

Item No.: 11

Date: 23 2024 APR

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

SANGGUNIANG PANLALAWIGAN **PROVINCIAL LEGAL OFFICE**
RECORDED
APR 11 2024
PROVINCE OF LEYTE

2nd INDORSEMENT
April 4, 2024

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4.4.24

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 24-03 of the Sangguniang of Bayan of Inopacan, 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)ⁱ and Section 76ⁱⁱ of the Local Government Code. Provided, that the budgeting limitations of Section 325 (b) and (c)ⁱⁱⁱ be followed.

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

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer *[Signature]*

ⁱ (c) The sangguniang bayan may:

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

ⁱⁱ **Section 76. Organizational Structure and Staffing Pattern.** - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

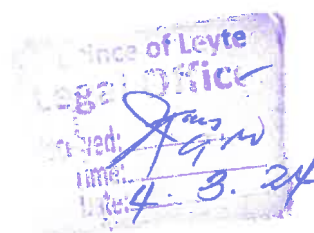
ⁱⁱⁱ (b) No official or employee shall be entitled to a salary rate higher than the maximum fixed for his position or other positions of equivalent rank by applicable laws or rules and regulations issued thereunder;

(c) No local fund shall be appropriated to increase or adjust salaries or wages of officials and employees of the national government, except as may be expressly authorized by law;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
03 April 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 24-03** of the **MUNICIPALITY** of **INOPACAN, LEYTE**, entitled: **An Ordinance Creating the Position Title of Planning Officer IV, Item No. 8.6 in the Office of the Municipal Planning and Development Coordinator and Amending for this Purpose the Organizational Structure and Staffing Pattern of the Local Government Unit of Inopacan, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIANG BAYAN

2 April 2024



Honorable Leonardo Javier Jr.
Vice Governor/Presiding Officer
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Thru:

Ms. Florinda Jill S. Uyvico
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Honorable Javier Jr.:

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 24-03** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled **“AN ORDINANCE CREATING THE POSITION TITLE OF PLANNING OFFICER IV, ITEM NO. 8.6 IN THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE”**, for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting.

Sincerely,

MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan
-oOo-
15TH SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF
15th SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON
MARCH 19, 2024 AT THE SB SESSION HALL

PRESENT:

- Hon. Joel D. Bernales - SB Member, Temporary Presiding Officer
- Hon. Fernando B. Rulete - SB Member
- Hon. Andrew B. Dedal - SB Member
- Hon. Zenaida G. de los Santos - SB Member
- Hon. Alfie Jian B. Yamson - SB Member
- Hon. Daria D. Malanguis - SB Member
- Hon. Rowena K. Madrazo - SB Member
- Hon. Diosdado P. Siao - SB Member
- Hon. Panfila I. Alonzo - SB Member (LnB Pres)
- Hon. Nathaniel Dave M. Katigbe - SB Member (PSK Pres.)

ABSENT:

- Hon. Sanders C. Lumarda - Vice Mayor, Acting Municipal Mayor

AUTHOR: Hon. Andrew B. Dedal

CO-AUTHORS: Hon. Joel D. Bernales
Hon. Zenaida G. De Los Santos
Hon. Fernando B. Rulete
Hon. Diosdado P. Siao

WHEREAS, section 76 of RA 7160 states that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability subject to the maximum standard and guidelines prescribed by the Civil Service Commission;

WHEREAS, the rank-and-file employee of the Office of Municipal Planning and Development Coordinator has enough experience to compliment with the volume of work and qualified to the position title of Planning Officer IV;

WHEREAS, this August Body deemed it necessary to create a position title of Planning Officer IV to compensate job opportunity with its work experience and performance;

NOW THEREFORE, on motion of Honorable Andrew B. Dedal, duly seconded by all the Members present, be it

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(ordinance no. 24-03 of the sangguniang bayan of inopacan, leyte dated march 19, 2024, continued)

RESOLVED as it is hereby **RESOLVED** to enact the following;

Ordinance No. 24-03

“AN ORDINANCE CREATING THE POSITION TITLE OF PLANNING OFFICER IV, ITEM NO. 8.6 IN THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE”

BE IT ORDAINED by the Sangguniang Bayan of Inopacan, Leyte that;

SECTION 1. The position title of Planning Officer IV in the Office of the Municipal Planning and Development Coordinator is hereby created.

SECTION 2. For all intents and purposes, the amended organizational structure and staffing pattern is hereto attached and made as an integral part of this Ordinance.


SECTION 3. Repealing Clause. All ordinances, resolutions, orders and/or rules and regulations inconsistent herewith are hereby repealed and modified accordingly.

