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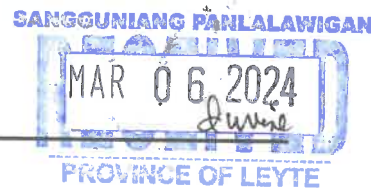


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-oOo-

PROVINCIAL BUDGET OFFICE

Item No.: 07

Date: 12 2024 MAR



March 4, 2024

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

RELEASED
DATE: 3-6-24
NO. # 004
BY: [Signature]
PBO

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 04 FY 2023** of the **Municipality of Merida, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 04 Series of 2023** with a total appropriation in the amount of **P3,930,000.00** 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 are made available to support the expenditures under Supplemental Budget No. 04;
2. That the appropriation for the Collective Negotiation Agreement (CNA) Incentive shall be subject to Budget Circular No. 2023-1 dated November 10, 2023;
3. 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.

It is understood that this review action does not authorize any item of appropriation that is specifically prohibited by or inconsistent with the provisions of law.

Compliance with CSC rules, 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 INDORSEMENT
02 February 2024

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 4**, series of 2023, of the Municipality Of **MERIDA, LEYTE**, entitled: **Appropriation Ordinance Authorizing Fiscal Year 2023 Supplemental Budget No. 04** involving an amount of **Three Million, Nine Hundred Thirty Thousand Pesos (P3,930,000.00)**.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



ENGR. ROLANDO M. VILLASENCIO

OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayoroffice@gmail.com ☎ (053) 5579-588



JANUARY 23, 2023

THE HONORABLE MEMBERS OF THE SANGGUNIANG PANLALAWIGAN
Provincial Capitol
Province of Leyte
Tacloban City

Gentlemen / Ladies:

I have the honor to submit herewith the **SUPPLEMENTAL BUDGET NO 4** for Calendar Year 2023 of the Local Government Unit of Merida, Leyte in the amount of **THREE MILLION NINE HUNDRED THIRTY THOUSAND PESOS (P 3,930,000.00)** with its supporting documents for your review and approval.

Thank you.

Truly yours,

JOSELITO T. DELOS ANGELES
SB Secretary





SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 70TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (18TH COUNCIL), MERIDA, LEYTE HELD ON DECEMBER 11, 2023 AT THE LEGISLATIVE BUILDING SESSION HALL.

-RESOLUTION NO. 18-23-298-

A RESOLUTION ADOPTING "AN APPROPRIATION ORDINANCE AUTHORIZING FISCAL YEAR 2023 SUPPLEMENTAL BUDGET NO. 04 OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE INVOLVING AN AMOUNT OF THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY."

NOW, WHEREFORE, ON MOTION of Hon. Emarito A. Luzares, Chairman Committee on Rules, Regulations and Laws, duly seconded by MASS, BE IT RESOLVED TO ENACT;

-APPROPRIATION ORDINANCE NO. 04- Series of 2023

AN APPROPRIATION ORDINANCE NO. 03, SERIES OF 2023 AUTHORIZING FISCAL YEAR 2023 SUPPLEMENTAL BUDGET NO. 04 OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE INVOLVING AN AMOUNT OF THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY."

BE IT ORDAINED in the Regular Session assembled that:

SECTION 1. The Fiscal Year 2023 Supplemental Budget No. 04 of the Municipality of Merida, Province of Leyte involving the amount of THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY is hereby approved.

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

1. Statement of Supplemental Appropriation.
2. Certification signed by the Municipal Treasurer and Municipal Accountant certifying that savings is backed up by cash.
3. Certification signed by the Municipal Mayor, Municipal Budget Officer, Municipal Accountant and Municipal Treasurer that the funding source is for the payment of Collective Negotiation Agreement (CNA) Incentive of all qualified LGU Personnel for Fiscal Year 2023.
4. Supplemental Annual Investment Program PPAs.
5. Certification signed by the Municipal Mayor and the MPDO certifying that as of September 30, 2023, 70.15% of the PPAs in the 2023 Annual Investment Program of the Municipality has been implemented.

SECTION 2. SOURCE OF FUNDS.

Reversion:

SB Resolution No. 18-23-297

Php3,930,000.00

SECTION 3. USE OF FUNDS. The amount of THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) is hereby Appropriated for the Supplemental Budget No. 04, Series of 2023 of the Municipality of Merida, Province of Leyte, as follows:

Executive Department	Php3,390,000.00
Legislative Department	Php 540,000.00
Total	<u>Php3,930,000.00</u>

SECTION 4. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. This Appropriation Ordinance is governed by the provisions of Section 320, Book II, Article One, chapter 3 of RA 7160, otherwise known as the Local Government Code of 1991.

ENACTED ON THIS 11TH DAY OF DECEMBER 2023 IN THE MUNICIPALITY OF MERIDA, LEYTE.

APPROVED UNANIMOUSLY.


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


(CONTINUATION OF APPROPRIATION ORDINANCE NO. 04, SERIES OF 2023 – SUPPLEMENTAL BUDGET NO. 03 OF LGU-MERIDA, LEYTE DATED DECEMBER 11, 2023 PAGE 04)

SANGGUNIANG BAYAN MEMBERS

CHENIL C. CALDERON
Municipal Councilor
Assistant Floor Leader


JESUS ANTONIO R. MARTINEZ
Municipal Councilor


EMARITO A. LUZARES
Municipal Councilor
Majority Floor Leader

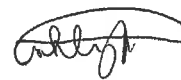
CAMILO L. DEJON
Municipal Councilor
(Forced Leave)


FELIPE H. PEREZ, JR.
Municipal Councilor


NENE C. OYAO
Municipal Councilor


STEPHANIE M. MIRALLES
Municipal Councilor
(Forced Leave)

OLIVER R. LIMOSNERO
Temporary LnB President
(Ex-Officio)


ASHLEY NOREEN J. DIAZ
Ex-Officio (Mun. Sk. Federation President)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON _____, 2023.

APPROVED BY:


ENGR. ROLANDO M. WLASENCIO
Municipal Mayor

CERTIFIED BY:


JOELA MARSON
Municipal Councilor / Presiding Pro-tempore

ATTESTED BY:


JOSELITO T. DE LOS ANGELES
Secretary to the Sangguniang Bayan



ENGR. ROLANDO M. VILLASENCIO
OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayoroffice@gmail.com ☎ (053) 5579-588



04 DECEMBER 2023

5
THE HONORABLE MEMBERS OF THE SANGGUNIANG BAYAN
17TH Council
Merida, Leyte

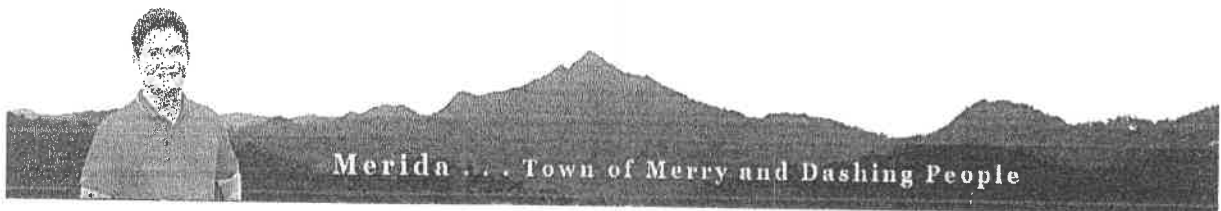
Gentlemen / Ladies:

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I have the honor to submit herewith the Supplemental Budget No. 04 FY 2023 of the Local Government Unit of Merida, Leyte in the amount of **THREE MILLION NINE HUNDRED THIRTY THOUSAND PESOS (Php3,930,000.00)** with its supporting documents for your review and approval.

Thank you.

