

Item No.: 12

Date: 06 2024 MAR.



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Palo  
-oOo-

SANGGUNIANG PANLALAWIGAN



PROVINCIAL BUDGET OFFICE

PROVINCE OF LEYTE  
February 29, 2024

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

RELEASED  
DATE: 3-01-24  
NO. #320  
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. 02 FY 2023** of the **Municipality Jaro, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 3 s. 2023** with a total appropriation in the amount of **P11,175,000.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 02. Further, that this will not cause an adverse effect on the financial condition of the LGU at the closing of the books of accounts;
2. That the grant of the Collective Negotiation Agreement (CNA) shall be subject to the procedural guidelines of Budget Circular No. 2023-1 dated November 10, 2023 and said grant shall be sourced out from savings identified in the circular;
3. That the grant of One-Time Service Recognition Incentive shall conform with the terms and conditions stipulated under Budget Circular No. 2023-2 dated December 13, 2023;
4. That the appropriation and grant of Gratuity Pay shall be pursuant to the provisions of Budget Circular Number 2023-3 dated December 14, 2023; and
5. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

**LOCAL FINANCE COMMITTEE:**

**MARIA GINA P. HIPE**  
Provincial Budget Officer

**RUTH Y. SURPIA**  
Provincial Treasurer

**AGNES C. RAFON**  
Project Development Officer IV  
Officer-In-Charge – PPDO

SP

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



**Endorsement**  
**26 January 2024**

The **LOCAL FINANCE COMMITTEE** is respectfully requested to review and submit recommendations on the herein enclosed **APPROPRIATION ORDINANCE NO. 2 series of 2023 FOR SUPPLEMENTAL BUDGET NO. 01 SERIES 2023 OF THE MUNICIPALITY OF JARO, LEYTE IN THE AMOUNT OF PHP5,652,931.63.**"

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

SP RECORDS  
1262024

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126 JAN 2024



**APPROPRIATION ORDINANCE NO. 3**  
*Series of 2023*

**AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 2, SERIES OF 2023 INVOLVING AN AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), INTENDED FOR COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNA), SERVICE RECOGNITION INCENTIVE (SRI), AND GRATUITY PAY TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.**

**INTRODUCED BY:**  
**HONORABLE LEO ANGELO T. PORMIDA**  
Chairman Committee on Finance, Budget and Appropriation



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Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE SPECIAL SESSION OF THE SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON DECEMBER 21, 2023.

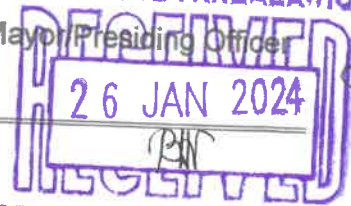
PRESENT:

- HON. JONELL MARTIN A. QUE -SB Member
- HON. LANDILINO T. KATANGKATANG -SB Member
- HON. JULIAN L. EMNAS -SB Member
- HON. FRANCISCO R. ALTRES -SB Member/Majority Floor Leader
- HON. LEO ANGELO T. PORMIDA -SB Member
- HON. GUALBERTO V. ELISES -SB Member/Presiding Officer Pro-Tempore
- HON. REY P. AURE -SB Member
- HON. ALMA A. TAMAYO -SB Member/LIGA Fed.-President
- HON. VIANCA MAE N. FAMILAR -SB Member/SK Fed.-President

ABSENT:

- HON. RODRIGO C. ARBAS -Municipal Vice-Mayor/Presiding Officer
- HON. ALEXANDER N. SALGADO -SB Member

SANGGUNIANG PANLALAWIGAN



APPROPRIATION ORDINANCE NO.3  
SERIES OF 2023

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 2, SERIES OF 2023, INVOLVING AN AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 11,175,000.00), INTENDED FOR COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNA), SERVICE RECOGNITION INCENTIVE (SRI), AND GRATUITY PAY TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.

INTRODUCED BY: HONORABLE LEO ANGELO T. PORMIDA  
Chairman Committee on Finance, Budget and Appropriations

BE IT ORDAINED, in Special Session assembled, that-

SECTION 1. The Supplemental Budget NO. 02, Series 2023 of the Local Government Unit of Jaro, Leyte for Fiscal Year 2023 in the total amount of Eleven Million One Hundred Seventy-Five Thousand Pesos (Php 11,175, 000.00), intended for Collective Negotiation Agreement Incentive (CNA), Service Recognition Incentive (SRI) and Gratuity Pay is hereby approved;

Handwritten signatures and initials at the bottom of the page.

The budget documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. Statement of Funding Sources for Fiscal Year 2023 Certified by the Local Treasure and Local Accountant (LBP Budget Form N0.8), certifying as to the availability of Funds amounting to **Php 11,175,000.00** Pesos for disposal, and to support Supplemental Budget N0.2 , Series of 2023;
2. Certified Statement of Supplemental Appropriation from the Local Budget Officer, and duly approved by the Local Chief Executive (LBP Budget Form N0.9);
3. Municipal Ordinance N0. 22, Series of 2023-Entitled" AN ORDINANCE APPROVING THE REVERSION OF FUNDS IN THE TOTAL AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), INTENDED FOR THE PAYMENT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) IN THE AMOUNT OF FIVE MILLION EIGHT HUNDRED TWENTY THOUSAND PESOS (PHP 5,820,000.00), SERVICE RECOGNITION INCENTIVES (SRI) IN THE AMOUNT OF THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND PESOS (PHP 3,880,000.00), AND GRATUITY PAY IN THE AMOUNT OF ONE MILLION FOUR HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 1,475,000.00), TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE MUNICIPALITY OF JARO, LEYTE;"
4. SB Resolution N0. 330, Series of 2023, Adopting MDC-Resolution N0.2023-4, Series of 2023-Entitled: "A Resolution Approving the Supplemental Investment Plan (SIP), N0. 02, for the Current Year 2023, amounting to Eleven Million One Hundred Seventy-Five Thousand Pesos (**Php 11,175, 000.00**) be allocated and to be utilized for the Personnel Services and Various Expenditures for the Municipality of Jaro, Leyte";
5. Summary of Appropriations, Obligations and Balances MOOE Subject for Reversion;
6. Summary of Appropriations, Obligations and Balances of Unutilized Appropriations of Unfilled Vacant Positions F.Y. 2023
7. List of qualified officials and employees of the Local Government Unit of Jaro, Leyte entitled to receive the benefit/incentive and/ or allowances.

**SECTION 2. SOURCE OF FUNDS** – The source of funds for the Supplemental Budget in the total amount of (P 11,175,000.00), shall be as follows:

REVERSION OF FUNDS	AMOUNT
1. Vacant Item-PS Savings January to November 2023	P 5,355,000.00
2. MOOE Savings	5,820,000.00
<b>TOTAL</b>	<b>P 11,175,000.00</b>

**SECTION 3. USE OF FUNDS** – The amount of (P 11,175, 000.00), is hereby appropriated for the Supplemental Budget of the Local Government Unit of Jaro, Leyte as follows:

Particulars/Purpose	AIP Ref. Code	Object of Expenditures	Acct. Code	Amount
1. Collective Negotiation Agreement Incentive (CNA)	1000	Other Bonuses & Allowances	5-01-04-990	P 5,820,000.00
2. Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
3. Gratuity Pay	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>TOTAL</b>				<b>P 11,175,000.00</b>

**SECTION 4.** *The Local Chief Executive is hereby granted the authority to implement the aforesaid benefits/Incentives under Section 3 of this Ordinance, and be given to all qualified officials and employees of the Local Government of Jaro, Leyte, subject to the usual Budgeting and Auditing Rules and Procedures;*

**SECTION 5.** *The Municipal Treasurer, Municipal Budget Officer and the Municipal Accountant all are official designated signatories of this LGU, are hereby authorized to facilitate the processing of the necessary documents for the implementation of this Supplemental Budget NO.02, Series of 2023 and the timely release of the aforesaid employee's incentives/benefits subject to the usual Budgeting and Auditing Rules and Procedures;*

**SECTION 6.** *This Supplemental Budget NO. 02, Series of 2023 shall take effect immediately upon its approval;*

**SECTION 7.** Let copy of this ordinance be furnished the Municipal Mayor, the Honorable Sangguniang Panlalawigan for review and approval, the Municipal Budget Officer, the Municipal Treasurer, the Municipal Accountant, the Local Finance Committee and the HRMO, and to other concerned local government offices for their information, guidance and appropriate action deemed necessary.

**ENACTED BY THE SANGGUNIANG BAYAN ON DECEMBER 21, 2023.**

*[Handwritten signatures and initials]*

**CONCURRED:**

  
HON. JONELI MARTIN A. QUE  
SB Member

  
HON. LANDILINO T. KATANGKATANG  
SB Member

  
HON. JULIAN L. EMNAS  
SB Member

  
HON. FRANCISCO B. ALTRES  
SB Member/Majority Floor Leader

  
HON. LEO ANGEL T. FORMIDA  
SB Member

HON. GUALBERTO V. ELISES  
SB Member/Presiding Officer Pro-Tempore


HON. ALEXANDER N. SALGADO  
SB Member  
Absent

  
HON. REX D. AURE  
SB Member

  
HON. ALMA A. TAMAYO  
SB Member/LIGA Fed.-President

  
HON. VIANCA MAE N. FAMILAR  
SB Member/SK Fed.-President

I HEREBY CERTIFY, to the correctness of the foregoing Ordinance.

  
NICOMEDES R. BORJA  
Secretary to the Sanggunian  
Board Secretary V

**ATTESTED**

  
HON. GUALBERTO V. ELISES  
SB Presiding Officer Pro Tempore

**APPROVED:**

  
HON. JASSIE LOU TAÑALA  
Municipal Mayor



**STATEMENT OF FUNDING SOURCES**  
 Supplemental Budget No. 02  
 Fiscal Year 2023  
 Province/City/Municipality/Barangay  
General Fund  
 Fund/Special Account

**SB OFFICE RECEIVED**  
 DATE: 12/20/2023 11:29 AM  
 BY: (Signature)

Particulars 1	Account Classification (PGCA) 2	Amount 3
1.0 New Revenue Sources		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings Unappropriated Balance/Surplus		
4.0 Realignment		
5.0 Reversion - Vacant Item - PS Savings	Personal Services	<b>5,355,000.00</b>
- M.O.O.E Savings	Maintenance & Other Operating Expenses	<b>5,820,000.00</b>
<b>TOTAL</b>		<b>11,175,000.00</b>

Certified Correct:

(Signature)  
**NESTOR C. TAMAYO**  
 Local Treasurer


(Signature)  
**JUDY G. PARADO**  
 Local Accountant

**STATEMENT OF SUPPLEMENTAL APPROPRIATION  
PROVINCE OF LEYTE  
SUPPLEMENTAL BUDGET NO. 02 CY 2023**



Implementing Office 1	Particulars/Purpose 2	AIP REF. CODE 3	Object of Expenditures 4	Acct. Code 5	Amount 6
1.MAYOR'S OFFICE	Collective Negotiation Agreement (CNA)	1000	Other Bonuses & Allowances	5-01-02-990	5,820,000.00
2. MAYOR'S OFFICE	Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
3. MAYOR'S OFFICE	Gratuity Pay	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>Total Appropriations</b>		<b>Php</b>			<b>11,175,000.00</b>

Prepared by:

  
**JUANCHO C. BONAYON**  
Municipal Budget Officer

Approved by:

  
**JASSIE LOU TAÑALA**  
Local Chief Executive

ORDINANCE NO.22  
SERIES OF 2023



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 65<sup>th</sup> REGULAR SESSION OF THE  
SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL,  
LEGISLATIVE BUILDING ON DECEMBER 18, 2023.

**PRESENT:**

HON. JONELL MARTIN A. QUE	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member/Majority Floor Leader
HON. LEO ANGELO T. PORMIDA	-SB Member
HON. GUALBERTO V. ELISES	-SB Member/Presiding Officer Pro-Tempore
HON. ALEXANDER N. SALGADO	-SB Member
HON. REY P. AURE	-SB Member
HON. ALMA A. TAMAYO	-SB Member/LIGA Fed.-President
HON. VIANCA MAE N. FAMILAR	-SB Member/SK Fed.-President

**ABSENT:**

HON. RODRIGO C. ARBAS	-Vice-Mayor/Presiding Officer/Official Leave
HON. LANDILINO T. KATANGKATANG	-SB Member-Official Leave

**SPONSORED BY:**  
Honorable Leo Angelo T. Pormida  
Chairman Committee on Finance, Budget & Appropriations

**ORDINANCE NO. 22**  
Series of 2023

AN ORDINANCE APPROVING THE REVERSION OF FUNDS IN THE TOTAL AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), INTENDED FOR THE PAYMENT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) IN THE AMOUNT OF FIVE MILLION EIGHT HUNDRED TWENTY THOUSAND PESOS (PHP 5,820,000.00), SERVICE RECOGNITION INCENTIVES (SRI) IN THE AMOUNT OF THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND PESOS (PHP 3,880,000.00), AND GRATUITY PAY IN THE AMOUNT OF ONE MILLION FOUR HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 1,475,000.00), TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE MUNICIPALITY OF JARO, LEYTE.

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*Familiar*

*San Tomas*

**BE IT ORDAINED BY THE SANGGUNINAG BAYAN IN A REGULAR SESSION ASSEMBLED THAT-**

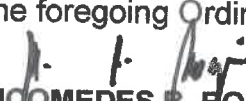
**Section 1.** Ordinance No. 22, Series of 2023, which is for the reversion of funds in the total amount of *ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00)*, **is hereby approved;**

**Section 2.** The total amount of *ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00)*, is intended for the *COLLECTIVE NEGOTIATION AGREEMENT (CNA)* in the amount of *FIVE MILLION EIGHT HUNDRED TWENTY THOUSAND PESOS (PHP 5,820,000.00)*, *SERVICE RECOGNITION INCENTIVES (SRI)* in the amount of *THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND PESOS (PHP 3,880,000.00)*, *AND GRATUITY PAY* in the amount of *one million four hundred seventy-five thousand pesos (PHP 1,475,000.00)*, to all qualified municipal officials and employees of the Municipality of Jaro, Leyte;

**APPROVED: DECEMBER 18, 2023.**

---

**I HEREBY CERTIFY**, to the correctness of the foregoing Ordinance.

  
**NIOMEDES R. BORJA**  
Secretary to the Sanggunian  
(Board Secretary V)

**CONCURRED:**

  
**HON. JONELL MARTIN A. QUE**  
SB Member

**HON. LANDILINO T. KATANGKATANG**  
SB Member  
Absent-Official Leave

  
**HON. JULIAN L. EMNAS**  
SB Member

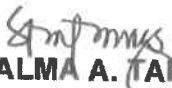
  
**HON. FRANCISCO R. ALTRES**  
SB Member/Majority Floor Leader

  
**HON. LEGANGELO T. PORMIDA**  
SB Member

**HON. GUALBERTO V. ELISES**  
SB Member/Presiding Officer Pro-Tempore


  
**HON. ALEXANDER N. SALGADO**  
SB Member

  
**HON. REY P. AURE**  
SB Member

  
**HON. ALMA A. TAMAYO**  
SB Member/LIGA Fed.-President

  
**HON. VIANCA MAE N. FAMILAR**  
SB Member/SK Fed.-President

**ATTESTED**

  
**HON. QUALBERTO V. ELISES**  
SB Presiding Officer Pro-Tempore

**APPROVED:**

  
**HON. JASSIE LOU TAÑALA**  
Municipal Mayor



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

TANGGAPAN NG SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE SPECIAL SESSION OF THE SANGGUNIANG BAYAN OF JARO, LEYTE HELD AT THE SB SESSION HALL, LEGISLATIVE BUILDING ON DECEMBER 21, 2023.

