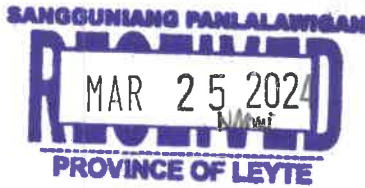




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PROVINCIAL BUDGET OFFICE



March 13, 2024

RELEASED

DATE: 3-25-24

NO. # 178

BY [Signature]
PBO

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

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. 4 CY 2023** of the **Municipality of Leyte, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 004-23** with a total appropriation in the amount of **P6,795,000.00** 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. 5 CY 2023.
2. That the grant of Collective Negotiation Agreement (CNA) Incentive shall be subject to the procedural guidelines of Budget Circular No. 2023-1 dated November 10, 2023 and that said grant shall be sourced out from MOOE savings identified in the circular;
3. That the granting of Service Recognition Incentive 2023 and Gratuity Pay 2023 are subject to the provisions of Budget Circular No. 2023-2 dated December 13, 2023 and Budget Circular No. 2023-3 dated December 14, 2023 respectively.
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 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

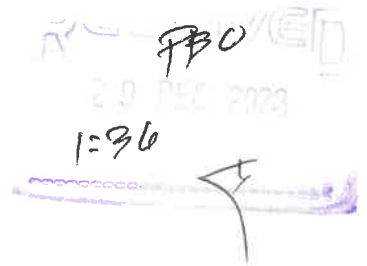
[Signature]
RUTH Y. SURPIA
Provincial Treasurer

[Signature]
AGNES C. RAFON
Provincial Planning & Development
Coordinator - Designate


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST ENDORSEMENT
29 December 2023



The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 04-23 of the Municipality of LEYTE, Leyte,;** for **SUPPLEMENTAL BUDGET NO. 4 CY 2023** in the amount of **Php6,795,000.00** together with **Supplemental Investment Program No 4** of the same amount.

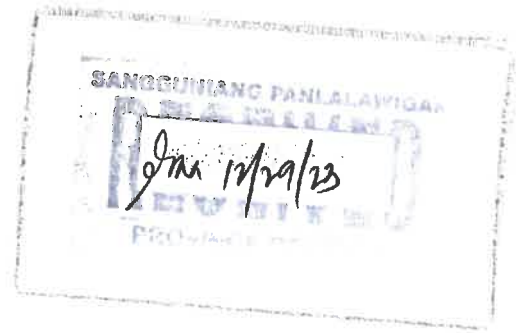

FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE

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Office of the Sangguniang Bayan



1st ENDORSEMENT
December 28, 2023

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Tacloban City, the herein **Appropriation Ordinance No. 004-23** covering a total appropriation of **SIX MILLION HUNDRED HUNDRED NINETY FIVE THOUSAND PESOS ONLY (Php6,795,000.00)** representing the **Supplemental Budget No.4** for Calendar Year 2023 of the Municipality of Leyte, for your appropriate action.

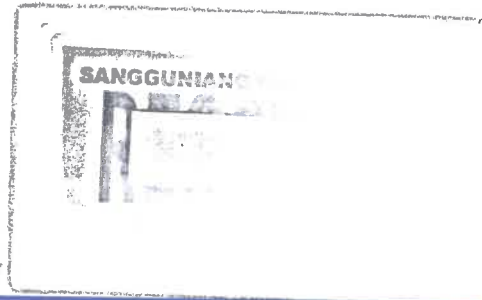
Attached are the following documents:

1. Appropriation Ordinance No. 004-23
(Supplemental Budget No.4 for 2023)
LBP FORM NO.8 & 9
2. SB Resolution No. 211-23
(Resolution Adopting & Approving SIP No.4 for 2023)
MDC-EXECOM Resolution No. 03,2023
Attendance of Meeting
Supplemental Investment Program No.4
Collective Negotiation Agreement (CNA)
LLEA Resolution
Certificate of Registration
Certification
Certification
3. Resolution No.209-23
(Resolution Approving reversion of Funds MOOE)
Statement of Funds for Reversion MOOE
Certificate of Saving MOOE
4. Resolution No. 210-23
(Resolution Approving the Reversion of Funds Personal Services)
Statement of Funds for Reversion Personal Services
Certificate of Savings Personal Service
5. Certificate of Posting


VILMA D. COMBATE
SB Secretary



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

EXCERPT FROM THE MINUTES OF THE SPECIAL SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 27, 2023 AT THE SB SESSION HALL, NEW MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro,	-----	Mun. Vice Mayor
Hon. Lileth I. Gatchalian,	-----	SB Member
Hon. Edward Jay A. Durante,	-----	-do-
Hon. Rowil G. Batan,	-----	-do-
Hon. Alex A. Dagandan,	-----	-do-
Hon. Aida A. Delantar,	-----	-do-
Hon. Eulogio E. Capacio,	-----	-do-
Hon. Gualberto G. Meracap,	-----	-do-
Hon. Nellie Grace D. Dandan	-----	SK Federation President

Absent:

Hon. Paquito D. Pelipel, Jr.	-----	SB Member
Hon. Jerry G. Apacible,	-----	ABC President

APPROPRIATION ORDINANCE NO. 004-23

AN ORDINANCE APPROPRIATING THE AMOUNT OF SIX MILLION SEVEN HUNDRED NINETY FIVE THOUSAND PESOS ONLY FOR EXPENDITURES AS SPECIFIED THEREIN (LBPF NO. 9) HERETO ATTACHED.

Be it ordained by the Sangguniang Bayan in session assembled that:

Section 1. The Supplemental Budget No. 4 of the Municipality of Leyte Government for Fiscal Year 2023 in the total amount of Six Million Seven Hundred Ninety Five Thousand Pesos (P6,795,000.00).

Section 2. Receipt Program. The source of funds for this Supplemental Budget shall be as follows:

A. Reversion of Funds		
MOOE (SB Resolution No. 209-23)		3,540,000.00
PS (SB Resolution No.210-23)		3,255,000.00
TOTAL ESTIMATED RESOURCES		6,795,000.00

Section 3. Expenditure Program: The amount of Six Million Seven Hundred Ninety Five Thousand Pesos (P6,795,000.00) is hereby appropriated for the implementation of Supplemental Budget No. 4 of the Municipality for FY 2023, as follows:

Office of the Municipal Mayor:

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		630,000.00
Grant of SRI 2023		420,000.00
MOOE		
JO/COS Gratuity Pay		530,000.00

Office of the Sangguniang Bayan

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		390,000.00
Grant of SRI 2023		260,000.00
MOOE		
JO/COS Gratuity Pay		60,000.00

Office of the Sangguniang Bayan Secretary

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	90,000.00
	Grant of SRI 2023	60,000.00
MOOE		
	JO/COS Gratuity Pay	5,000.00

Office of the MPDO

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	120,000.00
	Grant of SRI 2023	80,000.00
MOOE		
	JO/COS Gratuity Pay	10,000.00

Office of the MBO

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	60,000.00
	Grant of SRI 2023	40,000.00
MOOE		
	JO/COS Gratuity Pay	15,000.00

Office of the MACCO

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	180,000.00
	Grant of SRI 2023	120,000.00
MOOE		
	JO/COS Gratuity Pay	40,000.00

Office of the MTO

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	300,000.00
	Grant of SRI 2023	200,000.00
MOOE		
	JO/COS Gratuity Pay	30,000.00

Office of the HRMO

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	90,000.00
	Grant of SRI 2023	60,000.00
MOOE		
	JO/COS Gratuity Pay	5,000.00

Office of the MCR

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	150,000.00
	Grant of SRI 2023	100,000.00
MOOE		
	JO/COS Gratuity Pay	10,000.00

Office of the ASSESSOR

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	210,000.00
	Grant of SRI 2023	140,000.00
MOOE		
	JO/COS Gratuity Pay	5,000.00

Office of the General Services

Personal Services		
	Payment for Collective Negotiation Agreement Incentive 2023	30,000.00
	Grant of SRI 2023	20,000.00

Office of the MSWD

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		150,000.00
Grant of SRI 2023		100,000.00
MOOE		
JO/COS Gratuity Pay		35,000.00

Office of the MHO

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		540,000.00
Grant of SRI 2023		360,000.00
MOOE		
JO/COS Gratuity Pay		65,000.00

Office of the AGRICULTURE

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		240,000.00
Grant of SRI 2023		160,000.00
MOOE		
JO/COS Gratuity Pay		30,000.00

Office of the ENGINEERING

Personal Services		
Payment for Collective Negotiation Agreement Incentive 2023		360,000.00
Grant of SRI 2023		240,000.00
MOOE		
JO/COS Gratuity Pay		55,000.00

Total Appropriation - Php 6,795,000.00

Section 4. Disbursement. The municipal Treasurer Office is hereby authorized to disburse the above-amount subject to all legal and auditing rules and procedures.

Section 5. Effectivity. This Appropriation Ordinance shall take effect immediately.

RESOLVED FURTHER that copies of this ordinance shall be furnished the Provincial Budget Officer, for review, the Honorable Sangguniang Panlalawigan for final review and approval and the Honorable Municipal Mayor; Municipal Treasurer; Municipal Accountant; Municipal Budget Officer-Designate; the MPDC-Designate; and the Provincial Auditor for their information, guidance and appropriate action.

Approved this 27th day of December, 2023.

I hereby certify to the correctness of the foregoing ordinance.

LILETH I. GATCHALIAN
 SB Member

EDWARD JAY A. DURANTE
 SB Member

ROWIL G. BATAN
 SB Member

ALEX A. DAGANDAN


AIDA A. DELANTAR
 SB Member

EULOGIO F. CAPACIO
 SB Member

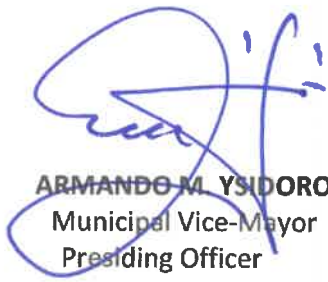
GUALBERTO S. MERACAP
 SB Member

NELLIE GRACE D. DANDAN
 SK Federation President

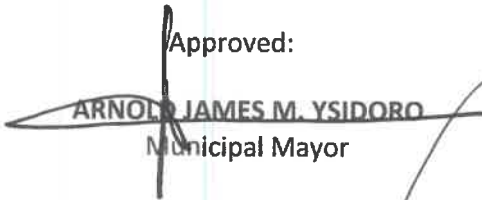
Certified True and Correct


VILMA D. COMBATE
SB Secretary

Attested:


ARMANDO M. YSIDORO
Municipal Vice-Mayor
Presiding Officer

Approved:


ARNOLD JAMES M. YSIDORO
Municipal Mayor










STATEMENT OF FUNDING SOURCES

SUPPLEMENTAL BUDGET NO. 4

FY 2023

LEYTE, LEYTE

PARTICULARS	Account Classification	Amount
1.0 New Revenue Sources Tax Revenue Loan Proceeds (Borrowing) External Sources Internal Revenue Allotment (IRA) Differential		-
2.0 Actual Collections in Excess of the Estimated Income		
3.0 Savings Unappropriated Balance		
4.0 Realignment		
5.0 Reversion PS (Resolution No. <u>216-23</u>) MOOE (Resolution No. <u>209-23</u>)		3,255,000.00 3,540,000.00
TOTAL ESTIMATED INCOME		6,795,000.00