SECTION 4. Separability Clause. If any section or provision of this Ordinance is declared void or unconstitutional, the remaining section or provision thereof shall not be affected by such declaration.


SECTION 5. Effectivity Clause. This Ordinance shall take effect upon its approval.

ENACTED this 19th day of March 2024 at Inopacan, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian

ATTESTED:


HON. JOEL D. BERNALES
SB Member
Temporary Presiding Officer

APPROVED:


HON. ROGELIO B. PUA, JR.
Municipal Mayor
Date 04-02-2024

ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN
Inopacan, Leyte
C.Y. 2024

Page 01

ITEM NO. CY 2024	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
1	<u>OFFICE OF THE MAYOR</u>				
1.1	Municipal Mayor I	Rogelio D. Pua, Jr.	G-27/s1	98,343.00	13,500.00
1.6	Senior Admin. Asst. III (Private Secretary II)	(V a c a n t)	G-15/s1	27,464.00	2,000.00
1.8	Local DRRM Officer I	(V a c a n t)	G-11/s1	20,250.00	2,000.00
1.9	Local DRRM Officer II	Mark Dave B. Dadulo	G-15/s1	27,464.00	2,000.00
1.3	Admin. Aide VI (Utility Foreman)	Bruce Arean C. Flores	G- 6/s1	13,165.00	2,000.00
1.4	Admin. Aide IV (Driver II)	(V a c a n t)	G- 4/s1	11,690.00	2,000.00
1.5	Admin. Aide I (Utility Worker I)	Marites B. Aporador	G- 1/s4	9,997.00	2,000.00
2	<u>OFFICE OF THE MUNICIPAL VICE –MAYOR</u>				
2.1	Municipal Vice-Mayor I	Sanders C. Lumarda	G-25/s1	77,018.00	12,750.00
2.2	Admin. Aide I (Utility Worker I)	Allan C. Repollo	G-1/ s6	10,165.00	2,000.00
3	<u>OFFICE OF THE SANGGUNIANG BAYAN</u>				
3.1	SB Member I	Fernando B. Rulete	G-24/s2	68,661.00	11,250.00
3.2	SB Member I	Andrew B. Dedal	G-24/s2	68,661.00	11,250.00
3.3	SB Member I	Zenaida G. de los Santos	G-24/s3	69,782.00	11,250.00
3.4	SB Member I	Joel D. Bernales	G-24/s2	68,661.00	11,250.00
3.5	SB Member I	Alfie Jian B. Yamson	G-24/s2	68,661.00	11,250.00
3.6	SB Member I	Daria D. Malanguis	G-24/s1	67,559.00	11,250.00
3.7	SB Member I	Rowena K. Madrazo	G-24/s1	67,559.00	11,250.00
3.8	SB Member I	Diosdado P. Siao	G-24/s3	69,782.00	11,250.00
3.9	SB Member I (ABC President)	Panfila I. Alonzo	G-24/s1	67,559.00	11,250.00
3.10	SB Member I (SK Fed. President)	Nathaniel Dave M. Katigbe	G-24/s1	67,559.00	11,250.00
3.11	MGDH I (Sec. to the Sangguniang Bayan I)	Melanie M. Matin-ao	G-24/s1	67,559.00	11,250.00
3.15	Local Legislative Staff Assistant III	Minerva M. Bisnar	G-10/s1	17,382.00	2,000.00
3.14	Local Legislative Staff Assistant I	(V a c a n t)	G- 6/s2	13,266.00	2,000.00
3.13	Process Server	Junrey B. Villas	G- 5/s5	12,793.00	2,000.00