PRESENT:

HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member/Majority Floor Leader
HON. LEO ANGELO T. PORMIDA	-SB Member
HON. GUALBERTO V. ELISES	-SB Member/Presiding Officer Pro-Tempore
HON. REY P. AURE	-SB Member
HON. CARMENCITA G. TAÑALA	-SB Member/LIGA Fed.-President
HON. TRINA MAE R. SOLEDAD	-SB Member/SK Fed.-President

ABSENT:

HON. RODRIGO C. ARBAS	-Municipal Vice-Mayor-Official Leave
HON. ALEXANDER N. SALGADO	-SB Member-Excused



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RESOLUTION NO. 2023- 330

A RESOLUTION ADOPTING MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2023-4, SERIES OF 2023, ENTITLED: A RESOLUTION APPROVING SUPPLEMENTAL INVESTMENT PLAN (SIP) NO. 02, FOR THE CURRENT YEAR 2023, AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE.

**WHEREAS**, presented to the Body by the Chairman of the Committee on Finance, Budget and Appropriations is MDC Resolution 2023-4, Series of 2023 for consideration and adoption by the Sangguniang Bayan;

**WHEREAS**, MDC-Resolution NO. 2023-4, Series of 2023, has approved the Supplemental Investment Plan (SIP) NO. 02, for the Current Year 2023 in the amount of *ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00)*, to be allocated and be utilized for the personnel services and various expenditures of the Municipality of Jaro, Leyte, as follows



**PAGE 2 OF 4 PAGES  
EXCERPT FROM THE MINUTES OF THE SB  
SPECIAL SESSION HELD ON DECEMBER 21, 2023**

Particulars/Purpose	AIP Ref. Code	Object of Expenditures	Acct. Code	Amount
1. Collective Negotiation Agreement (CNA)	1000	Other Bonuses & Allowances	5-01-02-990	<b>P 5,820,000.00</b>
2. Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	<b>3,880,000.00</b>
3. Improvement of Public Market (M.O.-20% EDF)	1000	Other Bonuses & Allowances	5-01-02-990	<b>1,475,000.00</b>
<b>TOTAL</b>				<b>P 11,175,000.00</b>

**WHEREAS**, the source of funds for the Supplemental Investment Plan (SIP) NO.2 for the Current Year 2023 in the total amount of **(PHP 11,175,000.00)** shall be as follows:

REVERSION OF FUNDS	Acct. Classification (PGCA)	AMOUNT
1. Vacant Item-PS Savings	Personnel Services	<b>P 5,355,000.00</b>
2. MOOE Saving	Maintenance & Other Operating Expenses	<b>5,820,000.00</b>
<b>TOTAL</b>		<b>P 11,175,000.00</b>

**NOW, THEREFORE**, on motion of **Honorable Leo Angelo T. Pormida**, duly seconded en masse, this Sangguniang Bayan-

**RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT MDC RESOLUTION NO. 2023-4, SERIES OF 2023, ENTITLED: "A RESOLUTION APPROVING SUPPLEMENTAL INVESTMENT PLAN (SIP) NO. 02, FOR THE CURRENT YEAR 2023, AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE";**

**PAGE 3 OF 4 PAGES  
EXCERPT FROM THE MINUTES OF THE SB  
SPECIAL SESSION HELD ON DECEMBER 21, 2023**

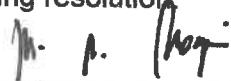
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**RESOLVED FINALLY**, to furnish a copy of this resolution to the Municipal Mayor, MPDO, MDC and the Local Finance Committee and to other concerned municipal offices for their information and guidance

**APPROVED ON DECEMBER 21, 2023.**

---

**I HEREBY CERTIFY**, to the correctness of the foregoing resolution.

  
**NICOMEDES R. BORJA**  
Secretary to the Sanggunian  
Board Secretary V

**CONCURRED:**

  
**HON. JONELL MARTIN A. QUE**  
SB Member

  
**HON. LANDILINO T. KATANGKATANG**  
SB Member

  
**HON. JULIAN L. EMNAS**  
SB Member

  
**HON. FRANCISCO R. ALTRES**  
SB Member/Majority Floor Leader

  
**HON. LEO ANGELO T. PORMIDA**  
SB Member

**HON. GUALBERTO V. ELISES**  
SB Member/Presiding Officer Pro-Tempore

**HON. ALEXANDER N. SALGADO**  
SB Member  
**Absent-Excused**

  
**HON. REY P. AURE**  
SB Member



**PAGE 4 OF 4 PAGES  
EXCERPT FROM THE MINUTES OF THE SB  
SPECIAL SESSION HELD ON DECEMBER 21, 2023**

---

  
**HON. ALMA A. TAMAYO**  
SB Member/LIGA Fed.-President

  
**HON. VIANCA MAE N. FAMILAR**  
SB Member/SK Fed.-President

**ATTESTED**

  
**HON. GUALBERTO V. ELISES**  
SB Presiding Officer-Pro Tempore

**APPROVED:**

  
**HON. JASSIE LOU TAÑALA**  
Municipal Mayor

**RECEIVED**  
 DATE: 12/20/2023 11:29 AM  
 BY: *Mrcorsary*

**SUMMARY OF APPROPRIATIONS, OBLIGATIONS & BALANCES SUBJECT FOR REVERSION**

PARTICULARS	APPROPRIATION	OBLIGATED (UTILIZED)	BALANCE	TO BE REVERTED/ REPROGRAMMED	TO BE RETAINED AS PER ON-GOING PROGRAM
Unfilled Vacant Positions Balances (January to November 2023)	8,073,344.16	1,468,464.40	6,604,879.76	5,355,000.00	1,249,879.76
(Attached Schedule)					
<b>TOTAL</b>	<b>8,073,344.16</b>	<b>1,468,464.40</b>	<b>6,604,879.76</b>	<b>5,355,000.00</b>	<b>1,249,879.76</b>

**PREPARED BY:**

*Castillano*  
**VERONICA S. CASTILLANO**  
 Budget Officer IV

**CERTIFIED CORRECT:**

*Bonayon*  
**JUANCHO C. BONAYON**  
 Mun. Budget Officer

**APPROVED:**

*Jassiel*  
**JASSIEL O. TAÑALA**  
 Municipal Mayor



**Republic of the Philippines**  
**Province of Leyte**  
**MUNICIPALITY OF JARO**  
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## MUNICIPAL DEVELOPMENT COUNCIL

### MDC RESOLUTION NO. 2023 - 4 Series of 2023

**“A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PLAN NO. 02 FOR THE CURRENT YEAR 2023 AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (₱11,175,000.00) BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE”**

**WHEREAS,** the Municipal Development Council convene this 18<sup>th</sup> day of December 2023 to discuss and approve the Supplemental Investment Plan No. 02 for the Current Year 2023;

**WHEREAS,** the Sanggunian Bayan of the Municipality of Jaro, Leyte approved the reversion of funds intended for Supplemental Investment Plan No. 02 per Municipal Ordinance No. 22, Series of 2023 dated December 14, 2023;

**WHEREAS,** Mr. Juancho C. Bonayon, the Municipal Budget Officer and Chairman of the Local Finance Committee, informed the members of the Municipal Development Council that a supplemental budget in this current year is deemed necessary for the felt need of the Municipality of Jaro, Leyte;

**WHEREAS,** under Supplemental Investment Plan No. 02 for C.Y. 2023, the Statement of Supplemental Appropriations (Object of Expenditures) is determined as follows;

#### STATEMENT OF SUPPLEMENTAL APPROPRIATIONS Supplemental AIP No. 02 Fiscal Year 2023

Implementing Office <i>1</i>	Particulars/Purpose <i>2</i>	AIP Ref Code <i>3</i>	Object of Expenditures <i>4</i>	Acct. Code <i>5</i>	AMOUNT <i>6</i>
1. Mayor's Office	Collective Negotiation Agreement Incentive (CNA)	1000	Other Bonuses & Allowances	5-01-02-990	₱ 5,820,000.00
2. Mayor's Office	Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
3. Mayor's Office	Gratuity Pay	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>TOTAL</b>					<b>₱ 11,175,000.00</b>

**WHEREAS**, after the deliberation, the Members of the Municipal Development Council then decided to approve the Supplemental Investment Plan No. 02 in the amount of **Eleven Million One Hundred Seventy-Five Thousand Pesos (₱11,175,000.00)** be allocated and be utilized for the Personnel Services and Maintenance and Other Operating Expenses (MOOE) for the Municipality of Jaro, Leyte;

**WHEREAS**, on motion **HON. HENRY M. LEGASPI**, Punong Barangay of Barangay Olotan, Jaro, Leyte, duly seconded en masse, Be it;

**RESOLVE** to **APPROVE** as it is hereby **APPROVED** the **SUPPLEMENTAL INVESTMENT PLAN NO. 02 for the Current Year 2023** in the amount of **ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (₱11,175,000.00)** be allocated and be utilized for **Personnel Services and Various Expenditures for the Municipality of Jaro, Leyte;**

**RESOLVE FURTHER** that copies of this Resolution be furnished the concerned agencies for their information, reference and guidance;

**UNANIMOUSLY APPROVED** this 18<sup>th</sup> day of December 2023.

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**I HEREBY CERTIFY** that the foregoing resolution was duly approved by the Municipal Development Council meeting held on December 18, 2023.

Prepared by:

  
**Ar. EnP CHRISTABEL M. RIBO**  
MPDC / MDC Secretariat

Attested

  
**HON. JASSIE LOU TAÑALA**  
Municipal Mayor  
MDC Chairman



**Republic of the Philippines**  
**Province of Leyte**  
**MUNICIPALITY OF JARO**  
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## **MUNICIPAL DEVELOPMENT COUNCIL**

Minutes of the Municipal Development Council meeting held on December 18, 2023 at the Multi-Purpose Building (Jaro Sports Complex), Jaro, Leyte.

### **ATTENDANCE:**

Copy of the attendance of the MDC Members is attached on a separate sheet with their signatures.

### **PRELIMINARY MATTERS:**

#### **Declaration of Quorum and Call to Order**

Mr. Hubert Keith B. Vega, being the assigned Master of Ceremony (MC) called the meeting to order at around 9:30 o'clock in the morning and informed the council of the existence of the quorum and he acknowledge all the Punong Barangays, CSO's and other guests present which capped the preliminary portion of the meeting.

Immediately, an invocation was started and followed by the singing of the National Anthem. Thereafter, Ar., EnP. Christabel M. Ribo, the MPDC/MDC Secretary, at the same time acknowledged the presence of the MDC Members and guests, and then presented the Agenda of the MDC Meeting.

#### **Presentation of Agenda of the MDC Meeting**

Ms. Ribo then presented the Agenda of the meeting which are as follows:

1. Approval of the PPA's of the 20% Economic Development Fund F.Y. 2024:

***“Municipal Development Council (MDC) Resolution No. 2023-3, Series of 2023, Entitled: “A RESOLUTION APPROVING THE PROGRAMS, PROJECTS and ACTIVITIES (PPA's) UNDER THE 20% ECONOMIC DEVELOPMENT FUND FOR F.Y. 2024 OF THE MUNICIPAL GOVERNMENT OF JARO, PROVINCE OF LEYTE”***

2. Approval of the Supplemental Investment Plan No. 02 for the current year 2023:

***“Municipal Development Council (MDC) Resolution No. 2023-4, Series of 2023, Entitled: “A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PLAN NO. 02 FOR THE CURRENT YEAR 2023 AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (P11,175,000.00) BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE”***

3. Approval of the Annual Investment Plan (AIP) C.Y. 2024;

***“Municipal Development Council (MDC) Resolution No. 2023-5, Series of 2023, Entitled: “A RESOLUTION APPROVING THE ANNUAL INVESTMENT PLAN (AIP) OF THE MUNICIPALITY OF JARO, LEYTE FOR CALENDAR YEAR 2024”***

4. Other Matters

Ar. EnP Christabel M. Ribo, the MDC Secretary together with Mr. Hubert Keith B. Vega then discussed the various proposed PPAs under the 20% Economic Development Fund for C.Y. 2024 to be funded and approved by the MDC.

After thorough discussions, the MDC then approved the said PPAs vital for the 20% EDF for C.Y. 2024 which was motioned by **Hon. Maria Helda A. Camiller**, Punong Barangay of Barangay Palanog and was duly seconded en masse.

After the approval of the first item in the agenda, the emcee then called the Municipal Budget Officer, Mr. Juancho C. Bonayon, to discuss thoroughly the proposed resolution on item no. 2 of the agenda.

Mr. Bonayon then presented the proposed resolution "**A Resolution Approving the Supplemental Investment Plan No. 02, for the current year 2023 amounting to Eleven Million One Hundred Seventy-Five Thousand Pesos (₱11,175,000.00) be allocated and be utilized for the personnel services and various expenditures for the Municipality of Jaro, Leyte.**

He then presented the following components for the Supplemental Investment Plan No. 02 for C.Y. 2023

**STATEMENT OF SUPPLEMENTAL APPROPRIATIONS**  
**Supplemental AIP No. 02**  
**Fiscal Year 2023**

1 Implementing Office	2 Particulars/Purpose	3 AIP Ref Code	4 Object of Expenditures	5 Acct. Code	6 AMOUNT
1. Mayor's Office	Collective Negotiation Agreement Incentive (CNA)	1000	Other Bonuses & Allowances	5-01-02-990	₱ 5,820,000.00
2. Mayor's Office	Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
3. Mayor's Office	Gratuity Pay	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>TOTAL</b>					<b>₱ 11,175,000.00</b>

And after the deliberation, the Members of the Municipal Development Council then decided to approve the Supplemental Investment Plan No. 02 in the amount of **Eleven Million One Hundred Seventy-Five Thousand Pesos (₱11,175,000.00)** be allocated and be utilized for the Personnel Services and Maintenance and Other Operating Expenses (MOOE) for the Municipality of Jaro, Leyte; on motion **HON. HENRY M. LEGASPI**, Punong Barangay of Barangay Olotan, Jaro, Leyte, duly seconded en masse.

