regional/national level of duly recognized accredited public sector unions by the Civil Service Commission. In relation thereto, the First Party shall allow the participation of union officers and/or members on official time subject to existing rules and regulations on the matter and in no way funds of the First Party shall be used.

Section 5. The First Party shall grant official time to concerned union officers and/or members who shall attend scheduled union related activity duly certified by its President. For unscheduled activity, request shall be submitted after the activity provided absence from work will not hamper or prejudice the delivery of public services.

Section 6. The First Party shall allow Second Party officers to attend the monthly regular meeting provided schedules of said meeting are given in advance to the respective department heads and their absence will not hamper or prejudice the delivery of public services.

ARTICLE VII – EMPLOYEES WELFARE AND BENEFITS

Section 1. The First Party shall provide all departments/offices with fully air-conditioned or well-ventilated rooms and well-maintained comfort rooms with necessary facilities for effective and efficient working conditions pursuant to CSC Memorandum Circular No. 30, Series of 1992. The Second Party shall undertake measures for the proper use and maintenance of these facilities.

Section 2. The First Party shall assist the Second Party in exploring additional employee benefits which may include, but not limited to, medical/dental care, rice subsidy, grocery allowance, provided said additional benefits shall be in kind and not in the form of cash, provided that the grant thereof shall be subject to the availability of funds and in compliance with existing legal requirements.

Section 3. The First Party shall create a **UNIFORM COMMITTEE** composed of the following:

1. One (1) representative from the First Party
2. One (1) representative from each department
3. Two (2) Second Party officers

The Committee shall have full responsibility in deciding on the FINAL uniform design, color, selection of supplier and recommend the mode of payment. It shall likewise have full responsibility in choosing its Chairperson from among them.

Section 4. The First Party shall allow flexible working hours, when the nature of the work and the exigency of the service requires, in consonance with Civil Service Rules and Regulations.

ARTICLE VIII – PERSONNEL DEVELOPMENT

Section 1. The First Party shall implement training programs on values formation, skills development and unionism with assistance from the Second Party.

Section 2. The First Party shall conduct or manage manpower development programs, including but not limited to, local or foreign skills training, seminars and workshop, for qualified personnel in terms of duties and functions, experience, educational attainment and in-service training earned.

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Section 3. The First Party shall continue to grant official time to all employees who wish to take the Board/Bar Review and other examinations

ARTICLE IX – GRIEVANCE PROCEDURE

Section 1. The parties agree that any complaint arising in the bargaining unit shall be disposed of in accordance with the following procedure:

- a) An oral grievance shall be presented to the department head concerned together with the President of PLEA and the PLEA representative of that office.
- b) The department head has three (3) working days from the date of presentation to act on the said oral grievance.
- c) If the complainant is not satisfied with the decision, he has fifteen (15) working days within which to file his complaint in writing to the grievance committee composed of the following:
 - 1) Head of the Administrative Division as Chairman.
 - 2) Representative of the Local Chief Executive.
 - 3) Municipal Social Welfare Officer.
 - 4) SB Member, Chairman on Good Government.
 - 5) Sangguniang Bayan Secretary.
 - 6) Representative from the employee's Union
 - a. One representative for the first level employees
 - b. One representative for the second level employees
- d) The Grievance Committee has ten (10) working days to conduct an investigation. Within five (5) days after completion of the investigation, a decision shall be rendered.
- e) If the complainant is not satisfied with the decision, he has ten (10) working days upon which to appeal the said decision to the Civil Service Commission to be reckoned on the day of the receipt of the decision.
- f) If no appeal is taken after the lapse of the said period within which to appeal the decision of the Grievance Committee becomes final and executory.
- g) If the complaint is directed towards a department head, the complaint shall file his complaint in writing directly to the grievance committee.

Section 2. The parties shall within ten (10) days from the effectivity of this Agreement constitute the Grievance Committee, and shall formulate its own rules governing investigation and decision of cases.

ARTICLE X – EFFECTIVITY

Section 1. The **COLLECTIVE NEGOTIATION AGREEMENT** shall take effect upon signing thereof and shall be enforced for a period of three (3) years. Within three (3) months prior to the expiration of this agreement the First Party and the Second Party shall start renegotiation. A grace period of three (3) months after the date of expiration stipulated herein shall be observed by both parties upon which to enter into a new agreement or re-issue this Agreement by giving a new period.

Section 2. In the event that any provisions of this **Collective Negotiation Agreement (CNA)** shall be declared invalid by any competent court or authority, or amended by legislation, the remaining provisions shall continue to be valid and binding between the parties hereof.

