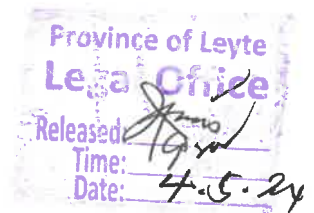


Item No.: 05  
Date: 23 2024 APR

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

## PROVINCIAL LEGAL OFFICE

2<sup>nd</sup> INDORSEMENT  
April 5, 2024



Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 097-24 of the Sangguniang of Bayan of Leyte, Leyte, recommending for the declaration of its validity, pursuant to its power under Section 56 (C) of R.A. 7160, to the opinion of the Provincial Legal Office (PLO), an exercise of the power under Section 443(c)<sup>i</sup> and 447 (vii) and (viii)<sup>ii</sup> of the Local Government Code.

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

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

<sup>i</sup> (c) The sangguniang bayan may:

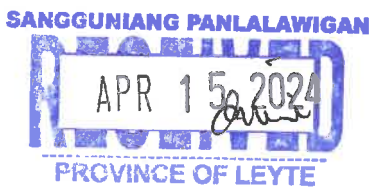
- (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof;
- (2) Create such other offices as may be necessary to carry out the purposes of the municipal government; or
- (3) Consolidate the functions of any office with those of another in the interest of efficiency and economy.

<sup>ii</sup> (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

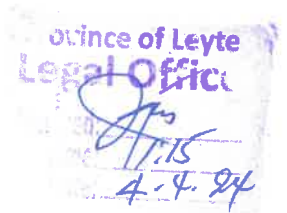
(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**



**1<sup>ST</sup> INDORSEMENT**  
04 April 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 097-24** of the **Municipality of LEYTE, LEYTE**, entitled: **An Ordinance Changing Item Position Title of Administrative Officer II (Community Affairs Officer 1) to Community Affairs Officer I, Under the Office of the Municipal Mayor with the same Item Number, Salary Grade, Functions and Qualifications.**

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



Republic of the Philippines  
**MUNICIPALITY OF LEYTE**  
LEYTE  
-o0o-

*Office of the Sangguniang Bayan*

**1<sup>st</sup> ENDORSEMENT**  
**April 1, 2024**

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Palo, Leyte, the herein **Municipal Ordinance No. 097-24 Entitled "AN ORDINANCE CHANGING THE POSITION TITLE OF ADMINISTRATIVE OFFICER II (COMMUNITY AFFAIRS OFFICER 1) TO COMMUNITY AFFAIRS OFFICER I, UNDER THE OFFICE OF THE MUNICIPAL MAYOR WITH THE SAME ITEM NUMBER, SALARY GRADE, FUNCTIONS AND QUALIFICATIONS.**

Attached herewith are the following :

1. Municipal Ordinance No. 097-24
2. Municipal Ordinance No. 070-21
3. Municipal Ordinance No. 074-22
4. Certificate of Posting

  
**VILMA D. COMBATE**  
SB Secretary



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

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON FEBRUARY 26, 2024 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

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

**MUNICIPAL ORDINANCE NO. 097-24**

**AN ORDINANCE CHANGING ITEM POSITION TITLE OF ADMINISTRATIVE OFFICER II (COMMUNITY AFFAIRS OFFICER 1) TO COMMUNITY AFFAIRS OFFICER I, UNDER THE OFFICE OF THE MUNICIPAL MAYOR WITH THE SAME ITEM NUMBER, SALARY GRADE, FUNCTIONS AND QUALIFICATIONS.**

WHEREAS, Municipal Ordinance No. 070-21 was approved on October 11, 2021 where the generic position of Administrative Officer II (Community Affairs Officer II) was among the various item positions created following the DBM LBC No. 137 dated July 13, 2021 denominated as "Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 edition (page 24);

WHEREAS, on February 7, 2022, the said Ordinance was amended by changing the position titles to incorporate the parenthetical positions and the correct numerical suffix with the same item numbers, salary grades and functions of the following positions through Municipal Ordinance No. 074-22;

WHEREAS, among the amended item positions was the position of Administrative Officer II (Community Affairs Officer II) to Administrative Officer II (Community Affairs Officer 1), salary grade 11 with item No. MO-2021-11B-09;

WHEREAS, the office of the Human Resource Management recommended to change the said position title by deleting its generic position title;

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

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

From:

Office	Item No.	Position Title	Salary Grade
Office of the Mayor	MO-2021-IIB-09	Administrative Officer II (Community Affairs Officer I)	11

To:

Office of the Mayor	MO-2021-IIB-09	Community Affairs Officer I	11
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Handwritten signatures and initials at the bottom of the page, including names like Ysidoro, Durante, and Dandan.

**SECTION 2. FUNCTIONS. The Functions of Community Affairs Officer I are as follows :**

1. Conduct research on National issuances necessary for the issuance of Executive orders;
2. Manage and facilitate all official communications in the Office of the Municipal Mayor;
3. Responsible for the community relations program;
4. Organizes community outreach programs that will influence public opinion or ideas of the Local Government Unit;
5. Attend meetings, conferences and seminars as mandated by the Municipal Mayor;
6. Responds to inquiries from community members and other interested parties when needed;
7. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service; and
8. Perform other duties and functions authorized by law or ordinances.

