



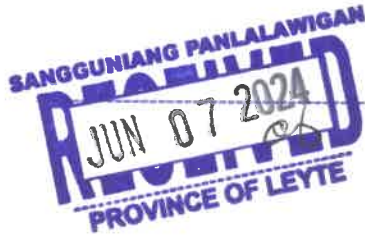
Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Item No.: 14

Date: 11 2024 JUN

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PROVINCIAL LEGAL OFFICE



Province of Leyte
Legal Office
Released: [Signature]
Time: 6-6-24

2nd INDORSEMENT
June 6, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 09, S. 2024 of the Sangguniang Bayan of Abuyog, Leyte.

Issues/concerns for review/recommendation/legal opinion is/are as follows:

- Ordinance No. 09, S. 2024 entitled: **An Amendatory Ordinance Amending the 2024 Revised Charter of the Abuyog Community College of Abuyog, Leyte inserting thereof Section 7**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the corporate powers of the local government unit particularly covered under Section 447, 458 and 468 of the Local Government Code of 1991 granting the legislative body of the municipality, to enact ordinances, approve resolutions and appropriate funds for the general welfare of the municipality and its inhabitants pursuant to section 16¹ of this Code and in the proper exercise of the corporate powers of the municipality as provided for under section 22² of the same Code.

Moreover, this office is of the opinion that the amendatory provisions of the subject Ordinance are not contrary to the Constitution and to the laws. Thus, recommending the same for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents as presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

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

¹ SECTION 16. General Welfare;
² SECTION 22. Corporate Powers.

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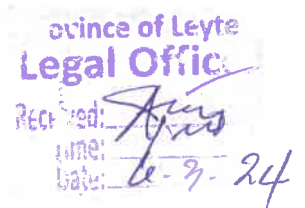


Republic of the Philippines
PROVINCE OF LEYTE


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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
03 June 2024



Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **ORDINANCE NO. 09 s. 2024** of the **MUNICIPALITY OF ABUYOG, LEYTE**, for review and recommendations.


FLORINDA J. S. UYVICO
Secretary to the Sanggunian

SP Records
632024



Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte

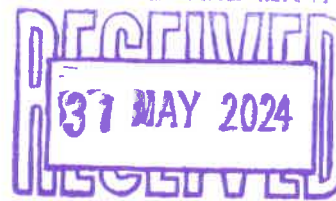


Office of the Sangguniang Bayan Secretary

May 31, 2024

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Legislative Building
Capitol Grounds
Tacloban City

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

Handwritten signature
SECRETARY

Ma'am:

Respectfully transmitting herewith as attached Ordinance of the 19th Sangguniang Bayan of Abuyog, Leyte for the review of the Honorable Sangguniang Panlalawigan, Province of Leyte; viz:

1. ORDINANCE NO. 04, S. 2024 – AN ORDINANCE CREATING NEW PLANTILLA POSITIONS AND PROVIDE THE CORRESPONDING FUNDING FOR EACH CREATED POSITION IN THE MUNICIPAL GOVERNMENT OF ABUYOG, LEYTE
2. **ORDINANCE NO. 09, S. 2024** – AN AMENDATORY ORDINANCE AMENDING THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE INSERTING THEREOF SECTION 7

Thank you.

Very respectfully yours,

A handwritten signature in black ink, appearing to read "Arsenio T. Villote".

ARSENIO T. VILLOTE
Sangguniang Bayan Secretary



Republic of the Philippines
MUNICIPALITY OF ABUYOG
 Province of Leyte



Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE 19TH REGULAR SESSION OF THE 19TH HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON MAY 14, 2024

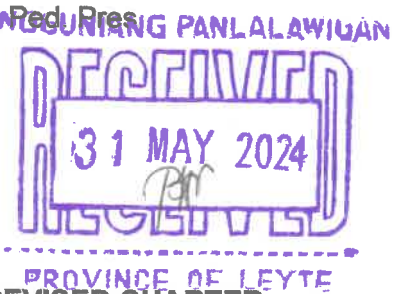
PRESENT:

Hon. James L. Bohol	Municipal Vice-Mayor, Prsdg. Officer
Hon. Jeannette A. Valida	SB Member, Prsdg. Pro-tempore
Hon. Antonio C. Almendra, Jr.	SB Member
Hon. Arnold R. Allera	SB Member
Hon. Patrocinio A. Risos, Jr.	SB Member
Hon. Editha C. Deloy	SB Member
Hon. Edmundo P. Saño	SB Member
Hon. Francisco B. Landia	SB Member, Floor Leader
Hon. Erwin V. Belleza	SB Member
Hon. Dario P. Lleve	SB Member, ABC President
Hon. Melliza Jane C. Traya	SB Member, SK Rep. Pres