Truly yours,

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



**STATEMENT OF FUNDING SOURCES
(SUPPLEMENTAL BUDGET)
FY 2023**

Merida
Province/City/Municipality

General Fund
Fund/Special Account

PARTICULARS (1)	Account Classification (2)	AMOUNT (3)
1.0 New Revenue Sources Tax Revenue Loan Proceeds (Borrowings) Grants		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings		
4.0 Realignment		
5.0 Reversion SB Resolution No. _____		3,930,000.00
TOTAL ESTIMATED INCOME		3,930,000.00

Certified Correct:

la
VERNA G. ALDIANO
Municipal Treasurer

[Signature]
JO-ANN M. ALCANTARA, CPA
Municipal Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Ex- penditures (4)	Account Code (5)	Amount (6)
PERSONAL SERVICES					
OFFICE OF THE MUN. MAYOR	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-01-001- 001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	1,020,000.00
SUB-TOTAL					1,020,000.00
MUN. RISK REDUCTION AND MGT. OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-02-008- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
SERVICES OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-02-009- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	270,000.00
SUB-TOTAL					270,000.00
OFFICE OF THE MUN. VICE MAYOR	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-002-001- 001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	60,000.00
SUB-TOTAL					60,000.00
OFFICE OF THE SANGGUNIANG BAYAN	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-003-001- 001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	330,000.00
SUB-TOTAL					330,000.00
OFFICE OF THE SB SECRETARY	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-02-010- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	150,000.00
SUB-TOTAL					150,000.00
HUMAN RESOURCE AND MANAGEMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-02-011- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	90,000.00
SUB-TOTAL					90,000.00
MUN. PLANNING AND DEVELOPMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-01-009- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	120,000.00
SUB-TOTAL					120,000.00

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida
Province/City/Municipality

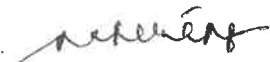
Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Ex- penditures (4)	Account Code (5)	Amount (6)
MUNICIPAL CIVIL REGISTRAR'S OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000-3-01-012-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	60,000.00
SUB-TOTAL					60,000.00
MUNICIPAL BUDGET OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000-3-01-008-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	150,000.00
SUB-TOTAL					150,000.00
MUNICIPAL ACCOUNTING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000-3-01-007-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	210,000.00
SUB-TOTAL					210,000.00
MUNICIPAL TREASURER'S OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000-3-01-005-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	210,000.00
SUB-TOTAL					210,000.00
MUNICIPAL ASSESSOR'S OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000-3-01-006-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	120,000.00
SUB-TOTAL					120,000.00
RURAL HEALTH UNIT	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	3000-000-3-01-011-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	360,000.00
SUB-TOTAL					360,000.00
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	3000-000-3-02-005-001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	120,000.00
SUB-TOTAL					120,000.00

STATEMENT OF SUPPLEMENTAL APPROPRIATION

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Ex- penditures (4)	Account Code (5)	Amount (6)
MUN. AGRICULTURE OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	8000-000- 3-02-003- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	210,000.00
SUB-TOTAL					210,000.00
MUN. ENGINEERING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	8000-000- 3-01-010- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	300,000.00
TOTAL					300,000.00
MARKET AND SLAUGHTER- HOUSE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	8000-000- 3-02-017- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	60,000.00
SUB-TOTAL					60,000.00
MUN. TOURISM OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	8000-000- 3-02-018- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
TOTAL					30,000.00
BUSINESS PERMITS AND LICENSING OFFICE	To provide appropriations for Collective Negotiation Agreement (C N A) Incentive FY 2023	1000-000- 3-02-018- 001-001	Collective Negotiation Agreement (C N A) Incentive	5-01-02-990	30,000.00
SUB-TOTAL					30,000.00
TOTAL APPROPRIATIONS - COLLECTIVE NEGOTIATION AGREEMENT (C N A)					3,930,000.00

PREPARED:


NIKKI I. SERENO
Municipal Budget Officer

APPROVED:


ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 69TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (18TH COUNCIL), MERIDA, LEYTE HELD ON DECEMBER 04, 2023 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 18-23-285-

A RESOLUTION ADOPTING THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2023-06, ENTITLED "A RESOLUTION APPROVING THE FY 2023 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF SIXTEEN MILLION AND FIVE HUNDRED FIVE THOUSAND PESOS (PHP16,505,000.00), COMPRISING THE DIFFERENCE PROGRAMS, PROJECTS AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE."

WHEREAS, the Municipal Development Council (MDC) of LGU-Merida has convened on November 20, 2023 to identify and determine various programs, projects and activities designed to answer the needs of the constituents of Merida;

WHEREAS, the finally PPAs adopted by the council is based on the logic to further enhance the delivery of basic services to the people in consonance to the General Welfare Clause - Section 16 of Republic Act 7160;

WHEREAS, after careful evaluation and assessment of the PPAs involved in the proposed FY 2023 Supplemental AIP, the August Body is convinced on the wisdom of the executive department which basically aims to strengthen the thrust of bringing the government closer to the people;

NOW, WHEREFORE, ON MOTION OF Hon. Emarito A. Luzares, Chairman Committee on Finance, Ways and Means, duly seconded by Hon. Nenfa C. Oyao, BE IT;

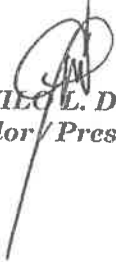
RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2023-06, ENTITLED "A RESOLUTION APPROVING THE FY 2023 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF SIXTEEN MILLION AND FIVE HUNDRED FIVE THOUSAND PESOS (PHP16,505,000.00), COMPRISING THE DIFFERENCE PROGRAMS, PROJECTS AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE."

RESOLVED FURTHER to furnish copies of this resolution Offices of the Municipal Mayor, Municipal Planning and Development Coordinator, Municipal Budget Officer and Municipal Accountant, all of Merida, Leyte for information and reference.

APPROVED UNANIMOUSLY.


JOSEBITO T. DELLOS ANGELES
Secretary to the Sangguniang Bayan

ATTESTED TO BE DULY ADOPTED :


CAMIEC L. DEJON
Municipal Councilor / Presiding Pro-tempore



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF MERIDA

-oOo-

MUNICIPAL DEVELOPMENT COUNCIL
(MDC)

EXCERPT FROM THE MINUTES OF THE MEETING OF THE MUNICIPAL DEVELOPMENT COUNCIL (MDC) OF LGU-MERIDA, LEYTE, HELD ON MONDAY, NOVEMBER 20, 2023, 1:00 O'CLOCK IN THE AFTERNOON, AT ABC SESSION HALL, MERIDA, LEYTE.

MDC Resolution No. 2023-06

A RESOLUTION APPROVING THE FY 2023 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATION OF SIXTEEN MILLION FIVE HUNDRED FIVE THOUSAND PESOS ONLY (PHP 16,505,000.00), COMPRISING THE DIFFERENT PROGRAMS, PROJECTS AND ACTIVITIES (P/P/As) OF LGU-MERIDA, LEYTE, TO WIT:

A. PERSONAL SERVICES (PS)	-	P 6,755,000.00
B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)	-	<u>P 9,750,000.00</u>
TOTAL APPROPRIATIONS	=	<u>P 16,505,000.00</u>

WHEREAS, after thorough deliberation of the different P/P/As, the Municipal Development Council unanimously agreed to approve the FY 2023 Supplemental AIP of LGU-Merida;

ON MOTION of HON. MARIALEE C. ABLEN, Brgy. Captain, Brgy. Benabaye, Merida, Leyte duly seconded by HON. NORBERTO A. COLANGO, Brgy Captain, of Brgy. Calunasan, Merida, Leyte, with the accord of all the MDC members present.

RESOLVE THEREFORE, as it is hereby resolved approving the FY 2023 Supplemental Annual Investment Program (AIP) of Local Government Unit of Merida, Leyte, with an Appropriations of SIXTEEN MILLION FIVE HUNDRED FIVE THOUSAND PESOS ONLY (PHP 16,505,000.00),, comprising the different Programs, Projects and Activities (P/P/As) as stated above.

Resolved FURTHER that original copy of this resolution be furnished to the Sangguniang Bayan of LGU-Merida for favorable action, copy furnished other concerned agencies for their information, reference and guidance.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


ATTY. CHRISTIAN Q. SALTA, ENP
MDC Secretary
MPDC



MDC Meeting ATTENDANCE SHEET

Date : November 20, 2023

Venue : ABC Session Hall, Merida, Leyte

NAMES	POSITION/ DESIGNATION	ADDRESS	SIGNATURE
1. Casilda T. Delanti	Punong-Brgy.	Lumbog	Delanti
2. Gerardo P. Casinero	Punong	Cabalian	Casinero
3. Ronillo O. Labang	Punong Brgy.	Puerto Bello	Labang
4. Ricardo M. Amador	Punong Brgy.	Tubad	Amador
5. OLIVER R. Limasneg	Punong Brgy	LAMANG	Limasneg
6. ALFREDO U. SUMMYANG	Punong Brgy.	San Isidro	Summyang
7. Helen C. Cabrahan	PB	Libon	Cabrahan
8. Geraldine M. Zoilo	Punong Brgy.	Can-unzo	Zoilo
9. GONZALES ARMANDO	Brgy CHAIRMAN	Mat - E	Armando
10. MARI S. TUIL	Brgy CHAIRMAN	CEBRANG	Tuil
11. ULRINO H. TAYAS JR.	Brgy Capt.	San Jose	Tayas
12. NORBERTO A. COLANCO	PUNONG BRGY.	CALUNASAN	Colanco
13. ROMEO T. PENING	MGY-CHAIRMAN	CALMADUG	Pening
14. Alejandro C. Ubay - JR	Punong Brgy	Masumbang	Ubay
15. JONATHAN G. GUADALUPE	Punong Brgy.	MAHAYAG	Guadalupe
16. RAUL A. MIRALLES	PUNONG BRGY	MARIC	Miralles
17. Niño Hicande	Kagawad	Castilla	Hicande
18. IMMINADO ESTREMOZ JR	PUNONG BRGY	POBLACION	Estremoz
19. VIRGILIO Q. HIGANO	Punong Brgy.	UNDAWANG	Higano