Cerified Correct:


ALVARO C. SUMAYAN, JR.
 Municipal Treasurer


JOSELITO E. CABANGAL
 Municipal Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATIONS CY 2023
LEYTE, LEYTE
Supplemental Budget No. 4

Implementing Office	Particulars/Purpose	AIP Code	Object Expenditure	Account Code	Amount
MMO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-001	PERSONAL SERVICES Other Personnel Benefits	5-01-04-990	630,000.00
	Grant of SRI 2023	1000-03-01-001-01	Other Bonuses & Allowances	5-01-02-990	420,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-001-03	Other Maintenance & Operating Expense	5-02-99-990	530,000.00
SB	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-002-003	Other Personnel Benefits	5-01-04-990	390,000.00
	Grant of SRI 2023	1000-03-01-002-003-01	Other Personnel Benefits	5-01-02-990	260,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-002-003-02	Other Maintenance & Operating Expense	5-02-99-990	60,000.00
SB SEC	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-004	Other Personnel Benefits	5-01-04-990	90,000.00
	Grant of SRI 2023	1000-03-01-004-01	Other Personnel Benefits	5-01-02-990	60,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-004-02	Other Maintenance & Operating Expense	5-02-99-990	5,000.00
MPDO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-009	Other Personnel Benefits	5-01-04-990	120,000.00
	Grant of SRI 2023	1000-03-01-009-01	Other Personnel Benefits	5-01-02-990	80,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-009-02	Other Maintenance & Operating Expense	5-02-99-990	10,000.00
MBO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-008	Other Personnel Benefits	5-01-04-990	60,000.00
	Grant of SRI 2023	1000-03-01-008-01	Other Personnel Benefits	5-01-02-990	40,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-008-02	Other Maintenance & Operating Expense	5-02-99-990	15,000.00
MACCO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-007	Other Personnel Benefits	5-01-04-990	180,000.00
	Grant of SRI 2023	1000-03-01-007-01	Other Personnel Benefits	5-01-02-990	120,000.00

Implementing Office	Particulars/Purpose	AIP Code	Object Expenditure	Account Code	Amount
	MOOE Gratuity Pay for JO's and COS	1000-03-01-007-02	Other Maintenance & Operating Expense	5-02-99-990	40,000.00
MTO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-005	Other Personnel Benefits	5-01-04-990	300,000.00
	Grant of SRI 2023	1000-03-01-005-01	Other Personnel Benefits	5-01-02-990	200,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-005-02	Other Maintenance & Operating Expense	5-02-99-990	30,000.00
HRMO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-03-001	Other Personnel Benefits	5-01-04-990	90,000.00
	Grant of SRI 2023	1000-03-03-001-01	Other Personnel Benefits	5-01-02-990	60,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-03-001-02	Other Maintenance & Operating Expense	5-02-99-990	5,000.00
MCR	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-012	Other Personnel Benefits	5-01-04-990	150,000.00
	Grant of SRI 2023	1000-03-01-012-01	Other Personnel Benefits	5-01-02-990	100,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-012-02	Other Maintenance & Operating Expense	5-02-99-990	10,000.00
MASSO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-006	Other Personnel Benefits	5-01-04-990	210,000.00
	Grant of SRI 2023	1000-03-01-006-01	Other Personnel Benefits	5-01-02-990	140,000.00
	MOOE Gratuity Pay for JO's and COS	1000-03-01-006-02	Other Maintenance & Operating Expense	5-02-99-990	5,000.00
MGSO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-006	Other Personnel Benefits	5-01-04-990	30,000.00
	Grant of SRI 2023	1000-03-01-006-01	Other Personnel Benefits	5-01-02-990	20,000.00
MSWD	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	1000-03-01-010	Other Personnel Benefits	5-01-04-990	150,000.00
	Grant of SRI 2023	1000-03-01-010-01	Other Personnel Benefits	5-01-02-990	100,000.00
	MOOE Gratuity Pay for JO's and COs	1000-03-01-010-02	Other Maintenance & Operating Expense	5-02-99-990	35,000.00

Implementing Office	Particulars/Purpose	AIP Code	Object Expenditure	Account Code	Amount
MHO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	3000-03-02-005	Other Personnel Benefits	5-01-04-990	540,000.00
	Grant of SRI 2023	3000-03-02-005-01	Other Personnel Benefits	5-01-02-990	360,000.00
	MOOE				
	Gratuity Pay for JO's and COS	3000-03-02-005-02	Other Maintenance & Operating Expense	5-02-99-990	65,000.00
MAO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	3000-03-01-011	Other Personnel Benefits	5-01-04-990	240,000.00
	Grant of SRI 2023	3000-03-01-011-01	Other Personnel Benefits	5-01-02-990	160,000.00
	MOOE				
	Gratuity Pay for JO's and COS	3000-03-01-011-02	Other Maintenance & Operating Expense	5-02-99-990	30,000.00
MEO	PERSONAL SERVICES Payment for Collective Negotiation Agreement Incentive 2023	8000-03-02-003	Other Personnel Benefits	5-01-04-990	360,000.00
		8000-03-02-003-01	Other Personnel Benefits	5-01-02-990	240,000.00
	MOOE				
	Gratuity Pay for JO's and COS	8000-03-02-003-02	Other Maintenance & Operating Expense	5-02-99-990	55,000.00
	Total Appropriation.				6,795,000.00
	Unappropriated Balance				-

Prepared by:


CRESTYLEN P. RELON
Municipal Budget Officer Designate

Approved:


ARNO D. 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

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 18, 2023 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

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

Absent:

Hon. Rowil G. Batan,	-----	SB Member
Hon. Jerry G. Apacible,	-----	ABC President

RESOLUTION NO. 211-23

RESOLUTION ADOPTING AND APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 4 FOR CY 2023 OF THE MUNICIPALITY OF LEYTE IN THE AMOUNT OF SIX MILLION SEVEN HUNDRED NINETY FIVE THOUSAND PESOS (PHP6,795,000.00)

WHEREAS, in compliance to Section 114 (a) Republic Act 7160 otherwise known as the Local Government Code of 1991, which provides that the policies, programs and projects proposed by local development councils shall be submitted to the sanggunian concern for appropriate action;

WHEREAS, Department of Budget and Management (DBM) Budget Circular No. 2023-1 dated November 10, 2023, DBM Circular No. 2023-2 dated December 13, 2023, and DBM Circular No. 2023-3 dated December 14, 2023 authorizes the grant of Collective Negotiation Agreement (CNA) incentive ; the grant of a one-time Service Recognition Incentive that includes qualified LGU Officials and Employees, and the grant of gratuity pay for contract of service and job order workers in the government for FY 2023, respectively;

WHEREAS, the Municipal Development Council had approved the Supplemental Investment Program No. 4 for CY 2023 through MDC EXECOM Resolution No. 3, series of 2023 containing therein the grant of Collective Negotiation Agreement (CAN) Incentive, one-time Service Recognition Incentive (SRI) to qualified LGU Officials and Employees and Grant of Gratuity Fee for Jos and COS employees ;

WHEREFORE, on motion of the Hon. Lileth I. Gatchalian, jointly seconded by the majority of the members, be It

RESOLVED AS IT IS HEREBY RESOLVED TO ADOPT AND APPROVE THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 4 OF THE MUNICIPALITY OF LEYTE FOR CY 2023 IN THE AMOUNT OF PHP6,795,000.00 AS APPROVED THROUGH MDC EXECOM RESOLUTION NO. 3, SERIES OF 2023



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
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**EXCERPT FROM THE MINUTES OF THE MEETING OF THE MUNICIPAL
DEVELOPMENT COUNCIL – EXECUTIVE COMMITTEE (MDC-EXECOM) OF THE
MUNICIPALITY OF LEYTE HELD AT THE MAYOR’S OFFICE LEYTE, LEYTE ON
DECEMBER 14, 2023**

Present:

Arnold James M. Ysidoro	-Municipal Mayor
Lileth I. Gatchalian	-SB on Appropriation -Member
Jerry G. Apacible	-ABC President -Member
Nenita S. Dagandan	-CSO Representative
Mark Theodorick D. Sulla	-MPDC Designate -MDC Secretary

Attending:

Alvaro C. Sumayan Jr.	-Mun. Treasurer, LFC/MTWG
Joselito E. Cabangal	-Mun. Accountant, LFC/MTWG
Crestylen P. Relon	-Mun. Budget Officer, LFC/MTWG

MDC- EXECOM RESOLUTION NO. 03, s2023

**RESOLUTION ADOPTING AND APPROVING THE SUPPLEMENTAL INVESTMENT
PROGRAM NO. 4 OF THE MUNICIPALITY OF LEYTE FOR THE CY 2023 IN THE
AMOUNT OF Php 6,795,000.00**

WHEREAS; President Ferdinand R. Marcos issued AO No. 12 'Authorizing the Grant of Service Recognition Incentive to Employees for Fiscal Year 2023' last December 7, 2023;



Republic of the Philippines

MUNICIPALITY OF LEYTE

LEYTE

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WHEREAS; Department of Budget and Management issued Budget Circular No. 2023-2 "Guidelines on the Grant of Service Recognition Incentive (SRI) for FY 2023 last December 13, 2023;

WHEREAS; President Ferdinand R. Marcos also issued AO No. 13 'Authorizing the Grant of Gratuity Pay to Contract of Service and Job Order Workers in Government for FY 2023 last December 7, 2023;

WHEREAS; Department of Budget and Management issued Budget Circular No. 2023-1 "Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023 last November 10, 2023;

WHEREAS; based on the administrative orders and budget circulars, the municipal government officials and employees as well as contract of service and job order employees are qualified to these incentives;

NOW THEREFORE, on motion of Mrs. Nenita Dagandan, unanimously seconded by the body, be IT RESOLVE AS IT IS HEREBY RESOLVED, TO ADOPT AND APPROVE THE SUPPLEMENTAL INVESTMENT PROGRAM NO. 4 OF THE MUNICIPALITY OF LEYTE FOR CY 2023 IN THE AMOUNT PHP 6,795, 000.00.

RESOLVED FURTHER, that copies of this resolution, be furnished to the Sangguniang Bayan in session, together with the copy of the duly adopted and approved Supplemental Investment Program No. 4 of the Municipality of Leyte for CY 2023, for adoption and approval.



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
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Approved this 14th day of December 2023.

I HEREBY CERTIFY to the correctness of the foregoing resolution.

A handwritten signature in black ink, appearing to read "Mark Theodorick D. Sulla".

MARK THEODORICK D. SULLA
PLANNING OFFICER III / MPDC DESIGNATE

Attested by:

A handwritten signature in black ink, appearing to read "Arnold James M. Ysidoro".

ARNOLD JAMES M. YSIDORO
Municipal Mayor- MDC EXCECOM Chairman

A handwritten signature in black ink, appearing to read "Lileth I. Gatchalian".

LILETH I. GATCHALIAN
SB on Appropriation/ MDC EXCECOM Member

A handwritten signature in black ink, appearing to read "Jerry G. Apacible".