Palo Local Employees Association (PLEA)
Collective Negotiation Agreement(CNA) for 2023-2026

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ARTICLE XI – CNA INCENTIVE

Section 1. Pursuant to PSLMC Resolution No. 4 dated November 14, 2002 and as a gesture of goodwill and benevolence, the First Party agrees that during the effectivity of this Collective Negotiation Agreement (CNA), the First Party shall grant CNA INCENTIVE in the form of rice subsidy and the amount shall be based and in pursuance to the prevailing Budget Circular issued by the Department of Budget and Management (DBM) on the year on which the CNA Incentive shall be granted, subject to availability of funds and after the priority programs and projects, as determined by the First Party, have been satisfied and the performance target of each department has been very satisfactorily met.

Section 2. The CNA INCENTIVE shall be apportioned in the ratio of 100%, 80%, 75%, respectively, for:

- 1) rank-and-file union members and members of the negotiating panel
- 2) rank-and-file non-union members
- 3) casual employees

Section 3. In subsequent years, to qualify for the CNA Incentive, an employee or personnel as enumerated above should be in service at the date of the Local Finance Committee's resolution endorsing the budget for the CNA Incentive.

Section 4. Assessment of agency fee shall be imposed on those who are not members of the bargaining unit equivalent to One Thousand Pesos (Php1,000.00).

IN WITNESS WHEREOF, the Parties hereunto affixed their signature this 07 AUG 2023, 2023 at the Municipal Building, Palo, Leyte, Philippines.

MUNICIPAL GOVERNMENT OF PALO, LEYTE

PALO LOCAL EMPLOYEES ASSOCIATION

By:

By:

REMEDIOS "MATIN" L. PETILLA, Municipal Mayor

EUMELIA I. CREER, PLEA President

Signed in the presence of:

CHIQUM RUTH C. WY

ROSEMARY G. YANUBAN, JR.

CASIMIRO R. VELASCO JR.

ARIBENES IAN P. STEVINO

ARMANDO C. HERMIT

RUEL P. BALACIN

ORIEL M. MANUEL

Ana M. Logar

MARCO P. PANGANIPAN

MARCO P. EUSOC

GERARDO R. REYES

NINA ERICKA B. MARGALO

DEANIS V. BAGSE

IRWIN S. MARTILLO

CHEHA C. PEREZ

~~Handwritten signature~~
CASIMIRO B. BACAY II
Gauthier Chiquillo
JAN MICHAEL J. DOVHA
ERIC RICI
TOSHI Y. YOSHIDA
LUIS ANTONIO M. NAPLES
MA. ALEH B. PLAZUELA
Anabelle A. Agnes
ALMAYD C. CABALTERA
LUZ B. FERNANDEZ
Guliett ~~Handwritten signature~~ Brial
JADO ASINER
LEO T. CALONIA
NEMOR C. LABAJAY

~~Handwritten signature~~ PANCRA MORA
MARIA LETY G. LABAJAY
J-ZAN N. DELA PIA
NIDA A. TABLASON
VICTORIA B. DAGANI
BEN G. ORIONDO
MA. CONCHA ANTONETTE M. LABAJAY
ARMENTA P. FUMAR
DORA NICOLE M. ONIVA
SARA B. DIAS
Gerardo L. Terrero
Berly N. NATALLA
JASMINE C. ESTRADA
FLORETA B. PULGA
CLENIA C. ROSALES
HUBERT B. BALDESCO
JOEL M. DALITO
NIMEL D. ACERON
MA. LORNA N. ABRANTES
DOLORES M. FUMAR
LESTE ANNE B. LOPEZ PUA
THEA MARIE M. CING
SARAH L. LAONENA
DIANA C. ESTER
TERESITA B. CONOS
GINA T. TALADO

ALMIRA S. SADELA

Val J. ...

MARIA EUGENIA B. BURKE

MARIA B. ...

SUSANA ...

AZVEL ...

Alma ...

EUDOR ...

DELBIENVENIDO I. RAGA

RIAZUNA L. CALUSA

DIOCALYN P. PETILLA

CRISTINA ...

ANITA M. PORTULA

Alma ...

NIÑA ERICA ...

LEA ...

Republic of the Philippines }
Tacloban City } S.S.