NAMES	POSITION/ DESIGNATION	ADDRESS	SIGNATURE
CERILLO A. PATOC	PRES.	CALUNASAN	
JOSEPHINE A. GABLINO	PRES.	MAHAYAG	
BETH T. PETEROS	PRES.	CAN-VINZO	
EMMA C. PINTOR	PRES	MAHAYAG	
ROSITA S. LAVESORES	PRES.	LAMANOC	

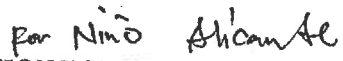
Certified true and correct:

CHRISTIAN Q. SALTA
MPDC

CONCURRED BY:


CONG. RICHARD I. GOMEZ
Representative, 4th District of Leyte


HON. HELEN C. CABRAHAN
Punong Barangay, Brgy. Libas,


HON. ROMULO PARELLERO
Punong Barangay, Brgy. Libas,

HON. MARIALEE C. ABLEN
Punong Barangay, Brgy. Benabaye


HON. VIRGILIO INTANO
Punong Barangay, Brgy. Calunangan


HON. RAUL MIRALLES
Punong Barangay, Brgy. Macario

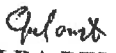
HON. MARIO A. TAMIL
Punong Barangay, Brgy. Cambalong


HON. ARMANDO B. GONZALES
Punong Barangay, Brgy. Mat-e


HON. GERALDINE ZOILO
Punong Barangay, Brgy. Cau-unzo

HON. ULPIANO H. TAJOS
Punong Barangay, Brgy. San Jose

HON. OLIVER R. LIMOSNERO
Punong Barangay, Brgy. Lamanoc



HON. CASILDA DELANTE
Punong Barangay, Brgy. Lundag

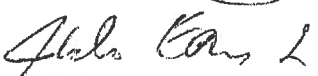
HON. ROMEO REYING
Punong Barangay, Brgy. Cambantug

HON. GAMALIEL A. DELA GANAR
Punong Barangay, Brgy. Mahalit

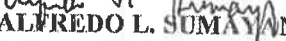

HON. JONATHAN GUBALANE
Punong Barangay, Brgy. Mahayag

HON. ALEJANRO UBAY JR.
Punong Barangay, Brgy. Masumbang


HON. RONILLO O. LABANG
Punong Barangay, Brgy. Pto. Bello


HON. ALUMINADO ESTREMOS JR.
Punong Barangay, Brgy. Poblacion


HON. SERVANIO CASIMERO
Punong Barangay, Brgy. Cabaliwan



HON. ALFREDO L. SUMAYANG
Punong Barangay, Brgy. San Isidro



HON. NORBERTO A. COLANGO
Punong Barangay, Brgy. Calunasan


HON. RICARDO AMABAO
Punong Barangay, Brgy. Tubod


HON. DIOSDADO P. URBANO
Punong Barangay, Brgy. Libjo

RIZALINA AMODIA
MOWWA


JOSEPHINE A. GABLINO
Ma-alama Farmer's Assoc.


MARILYN PALES
KPK

RUSTICA MENDOLA
Acacia Womens Group


ROSITA S. LAVESORES
Tubod Lamanoc Farmers Assoc.


CERILLO A. PATOC
Calunasan Capasanan Farmer's Assoc.


MARIBETH LIMOSNERO
Lamaca Farmers Assoc.

MARIA CHRISTINA SOLAÑA
MELEMREA

HERMOGINIS N. ALVAREZ JR.
CASACALIMA

JOSELITO M. BAUTISTA
BaliBali Farmer's Assoc.



BETH T. PETEROS
Canaya Farmer's Assoc.


GEMMA MENDOLA
Tinago Vendors Assoc.

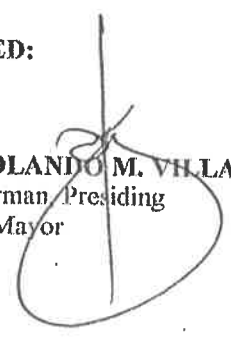

EMMA PINTOR
Pundok sa Makogihon Farmers Assoc.

Attested:


HON. EMARITO A. LUZARES
Chairman: Committee of Finance


HON. ILUMINADO ESTREMOS JR.
Punong Barangay, Brgy. Poblacion

APPROVED:


ENGR. ROLANDO M. VILLASENIO
MDC Chairman Presiding
Municipal Mayor



ENGR. ROLANDO M. VILLASENCIO

OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



CERTIFICATION

THIS IS TO CERTIFY that funding source for the payment of Collective Negotiation Agreement (C N A) Incentive FY 2023 was generated from the savings of Maintenance and Other Operating Expenses for the current year due to accomplishing targets at a lesser cost and attaining efficient and viable operations through cost cutting measures of the municipality.

WE CERTIFY FURTHER that said funding source of C N A Incentive FY 2023 was not taken from the balances of allotments for programs/ projects/ activities which were discontinued or deferred and allotments released intended for the acquisition of goods and services to be delivered to or to be used by the agency's clients.

THIS CERTIFICATION is issued as supporting document for the payment of the Collective Negotiation Agreement (C N A) Incentive FY 2023 of the Local Government Unit of Merida, Leyte.

DONE this 4th day of December 2023.


NIKKI I. SERENO
Municipal Budget Officer


JO-ANN M. ALCANTARA, CPA
Municipal Accountant


VERNA G. ALDIANO
Municipal Treasurer

NOTED:


ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



Supplemental Annual Investment Program
 FY 2023
 By Program/Project/Activity by Sector
 As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)				TOTAL 12
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	
1000	General Public Services										
1000-000-3 01-001-001	Mayor's Office General Supervision of the Executive and Administration Affairs of the Municipal Government of Merida	MO	Dec. 2023	Dec. 2023	Overall direction supervision, mgt. & control of the executive department is rendered	General Fund	1,020,000.00				1,020,000.00
1000-000-3 02-008-001	Municipal Disaster Risk Reduction and Management Office	MDRRMO	January	December	Disaster Risk Reduction and Management Supplies, Equipment and similar services	General Fund	30,000.00				30,000.00
1000-000-3 02-009-001	General Services Office Procurement, Supply and Property Management	GSO	January	December	are delivered/government properties are recorded maintained and in safe custody	General Fund	270,000.00				270,000.00
1000-000-3 01-002-001	Vice Mayor's Office Legislative Services	VMO	January	December	Presides sessions, legislative measures is effected, legislative services if rendered.	General Fund	60,000.00				60,000.00
1000-000-3 01-003-001	Sangguniang Bayan Office Legislative Services	SB	January	December	Resolutions and Ordinances for develop. and income generation is formulated and approved. Legislative services if rendered.	General Fund	330,000.00				330,000.00
SUB-TOTAL							1,710,000.00	-	-	-	1,710,000.00

Supplemental Annual Investment Program

FY 2023

By Program/Project/Activity by Sector

As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
1000	General Public Services										
1000-000-3-02-010-001-001	SB Secretariat Office Secretarial Services	SB SEC. OFFICE	January	December	Records are maintained, Good Safe-keeping of resolutions and ordinance is effected	General Fund	150,000.00				150,000.00
	Administration Office Executive and Administrative Affairs	ADMIN. OFFICE	January	December	Administration and Management of the Prog. The Municipal Government under the Supervision and control of the LCE	General Fund	-	-			-
1000-000-3-02-011-001-001	Human Resource and Management Office (HRMO) Human Resource Services	HRMO	January	December	Employees benefits is attended/addressed, human resource development and measures is effected in conformity with the existing rules and regulations of the CSC	General Fund	90,000.00				90,000.00
1000-000-3-01-009-001-001	Mun. Planning and Development Office Development Planning and Project Monitoring 1. Municipal Development Council 1.1 Provision of Assistance in the Preparation of the Annual Investment Program (AIP) CY 2024	MPDO	January	December	AIP for CY 2024 is prepared in conformity with the prescribed format and substance	General Fund	120,000.00				120,000.00
SUB-TOTAL							360,000.00	-	-		360,000.00