JERRY G. APACIBLE
ABC PRESIDENT/ MDC EXCECOM Member






A handwritten signature in black ink, appearing to read "Nenita S. Dagandan".

NENITA S. DAGANDAN
CSO Representative

ATTENDANCE SHEET

MDC-EXECOM MEETING

Municipal Mayor's Office Leyte, Leyte
December 14, 2023

NAME	POSITION	SIGNATURE
1.ARNOLD JAMES M. YSIDORO	Municipal Mayor/ MDC EXECOM Chairman	
2.LILETH I. GATCHALIAN	SB on Appropriation/ MDC EXECOM Member	
3.JERRY G. APACIBLE	ABC President/ MDC EXECOM Member	
4.NENITA S. DAGANDAN	CSO Representative	
5.MARK THEODORICK D. SULLA	MPDC-Designate, MDC Sec.	

**CY 2023 Supplemental Investment Program (SIP) No. 4
By Program/ Project/ Activity by Sector**

AIP REF. CODE (1)	PROGRAM/PROJECT/ACTIVITY DESCRIPTION (2)	IMPLEMENTING OFFICE (3)	SCHEDULE OF IMPLEMENTATION		EXPECTED OUTPUT (6)	FUNDING SOURCE (7)	AMOUNT (in thousand pesos)				AMOUNT in Climate Change PPAs (in thousand pesos)			
			STARTING DATE (4)	COMPLETION DATE (5)			PERSONAL SERVICES (PS) (8)	Maintenance & other Operating Exp. (MOOE) (9)	Capital Outlay (CO) (10)	TOTAL (11)	Climate Change Adoption (12)	Climate Change Mitigation (13)	Climate Change Typotology (14)	
1000-000-3-1-01-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	Mayor's Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		630,000.00			630,000.00			
1000-000-3-1-01-001-000-002	Grant of Service Recognition Incentive	Mayor's Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	420,000.00				420,000.00			
1000-000-3-1-01-001-000-003	Gratuity Fee for JOs and COS	Mayor's Office	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		530,000.00			530,000.00			
1000-000-3-1-02-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	Sangguniang Bayan	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		390,000.00			390,000.00			
1000-000-3-1-02-001-000-002	Grant of Service Recognition Incentive	Sangguniang Bayan	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	260,000.00				260,000.00			

1000-000-3-1-02-001-000-003	Gratuity Fee for JOs and COS	Sangguniang Bayan	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		60,000.00		60,000.00			
1000-000-3-1-04-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	SB Secretary	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		90,000.00		90,000.00			
1000-000-3-1-04-001-000-002	Grant of Service Recognition Incentive	SB Secretary	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	60,000.00			60,000.00			
1000-000-3-1-04-001-000-003	Gratuity Fee for JOs and COS	SB Secretary	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		5,000.00		5,000.00			
1000-000-3-1-09-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MPDO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		120,000.00		120,000.00			
1000-000-3-1-09-001-000-002	Grant of Service Recognition Incentive	MPDO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	80,000.00			80,000.00			
1000-000-3-1-09-001-000-003	Gratuity Fee for JOs and COS	MPDO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		10,000.00		10,000.00			

1000-000-3-1-08-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MBO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		60,000.00		60,000.00			
1000-000-3-1-08-001-000-002	Grant of Service Recognition Incentive	MBO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	40,000.00			40,000.00			
1000-000-3-1-08-001-000-003	Gratuity Fee for JOs and COS	MBO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		15,000.00		15,000.00			
1000-000-3-1-07-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MACCO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		180,000.00		180,000.00			
1000-000-3-1-07-001-000-002	Grant of Service Recognition Incentive	MACCO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	120,000.00			120,000.00			
1000-000-3-1-07-001-000-003	Gratuity Fee for JOs and COS	MACCO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		40,000.00		40,000.00			
1000-000-3-1-05-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MTO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		300,000.00		300,000.00			

1000-000-3-1-05-001-000-002	Grant of Service Recognition Incentive	MTO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	200,000.00			200,000.00			
1000-000-3-1-05-001-000-003	Gratuity Fee for JOs and COS	MTO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		30,000.00		30,000.00			
1000-000-3-3-01-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	HRMO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		90,000.00		90,000.00			
1000-000-3-3-01-001-000-002	Grant of Service Recognition Incentive	HRMO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	60,000.00			60,000.00			
1000-000-3-3-01-001-000-003	Gratuity Fee for JOs and COS	HRMO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		5,000.00		5,000.00			
1000-000-3-1-12-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MCRO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		150,000.00		150,000.00			
1000-000-3-1-12-001-000-002	Grant of Service Recognition Incentive	MCRO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	100,000.00			100,000.00			

1000-000-3-1-12-001-000-003	Gratuity Fee for JOs and COS	MCRO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		10,000.00		10,000.00			
1000-000-3-1-06-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	Accessor's Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		210,000.00		210,000.00			
1000-000-3-1-06-001-000-002	Grant of Service Recognition Incentive	Accessor's Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	140,000.00			140,000.00			
1000-000-3-1-06-001-000-003	Gratuity Fee for JOs and COS	Accessor's Office	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		5,000.00		5,000.00			
1000-000-3-1-10-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	Engineering Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		360,000.00		360,000.00			
1000-000-3-1-10-001-000-002	Grant of Service Recognition Incentive	Engineering Office	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	240,000.00			240,000.00			
1000-000-3-1-10-001-000-003	Gratuity Fee for JOs and COS	Engineering Office	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		55,000.00		55,000.00			

1000-000-3-2-05-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MSWDO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		150,000.00		150,000.00			
1000-000-3-2-05-001-000-002	Grant of Service Recognition Incentive	MSWDO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	100,000.00			100,000.00			
1000-000-3-2-05-001-000-003	Gratuity Fee for JOs and COS	MSWDO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		35,000.00		35,000.00			
1000-000-3-1-11-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MHO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		540,000.00		540,000.00			
1000-000-3-1-11-001-000-002	Grant of Service Recognition Incentive	MHO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	360,000.00			360,000.00			
1000-000-3-1-11-001-000-003	Gratuity Fee for JOs and COS	MHO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		65,000.00		65,000.00			
1000-000-3-2-03-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	MAO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		240,000.00		240,000.00			
1000-000-3-2-03-001-000-002	Grant of Service Recognition Incentive	MAO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	160,000.00			160,000.00			

1000-000-3-2-03-001-000-003	Gratuity Fee for JOs and COS	MAO	Dec 2023	Dec 2023	Incentives provided to job order and contract of service employees	Gen. Fund		30,000.00		30,000.00				
1000-000-3-3-02-001-000-001	Grant of Collective Negotiation Agreement (CNA) Incentive	GSO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund		30,000.00		30,000.00				
1000-000-3-3-02-001-000-002	Grant of Service Recognition Incentive	GSO	Dec 2023	Dec 2023	Incentives provided to regular employees	Gen. Fund	20,000.00			20,000.00				
TOTAL								2,360,000.00	4,435,000.00	-	6,795,000.00	0.00	0.00	0.00

TOTAL 2023 SIP No. 4

6,795,000.00

Prepared for the MDC by:


MARK THEODORICK D. SULLA
 Planning Officer II/ MPDC- Designate

Reviewed by:


CRESTYLEN P. RELON
 MBO- Designate

Approved by:


ARNOLD JAMES M. YSIDORO
 Municipal Mayor



Republic of the Philippines
 Province of Leyte
 MUNICIPALITY OF LEYTE
 LEYTE
 -oOo-



LGU Leyte Employees Association (LGU-LEA)

COLLECTIVE NEGOTIATION AGREEMENT (CNA)

KNOW ALL MEN BY THESE PRESENTS:

This COLLECTIVE NEGOTIATION entered into and executed this 31st day of MARCH, 2023 by and between:

The LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF LEYTE, PROVINCE OF LEYTE, a government AGENCY with principal address at Municipal Hall, Gabaldon Street, Barangay Poblacion, Leyte, Leyte, 6533 herein represented by its Local Chief Executive HON. ARNOLD JAMES M. YSIDORO, Municipal Mayor of Leyte, Leyte, herein referred to as the AGENCY.

AND

LGU LEYTE EMPLOYEES ASSOCIATION (LGU-LEA), a duly registered Public Sector ASSOCIATION as evidenced by the Certificate of Registration (COR) jointly issued in its favor by the Department of Labor & employment (DOLE) and the Civil Service Commission (CSC) last September 29, 2017 and duly recognize by the latter to be the sole and exclusive negotiating agent of all rank-and-file employees of the Municipality of Leyte, Leyte as evidenced by the Certificate of Accreditation issued in its favor by the Civil Service Commission (CSC) on July 10, 2018 with principal address at Municipal Hall, Barangay Poblacion, Leyte, Leyte, 6533 herein represented by its President, LAWRENCE SULLA, herein referred to as ASSOCIATION.

WITNESSETH:

WHEREAS, the employees' rights to self-organization and collective negotiations are fully recognized and guaranteed in three (3) separate provisions of the 1987 Philippine Constitutions, as follows:

- Article III, Section 8. "The rights of the people, including those employed in the public sectors, to form ASSOCIATIONS, associations or societies for purposes not contrary to law shall not be abridge";
- 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, and promote full employment and equality of employment opportunities for all";

"It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with 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 ASSOCIATION of the AGENCY to enter into collective negotiations on terms and condition of employment which are not fixed by law;

WHEREAS, the Local Government of Leyte, Leyte supports the rights of employees to self-organization and collective negotiations;

CERTIFIED MACHINE COPY	
SIGNATURE.	<u>Darla Samson</u>
NAME	DARLA ANGELA A. SAMSON
DATE.	<u>12/27/23</u>

WHEREAS, LGU LEYTE EMPLOYEES ASSOCIATION (LGU-LEA) is recognized as the sole and exclusive representative of all rank-and-file employees of the Local Government Unit of Leyte, Leyte;

WHEREAS, the AGENCY and the ASSOCIATION have agreed to sign and enter into formal agreement on mutually acceptable terms as may hereinafter to agree in order to provide and establish 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 attainment of delivery of genuine, honest and quality public service.

WHEREAS, the parties agreed to promote the principle of shared responsibility on matters of decision-making affecting ASSOCIATION Members' rights, benefits and interests and commit to uphold the later 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 ASSOCIATION 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 ASSOCIATION 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 ASSOCIATION membership.

SECTION 2. The AGENCY and the ASSOCIATION recognizes the basic rights of all employees to living wage, career development, just and humane conditions of work, and security of tenure for permanent employees.

SECTION 3. The ASSOCIATION 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 other personnel actions as hiring, promotion, re-assignment, termination as a result disciplinary action, and in establishing policies, office procedures and rules and regulations. The AGENCY shall exercise at all times impartial, reasonable, and sound discretions in its exercise of said authority and prerogatives in accordance with law.