And for the last item of the agenda, Mr. Vega then called the MDC Secretary, Ar. EnP Christabel M. Ribo to present and discuss the said proposed Annual Investment Plan (AIP) for C.Y. 2024.

The MDC Secretary then discussed the Department of Budget and Management (DBM) Local Budget Memorandum Circular No. 87, dated June 09, 2023 addressed to the Local Chief Executives, Members of the Local Sanggunian, Local Budget Officers, Local Treasurers, Local Planning and Development Coordinators, Local Accountants, and All Others Concerned focusing on the **INDICATIVE FY 2024 NATIONAL TAX ALLOTMENT (NTA) SHARES OF LOCAL GOVERNMENT UNITS (LGUs) AND GUIDELINES ON THE PREPARATION OF THE FY 2024 ANNUAL BUDGETS OF LGUs.**

After thorough discussion of the said Local Budget Circular, the MDC Secretariat then presented the LGU Jaro, Leyte Annual Investment Plan (AIP) for Calendar Year 2024 with the following details specified on the AIP, hereunder listed, to wit:

**SUMMARY OF SOURCES OF FINANCING**

PARTICULARS	AMOUNT
Beginning Balance	28,599,825.15
Total Tax Revenue	14,730,000.00
Total Non-Tax Revenues	32,670,000.00
Total External Sources	202,562,367.00
<b>TOTAL RECEIPTS</b>	<b>₱ 278,562,192.15</b>

**SUMMARY OF EXPENDITURES**

<b>PARTICULARS</b>	<b>AMOUNT</b>
Total Personnel Services	108,052,630.40
Total MOOE	31,383,090.00
Total Capital Outlay	5,611,000.00
<b>Sub – Total</b>	<b>₱ 145,046,720.40</b>
<b>Special Purpose Appropriations</b>	
20% Development Fund	40,332,473.40
5% DRRM Fund	12,488,118.35
Terminal Leave Benefits	3,000,000.00
Aid to Barangays	46,000.00
<b>Sub – Total</b>	<b>₱ 55,866,591.75</b>
<b>Other SPA's</b>	
Mayor's Office	53,165,000.00
Vice-Mayor & SB Office	2,320,000.00
MSWD Office	6,871,000.00
Municipal Health Office	5,933,000.00
Municipal Assessor's Office	518,880.00
HRMO	841,000.00
Municipal Agriculture's Office	8,000,000.00
<b>Sub – Total</b>	<b>₱ 77,648,880.00</b>
<b>TOTAL EXPENDITURES</b>	<b>₱ 278,562,192.15</b>

During the presentation, various comments, suggestions and proposals was then considered and adjusted for the finalization of the Annual Investment Plan C.Y. 2024.

Thereafter the finalization, Municipal Development Council (MDC) then approved the Annual Investment Plan (AIP) of the Municipality of Jaro, Leyte for C.Y. 2024 which was motioned by Hon. Rosalina R. Volcan and Hon. Lucina D. Borja, Punong Barangays of Barangay Anibongon and Sari-Sari, respectively, and duly seconded en masse;

Afterwards, the MDC Secretary then opened the discussion of the last item of the Agenda, which was the other matters.

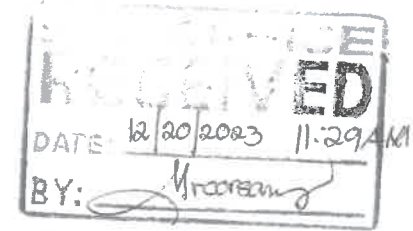
And there being no other matters to be discussed, the meeting adjourned at exactly 2:30 o'clock in the afternoon.

Prepared by:

  
Ar. EnP CHRISTABEL M. RIBO  
MPDC/MDC Secretariat

Attested:


  
JASSIE LOU TAÑALA  
Municipal Mayor  
MDC Chairman



**SUMMARY OF APPROPRIATIONS, OBLIGATION & BALANCES SUBJECT FOR REVERSION (M.O.O.E)**

PARTICULARS	APPROPRIATION	OBLIGATED (UTILIZED)	BALANCE	TO BE REVERTED/REPROGRAMMED	TO BE RETAINED AS PER ON GOING PROGRAM
M.O.O.E Balances per CNA Guidelines	9,648,700.00	2,947,785.12	6,700,955.48	5,820,000.00	880,955.48
(Attached Schedule)					
<b>TOTAL</b>	<b>9,648,700.00</b>	<b>2,947,785.12</b>	<b>6,700,955.48</b>	<b>5,820,000.00</b>	<b>880,955.48</b>

PREPARED BY:

  
**VERONICA S. CASTILLANO**  
Budget Officer IV

CERTIFIED CORRECT:

  
**JUANCHO C. BONAYON**  
Mun. Budget Officer

APPROVED:

  
**JASSIE LOU TAÑALA**  
Municipal Mayor



## UNFILLED VACANT POSITIONS (JUNE-NOVEMBER 2023)

**SB OFFICE**  
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A. MUN. MAYOR'S OFFICE:	2023 APPROPRIATIONS	OBLIGATED (UTILIZED)	BALANCE	TO BE REVERTED/ REPROGRAMMED	TO BE RETAINED AS PER ON-GOING PROGRAM
<b>1. Security Officer II ( SG-15/1) (JAN-NOV, 2023)</b>					
Salaries	351,540.00	0.00	351,540.00	322,245.00	29,295.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	42,184.80	0.00	42,184.80	38,669.40	3,515.40
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	7,030.80	0.00	7,030.80	6,444.90	585.90
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>427,155.60</b>	<b>0.00</b>	<b>427,155.60</b>	<b>391,559.30</b>	<b>35,596.30</b>
<b>2. PRIVATE SECRETARY II (SG-15/1) (JAN-MAY)</b>					
Salaries	351,540.00	175,770.00	175,770.00	146,475.00	29,295.00
PERA	24,000.00	12,000.00	12,000.00	10,000.00	2,000.00
Life & Ret.	42,184.80	21,092.40	21,092.40	17,577.00	3,515.40
Pagibig	1,200.00	600.00	600.00	500.00	100.00
Philheath	7,030.80	3,515.40	3,515.40	2,929.50	585.90
E.C.	1,200.00	600.00	600.00	500.00	100.00
<b>TOTAL</b>	<b>427,155.60</b>	<b>213,577.80</b>	<b>213,577.80</b>	<b>177,981.50</b>	<b>35,596.30</b>
<b>3. Executive Assistant (SG 14/1) (JAN-OCT, 2023)</b>					
Salaries	324,888.00	0.00	324,888.00	270,740.00	54,148.00
PERA	24,000.00	0.00	24,000.00	20,000.00	4,000.00
Life & Ret.	38,986.56	0.00	38,986.56	32,488.80	6,497.76
Pagibig	1,200.00	0.00	1,200.00	1,000.00	200.00
Philheath	6,497.76	0.00	6,497.76	5,414.80	1,082.96
E.C.	1,200.00	0.00	1,200.00	1,000.00	200.00
<b>TOTAL</b>	<b>396,772.32</b>	<b>0.00</b>	<b>396,772.32</b>	<b>330,643.60</b>	<b>66,128.72</b>
<b>B. SB SECRETARY'S OFFICE</b>					
<b>1. Reproduction Medicine Operator III (SG 7/1) (JAN-NOV, 2023)</b>					
Salaries	178,752.00	0.00	178,752.00	163,856.00	14,896.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	21,450.24	0.00	21,450.24	19,662.72	1,787.52
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	3,575.04	0.00	3,575.04	3,277.12	297.92
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>230,177.28</b>	<b>0.00</b>	<b>230,177.28</b>	<b>210,995.84</b>	<b>19,181.44</b>

<b>C. MUN. PLANNING &amp; DEVT. OFFICE</b>					
<b>1. Mun. Planning &amp; Dev't. Coordinator (SG 24/1) (Jan-July, 2023)</b>					
Salaries	864,744.00	0.00	864,744.00	504,434.00	360,310.00
PERA	24,000.00	0.00	24,000.00	14,000.00	10,000.00
Life & Ret.	103,769.28	0.00	103,769.28	60,532.08	43,237.20
Pagibig	1,200.00	0.00	1,200.00	700.00	500.00
Philheath	17,294.88	0.00	17,294.88	10,088.68	7,206.20
E.C.	1,200.00	0.00	1,200.00	700.00	500.00
<b>TOTAL</b>	<b>1,012,208.16</b>	<b>0.00</b>	<b>1,012,208.16</b>	<b>590,454.76</b>	<b>421,753.40</b>
<b>2. STATISTICIAN I (SG 11/1) (Jan-Nov, 2023)</b>					
Salaries	259,200.00	0.00	259,200.00	237,600.00	21,600.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	31,104.00	0.00	31,104.00	28,512.00	2,592.00
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	5,184.00	0.00	5,184.00	4,752.00	432.00
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>321,888.00</b>	<b>0.00</b>	<b>321,888.00</b>	<b>295,064.00</b>	<b>26,824.00</b>
<b>D. MUN. HEALTH OFFICE</b>					
<b>1. Midwife II (SG 11/1) (Jan-Nov, 2023)</b>					
Salaries	324,000.00	0.00	324,000.00	297,000.00	27,000.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	38,880.00	0.00	38,880.00	35,640.00	3,240.00
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	6,480.00	0.00	6,480.00	5,940.00	540.00
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>395,760.00</b>	<b>0.00</b>	<b>395,760.00</b>	<b>362,780.00</b>	<b>32,980.00</b>
<b>E. MUN. CIVIL REGISTRAR'S OFFICE</b>					
<b>1. Mun. Civil Registrar (SG 24/1) (Jan-Nov)</b>					
Salaries	864,744.00	0.00	864,744.00	792,682.00	72,062.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	103,769.28	0.00	103,769.28	95,121.84	8,647.44
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	17,294.88	0.00	17,294.88	15,853.64	1,441.24
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>1,012,208.16</b>	<b>0.00</b>	<b>1,012,208.16</b>	<b>927,857.48</b>	<b>84,350.68</b>
<b>F. MUN. ASSESSOR'S OFFICE</b>					
<b>1. Mun. Assissor (SG 24/1) (Aug-Nov)</b>					
Salaries	968,520.00	564,970.00	403,550.00	322,840.00	80,710.00

PERA	24,000.00	14,000.00	10,000.00	8,000.00	2,000.00
Life & Ret.	116,222.40	67,796.40	48,426.00	38,740.80	9,685.20
Pagibig	1,200.00	700.00	500.00	400.00	100.00
Philheath	19,200.00	11,200.00	8,000.00	6,400.00	1,600.00
E.C.	1,200.00	700.00	500.00	400.00	100.00
<b>TOTAL</b>	<b>1,130,342.40</b>	<b>659,366.40</b>	<b>470,976.00</b>	<b>376,780.80</b>	<b>94,195.20</b>
<b>2. Assessment Clerk I (SG 4/1) (Jan-Nov)</b>					
Salaries	149,628.00	0.00	149,628.00	137,159.00	12,469.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	17,955.36	0.00	17,955.36	16,459.08	1,496.28
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00
Philheath	2,992.56	0.00	2,992.56	2,743.18	249.38
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>196,975.92</b>	<b>0.00</b>	<b>196,975.92</b>	<b>180,561.26</b>	<b>16,414.66</b>
<b>G. MUN. AGRICULTURE OFFICE</b>					
<b>1. Agriculturist II (SG 15/1) (Jan-Aug, 2023) (2 items)</b>					
Salaries	351,540.00	87,885.00	263,655.00	234,360.00	29,295.00
PERA	24,000.00	6,000.00	18,000.00	16,000.00	2,000.00
Life & Ret.	42,184.80	10,546.20	31,638.60	21,092.40	10,546.20
Pagibig	1,200.00	300.00	900.00	800.00	100.00
Philheath	7,030.80	1,757.70	5,273.10	4,687.20	585.90
E.C.	1,200.00	300.00	900.00	800.00	100.00
<b>TOTAL</b>	<b>427,155.60</b>	<b>106,788.90</b>	<b>320,366.70</b>	<b>277,739.60</b>	<b>42,627.10</b>
	<b>X2=854,311.20</b>	<b>X2=213,577.80</b>	<b>X2=640,733.40</b>	<b>X2=555,479.20</b>	<b>X2=85,254.20</b>
<b>2. Agriculturist Technologist (SG 10/1) (2 items) (Sept-Nov)</b>					
Salaries	228,120.00	152,080.00	76,040.00	57,030.00	19,010.00
PERA	24,000.00	16,000.00	8,000.00	6,000.00	2,000.00
Life & Ret.	27,374.40	18,249.60	9,124.80	6,843.60	2,281.20
Pagibig	1,200.00	800.00	400.00	300.00	100.00
Philheath	4,562.40	3,041.60	1,520.80	1,140.60	380.20
E.C.	1,200.00	800.00	400.00	300.00	100.00
<b>TOTAL</b>	<b>286,456.80</b>	<b>190,971.20</b>	<b>95,485.60</b>	<b>71,614.20</b>	<b>23,871.40</b>
	<b>X2=572,913.60</b>	<b>X2=381,942.40</b>	<b>X2=190,971.20</b>	<b>X2=143,228.40</b>	<b>X2=47,742.80</b>
<b>3. Agriculturist Technologist (SG 10/1) (Jan-Nov)</b>					
Salaries	228,120.00	0.00	228,120.00	209,110.00	19,010.00
PERA	24,000.00	0.00	24,000.00	22,000.00	2,000.00
Life & Ret.	27,374.40	0.00	27,374.40	25,093.20	2,281.20
Pagibig	1,200.00	0.00	1,200.00	1,100.00	100.00

Philheath	4,562.40	0.00	4,562.40	4,182.20	380.20
E.C.	1,200.00	0.00	1,200.00	1,100.00	100.00
<b>TOTAL</b>	<b>286,456.80</b>	<b>0.00</b>	<b>286,456.80</b>	<b>262,585.40</b>	<b>23,871.40</b>
<b>H. MUN. TREASURER'S OFFICE</b>					
<b>1. Assistant Mun. Treasurer (SG-22) (Jan-Nov)</b>					
Salaries	686,508.00	0.00	686,508.00	549,028.46	137,479.54
PERA	24,000.00	0.00	24,000.00	0.00	24,000.00
Life & Ret.	82,380.96	0.00	82,380.96	0.00	82,380.96
Pagibig	1,200.00	0.00	1,200.00	0.00	1,200.00
Philheath	13,730.16	0.00	13,730.16	0.00	13,730.16
E.C.	1,200.00	0.00	1,200.00	0.00	1,200.00
<b>TOTAL</b>	<b>809,019.12</b>	<b>0.00</b>	<b>809,019.12</b>	<b>549,028.46</b>	<b>259,990.66</b>
<b>GRAND TOTAL</b>	<b>8,073,344.16</b>	<b>1,468,464.40</b>	<b>6,604,879.76</b>	<b>5,355,000.00</b>	<b>1,249,879.76</b>