Supplemental Annual Investment Program

FY 2023

By Program/Project/Activity by Sector

As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)				TOTAL 12
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	
1000	General Public Services										
1000-000-3-01-012-001-001	Municipal Civil Registrar's Office Civil Registry Services	MCR	January	December	Proper safe-keeping of certificates of live births, death and marriage licenses is effected and records are maintained & reports are submitted to NSO	General Fund	60,000.00				60,000.00
1000-000-3-01-008-001-001	Municipal Budget Office Budget Preparation, Preliminary Review of Barangay budget allotment of funds	MBO	January	December	Budget Proposals of every municipal departments are consolidated monitoring of actual expenditures against collections is conducted and recommends to the LCE of fund utilization status	General Fund	150,000.00				150,000.00
1000-000-3-01-007-001-001	Municipal Accountant's Office Accounting and Internal Audit Services	MACCO	January	December	Take Charge of accounting concerns on cash advances, remittances, payment of salaries, reimbursement and liquidations, internal audit service of the LGU and barangays of attended	General Fund	210,000.00				210,000.00
SUB-TOTAL							420,000.00	-	-		420,000.00

Supplemental Annual Investment Program

FY 2023

By Program/Project/Activity by Sector
As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Start Date 4	Completion Date 5	Expected Outputs 6	Funding Source 7	PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	TOTAL 12
1000	General Public Services										
1000-000-3-01-005-001-001	Municipal Treasurer's Office Collection and Disbursement and Treasury Services	MTO	January	December	Local income is increased, disbursements is in accordance with existing laws, rules and regulations, sound financial mgt. is effected & proper custody of public funds is exercised	General Fund	210,000.00				210,000.00
1000-000-3-01-006-001-001	Municipal Assessor's Office Assessment of Real Property	MASSO	January	December	Increased revenue of Real Property Tax	General Fund	120,000.00				120,000.00
1000-000-3-02-012-001-001	DILG Local Government Administration and Services	DILG	January	December	Administration and monitoring of implementation status of existing laws & mandates on local governance and the Local Code of 1991	General Fund					-
1000-000-3-02-014-001-001	MCTC Judicial Services	MCTC	January	December	Judicial Services is rendered effectively at the Municipal level	General Fund					-
1000-000-3-02-015-001-001	Merida Police Station Peace and Order Security Services	MPO	January	December	Peace and Order in the municipality is maintained effeciently & effectively	General Fund					-
1000-000-3-02-013-001-001	Auditor's Office Post Audit Services	MAO	January	December		General Fund					-
1000-000-3-02-019-001-001	Municipal Administrator's Office	MAO	January	December	Developed management & administration related plans & strategies approved by the LCE & delivered administrative support services during & after man-made and and natural disasters and calamities	General Fund					
1000-000-3-02-018-001-001	Business Permits & Licensing Office	BPLO	January	December	Increased revenue from permits and licenses	General Fund	30,000.00				30,000.00

Supplemental Annual Investment Program (SAP)

FY 2023

By Program/Project/Activity by Sector

As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (in Thousand Pesos)				TOTAL
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS	
1	2	3	4	5	6	7	8	9	10	11	12
1000-000-3-02-020-001-001	Local Youth Development Office	LYDO	June	December	conducted youth development and welfare activities		-	-			-
SUB-TOTAL							360,000.00	-	-		360,000.00

SUB-TOTAL (GENERAL PUBLIC SERVICES SECTOR)							2,850,000.00	-	-	-	2,850,000.00
3000	Social Services Sector										
3000-000-3-01-011-001-001	Rural Health Unit Health Service	MHO	January	December	Health Concerns of the Constituents of the municipality is addressed/ attended to and medical needs of patients is effectively served	General Fund	360,000.00				360,000.00
3000-000-3-02-020-001-001	Merida Infirmary Clinic	MO	January	December	Provided consultation / outpatient services to the constituents of Merida	General Fund	-				-
3000-000-3-02-016-001-001	Population Office Population Control Services	Population Office	January	December	Active Family Planning acceptors are provided assistance, Pre-Marriage counseling is conducted and Responsible Parenthood Program is effected	General Fund					
3000-000-3-02-022-001-001	Nutrition Nutrition Services	MNAO	January	December	Nutrition Programs and Activities is effected and provided	General Fund					

Complemental Annual Investment Program

FY 2023

By Program/Project/Activity by Sector

As of November 20, 2023

Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte


AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)					
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11	TOTAL 12	
3000-000-3 02-005-001- 001	Mun. Social Welfare and Development Off. social Welfare Services	MSWDO	January	December	Counseling of victims of violence, rape and any forms of abuse is provided, attended to addressed, livelihood programs for the constituents is facilitated and effected	General Fund	120,000.00					120,000.00
3000-500-3 02-019-001- 001	Public Employment and Services Office	MO	January	December	Support Services for job/ employment opportunities and extended support services to OFWs	General Fund						-
SUB-TOTAL (SOCIAL SERVICES SECTOR)							480,000.00	-	-			480,000.00

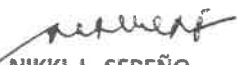
Supplemental Annual Investment Program
 FY 2023
 By Program/Project/Activity by Sector
 As of November 20, 2023


Php	3,930,000.00
	(PS)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)				TOTAL 12		
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11			
8000	Economic Services Sector												
8000-000-3-02-003-001-001	Municipal Agriculture Office	MAO	January	December	Agricultural Programs and activities on the latest farming technology is promoted, facilitated and provided to farmer's and fisherfolks	General Fund	210,000.00					210,000.00	
8000-000-3-01-010-001-001	Municipal Engineering Office	MEO	January	December	Administration of municipal government projects, maintenance of drainage systems, maintenance of roads and bridges and maintenance of municipal equipment is provided and effected, technical assistance to barangay is provided	General Fund	300,000.00					300,000.00	
8000-000-3-02-017-001-001	Market and Slaughterhouse	MO	January	December	Market and Slaughterhouse is improved and maintained, increase local revenues	General Fund	60,000.00					60,000.00	
8000-000-3-02-018-001-001	Municipal Tourism Office	Mun. Tourism Office	January	December	Tourism Programs & Services	General Fund	30,000.00					30,000.00	
8000-000-3-02-021-001-001	Municipal Environment and Natural Resources Office											-	
SUB-TOTAL (ECONOMIC SERVICES SECTOR)							600,000.00	-	-	-	-	500,000.00	
TOTAL PERSONAL SERVICES (COLLECTIVE NEGOTIATION AGREEMENT-C N A)							3,930,000.00						3,930,000.00

Prepared: 
 ATTY. CHRISTIAN Q. SALTA
 MPDO

Reviewed: 
 NIKKI I. SEREÑO
 Municipal Budget Officer

Approved: 
 ENGR. ROLANDO M. VILLASEÑICO
 Municipal Mayor



ENGR. ROLANDO M. VILLASENCIO
OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



1st ENDORSEMENT

This is to respectfully request the Office of the Sangguniang Bayan for the passage of a resolution approving the Reversion of Funds under the Maintenance and Other Operating Expenses (MOOE) FY 2023 of the different departments/offices in the amount of **THREE MILLION NINE HUNDRED THIRTY THOUSAND PESOS (Php3,930,000.00)**.