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

SECTION 5. The ASSOCIATION shall participate in the formulation of policies, plans and programs affecting their rights, benefits and duties. In this regard, at least three duly-designated officers of the ASSOCIATION shall be allowed to participate and sit as member of existing committees, where employee's welfare, rights and benefits is the subject of discussion, including those that maybe subsequently formed or established by the AGENCY by regulation, prescribed or specified by CSC policies, rules and regulations, to wit:

- 5.1. Human Resource Merit, Promotion and Selection Board;
- 5.2. Personnel Development Committee;
- 5.3. Employees Suggestion and Incentive Awards Committee;
- 5.4. Grievance Committee;
- 5.5. Performance Evaluation Review Committee;
- 5.6. Special Committees (such as Reorganization/Staffing/Placement, Sports, Socio-Cultural, Recreational, Foundation Day Anniversary, and Christmas Celebration);
- 5.7. Bids and Awards Committee; and
- 5.8. Other Committees that will require the participation of the rank-and-file.

CERTIFIED MACHINE COPY	
SIGNATURE	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	12/27/23

SECTION 6. The activities of the ASSOCIATION 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 utmost standards 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 ASSOCIATION commits itself to provide support in the implementation of the rules and regulations of the AGENCY with regards to its austerity measures to regulate and save materials, office supplies, and water AGENCY 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 Leyte, Leyte with Salary Grades 22 and below not otherwise disqualified by law.

Whenever used in this Agreement, the terms, "employees" refers only to those within the scope of the Negotiating Unit herein defined.

SECTION 2. RANK-AND-FILE EMPLOYEE. Refers to those employees of the LGU whose functions are not normally considered as managerial, with the power to formulate policies or to hire, transfer, assign, lay-off, 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 ASSOCIATION done only once by an LGU Employee in recognition of his/her membership to LGU-LEA in accordance with the latter's by-laws.

SECTION 4. ASSOCIATION/ASSOCIATION DUES. Refers to a regular contribution of members to the ASSOCIATION in accordance with 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 ASSOCIATION but who are covered and who enjoy the benefits under this Collective Negotiation Agreement.

SECTION 6. SPECIAL ASSESSMENT FEE. Refers to those fees other than the membership fee, association/ASSOCIATION dues, labor education fees, and those prescribed under the organization's constitution and by-laws.

ARTICLE III. COVERAGE/SCOPE OF REPRESENTATION

SECTION 1. ASSOCIATION Membership shall be composed of all rank-and-file employees of the AGENCY with Salary Grades 1 to 22, except (a) high-level employees as defined in Section 1 of the Executive Order No. 180 dated June 1, 1987; (b) highly confidential employees as defined in Section 1 (aa), Rule 1 of the Amended Rules and Regulations 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 Sector Labor-Management Council.

SECTION 2. Those falling under the exceptions in the preceding section who opted to be covered by this agreement, or those who cannot be members by virtue of their religion shall be entitled to the same benefits and privileges received and enjoyed by the regular members of the ASSOCIATION provided the latter pay the AGENCY fee as set by the ASSOCIATION.

CERTIFIED MACHINE COPY	
SIGNATURE	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	2/27/23

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 in a letter, stating therein that said persons are designated as such, by the Municipal Mayor, and six (6) representatives from the ASSOCIATION as designated as such, by the ASSOCIATION President.

**ARTICLE IV.
ASSOCIATION RECOGNITION AND SECURITY**

A. RECOGNITION

SECTION 1. The AGENCY recognizes the ASSOCIATION as the sole and exclusive representatives of all rank-and-file employees in all Collective Negotiations concerning employees and ASSOCIATION members' rights, benefits and privileges.

SECTION 2. The AGENCY recognizes the ASSOCIATION as an advocate of meaningful change for growth, progress, and full development of the Local Government Unit of Leyte, Leyte as a whole.

SECTION 3. The AGENCY shall guarantee that there shall be no discrimination in any member or form, against any employee due to membership in, or lawful acts performed as officer or member of the ASSOCIATION.

SECTION 4. The AGENCY shall discuss, transact, deal and/or negotiate only through and directly with the ASSOCIATION.

SECTION 5. The AGENCY and the ASSOCIATION agree to see to it that the highest standards of ethics, morality, and fidelity to public interests are observed.

B. SECURITY

SECTION 1. All employees who are members of the ASSOCIATION on the date of signing of this agreement, as well as employees who become members of the ASSOCIATION 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 ASSOCIATION or for lawful acts performed as officer or representative of the ASSOCIATION.

SECTION 3. The AGENCY shall allow the holding of ASSOCIATION meetings and programs/activities, the schedule of which shall be provided the AGENCY for its approval.

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

SECTION 5. Upon request and subject to the availability, the AGENCY may provide a service vehicle for use of the ASSOCIATION 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 shall furnish the ASSOCIATION, upon the latter's request, financial report, annual approved budget, COA Audit Report, and other pertinent information in the AGENCY's possession, and such other Financial Reports covering matters of employee's concern. Likewise, the ASSOCIATION shall furnish the AGENCY, upon the latter's request, a copy of the ASSOCIATION's annual plans and programs.

**ARTICLE V.
ASSOCIATION RIGHTS AND PRIVILEGES**

CERTIFIED MACHINE COPY	
SIGNATURE.	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE.	12/27/23

SECTION 1. The AGENCY will allow that the ASSOCIATION OFFICE to be situated in conjunction with the incumbent ASSOCIATION PRESIDENT, until such time that the AGENCY can provide specific office space.

SECTION 2. The AGENCY authorizes the holding by the ASSOCIATION 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, notice of which as to date, time, venue and purpose of the assembly shall be sent to the Municipal Mayor.

SECTION 3. The AGENCY shall grant the ASSOCIATION OFFICIAL TIME subject to CSC laws, rules and regulations of ASSOCIATION OFFICERS and MEMBERS who will attend applicable; local, national and/or international workers' education programs, seminars, meetings, conventions, conferences, and leadership trainings.

SECTION 4. The AGENCY shall allow the ASSOCIATION to post announcements and other documents for posting in the existing LGU Bulletin Boards.

SECTION 5. The AGENCY shall institutionalize the proper dissemination of correspondence and communications directly affecting the general welfare of the employees by including the ASSOCIATION in the mailing and routing list of the AGENCY.

ARTICLE VI.
MANAGEMENT PREROGATIVES AND RESPONSIBILITIES AND
ASSOCIATION RESPONSIBILITIES AND ACCOUNTABILITY
(RIGHTS AND OBLIGATIONS OF BOTH PARTIES)

A. RESPONSIBILITIES OF THE AGENCY

SECTION 1. HUMAN RESOURCE MANAGEMENT.

- a. Strictly adhere to the government policy of participative management so far as practicable;
- b. Continue to conduct or manage manpower development programs; including but not limited to, local and/or foreign skill trainings, seminars, workshops in order to improve knowledge and skill. The HRMO shall conduct orientation program to new employees of the Municipal Government on pertinent laws, rules and regulations of the Civil Service Commission to include its creation, mandate, programs and functions in order for the new employees to be acquainted with the Municipal Government and become responsible employees.
- c. Implement the employee suggestions and incentive awards system in the Municipal Government, in compliance with MC No. 1, s. 2001, encouraging to deserving employees in the government.

SECTION 2. RECRUITMENT, PROMOTION AND PLACEMENT.

- a. Per CSC Memorandum Circular No. 03, Series of 2001, provide membership of the ASSOCIATION in the Human Resource Merit Promotion and Selection Board of the Municipal Government;
- b. Ensure strict adherence to the recruitment, promotion and placement policies under existing laws, rules and regulations;
- c. In coordination with the ASSOCIATION, revise the merit and selection plan of the Municipal Government into a more appropriate and transparent model in order to provide for a fair promotion system;
- d. The Human Resource Merit Promotion Selection Board (HRMPSB) thru the HRMO or any person in-charge on personnel matter shall furnish copies of the minutes of its proceedings, Promotion Evaluation results to the ASSOCIATION; and
- e. Through the appointing authority, appointments of employees shall be based on the merit and fitness as evaluated by the HRMPSB in the filling-up of vacant positions without prejudice to any action by the Civil Service Commission.

SECTION 3. ASSOCIATION MATTERS.

CERTIFIED MACHINE COPY	
SIGNATURE	<i>darla samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	2/27/23

- a. Authorizes Officers and Members of the ASSOCIATION to attend trainings, seminars and other ASSOCIATION related activities with the consent of the Department Head concerned, upon notice of proof duly certified by its President, in accordance with CSC laws, rules and regulations;
- b. Allow the use if any available Municipal Government property for ASSOCIATION related activity/ies, as approved by the Chief Executive, free of charge;
- c. Grant a period of one (1) day free from regular work to members of the ASSOCIATION to participate in its General Assembly;
- d. Provide a permanent ASSOCIATION office with free electric, water, internet and telephone facilities;
- e. Provide appropriate location for the establishment of LGU-LEA Canteen with necessary amenities for its operation and management; and
- f. Allow ASSOCIATION officers to attend regular association meeting and special meetings on official time.

SECTION 4. HEALTH AND SAFETY.

- a. The AGENCY shall comply with applicable regulations regarding 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;
- b. The AGENCY shall inform the employees on 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 availment thereof in order to ensure such benefits are enjoyed by the employees;
- c. Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignment. This shall also apply to employees who underwent major operations including stroke patients provided a medical certification is secured from authorized government physician;
- d. The AGENCY and the ASSOCIATION agrees to conduct annual medical and dental examinations to all ASSOCIATION members, and random drug test (free of charge);
- e. The ASSOCIATION shall initiate and the AGENCY shall support programs promoting the Spirituality of ASSOCIATION members and similar services, programs participated in by the employees; and
- f. In adherence to the essence of CSC Memorandum Circular No. 6, s. of 1995, reiterated by CSC MC No. 8, s. of 2011, requiring all agencies to adopt "The Great Filipino Workout", the AGENCY shall support and provide employees an area for its health and wellness program (Zumba and Sports) every Monday, Wednesday, and Friday (MWF) at 4:00 in the afternoon to 5:00 in the afternoon.

SECTION 5. SPORTS AND CULTURAL ACTIVITIES.

- a. Conduct an Annual Summer Sports and Cultural Feast to be participated in by its employees and officials of the Municipal Government; and
- b. Provide funds to support an individual or group of Municipal Government Employees who would represent the municipal in local, national, or even international sports competition sanctioned by the official governing sports association.

SECTION 6. SECURITY AND SAFETY.

- a. To grant safety and proper outfits like mask, gloves, raincoats, boots and other materials for the safety of employees, particularly those who render field work and who are exposed to abnormal working conditions; and
- b. To provide adequate fire extinguisher for every office or department.

SECTION 7. PERSONNEL RIGHTS.

- a. Due process shall be observed in the investigation, hearing and adjudication of administrative case against employees;
- b. To provide Legal Assistance to employees who have been charged criminally relative to his/her job and a free notarial services to all employees, subject to the existing auditing and accounting guidelines;

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SIGNATURE	<u>Darla Samson</u>
NAME	<u>DARLA ANGELA A. SAMSON</u>
DATE	<u>12/27/12</u>

- c. Reassignment of an employee should be to an office where he/she can be useful and productive, in relation to his/her position and skills and that he/she should perform specific functions to be embodied in his/her reassignment order;
- d. The AGENCY shall have prior consultation with the ASSOCIATION on expenses/services that will be shouldered by the employees;
- e. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result which is beneficial to the AGENCY in general, subject to the existing revised rules on administrative cases; and
- f. 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.

SECTION 8. OTHER WELFARE BENEFITS.