SB OFFICE  
**RECEIVED**  
 DATE: 12/20/2023 11:29 AM  
 BY: *Mrcosa*

**SUMMARY OF APPROPRIATIONS, OBLIGATION & BALANCES SUBJECT FOR REVERSION (M.O.O.E)**

PARTICULARS	APPROPRIATIONS	OBLIGATED (UTILIZED)	BALANCE	TO BE REVERTED/REPROGRAMMED	TO BE RETAINED AS PER ON GOING PROGRAM
<b>A. MUN. MAYOR'S OFFICE</b>					
1. TRAVELLING EXPENSE	726,000.00	298,460.38	427,539.62	400,000.00	27,539.62
2. TRAINING EXPENSE	726,000.00	242,678.33	483,321.67	400,000.00	83,321.67
<b>TOTAL</b>	<b>1,452,000.00</b>	<b>541,138.71</b>	<b>910,861.29</b>	<b>800,000.00</b>	<b>110,861.29</b>
<b>B. MUN. VICE-MAYOR'S OFFICE</b>					
1. TRAVELLING EXPENSE	110,000.00	92,530.00	17,470.00	7,000.00	10,470.00
2. OTHER SUPPLIES & MATERIALS EXP.	242,000.00	69,230.50	172,769.50	150,000.00	12,769.50
<b>TOTAL</b>	<b>352,000.00</b>	<b>161,760.50</b>	<b>190,239.50</b>	<b>157,000.00</b>	<b>23,239.50</b>
<b>C. SB OFFICE</b>					
1. TRAVELLING EXPENSE	825,000.00	425,000.00	400,000.00	300,000.00	100,000.00
2. OFFICE SUPPLIES EXP.	121,000.00	100,544.00	20,456.00	5,000.00	15,456.00
3. OTHER SUPPLIES & MATERIALS EXP.	2,200,000.00	361,150.00	1,838,850.00	1,623,000.00	215,850.00
<b>TOTAL</b>	<b>3,146,000.00</b>	<b>886,694.00</b>	<b>2,259,306.00</b>	<b>1,928,000.00</b>	<b>331,306.00</b>
<b>D. OFFICE OF THE SB SECRETARY</b>					
1. TRAVELLING EXPENSE	66,000.00	28,920.00	37,080.00	30,000.00	7,080.00
2. TRAINING EXPENSE	33,000.00	19,500.00	13,500.00	10,000.00	3,500.00
<b>TOTAL</b>	<b>99,000.00</b>	<b>48,420.00</b>	<b>50,580.00</b>	<b>40,000.00</b>	<b>10,580.00</b>
<b>E. OFFICE OF THE MUN. ACCOUNTANT</b>					
1. TRAVELLING EXPENSE	110,000.00	50,000.00	60,000.00	50,000.00	10,000.00
2. TRAINING EXPENSE	88,000.00	72,800.00	15,200.00	8,000.00	7,200.00
<b>TOTAL</b>	<b>198,000.00</b>	<b>122,800.00</b>	<b>75,200.00</b>	<b>58,000.00</b>	<b>17,200.00</b>
<b>F. OFFICE OF THE MUNICIPAL ENGINEER</b>					
1. TRAVELLING EXPENSE	84,700.00	39,296.00	45,404.00	35,000.00	10,404.00
<b>TOTAL</b>	<b>84,700.00</b>	<b>39,296.00</b>	<b>45,404.00</b>	<b>35,000.00</b>	<b>10,404.00</b>
<b>G. OFFICE OF THE MPDC</b>					
1. TRAVELLING EXPENSE	89,540.00	61,042.43	28,497.57	20,000.00	8,497.57
2. TRAINING EXPENSE	36,300.00	24,500.00	11,800.00	8,000.00	2,800.00
<b>TOTAL</b>	<b>125,840.00</b>	<b>85,542.43</b>	<b>40,297.57</b>	<b>28,000.00</b>	<b>11,297.57</b>

<b>H. OFFICE OF THE MSWD OFFICER</b>					
1. TRAVELLING EXPENSE	72,600.00	7,775.00	64,825.00	55,000.00	9,825.00
2. TRAINING EXPENSE	54,450.00	0.00	54,450.00	52,000.00	2,450.00
<b>TOTAL</b>	<b>127,050.00</b>	<b>7,775.00</b>	<b>119,275.00</b>	<b>107,000.00</b>	<b>12,275.00</b>
<b>I. OFFICE OF THE MUNICIPAL HEALTH OFFICER</b>					
1. TRAVELLING EXPENSE (MHO)	96,800.00	39,250.00	57,550.00	45,000.00	12,550.00
2. TRAVELLING EXPENSE (PHW,RHM,RSI)	217,800.00	188,405.00	29,395.00	20,000.00	9,395.00
3. OFFICE SUPPLIES EXPENSE	72,600.00	57,026.60	15,573.40	10,000.00	5,573.40
<b>TOTAL</b>	<b>387,200.00</b>	<b>284,681.60</b>	<b>102,518.40</b>	<b>75,000.00</b>	<b>27,518.40</b>
<b>J. OFFICE OF THE MUN. CIVIL REGISTRAR</b>					
1. OFFICE SUPPLIES EXPENSE	48,400.00	27,504.36	20,895.64	15,000.00	5,895.65
<b>TOTAL</b>	<b>48,400.00</b>	<b>27,504.36</b>	<b>20,895.64</b>	<b>15,000.00</b>	<b>5,895.65</b>
<b>K. OFFICE OF THE MUN. ASSESSOR</b>					
1. OFFICE SUPPLIES EXPENSE	133,100.00	68,774.40	64,325.60	50,000.00	14,325.60
<b>TOTAL</b>	<b>133,100.00</b>	<b>68,774.40</b>	<b>64,325.60</b>	<b>50,000.00</b>	<b>14,325.60</b>
<b>L. OFFICE OF THE MUN. AGRICULTURIST</b>					
1. TRAVELLING EXPENSE	175,450.00	52,935.00	122,515.00	110,000.00	12,515.00
2. TRAINING EXPENSE	60,500.00	0.00	60,500.00	60,000.00	500.00
3. OFFICE SUPPLIES EXPENSE	80,000.00	13,284.70	66,715.30	50,000.00	16,715.30
<b>TOTAL</b>	<b>315,950.00</b>	<b>66,219.70</b>	<b>249,730.30</b>	<b>220,000.00</b>	<b>29,730.30</b>
<b>M. OFFICE OF THE MUN. TREASURER</b>					
1. TRAVELLING EXPENSE	341,000.00	150,040.00	190,960.00	160,000.00	30,960.00
2. TRAINING EXPENSE	220,000.00	40,000.00	180,000.00	170,000.00	10,000.00
<b>TOTAL</b>	<b>561,000.00</b>	<b>190,040.00</b>	<b>370,960.00</b>	<b>330,000.00</b>	<b>40,960.00</b>
<b>N. OFFICE OF THE MUNICIPAL ADMINISTRATOR</b>					
1. TRAVELLING EXPENSE	70,000.00	0.00	70,000.00	60,000.00	10,000.00
2. TRAINING EXPENSE	60,000.00	0.00	60,000.00	60,000.00	0.00
3. OFFICE SUPPLIES EXPENSE	70,000.00	0.00	70,000.00	60,000.00	10,000.00
<b>TOTAL</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>180,000.00</b>	<b>20,000.00</b>
<b>O. OFFICE OF THE GENERAL SERVICES</b>					
1. TRAVELLING EXPENSE	88,000.00	0.00	88,000.00	75,000.00	13,000.00
2. TRAINING EXPENSE	27,500.00	0.00	27,500.00	20,000.00	7,500.00
3. OFFICE SUPPLIES	55,000.00	26,982.85	28,017.15	20,000.00	8,017.15
<b>TOTAL</b>	<b>170,500.00</b>	<b>26,982.85</b>	<b>143,517.15</b>	<b>115,000.00</b>	<b>28,517.15</b>

<b>MAYOR'S OFFICE SUB-OFFICES</b>						
<b>I. POPCOM/NUTRITION OFFICE</b>						
1. TRAINING EXPENSE	90,750.00	15,028.00	75,722.00	65,000.00	10,722.00	
2. OTHER SUPPLIES & MATERIALS	121,000.00	43,876.00	77,124.00	65,000.00	12,124.00	
<b>TOTAL</b>	<b>211,750.00</b>	<b>58,904.00</b>	<b>152,846.00</b>	<b>130,000.00</b>	<b>22,846.00</b>	
<b>II. INFORMATION/SOLID WASTE MGT. OFFICE</b>						
1. TRAINING EXPENSE	50,000.00	12,246.88	37,753.12	35,000.00	2,753.12	
2. OFFICE SUPPLIES EXP.	60,000.00	35,552.68	24,447.32	20,000.00	4,447.32	
3. OTHER SUPPLIES & MATERIALS EXP.	150,000.00	16,509.02	133,490.98	130,000.00	3,490.98	
<b>TOTAL</b>	<b>260,000.00</b>	<b>64,308.58</b>	<b>195,691.42</b>	<b>185,000.00</b>	<b>10,691.42</b>	
<b>III. LICENSE INSPECTION OFFICE</b>						
1. TRAVELLING EXPENSE	50,000.00	12,670.00	37,330.00	35,000.00	2,330.00	
2. TRAINING EXPENSE	30,250.00	0.00	30,250.00	30,000.00	250.00	
3. OFFICE SUPPLIES EXPENSE	80,000.00	56,222.70	23,777.30	0.00	23,777.30	
<b>TOTAL</b>	<b>160,250.00</b>	<b>68,892.70</b>	<b>91,357.30</b>	<b>65,000.00</b>	<b>26,357.30</b>	
<b>IV. HUMAN RESOURCE MGT. OFFICE</b>						
1. TRAVELLING EXP.	55,000.00	0.00	55,000.00	50,000.00	5,000.00	
2. TRAINING EXP.	82,500.00	0.00	82,500.00	80,000.00	2,500.00	
<b>TOTAL</b>	<b>137,500.00</b>	<b>0.00</b>	<b>137,500.00</b>	<b>130,000.00</b>	<b>7,500.00</b>	
<b>V. SPECIAL SERVICES OFFICE</b>						
1. OFFICE SUPPLIES EXPENSE	60,000.00	0.00	60,000.00	60,000.00	0.00	
<b>TOTAL</b>	<b>60,000.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>60,000.00</b>	<b>0.00</b>	
<b>VI. BARANGAY AFFAIRS OFFICE</b>						
1. TRAVELLING EXPENSE	25,000.00	0.00	25,000.00	24,000.00	1,000.00	
2. TRAINING EXPENSE	30,000.00	0.00	30,000.00	28,000.00	2,000.00	
3. OFFICE SUPPLIES EXPENSE	30,000.00	0.00	30,000.00	28,000.00	2,000.00	
<b>TOTAL</b>	<b>85,000.00</b>	<b>0.00</b>	<b>85,000.00</b>	<b>80,000.00</b>	<b>5,000.00</b>	
<b>VII. MDRRM OFFICE</b>						
1. TRAVELLING EXPENSE	35,000.00	0.00	35,000.00	25,000.00	10,000.00	
2. TRAINING EXPENSE	30,000.00	0.00	30,000.00	25,000.00	5,000.00	
3. OFFICE SUPPLIES	40,000.00	0.00	40,000.00	40,000.00	0.00	
<b>TOTAL</b>	<b>105,000.00</b>	<b>0.00</b>	<b>105,000.00</b>	<b>90,000.00</b>	<b>15,000.00</b>	
<b>VIII. PESO</b>						
1. TRAVELLING EXPENSE	25,000.00	5,215.00	19,785.00	18,000.00	1,785.00	

2. TRAINING EXPENSE	20,000.00	6,000.00	14,000.00	14,000.00	0.00
3. OFFICE SUPPLIES	30,000.00	8,220.00	21,780.00	20,000.00	1,780.00
<b>TOTAL</b>	<b>75,000.00</b>	<b>19,435.00</b>	<b>55,565.00</b>	<b>52,000.00</b>	<b>3,565.00</b>
<b>IX. INTERNAL AUDITOR'S</b>					
1. TRAVELLING EXPENSE	30,000.00	0.00	30,000.00	28,000.00	2,000.00
2. TRAINING EXPENSE	20,000.00	0.00	20,000.00	18,000.00	2,000.00
3. OFFICE SUPPLIES	50,000.00	0.00	50,000.00	48,000.00	2,000.00
<b>TOTAL</b>	<b>100,000.00</b>	<b>0.00</b>	<b>100,000.00</b>	<b>94,000.00</b>	<b>6,000.00</b>
<b>X. MUN. INVRONMENTAL MGT. OFFICE</b>					
1. OFFICE SUPPLIES	60,000.00	0.00	60,000.00	58,000.00	2,000.00
<b>TOTAL</b>	<b>60,000.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>58,000.00</b>	<b>2,000.00</b>
<b>XI. NATIONAL OFFICES-AUDITOR'S OFFICE</b>					
1. TRAVELLING EXPENSE	44,000.00	12,544.86	31,455.14	25,000.00	6,455.14
2. TRAINING EXPENSE	33,000.00	0.00	33,000.00	32,000.00	1,000.00
<b>TOTAL</b>	<b>77,000.00</b>	<b>12,544.86</b>	<b>64,455.14</b>	<b>57,000.00</b>	<b>7,455.14</b>
<b>XII. JUDGE OFFICE</b>					
1. OFFICE SUPPLIES EXPENSE	22,000.00	0.00	22,000.00	20,000.00	2,000.00
<b>TOTAL</b>	<b>22,000.00</b>	<b>0.00</b>	<b>22,000.00</b>	<b>20,000.00</b>	<b>2,000.00</b>
<b>XIII. LGOO OFFICE</b>					
1. TRAVELLING EXPENSE	30,000.00	0.00	30,000.00	28,000.00	2,000.00
2. TRAINING EXPENSE	30,000.00	0.00	30,000.00	28,000.00	2,000.00
3. OFFICE SUPPLIES	30,000.00	9,572.00	20,428.00	15,000.00	5,428.00
<b>TOTAL</b>	<b>90,000.00</b>	<b>9,572.00</b>	<b>80,428.00</b>	<b>71,000.00</b>	<b>9,428.00</b>
<b>XIV. BUREAU OF FIRE PROTECTION</b>					
1. TRAVELLING EXPENSE	22,000.00	0.00	22,000.00	20,000.00	2,000.00
2. TRAINING EXPENSE	22,000.00	0.00	22,000.00	20,000.00	2,000.00
3. OFFICE SUPPLIES	27,500.00	14,100.00	13,400.00	13,000.00	400.00
<b>TOTAL</b>	<b>71,500.00</b>	<b>14,100.00</b>	<b>57,400.00</b>	<b>53,000.00</b>	<b>4,400.00</b>
<b>XV. OFFICE OF PHIL. NAT'L. POLICE</b>					
1. TRAVELLING EXPENSE	22,000.00	0.00	22,000.00	20,000.00	2,000.00
2. TRAINING EXPENSE	22,000.00	0.00	22,000.00	22,000.00	0.00
3. OFFICE SUPPLIES EXPENSE	22,000.00	0.00	22,000.00	20,000.00	2,000.00
<b>TOTAL</b>	<b>66,000.00</b>	<b>0.00</b>	<b>66,000.00</b>	<b>62,000.00</b>	<b>4,000.00</b>
<b>LOCAL ECONOMIC ENTERPRISE</b>					



