

2

Item No.: 02

Date: 27 2024 FEB

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

Province of Leyte
Legal Office
Released: *Jus*
Time: *4:30 PM*
Date: *3.20.24*

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN
RECEIVED
FEB 20 2024
PROVINCE OF LEYTE

2nd INDORSEMENT
February 16, 2024

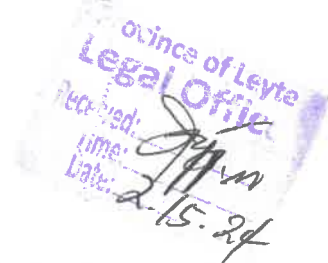
Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2024-1 of the Sangguniang Bayan of Tanauan, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), an exercise of the power authorized under Section 447(1)(vii) and (viii)ⁱ of the Code.

Furthermore, the opinions rendered herein are without prejudice to opinions rendered by higher authorities.

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


ⁱ (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality; (viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

Republic of the Philippines
Province of Leyte
OFFICE OF THE SANGGUNIANG PANLALAWIGAN



Endorsement
14 February 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2024-1 of the Municipality of Tanauan, Leyte; entitled: "AN ORDINANCE CREATING FOR THE POSITION OF INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19, AND APPROPRIATING FUNDS THEREFOR."**


FLORINDA JILL S. NYVICO
Secretary to the Sanggunian

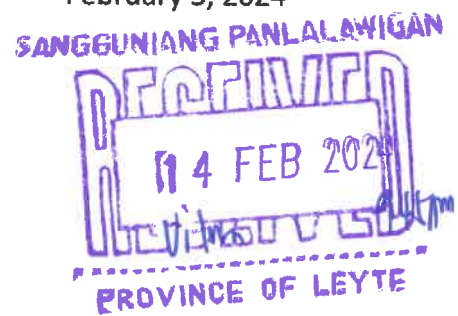
SP RECORDS
2142024



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

February 5, 2024



THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

Sir/Madam;

Respectfully submitting herewith for your appropriate action **Ordinance No. 2024-1, "An Ordinance creating for the position of Information Technology Officer I, Salary Grade 19, and appropriating funds therefor."**

Author: Hon. Ma. Martina L. Gimenez
Co-author: Hon. Atty. Isagani S. Espada

Trusting that you will accord this matter with your kindest attention.

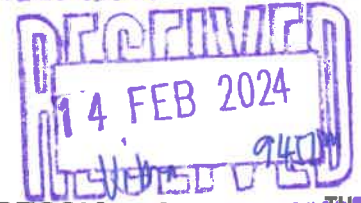
Thank you.

Truly yours,


Eleuterio T. Larios
Sangguniang Bayan Secretary

Republic of the Philippines
Province of Leyte
TANAUAN
-o0o-
SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



EXCERPT FROM THE MINUTES OF THE 76th REGULAR SESSION OF THE 16th SANGGUNIANG BAYAN OF TANAUAN, LEYTE HELD ON JANUARY 15, 2024, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:

HON. ARCHIE LAWRENCE R. KAPUNAN	Municipal Vice-Mayor/Presiding
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MAE JANE ANGELIE M. MORABE	-do-
HON. MARK EFREN E. MERILO	-do-
HON. PAUL EMMANUEL R. CINCO	-do-
HON. JOSIE M. CREER	-do-
HON. ATTY. ISAGANI S. ESPADA	-do-
HON. JASMIN U. BORJA	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. MA. MARTINA L. GIMENEZ	-do-/Liga Fed. Pres.
HON. KYLE C. MESIAS	-do-/ SK Fed. Pres.

ABSENT: NONE

ORDINANCE NO. 2024 – 1

AN ORDINANCE CREATING THE POSITION OF INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19, AND APPROPRIATING FUNDS THEREFOR.

**Author: Hon. Ma. Martina L. Gimenez
Co-author: Hon. Atty. Isagani S. Es pada**

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:

SECTION 1. Title

This ordinance shall be known as the "Ordinance Creating the position of **INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19, AND APPROPRIATING FUNDS THEREFOR.**"

SECTION 2. Declaration of Policy

It is the policy of the Municipality of Tanauan, Leyte to harness information and communication technology (ICT) for the efficient and effective delivery of government services to its constituents. In pursuit of this policy, the position of **INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19**, shall be created to oversee the municipality's IT infrastructure and initiatives.

SECTION 3. Creation of the Position

There is hereby created the position of **INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19**, in accordance with the Compensation and Position Classification System as provided for in Republic Act No. 6758, also known as the "Salary Standardization Law."

SECTION 4. Qualifications

The **INFORMATION TECHNOLOGY OFFICER I, SALARY GRADE 19**, shall have the following qualifications, among others:

- Must be a **graduate of Computer Science or Computer Engineering or any IT related course.**
- Must have at least two (2) years of **experience in computer programming.**

- c. Must have at least eight (8) hours of relevant training.
- d. Must have a Civil Service (Professional) Second Level Eligibility.

SECTION 5. Duties and Responsibilities

The **INFORMATION TECHNOLOGY OFFICER I**, shall have the following duties and responsibilities, among others:

- a. Develop and implement an IT plan and strategy for the municipality.
- b. Manage and maintain the municipality's IT infrastructure and systems.
- c. Ensure the security and integrity of municipal data and information.
- d. Provide technical support to municipal departments and offices.
- e. Oversee the implementation of IT projects and initiatives.
- f. Perform such other functions as may be assigned by the Municipal Mayor.

SECTION 6. Appropriation of Funds

The necessary funds for the implementation of this ordinance, including the salary and benefits of the **INFORMATION TECHNOLOGY OFFICER I**, shall be appropriated in the annual budget of the Municipality of Tanauan, Leyte.

SECTION 7. Effectivity

This ordinance shall take effect upon its approval and publication in accordance with law.

ENACTED : 15 JANUARY 2024.

ATTESTED:

HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding

HON. JAN ELMER V. MAGDALAGA
SB Member

HON. MARK EFREN E. MERILO
SB Member

HON. JOSIE M. CREER
SB Member

HON. JASMIN U. BORJA
SB Member

HON. MA. MARTINA L. GIMENEZ
SB Member/Liga Fed. Pres.

CERTIFIED TRUE AND CORRECT:

ELEUTERIO T. LERIOS
SB Secretary

HON. MAE JANE ANGELE M. MORABE
SB Member

HON. PAUL EMMANUEL R. CINCO
SB Member

HON. ATTY. ISAGANI S. ESPADA
SB Member

HON. CHERRY ANNE T. FIEL
SB Member

HON. KYLE C. MESIAS
SB Member/SK Fed. Pres.

APPROVED BY:

HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 01-20-2024



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that **ORDINANCE NO. 2024-1**, “An Ordinance creating for the position of Information Technology Officer I, Salary Grade 19, and appropriating funds therefor.”, have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan, and Public Market beginning January 29, 2024 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: January 29, 2024


ELEUTERIO T. LARIOS
Sangguniang Bayan Secretary