- a. Allow flexible working hours for Municipal Government employees pursuant to the Civil Service Commission's Memorandum Circular allowing Flexi-Time for government employees as set forth with its rules and procedures for implementation;
- b. All bonuses, benefits granted by the National Government should not affect all welfare derived from this agreement;
- c. As prescribed by the CSC Memorandum Circular No. 06, series of 2002, the AGENCY shall appropriate funds for the implementation of Loyalty Pay to its employees;
- d. In accordance with the provision of CSC MC No. 6, series of 2006 and its other related issuances, the AGENCY shall grant its officials and employees the following non-cumulative leave privileges, to wit:
 - i. **SEVEN (7) DAYS PATERNITY LEAVE.** When the employee's legal wife gives birth or has miscarriage;
 - ii. **SEVEN (7) DAYS PARENTAL LEAVE.** This is for Solo Parents as per CSC MC No. 8, series of 2004;
 - iii. **THREE (3) DAYS LEAVE,** under any of the following:
 - 1. Burial or Mourning Leave, in case of death of the legitimate spouse or any of the legitimate children, parents, brothers, or sisters;
 - 2. Emergency Leave, in cases of actual emergencies such as manmade disasters, typhoons, floods, and other calamities;
 - 3. Hospitalization Leave, for immediate members of the family;
 - 4. Relocation Leave, for physical transfer of adobe;
 - 5. Graduation Leave;
 - 6. Enrolment Leave;
 - 7. Personal Milestone;
 - 8. Wedding and Honeymoon Leave; and
 - 9. Anniversary Leave
- e. The AGENCY shall ensure the implementation of Rehabilitation Leave for work-related injuries in accordance with Section 55, Rule XVI (Leave of Absence) of the Omnibus Rules Implementing Book V of Executive Order No. 292 as amended by CSC MC No. 41, s. 1999;
- f. The AGENCY shall grant non-commutable leave credits or compensatory day-off in lieu of overtime services rendered without pay pursuant to the provision of CSC MC No. 30, s. 1994;
- g. The AGENCY shall ensure the implementation of the Unified Program on Awards and Incentives for Service Excellence (PRAISE) pursuant to Department Order No. 2, series of 2001 in accordance with the provisions of CSC Memorandum Circular No. 1, series of 2001 and reward or provide in-kind or cash incentive (or both) to outstanding employees. Subject to the availability of funds the AGENCY shall grant a Recognition Pay to all its rank-and-file employees who have rendered an exemplary service in the performance of his or her duties that have elevated the AGENCY's prestige and employee morale. This shall be accompanied with a plaque of recognition.
- h. The AGENCY shall endeavor to introduce and provide alternative sources of livelihood to all employees. The AGENCY shall likewise establish or institute fund generating projects for purpose of augmenting employees' benefits and for the full implementation of this agreement subject to pertinent rules and regulations;

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SIGNATURE. *Darla Samson*
 NAME DARLA ANGELA A. SAMSON
 DATE 2/27/23

- i. The AGENCY may adopt a scholarship program for (and/or facilitate availment of government/international scholarship grants to) qualified employees who wish to further post-graduate studies to undergo review for the Bar Board, as the case may be; and

SECTION 9. TRIBUTE TO THE RETIREE. The AGENCY through the CSC Memorandum Circular No. 7, s. of 1998 shall adopt and institutionalize the "SALAMAT-PAALAM" program as a tribute to the retiree regardless of position. This program shall be conducted on the last working day of concerned employee honoring his/her services. On this Send-Off Ceremony, a retiree shall be given by the AGENCY either an 18K Gold Ring (engraved with the name of the AGENCY and years of service) or a plaque of appreciation or can be both which will be determined by the Unified Program on Awards and Incentives for Service Excellence (PRAISE) Committee. However, by virtue of the said memo circular which is anchored to the CSC Resolution No. 97-2433 and adopted and be institutionalized by AGENCY, only the appointive employees of the government (*department heads, heads of offices and rank-and-file employees*) can avail such token. Hence, elective officials, on the other hand, will be given a Plaque of Appreciation for government service rendered during his/her term.

The "SALAMAT-PAALAM" benefits, as agreed by both parties, shall apply to employees who shall opt to retire upon reaching the retirement age of 60 or 65 or within 60 to 65 as the case may be, *either with retirement application duly accomplished and approved or without retirement application processed due to inevitable circumstance such as untimely death. Therefore, full privileges will be given to the spouse or identified beneficiary in case of untimely death of the said employee. The same is also granted regardless if the case of retirement is optional or compulsory.*

Said tribute to retiree fund shall be included in the LGU's annual budget and shall form part of the LGU's annual MOOE subject to usual accounting rules and auditing procedures.

B. RESPONSIBILITIES OF THE ASSOCIATION (LGU-LEA)

SECTION 1. THE ASSOCIATION SHALL:

- a. Adhere to legal means of rendering grievances and avoid work stoppage that will prejudice service delivery;
- b. Improve the productivity of the Municipal Government by establishing in every department, an office management program and standard of work ethics;
- c. Output/performance as well as behavioural norms acceptable to the Municipal Government;
- d. Strictly observe the Code of Conduct and Ethical Standards of Government Employees;
- e. Support the Municipal Government's program that will improve the quality of life and accelerate the delivery of service to the under privileged and the disadvantage in the municipality;
- f. Observe political neutrality and non-partnership in the delivery of services;
- g. Cooperate in effecting economy and in its effort to eliminate waste and inefficient, promote safety and goodwill between the Municipal Government and the employees;
- h. Exercise vigilance and report all forms of graft and corruption in the government;
- i. Act with vigilance and renewed vigour in the achievement of an effective, honest and courteous public service;
- j. Participate actively in the further development of the Municipal Government employees through responsible unionism;
- k. Police its own rank and adhere to the provisions herein agreed upon as a commitment for partnership in good governance and efficient public service; and
- l. Assist in any possible manner for increased revenue generation and be vigilant on taxation matters such as listing/reporting of business establishments with no permits from each member's respective barangays.

C. RESPONSIBILITIES OF BOTH PARTIES

SECTION 1. BOTH PARTIES SHALL:

- a. Observe cost cutting measures to achieve AGENCY target at the most economical and practicable method, such as but not limited to the following, to wit:

SIGNATURE	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	12/27/23

1. Recognizing the need to cut on cost of personal services, the parties shall endeavour to maximize accomplishment of personnel and make them responsive to the needs of the people they serve rather than add positions to the present plantilla;
 2. The parties shall exercise austerity in the use of office supplies, materials and resources of the Municipal Government. The Municipal Treasurer shall make a recommendation on the austerity measures to be adopted as official policy of the Municipal Government;
 3. The parties shall only undertake officials travels that are necessary and with minimal cost to the Municipal Government;
 4. It shall be the policy of the Municipal Government to discourage overtime work except when it is necessary and justifiable. The justification to any overtime work shall be made by the head of the department concerned with approval of the Municipal Mayor; and
 5. Air-conditioning units of the Municipal Government shall be switch off by 4:00 in the afternoon except in the offices or departments where overtime work is being rendered.
- b. Jointly formulate, implement and review the AGENCY's Unified Merit Promotion Plan as provided by the Civil Service Commission. Selection and Promotion of employees shall be in accordance with CSC laws, rules and regulations. The guidelines and criteria and any changes thereof adopted by the Promotion and Selection Board shall be mutually agreed upon the AGENCY and the ASSOCIATION.

**ARTICLE VII.
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. TIME ATTENDANCE RECORDING & TRACKING. The AGENCY shall institutionalize the upgrading of its attendance recording and tracking system and shall insure that the same shall be installed in an accessible and convenient location for employees, especially the elderly and/or differently-abled.

SECTION 3. NIGHT-SHIFT DIFFERENTIAL. This benefit shall be given to an employee whose regular working hour fall wholly or partially within ten o'clock in the evening to six o'clock in the morning of the following day, provided that the same is through Compensatory Overtime Credit under CSC laws, rules and regulations.

SECTION 4. PAYMENT OF OVERTIME. Overtime pay shall be paid to an employee for authorized work performance beyond the regular working hours in a day, and those performed on rest days, holidays and non-working days subject to existing rules and regulations.

SECTION 5. HAZARD PAY. This benefits is given to personnel exposed to hazardous situations such as, but not limited to, assignment in strife-torn or embattled areas, distressed or isolated situations, prison camps, radiation exposed areas, disease infested areas and areas declared under state of calamity or emergency which pose occupational risks or perils to life, as provided for by the law.

**ARTICLE VIII.
GRIEVANCE MACHINERY**

SECTION 1. The ASSOCIATION shall coordinate with the AGENCY in the implementation of the AGENCY Grievance Machinery as approved by the Civil Service Commission, provided that in the case an ASSOCIATION member has a grievance against his/her fellow ASSOCIATION member, said issues will first be dealt with within the ASSOCIATION pursuant to the provision of the ASSOCIATION Constitution and By-Laws.

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SIGNATURE.	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	12/27/23

SECTION 2. Employees not members of the ASSOCIATION shall have the right to delivery lodge/present their complaints or grievance against co-employees (ASSOCIATION members or not) to management and have them adjudicated judiciously, subject to CSC rules, laws and regulations.

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

**ARTICLE IX.
PROFESSIONAL GROWTH AND DEVELOPMENT**

SECTION 1. The AGENCY shall institutionalize the implementation of 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, trainings, workshops, values formation, fellowships, study grants, skills development, and other capability building programs.

SECTION 2. The AGENCY shall establish and implement the 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 sociability of employees.

SECTION 3. The AGENCY, cognizant of individual initiative for personal professional development, shall allow employees to avail Bar and Board Review, Dissertation and Thesis Writing Leave for a maximum of six (6) months with pay, subject to existing CSC laws, rules and regulations.

**ARTICLE X.
BUDGETS 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 XI.
IMPLEMENTING GUIDELINES**

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

SECTION 2. All other laws, issuances, circulars that grant additional benefits to ASSOCIATION members in addition to aforementioned benefits shall form part of the CNA, subject to DBM issuances.

**ARTICLE XII.
ENTIRETY AND AMENDMENT CLAUSE**

SECTION 1. The parties hereby agree that the terms and conditions contain herein constitute the entire AGREEMENT between the AGENCY and the ASSOCIATION 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 a period of 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 XIII.

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SIGNATURE	<u><i>Darla Samson</i></u>
NAME	<u>DARLA ANGELA A. SAMSON</u>
DATE	<u>12/27/23</u>

MISCELLANEOUS

SECTION 1. SEPARABILITY CLAUSE. In the event any provisions 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 maybe allowed or exempted by law, all provisions contained in this AGREEMENT shall be subject to the rules and regulations of the Civil Service Commission and the Department of Budget and Management.

ARTICLE XIV. CNA INCENTIVE BONUS

SECTION 1. The AGENCY agrees to grant a CNA Incentive Bonus in a mutually agreeable amount which is subject to availability of funds and in accordance with applicable guidelines issued by the DBM upon effectivity of this AGREEMENT.

SECTION 2. The AGENCY and the ASSOCIATION agrees that the grant of one-time release CNA Incentive Bonus shall be given to rank-and-file employees who contributed to the cost-saving measures and target imposed, subject to the guidelines, rules and regulations by the DBM. The employee must have rendered at least four (4) months of service in order to receive the CNA Incentive.

