

Item No.: 04
Date: 20 2024 FEB

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office
Released: *[Signature]*
Time: *9:30*
Date: *2.7.24*

2nd INDORSEMENT
February 5, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 161 series of 2023 of the Sangguniang Bayan of San Isidro, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), an exercise of the power authorized under Section 447(1)(viii)ⁱ, provided that the same does not run in contrary with the provisions provided for in Section 325 (a) and (d)ⁱⁱ of the same Code.

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

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

ⁱ (viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

ⁱⁱ (a) The total appropriations, whether annual or supplemental, for personal services of a local government unit for one (1) fiscal year shall not exceed forty-five percent (45%) in the case of first to third class provinces, cities and municipalities, and fifty-five percent (55%) in the case of fourth class or lower, of the total annual income from regular sources realized in the next preceding fiscal year. The appropriations for salaries, wages, representation and transportation allowances of officials and employees of

the public utilities and economic enterprises owned, operated, and maintained by the local government unit concerned shall not be included in the annual budget or in the computation of the maximum amount for personal services. The appropriations for the personal services of such economic enterprises shall be charged to their respective budgets;

(d) In cases of abolition of positions and the creation of new ones resulting from the abolition of existing positions in the career service, such abolition or creation shall be made in accordance with pertinent provisions of this code and the civil service law, rules and regulations;

PLD

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Province of Leyte
Legal Office
Received: *[Signature]*
Time: *9:30*
Date: *2-5-24*

1ST INDORSEMENT
02 February 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 161**, series of 2023 of the **MUNICIPALITY of SAN ISIDRO, LEYTE**, entitled: **An Ordinance Abolishing the Plantilla Position of Supervising Administrative Officer, Item No. 95, SG-22 Under the Office of the Municipal Mayor and Creating the Plantilla Position of Senior Administrative Assistant III (Private Secretary II) Item 159, SG-15 Under the Same Office, this Municipality, Providing for its Qualifications, Defining its Duties and Functions and Appropriating Funds Therefor.**

[Signature]
FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Region VIII
Province of Leyte
MUNICIPALITY OF SAN ISIDRO
16th Sangguniang Bayan



SANGGUNIANG PANLALAWIGAN

Municipal Ordinance No. 161 - 2023
Series of 2023



AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF SUPERVISING ADMINISTRATIVE OFFICER ITEM NO. 95, SG-22 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND CREATING THE PLANTILLA POSITION OF SENIOR ADMINISTRATIVE ASSISTANT III (PRIVATE SECRETARY II) ITEM 159, SG-15 UNDER THE SAME OFFICE, THIS MUNICIPALITY, PROVIDING FOR ITS QUALIFICATIONS, DEFINING ITS DUTIES AND FUNCTIONS AND APPROPRIATING FUNDS THEREFOR.

*Sponsored by: Hon. Hospicio B. Apacible
Co-sponsored by: Hon. Rolando C. Piamonte
Hon. Ailene B. Basilan
Hon. Carmichael L. Villarino*

BE IT ENACTED, by the Sangguniang Bayan of San Isidro, Leyte in session assembled that:

Section 1. Abolition of Position. The vacant plantilla position of Supervising Administrative Officer Item No. 95, SG-22 under the Office of the Municipal Mayor is hereby abolished.

Section 2. Creation and Qualification Standards. The plantilla position of Senior Administrative Assistant III (Private Secretary II) Item 159, SG-15 created under the Office of the Municipal Mayor included in the CSC MC No. ___ s. 2011 as primary confidential. Qualification Standards of the Position. A competent person who meets the minimum qualification as provided hereunder shall be appointed by the Municipal Mayor subject to Civil Service laws, rules and regulations:

- Education: Completion of 2 years studies in college
- Experience: None Required
- Training: None Required
- Eligibility: None Required

Section 3. Duties and Responsibilities: The following are the prescribed duties, functions and responsibilities attached to the position:

1. Arrange, monitor and maintain the schedule/appointment and interviews of the Municipal Mayor;
2. Coordinate and collaborate with offices within and/or outside of the Municipal to ensure efficient, effective and timely delivery of services;
3. Screen telephone calls and facilitate action taken;
4. Prepare travel-related documents of the Municipal Mayor;
5. Provide administrative support to the office;
6. Prepare and manages confidential files and officer records;
7. Handle critical and confidential matters;


- 8. Act as secretariat during internal meetings;
- 9. Perform other duties and functions as assigned by the Municipal Mayor.