**SECTION 3. QUALIFICATIONS. Qualifications of Community Affairs Officer I, are as follows :**

- 3.3.1. Bachelor's Degree
- 3.3.2. Experience – None Required
- 3.3.3. Training – None Required
- 3.3.4. Career Service (Professional) Second Level Eligibility


**SECTION 4. REVISION.** The Human Resource Management Officer shall cause the revision of the LGU's plantilla of personnel and other corresponding documents as a result of this amendment.


**SECTION 5. REPEALING CLAUSE-** Municipal Ordinance No.070-21 and Municipal Ordinance No. 074-22 are hereby amended or modified accordingly.


**SECTION 6.EFFECTIVITY** – This ordinance shall take effect after compliance to the posting requirement.

ENACTED this 26<sup>TH</sup> Day of February 2022, at Leyte, Leyte, Philippines.


  
**PAQUITO D. PELIPEL, JR.**  
 SB Member


  
**LILETH I. GATCHALIAN**  
 SB Member

  
**EDWARD JAY A. DURANTE**  
 SB Member


  
**ROWIL G. BATAN**  
 SB Member

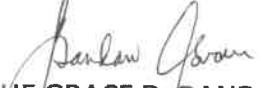
**AIDA A. DELANTAR**  
 SB Member

  
**ALEX A. DAGANDAN**  
 SB Member

  
**EULOGIO E. CAPACIO**  
 SB Member

  
**GUALBERTO G. MERACAP**  
 SB Member

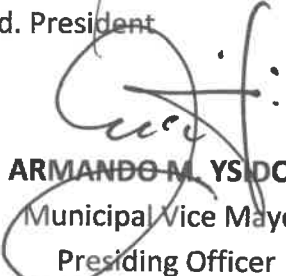
  
**JERRY G. APACIBLE**  
 ABC President

  
**NELLIE GRACE D. DANDAN**  
 SK Fed. President

Certified Correct:

  
**VILMA D. COMBATE**  
 SB Secretary

Attested:

  
**ARMANDO M. YSIDORO**  
 Municipal Vice Mayor  
 Presiding Officer

Approved:

  
**ARNOLD JAMES M. YSIDORO**  
 Municipal Mayor

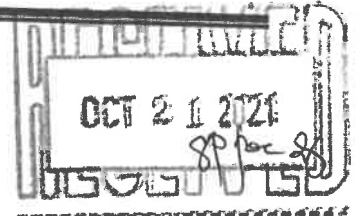


Republic of the Philippines  
MUNICIPALITY OF LEYTE  
L E Y T E  
-oOo-

Office of the Sangguniang Bayan

**MUNICIPAL ORDINANCE NO. 070-21**

Author: Hon. Peter B. Panis



**AN ORDINANCE CREATING THE FOLLOWING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, TO WIT:**

Office	Item No.	Position Title	Salary Grade
<u>Office of the Mayor:</u>	MO-2021-06	Admin. Aide IV (Driver II)	4
	MO-2021-07	Admin. Aide IV (Watchman II)	4
	MO-2021-IIB-09	Admin. Officer II (Community Affairs Officer II)	11
<u>Mun. Agricultures Office</u>	MA-2021-03	Administrative Aide IV (Farm Worker II)	4
	MA-2021-07	Agricultural Technologist	10
	MA-2021-08	Agricultural Technologist	10
<u>MSWD</u>	MS-2021-01	Social Welfare Officer I	11
<u>Mun. Treasurer's Office</u>	MTO-2021-01	Senior Administrative Assistant I (Data Controller IV)	13
	MTO-2021-02	Administrative Assistant I	7
	MTO-2021-03	Administrative Assistant I	7
	MTO-2021-06	Administrative Aide III (Ticket Checker)	3
<u>HRMO</u>	OHRM-2021-02	Administrative Assistant I	7
<u>Municipal Budget</u>	MBO-2021-01	Administrative Assistant I	7
<u>Municipal Accountant</u>	MACCO-2021-03	Administrative Assistant I	7
<u>Municipal Engineers</u>	ME-2021-07	Engineer III	19
	ME-2021-08	Engineer II	16
	ME-2021-09	Admin. Asst. II (Construction And Maintenance Foreman)	8
	ME-2021-10	Administrative Assistant I	7
<u>Municipal Health Office</u>	MHO-2021-22	Pharmacist I	10

**BE IT ORDAINED** by the Sangguniang Bayan of Leyte, Leyte in session assembled that:

**SECTION 1. CREATION.** There is hereby created an item of:

Position Title	Salary Grade	Item No.	Office
1. Administrative Aide IV (Driver II)	4	MO-2021-06	Office of the Mayor
2. Admin. Aide IV (Watchman II)	4	MO-2021-07	Office of the Mayor
3. Admin. Officer II (Community Affairs Officer II)	11	MO-2021-IIB-09	Office of the Mayor
4. Admin. Aide IV (Farm Worker II)	4	MA-2021-03	MA