SECTION 3. Department Heads, Municipal Officials, and other employees not members of the ASSOCIATION can be entitled to receive CNA Incentive Bonus, subject to an automatic deduction of One Thousand Two Hundred Pesos (P1,200.00) "AGENCY FEE", which shall be paid to the ASSOCIATION, subject to existing laws, rules and regulations.

ARTICLE XV. EFFECTIVITY AND DURATION

SECTION 1. This AGREEMENT shall take effect immediately upon signing, and shall remain in full force for a period of three (3) years.

SECTION 2. For the purpose of considering a specific proposal for amendment, the proponent shall file a written notice addressed to the President of the ASSOCIATION and must be served within thirty (30) days prior to the intended meeting for the purpose of discussion, evaluation and judgement and/or decision by the Executive Board.

SECTION 3. Both parties agree to meet before the last sixty (60) days of this AGREEMENT for the purpose of entering 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.

ARTICLE XVI. COST SAVING MEASURES

SECTION 1. The ASSOCIATION shall see to it that all electricity consuming devices and equipment-computers not in use, AC units, electric fans, electric lights, TV sets, radios, and sound systems shall be turned on at 8:00 in the morning and turned-off at 4:00 in the afternoon, as the case maybe.

SECTION 2. Water consumption shall also be regulated; faucets, toilet bowls, sinks, and toilet flushes are regularly monitored to make sure that no water is left drifting to avoid water wastage.

SECTION 3. The ASSOCIATION shall encourage re-cycling and re-use of scratch bond papers and other office supplies; auction of condemned equipment and scrapped materials into cash to generate income or savings for the AGENCY subject to existing accounting and auditing laws and rules.

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SIGNATURE	<i>Darla Samson</i>
NAME	DARLA ANGELA A. SAMSON
DATE	12/27/23

SECTION 4. ASSOCIATION Officers shall require their members to be vigilant and assist in the turning off of street lights should they see them left un-switched off. The **ASSOCIATION** shall support the LGU Leyte's programs and activities on cost-savings. The **ASSOCIATION** shall also encourage its members to be diligent in paying its obligations to include Real Property Taxes, Water Bills and other financial obligations accrued to the LGU to improve the local financial resources.


SECTION 5. ASSOCIATION Officers shall encourage members to be dedicated public servants and support the **AGENCY'S** objective of increase revenue collection by reporting to the appropriate office/department business establishments that does not have the necessary and required license or permit to operate. By doing so, the employees could help in the increased revenue collection.

SECTION 6. ASSOCIATION members are encouraged to devise and enforce as well as adhere to and support the **AGENCY'S** other cost saving measures that will generate funds and/or savings for the general good and welfare of one and all.

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives have executed this **COLLECTIVE NEGOTIATION AGREEMENT** this 31st of March, 2023 at Leyte, Leyte, Philippines.


For and in behalf of the:

LOCAL GOVERNMENT UNIT OF LEYTE


HON. ARNOLD JAMES M. YSIDORO
Municipal Mayor

For and in behalf of the:

**LGU LEYTE EMPLOYEES ASSOCIATION
(LGU-LEA)**



LAWRENCE SULLA
LGU-LEA President

SIGNED IN THE PRESENCE OF:


JOSELITO B. CABANGAL, CPA
Municipal Accountant/ Agency Rep.


IDALYNE L. ARANTE
HRMO-Designate/ LGU Rep.


CRESTYLEN P. RELON
MBO-Designate/ LGU Rep.


ALVARO C. SUMAYAN, JR.
Municipal Treasurer/ LGU Rep.


MARK THEODORICK D. SULLA
MPDO-Designate/ LGU Rep.


MARCELINO G. COMBATE
Municipal Agriculturist/ LGU Rep.


ROLINDA PERITO TROYO II
LGU-LEA Vice-President


ETHEL MERCOLITA
LGU-LEA Treasurer



DARLA ANGELA SAMSON
LGU-LEA Secretary


ELTON JHON HERO SAMSON
LGU-LEA Auditor


CRISTINA D. POLINIO
LGU-LEA Board of Director


MARICRIS DIAZ
LGU-LEA Board of Director

CERTIFIED MACHINE COPY

SIGNATURE. 
NAME DARLA ANGELA A. SAMSON
DATE. 12/27/23

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Leyte)S.S
Municipality of Leyte)

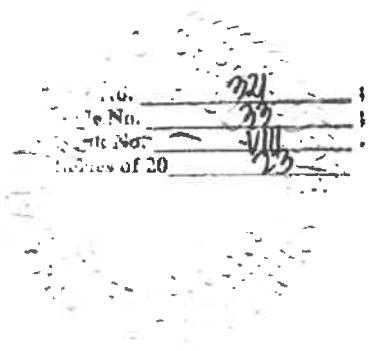
BEFORE ME, a Notary Public for and in the Municipality of Leyte and for the Province of Leyte, personally appeared **ARNOLD JAMES M. YSIDORO** with Community Tax Certificate No. _____ issued on _____, 2023 at Leyte, Leyte and **LAWRENCE SULLA** with Community Tax Certificate No. _____ issued on _____, 2023 at Leyte, Leyte, Philippines, known to me and to me known to be the same persons caused the preparation of the foregoing **COLLECTIVE NEGOTIATION AGREEMENT**, and who acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of thirteen page/s including this page which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the parties and their instrumental witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this 18 day of APR, 2023 in **NAVAL BILIRAN** Philippines.

[Handwritten Signature]

ATTY. LOLITA G. CASAS-NUE
Administering Office
Until December 31, 2023
Roll of Attorney No. 36169
IBP Lifetime ID No.08596
PTR No.3600133
Issued on: 01/05/2023/Naval Bili
MCLE Compliance No. VI- 002



Series of 20 _____

CERTIFIED MACHINE COPY
SIGNATURE. *Darla Samson*
NAME DARLA ANGELA A. SAMSON
DATE. 12/27/23



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
LGU-LEYTE EMPLOYEES ASSOCIATION



EXCERPT FROM THE MINUTES OF THE MEETING BY THE LOCAL GOVERNMENT UNIT REPRESENTATIVES (AGENCY) AND LOCAL GOVERNMENT UNIT-LEYTE EMPLOYEES ASSOCIATION (LGU-LEA) HELD ON NOVEMBER 21, 2023 AT THE MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

HON. ARNOLD JAMES M. YSIDORO,	-----Municipal Mayor
JOSELITO E. CABANGAL,	-----Mun. Accountant/ LGU Rep.
IDALYNE L. ARANTE,	-----HRMO-Designate/ LGU Rep.
CRESTYLEN P. RELON,	-----MBO Designate/ LGU Rep.
ALVARO C. SUMAYAN, JR.	-----Mun. Treasurer/ LGU Rep.
MARK THEODORICK D. SULLA,	-----MPDO-Designate/ LGU Rep.
MARCELINO O. COMBATE,	-----Mun. Agriculturist/ LGU Rep.
LAWRENCE SULLA,	-----President
ROLINDA PERITO-TROYO II,	-----Vice-President
DARLA ANGELA SAMSON,	-----Secretary
ETHEL G. MERCOLITA,	-----Treasurer
ELTON JOHN HERO SAMSON,	-----Auditor
CRISTINA D. POLINIO,	-----Board of Director
MARICRIS DIAZ	-----Board of Director

JOINT RESOLUTION NO. 001-2023

RESOLUTION TO GRANT COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES TO QUALIFIED EMPLOYEES OF THE LOCAL GOVERNMENT OF LEYTE

WHEREAS, Budget Circular No. 2023-01 provides that qualified government employees may receive cash incentive not exceeding Php30,000.00 through Collective Negotiation Agreement (CNA). The Annual CNA is a one-time benefit and shall be granted not earlier than December 15, 2023 but not later than December 31, 2023;

WHEREAS, the CNA incentive may be granted to both management and rank-and-file employees of agencies with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and system improvement;

WHEREAS, DBM Budget Circular No. 2023-01 dated November 10, 2023 provides that civilian personnel occupying regular, contractual, or casual positions services on full-time or part-time basis in national government agencies (NGAs), including Constitutional Offices enjoying fiscal autonomy, SUCs, GOCCs, LWDs, and LCDs, whether or not covered by Republic Act (RA) No. 6758 dated August 21, 1989;

1. Rank-and-File employees who are members of an employees' organization accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent (hereinafter referred to as "negotiating agent") in accordance with rules and regulations issued by the Public Sector Labor Management Council (PSLMC);

2. Rank-and-File employees who are non-members of the CSC-accredited sole and exclusive negotiating agent but want to enjoy or accept benefits under the CNA, subject to payment of agency fee to the negotiating agent in accordance with PSLMC resolution No. 1, s. 1993;
3. Those who perform managerial functions.

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, TO GRANT COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES TO QUALIFIED EMPLOYEES OF THE LOCAL GOVERNMENT OF LEYTE

UNANIMOUSLY APPROVED.


We hereby certify to the correctness of the foregoing resolution.


JOSELITO E. CABANGAL, CPA
Municipal Accountant/ LGU Rep.


ROLINDA PERITO TROYO II
LGU-LEA Vice-President


IDALYNE L. ARANTE
HRMO-Designate/ LGU Rep.


ETHEL MERCOLITA
LGU-LEA Treasurer


CRESTYLEN P. RELON
MBO-Designate/ LGU Rep.


DARLA ANGELA SAMSON
LGU-LEA Secretary


ALVARO C. SUMAYAN, JR.
Municipal Treasurer/ LGU Rep.

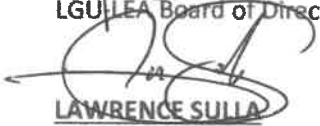

ELTON JHON HERO SAMSON
LGU-LEA Auditor


MARK THEODORICK D. SULLA
MPDO-Designate/ LGU Rep.


CRISTINA D. POLINIO
LGU-LEA Board of Director


MARCELINO C. COMBATE
Municipal Agriculturist/ LGU Rep.


MARICRIS DIAZ
LGU-LEA Board of Director


LAWRENCE SULLA
LGU-LEA President

Approved:


ARNOLD JAMES M. YSIDORO
Municipal Mayor



CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 2805

Pursuant to the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, the Collective Negotiation Agreement entered into by and between the

LGU LEYTE EMPLOYEES ASSOCIATION (LGU-LEA)

and the

MUNICIPAL GOVERNMENT OF LEYTE
Municipal Hall, Gabaldon Street, Poblacion, Leyte, Leyte

having complied with the prescribed requirements in the abovementioned Rules, is registered by the Commission and is binding between the parties thereof during the period of its effectivity from **June 27, 2023 to June 26, 2026.**

Issued this 4th day of August 2023 in Quezon City.


ATTY. KARLO A. B. NOGRALES
Chairperson



Attested by:


MA. THERESA C. FERNANDEZ
Director IV
Human Resource Relations Office

CERTIFIED MACHINE COPY

SIGNATURE

NAME LAWRENCE SUTUA

DATE DECEMBER 28, 2023





Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
-oOo-

CERTIFICATION


TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Local Government Unit of Leyte accomplished at least 70% of all targets under its Programs, Projects and Activities in the LGU Budget for FY 2023 as of September 30, 2023 pursuant to Item 4.1.2 (d) of Department of Budget and Management Budget Circular No. 2023- 1 'Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2023' issued by the Department of Budget and Management last November 10, 2023.

ISSUED this 14th day of December 2023 at the Municipal Hall, Leyte, Leyte Philippines.


MARK THEODORICK D. SULLA
Planning Officer II/ MPDC- Designate


ALVARO C. SUMAYAN JR.
Municipal Treasurer


IMELDA R. ABILAR
Municipal Civil Registrar


IDALYN L. ARANTE
HRMO- OIC


VILMA D. COMBATE
SB Secretary


CRESTELYN P. RELON
MBO- Designate


JOSELITO E. CABANGAL
Municipal Accountant


HERNANITA O. RAGORO
Municipal Assessor


MAY WEN BETH P. SABITE
Municipal Engineer


MARCELINO O. COMBATE
Municipal Agriculturist



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
-oOo-

NIERNA S. DOLLER
MSWDO

ROMEO E. RAMOS
SAA III

ROLINDA A. PERITO II- TROYO
Tourism Officer- Designate

HOMER D. DURANTE
Nurse III

CRISTINA D. POLINIO
PESO Manager

RAFAEL S. LUCBAN
LDRMO



Republic of the Philippines
LOCAL GOVERNMENT UNIT
Leyte, Leyte
--o0o--

CERTIFICATION

This is to certify that the Supplemental Budget No. 4 for CY 2023 of the Local Government Unit of Leyte, Leyte with a total appropriation of **Six Million Seven Hundred Ninety-Five Thousand Pesos (Php6,795,000.00)** has an available cash back up for supplementation.

Issued this on the 18th day of December, 2023.

ALVARO C. SUMAYAN, JR.
Municipal Treasurer

JOSELITO E. CABANGAL, CPA
Municipal Accountant



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

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 13, 2023 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

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

Absent:

Hon. Rowil G. Batan,	-----	SB Member
Hon. Jerry G. Apacible,	-----	ABC President

RESOLUTION NO. 209-23

RESOLUTION APPROVING THE REVERSION OF FUNDS FROM THE SAVINGS OF SELECTED MOOE OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 2023 TO DECEMBER 2023 IN THE AMOUNT OF THREE MILLION FIVE HUNDRED FORTY THOUSAND PESOS (PHP 3,540,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2023 LGU QUALIFIED PERSONNEL.

WHEREAS, Department of Budget and Management (DBM) Budget Circular No. 2023-1 dated November 10, 2023 provides for the grant of Collective Negotiation Agreement (CNA) incentive for FY 2023 ;

WHEREAS, there is a valid Collective Negotiation Agreement between the agency and the LGU Leyte Employees Association (LEA);

WHEREAS, Section 322 of RA 7160 provides that “unexpended balances of appropriations authorized in the annual appropriations ordinance shall revert to the unappropriated surplus of the general fund at the end of the fiscal year and shall not thereafter be available for expenditures except by subsequent enactment”;

WHEREAS, The Local Finance Committee of the LGU certifies the availability of the above amount representing the savings of selected MOOE appropriations free for reversion (Please see attached certification) and the statement of funds for reversion;

WHEREFORE, on motion of the Honorable Lileth I. Gatchalian, unanimously seconded, be It;

RESOLVED AS IT IS HEREBY RESOLVED TO APPROVED THE REVERSION OF FUNDS FROM THE SAVINGS OF SELECTED MOOE OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 2023 TO DECEMBER 2023 IN THE AMOUNT OF THREE MILLION FIVE HUNDRED FORTY THOUSAND PESOS (PHP 3,540,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR FY 2023 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR LGU QUALIFIED PERSONNEL.

RESOLVED FURTHER that copies of this resolution be furnished the Municipal Mayor, Hon. Arnold James M. Ysidoro, the Municipal Treasurer, the Municipal Budget Officer-Designate, the Municipal Accountant, the Provincial Budget Officer, the Provincial Auditor and the Sangguniang Panlalawigan for their information, guidance and appropriate action.

Unanimously approved.

I hereby certify to the correctness of the foregoing resolution.


VILMA D. COMBATE
SB Secretary

ADOPTED AND APPROVED:


PAQUITO D. PELIPEL, JR.
SB Member


LILETH I. GATCHALIAN
SB Member

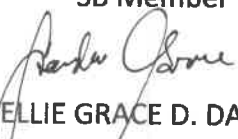

EDWARD JAY A. DURANTE
SB Member


AIDA A. DELANTAR
SB Member


ALEX A. DAGANDAN
SB Member


EULOGIO E. CAPACIO
SB Member


GUALBERTO G. MERACAP
SB Member


NELLIE GRACE D. DANDAN
SK Federation President


ARMANDO M. YSIDORO
Municipal Vice Mayor

STATEMENT OF FUNDS FOR REVERSION

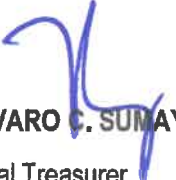
As of December 2023

OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
<i>Maintenance and Other Operating Expenses</i>					
Office of the Mayor	R&M Office Equipment	15,000.00	-	15,000.00	15,000.00
	R&M ICT Equipment	15,000.00	-	15,000.00	15,000.00
	R&M Other Machinery & Equipment	5,000.00		5,000.00	5,000.00
	R&M Road Networks	1,395,000.00	1,193,681.05	201,318.95	100,000.00
	R&M Parks, Plaza & Monuments	1,044,000.00	822,463.42	221,536.58	20,000.00
	R&M Construction and Heavy Equipment	5,000.00	-	5,000.00	5,000.00
	R&M Other Public Infrastructure	20,000.00	-	20,000.00	10,000.00
BAC Operation	Office Supplies Expenses	25,000.00	17,447.30	7,552.70	7,000.00
Senior Citizen's affair	Office Supplies Expenses	30,000.00	15,529.30	14,470.70	14,000.00
Tourism Operation	Office Supplies Expenses	35,000.00	25,165.92	9,834.08	9,000.00
	Internet Subscription Expenses	23,000.00	-	23,000.00	23,000.00
PESO	Traveling Expenses	305,000.00	48,277.00	256,723.00	230,000.00
	Office Supplies Expenses	288,798.00	35,742.82	253,055.18	250,000.00
MCT	Office Supplies Expenses	50,000.00	25,544.16	24,455.84	24,000.00
Office of the Sangguniang Bayan Member	Advertising Expenses	105,000.00	89,320.00	15,680.00	15,000.00
	Internet Subscription Expenses	30,000.00	2,055.23	27,944.77	20,000.00
	R&M Office Equipment	15,000.00	-	15,000.00	15,000.00
	R&M ICT Equipment	5,000.00	-	5,000.00	5,000.00

	R&M Buildings & Other Structures	15,000.00	-	15,000.00	15,000.00
Office of the SB Secretary	Traveling Expenses	150,000.00	109,292.00	40,708.00	20,000.00
	Office Supplies Expenses	106,000.00	44,479.23	61,520.77	60,000.00
	Internet Subscription Expenses	25,000.00	-	25,000.00	25,000.00
	R&M Office Equipment	30,000.00	-	30,000.00	30,000.00
	R&M ICT Equipment	30,000.00	-	30,000.00	30,000.00
	R&M Other Machinery & Equipment	15,000.00	-	15,000.00	15,000.00
Office of the MPDC	Traveling Expenses	200,000.00	75,343.00	124,657.00	100,000.00
	Office Supplies Expenses	80,000.00	22,315.73	57,684.27	50,000.00
	Internet Subscription Expenses	30,000.00	1,593.79	28,406.21	20,000.00
	R&M Office Equipment	10,000.00	-	10,000.00	10,000.00
	R&M ICT Equipment	10,000.00	-	10,000.00	10,000.00
Office of the Budget Officer	Travelling Expense	130,000.00	55,420.00	74,580.00	60,000.00
	Office Supplies Expense	80,000.00	37,543.81	42,456.19	30,000.00
	R&M Office Equipment	20,000.00	-	20,000.00	20,000.00
	R&M ICT Equipment	20,000.00	-	20,000.00	20,000.00
Office of the Mun. Accountant	Traveling Expenses	240,000.00	131,737.50	108,262.50	100,000.00
	Office Supplies Expense	150,000.00	68,072.72	81,927.28	80,000.00
	R&M Office Equipment	5,000.00	-	5,000.00	5,000.00
Office of the Human Resource Management	Traveling Expenses	194,800.00	179,580.40	15,219.60	5,000.00
	Office Supplies Expenses	119,500.00	114,143.09	5,356.91	5,000.00
Office of the Municipal Civil Registrar	Traveling Expenses	190,950.00	138,522.01	52,427.99	30,000.00
	Office Supplies	60,950.00	38,590.71	22,359.29	20,000.00
	R&M ICT Equipment	20,000.00	-	20,000.00	20,000.00
Office of the Municipal Treasurer	Office Supplies Expenses	308,000.00	221,522.44	86,477.56	60,000.00

	Accountable Forms Expenses	177,000.00	118,260.00	58,740.00	30,000.00
	R&M Office Equipment	12,500.00	-	12,500.00	12,500.00
	R&M ICT Equipment	12,500.00	-	12,500.00	12,500.00
Office of the Mun. Assessor	Traveling Expenses	190,000.00	173,235.00	16,765.00	8,000.00
	Office Supplies Expenses	60,000.00	45,707.08	14,292.92	14,000.00
	Internet Subscription Expenses	30,000.00	7,698.39	22,301.61	20,000.00
Office of the MSWDO	Traveling Expenses	390,000.00	309,727.91	80,272.09	70,000.00
	Office Supplies Expenses	109,680.00	72,791.73	36,888.27	30,000.00
	Internet Subscription Expenses	10,000.00	2,312.38	7,687.62	5,000.00
Office of the Municipal Health Officer	Traveling Expenses	700,000.00	401,184.00	298,816.00	100,000.00
	Office Supplies Expenses	340,000.00	198,500.00	141,500.00	70,000.00
	Medical, Dental, Laboratory Supplies Expenses	1,340,000.00	1,064,556.48	275,443.52	275,000.00
	R&M Office Equipment	30,000.00	-	30,000.00	30,000.00
	R&M ICT Equipment	30,000.00	-	30,000.00	30,000.00
Office of the Mun. Agriculturist	Traveling Expenses	450,000.00	304,990.48	145,009.52	90,000.00
	Office Supplies Expense	150,000.00	99,746.66	50,253.34	50,000.00
	Agricultural & Marine Supplies Expenses	450,000.00	59,900.00	390,100.00	390,000.00
	R&M ICT Equipment	15,000.00	-	15,000.00	15,000.00
	R&M Motor Vehicles	300,000.00	26,354.00	273,646.00	270,000.00
	R&M Watercraft	160,000.00	-	160,000.00	160,000.00
Office of the Mun, Engineer	Office Supplies Expenses	100,000.00	58,963.60	41,036.40	41,000.00
	R&M ICT Equipment	10,000.00	-	10,000.00	10,000.00
	R&M Other Machinery & Equipment	5,000.00	-	5,000.00	5,000.00
	R&M Other Public Infrastructure	180,000.00	-	180,000.00	180,000.00
TOTAL		10,902,678.00	6,457,310.34	4,445,367.66	3,540,000.00

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




ALVARO C. SUMAYAN, JR.
Local Treasurer



CRESTYLEN P. RELON
Local Budget Officer-Designate



JOSE LITO E. CABANGAL
Local Accountant



MARK THEORICK D. SULLA
MPDC-Designate



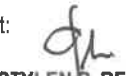
ARNOLD JAMES M. YSIDORO
Municipal Mayor

CERTIFICATE OF SAVINGS

This is to certify that according to our records on file in this office, the Municipality of Leyte has a Maintenance and Other Operating Expense (MOOE) savings from various offices for the period from January 1, 2023 to December 31, 2023 amounting to Three Million Five Hundred Forty Thousand Pesos (Php3,540,000.00) breakdown as follows.