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



STATEMENT OF FUNDS AVAILABLE FOR REVERSION

as of December 4, 2023

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
MOOE					
Office of the Municipal Mayor	Office Supplies Expenses	1,467,334.94	1,174,781.41	292,553.53	192,000.00
	Fuel, Oil and Lubricants Expenses	4,598,896.00	3,765,589.83	833,306.17	173,000.00
	Electricity Expenses	2,856,602.00	1,984,102.69	872,499.31	250,000.00
	Drugs and Medicines	150,000.00	95,455.00	54,545.00	54,545.00
	Consultancy Services	550,000.00	475,000.00	75,000.00	75,000.00
	Other General Services	10,601,000.00	8,350,436.66	2,250,563.34	200,000.00
	Repairs & Maintenance- Transportation Equipment	2,303,325.01	1,859,994.91	443,330.10	240,000.00
	Subsidy to other LGU's	330,000.00	215,000.00	115,000.00	70,000.00
	Insurance Expenses	200,000.00	19,051.75	180,948.25	150,000.00
	Special Purpose Appropriations				
	Socio-Cultural Activities				
	Other General Services	60,000.00	-	60,000.00	60,000.00
	Prizes	1,290,000.00	940,500.00	349,500.00	250,000.00
	Special Employment for Students				
	Other MOOE	250,000.00	175,240.44	74,759.56	74,000.00
	POPS ACTS				
	Fuel, Oil & Lubricants Exp.	150,000.00	30,000.00	120,000.00	80,000.00
	Tourism Development Activities				
	Prizes	1,000,000.00	904,000.00	96,000.00	65,000.00
	Other Supplies and Materials Expenses	230,720.00	150,200.00	80,520.00	50,000.00
	Sub-total	26,037,877.95	20,139,352.69	5,898,525.26	1,983,545.00
Municipal Risk Reduction Management Office	Training Expenses	40,000.00	22,000.00	18,000.00	10,000.00
	Telephone Expenses	42,000.00	-	42,000.00	22,000.00
	Sub-total	82,000.00	22,000.00	60,000.00	32,000.00
General Services Office	Travelling Expenses	65,000.00	24,947.42	40,052.58	20,000.00
	Training Expenses	65,000.00	8,000.00	57,000.00	32,000.00
	Fuel, Oil and Lubricants Expenses	200,000.00	34,716.49	165,283.51	100,000.00
	Repairs & Maintenance - Buildings and Other Structures	150,000.00	-	150,000.00	75,000.00
	Repairs & Maintenance - Transportation Equipment	439,041.00	215,063.56	223,977.44	120,000.00
	Semi - Ependable Property (Purchase of grasscutter)	30,000.00	-	30,000.00	30,000.00
	Janitorial Services	200,000.00	-	200,000.00	80,000.00
	Sub-total	919,041.00	282,727.47	636,313.53	457,000.00
Office of the Municipal Vice Mayor	Telephone Expenses	36,000.00	21,600.00	14,400.00	10,000.00
	Sub-total	36,000.00	21,600.00	14,400.00	10,000.00
Office of the Sangguniang Bayan	Printing & Publication Expenses	30,000.00	13,000.00	17,000.00	15,000.00
	Other MOOE	30,000.00	17,500.00	12,500.00	10,000.00
	Public Hearing	25,000.00	-	25,000.00	20,000.00
	Sub-total	85,000.00	30,500.00	54,500.00	45,000.00
Municipal Planning & Development Office	Travelling Expenses	35,000.00	780.00	34,220.00	30,000.00
	Training Expenses	40,000.00	4,000.00	36,000.00	25,000.00
	Sub-total	75,000.00	4,780.00	70,220.00	55,000.00


STATEMENT OF FUNDS AVAILABLE FOR REVERSION

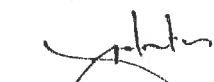
as of December 4, 2023

Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
MOOE					
Municipal Treasurer's Office	Travelling Expenses	80,000.00	31,747.44	48,252.56	20,000.00
	Training Expenses	120,000.00	60,887.44	59,112.56	25,000.00
	Accountable Forms Expenses	267,740.00	143,820.00	123,920.00	80,000.00
	Sub-total	467,740.00	236,454.88	231,285.12	125,000.00
Merida Police Station	Fuel, Oil and Lubricants Expenses	150,000.00	38,138.30	111,861.70	75,000.00
	Sub-total	150,000.00	38,138.30	111,861.70	75,000.00
Rural Health Unit	Other Supplies and Materials Exp. Special Purpose Appropriations	229,805.00	-	229,805.00	200,000.00
	Prevention & Control of Infectious Diseases				
	Drugs and Medicines Medical, Dental & Laboratory Supplies Expenses	55,610.98	17,992.00	37,618.98	25,000.00
	Other supplies & Materials Expenses	406,523.00	350,000.00	56,523.00	40,000.00
	Prevention and Control of Non-Communicable Diseases				
	Medical, Dental & Laboratory Supplies Expenses	71,250.00	-	71,250.00	60,000.00
	Provision of Basic Curative Care Services				
	Drugs and Medicines Medical, Dental & Laboratory Supplies Expenses	30,120.00	-	30,120.00	20,000.00
	Drugs and Medicines Medical, Dental & Laboratory Supplies Expenses	272,918.64	220,909.10	52,009.54	35,000.00
	Drugs and Medicines Medical, Dental & Laboratory Supplies Expenses	271,155.38	156,425.10	114,730.28	85,000.00
	Family Health Services				
	Drugs and Medicines Medical, Dental & Laboratory Supplies Expenses	156,057.46	40,605.00	115,452.46	85,000.00
	Other Supplies Expenses	252,172.54	70,755.00	181,417.54	120,000.00
Other Supplies Expenses	91,770.00	-	91,770.00	60,000.00	
Sub-total	1,837,383.00	856,686.20	980,696.80	730,000.00	
Municipal Agriculture Office	Repair and Maintenance - Machinery and Equipment	594,000.00	50,935.00	543,065.00	147,455.00
	Sub-total	594,000.00	50,935.00	543,065.00	147,455.00
Municipal Engineering Office	Water Expenses	900,000.00	502,078.97	397,921.03	270,000.00
	Sub-total	900,000.00	502,078.97	397,921.03	270,000.00
TOTAL APPROPRIATIONS REVERTED					3,930,000.00

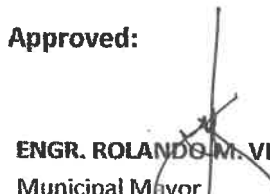
WE HEREBY CERTIFY jointly that the above statement of funds for reversion is true and correct.

Prepared:


NIKKI I. SERENO
Municipal Budget Officer


JO-ANN M. ALCANTARA
Municipal Accountant

Approved:


ENGR. ROLANDO M. VILLASEÑICO
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Merida

OFFICE OF THE MPDC

CERTIFICATION


THIS IS TO CERTIFY that as of September 30, 2023, 70.15% of the programs, projects and activities in the 2023 Annual Investment Program of the municipality has been implemented as per documents received from the different departments of the Local Government Unit.

This certification is issued as supporting document for the payment of Collective Negotiation Agreement (CNA) Incentive for FY 2023 of the Local Government Unit of Merida, Leyte.

Done this 5th day of December 2023.


CHRISTIAN Q. SALTA
MPDC

Noted:


ENGR. ROLANDO M. VILLASENICO
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Merida


CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the LGU has savings which is backed up by cash available for the purpose in the amount of **THREE MILLION NINE HUNDRED THIRTY THOUSAND PESOS (Php3,930,000.00)**.

This certification is issued as an attachment for the proposed Supplemental Budget No. 04 FY 2023 of the LGU.

Issued this 4TH day of December 2023 at Merida, Leyte.


VERNA G. ALDIANO
Municipal Treasurer


JO-ANN M. ALCANTARA
Municipal Accountant



Republic of the Philippines
MUNICIPALITY OF MERIDA
Province of Leyte

EMPLOYEES' ORGANIZATION – MANAGEMENT CONSULTATIVE COMMITTEE

EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING OF THE MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA), NOVEMBER 16, 2023 AT THE LEGISLATIVE BUILDING, SESSION HALL.

COMMITTEE RESOLUTION NO. 01-2023

A RESOLUTION RECOMMENDING TO THE LOCAL CHIEF EXECUTIVE OF MERIDA, LEYTE HON. ENGR. ROLANDO M. VILLASENCIO, THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) WITH THE AMOUNT TO BE DETERMINED BY THE CERTIFYING OFFICERS OF THE LOCAL GOVERNMENT UNIT.

WHEREAS, the officers representing the MeLeMREA have introduced to the chief executive the proposed Collective Negotiation Agreement (CNA) for review and consideration of the Committee created by the Municipal Mayor for the Negotiation process;

WHEREAS, the recommendation is anchored on the procedural guidelines as prescribed by the Department of Budget and Management (DBM) specifically on the allowable MOOE allotments which has become available as a result of cost-cutting and systems improvement measures identified in the CNA which was the result of the joint efforts of Management and Employees (Section 5.1.1);

NOW, WHEREFOR ON MOTION of Mr. Ernesto B. Pening, Municipal Tourism Officer-Designate, duly seconded by Mrs. Jo-Ann M. Alcantara, Municipal Accountant, with the accord of all Committee Members present, from the Management and Association, be it;

RESOLVED, AS IT IS HEREBY RESOLVED TO RECOMMEND TO THE LOCAL CHIEF EXECUTIVE OF MERIDA, LEYTE HON. ENGR. ROLANDO M. VILLASENCIO, THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) WITH THE AMOUNT TO BE DETERMINED BY THE CERTIFYING OFFICERS OF THE LOCAL GOVERNMENT UNIT.

RESOLVED FURTHER, to furnish copies of this Resolution to all parties concerned and LGU Agencies concerned for information and reference.