Creation of various Item Positions in the LGU

5. Agricultural Technologist	10	MA-2021-07	MA
6. Agricultural Technologist	10	MA-2021-08	MA
7. Social Welfare Officer I	11	MS-2021-01	MSWD
8. Senior Admin. Asst. I (Data Controller IV)	13	MTO-2021-01	MTO
9. Administrative Assistant I	7	MTO-2021-02	MTO
10. Administrative Assistant I	7	MTO-2021-03	MTO
11. Admin. Aide III (Ticket Checker)	3	MTO-2021-06	MTO
12. Administrative Assistant I	7	OHRM-2021-02	HRMO
13. Administrative Assistant I	7	MBO-2021-01	MBO
14. Administrative Assistant I	7	MACCO-2021-03	MACCO
15. Engineer III	19	ME-2021-07	MEO
16. Engineer II	16	ME-2021-08	MEO
17. Admin. Asst. II (Construction And Maintenance Foreman)	8	ME-2021-09	MEO
18. Administrative Assistant I	7	ME-2021-10	MEO
19. Pharmacist I	10	MHO-2021-22	MHO

**SECTION 2. FUNCTIONS.** Each item positions herein created shall have its corresponding functions as follows:

**2.1. Functions of Administrative Aide IV (Driver II) :**

1. Transport patient to assigned medical facility with medical personnel;
2. Ensure ambulance is clean and stocked properly with first aid and medical supplies prior to each shift and between patient transport throughout the day;
3. Drive ambulance with emergency Medical teams and paramedics on emergency calls;
4. Make a mechanical checklist prior to each shift to ensure ambulance is in working condition and ready to transport patients to and from and report any mechanical issues to appropriate department/division/officer;
5. Perform other duties and functions authorized by law or ordinances.

**2.2. Functions of Administrative Aide IV (Watchman II) :**

1. Inspect and patrol premises regularly;
2. Monitor entrance of people;
3. Report any suspicious behaviors and happenings;
4. Secure all exits, doors and windows;
5. Monitor surveillance cameras;
6. Provide assistance to clients in need;
7. Submit reports of daily surveillance activity;
8. Submit reports of any suspicious actions;
9. Perform other duties and functions authorized by law or ordinance.

**2.3. Functions of Administrative Aide IV (Farm Worker II) :**

1. In-charge in handling farm operations including the planting, cultivating and processing of fruits, vegetables and root crops production;
2. Prepare soil for different processes and handle the weeding, thinning, fertilizing and pruning of crops;
3. Manage time to increase production and meet seasonal deadlines;
4. Ability to choose the right type of crops to be planted and ensure that they are planted properly;
5. Ability to withstand prolonged exposure to variable weather condition;
6. Perform other duties and functions authorized by law or ordinances.

**2.4. Functions of Administrative Officer II (Community Affairs Officer II) :**

1. Conduct research on National issuances necessary for the issuance of Executive orders;
2. Manage and facilitate all official communications in the Office of the Municipal Mayor;

3. Responsible for the community relations program
4. Organizes community outreach programs that will influence public opinion or ideas of the Local Government Unit;
5. Attend meetings, conferences and seminars as mandated by the Municipal Mayor;
6. Responds to inquiries from community members and other interested parties when needed;
7. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service; and
8. Perform other duties and functions authorized by law or ordinances.

**2.5. Functions of Agricultural Technologist :**

1. Assist in the formulation and implementation of agricultural development plan and conduct economic farm and home survey in order to gather data that will serve as the basis in formulating plans and programs;
2. Conduct information dissemination to farmers and demonstrate improved farm/home management practices and technique and assist subject matter experts in the conduct of research;
3. Conduct monitoring and evaluation of the implementation of agricultural programs, project and activities and coordinate local offices and national offices in securing technical assistance;
4. Conduct home visit to farmers and conduct trainings to update farmer's skills;
5. Submit monthly and periodic reports on time; and
6. Perform other functions assigned by the immediate supervisor and the Local Chief Executive.

**2.6. Functions of Agricultural Technologist (Fisheries) :**

1. Conduct monitoring and surveillance of fish capture and aquaculture activities and any violation of fishery laws;
2. Monitor BFAR-based, UP-based and other projects for fisheries;
3. Conduct meetings with BFARMC and other association of fisherfolks;
4. Establish and monitor the maintenance of fish sanctuary;
5. Monitor of mari-culture production;
6. Issue auxiliary invoice for transport permit on shellfish and aqua products;
7. Conduct registration of fisherfolks and fishing boat and maintain/update its information data base;
8. Submit monthly reports to BFAR Regional Office; and
9. Perform other functions assigned by immediate supervisor and the head of agency.

**2.7. Functions of Social Welfare Officer I :**

1. Conduct interviews, counselling, conferences, case management and home visits to clients in need of interventions;
2. Prepares social case study report to clients requesting for assistance;
3. Assist the MSWDO in Community services and a team of workforce in times of calamities;
4. Attend meetings, conferences & seminars;and
5. Performs other duties and functions authorized by law or ordinances.

