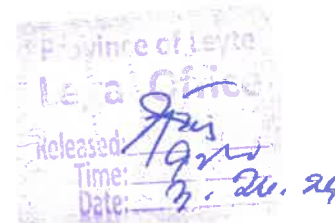


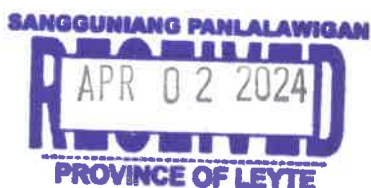
Item No.: 10

Date: 16 2024 APR



Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**PROVINCIAL LEGAL OFFICE**



2<sup>nd</sup> INDORSEMENT  
March 25, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2024-01 of the Sangguniang of Bayan of Calubian, 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)(2) and Section 447(1)(vii)<sup>1</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>1</sup> (c) The sangguniang bayan may:

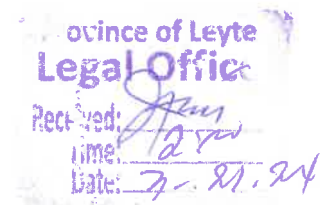
(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

(vii) 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**  
21 March 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2024-01** of the **MUNICIPALITY** of **CALUBIAN, LEYTE**, entitled: **An Ordinance Creating the Position Item of a Municipal Government Department Head I (Human Resource Management Officer), Salary Grade 24, Under the Human Resource Management Office in the Municipal Government of the Municipality of Calubian.**

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

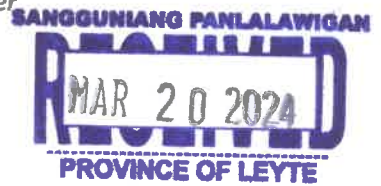


**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALUBIAN, LEYTE HELD ON JAN. 9, 2024 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

**PRESENT :**

VICE MAYOR ANNA LOVE VELOSO- LAURENTE	-	Presiding
SB MEMBER JULLIAN MARC A. BATIANCELA	-	Member
SB MEMBER NOEL G. EAMIGUEL	-	- do-
SB MEMBER EUGENIO A. CHING, JR.	-	-do-
SB MEMBER ESTER P. LUBIANO	-	-do-
SB MEMBER JULIA E. HALICHIC	-	-do-
SB MEMBER BENJAMIN A. CALBITAZA	-	-do-
SB MEMBER ALYZA F. NIERRAS	-	- do-
SB MEMBER LUCITA A. PALCONIT	-	-do-
LIGA NG BARANGAY PRES. ALFREDO M. CASAS	-	- do-



**ABSENT :**

SK FED. PRESIDENT CARL ERNEST D. PONCE	-	Member
LIGA NG BARANGAY PRES. ALFREDO M. CASAS	-	- do-

Ord. No. 2024- 01

AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 ( HUMAN RESOURCE MANAGEMENT OFFICER ), SALARY GRADE 24, UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.

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

*Section 1. Short Title. This Ordinance shall be entitled as " AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 ( HUMAN RESOURCE MANAGEMENT OFFICER ), SALARY GRADE 24, UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE."*

*Section 2. Rationale. A. Section 447 (a) (1) ) of R. A. 7160, otherwise known as the Local Government Code of 1991 provides the powers & functions of the Sangguniang Bayan to xxx (viii) Determine the positions and the 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;*

*B. The creation of the aforementioned proposed position, Municipal Government Department Head 1 ( Human Resource Management Officer ) with Salary Grade 24 in the Human Resource Management Office is indispensable, due to the fact that the office is not yet represented or headed by a Head of Office.*

*C. Pursuant to CSC Resolution No. 2300388 promulgated on May 19, 2023 provides xxx the Civil Service Commission adopts the Amendment to Section 34 of the 2017 Omnibus Rules on Appointment and other Human Resources Actions, as amended to wit :*

*" Section 34. Qualifications standards ( QS) for certain positions by a special law, xxx shall prevail. However, in instances when any of the education, training, experience, or civil service eligibility is not provided under the law, the lacking requirement shall be proposed and submitted by the agency concerned to CSC for approval .xxx*

*D. Section 16 of R. A. No. 7160 on General Welfare, provides that - Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants. xxx*

*E. Human Resource Management in the Municipal Government of Calubian, Leyte covers the strategic and coherent approach to an effective and efficient management of people ( personnel ) in the organization, and as such, it would help management gain a productive & competitive advantage. It is also designed to maximize employees performances in the delivery of effective and efficient public services in consonance with the strategic objectives of the local government unit.*

*Section 3. Definition of Terms : For purposes of this ordinance, the following terms are defined as follows:*

JULIA E. HALICHIC  
 SB Member

ESTER P. LUBIANO  
 SB Member

EUGENIO A. CHING, JR.  
 SB Member

NOEL G. EAMIGUEL  
 SB Member

JULLIAN MARC A. BATIANCELA  
 SB Member

LUCITA A. PALCONIT  
 SB Member (Objected)

ALYZA F. NIERRAS  
 SB Member

BENJAMIN A. CALBITAZA  
 SB Member

- A. **Experience** – refers to the previous jobs in either the government or private sector, whether full time or part time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.
- B. **Eligibility**- refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as PRC-conducted board examinations, the SC conducted Bar Examination or the CESB-conducted CES examinations.
- C. **Training** – refers to formal or non- formal training courses and HRD interventions, such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's individual Development Plan/ Career Development Plan.
- D. **Education**- refers to the formal or non- formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form ( PDF ) ( DBM- CSC Form No. 1, Revised 2017 ) of the position to be filled.
- E. **Human Resource Management Officer** – means an officer, who shall be the focal person on human resource administration and management and implementation of personnel policies, rules and regulations in an organization.