ADOPTED : 16 NOVEMBER 2023

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING RESOLUTION.

MARIA CHRISTINA Q. SOLAÑA
Secretary

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Republic of the Philippines
MUNICIPALITY OF MERIDA
Province of Leyte

EMPLOYEES' ORGANIZATION – MANAGEMENT CONSULTATIVE COMMITTEE

EXCERPT FROM THE MINUTES OF THE SPECIAL MEETING OF THE MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION, NOVEMBER 16, 2023, AT THE LEGISLATIVE BUILDING, SESSION HALL.

COMMITTEE RESOLUTION NO. 02-2023

A RESOLUTION ESTABLISHING CRITERIA AND GUIDELINES IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA).

WHEREAS, the Employees' Organization-Management Consultative Committee have mutually agreed on the contents and provisions contained in the draft Collective Negotiation Agreement (CNA) and consequently made its recommendation to the Chief Executive for favorable action and consideration;

WHEREAS, the Consultative Committee finally crafted the following conditions in the granting of the CNA incentive as an offshoot to the Consultative Meeting being conducted for the purpose;

NOW, WHEREFORE, on motion of Mr. Cristopher Nodalo, Vice-President of MeLeMREA, duly seconded by Mrs. Jo-Ann M. Alcantara, Municipal Accountant, with the accord of all Consultative Committee Members present, both from the Management and Association, be it;

RESOLVED, AS IT IS HEREBY RESOLVED TO ESTABLISH CRITERIA AND GUIDELINES IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO THE MEMBERS OF MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA).

GUIDELINES/CRITERIA IN THE GRANTING OF COLLECTIVE NEGOTIATION AGREEMENT (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 Department of Budget and Management (DBM) upon effectivity of the Agreement.

SECTION 2. Rank-and-file Employees not members of the Association entitled to receive CNA incentive bonus are subject to an automatic deduction of 15% "AGENCY FEE", which shall be paid to the Association, subject to existing laws, rules and regulations.

SECTION 3. The amount of CNA incentive bonus to be received by a rank-and-file employee based on his/her length of service, shall be computed using the table provided below provided the employees have at least a total or an aggregate of three (3) months and still active in the service as of November 30 of the current year.

<u>Length of Service</u>	<u>Percentage of the CNA Incentive Bonus</u>
3 months but less than 4 months	45%
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%

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ENGR. ROLANDO M. VILLASENCIO

OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ Igumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



JANUARY 23, 2023

THE HONORABLE MEMBERS OF THE SANGGUNIANG PANLALAWIGAN
Provincial Capitol
Province of Leyte
Tacloban City

Gentlemen / Ladies:

I have the honor to submit herewith the **SUPPLEMENTAL BUDGET NO 4** for Calendar Year 2023 of the Local Government Unit of Merida, Leyte in the amount of **THREE MILLION NINE HUNDRED THIRTY THOUSAND PESOS (P 3,930,000.00)** with its supporting documents for your review and approval.

Thank you.

Truly yours,


JOSELITO T. DE LOS ANGELES
SB Secretary





Republic of the Philippines
Province of Leyte
MUNICIPALITY OF MERIDA

SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 70TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (18TH COUNCIL), MERIDA, LEYTE HELD ON DECEMBER 11, 2023 AT THE LEGISLATIVE BUILDING SESSION HALL.

-RESOLUTION NO. 18-23-298-

A RESOLUTION ADOPTING "AN APPROPRIATION ORDINANCE AUTHORIZING FISCAL YEAR 2023 SUPPLEMENTAL BUDGET NO. 04 OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE INVOLVING AN AMOUNT OF THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY."

NOW, WHEREFORE, ON MOTION of Hon. Emarito A. Luzares, Chairman Committee on Rules, Regulations and Laws, duly seconded by MASS, BE IT RESOLVED TO ENACT;

-APPROPRIATION ORDINANCE NO. 04-
Series of 2023

AN APPROPRIATION ORDINANCE NO. 03, SERIES OF 2023 AUTHORIZING FISCAL YEAR 2023 SUPPLEMENTAL BUDGET NO. 04 OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE INVOLVING AN AMOUNT OF THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY."

BE IT ORDAINED in the Regular Session assembled that:

SECTION 1. The Fiscal Year 2023 Supplemental Budget No. 04 of the Municipality of Merida, Province of Leyte involving the amount of THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) ONLY is hereby approved.

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

1. Statement of Supplemental Appropriation.
2. Certification signed by the Municipal Treasurer and Municipal Accountant certifying that savings is backed up by cash.
3. Certification signed by the Municipal Mayor, Municipal Budget Officer, Municipal Accountant and Municipal Treasurer that the funding source is for the payment of Collective Negotiation Agreement (CNA) Incentive of all qualified LGU Personnel for Fiscal Year 2023.
4. Supplemental Annual Investment Program PPAs.
5. Certification signed by the Municipal Mayor and the MPDO certifying that as of September 30, 2023, 70.15% of the PPAs in the 2023 Annual Investment Program of the Municipality has been implemented.

SECTION 2. SOURCE OF FUNDS.

Reversion:	
SB Resolution No. 18-23-297	Php3,930,000.00

SECTION 3. USE OF FUNDS. The amount of THREE MILLION AND NINE HUNDRED THIRTY THOUSAND PESOS (PHP3,930,000.00) is hereby Appropriated for the Supplemental Budget No. 04, Series of 2023 of the Municipality of Merida, Province of Leyte, as follows:

Executive Department	Php3,390,000.00
Legislative Department	Php 540,000.00
Total	<u>Php3,930,000.00</u>

SECTION 4. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. This Appropriation Ordinance is governed by the provisions of Section 320, Book II, Article One, chapter 3 of RA 7160, otherwise known as the Local Government Code of 1991.

ENACTED ON THIS 11TH DAY OF DECEMBER 2023 IN THE MUNICIPALITY OF MERIDA, LEYTE.

APPROVED UNANIMOUSLY.

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COLLECTIVE NEGOTIATION AGREEMENT (CNA)

KNOWN ALL MEN BY THESE PRESENTS:

THIS COLLECTIVE NEGOTIATION AGREEMENT entered into and executed this _____ by and between:

The **LOCAL GOVERNMENT UNIT OF MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE**, a government agency with principal address at **TOWN HALL, BARANGAY POBLACION, MERIDA, LEYTE, 6540** herein represented by its **LOCAL CHIEF EXECUTIVE, HON. ENGR. ROLANDO M. VILLASENCIO** Municipal Mayor of Merida, Leyte, hereinafter referred to as the AGENCY.

And

MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA), a duly registered public sector association as evidenced by the Certificate of Registration jointly issued in its favor by the **DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)** on **NOVEMBER 16, 2018** and the **CIVIL SERVICE COMMISSION (CSC)** on **FEBRUARY 23, 2021**, with principal address at **TOWN HALL, BARANGAY POBLACION, MERIDA, LEYTE, 6540** herein represented by its President, **RANDULF E. FRIAS**, hereinafter referred to as the 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 Constitution, as follows:

- **ARTICLE III, SECTION 8.** "The right of the people, including those employed in the public and private sectors, to form associations, associations or societies for purposes not contrary to law shall not be abridged"
- **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."

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WHEREAS, Executive Order No. 180 issued on June 1, 1987 authorize management and the accredited association of the agency to enter into Collective Negotiations on terms and conditions of employment which are not fixed by law;

WHEREAS, the LOCAL GOVERNMENT UNIT OF MERIDA, Leyte supports the rights of employees to self-organization and collective negotiations;

WHEREAS, MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA) is recognized the sole and exclusive representative of all Rank-and-file Employees of the Local Government Unit of Merida, Leyte.

WHEREAS, the agency and the association have agreed to sign and enter into a formal agreement on mutually acceptable terms as may hereinafter be agreed 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 letter 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 1 – DECLARATION OF PRINCIPLES

SECTION 1. The Agency and the Association acknowledge that responsive management and responsible public sector association are the 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 recognize 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 personnel actions as hiring, promotion, re-assignment, termination as a result of disciplinary action, and in establishing policies, office procedures and rules and regulations. The agency shall exercise at all times impartial, reasonable, and sound discretion in its exercise of said authority and prerogatives in accordance with law;

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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 association shall be allowed to participate and sit as members of existing committees, where employees welfare, rights and benefits is the subject of discussion, including those that may be subsequently formed or established by the agency by regulation, prescribe or specified by CSC policies, rules and regulations:

- 5.1 Personnel Selection Board;
- 5.2 Personnel Development Committee;
- 5.3 Employee Suggestion and Incentive Awards Committee;
- 5.4 Grievance Committee;
- 5.5 Performance Evaluation Review Committee;
- 5.6 Uniform/Clothing Committee
- 5.7 Management Committee
- 5.8 Public Bidding and Awards Committee;
- 5.9 Special Committees such as reorganization/staffing/placement, Sports, Socio-cultural, Recreational, Foundation Day Anniversary, and Christmas Celebration; and
- 5.10 Other Committee that will require the participation of the Rank-and-File.