<b>A. MUNICIPAL ECONOMIC ENT. OFFICE</b>					
1. TRAVELLING EXPENSE	80,000.00	5,338.00	74,662.00	60,000.00	14,662.00
2. TRAINING EXPENSE	100,000.00	0.00	100,000.00	95,000.00	5,000.00
3. OFFICE SUPPLIES EXPENSE	150,000.00	67,844.47	82,155.53	80,000.00	2,155.53
<b>TOTAL</b>	<b>330,000.00</b>	<b>73,182.47</b>	<b>256,817.53</b>	<b>250,000.00</b>	<b>6,817.53</b>
<b>B. PUBLIC CEMETERY</b>					
1. TRAVELLING EXPENSE	22,000.00	2,650.00	19,350.00	10,000.00	9,350.00
<b>C. OFFICE OF THE MGT. OF RECREATIONAL &amp; CULTURAL UNITS</b>					
1. OFFICE SUPPLIES EXPENSE	55,000.00	0.00	55,000.00	50,000.00	5,000.00
<b>D. OFFICE OF THE TOURISM OFFICE</b>					
1. TRAVELLING EXPENSE	50,000.00	35,503.44	14,496.56	9,000.00	5,496.56
2. TRAINING EXPENSE	50,000.00	0.00	50,000.00	40,000.00	10,000.00
3. OFFICE SUPPLIES EXPENSE	60,000.00	31,061.92	28,938.08	20,000.00	8,938.08
<b>TOTAL</b>	<b>160,000.00</b>	<b>66,565.36</b>	<b>93,434.64</b>	<b>80,000.00</b>	<b>13,434.64</b>
<b>E. OFFICE OF THE MUNICIPAL WATER SERVICES</b>					
1. OFFICE SUPPLIES EXPENSE	100,000.00	0.00	100,000.00	85,000.00	15,000.00
<b>GRAND TOTAL</b>	<b>9,648,740.00</b>	<b>2,947,785.52</b>	<b>6,700,955.48</b>	<b>5,820,000.00</b>	<b>880,955.48</b>



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF LEYTE  
MUNICIPAL OF JARO

**EMPLOYEE'S ORGANIZATION-MANAGEMENT CONSULTATIVE COMMITTEE**

December 19, 2023

**HON. JASSIE LOU TAÑALA**  
Municipal Mayor  
LGU-Jaro

We hereby recommend incentive that the following employees are eligible to receive an Collective Negotiation Agreement (CNA) for the year 2023 in pursuant with the Local Budget Circular No.2023-01 dated **November 10, 2023**, and Administrative Order (AO) No. 135's 2005 authorizes the grant of the CNA Incentive to government employees and directs the Department Budget and Management (DBM) to issue the necessary policy and procedural guidelines for this implementation.

Full Collective Negotiation Agreement (CNA) incentive shall be given to employees who are in the active service as of December 15, 2023 and rendered services of at least four (4) months of Satisfactory service from January to December 15, 2023 whether continuous or intermitted. Employees who rendered less than four (4) months of and still in the government service as of December 15, 2023 shall be given a proportion of share using the formula below:

- 1 month or less  $\frac{1}{4}$
- 2 months but less than 3 months  $\frac{2}{4}$
- 3 months but less than 4 months  $\frac{3}{4}$

In addition, each Department Heads or Section heads shall submit accomplishment report as September 30, 2023. Moreover, the LGU Jaro, should have accomplished, as of September 30, 2023 at least an average of 70% of all the targets under its Programs/Projects/Activities approved in the LGU Jaro Budget for FY 2023.

NO.	NAMES OF ELECTIVE OFFICIALS	CNA INCENTIVE	10% withheld
1	TAÑALA, JASSIE LOU	25,000.00	
2	ARBAS, RODRIGO C.	25,000.00	2,500.00
3	QUE, JONELL MARTIN	25,000.00	2,500.00
4	KATANGKATANG, LANDILINO	25,000.00	2,500.00
5	EMNAS, JULIAN	25,000.00	2,500.00
6	ALTRES, FRANCISCO	25,000.00	2,500.00
7	PROMIDA, LEO ANGELO	25,000.00	2,500.00
8	ELISES, GUADELBERTO SR.	25,000.00	2,500.00
9	SALGADO, ALEXANDER	25,000.00	2,500.00
10	AURE, REY	25,000.00	2,500.00
11	FAMILIAR, BIANCA MAE	NOV. 30	

NO.	NAME DEPARTMENT HEADS	CNA INCENTIVE	10% withheld
12	ARAÑEZ, RITA E.	25,000.00	2,500.00
13	BONAYON, JUANCHO C.	25,000.00	
14	BORJA, NICOMEDES	25,000.00	2,500.00
15	CALABIA, JUDY	25,000.00	2,500.00
16	BALTAZAR, NELIA	25,000.00	2,500.00
17	ACBO, CORAZON	25,000.00	2,500.00
18	PARADO, JUDY	25,000.00	
19	QUIÑONES, PEMPE	25,000.00	
20	TAMAYO, NESTOR	25,000.00	
21	LIGAYAN, ESTRELLA	25,000.00	2,500.00
22	RIBO, CRISTABEL	25,000.00	2,500.00

NO.	NAME OF RANK AND FILE	CNA INCENTIVE	
23	ABELLERA, ALEJANDRA P.	25,000.00	
24	ABORITA, ARVIN D.	25,000.00	
25	ARGUELLES, RINAH R.	25,000.00	
26	BATAN, KIRBY JOSEPH M.	25,000.00	
27	BATO, GERALYN S.	25,000.00	
28	CAMUGAO, EVANGELINE A.	25,000.00	
29	CAONES, LENIVIT M.	25,000.00	
30	CASTILLANO, FELIPE A.	25,000.00	
31	CASTILLANO, VERONICA S.	25,000.00	
32	CORSANES, MA. LUISA R.	25,000.00	
33	CORSANES, RANULFO JR.	25,000.00	
34	ESCALONA, IDA M.	25,000.00	
35	GARRIDO, EFREN	25,000.00	
36	GO, JOEL H.	25,000.00	
37	GONZALES, MA. LOURDES	25,000.00	
38	JAMORABON, SHERLYN	25,000.00	
39	MAPAIT, LEA	25,000.00	
40	MESIAS, ARMANDO	25,000.00	
41	MOLO, WILFREDO	25,000.00	
42	NAVARRA, MA. THERESA MARISSA	25,000.00	
43	OBINA, RENATO	25,000.00	
44	POLO, THERESA	25,000.00	
45	RAGANIT, LUZ D.	25,000.00	
46	RIBO, MARICEL CORAZON D.	25,000.00	
47	SUPERABLE, TITA	25,000.00	
48	TAMAYO, REDONIA	25,000.00	
49	TAN, CHERYL YU	25,000.00	
50	TAN, TEOFILO	25,000.00	
51	TY, ALETHA LINA S.	25,000.00	
52	YUNTING, SONIA	25,000.00	
53	BAGUILOD, DIVINA	25,000.00	
54	CALUNSAG, MARILOU	25,000.00	
55	DAGODOG, JANEY	25,000.00	
56	DALOMIAS, JOANNA MARIE	25,000.00	
57	GAYAS, JOEL	25,000.00	
58	MERCADO, IAN PAULO	25,000.00	
59	CATIVO, JULIUS	25,000.00	
60	OREL, ROBERTA	25,000.00	
61	TESADO, PHIELA	25,000.00	
62	TROTA, ZOILO II	25,000.00	
63	VEGA, HUBERT KEITH	25,000.00	

NO.	NAM	RANK AND FILE	CNA IP	TIVE	10% withheld
64	ZABALA, CAROL		25,000.00		2,500.00
65	ABELLA, PAULINA		25,000.00		2,500.00
66	APORDO, RENATO		25,000.00		2,500.00
67	ARBAS, NILO		25,000.00		2,500.00
68	AURELIO, VILLA M.		25,000.00		2,500.00
69	BARTE, LUCILIA		25,000.00		2,500.00
70	BATUCAN, EUGENE		25,000.00		2,500.00
71	BRAVO, JOEY		25,000.00		2,500.00
72	BRAVO, MARIBETH		25,000.00		2,500.00
73	CABALONA, RENATO		25,000.00		2,500.00
74	CAMILLER, ILLUMINADO		25,000.00		2,500.00
75	CANABER, ELISA		25,000.00		2,500.00
76	CAÑEGA, ELMA		25,000.00		2,500.00
77	CORNISTA, IRENE		25,000.00		2,500.00
78	DABLO, JAY		25,000.00		2,500.00
79	ENALES, ARIEL		25,000.00		2,500.00
80	ENALES, ARNOEL		25,000.00		2,500.00
81	ENALES, MANOLO		25,000.00		2,500.00
82	ESPINOSA, ALFREDO JR.		25,000.00		2,500.00
83	FALLORINA, BENEDICTO		25,000.00		2,500.00
84	GADO, DEXTER		25,000.00		2,500.00
85	GARRIDO, ANALIZA		25,000.00		2,500.00
86	GARRIDO, JOCELYN		25,000.00		2,500.00
87	GARRIDO, ROMEO		25,000.00		2,500.00
88	GO, TEOFILA		25,000.00		2,500.00
89	HORCA, ROMEO		25,000.00		2,500.00
90	IBAÑEZ, ALEXANDER		25,000.00		2,500.00
91	LABOGA, JEAN		25,000.00		2,500.00
92	LABASTIDA, RUTH O.		25,000.00		2,500.00
93	LIZARONDO, MARIA WILMA		25,000.00		2,500.00
94	LLAGAS, MIGUEL		25,000.00		2,500.00
95	LORA, EDWIN		25,000.00		2,500.00
96	LUMPAY, GLISA		25,000.00		2,500.00
97	MACANIP, NELSON		25,000.00		2,500.00
98	MATUGINAS, MELANIA		25,000.00		2,500.00
99	MOLABOLA, CHERRY		25,000.00		2,500.00
100	MONTEL, LETECIA		25,000.00		2,500.00
101	PAGPAGUITAN, JOCELYN		25,000.00		2,500.00
102	PALADIN, JOEL		25,000.00		2,500.00
103	PANAO, RUFO		25,000.00		2,500.00
104	QUILAQUIL, EDWIN		25,000.00		2,500.00
105	QUIÑONES, NORINDA SOCCORO		25,000.00		2,500.00
106	RAAGAS, EDGAR		25,000.00		2,500.00
107	RESTOR, MELBEN		25,000.00		2,500.00
108	ROSCO, ROSSANA		25,000.00		2,500.00
109	SILAO, JULIE		25,000.00		2,500.00
110	SOLAR, RENATO		25,000.00		2,500.00
111	SOLEDAD, VERNON		25,000.00		2,500.00
112	SUPERABLE, JUNNIFER		25,000.00		2,500.00
113	SURBAN, MINDA		25,000.00		2,500.00
114	TUALLA, ISAIAS		25,000.00		2,500.00
115	TUALLA, MARLOU		25,000.00		2,500.00
116	ABETO, MICHAEL		25,000.00		2,500.00


NO.	NAME OF RANK AND FILE	DATE	CNA INCENTIVE
117	AZCARRAGA, COOKIE		25,000.00
118	BERRER, AGNES		25,000.00
119	BORJA, JOCELYN		25,000.00
120	MESIAS, PERVICAL		25,000.00
121	TONEL, LIZA		25,000.00
122	TROTA, ROMEO		25,000.00
123	AÑOVER, JAY MARIE		25,000.00
124	KATANGKATANG, LAURO CALVIN		25,000.00
125	LIPORADA, NOLLY		25,000.00
126	MAGALLANES, JESSICA		25,000.00
127	TAMAYO, JOSE		25,000.00

NO.	NON MEMBER ( NOT YET REGISTER)	CNA INCENTIVE	10% WITHHELD
1	ARGUILLES, THELMA	25,000.00	2,500.00
2	KATANGKATANG, TERESIT	25,000.00	2,500.00
3	ARBAS, NICOL	25,000.00	2,500.00
4	GARCIA, ELVIE	25,000.00	2,500.00
5	MORFE, ANALIZA	25,000.00	2,500.00
6	KATANGKATANG, MIGUEL	25,000.00	2,500.00
7	LEGASPI, LILIBETH	25,000.00	2,500.00
8	MORFE, KENNETH.	25,000.00	2,500.00
9	ARGUILLES, ROGELIO	25,000.00	2,500.00
10	MOLABOLA, RAUL	25,000.00	2,500.00
11	CAONES, GERERDO		25,000.00

NO.	NAME OF CASUAL	DATE OF APPOINTMENT	CNA INCENTIVE
1	ADLAWAN, AZALIM	JULY 1, 2022	
2	ALBONIDA, ARMIEJCEL	FEB.1, 2023	
3	AÑOVER, RAUL	NOV.2, 2023	
4	AZCARRAGA, AIJANE	FEB.1, 2023	
5	BACABAC, RICARDO	JUNE 1,2023	
6	BONAYON, JUANCHO JR.	FEB.1, 2023	
7	CAGADOC, EMMANUEL	JULY 1,2022	
8	CAÑAS, ALFIE	FEB.1, 2023	
9	CAONES, REYNALDO	JULY 1, 2022	
10	CUNA, AILENE	FEB. 1, 2023	
11	DAÑO, JOEL	JULY 1,2022	
12	DELA CUESTA, EUGENIO	FEB.1, 2023	
13	DIOLA, CHARMAINE	SEPT.1, 2022	
14	DIONALDO, MICHAEL	FEB.1, 2023	
15	DRILON, RHOD	FEB.1, 2023	
16	DUMAS, SHIENNA	FEB.1, 2023	
17	GAQUIT, MELBERT	FEB.1, 2023	
18	GARIANDO, MICHAEL	NOV.2, 2023	
19	GARRIDO, RUBEN	NOV.2, 2023	
20	GERONES, JUVY ANN	FEB.1, 2023	
21	GONZALES, BRYAN	FEB.1, 2023	
22	GRANA, EFREN	NOV.2, 2023	
23	HORCA, RUFINO	FEB.1, 2023	
24	IDANO, MARIA LUISA	FEB.1, 2023	
25	KATANGKATANG, JULIUS CEASAR	FEB.1, 2023	
26	LAUSIN, ADRIAN	JULY 1, 2022	
27	LAGROSA,ANTONNETTE	FEB.1, 2023	
28	LORICA, JOVEN	JULY 1, 2022	
29	MACANIP, ARNEL	FEB.1, 2023	
30	MANADONG, REY	FEB.1, 2023	
31	MENDOZA, ANNIKA	AUGUST 1, 2022	
32	MOMO LERSON	SEPT 1, 2022	