Section 4. Renumerations.- The newly created position shall have a corresponding required funds for the salaries, allowances and benefits accruing in the said position in accordance with law.

Section 6. Effectivity. -This Ordinance shall take effect immediately after its posting in accordance with the Local Government Code of 1991.

ENACTED, this 11th day of December 2023.

ENACTED BY:


CECILIO C. ECALLA
Municipal Vice Mayor
Presiding Officer

CONFORMED:

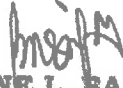

CECILIA L. CABAHUG
SB Member


ROLANDO C. PIAMONTE
SB Member


CARMICHAEL L. VILLARINO
SB Member


HOSPICIO B. APACIBLE
SB Member


JEROLD C. LUMAPAK
SB Member


AILENE L. BASILAN
SB Member

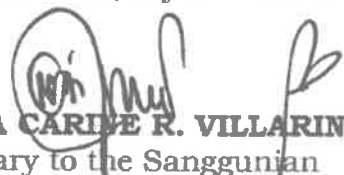

DANTE R. RODAJE
SB Member


WILDEGARDO S. ENRIQUEZ
SB Member

COURTNEY I. VIOLA
PPSK President

(vacant)
LnB President

I hereby certify to the correctness of the foregoing Municipal Ordinance No. 161 series of 2023 which was duly enacted by the Sangguniang Bayan of San Isidro, Leyte on its 71st Regular Session held on December 11, 2023.


MARIA CARDE R. VILLARINO
Secretary to the Sanggunian

APPROVED BY:


REMEDIO B. VELOSO
Municipal Mayor

Date approved: _____



Republic of the Philippines
Region VIII
Province of Leyte
MUNICIPALITY OF SAN ISIDRO



16th Sangguniang Bayan

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT, **MUNICIPAL ORDINANCE NO. 161 – 2023, “AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF SUPERVISING ADMINISTRATIVE OFFICER ITEM.95, SG-22 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND CREATING PLANTILLA POSITION OF SENIOR ADMINISTRATIVE ASSISTANT III (PRIVATE SECRETARY II) ITEM.159, SG-15 UNDER THE SAME OFFICE, THIS MUNICIPALITY, PROVIDING FOR ITS QUALIFICATIONS, DEFINING ITS DUTIES AND FUNCTIONS AND APPROPRIATING FUNDS THEREFOR.”**, has been posted in three (3) conspicuous places of the Municipality on December 19, 2023 and remain posted to date, in compliance to Art.114 of the Rules and Regulations Implementing the Local Government Code of 1991.

Issued this 20th day of December 2023 at San Isidro, Leyte.


MARIA CARINE R. VILLARINO
Secretary to the Sanggunian

Noted by:



HON. CECILIO C. ECALLA
Municipal Vice Mayor
Presiding Officer



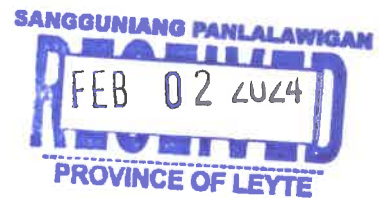
Republic of the Philippines
Region VIII
Province of Leyte
MUNICIPALITY OF SAN ISIDRO



16th Sangguniang Bayan

December 20, 2023

HON. LEONARDO M. JAVIER, JR.
Provincial Vice Governor
Legislative Bldg. Capitol Cmpd.
Tacloban City



Attn: The Honorable Members of the Sangguniang Panlalawigan/
Secretary to the Sangguniang Panlalawigan.

Honorable Ladies and Gentlemen:

Respectfully submitting herewith 16 copies of the **MUNICIPAL ORDINANCE NO. 161 - 2023**, "AN ORDINANCE ABOLISHING THE PLANTILLA POSITION OF SUPERVISING ADMINISTRATIVE OFFICER ITEM.95, SG-22 UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND CREATING PLANTILLA POSITION OF SENIOR ADMINISTRATIVE ASSISTANT III (PRIVATE SECRETARY II) ITEM.159, SG-15 UNDER THE SAME OFFICE, THIS MUNICIPALITY, PROVIDING FOR ITS QUALIFICATIONS, DEFINING ITS DUTIES AND FUNCTIONS AND APPROPRIATING FUNDS THEREFOR.", for review and appropriate action by the August Body.

I hope you find everything in order.

Thank you.

Respectfully yours,

MARIA CARME R. VILLARINO
Secretary to the Sanggunian

Attachment:

- 16 copies M.O, no. 161 s. 2023

Copy: Forwarded through e-mail (2/02/24)