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 standard 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 and energy 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 Merida, Leyte with Salary Grade 22 and below not otherwise disqualified by law.

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

SECTION 2. RAK-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 conterminous 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 MeLeMREA in accordance with the latter's By-Laws.

SECTION 4. 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 FEES – refers to those fees other than the Membership Fee, Association Dues, Labor Education Fees, and those prescribed under the Organization's Constitution and By-Laws.

ARTICLE III – 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 Merida, Leyte as a whole.

SECTION 3. The Agency shall guarantee that there shall be no discrimination in any manner 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 interest are observed.

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ARTICLE IV – MEMBERSHIP AND 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 3 of 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 E.O. No. 180; and (c) assistant Department Heads as provided under Resolution No. 1, Series of 2005 dated May 4, 2005 issued by the Public Section 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 the privileges received and enjoyed by the regular members of the Association provided the agency fee as set by the Association is deducted from their salary.

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 in a letter, stating therein that said persons are designated as such, by the Association President.

ARTICLE V – ASSOCIATION 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 name of its Officers who are duly elected to its board an 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.

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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 Employees' concern. Likewise, the Association shall furnish the Agency, upon latter's request, a copy of the Association's Annual Plans and Programs.

ARTICLE VI – ASSOCIATION OFFICE

SECTION 1. 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 the date, time, venue and purpose of the assembly shall be sent to the Municipal Mayor.

SECTION 2. 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, meeting, Conventions, Conferences, and Leadership trainings.

SECTION 3. The agency shall allow the Association to post announcements and other documents for posting in the existing LGU Bulletin Boards.

SECTION 4. The Agency shall allow the Association to undertake programs, projects or activities that are deemed beneficial to Association Members.

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 VIII – PERSONNEL ACTIONS

SECTION 1. The Association recognizes the authority of the Agency over personnel actions/movements such as hiring, promotions, re-assignment, termination as a result of disciplinary action, and in establishing policies, officer procedures and rules and regulations. The Agency shall at all times exercise management discretion judiciously and in accordance with law.

SECTION 2. The Agency, in accordance with the Civil Service Laws, Rules and Regulations shall initiate a program on reorganization or internal restructuring involving the creation, abolition, reclassification, or upgrading of positions so as to standardize the staffing patters of the LGU in accordance with CSC directives. Once such a program is adopted, the Agency shall inform the Association of the same.

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SECTION 3. In the event when there is a need for reassignment of an Employee the Agency will consult the Department Head or Chief of Office needing additional personnel, the Association Member affected by the movement, his/her Office Head, and the Association President. Such reassignment shall be made only in the exigency of the service.

SECTION 4. The Agency shall strictly refrain from assigning non-career Employees such as Consultants, Casuals, Contractual and Job-order Employees to positions that exercise direct supervision over Regular Career Employees in accordance with CSC Memo Circular No. 40, Series of 1998.

ARTICLE IX – EMPLOYEES BENEFITS AND PRIVILEGES

SECTION 1. Employees shall continue to enjoy all existing benefits and privileges pertaining to their conditions of employment including, but not limited to economic benefits insofar as maybe authorized by Civil Service Law, Rules and Regulations and other applicable laws.

SECTION 2. Except for security of tenure, Casual Employees shall have the same benefits and privileges enjoyed by the Regular Employees. Qualified Casual Employees shall be considered as priority in case of hiring of a Regular Employee.

ARTICLE X – EMPLOYEE BENEFIT PROGRAMS

SECTION 1. LOYALTY PAY – The Agency shall appropriate funds for the implementation of loyalty pay to its Employees as prescribed by CSC Memorandum Circular No. 06, Series of 2002.

SECTION 2. LEAVE PRIVILEGES – In accordance with the provision of CSC Memorandum No. 6, Series of 2006 and its related issuances, the Agency shall grant its Officials and Employee's the following leave privileges, to wit:

2.1 LEAVE PRIVILEGES. The Agency shall grant its Official and Employees the following non-cumulative leave privileges:

2.1 (a). Seven (7) days paternity leave, when the Employee's Legal wife gives birth or has a miscarriage;

2.1 (b). Seven (7) days parental leave for solo parents as per CSC Memorandum Circular No. 8, Series of 2004;

2.1 (c). Three (3) days leave under any of the following:

a. Burial or mourning ~~leave~~, in case of death of the legitimate spouse or any of the legitimate children, parents, brothers, or sisters;

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- b. Emergency leave, in case of actual emergencies such as man-made disasters, typhoons, floods, and other calamities;
- c. Hospitalization leave, for immediate members of the family;
- d. Relocation leave, for physical transfer of abode;
- e. Graduation leave;
- f. Enrolment leave
- g. Personal Milestone;
- h. Wedding and honeymoon leave; and
- i. Anniversary leave.

2.2 REHABILITATION LEAVE. 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 Nos. 41, S. 1998; 6, 14, 24, S. 1999).

2.3 COMPENSATORY DAY-OFF. 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.

2.4 MATERNITY LEAVE. The Agency shall grant of up Two (2) months Maternity Leave of women employees who are expecting to give birth. Maternity Leave can be enjoyed by the expecting mother three months prior to the actual date of birth.

SECTION 3. MEDICAL AND DENTAL ASSISTANCE. The Agency shall provide free medical and dental check-up to Association Members at the Rural Health Office of Merida, Leyte.

SECTION 4. AWARDS AND INCENTIVES. The Agency shall ensure the implementation of the unified program on awards and incentives for services 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 provide in-kind or cash incentive (or both) to outstanding employees.

SECTION 5. HEALTH AND WELLNESS PROGRAM. In adherence to the essence of CSC Memorandum Circular No. 6, Series of 1995 requiring all Agencies to adopt the great Filipino workout, the Agency shall support and provide Employees an rea for its Health and Wellness Program.

SECTION 6. HOUSING PROGRAM. The Agency shall initiate housing program to Employees' access to housing benefits. Jointly with the association, the Agency shall work for a special housing allocation for employees, subject to the qualifications prescribed by the Agency.

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SECTION 7. LIVELIHOOD PROJECTS. 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.

SECTION 8. SCHOLARSHIP PROGRAM FOR EMPLOYEES. The Agency may adopt a Scholarship program for (and/or facilitate availment of government/international scholarship grants to) qualified employees who wish to further advance their under graduate education and for those who wish to pursue post-graduate studies or undergo review for the bar or board, as the case may be.

SECTION 9. RECOGNITION PAY. Subject to availability of funds that the Agency shall grant a recognition pay of equivalent to one month salary but not less than P5,000.00 but not more than P10,000.00 to all its Rank-and-File Employees who has rendered an exemplary service in the performance of his or her duties that has elevated the Agency's prestige and employee morale. This shall be accompanied with a plaque of recognition.

ARTICLE XI – 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, AND TRACKING. The Agency shall institutionalize the upgrading of its time attendance recording & 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 able.

SECTION 3. WORK SCHEDULE. The Agency may allow Employees to enjoy flexible time schedule as provided under Civil Service Commission Rules and Regulations.

SECTION 4. ENTITLEMENT OF NIGHT-SHIFT DIFFERENTIAL. This benefit shall be given to an employee whose regular working hours 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 be through compensatory overtime credit under CSC Law, Rules and Regulations.

SECTION 5. PAYMENT OF OVERTIME. Overtime pay shall be paid to an employee for work performed beyond the regular working hours in a day, and those performed on rest days, holidays and nonworking days subject to existing Rules and Regulations.

SECTION 6. 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 stations, prison camps, mental hospitals, leprosaria, radiation exposed clinics/laboratories/workshops, disease infested areas, and areas declared under State of Calamity or Emergency which pose occupational risks or perils to life, as provide for by Law.

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ARTICLE XII – HEALTH AND SAFETY WORK ENVIRONMENT CONDITIONS

SECTION 1. The Agency shall comply with applicable regulations requiring safety health and sanitary working conditions prescribed by appropriated Government Authorities and shall provide all offices, departments and satellite work stations adequately equipped and properly manned first aid units.

SECTION 2. 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.