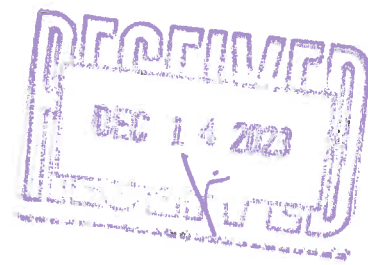
33	MORFE, CESAR	NOV. 2, 2022	
34	PELEÑO, ERALYN	FEB.1, 2023	
35	PETILLOS, RITCHIE	FEB.1, 2023	
36	PONTILLAS, NELSON	FEB.1, 2023	
37	RAGRAG, CESARIO	JUNE 1, 2023	
38	RAGRAG, ROSALINDA	FEB.1, 2023	
39	RETULLA, BLANCHE	FEB.1, 2023	
40	HORCA, LOWELA	FEB.1, 2023	
41	ROMBO, ROSEELE	FEB.1, 2023	
42	ROSCO, ABIEGALE	FEB.1, 2023	
43	ROYO, MARY GRACE	FEB.1, 2023	
44	SARI, DINAH	FEB.1, 2023	
45	SECORATA, IMIE	FEB.1, 2023	
46	SECORATA, JAYSON	NOV. 2, 2022	
47	TUAZON, APRIL ROSE	FEB.1, 2023	
48	VINEGAS, GINA	FEB.1, 2023	
49	ZABALA, RONAN JAY	FEB.1, 2023	
50	BADILLA, JAIME	NOV. 16, 2023	
51	LARIDO, ARNULFO JR.	NOV. 16, 2023	
52	ARGUILLES, MARK PETER	NOV. 21, 2023	

PREPARED BY:

  
**SONIA A. YUNTING**  
**JLGUEA PRESIDENT**



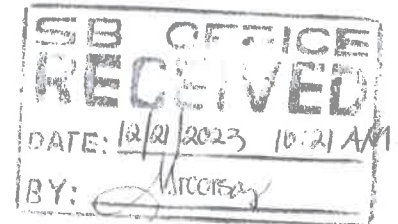
Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Jaro  
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## HUMAN RESOURCE MANAGEMENT OFFICE

December 12, 2023

**MR. NESTOR C. TAMAYO**  
Municipal Treasurer  
LGU – Jaro



This is to certify that the following regular/coterminous employees are eligible to receive **Service Recognition Incentive (SRI)** for FY 2023 in pursuant with **Administrative Order No. 12** dated December 7, 2023 and they met the requirements of the law as follows:

1. The personnel are still in the government service as of November 30, 2023.
2. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2023, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
3. The employees have not received any additional year-end benefit in FY 2023 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

1.	Abella Paulina D.
2.	Abellera Alejandra O.
3.	Abeto Michael A.
4.	Aborita Arvin D.
5.	Acbo Corazon A.
6.	Añover Jay Marie S.
7.	Apordo Renato A.
8.	Arañez Rita E.
9.	Arbas Nicol G.
10.	Arbas Nilo S.
11.	Arguelles Rinah R.
12.	Arguilles Thelma B.
13.	Arguilles Rogelio B.
14.	Aurelio Villa M.
15.	Azcarraga Kokie Grace T.
16.	Baguilod Divina G.
17.	Baltazar Nelia G.
18.	Barte Lucila L.
19.	Batan Kirby Joseph M.
20.	Bato Geralyn S.
21.	Batucan Eugene A.
22.	Berrer Agnes C.
23.	Bonayon Juancho C.
24.	Borja Jocelyn C.
25.	Borja Nicomedes R.
26.	Bravo Joey O.
27.	Bravo Maribeth C.
28.	Cabalona Reynato C.
29.	Cabello- UY Stephanie Lyssa
30.	Calabia Judy N.

31.	Calunsag Marilou T.
32.	Camiller Iluminado
33.	Camugao Evangeline A.
34.	Canaber Elisa P.
35.	Cañega Elma C.
36.	Caones Lenivit M.
37.	Castillano Felipe A.
38.	Castillano Veronica S.
39.	Cativo Julius B.
40.	Cornista Irene S.
41.	Corsanes Maria Luisa R.
42.	Corsanes Ranulfo Jr A.
43.	Dablo Jay B.
44.	Dagodog Janet L.
45.	Dalomias Joanna Marie V.
46.	Enales Ariel B.
47.	Enales Arnoel B.
48.	Enales Manolo M.
49.	Escalona Ida M.
50.	Espinosa Alfredo Jr H.
51.	Fallorina Benedicto D.
52.	Gado Dexter R.
53.	Garcia Elvie A.
54.	Garrido Ana Liza D.
55.	Garrido Efren C.
56.	Garrido Jocelyn N.
57.	Garrido Romeo R.
58.	Gayas Joel B.
59.	Go Joel H.
60.	Go Teofila L.

61.	Gonzales Ma. Lourdes N.
62.	Horca Romeo S.
63.	Ibañez Alexander A.
64.	Jamorabon Sherlyn F.
65.	Katangkatang Lauro Calvin T.
66.	Katangkatang Ma. Teresita Y.
67.	Katangkatang Miguel S.
68.	Labastida Ruth O.
69.	Laboga Jean S.
70.	Legaspi Lilibeth R.
71.	Ligayan Estrella C.
72.	Liporada Nolly R.
73.	Lizarondo Maria Wilma T.
74.	Llagas Miguel J.
75.	Lora Edwin G.
76.	Lumpay Glisa M.
77.	Macanip Nelson C.
78.	Magallanes Jessica S.
79.	Mapait Lea A.
80.	Matuguinas Melania P.
81.	Mercado Ian Paulo C.
82.	Mesias Armando P.
83.	Mesias Percival B.
84.	Molabola Cherry T.
85.	Molabola Raul A.
86.	Molo Wilfredo R.
87.	Montel Letecia B.
88.	Morfe Analiza A.
89.	Morfe Kenneth D.
90.	Navarra Ma. Teresa Marissa
91.	Obiña Renato B.
92.	Orel Robeta L.
93.	Pagpaguitan Jocelyn C.
94.	Paladin Joel G.
95.	Panao Rufo G.
96.	Parado Judy G.

97.	Polo Therese Corazon C.
98.	Quilaquil Edwin A.
99.	Quiñones Norinda Socorro R.
100.	Quiñones Pempe C.
101.	Raagas Edgar
102.	Raganit Luz D.
103.	Caones, Gerardo I.
104.	Restor Melben C.
105.	Ribo Maricel Corazon D.
106.	Rosco Rosana O.
107.	Silao Julie T.
108.	Solar Renato M.
109.	Soledad Vernon O.
110.	Superable Junnifer C.
111.	Superable Tita B.
112.	Surban Milda L.
113.	Tamayo Jose R.
114.	Tamayo Nestor C.
115.	Tamayo Redonia K.
116.	Tan Cheryl Y.
117.	Tan Teofilo Jr
118.	Tesado Phiela Q.
119.	Tonel Liza C.
120.	Trota Romeo Jr S.
121.	Trota Zoilo II S. -
122.	Tualla Isaias Y. Jr
123.	Tualla Marlou P.
124.	Ty Aletha Lina S.
125.	Vega Hubert Keith B.
126.	Yunting Sonia A.
127.	Zabala Carol L.
128.	Baltar Marlon C.
129.	Ribo Christabel M. - August 16, 2023(40%)
130.	Tupaz Joel A. - November 3, 2023 (10%)

**PREPARED BY:**

**JUDY G. PARADO, CPA**  
Municipal Accountant/OIC-HRMO

**APPROVED:**

**JASSIE LOU TAÑALA**  
Municipal Mayor





Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Jaro  
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## HUMAN RESOURCE MANAGEMENT OFFICE

December 12, 2023

**MR. NESTOR C. TAMAYO**  
Municipal Treasurer  
LGU – Jaro

This is to certify that the following elective officials are eligible to receive **Service Recognition Incentive (SRI)** for FY 2023 in pursuant with **Administrative Order No. 12** dated December 7, 2023 and they met the requirements of the law as follows:

1. The personnel are still in the government service as of November 30, 2023.
2. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2023, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
3. The employees have not received any additional year-end benefit in FY 2023 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

	<b>NAME</b>	<b>POSITION</b>
1.	Tañala Jassie Lou	Municipal Mayor
2.	Arbas Rodrigo C.	Municipal Vice Mayor
3.	Que Jonell Martin A.	SB Member
4.	Katangatang Landilino T.	SB Member
5.	Emnas Julian L.	SB Member
6.	Altres Francisco R.	SB Member
7.	Pormida Leo Angelo T.	SB Member
8.	Elises Gualberto V.	SB Member
9.	Salgado Alexander N.	SB Member
10.	Aure Rey P.	SB Member

**PREPARED BY:**

**JUDY G. BARADO, CPA**  
Municipal Accountant/OIC-HRMO

**APPROVED:**

**JASSIE LOU TAÑALA**  
Municipal Mayor



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Jaro  
- oOo -

## HUMAN RESOURCE MANAGEMENT OFFICE

December 12, 2023

**MR. NESTOR C. TAMAYO**  
Municipal Treasurer  
LGU – Jaro

This is to certify that the following casual employees are eligible to receive **Service Recognition Incentive (SRI)** for FY 2023 in pursuant with **Administrative Order No. 12** dated December 7, 2023 and they met the requirements of the law as follows:

1. The personnel are still in the government service as of November 30, 2023.
2. The personnel have rendered at least a total or an aggregate of four (4) months of satisfactory service as of November 30, 2023, inclusive of services rendered under any of the alternative work arrangements prescribed by the Civil Service Commission.
3. The employees have not received any additional year-end benefit in FY 2023 over and above the benefit authorized under Republic Act (RA) No. 6686, as amended by RA No. 8441.

1.	Adlawan Azalim G.	26	Lausin Adrian R.
2.	Albonida Armiejcel T.	27	Logrosa Antonnette A.
3.	Añover Raul T.	28	Lorica Joven B.
4.	Azcarraga Aijane T.	29	Macanip Arnel G.
5.	Bacabac Ricardo S.	30	Manadong Rey D.
6.	Bonayon Juancho O.	31	Momo Lerson B.
7.	Cagadoc Emmanuel A.	32	Morfe Cesar I.
8.	Cañas Ma. Alfie L.	33	Mendoza Anikka R.
9.	Caones Reynaldo R.	34	Peleño Eralyn S.
10.	Cuña Aileen L.	35	Petilos Ritchie L.
11.	Daño Joel Jr. R.	36	Pontillas Nelson M.
12.	Dela Cuesta Eugenio D.	37	Ragrag Cesario Jr. B.
13.	Diola Charmaine R.	38	Ragrag Rosalinda S.
14.	Dionaldo Michael B.	39	Retulla Blance P.
15.	Drilon Rod J.	40	Rogero Lowela R.
16.	Dumas Shienna R.	41	Rombo Roselle P.
17.	Gaquit Melbert M.	42	Rosco Abiegale G.
18.	Gariando Michael B.	43	Royo Mary Grace R.
19.	Garrido Ruben M.	44	Sari Dinah C.
20.	Gerones Juvy Ann B.	45	Secorata Imie C.
21.	Gonzales Bryan L.	46	Secorata Jayson B.
22.	Grana Efren C.	47	Tuazon April Rose R.
23.	Horca Rufino C.	48	Vinegas Gina B.
24.	Idano Maria Luisa R.	49	Zabala Ronan Jay C.
25.	Katangkatang Julius Cesar M.	50.	Larido Arnulfo S. Jr –
		51.	Badilla Jaime B. – November 16, 2023 (10%)
		52.	Arguelles Mark Peter R. – November 16, 2023 (10%)

PREPARED BY:

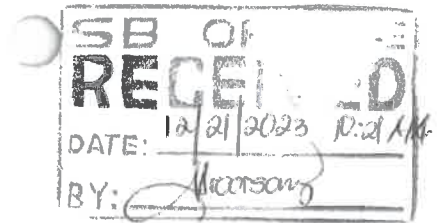
**JUDY G. PARADO, CPA**  
Municipal Accountant/OIC-HRMO

APPROVED:

**JASSIE LOPEZ TAÑALA**  
Municipal Mayor



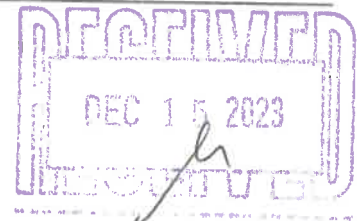
Republic of the Philippines  
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Municipality of Jaro  
Jaro, Leyte  
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## HUMAN RESOURCE MANAGEMENT OFFICE

December 18, 2023

MR. NESTOR C. TAMAYO  
Municipal Treasurer  
LGU-Jaro



This is to certify that the following Job Order/Contractual Employees are eligible to receive a **One-Time Gratuity Pay** to Contract of Service and Job Order Workers in government for FY 2023 in pursuant with **Administrative Order No. 13** dated **December 7, 2023** and they met the requirements of the law as follows:

1. All workers whose services are engaged through COS and JO, who have rendered a total or an aggregate of **at least four (4) months** of actual satisfactory performance of service, as stipulated in their respective contracts, as of December 15, 2023 and whose contract are still effective as of the same date, may be granted a one-time Gratuity Pay not exceeding **Five Thousand Pesos (P5,000.00)** each.
2. Those who have rendered less than four (4) months of actual satisfactory performance of service, as stipulated in their respective contracts, as of 15 December 2023, and whose contracts are still effective as of the same date, may also be granted the one-time Gratuity Pay, on a *pro rata* basis, as follows:

Length of Service	Amount of Gratuity Pay
3 months but less than 4 months	Not exceeding P4,000
2 months but less than 3 months	Not exceeding P3,000
Less than 2 months	Not exceeding P2,000

### **JOB ORDER (P5,000.00)**

1	Aballa, Antonio C.
2	Aballa, Carlo C.
3	Aballa, Nelson C.
4	Abejar, Ranny Angelo P.
5	Abenio, Dino S.
6	Abenio, Lexter B.
7	Aborita, Abelardo A. Jr.
8	Aborita, Jennelyn G.
9	Acuba, Rosita
10	Ador, Leo
11	Agres, Ariel
12	Agres, Lorlyn M.