ITEM NO. CY 2024	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
4	<u>OFFICE OF THE MUNICIPAL TREASURER</u>				
4.1	MGDH I (Municipal Treasurer I)	(V a c a n t)	G-24/s1	67,559.00	11,250.00
4.8	Admin. Asst. II (Disbursing Officer II)	Giovanni K. Inocente	G- 8/s2	14,942.00	2,000.00
4.2	Revenue Collection Clerk I	Aileen B. Horca	G- 5/s2	12,503.00	2,000.00
4.3	Revenue Collection Clerk I	Buenaventura C. Oca	G- 5/s1	12,407.00	2,000.00
4.4	Revenue Collection Clerk I	Gilbert L. Miranda	G- 5/s2	12,503.00	2,000.00
4.5	Revenue Collection Clerk I	Ranilo A. Montajes	G- 5/s8	13,090.00	2,000.00
4.6	Admin. Aide III (Clerk I)	Marilou K. Lawag	G- 3/s2	11,094.00	2,000.00
4.7	Admin. Aide I (Utility Worker I)	Melfreda L. Bisnar	G- 1/s7	10,250.00	2,000.00
5	<u>OFFICE OF THE MUNICIPAL ASSESSOR</u>				
5.1	MGDH I (Municipal Assessor I)	(V a c a n t)	G-24/s1	67,559.00	11,250.00
5.6	Records Officer I (Administrative Officer I)	Sharlo A. Boldios	G-10/s1	17,382.00	2,000.00
5.2	Assessment Clerk I	Floramie G. Rosenas	G- 4/s1	11,690.00	2,000.00
5.3	Tax Mapping Aide	Elvie Lee A. Inocente	G- 4/s8	12,332.00	2,000.00
5.4	Tax Mapping Aide	Richard R. Projo	G- 4/s1	11,690.00	2,000.00
5.5	Admin. Aide I (Utility Worker I)	Robert Michael C. Palo	G- 1/s6	10,165.00	2,000.00
6	<u>OFFICE OF THE MUNICIPAL ACCOUNTANT</u>				
6.1	MGDH I (Municipal Accountant I)	Nancy Clyde M. Abella	G-24/s2	68,661.00	11,250.00
6.2	Supervising Admin. Officer (Mgt. & Audit Analyst IV)	Verhaert B. Nirza	G-22/s2	54,433.00	2,000.00
6.3	Admin. Aide IV (Accounting Clerk I)	(V a c a n t)	G- 4/s1	11,690.00	2,000.00
7	<u>OFFICE OF THE MUNICIPAL BUDGET OFFICER</u>				
7.1	MGDH I (Municipal Budget Officer I)	(V a c a n t)	G-24/s6	67,559.00	11,250.00


ITEM NO. CY 2024	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>8</u>	<u>OFFICE OF THE MPDC</u>				
8.1	MGDH I (Mun. Planning and Dev't Coordinator I)	(V a c a n t)	G-24/s1	67,559.00	11,250.00
8.6	Planning Officer IV	(V a c a n t)	G-22/s1	53,633.00	2,000.00
8.3	Planning Officer II	Michelle G. De Los Santos	G-15/s2	27,748.00	2,000.00
8.5	Draftsman I	Lolito B. Dacera	G- 6/s8	13,890.00	2,000.00
<u>9</u>	<u>OFFICE OF THE MUNICIPAL ENGINEER</u>				
9.1	MGDH I (Municipal Engineer I)	Aniano B. Bacor III	G-24/s8	75,666.00	11,250.00
9.2	Meter Reader II	Joel D. Bisnar	G- 6/s6	13,679.00	2,000.00
9.3	Engineering Aide	Roselo R. Piamonte	G- 4/s5	12,053.00	2,000.00
<u>10</u>	<u>RURAL HEALTH UNIT</u>				
10.1	MGDH I (Municipal Health Officer I)	Josephine O. Zafico	G-24/s2	91,548.00	11,250.00
10.2	Nurse II	Alisa A. Geromo	G-16s/2	40,088.00	2,000.00
10.3	Midwife III	Editha D. Dolayba	G-13/s8	33,591.00	2,000.00
10.4	Midwife II	Pamela O. Cerlos	G- 11/s8	29,075.00	2,000.00
10.5	Midwife II	Susan M. Dadula	G- 11/s8	29,075.00	2,000.00
10.10	Medical Technologist I	Louella A. Sanchez	G- 11/s2	27,284.00	2,000.00
10.8	Midwife I	Adora L. Cariaga	G- 9/s8	22,483.00	2,000.00
10.11	Midwife I	Elisa C. Sungahid	G- 9/s5	21,929.00	2,000.00
10.14	Midwife I	Norma E. Bonganciso	G- 9/s3	21,567.00	2,000.00
10.15	Midwife I	Jim Mar Q. Lemita	G-9/s1	21,211.00	2,000.00
10.16	Midwife I	(V a c a n t)	G-9/s1	21,211.00	2,000.00
10.6	Sanitation Inspector I	Rainfredo S. Inocente, Jr.	G- 6/s2	17,688.00	2,000.00
10.7	Admin Aide IV (Driver II)	Hanzel M. Joseph	G- 4/s2	15,706.00	2,000.00
10.9	Admin Aide IV (Driver II)	Jose C. Lawag	G- 4/s6	16,193.00	2,000.00
10.12	Nursing Attendant I	Enrique R. Tudio	G- 4/s6	16,193.00	2,000.00

