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Item No.: 05
Date: 20 2024 FEB

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

SANGGUNIANG PANLALAWIGAN
RECEIVED
FEB 12 2024
NAPW
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
February 7, 2024

Province of Leyte
Legal Office
Released by: *[Signature]*
Time: *[Signature]*
Date: 2.08.24

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 095-24 of the Sangguniang Bayan of Leyte, 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)¹ of the Code.

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

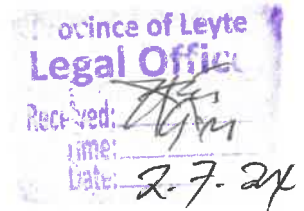
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer ✍

¹ (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;

PLW

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN



1ST INDORSEMENT
06 February 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 095-24** of the **Municipality of LEYTE, LEYTE**, entitled: **An Ordinance Changing the Item Position Title of Human Resource Management Officer V (HRMO V) to Municipal Government Department Head (MGDH) 1 with the same Item Position and Salary Grade under the Office of the Human Resource Management Office of the Local Government Unit of Leyte, Leyte.**

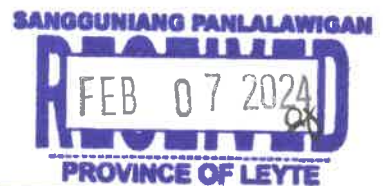

FLORINDA JILLS UYVICO
Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE

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Office of the Sangguniang Bayan




1st ENDORSEMENT
February 6, 2024

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Palo, Leyte, the herein **Municipal Ordinance No. 095-23 Entitled "AN ORDINANCE CHANGING THE ITEM POSITION TITLE OF HUMAN RESOURCE MANAGEMENT OFFICER V (HRMO V) TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD (MGDH) 1 WITH THE SAME ITEM POSITION AND SALARY GRADE UNDER THE OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICE OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE.**

Attached herewith are the following :

1. Municipal Ordinance No. 094-23
2. Certificate of Posting


VILMA D. COMBATE
SB Secretary



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan

SANGGUNIANG PANLALAWIGAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN OF LEYTE ON JANUARY 22, 2024 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro,	-----	Mun. Vice Mayor/Presiding Officer
Hon. Paquito D. PelipeI, Jr.	-----	SB Member
Hon. Lileth I. Gatchalian,	-----	-do-
Hon. Edward Jay A. Durante,	-----	-do-
Hon. Rowil G. Batan,	-----	-do-
Hon. Aida A. Delantar,	-----	-do-
Hon. Eulogio E. Capacio,	-----	-do-
Hon. Alex A. Dagandan,	-----	-do-
Hon. Gualberto G. Meracap,	-----	-do-
Hon. Jerry G. Apacible,	-----	ABC President
Hon. Nellie Grace D. Dandan,	-----	SK Fed. President

Absent:

Hon. Rowil G. Batan,	-----	SB Member (On Leave of Absence)
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MUNICIPAL ORDINANCE NO. 095-24

Author: Hon. Edward Jay A. Durante

"AN ORDINANCE CHANGING THE ITEM POSITION TITLE OF HUMAN RESOURCE MANAGEMENT OFFICER V (HRMO V) TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD (MGDH) 1 WITH THE SAME ITEM POSITION AND SALARY GRADE UNDER THE OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICE OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE.

WHEREAS, the position of HRMO V with an item position of OHRM-2017-01, with a Salary Grade of 24 under the office of the Human Resource Management Office was created among other item positions through Municipal Ordinance No. 034-17 ;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular No. 06, series of 2023 which is an amendment to Section 34 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions, as amended provides that (paragraph d) "the QS for department head and assistant department head positions created by the local sanggunian through an Ordinance which are not included in RA 7160 or other special laws may be those approved by the CSC through Resolution. LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval;

WHEREAS, the item position of HRMO V which is not among the positions provided by RA 7160 or any special law is an existing vacant position in the LGU;

WHEREAS, the Office of the Municipal Mayor through an endorsement letter dated December 5, 2023 requested for the amendment/retitling of the position of HRMO V to Municipal Government Department Head (MGDH) 1;

NOW, Therefore **be it ordained** by the Sangguniang Bayan of Leyte, Leyte in session assembled that:

(Handwritten signatures)

(Vertical handwritten signatures on the right margin)

SECTION 1. ITEM POSITION TITLE. The position title shall be changed as follows:

From:			
Office	Item No.	Position Title	Salary Grade
<u>HRMO</u>	OHRM-2017-01	HRMO V	24