SECTION 3. Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignments. This shall also apply to Employees who underwent major operations including stroke patients provided a Medical Certification in secured from Authorized Government Physician.

SECTION 4. The Agency and the Association agrees to conduct random drug test to all employees. Likewise the Agency shall also provide adequate safety outfits and equipment to employees exposed to health and other hazards.

SECTION 5. The Association shall initiate and the Agency shall implement & support, and financially assist in programs promoting the spirituality of Association Members and similar services, and the conduct of Association – championed self – transformation Seminars, Sports, and Socio-cultural programs participated in by the Employees.

ARTICLE XIII – 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 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 opportunities for employee's 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. Summer job for employee's dependents. The Agency shall include as beneficiaries in its SPES and other summer job programs qualified dependents of employees or as may be deemed necessary, subject to pertinent laws, rules and regulations.

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SECTION 4. Review, dissertation and thesis writing leave – the Agency, cognizant of individual initiative for personal and professional development, shall allow employees to avail of 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 XIV – SHARED RESPONSIBILITY FOR PROMOTION

SECTION 1. The Agency and the Association shall jointly formulate, implement and review the Agency's unified merit promotion plan as provided by the Civil Service Commission.

SECTION 2. 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 by the Agency and the Association.

SECTION 3. The appointing authority shall act on the recommendations submitted by the Personnel Selection Board as outlined in the succeeding paragraph within the period of six (6) months from the date of submission hereof. If the recommendation is not acted upon within the specified period, the screening process shall be invalidated.

SECTION 4. All things being equal, an applicant-insider shall be given preference by the Agency in the filling-up of any vacancy unless said position is highly technical or strictly confidential in nature and there is no qualified employee within the Agency,

ARTICLE XV – OTHER BENEFITS

SECTION 1. Assistance to retirees. The Agency shall pay a retiring employee all benefits prior to the release of his/her claims from the GSIS and shall assist in the facilitation of the release of his/her retirement pay and other benefits. The Agency shall also grant a retiring employee/member regardless of rank and position any cash entitlement indicated in the praise program/budget in recognition of the retiree's loyal service to the Agency, subject to availability of funds.

ARTICLE XVI – 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 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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SECTION 2. Employees not members of the Association shall have the right to directly lodge/present their complaints or grievances 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 XVII – PERSONNEL RIGHTS AND LEGAL REPRESENTATION / ASSISTANCE

SECTION 1. Whenever the Agency files a complaint against an employee, the following shall be observed:

1. Principle on due process and fair play shall be followed in the conduct and resolution of complaints.

2. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result of which is beneficial to the Agency in general, subject to the existing Revised Rules on Administrative Cases.

SECTION 2. The Agency shall ensure that in all Administrative Investigations, process shall be properly observed.

ARTICLE XVIII – BUDGET AND FUNDS

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 within 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 XX – ENTIRETY AND AMENDMENT CLAUSE

SECTION 1. The parties hereby agree that the Terms and Conditions contained 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.

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SECTION 2. If during the effectivity of this Agreement, certain provisions are found to be appropriate and the beneficial to officials and employees, amendments shall be done, introduced and/or instituted subject to the Agreement of both parties.

ARTICLE XXI – MISCELLANEOUS

SECTION 1. Separability clause, in the event any provision 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 may be 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 XXII – 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 the Agreement.

SECTION 2. Rank-and-file Employees not members of the Association entitled to received CNA incentive bonus are subject to an automatic deduction of 15% "AGENCY FEE" which shall be paid to the Association subject to existing Laws, Rules and Regulations.

SECTION 3. The amount of CNA Incentive Bonus be received by a Rank-and-File Employee based on his/her length of service, shall be computed using the Table provided below, provided the employees have at least a total or an aggregate of three (3) months and still active in the service as of November 30 of the current year.

Length of Service	Percentage of CNA Incentive Bonus
3 months but less than 4 months	45%
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

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ARTICLE XXIII – 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.

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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 purposed of discussion, evaluation and judgment 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 XXIV – 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 9:00 am and turned off at 4:00 pm, as the case may be.

SECTION 2. Water consumption shall also be regulated; faucets, toilet bowls, sinks, and toilet flushes shall be 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.

SECTION 4. Association officers shall require their members to be vigilant assist in the turning off of street lights should they see them left un-switched off. The Association shall support LGU Merida's programs and activities on cost-saving. 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 local financial resources.

SECTION 5. Association Officers shall encourage members to be dedicated public servants and support the agency's objective if increased 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 improved 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.

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IN WITNESS WHEREOF, THE PARTIES HERETO, BY THEIR AUTHORIZED REPRESENTATIVES HAVE EXECUTED THIS **COLLECTIVE NEGOTIATION AGREEMENT** THIS _____ AT MERIDA, LEYTE PHILIPPINES.

FOR AND IN BEHALF OF THE:

FOR AND IN BEHALF OF THE:

LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE

MERIDA, LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA)

HON. ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor

MR. RANDOLF E. FRIAS
MeLeMREA President

SIGNED IN THE PRESENCE OF:

JO-ANN M. ALCANTARA
Municipal Accountant

CRISTOPHER NODALO
MeLeMREA Vice-President

ERNESTO B. PENING
Municipal Tourism Officer

VERONICA D. ABAÑO
Treasurer

VERNA G. ALDIANO
Municipal Treasurer

ROSALIO MAINGQUE
Sgt. At Arms

JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan

JOSE P. POLANCOS, JR
P.I.O.

ATTY. CHRISTIAN Q. SALTA
MPDC

MARIA CRISTINA Q. SOLAÑA
Secretary

OSCAR D. CALAMBO
GSO-Designate /
MeLeMREA Founder & Trustee

MYRNA D. BOHOLST
Auditor

NIKKI I. SEREÑO
Municipal Budget Officer

LIDA CABARDO
Auditor

ALDWIN DELANTE
Sgt.-at-Arms



CERTIFICATE OF ACCREDITATION

No. 1420

TO WHOM IT MAY CONCERN:

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

MERIDA LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA)

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Amended Rules and Regulations Governing the Exercise of the Right of Government Employees to Organize, as the sole and exclusive negotiating agent of all rank-and-file employees in the

MUNICIPAL GOVERNMENT OF MERIDA Merida, Leyte

As such, it shall represent and bind them in any negotiation with management on terms and conditions of employment not fixed by law.

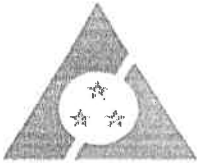
This Certificate may be cancelled by this Commission upon its own motion or upon petition by any adverse party for cause as provided by law and after due process.

Given this 23rd day of February 20 21 in Quezon City.


ALICIA DELA ROSA - BALA
Chairperson

Attested by:

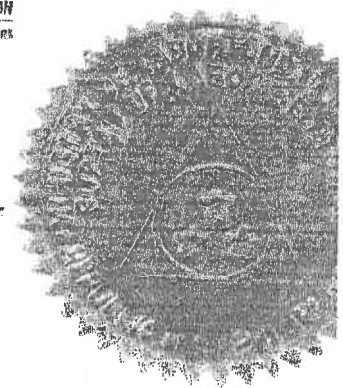

CECILIA C. DELA FUENTE
Director IV
Human Resource Relations Office



Department of Labor
and Employment



Civil Service
Commission



CERTIFICATE OF REGISTRATION

NO. 2253

TO WHOM IT MAY CONCERN:

This is to certify that the Department of Labor and Employment and the Civil Service Commission have registered

MERIDA LEYTE MUNICIPAL RANK-AND-FILE EMPLOYEES' ASSOCIATION (MeLeMREA)

Local Government Unit of Merida, Leyte

PLACE OF OPERATION: Local Government Unit of Merida, Leyte
Merida, Leyte

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Implementing Rules and Regulations Governing the Exercise of the Right of Government Employees to Self-Organization, thereby conferring upon it the right to be certified/accredited, subject to the conditions prescribed in said Executive Order and Implementing Rules, as the sole representative of the rank-and-file employees to negotiate for them, and to undertake activities not contrary to law or public policy for the furtherance of the interest of its members.

This Certificate of Registration shall subsist unless cancelled in the manner provided for by Executive Order No. 180 and its implementing rules.

IN WITNESS WHEREOF, we have hereunto affixed our signature, with the seals of the Department of Labor and Employment and the Civil Service Commission at Manila, Philippines, this 16th of November, 2018.


SILVESTRE H. BELLO III

Secretary

Department of Labor and Employment


ALICIA dela ROSA-BALA

Chairperson

Civil Service Commission

Dept. of Labor & Employment
Office of the Secretary



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