OFFICE	Traveling Expense	Office Supplies Expense	Agricultural and Marine Supplies Expenses	Medical, Dental, and Laboratory Supplies Expenses	Advertising Expense	Accountable Forms Expenses	Internet Subscription Expenses	R&M Office Equipment	R&M ICT Equipment	R&M Other Machinery & Equipment	R&M Road Networks	R&M Parks Plaza & Monuments	R&M Office Bids & Other Structures	R&M Motor Vehicles	R&M Construction and Heavy Equipment	R&M Other Public Infrastructure	R&M Water Craft	TOTAL
MMO								15,000.00	15,000.00	5,000.00	100,000.00	20,000.00			5,000.00	10,000.00		170,000.00
BAC		7,000.00																7,000.00
OSCA		14,000.00																14,000.00
TOURISM		9,000.00					23,000.00											32,000.00
PESO	230,000.00	250,000.00																480,000.00
MCT		24,000.00																24,000.00
SB					15,000.00		20,000.00	15,000.00	5,000.00				15,000.00					70,000.00
SB Sec	20,000.00	60,000.00					25,000.00	30,000.00	30,000.00	15,000.00								180,000.00
MPDC	100,000.00	50,000.00					20,000.00	10,000.00	10,000.00									190,000.00
MBO	60,000.00	30,000.00						20,000.00	20,000.00									130,000.00
MACCO	100,000.00	80,000.00						5,000.00										185,000.00
HRMO								5,000.00	5,000.00									10,000.00
MCR	30,000.00	20,000.00							20,000.00									70,000.00
MTO		60,000.00				30,000.00		12,500.00	12,500.00									115,000.00
ASSESSOR	8,000.00	14,000.00					20,000.00											42,000.00
MSWD	70,000.00	30,000.00					5,000.00											105,000.00
MHO	100,000.00	70,000.00		275,000.00				30,000.00	30,000.00									505,000.00
MAO	90,000.00	50,000.00	390,000.00						15,000.00					270,000.00			160,000.00	975,000.00
MEO		41,000.00							10,000.00	5,000.00						180,000.00		236,000.00
TOTAL	808,000.00	809,000.00	390,000.00	275,000.00	15,000.00	30,000.00	113,000.00	142,500.00	172,500.00	25,000.00	100,000.00	20,000.00	15,000.00	270,000.00	5,000.00	190,000.00	160,000.00	3,540,000.00

Certified Correct:


CRESTYLEN P. RELON
Municipal Budget Officer Designate


JOSELITO E. CABANGAL
Municipal Accountant


ALVARO C. SUMAYAN, JR.
Municipal Treasurer

Noted:


ARNOLD JAMES M. YSIDORO
Municipal Mayor


MARK THEODORICK D. SULLA
MPDC-Designate



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

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 13, 2023 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

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

Absent:

Hon. Rowil G. Batan, -----	SB Member
Hon. Jerry G. Apacible, -----	ABC President

RESOLUTION NO. 210-23

RESOLUTION APPROVING THE REVERSION OF FUNDS FROM THE SAVINGS OF PERSONAL SERVICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 2023 TO DECEMBER 2023 IN THE AMOUNT OF THREE MILLION TWO HUNDRED FIFTY FIVE THOUSAND PESOS (PHP 3,255,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR FY 2023 ONE-TIME SERVICE RECOGNITION INCENTIVE (SRI) FOR OFFICIALS AND EMPLOYEES AND GRATUITY PAY FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS OF THE LOCAL GOVERNMENT UNIT OF LEYTE.

WHEREAS, President Ferdinand R. Marcos, Jr., issued Administrative Order No. 12 and 13 both dated December 7 2023, which authorizes the grant of a one-time Service Recognition Incentive that includes qualified LGU Officials and Employees for FY 2023, and gratuity pay for contract of service and job order workers in the government, respectively;

WHEREAS, there are saving available under the Personal Services appropriations of the Local Government Unit;

WHEREAS, Section 332 of R.A. 7160 provides that appropriations which are free of any obligation or incumbrance or identified as savings shall revert to unappropriated surplus of general fund of the LGU and be available for re-appropriation and expenditure through subsequent enactment;

WHEREAS, the Local Finance Committee of the LGU certifies the availability of the above amount representing the savings of the Personal Services of the municipality free for reversion (see attached certification);

WHEREAS, on motion of the Honorable Lileth I. Gatchalian, jointly seconded by the majority of the members, be it hereby

RESOLVED TO APPROVED THE REVERSION OF FUNDS FROM THE SAVINGS OF PERSONAL SERVICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 2023 TO DECEMBER 2023 IN THE AMOUNT OF THREE MILLION TWO HUNDRED FIFTY FIVE THOUSAND PESOS (PHP 3,255,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR FY 2023 ONE-TIME SERVICE RECOGNITION INCENTIVE (SRI) FOR OFFICIALS AND EMPLOYEES AND GRATUITY PAY FOR CONTRACT OF SERVICE AND JOB ORDER WORKERS OF THE LOCAL GOVERNMENT UNIT OF LEYTE.

RESOLVED FURTHER that copies of this resolution be furnished the Honorable Sangguniang Panlalawigan through the Office of the Sangguniang Panlalawigan Secretary, Tacloban City; the Provincial Budget Office, Tacloban City, Municipal Budget Officer-Designate, Municipal Treasurer; Municipal Accountant; MPDC; and other concerned offices for their information, guidance and appropriate action.

Unanimously Approved.

I hereby certify to the correctness of the foregoing resolution.


VILMA D. COMBATE
SB Secretary

ADOPTED AND APPROVED:

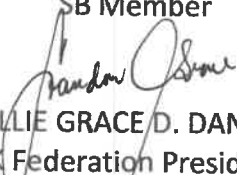

PAQUITO D. RELIPEL, JR.
SB Member


AIDA A. DELANTAR
SB Member

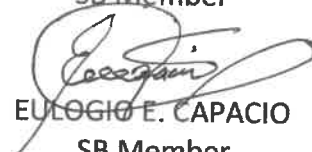

GUALBERTO G. MERACAP
SB Member


LILETH I. GATCHALIAN
SB Member


ALEXA A. DAGANDAN
SB Member


NELLIE GRACE D. DANDAN
SK Federation President


EDWARD JAY A. DURANTE
SB Member


EULOGIO E. CAPACIO
SB Member


ARMANDO M. YSIDORO
Municipal Vice Mayor

STATEMENT OF FUNDS FOR REVERSION

As of December 2023

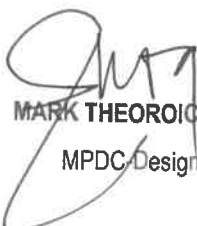
OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
Office of the Mayor	Salaries and Wages-Regular	5,546,106.00	4,681,824.00	864,282.00	500,000.00
	Year End B0nus	506,699.00	404,713.00	101,986.00	100,000.00
	Mid Year Bonus	506,699.00	393,023.00	113,676.00	100,000.00
Office of the MPDC	Salaries and Wages-Regular	1,267,444.00	875,347.83	392,096.17	350,000.00
	Year End Bonus	143,993.00	76,401.00	67,592.00	60,000.00
	Mid Year Bonus	143,993.00	76,117.00	67,876.00	60,000.00
Office of the HRM	Salaries and Wages-Regular	1,445,040.00	709,380.44	735,659.56	610,000.00
	Year End B0nus	161,332.00	89,245.00	72,087.00	70,000.00
	Mid Year Bonus	161,332.00	43,774.00	117,558.00	115,000.00
Office of the MTO	Salaries and Wages-Regular	2,851,540.00	2,317,641.50	533,898.50	400,000.00
	Mid Year Bonus	249,789.00	159,694.00	90,095.00	90,000.00
Office of the MHO	Salaries and Wages-Regular	6,529,534.00	5,487,178.00	1,042,356.00	800,000.00
TOTAL		19,513,501.00	15,314,338.77	4,199,162.23	3,255,000.00

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


ALVARO C. SUMAYAN, JR.
 Local Treasurer


CRESTYLEM P. RELON
 Local Budget Officer-Designate


JOSELITO E. CABANGAL
 Local Accountant


MARK THEORICK D. SULLA
 MPDC Designate


ARNOLD JAMES M. YSIDORO
 Municipal Mayor

Republic of the Philippines
Municipality of Leyte
LEYTE
-oOo-

CERTIFICATE OF SAVINGS

This is to certify that according to our records on file in this office, the Municipality of Leyte has a Personal Services (PS) savings from various offices for the period from January 1, 2023 to December 31, 2021 amounting to Three Million Two Hundred Fifty Five Thousand Pese (Php 3,255,000.00) breakdown as follows.

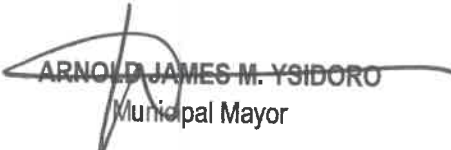
	Salary	Year End-Bonus	Mid Year Bonus	TOTAL
Office of the Mayor	500,000.00	100,000.00	100,000.00	700,000.00
Office of the Municipal Planning Development Officer	350,000.00	60,000.00	60,000.00	470,000.00
Office of the Human Resource Management Officer	610,000.00	70,000.00	115,000.00	795,000.00
Office of the Municipal Treasurer	400,000.00	-	90,000.00	490,000.00
Office of the Municipal Health Officer	800,000.00			800,000.00
TOTAL	2,660,000.00	230,000.00	365,000.00	3,255,000.00

Certified Correct:


CRESTYLEN P. RELON
Municipal Budget Officer Designate


JOSELITO E. CABANGAL
Municipal Accountant


ALVARO C. SUMAYAN, JR.
Municipal Treasurer


ARNOLD JAMES M. YSIDORO
Municipal Mayor



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

Office of the Sangguniang Bayan

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Appropriation Ordinance No. 004-23:" AN ORDINANCE APPROPRIATING THE AMOUNT OF SIX MILLION SEVEN HUNDRED NINETY FIVE THOUSAND PESOS ONLY (PHP 6,795,000.00) for expenditures as specified therein (LBPF NO.9) representing the Supplemental Budget No. 4 of the Municipality of Leyte", has been posted in three (3) conspicuous places in this Municipality.

This certification is issued this 28th day of December, 2023 at Leyte, Leyte, Philippines.


VILMA D. COMBATE
Secretary to the Sangguniang Bayan