**Section 4. Creation of the Position Item in the Plantilla of Personnel.** The creation of the Position of a Municipal Government Department Head 1 ( Human Resource Management Officer ) with Salary Grade of 24, shall be a regular position, placed under the Human Resource Management Office and shall be included in the Rolls of Employee / Plantilla of Personnel in the Municipal Government of Calubian, Leyte.

**Section 5. Educational Qualifications, Licence or Eligibility, Training and Experience of the Position Item .** The position title of a Municipal Government Department Head I ( Human Resource Management Officer ), with Salary Grade 24, which is placed under the Human Resource Management Office in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte, shall require the following :


- A. **Education** : A graduate of Bachelor 's Degree in Human Resource Management , Personnel or Public Administration and or related college courses ;
- B. **License or Eligibility** : Civil Service Professional Eligible;
- C. **Experience** : Two ( 2 ) year- Experience of any Human Resource Management or Human Administration; or any other relevant experiences;
- D. **Training Required** : Eight ( 8 ) hours relevant trainings in Human Resource Management or Personnel Administration ; and
- E. **Concurrence of Appointment** from the Sangguniang Bayan of Calubian, Leyte pursuant to Section 443 (d) of R.A. No. 7160.


**Section 6. Official Duties and Responsibilities for the Position once filled up.** The following are the official duties and functions prescribed for the Municipal Government Department Head 1 ( Human Resource Management Officer ) with Salary Grade 24, once appointed / filled up, the same being stated in the Position Description Form ( PDF ) ( DBM- CSC Form No. 1, Revised 2017 ) for the said position , to wit :

- A. **Submit to the Civil Service Commission ( CSC ) Field Office concerned, within the first quarter of the year, the agency's updated Personal Services Itemization / Plantilla of Personnel;**
- B. **Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/ licenses/ report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or re-employment under previous authentication has been issued for the same eligibility/ license/ report of rating ;**
- C. **Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/ her agency to the Commission;**
- D. **Provide information and assistance to employees, supervisors on human resource and work related issues;**
- E. **Plan and direct activities involving training and career development of personnel ; and**
- F. **Perform all other functions as may be provided by law.**

**Section 7. Supplemental Provision .** The existing Municipal Government Department Head 1 ( HRMO V ) with Salary Grade 24, which is considered as Item No. 82 under the Human Resource Management Office in the Plantilla of Personnel of the Municipal Government of Calubian, Leyte will now be amended / changed as Municipal Government Department Head 1 ( HRMO ) with Salary Grade 24.

  
JULIA E. HALICHIC  
SB Member

  
ESTER P. LUBIANO  
SB Member

  
EUGENIO A. CHING, JR.  
SB Member

LUCITA A. PALCONIT  
SB Member (Objected)

  
NOEL S. EAMIGUEL  
SB Member

ALYZA F. NIERRAS  
SB Member

  
JULIAN MARC A. BATIANCELA  
SB Member

BENJAMIN A. CALBITAZA  
SB Member

**Section 8. Funding / Budget Allocation of the Position . A. The first budget allocation for the salaries, allowances, Representation Allowance & Travelling Allowance (RATA) , and other emoluments of the Position Item of a Municipal Government Department Head 1 ( Human Resource Management Officer ) with Salary Grade 24, shall be funded under the 2024 Annual Budget of the Municipal Government of Calubian, Leyte; while the next yearly allocations & onwards for the said position , shall be funded and allocated accordingly thereof .**

**B. Salaries, allowances, Representation Allowance & Travelling Allowance (RATA) , and other emoluments of the Position Item of a Municipal Government Department Head 1 ( Human Resource Management Officer ) with Salary Grade 24, shall be made and prescribed in accordance with existing Department of Budget and Management (DBM) circulars, rules and regulations, and pursuant to R. A. No. 11466 or the "Salary Standardization Law of 2019".**

**Section 9. Separability Clause - If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby, shall continue to be in full force & effect.**

**Section 10. Repealing Clause. Ord. No. 2022- 06 of the Sangguniang Bayan of Calubian, Leyte and all ordinances or resolutions , local issuances or rules inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.**

**Section 11 . Effectivity Clause . This ordinance shall take effect immediately upon review & approval of the Honorable Sangguniang Panlalawigan of Leyte.**

**UNANIMOUSLY APPROVED , this 9th day of January 2024 at Calubian, Leyte, upon motion of SB Member Eugenio A. Ching, Jr. ; duly seconded by SB Members Jullian Marc A. Batiancela & Julia E. Halichic.**


**I HEREBY CERTIFY to the correctness of the foregoing ordinance.**

  
**NORMINDA R. RAAGAS**  
Mun. Secretary

**ATTESTED:**

  
**ANNA LOVE VELOSO- LAURENTE**  
Mun. Vice Mayor & Presiding Officer

**APPROVED:**

  
**MARCIANO A. BATIANCELA, JR.**  
Mun. Mayor



Republic of the Philippines  
Province of Leyte  
Municipality of Calubian  
-OoO-



OFFICE OF THE SANGGUNIANG BAYAN

## CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

**THIS IS TO CERTIFY** that Ordinance No. 2024-01 , otherwise known as "**AN ORDINANCE CREATING THE POSITION ITEM OF A MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER), SALARY GRADE 24, UNDER THE HUMAN RESOURCE MANAGEMENT OFFICE IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE.**", has been posted in the Bulletin Board at the Office of the Sangguniang Bayan of Calubian, Leyte & other conspicuous places in the municipality since January 23, 2024 until February 13, 2024.

Given this 18<sup>th</sup> day of March , 2024 at Calubian, Leyte.

CERTIFIED CORRECT:

A handwritten signature in black ink, appearing to read "Arthur V. Cabradilla".

**ARTHUR V. CABRADILLA**  
SB Secretary-Designate