ACKNOWLEDGMENT

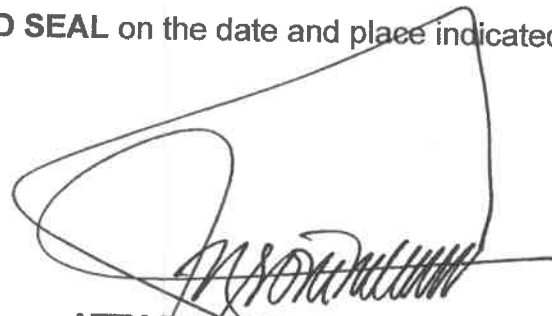
BEFORE ME a Notary Public for and in Tacloban City, personally appeared this day of 15 AUG 2023 in Tacloban City the following persons:

REMEDIOS L. PETILLA	<i>Representing the Municipal Government of Palo, Leyte</i>
EUMELIA I. CREER	<i>Representing Palo Local Employees Association (PLEA)</i>

who are personally known to me and to me known to be the same persons who executed the foregoing instrument (Collective Negotiation Agreement) consisting of nine (9) pages including this page on which this acknowledgement is written and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place indicated above.

Doc No. 1
Page No. 2
Book No. 78
Series of 2023



ATTY. TYRONE B. TUTAAN
Commission No. 2023-01-58/ RTC Tacloban City
Notary Public Until Dec. 31, 2024
MB Yu Bldg., Real St. Tacloban City
Atty's Roll No. 61983/ 4-25-14
PTR No. PL7212034B/ 1-6-2023/ Palo, Leyte
IBP OR No. 267606/ 1-4-2023/ IBP Main Office



CERTIFICATE OF ACCREDITATION

No. 255

TO ALL WHOM IT MAY CONCERN:

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

Palo Local Employees Association (PLEA)

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, as the sole and exclusive bargaining agent for all the rank-and-file employees in the

Palo Municipal Government

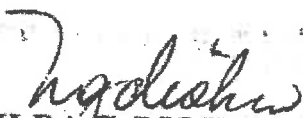
As such, it shall represent and bind them in any negotiations affecting the terms and conditions of their employment which are not fixed by law.

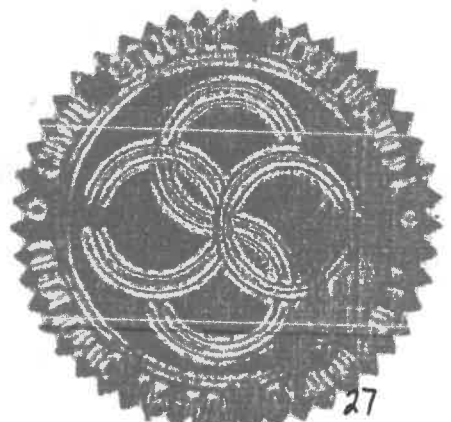
This Certificate may be cancelled by this Commission or upon petition by any adverse party, for cause as provided by law and after due process.

Given at Quezon City this 4th day of September, 2007.


KARINA CONSTANTINO-DAVID
Chairman

Attested by:


HILDA G. DIOKNO
OIC, Director IV
Human Resource Development Office





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
AND
CIVIL SERVICE COMMISSION
MANILA

Registration Certificate Number 347

KNOW ALL MEN BY THESE PRESENTS:
BY VIRTUE of the provisions of Executive Order No. 180 the

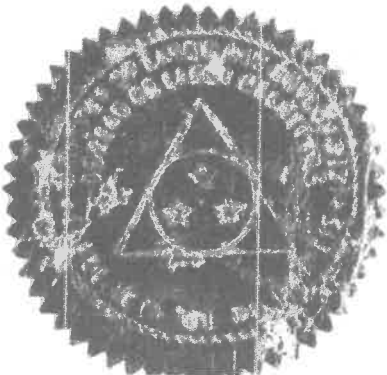
PALO LOCAL EMPLOYEES ASSOCIATION (PLEA) PALO, LEYTE
MUNICIPAL HALL, PALO, LEYTE
PLACE OF OPERATION: PALO MUNICIPAL GOVERNMENT
MUNICIPAL BUILDING, MUNICIPALITY OF PALO

has this day been registered as a legitimate labor organization of government employees in the Philippines with all the rights and privileges appurtenant thereto to act as representative of its members for purposes of negotiations and consultations relating to terms and conditions of employment with the appropriate branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters and the right to promote the moral, social and economic well-being of its members, subject to all provisions of existing laws and regulations relating to labor organizations and employees in the Civil Service.

This Certificate of Registration may be cancelled automatically or after due notice and hearing, for cause, as provided by law.

IN WITNESS WHEREOF, we have hereunto affixed our signatures, with the seal of the Bureau of Labor Relations at Manila Philippines, this 24th day of January nineteen hundred and ninety-four

RECOMMENDING APPROVAL:
[Signature]
BERLITA BATHAN-VELASCO
Officer-in-Charge
Bureau of Labor Relations



APPROVED *[Signature]*
NIEVES R. CONFESOR
Secretary of Labor and Employment

[Signature]
for: **PATRICIA A. STO. TOMAS**
Chairman of Civil Service Commission