To:			
Office	Item No.	Position Title	Salary Grade
<u>HRMO</u>	OHRM-2017-01	Municipal Government Department Head 1	24

2. FUNCTIONS. The Functions of Municipal Government Department Head (MGDH) 1 are the following:

- 2.1 Take charge in the administration of official personnel action of all municipal officials and employees, such as leaves, promotions, retirements, change of status, performance appraisal ratings and other related personnel matters;
- 2.2 Advise the municipal officials on personnel policy, functions, practices, rules and regulations and problems;
- 2.3 Determine the qualifications standards of all positions, salary grade and salary allocations that are in accordance with those prescribed by the Civil Service Commission, Department of Budget and Management and other agencies of the government concerned;
- 2.4 Recommend to the Mayor the conduct of training and seminars for the upgrading of personnel skills and performances;
- 2.5 Supervise all personnel and responsible for the updating of the personnel records and safekeeping of 201 files of all officials and employees;
- 2.6 Facilitate and or conduct staff training and development;
- 2.7 Coordinate directly with other departments regarding personnel management and development;
- 2.8 Conduct personnel evaluation and job performance audit and recommend actions for improvement;
- 2.9 Submit periodic reports to Civil Service Commission (CSC) and other National Government Agencies (NGA's) regarding personnel actions; and
- 2.10 Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

3. QUALIFICATIONS. The Qualifications of MGDH 1, are as follows:

- 3.11.1 Education - Master's Degree
- 3.11.2 Experience - 4 years in position involving management and supervision
- 3.11.3 Training - 24 hours of training, management and supervision
- 3.11.4 Eligibility - Career Service (Professional), Second Level Eligibility

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, other provisions which are not affected shall continue to be in full force and effect.

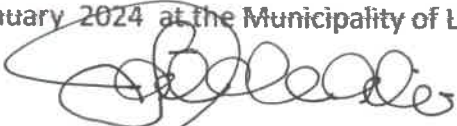
SECTION 6. REPEALING CLAUSE. Municipal Ordinance No. 034-17, all other ordinances and issuances inconsistent with this ordinance are hereby amended or modified accordingly.

[Handwritten signatures and initials]

[Vertical handwritten signatures and initials on the right margin]

SECTION 7. EFFECTIVITY. This Ordinance shall take effect immediately upon approval and compliance with the mandatory posting requirements prescribed under R.A. 7160 .

ENACTED this 22nd day of January 2024 at the Municipality of Leyte.



LILETH I. GATCHALIAN
SB Member

EDWARD JAY A. DURANTE
SB Member

PAQUITO D. PELIPEL
SB Member



AIDA A. DELANTAR
SB Member



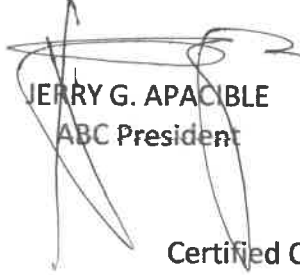
ALEX A. DAGANDAN
SB Member



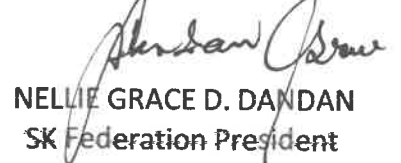
EULOGIO E. CAPACIO
SB Member



GUALBERTO G. MERACAP
SB Member



JERRY G. APACIBLE
ABC President



NELLIE GRACE D. DANDAN
SK Federation President

Certified Correct:



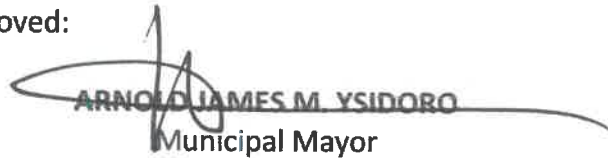
VILMA D. COMBATE
SB Secretary

Attested:



ARMANDO M. YSIDORO
Municipal Vice-Mayor
Presiding Officer

Approved:



ARNOLD JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
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Office of the Sangguniang Bayan

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Municipal Ordinance No. 095-23: " AN ORDINANCE CHANGING THE ITEM POSITION TITLE OF HUMAN RESOURCE MANAGEMENT OFFICER V (HRMO V) TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD (MGDH) 1 WITH THE SAME ITEM POSITION AND SALARY GRADE UNDER THE OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICE OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, has been posted in three (3) conspicuous places in this Municipality.

This certification is issued this 5th day of February, 2024 at Leyte, Leyte, Philippines.


VILMA D. COMBATE
SB Secretary