13	Alao, Ramil C.
14	Albonida, Fride D.
15	Albonida, Mia Jane S.
16	Algas, Wen Mark M.
17	Altres, Jonas B.
18	Altres, Leo B.
19	Alvero, Danilo S.
20	Aninao, Clare
21	Añover, Alden I.
22	Antonio, Robin C.
23	Aponte, Dulcisima
24	Apordo, Remark D.



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 PROVINCE OF LEYTE  
 Municipality of Jaro  
 Jaro, Leyte  
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25	Arante, Karen C.
26	Artoza, Joel K.
27	Aure, Iluminado P.
28	Aure, Mary Rose
29	Avila, Ericson B.
30	Bajon, Ariel C.
31	Balasanos, Federico P.
32	Balasanos, Samuel
33	Baloloy, Arnulfo
34	Barraza, Mary Grace R.
35	Barraza, Rolando Jr.
36	Batis, Benedicto B.
37	Batucan, Meljhon H.
38	Berdan, Salvador S.
39	Bertulfo, Michael C.
40	Bocol, Roselyn B.
41	Bollicer, Melbert Q.
42	Bondad, Oscar
43	Borlagon, Randy
44	Bravo, Randy
45	Bustillo, Rose Marie P.
46	Cabarrubias, Juvelyn A.
47	Cabarrubias, Silverio S.
48	Cabelin, Cayo B. Jr.
49	Cabelin, Jonnel
50	Cabelin, Novo G.
51	Cajustin, Helena A.
52	Camiller, Daisy C.
53	Camiller, Richelle Mae A.
54	Cañeso, Kirby
55	Cañete, Graciella Marie B.
56	Capaycapay, Joel P.
57	Carido, Marianito
58	Cartalla, Geoffrey Tyrell R.
59	Castillano, Eddie
60	Chavez, Catherine P.
61	Chavez, Roger
62	Chua, Quintin Jr.
63	Claridad, Mervin B.
64	Cloma, Chester Kyle C.
65	Clor, Marilyn O.
66	Colango, Anaclito C.
67	Colibao, Johnrey C.

68	Corales, Marivic L.
69	Corsanes, Carlito B.
70	Costibolo, Jaime Jr V.
71	Dades, Jeffrey B.
72	Dapunan, Segundiano
73	De Guzman, Jill Rose A.
74	De Los Reyes, Darell P.
75	Diola, Jason S.
76	Diola, Leo M. Jr.
77	Dionaldo, Frankie P.
78	Dionaldo, Ruel U.
79	Doroja, Allan C.
80	Dugue, Sunny
81	Dula, Niño
82	Dula, Romeo R. Jr.
83	Duyag, Justine Rey L.
84	Emaden, Gregorio
85	Embodo, Ronnel A.
86	Fallorina, Bernardo Jr M.
87	Fallorina, Raul
88	Fami, Karl John Q.
89	Flores, Joey
90	Galtano, Leadel
91	Gaquit, Jacqueline
92	Gardon, Ruel
93	Gariando, Jocelyn A.
94	Gariando, Leo
95	Garnace, Ericson A.
96	Garra, Eduardo Y.
97	Garra, Rachel A.
98	Garrido, Emer
99	Garrido, Ernie M.
100	Garrido, Francis A.
101	Garrido, Marianita L.
102	Garrido, Noeldren
103	Garrido, Ronnie
104	Gebe, Ian Clyde
105	Glore, Rudy C.
106	Glori, Edilberto
107	Go, Ofelia B.
108	Grana, James A.
109	Grana, Noel R.
110	Grana, Roberto R.



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 Jaro, Leyte  
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111	Gutierrez, Alma
112	Horca, Charlie S.
113	Horca, Lorenza
114	Horca, Nestor D.
115	Horca, Noreen A.
116	Huntong, Norma C.
117	Idano, Ailyn C.
118	Idano, Angelica E.
119	Idano, Rizalina
120	Idano, Thelma H.
121	Indina, Michael L.
122	Jabonero, Federico C.
123	Jervoso, Mateo S.
124	Katangkatang, Calvin
125	Katangkatang, Christian P.
126	Katangkatang, Katrina A.
127	Katangkatang, Welson D.
128	Labastida, Efren
129	Labastida, Niconemos M.
130	Lagaday, Gaytte S.
131	Lagado, Carmela M.
132	Lagado, Junielou
133	Lanaque, Chrys V.
134	Lariosa, Baldomero T.
135	Lariosa, Lorenzo M.
136	Laus, Wilson M.
137	Lebajo, Remegio F.
138	Lego, Jessa Mai
139	Lego, Lina
140	Lego, Raul D.
141	Liporada, Marivic H.
142	Llagas, Miguel C. Jr.
143	Llena, Antonio T.
144	Llena, Bienvinido
145	Llena, Efren F. Jr.
146	Llena, Esmael
147	Llena, Ferdinand
148	Llena, Renante M.
149	Llena, Rufo T.

150	Lorica, Erwin
151	Lorica, Joel
152	Lumpay, Artemio D.
153	Macanip, Christian Ray S.
154	Macanip, Gil
155	Macanip, Maggie V.
156	Macellones, Niño Ronnel
157	Magallanes, Analiza J.
158	Mandalones, Joyce M.
159	Maningo, Arcenio L.
160	Maningo, Beverly R.
161	Maningo, Reymark M.
162	Marmita, John Rey A.
163	Medalla, Archimedes
164	Mendaza, Romeo
165	Mesa, Florencio C.
166	Mesias, Ryan B.
167	Miralles, Arjay
168	Miralles, Florencio
169	Miranda, Cristina
170	Miranda, Jennifer D.
171	Molo, Reynaldo R.
172	Momo, Bernadeth
173	Momo, Glenda B.
174	Navarrete, Jonard A.
175	Nicanor, Lolita E.
176	Nicol, Camilo P.
177	Nicol, Reynaldo
178	Niemes, Charito
179	Niemes, Elmar
180	Nuevarez, Beverly B.
181	Nuevarez, Gilbert
182	Nuevarez, Limuel
183	Obiña, Noel A.
184	Ocampo, Alex S.
185	Ocampo, Dennis
186	Olopernes, Rey
187	Otom, Juvy P.
188	Pabo, Roque S.



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189	Palacio, Efren G.
190	Palacio, Iluminado M. Jr.
191	Palacio, Josephine R.
192	Palacio, Roy L.
193	Panim, Allan L.
194	Pederi, Karol M.
195	Pedrosa, Leandro
196	Piangco, Rinante M.
197	Polo, Emmanuel Philip C.
198	Pontejos, Gil
199	Pontilan, Julius
200	Pontillas, Angelyn L.
201	Pore, Florencio D.
202	Pore, Irish B.
203	Pore, Judy Ann G.
204	Posos, Marlene M.
205	Quimno, Marvin G.
206	Raagas, Anthony P.
207	Ragrag, Evangeline M.
208	Ramirez, Crisente
209	Rañen, Arlyn
210	Reazon, Melvin Z.
211	Recio, Razzel John
212	Regacho, Rey
213	Regacho, Reymark C.
214	Regato, Junrey
215	Regis, Rodel H.
216	Regis, Rommel H.
217	Relevo, Danilo
218	Reli, Marcillus
219	Repani, Richelle G.
220	Retita, Florito F.
221	Rizarde, Leah
222	Robel, Alberto R.
223	Rom, Lorina A.
224	Rombo, Marife P.
225	Rosco, Conrado B. Jr.
226	Rosco, Francisco G. Jr.
227	Royo, Gerry
228	Salaño, Angela Mae P.
229	Salvador, Angeline
230	Samson, Den Mar P.

231	Sanita, Karen C.
232	Sardido, Isagani
233	Secorata, Rose Marie M.
234	Secorata, Trina A.
235	Silva, Federico A.
236	Solayao, Christian P.
237	Superable, Alicia G.
238	Superable, Jumel P.
239	Superable, Junie R.
240	Superable, Marlie C.
241	Superable, Ramil D.
242	Susaya, Rommel O.
243	Susaya, Ruhmar L.
244	Talinio, April Ann G.
245	Tamayo, Daniel P.
246	Tamayo, Gil A.
247	Tamayo, Jovy A.
248	Tañada, Arrie U.
249	Tañada, Nikko A.
250	Tano, Bernadette
251	Terrado, Marlon P.
252	Terrora, Lerma G.
253	Torre Franca, Nelwen A.
254	Villamor, Alwin C.
255	Villamor, Daniel Ramil P.
256	Villena, Isagani T.
257	Zaplan, Inosencio
258	Artoza, Raul
259	Tuazon, Nestor
260	Llena, Armando
261	Miranda, Cristina



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### JOB ORDER

**P4,000**

262	Menil, Nelson (Sept. 1, 2023)
263	Tabaya, Brix (Aug. 16, 2023)

**P3,000**

264	Sabio, Jethro (Sept. 18, 2023)
265	Abegan, Jan Frederick (Sept. 18, 2023)

**P2,000**

266	Tamayo, Tiburcio Jr. (NOV. 16, 2023)
267	Tan, Rosten Maurice (Nov. 16, 2023)
268	Suela, Wendell (Nov. 16, 2023)

### CONTRACT OF SERVICE

**P5,000**

1	ADOR KRISTINE MAE R.
2	ALCANTARA MARTIN
3	HORCA, MARIA ANA
4	BATUCAN RUBEN D.
5	CABANGISAN ROSALINA G.
6	CAIGOY JULIE A.
7	CHU RICKY T.
8	CORNISTA JOSELITO B.
9	MESIAS JETHRO A.
10	REYES, LOREVILLE
11	SAGORIO VIOL R.
12	SUPERABLE ANTHONY A.
13	MONDRAGON, CHERRY N.

**P5,000**

1	HAYAHAY, GERRY RENZ E.
2	CATIVO, MARTIN JR.
3	TAÑALA, JORGE A.
4	TAN, NOEL C.
5	SUPERABLE, DONATO
6	ALBONIDA, SIMFORIANO
7	ROYO, ROLAND T.
8	ARTOZA, JOSE
9	LAURENTE, RACHEL
10	MOLABOLA, IAN HOMER
11	IBAÑEZ, JONAHLYN B.
12	KIM D. MACANIP, MD

Prepared by:

JUDY G. PARADO, CPA  
Mun. Accountant/HRMO-Designate

Approved by:

JASSIE LOU TAÑALA  
Municipal Mayor



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Jaro, Leyte  
-oOo-

189	Palacio, Efren G.
190	Palacio, Iluminado M. Jr.
191	Palacio, Josephine R.
192	Palacio, Roy L.
193	Panim, Allan L.
194	Pederi, Karol M.
195	Pedrosa, Leandro
196	Piangco, Rinante M.
197	Polo, Emmanuel Philip C.
198	Pontejos, Gil
199	Pontilan, Julius
200	Pontillas, Angelyn L.
201	Pore, Florencio D.
202	Pore, Irish B.
203	Pore, Judy Ann G.
204	Posos, Marlene M.
205	Quimno, Marvin G.
206	Raagas, Anthony P.
207	Ragrag, Evangeline M.
208	Ramirez, Crisente
209	Rañen, Arlyn
210	Reazon, Melvin Z.
211	Recio, Razzel John
212	Regacho, Rey
213	Regacho, Reymark C.
214	Regato, Junrey
215	Regis, Rodel H.
216	Regis, Rommel H.
217	Relevo, Danilo
218	Reli, Marcillus
219	Repani, Richelle G.
220	Retita, Florito F.
221	Rizarde, Leah
222	Robel, Alberto R.
223	Rom, Lorina A.
224	Rombo, Marife P.
225	Rosco, Conrado B. Jr.
226	Rosco, Francisco G. Jr.
227	Royo, Gerry
228	Salaño, Angela Mae P.

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234	Secorata, Trina A.
235	Silva, Federico A.
236	Solayao, Christian P.
237	Superable, Alicia G.
238	Superable, Jumel P.
239	Superable, Junie R.
240	Superable, Marlie C.
241	Superable, Ramil D.
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243	Susaya, Ruhmar L.
244	Talinio, April Ann G.
245	Tamayo, Daniel P.
246	Tamayo, Gil A.
247	Tamayo, Jovy A.
248	Tañada, Arrie U.
249	Tañada, Nikko A.
250	Tano, Bernadette
251	Terrado, Marlon P.
252	Terrora, Lerma G.
253	Torre Franca, Nelwen A.
254	Villamor, Alwin C.
255	Villamor, Daniel Ramil P.
256	Villena, Isagani T.
257	Zaplan, Inosencio
258	Artoza, Raul
259	Tuazon, Nestor
260	Llena, Armando
261	Macanip Pedro

*SW: Jaro*  
*12-19-23*





Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

**TANGGAPAN NG SANGGUNIANG BAYAN**

**MINUTES OF THE SPECIAL SESSION OF THE SANGGUNIANG BAYAN  
OF JARO, LEYTE HELD AT THE SB SESSION HALL LEGISLATIVE BUILDING  
ON DECEMBER 21, 2023**

**PRESENT:**

HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member & Majority Floor Leader
HON. LEO ANGELO T. PORMIDA	-SB Member
HON. GUALBERTO V. ELISES	-SB Member & Presiding Officer Pro-Tempore
HON. REY P. AURE	-SB Member
HON. ALMA A. TAMAYO	-SB Member/LIGA Fed.-President
HON. VIANCA MAE N. FAMILAR	-SB Member/SK Fed.-President

**ABSENT:**

HON. RODRIGO C. ARBAS	-Municipal Vice-Mayor-On Official Leave
HON. ALEXANDER N. SALGADO	-SB Member-Excused

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**CALL TO ORDER, ONE MINUTE SILENT PRAYER, SINGING OF THE NATIONAL ANTHEM, ROLL CALL AND READING AND APPROVAL OF PREVIOUS MINUTES**

As provided for under the SB Internal Rules and Procedures, in the absence of the SB Regular Presiding Officer the SB Presiding Officer Pro-Tempore shall preside over the SB Session.

At this time, Honorable Gualberto V. Elises, called to order the Special Session of the Sangguniang Bayan, and then request the SB members to stand for the prayer and National Anthem,

**PRAYER**

The Body offered the Sanggunian one-minute silent prayer.

**PAMBASANG AWIT**

The Body sang the Pambansang Awit

*Jc* *Familari*

*h. N. I.*

*Spfmmms*

**ROLL CALL**

The Chair request the SB Secretary to call the roll to determine the quorum, as follows:


**PRESENT:**

HON. JONELL MARTIN A. QUE	-SB Member
HON. LANDILINO T. KATANGKATANG	-SB Member
HON. JULIAN L. EMNAS	-SB Member
HON. FRANCISCO R. ALTRES	-SB Member
HON. LEO ANGELO T. PORMIDA	-SB Member-Official Travel
HON. GUALBERTO V. ELISES	-SB Member
HON. ALEXANDER N. SALGADO	-SB Member
HON. REY P. AURE	-SB Member
HON. ALMA A. TAMAYO	-SB Member/LIGA Fed.-President
HON. VIANCA MAE N. FAMILAR	-SB Member/SK Fed.-President

**ABSENT:**

HON. RODRIGO C. ARBAS	-Vice-Mayor & Presiding Officer/ On Official Leave
HON. ALEXANDER N. SALGADO	-SB Member-Excused



*The Chair opines and said that with Nine (9) SB members present declared the SB Special Session open at 9:48 in the morning, and then request Hon. Francisco R. Altres, SB Majority Floor Leader to proceed to the order of business for the day.*



I. **BUSINESS FOR THE DAY:**

**ITEM NO.1. PROPONENT: HONORABLE LEO ANGELO T. PORMIDA**  
Chairman Committee on Finance, Budget and Appropriations

A RESOLUTION ADOPTING MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2023-4, SERIES OF 2023, ENTITLED: A RESOLUTION APPROVING SUPPLEMENTAL INVESTMENT PLAN (SIP) NO. 02, FOR THE CURRENT YEAR 2023, AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE.



**RESOURCE PERSON:**

1. Mr. Juancho C. Bonayon-Municipal Budget Officer
2. Mr. Hubert Keith B. Vega-LEE Officer/Representative from MPDO

Hon. Leo Angelo T. Pormida took the floor and then moves the above proposal and it was duly seconded by Hon. Julian L. Emnas, Hon. Francisco R. Altres, and Hon. Alma A. Tamayo, and Hon. Vianca Mae N. Familiar, and then after the Chair declare for the plenary discussion of the above proposed measure.

Hon. Pormida opines and request the Chair to recognize Mr. Bonayon and Mr. Vega, who have been requested to attend the SB Special Session, as the resource for the adoption of MDC Resolution N0. 2023-4, Series of 2023 and for the final approval of Supplemental Budget No.2, Series of 2023.

The Chair recognizes Mr. Vega and Mr. Bonayon and then request them to apprise more the Sangguniang Bayan pertaining to the Municipal Development Council (MDC-Resolution N0.2023-4, Series of 2023).

Mr. Vega took the floor and then informed the Body that the Local Finance Committee members has attended the Municipal Development Council meeting on December 18, 2023, to present the Supplemental Investment Plan (SIP) N0.2, for the current year 2023, for their approval.

Likewise, Mr. Bonayon, informed also the Body that the MDC has been fully apprise on the purpose of the SIP-N0.2, Series of 2023, which is basically to request for funding from the Council to support Supplemental Budget N0.2, Series of 2023.

The Chair opines and then ask from the Body for any other inquiry to the resource persons, and hearing none from the floor, request Hon. Pormida to offer the final motion, and it was duly seconded en masse by the Body.

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*gntmms*

And then after the Chair declare, that Item N0. 01, under the business for the day, which is for the approval of MDC-Resolution N0. 4, Series of 2023, has been moved, carried and then approved en masse by the August Body.

ITEM NO.2. APPROVAL ON THIRD-AND-FINAL-READING:  
PROPONENT: HONORABLE LEO ANGELO T. PORMIDA  
Chairman, Committee on Finance, Budget and Appropriations

APPROPRIATION ORDINANCE NO. 03  
SERIES OF 2023

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 02, SERIES OF 2023, INVOLVING AN AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), INTENDED FOR COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNA), SERVICE RECOGNITION INCENTIVE (SRI) AND GRATUITY PAY TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.

Hon. Leo Angelo T. Pormida opines and then informed the Body that the proposed ordinance is already compliant to the three-reading principles, and then after moves for the approval of the proposed ordinance under the third-and-final reading, and it was duly seconded en masse by the SB members present.

And then after the Chair declare, that Item N0. 02, under the business for the day, which is for the approval of Supplemental Budget N0.02, and enacting Appropriation Ordinance N0. 03, Series of 2023 has been moved, carried and then approved en masse by the August Body under the third-and-final-reading

And with no more business to be transacted on motion of Hon. Francisco R. Altres, to adjourn duly seconded, the Chair declares the **SB Special Session adjourned at 11:48 A.M.**

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*Jo Gamelan*

*h Mi ni*

*Francisco R. Altres*

**SB SPECIAL SESSION EXCERPT  
 ORDINANCES/RESOLUTIONS:**

ITEM NO. 1 PROPONENT: HONORABLE LEO ANGELO T. FORMIDA  
 Chairman, Committee on Finance, Budget and Appropriations

A RESOLUTION ADOPTING MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2023-4, SERIES OF 2023, ENTITLED: A RESOLUTION APPROVING SUPPLEMENTAL INVESTMENT PLAN (SIP) NO. 02, FOR THE CURRENT YEAR 2023, AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE.

**WHEREAS**, presented to the Body by the Chairman of the Committee on Finance, budget and Appropriations is MDC Resolution 2023-4, Series of 2023 for consideration and adoption by the Sangguniang Bayan;

**WHEREAS**, MDC-Resolution N0. 2023-4, Series of 2023, has approved the Supplemental Investment Plan (SIP) N0. 02, for the Current Year 2023 in the amount of *ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00)*, to be allocated and be utilized for the personnel services and various expenditures of the Municipality of Jaro, Leyte, as follows

Particulars/Purpose	AIP Ref. Code	Object of Expenditures	Acct. Code	Amount
1. Collective Negotiation Agreement (CNA)	1000	Other Bonuses & Allowances	5-01-02-990	P 5,820,000.00
2. Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
3. Improvement of Public Market (M.O.-20% EDF)	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>TOTAL</b>				<b>P 11,175,000.00</b>

*Jo Gamulain*

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**WHEREAS**, the source of funds for the Supplemental Investment Plan (SIP) NO.2 for the Current Year 2023 in the total amount of **(PHP 11,175,000.00)** shall be as follows:

REVERSION OF FUNDS	Acct. Classification (PGCA)	AMOUNT
1. Vacant Item-PS Savings	Personnel Services	P 5,355,000.00
2. MOOE Saving	Maintenance & Other Operating Expenses	5,820,000.00
<b>TOTAL</b>		<b>P 11,175,000.00</b>

**NOW, THEREFORE**, on motion of **Honorable Leo Angelo T. Pormida**, duly seconded en masse, this Sangguniang Bayan-

**RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT MDC RESOLUTION NO. 2023-4, SERIES OF 2023, ENTITLED: "A RESOLUTION APPROVING SUPPLEMENTAL INVESTMENT PLAN (SIP) NO. 02, FOR THE CURRENT YEAR 2023, AMOUNTING TO ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), BE ALLOCATED AND BE UTILIZED FOR THE PERSONNEL SERVICES AND VARIOUS EXPENDITURES FOR THE MUNICIPALITY OF JARO, LEYTE";**

**RESOLVED FINALLY**, to furnish a copy of this resolution to the Municipal Mayor, MPDO, MDC and the Local Finance Committee and to other concerned municipal offices for their information and guidance

**APPROVED ON DECEMBER 21, 2023.**

ITEM NO.02 APPROVAL ON THIRD-AND-FINAL-READING:  
Appropriation Ordinance NO.3, Series of 2023

*J. Gamulari* *h. M. li* *[Signature]*  
*[Signature]*

**APPROPRIATION ORDINANCE NO.3  
SERIES OF 2023**

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 2, SERIES OF 2023, INVOLVING AN AMOUNT OF **ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php 11,175,000.00)**, INTENDED FOR COLLECTIVE NEGOTIATION AGREEMENT INCENTIVE (CNA), SERVICE RECOGNITION INCENTIVE (SRI), AND GRATUITY PAY TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF JARO, LEYTE.

**INTRODUCED BY: HONORABLE LEO ANGELO T. PORMIDA**  
Chairman Committee on Finance, Budget and Appropriations

**BE IT ORDAINED**, in Special Session assembled, that-

**SECTION 1.** The Supplemental Budget NO. 02, Series 2023 of the Local Government Unit of Jaro, Leyte for Fiscal Year 2023 in the total amount of Eleven Million One Hundred Seventy-Five Thousand Pesos (**Php 11,175, 000.00**), intended for Collective Negotiation Agreement Incentive (CNA), Service Recognition Incentive (SRI) and Gratuity Pay is hereby approved:

The budget documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. Statement of Funding Sources for Fiscal Year 2023 Certified by the Local Treasure and Local Accountant (LBP Budget Form N0.8), certifying as to the availability of Funds amounting to **Php 11,175,000.00** Pesos for disposal, and to support Supplemental Budget N0. 2, Series of 2023;
2. Certified Statement of Supplemental Appropriation from the Local Budget Officer, and duly approved by the Local Chief Executive (LBP Budget Form N0.9);
3. Municipal Ordinance N0. 22, Series of 2023-Entitled" AN ORDINANCE APPROVING THE REVERSION OF FUNDS IN THE TOTAL AMOUNT OF ELEVEN MILLION ONE HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 11,175,000.00), INTENDED FOR THE PAYMENT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) IN THE AMOUNT OF FIVE MILLION EIGHT HUNDRED TWENTY THOUSAND PESOS

*Jo Samuel h Ni i*

*Stamps*

(PHP 5,820,000.00), SERVICE RECOGNITION INCENTIVES (SRI) IN THE AMOUNT OF THREE MILLION EIGHT HUNDRED EIGHTY THOUSAND PESOS (PHP 3,880,000.00), AND GRATUITY PAY IN THE AMOUNT OF ONE MILLION FOUR HUNDRED SEVENTY-FIVE THOUSAND PESOS (PHP 1,475,000.00), TO ALL QUALIFIED MUNICIPAL OFFICIALS AND EMPLOYEES OF THE MUNICIPALITY OF JARO, LEYTE;”

4. SB Resolution NO. 330, Series of 2023, Adopting MDC-Resolution NO.2023-4, Series of 2023-Entitled: “A Resolution Approving the Supplemental Investment Plan (SIP), NO. 02, for the Current Year 2023, amounting to Eleven Million One Hundred Seventy-Five Thousand Pesos (Php 11,175, 000.00) be allocated and to be utilized for the Personnel Services and Various Expenditures for the Municipality of Jaro, Leyte”;
5. Summary of Appropriations, Obligations and Balances MOOE Subject for Reversion;
6. Summary of Appropriations, Obligations and Balances of Unutilized Appropriations of Unfilled Vacant Positions F.Y. 2023
7. List of qualified officials and employees of the Local Government Unit of Jaro, Leyte entitled to receive the benefit/incentive and/ or allowances.

**SECTION 2. SOURCE OF FUNDS** – The source of funds for the Supplemental Budget in the total amount of (P 11,175,000.00), shall be as follows:

REVERSION OF FUNDS	AMOUNT
3. Vacant Item-PS Savings January to November 2023	P 5,355,000.00
4. MOOE Savings	5,820,000.00
<b>TOTAL</b>	<b>P 11,175,000.00</b>

**SECTION 3. USE OF FUNDS** – The amount of (P 11,175, 000.00), is hereby appropriated for the Supplemental Budget of the Local Government Unit of Jaro, Leyte as follows:

*[Handwritten signatures and initials]*



Particulars/Purpose	AIP Ref. Code	Object of Expenditures	Acct. Code	Amount
4. Collective Negotiation Agreement Incentive (CNA)	1000	Other Bonuses & Allowances	5-01-04-990	P 5,820,000.00
5. Service Recognition Incentive (SRI)	1000	Other Bonuses & Allowances	5-01-02-990	3,880,000.00
6. Gratuity Pay	1000	Other Bonuses & Allowances	5-01-02-990	1,475,000.00
<b>TOTAL</b>				<b>P 11,175,000.00</b>

**SECTION 4.** *The Local Chief Executive is **hereby granted the authority** to implement the aforesaid benefits/Incentives under Section 3 of this Ordinance, and be given to all qualified officials and employees of the Local Government of Jaro, Leyte, subject to the usual Budgeting and Auditing Rules and Procedures;*

**SECTION 5.** *The Municipal Treasurer, Municipal Budget Officer and the Municipal Accountant all are official designated signatories of this LGU, are **hereby authorized** to facilitate the processing of the necessary documents for the implementation of this Supplemental Budget NO.02, Series of 2023 and the timely release of the aforesaid employee's incentives/benefits subject to the usual Budgeting and Auditing Rules and Procedures;*

**SECTION 6.** *This Supplemental Budget NO. 02, Series of 2023 shall take effect immediately upon its approval;*

**SECTION 7.** Let copy of this ordinance be furnished the Municipal Mayor, the Honorable Sangguniang Panlalawigan for review and approval, the Municipal Budget Officer, the Municipal Treasurer, the Municipal Accountant, the Local Finance Committee and the HRMO, and to other concerned local government offices for their information, guidance and appropriate action deemed necessary.

**ENACTED BY THE SANGGUNIANG BAYAN ON DECEMBER 21, 2023.**

**CONCURRED:**

  
 HON. JONELL MARTIN A. QUE  
 SB Member

  
 HON. LANDILINO T. KATANGKATANG  
 SB Member

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MINUTES OF THE SB SPECIAL  
SESSION HELD ON DECEMBER 21, 2023.**

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**HON. JULIAN L. EMNAS**  
SB Member

  
**HON. FRANCISCO R. ALTRES**  
SB Member/Majority Floor Leader

  
**HON. LEO ANGELO T. PORMIDA**  
SB Member

**HON. GUALBERTO V. ELISES**  
SB Member/Presiding Officer Pro-Tempore

**HON. ALEXANDER N. SALGADO**  
SB Member  
**Absent-Excused**


  
**HON. REY P. AURE**  
SB Member

  
**HON. ALMA A. TAMAYO**  
SB Member/LIGA FED.-President

  
**HON. VIANCA MAE N. FAMILAR**  
SB Member/SK FED.-President

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I HEREBY CERTIFY, to the correctness of the foregoing records of the proceedings.

  
**NICOMEDES R. BORJA**  
Secretary to the Sanggunian  
Board Secretary V

**ATTESTED:**

  
**HON. GUALBERTO V. ELISES**  
SB Presiding Officer Pro Tempore

**APPROVED:**

  
**HON. JASSIE LOU TAÑALA**  
Municipal Mayor