**2.8. Functions of Senior Administrative Assistant I (Data Controller IV) :**

1. Input data into the computer for the preparation of Real Property Tax Assessment Roll (RPTAR);
2. In charge in the distribution of Real Property Tax Assessment Roll to registered property owner;
3. Prepare list of delinquent tax payers and submit the same to the Provincial Treasurer's Office in preparation for public auction;
4. Maintain electronic real property tax records;
5. In charge in posting of Real Property Tax payment;
6. Prepare plans to improve data management using computer and new technology;and
7. Perform other duties and functions maybe required by law or ordinance.

**2.9. Functions of Administrative Assistant I under Municipal Treasurer's Office:**

1. In-charge in reproducing treasury forms;
2. Scan vouchers and its supporting documents to preserve for future use;
3. Scan treasury monthly reports for future use/reference;
4. In-charge in safekeeping of terminated accountable forms for future use/reference;





5. Performs other clerical duties when work load permits such as collection of fees and issuance of official receipts and maintaining Real Property Tax Assessment Report; and
6. Perform other duties and functions maybe required by law or ordinance.

**2.10. Functions of Administrative Aide III (Ticket Checker) :**

1. Check tickets issued to vendors in terminal and market area;
2. Ensure that all vendors in terminal and public market were issued cash tickets;
3. Ensure that all delivery trucks and vans were issued and paid cash tickets and official receipts; and
4. Perform other duties and functions maybe required by law or ordinance.

**2.11. Functions of Administrative Assistant I under the Municipal Budget Office :**

1. In-charge in the reproduction and binding of budget forms;
2. Reproduce Municipal Annual Budget and book bind;
3. Book bind Barangay Annual Budget and takes custody of all files; and
4. Perform other duties and functions as may be assigned.

**2.12. Functions of Administrative Assistant I under the Municipal Accountants Office :**

1. In-charge in the segregation of vouchers and its supporting documents;
2. Book bind vouchers and its supporting documents for submission to the Commission on Audit;
3. File custodian and ensure safety of documents;
4. Take charge in the recording of Barangay Transactions and book bind vouchers per Barangay and submit to Commission on Audit;
5. File custodian of all Barangay Transactions; and
6. Perform other duties and functions as may be assigned.

**2.13. Functions of Engineer III :**

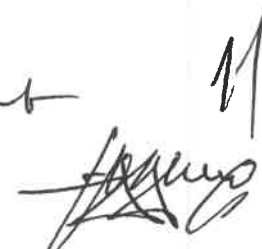
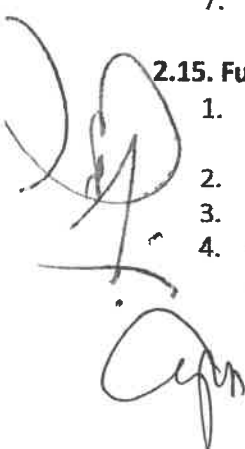
1. Conduct engineering survey of proposed infra projects;
2. Prepares detailed engineering design and technical specifications of the project;
3. Prepares detailed unit price analysis and program of works;
4. Monitors regularly and diligently the project implementation and ensure that the project is implemented per approved work schedule and s-curve;
5. Supervise and coordinate the construction and the operation and maintenance of the projects;
6. Prepares and submit project monitoring reports ie. Work schedule and physical progress report, SWA and inspection reports; and
7. Perform other duties and functions as may be assigned.

**2.14. Functions of Engineer II :**

1. Conduct engineering survey of proposed infra projects;
2. Prepares detailed engineering design and technical specifications of irrigation, soil and water conservation and management, small water impounding, small farm reservoir, farm machinery, slaughterhouses, post-harvest facilities, farm-to-market roads, and other agricultural, fisheries and biosystems infrastructure projects of the Local Government Unit;
3. Prepares detailed unit price analysis and program of works of agricultural infra projects;
4. Monitors regularly and diligently the project implementation of agricultural infra-projects and ensure that the project is implemented per approved work schedule and s-curve;
5. Supervise and coordinate the construction and the operation and maintenance of the same;
6. Prepares and submit project monitoring reports which is Work Schedule and physical progress report, SWA and inspection reports; and
7. Perform other duties and functions as may be assigned.

**2.15. Functions of Administrative Assistant II (Construction and Maintenance Foreman) :**

1. Coordinate operations and oversee workers at construction sites for projects implemented through administration;
2. Manage and coordinate construction projects implemented by contract;
3. Supervise the use of machinery and equipment;
4. Keep tract of, follow-up, regulate and control any deviation of works from the approved plan for projects being implemented;



5. Ensure that the projects is implemented as per approved work schedule and s-curve;
6. Prepares and submit monitoring reports as to the status of the projects to engineers assigned;and
7. Perform other duties and functions as may be assigned by the immediate supervisor/Agency head.

**2.16. Functions of Administrative Assistant I under the Municipal Engineering's Office:**

1. In-charge in the reproduction of the detailed Unit Price Analysis/Detailed Estimates, Program of Works and Detailed Engineering plans;
2. Keep inventory and serve as custodian of the office equipment used in the reproduction of the plans and other office documents;
3. In-charge in photocopying of engineering documents and ensure that original copies are returned to its original filer;
4. Ensure that the reproduction of plans and other documents is done within the prescribed period making it ready for use; and
5. Perform other duties and functions as may be assigned.