ITEM NO. CY 2024	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>11</u>	<u>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</u>				
11.1	MGDH I (Municipal Civil Registrar I)	Sarah L. Bernales	G-24/s7	74,451.00	11,250.00
11.3	Process Server	Francis A. Dacera	G- 5/s5	12,793.00	2,000.00
11.2	Admin. Aide I (Utility worker I)	Jorge L. Madrazo	G- 1/s2	9,832.00	2,000.00
<u>12</u>	<u>OFFICE OF THE MUNICIPAL ADMINISTRATOR</u>				
12.1	MGDH I (Municipal Administrator I)	Francis Jonathan B. Phua	G-24/s1	67,559.00	11,250.00
12.2	Administrative Aide IV (Admin. Services Aide)	Mildred D. Dolayba	G- 4/s8	12,332.00	2,000.00
<u>13</u>	<u>OFFICE OF THE MUNICIPAL AGRICULTURIST</u>				
13.1	MGDH I (Municipal Agriculturist I)	Benedick B. Lawagon	G-24/s1	67,559.00	11,250.00
13.5	Agriculturist II	Rico B. Dotollo	G-15/s1	27,464.00	2,000.00
13.2	Agricultural Technologist	Anirose C. Salazar	G-10/s1	17,382.00	2,000.00
13.3	Agricultural Technologist	(V a c a n t)	G-10/s1	17,382.00	2,000.00
13.4	Agricultural Technologist	Mildred C. Bregildo	G-10/s1	17,382.00	2,000.00
13.6	Agricultural Technologist	(V a c a n t)	G-10/s1	17,382.00	2,000.00
<u>14</u>	<u>SOCIAL WELFARE & DEVELOPMENT OFFICE</u>				
14.1	MGDH I (MSWDO I)	Susana B. Lawag	G-24/s2	68,661.00	11,250.00
14.7	Social Welfare Officer I	Maureen Zarah A. Cubian	G-11/s1	20,250.00	2,000.00
14.4	Day Care Worker I	Haidee B. Narido	G-6/s5	13,575.00	2,000.00
14.5	Social Welfare Aide	Lera M. Buhe	G- 4/s2	11,780.00	2,000.00
14.6	Admin Aide I (Utility Worker I)	Ryan A. Mahay	G- 1/s1	9,750.00	2,000.00

ITEM NO. CY 2024	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>15</u>	<u>OFFICE OF THE ENVIRONMENT & NATURAL RESOURCES OFFICER</u>				
15.1	MGDH I (Mun. Envi. & Natural Resources Officer I)	Alfredo D. Galo, Jr.	G-24/s6	73,256.00	11,250.00
<u>16</u>	<u>OFFICE OF THE INFORMATION OFFICER</u>				
<u>17</u>	<u>OFFICE OF THE POPULATION OFFICER</u>				
17.1	MGDH I (Municipal Population Officer I)	(V a c a n t)	G-24/s1	67,559.00	11,250.00
<u>18</u>	<u>OFFICE OF THE GENERAL SERVICES</u>				
18.1	MGDH I (Municipal General Services Officer)	(V a c a n t)	G-24/s1	67,559.00	11,250.00
18.3	Admin. Aide IV (Driver II)	Eduardo C. Chiong, Jr.	G- 4/s3	11,870.00	2,000.00
18.4	Admin. Aide VI (Labor Foreman)	Edgar S. Espinosa	G- 6/s7	13,784.00	2,000.00
<u>19</u>	<u>OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER</u>				
19.1	MGDH I (Human Resource Management Officer)	Ricardo Eric S. Projo	G-24/s2	68,661.00	11,250.00

APPROVED:


HON. FERNANDO B. RULETE
SB Member


HON. ANDREW B. DEDAL
SB Member


HON. ZENAIDA G. DE LOS SANTOS
SB Member



HON. JOEL D. BERNALDES
SB Member


HON. ALFIE JIAN B. YAMSON
SB Member


HON. DARIA D. MAANGUIS
SB Member


HON. ROWENA K. MADRAZO
SB Member


HON. DIOSDADO P. SIAO
SB Member


HON. PANFILA I. INOCENTE
SB Member
(ABC President)


HON. NATHANIEL DAVE M. KATIGBE
SB Member
(SK Federation President)


HON. SANDERS C. LUMARDA
Municipal Vice-Mayor


HON. ROGELIO D. PUA, JR.
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIANG BAYAN


CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that copies of **Ordinance No. 24-03** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **"AN ORDINANCE CREATING THE POSITION TITLE OF PLANNING OFFICER IV, ITEM NO. 8.6 IN THE OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**, has been posted in the bulletin board in the municipal hall/building and in conspicuous place in the public terminals of this Municipality and will be posted as well in all the Barangay Halls of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this **2nd** day of **April 2024**, at **Inopacan, Leyte**.


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian