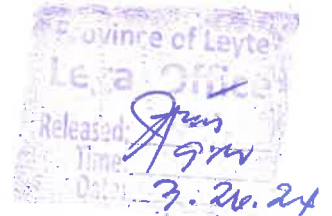


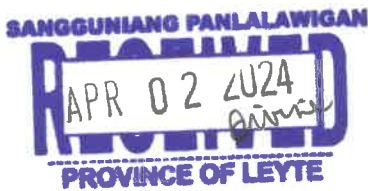
Item No.: 14

Date: 16 2024 APR



Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE



2nd 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 Bato, 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)¹ 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 ✍

¹ (c) The sangguniang bayan may:

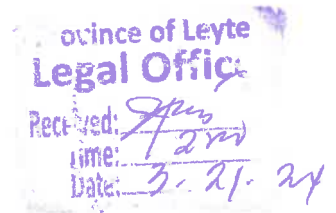
(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

(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

1ST 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 BATO, LEYTE, entitled: Creating Various Plantilla Positions in Various Offices in the Municipality, Specifying the Qualifications, Duties, Functions, and Responsibilities, Appropriating Funds Therefor, and For Other Purposes.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian





Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte



March 18, 2024

**THE HONORABLE MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN**
Province of Leyte
Tacloban City

Gentlemen and ladies:

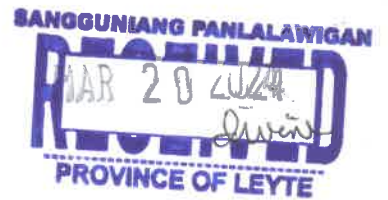
Respectfully transmitting to the Sangguniang Panlalawigan of the Province of Leyte the herein **Ordinance No. 2024-01 re: Various Plantilla Positions Ordinance of 2024** of this municipality for perusal and review by the august body.

It is sincerely prayed that the Sangguniang Panlalawigan could pass a resolution stipulating its action on the matter and furnish this Sanggunian with the same.

I thank you in advance and look forward to your granting this request.

Respectfully,


PORFERIO M. PITOGO II
Secretary to the Sanggunian



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

Ordinance No. 2024-01

**CREATING VARIOUS PLANTILLA POSITIONS IN VARIOUS OFFICES IN THE MUNICIPALITY;
SPECIFYING THE QUALIFICATIONS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES;
APPROPRIATING FUNDS THEREFOR; AND FOR OTHER PURPOSES**

Sponsored by:

HON. ARNULFO B. Taneo
Committee Chair on Laws

HON. DANILO A. PITOGO
Committee Chair on Human Resources

WHEREAS, the Sanggunian is empowered to determine the positions, salaries, wages, and other emoluments and benefits of officials and employees for the proper conduct of programs, projects, activities, and services of the municipal government;

WHEREAS, LGUs are empowered to design and implement its organizational structure and staffing pattern subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREFORE, BE IT ENACTED by the Sangguniang Bayan in session assembled, on motion of Hon. Arnulfo B. Taneo with mass second, that:

Section 1. Title. – This Ordinance shall be known as the **“Various Plantilla Positions Ordinance of 2024.”**

Section 2. Purpose. – The State and the municipality recognize the importance of guaranteeing the efficient delivery of basic services throughout the municipality through personnel complementation and welfare.

Section 3. New Plantilla Positions. – The following plantilla positions are hereby created and the HR unit is hereby directed to effect and reflect these in the Plantilla of Positions, viz:

- a. One (1) Municipal Government Assistant Department Head I, SG-22, at the Municipal Budget Office;
- b. Two (2) Administrative Assistant I (Reproduction Machine Operator III), SG-7, one each at the Municipal Assessor’s Office and at the Mayor’s Office;

- c. One (1) Administrative Assistant I (Audio-Visual Equipment Operator III), SG-7, at the Mayor's Office; and
- d. Three (3) Administrative Aide I (Utility Worker I), SG-1, at the Mayor's Office.

Section 4. Qualifications, Duties, and Responsibilities. – The appointees must be natural born and residents of the Philippines and of the municipality, must be of legal age, must not have been convicted by final judgment of any crime, and must not have any pending case. Additionally, the following shall be the qualifications, duties, and responsibilities of the appointees respective to their positions, viz:

- a. The **Municipal Government Assistant Department Head I, SG-22**, shall possess the following qualifications and perform the following duties and responsibilities:

- (1) Qualifications – The appointee shall have a bachelor's degree relevant to the job from a government-recognized institution; have three (3) years of relevant experience; have undergone eight (8) hours of relevant training; and possess or have obtained the appropriate career service (professional) / second-level eligibility.

- (2) Duties, responsibilities, functions – The appointee shall have the following duties, responsibilities, and functions:

- (a) Maintains financial records and reports to provide management with information for decision making and accounting reports to oversight agencies, offices, or departments to ensure the proper utilization of funds in accordance with accounting and auditing rules and regulations;

- (b) Provides management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective allocation and utilization of financial resources of the municipal government;

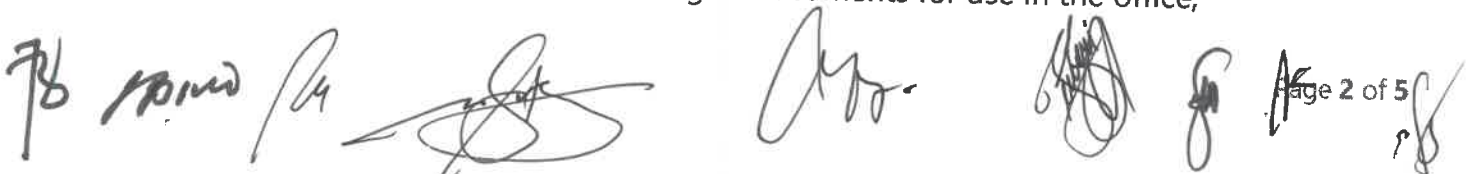
- (c) Performs other related tasks as may be assigned to him/her.

- b. The **Administrative Assistant I (Reproduction Machine Operator III), SG-7**, shall possess the following qualifications and perform the following duties and responsibilities:

- (1) Qualifications – The appointee must have graduated elementary and be able to read and write in English, Filipino, and the local language or dialect.

- (2) Duties, responsibilities, functions – The appointee shall have the following duties, responsibilities, and functions:

- (a) Operates a variety of duplicating machines, peripheral equipment and application software to produce photocopies, documents, correspondence, information books, mailings, faxes, scanning of documents for use in the office;



Handwritten signatures and initials at the bottom of the page, including a large signature on the left and several smaller ones on the right.

- (b) Receives office orders or memoranda to produce specified number of copies within the designated deadline including duplicating features of sorting, folding, binding, as needed;
 - (c) Maintains a satisfactory inventory of supplies on hand at all times including preparation of purchase orders for cartridges, toner, and paper for reproduction purposes;
 - (d) Performs other clerical duties when workload permits, such as sorting mails, reports, and other related documents, as may be assigned;
 - (e) Maintains and cleans machines and make minor adjustments;
 - (f) Performs other related tasks as may be assigned to him/her.
- c. The **Administrative Assistant I (Audio-Visual Equipment Operator III), SG-7**, shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have graduated from high school or completed relevant vocational/trade course, and be able to read and write in English, Filipino, and the local language or dialect
 - (2) Duties, responsibilities, functions – The appointee shall have the following duties, responsibilities, and functions:
 - (a) Performs—under minimal supervision—a variety of highly skilled works involving preparation of memoranda, letters, reports;
 - (b) Performs clerical works such as maintenance of files and records;
 - (c) Encodes and releases communications and related works;
 - (d) Operates and manipulates all audio-visual equipment used in the office; maintains and keeps in order all audio-visual equipment in the office;
 - (e) Has these core competencies: IT literacy and computer operations; records management; and other basic competencies; and
 - (f) Performs other related tasks as may be assigned to him/her.
- d. The **Administrative Aide I (Utility Worker I), SG-1**, shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have graduated elementary and be able to read and write in English, Filipino, and the local language or dialect.

Page 3 of 5

- (2) Duties, responsibilities, functions – The appointee shall have the following duties, responsibilities, and functions:
- (a) Receives requisition, unloads and stores, various housekeeping and office supplies;
 - (b) May operate small electrical and manual tools in the performance of the above tasks;
 - (c) May collect, wash, and replace cups, glasses, and other dishes used in the office;
 - (d) Cleanses out trays and other office supplies; sweeps, scrubs, waxes, mops, and vacuums floors, hallways, verandas, lobbies, and comfort rooms in the office;
 - (e) May move furniture, rearrange office equipment, replace light bulbs, clean fixtures, arrange various decorations in and out of the municipal building for public display or in connection with public holidays;
 - (f) May open and close public offices and deposit keys with the responsible officials;
 - (g) May sweep roads, clean streets, de-clog canals, and segregate waste materials;
 - (h) Performs other related tasks as may be assigned to him/her.

Section 5. Funding Support, Salary, and Other Benefits. – The newly-created positions shall be funded by available funds through annual budget or supplemental budgets duly authorized by appropriation ordinances. The salaries, benefits, and other emoluments shall be based on existing and applicable laws, regulations, orders, and issuances.

Section 6. Repealing Clause. – All ordinances, rules or regulations in conflict with the provisions of the Ordinance are hereby repealed; *Provided*, that the rights already vested under those ordinances, rules or regulations shall not be impaired.

Section 7. Separability Clause. – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, which are not affected thereby, shall continue to be in full force and effect.

Section 8. Effectivity. – This ordinance shall take effect upon its approval and compliance with the necessary requirements set by law.

ENACTED this 11th day of March, 2024 during the regular session of the Sangguniang Bayan held at the SB Session Hall, Bato, Leyte with the following voting turnout:

Voting for : Echevarre, Pitogo, Diao, Acenas, Aureo,
Salvatierra, Taneo, M. Gertos, Adlawon
Voting against : None



Page 4 of 5



CONCURRED: **The Honorable Members of the Sangguniang Bayan**


ANTHONY S. ECHEVARRE


DANILO A. PITOGO


PEPE B. DIAO


RAUL M. ACENAS


GERRY E. AUREO


MARK S. SALVATIERRA

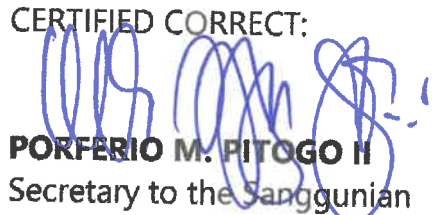
OB – PCL (Boracay)
HERBERT B. SALAZAR


ARNULFO B. Taneo


MARISSA C. GERTOS


JIA MARIE L. ADLAWON


.....
CERTIFIED CORRECT:


PORFERIO M. PITOGO II
Secretary to the Sanggunian

ATTESTED TO BE DULY ADOPTED:


HON. BRYAN NILE A. GERTOS
Presiding Officer/Municipal Vice Mayor

APPROVED:


HON. NATHANIEL B. GERTOS
Municipal Mayor
Date: 15 MAR 2024



Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BATO
Human Resource Management Unit

February 05, 2024

**THE HONORABLE SANGGUNIANG BAYAN MEMBERS
THROUGH HON. BRYAN NILE A. GERTOS**

Municipal Vice Mayor
Bato, Leyte

Gentlemen and ladies:

Per recommendation by the local chief executive, I am hereby requesting for the creation of the following plantilla positions, viz:

- One (1) Municipal Government Assistant Department Head I, SG-22 at the Municipal Budget Office;
- Two (2) Administrative Assistant I (Reproduction Machine Operator III), SG-7 one each at the Mayor's Office and at the Municipal Assessor's Office;
- One (1) Administrative Assistant I (Audio-Visual Equipment Operator III), SG-7 at the Mayor's Office; and
- Three (3) Administrative Aide I (Utility Worker I), SG-1 at the Mayor's Office.

The qualification standards and specific job descriptions are herein attached.

Respectfully,

MARIA JASTENE P. PAVO
Administrative Officer II (HRMO I)

RECEIVED
05 FEB 2024
PORFERIO M. PITOGO II
SECRETARY TO THE SANGGUNIANG

OKAY AS TO BUDGET:

MR. ARVIN D. AYOC
Municipal Budget Officer

APPROVED:

HON. NATHANIEL B. GERTOS
Municipal Mayor

CERTIFIED TRUE COPY

PORFERIO M. PITOGO II
SECRETARY TO THE SANGGUNIANG

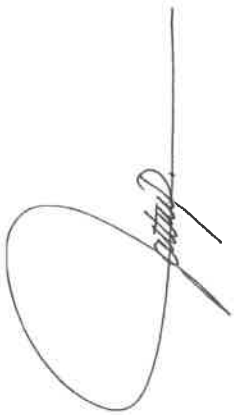


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BATO
Human Resource Management Unit

Qualifications, Duties, and Responsibilities. – The appointees must be natural born and residents of the Philippines and of the municipality, must be of legal age, must not have been convicted by final judgment of any crime, and must not have any pending case. Additionally, the following shall be the qualifications, duties, and responsibilities of the appointees respective to their positions, viz:

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 - (c) Performs other related tasks as may be assigned to him/her.
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 - (c) Maintains a satisfactory inventory of supplies on hand at all times including preparation of purchase orders for cartridges, toner, and paper for reproduction purposes;
 - (d) Performs other clerical duties when workload permits, such as sorting mails, reports, and other related documents, as may be assigned;

- (e) Maintains and cleans machines and make minor adjustments;
 - (f) Performs other related tasks as may be assigned to him/her.
- c. The **Administrative Assistant I (Audio-Visual Equipment Operator III), SG-7**, shall possess the following qualifications and perform the following duties and responsibilities:
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 - (b) Performs clerical works such as maintenance of files and records;
 - (c) Encodes and releases communications and related works;
 - (d) Operates and manipulates all audio-visual equipment used in the office; maintains and keeps in order all audio-visual equipment in the office;
 - (e) Has these core competencies: IT literacy and computer operations; records management; and other basic competencies; and
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- d. The **Administrative Aide I (Utility Worker I), SG-1**, shall possess the following qualifications and perform the following duties and responsibilities:
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 - (c) May collect, wash, and replace cups, glasses, and other dishes used in the office;
 - (d) Cleanses out trays and other office supplies; sweeps, scrubs, waxes, mops, and vacuums floors, hallways, verandas, lobbies, and comfort rooms in the office;
 - (e) May move furniture, rearrange office equipment, replace light bulbs, clean fixtures, arrange various decorations in and out of the municipal building for public display or in connection with public holidays;
 - (f) May open and close public offices and deposit keys with the responsible officials;
 - (g) May sweep roads, clean streets, de-clog canals, and segregate waste materials;
 - (h) Performs other related tasks as may be assigned to him/her.

A handwritten signature in black ink, appearing to be 'D. P. ...', is written vertically on the left side of the page. Below the signature is a large, loopy scribble.