**2.17. Functions of Administrative Assistant I under the HRM Office :**

1. In-charge in reproducing forms such as PDS, SALN, Leave Form and other Civil Service Forms;
2. Scan 201 files of permanent employees;
3. Print Daily Time Record of permanent and Job Order Employees every first week of the following month;
4. Performs other clerical duties when work load permits such as encoding of PAG-IBIG remittance, data build up, daily checking of log ins of JO, process 15<sup>th</sup> and 30<sup>th</sup> payroll for JOs; and
5. Perform other duties and functions authorized by law or ordinances.

**2.18. Functions of Pharmacist I :**

1. Undertakes and manages researchers to gather evidence for medicines policy formulation;
2. Institutionalize transparency and good governance in the pricing and procurement of medicines;
3. Reviews and validates prescription from in and out-patients;
4. Records issuances of medicines;
5. Monitors and request stocks from stock room for replenishment;
6. Notifies NOD, physician for any drug alteration;
7. Updates the Municipal Health Office on recent developments in pharmaceutical policy implementation, monitoring and evaluation;
8. Acts as support for the procurement and distribution of medicines for the Medicine Access Programs (MAPs);
9. Monitors the utilization and movement of medicines under MAPs, National Tuberculosis Program (NTP), Family Planning (FP) and Human Immunodeficiency Virus (HIV);
10. Conducts regular assessment of the program together with concerned stakeholders;
11. Oversee the functions of the Public Health Pharmacists; and
12. Performs other duties and functions authorized by law or ordinances.

**SECTION 3. QUALIFICATIONS.** Each item position herein created shall have its corresponding qualifications as follows:

**3.1. Qualifications of Administrative Aide IV (Driver II) :**

- 3.1.1. Elementary School Graduate
- 3.1.2. Experience – None Required
- 3.1.3. Training – None Required
- 3.1.4. Driver's License (MC 11, S. 96-Cat II)

**3.2. Qualifications of Administrative Aide IV (Watchman II) :**

- 3.2.1. Elementary School Graduate
- 3.2.2. Experience – None Required
- 3.2.3. Training – None Required (MC 11, s. 96-Cat. III)
- 3.2.4. Eligibility – None Required

**3.3. Qualifications of Administrative Office II (Community Affairs Officer I) :**

- 3.3.1. Bachelor's Degree
- 3.3.2. Experience – None Required

- 3.3.3. Training – None Required
- 3.3.4. Career Service (Professional) Second Level Eligibility

**3.4. Qualifications of Administrative Aide IV (Farm Worker II) :**

- 3.4.1. Elementary school Graduate
- 3.4.2. Experience – None Required
- 3.4.3. Training – None Required
- 3.4.4. Eligibility – None Required (MC 11, s. 96-Cat III)

**3.5. Qualifications of Agricultural Technologist :**

- 3.5.1. Bachelor's Degree in Agriculture or other courses such as agricultural Engineering, Fisheries Technology, and Veterinary Medicine
- 3.5.2. Experience – None Required
- 3.5.3. Training – None- Required
- 3.5.4. Relevant RA 1080

**3.6. Qualifications of Social Welfare Officer I :**

- 3.6.1. Bachelor's Degree relevant to the Job
- 3.6.2. Experience – None Required
- 3.6.3. Training – None Required
- 3.6.4. Career Service (Professional) Second Level Eligibility

**3.7. Qualifications of Senior Administrative Assistant I (Data Controller IV) :**

- 3.7.1. Completion of 2 years studies in college or High School with relevant vocational/trade Course
- 3.7.2. 3 years of relevant experience
- 3.7.3. 16 hours of relevant training
- 3.7.4. Career Service (Sub-professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility

**3.8. Qualifications of Administrative Assistant I :**

- 3.8.1. Elementary School Graduate
- 3.8.2. Experience – None Required
- 3.8.3. Training – None Required
- 3.8.4. Eligibility – None Required (MC 11, s. 96-Cat. III)

**3.9. Qualifications of Administrative Aide III (Ticket Checker) :**

- 3.9.1. High School
- 3.9.2. Experience – None Required
- 3.9.3. Training – None Required
- 3.9.4. Eligibility – None required (MC 11, s. 96-Cat. III)

**3.10. Qualifications of Administrative Assistant I :**

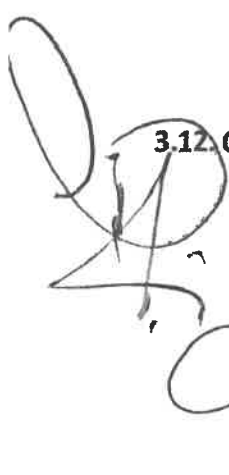
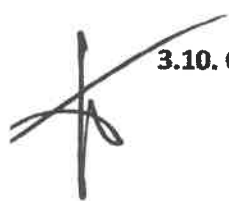
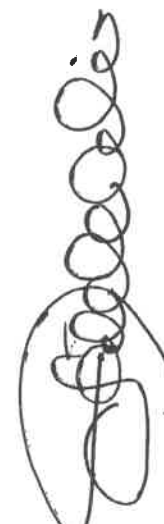
- 3.10.1. Elementary School Graduate
- 3.10.2. Experience – None Required
- 3.10.3. Training – None Required
- 3.10.4. Eligibility – None required (MC 11, s. 96-Cat. III)

**3.11. Qualifications of Engineer III :**

- 3.11.1. Bachelor's Degree in Engineering relevant to the job
- 3.11.2. 2 years of relevant experience
- 3.11.3. 8 hours of relevant training
- 3.11.4. RA 1080 (Civil Engineering)

**3.12. Qualifications of Engineer II:**

- 3.12.1. Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering
- 3.12.2. 2 years of relevant experience
- 3.12.3. 8 hours of relevant training
- 3.12.4. RA 10915 (ABE)



**3.13. Qualifications of Administrative Assistant II (Construction and Maintenance Foreman) :**

- 3.13.1. High School Graduate
- 3.13.2. 1 year of relevant experience
- 3.13.3. 4 hours of relevant training
- 3.13.4. Eligibility – None required (MC 11, s. 96-Cat. III)

**3.14. Qualifications of Pharmacist I :**

- 3.14.1. Bachelor's Degree in Pharmacy
- 3.14.2. Experience – None Required
- 3.14.3. Training – None Required
- 3.14.4. RA 1080

**SECTION 4. BUDGET.** An appropriation of salaries, wages, bonuses, allowances, other benefits and emoluments of the above item positions are recommended to be incorporated in the Budget of the LGU for the ensuing year and every year thereafter, subject to the personal services limitations of the LGU and availability of funds.

**SECTION 5. EFFECTIVITY.** This Ordinance shall take effect 10 days after publication/posting.

APPROVED this 11<sup>th</sup> day of October 2021, at Leyte, Leyte, Philippines.


  
LILETH I. GATCHALIAN  
SB Member

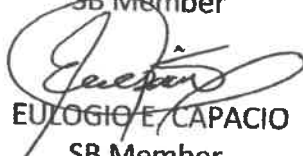
  
ALEX A. DAGANDAN  
SB Member

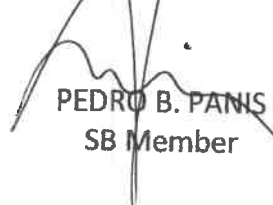
  
ROWIL G. BATAN  
SB Member

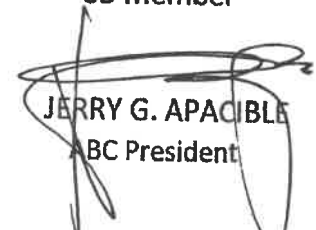
  
AIDA A. DELANTAR  
SB Member

  
GUALBERTO G. MERACAP  
SB Member

  
EPIFANIA S. LUCBAN  
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EULOGIO E. CAPACIO  
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PEDRO B. PANIS  
SB Member


  
JERRY G. APACIBLE  
ABC President

ASEFA GAIL V. GRANADOS  
SK Federation President

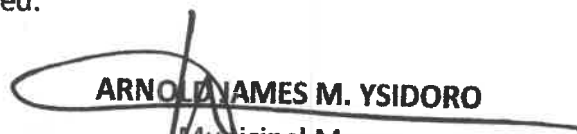
**Certified Correct:**

  
VILMA D. COMBATE  
SB Secretary

Attested:

  
ARMANDO M. YSIDORO  
Municipal Vice Mayor  
Presiding Officer

Approved:

  
ARNOLD JAMES M. YSIDORO  
Municipal Mayor



hwd by: df

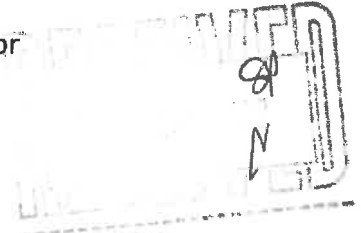


Republic of the Philippines  
MUNICIPALITY OF LEYTE  
L E Y T E  
-oOo-

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON JANUARY 17, 2022 AT THE SB SESSION HALL, NEW MUNICIPAL BUILDING, LEYTE, LEYTE  
Present:

Hon. Armando M. Ysidoro, -----	Mun. Vice Mayor
Hon. Lileth I. Gatchalian, -----	SB Member
Hon. Alex A. Dagandan, -----	-do-
Hon. Rowil G. Batan, -----	-do-
Hon. Aida A. Delantar, -----	-do-
Hon. Gualberto G. Meracap, -----	-do-
Hon. Epifania S. Lucban, -----	-do-
Hon. Eulogio E. Capacio, -----	-do-
Hon. Pedro B. Panis, -----	-do-
Hon. Jerry G. Apacible, -----	ABC President
Hon. Asefa Gail V. Granados -----	SK Fed. President



**MUNICIPAL ORDINANCE NO. 074-22**

Author: Hon. Peter B. Panis

"AN ORDINANCE AMENDING MUNICIPAL ORDINANCE NO. 070-21 BY CHANGING THE POSITION TITLES TO INCORPORATE THE PARENTHETICAL POSITIONS AND THE CORRECT NUMERICAL SUFFIX WITH SAME ITEM NUMBERS, SALARY GRADES AND FUNCTIONS OF THE FOLLOWING POSITIONS, TO WIT:

From:

Office	Item No.	Position Title	Salary Grade
<u>Office of the Mayor:</u>	MO-2021-IIB-09	Administrative Officer II (Community Affairs Officer II)	11
<u>Mun. Treasurer's Office</u>	MTO-2021-02	Administrative Assistant I	7
	MTO-2021-03	Administrative Assistant I	7
<u>HRMO</u>	OHRM-2021-02	Administrative Assistant I	7
<u>Municipal Budget</u>	MBO-2021-01	Administrative Assistant I	7
<u>Municipal Accountant</u>	MACCO-2021-03	Administrative Assistant I	7
<u>Municipal Engineers</u>	ME-2021-10	Administrative Assistant I	7

To:

Office	Item No.	Position Title	Salary Grade
<u>Office of the Mayor:</u>	MO-2021-IIB-09	Administrative Officer II (Community Affairs Officer I)	11
<u>Mun. Treasurer's Office</u>	MTO-2021-02	Administrative Assistant I (Reproduction Machine Operator III)	7
	MTO-2021-03	Administrative Assistant I (Reproduction Machine Operator III)	7
<u>HRMO</u>	OHRM-2021-02	Administrative Assistant I (Reproduction Machine Operator III)	7
<u>Municipal Budget</u>	MBO-2021-01	Administrative Assistant I (Bookbinder III)	7
<u>Municipal Accountant</u>	MACCO-2021-03	Administrative Assistant I (Bookbinder III)	7
<u>Municipal Engineers</u>	ME-2021-10	Administrative Assistant I (Reproduction Machine Operator III)	7

WHEREAS, the Municipal Ordinance No. 070-21 was approved on October 11, 2021 where all generic position of Administrative Assistance I was created following the DBM LBC No. 137 dated July 13, 2021 denominated as "Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2021 edition (page 24);

WHEREAS, after conferring the matter with the Civil Service Commission - Leyte Field Office, the commission recommended to include the corresponding parenthetical positions along with the generic positions for ease of determining the appropriate qualification standards of each position;

WHEREAS, the Human Resource Management Office through an endorsement dated January 3, 2022 requested for an amendment of Municipal Ordinance No. 070-21;

WHEREAS, in response to the request, a subsequent amendment in part to the title, Section 1, Section 2 and Section 3 of the Municipal Ordinance No. 070-21 is necessary;

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

SECTION 1. The title of the Ordinance shall be amended in part to read as follows:

**AN ORDINANCE CREATING THE FOLLOWING ITEM POSITIONS IN THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF LEYTE, LEYTE, TO WIT:**

Office	Item No.	Position Title	Salary Grade
<u>Office of the Mayor:</u>	MO-2021-06	Admin. Aide IV (Driver II)	4
	MO-2021-07	Admin. Aide IV (Watchman II)	4
	MO-2021-IIB-09	Administrative Officer II (Community Affairs Officer I)	11
<u>Mun. Agricultures Office</u>	MA-2021-03	Administrative Aide IV (Farm Worker II)	4
	MA-2021-07	Agricultural Technologist	10
	MA-2021-08	Agricultural Technologist	10
<u>MSWD</u>	MS-2021-01	Social Welfare Officer I	11
<u>Mun. Treasurer's Office</u>	MTO-2021-01	Senior Administrative Assistant I (Data Controller IV)	13
	MTO-2021-02	Administrative Assistant I (Reproduction Machine Operator III)	7
	MTO-2021-03	Administrative Assistant I (Reproduction Machine Operator III)	7
	MTO-2021-06	Administrative Aide III (Ticket Checker)	3
<u>HRMO</u>	OHRM-2021-02	Administrative Assistant I (Reproduction Machine Operator III)	7
<u>Municipal Budget</u>	MBO-2021-01	Administrative Assistant I (Bookbinder III)	7
<u>Municipal Accountant</u>	MACCO-2021-03	Administrative Assistant I (Bookbinder III)	7
<u>Municipal Engineers</u>	ME-2021-07	Engineer III	19
	ME-2021-08	Engineer II	16
	ME-2021-09	Admin. Asst. II (Construction And Maintenance Foreman)	8
	ME-2021-10	Administrative Assistant I (Reproduction Machine Operator III)	7
<u>Municipal Health Office</u>	MHO-2021-22	Pharmacist I	10

*[Handwritten signatures and initials on the left margin]*

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**Section 2. Section 1 of the Ordinance , the CREATION is hereby amended in part, to read as follows:**

Position Title	Salary Grade	Item No.	Office
1. Administrative Aide IV (Driver II)	4	MO-2021-06	Office of the Mayor
2. Admin. Aide IV (Watchman II)	4	MO-2021-07	Office of the Mayor
3. Admin. Officer II ( <b>Community Affairs Officer I</b> )	11	MO-2021-IIB-09	Office of the Mayor
4. Admin. Aide IV (Farm Worker II)	4	MA-2021-03	MA
5. Agricultural Technologist	10	MA-2021-07	MA
6. Agricultural Technologist	10	MA-2021-08	MA
7. Social Welfare Officer I	11	MS-2021-01	MSWD
8. Senior Admin. Asst. I (Data Controller IV)	13	MTO-2021-01	MTO
9. Administrative Assistant I ( <b>Reproduction Machine Operator III</b> ) 7		MTO-2021-02	MTO
10. Administrative Assistant I ( <b>Reproduction Machine Operator III</b> ) 7		MTO-2021-03	MTO
11. Admin. Aide III (Ticket Checker)	3	MTO-2021-06	MTO
12. Administrative Assistant I ( <b>Reproduction Machine Operator III</b> ) 7		OHRM-2021-02	HRMO
13. Administrative Assistant I ( <b>Bookbinder III</b> )	7	MBO-2021-01	MBO
14. Administrative Assistant I ( <b>Bookbinder III</b> )	7	MACCO-2021-03	MACCO
15. Engineer III	19	ME-2021-07	MEO
16. Engineer II	16	ME-2021-08	MEO
17. Admin. Asst. II (Construction And Maintenance Foreman)	8	ME-2021-09	MEO
18. Administrative Assistant I ( <b>Reproduction Machine Operator III</b> ) 7		ME-2021-10	MEO
19. Pharmacist I	10	MHO-2021-22	MHO

**Section 3. Title of Section 2 sub para 2.4, 2.9, 2.11, 2.12, 2.16 and 2.17 shall be amended as follows :**

Section 2.4 The Functions of Administrative Officer II (**Community Affairs Officer I**):

Section 2.9 Functions of Administrative Assistant I (**Reproduction Machine Operator III**) under the Municipal Treasurer's Office:

Section 2.11 Functions of Administrative Assistant I (**Bookbinder III**) under the Municipal Budget Office :

Section 2.12. Functions of Administrative Assistant I (**Bookbinder III**) under the Municipal Accountants Office :

Section 2.16 Functions of Administrative Assistant I (**Reproduction Machine Operator III**) under the Municipal Engineering's Office:

Section 2.17 Functions of Administrative Assistant I (**Reproduction Machine Operator III**) under the HRM Office:

*[Handwritten signatures and dates at the bottom of the page, including a date of 1/26]*

Section 4. Titles of Subparagraph 3.3, 3.8 and 3.10 under Section 3 (Qualifications) shall be amended as follows:

Section 3.3 Qualifications of Administrative Officer II (**Community Affairs Officer I**)

Section 3.8 Qualifications of Administrative Assistant I (**Reproduction Machine Operator III**) :

Section 3.10 Qualifications of Administrative Assistant I (**Bookbinder III**) :


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

**SECTION 6. REPEALING CLAUSE.** Municipal Ordinance No. 070-21 is hereby amended or modified accordingly.

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

**ENACTED** this 17th day of January 2022 at the Municipality of Leyte.


  
LILETH I. GATCHALIAN  
SB Member

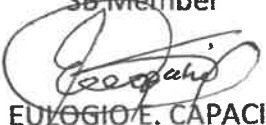
  
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1/26  
  
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SB Member

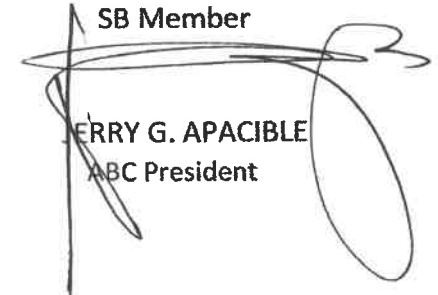
  
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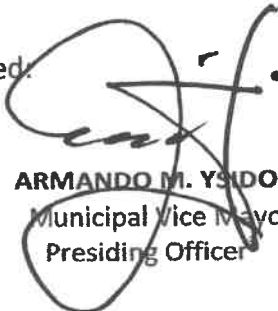
  
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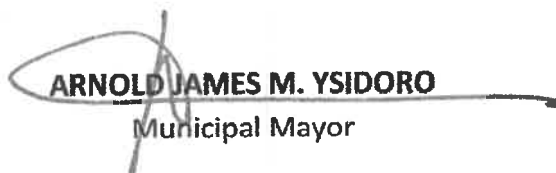
  
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**Certified Correct:**

  
VILMA D. COMBATE  
SB Secretary

Attested:  
  
ARMANDO M. YSIDORO  
Municipal Vice Mayor  
Presiding Officer

Approved:

  
ARNOLD JAMES M. YSIDORO  
Municipal Mayor



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

*Office of the Sangguniang Bayan*

## **CERTIFICATE OF POSTING**

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY that Municipal Ordinance No. 097-24: " AN ORDINANCE CHANGING ITEM POSITION OF ADMINISTRATIVE OFFICER II (COMMUNITY AFFAIRS OFFICER 1) TO COMMUNITY AFFAIRS OFFICER 1, UNDER THE OFFICE OF THE MUNICIPAL MAYOR WITH THE SAME ITEM NUMBER, SALARY GRADE, FUNCTIONS AND QUALIFICATIONS, has been posted in three (3) conspicuous places in this Municipality.**

**This certification is issued this 21<sup>st</sup> day of March, 2024 at Leyte, Leyte, Philippines.**

  
**VILMA D. COMBATE**  
**SB Secretary**