ABSENT:

None

ORDINANCE NO. 09, s. 2024



AN AMENDATORY ORDINANCE AMENDING THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE INSERTING THEREOF SECTION 7

Be it ordained by the Sangguniang Bayan of Abuyog, Leyte in session assembled that;

Section 1. Title. This ordinance shall be known as “AN AMENDATORY ORDINANCE AMENDING THE 2024 REVISED CHARTER OF THE ABUYOG COMMUNITY COLLEGE OF ABUYOG, LEYTE INSERTING THEREOF SECTION 7”

Section 2. That Section 7, paragraph 1, 2, 3, 4, 5, 6, 7, and 8 shall now be read as follows; to wit:

Section 7. HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)

The Human Resource Officer of the Local Government Unit of Abuyog, Leyte shall be the Human Resource Officer of the college. The Administrative Officer, acting as the shall collaborate and communicate with the HRMO on matters pertaining

1. Recruitment and Selection:

- Develop recruitment strategies and plans to attract qualified candidates.
- Advertise job vacancies, screen resumes, and conduct interviews.
- Facilitate the selection process and ensure compliance with hiring policies and regulations.
- Coordinate orientation and on boarding programs for new hires.

2. Training and Development:

- Identify training needs through skills assessments and performance evaluations.
- Develop training programs and initiatives to enhance employee skills and competencies.
- Coordinate training sessions, workshops, and seminars.
- Monitor training effectiveness and evaluate the impact on employee performance.

3. Performance Management:

- Develop and implement performance appraisal systems and processes.
- Establish performance standards and metrics aligned with organizational goals.
- Provide guidance and support to managers and supervisors in conducting performance evaluations.
- Identify performance improvement opportunities and implement corrective actions as needed.

4. Employee Relations:

- Serve as a liaison between management and employees to address concerns and grievances.
- Promote positive employee relations through effective communication and conflict resolution.
- Develop and implement employee engagement initiatives to enhance morale and motivation.
- Conduct exit interviews and analyze feedback to identify trends and areas for improvement.

5. Compensation and Benefits Administration:

- Administer employee compensation and benefits programs, including salary structures, bonuses, and incentives.
- Conduct salary surveys and benchmarking to ensure competitive compensation practices.
- Manage employee benefits enrollment, changes, and terminations.
- Ensure compliance with labor laws and regulations related to compensation and benefits.

6. Policy Development and Compliance:

- Develop and update HR policies, procedures, and employee handbooks.
- Ensure compliance with labor laws, regulations, and industry standards.
- Communicate HR policies and procedures to employees and provide guidance on interpretation and implementation.
- Monitor and enforce compliance with organizational policies and procedures.

7. HR Data Management and Reporting:

- Maintain accurate employee records and HR databases.
- Generate reports and analytics on HR metrics, such as turnover rates, employee demographics, and training effectiveness.
- Provide data-driven insights and recommendations to support decision-making and strategic planning.

8. Strategic HR Planning:

- Collaborate with senior management to develop HR strategies aligned with organizational goals and objectives.
- Forecast workforce needs and develop plans for talent acquisition, retention, and succession.

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- Identify emerging HR trends and best practices to enhance organizational effectiveness and competitiveness

Section 12. REPEALING CLAUSE. All ordinances, rules and regulations in conflict with provision of this ordinance are hereby repealed and/or modified accordingly.


Section 13. EFFECTIVITY CLAUSE. This ordinance shall take effect immediately.

ENACTED: This 14th day of May 2024.

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


ARSENIO T. VILLOTE
Sangguniang Bayan Secretary

ATTESTED:


HON. JAMES L. BOHOL
Municipal Vice Mayor, Prsdg. Officer


HON. JEANNETTE A. VALIDA
SB Member, Prsdg. Pro-tempore


HON. ARNOLD R. ALLERA
SB Member

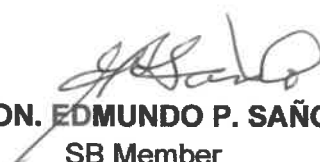

HON. EDITHA C. DELOY
SB Member


HON. FRANCISCO B. LANDIA
SB Member, Floor Leader

HON. DARIO P. LLEVE
SB Member/ ABC Fed. President


HON. ANTONIO C. ALMENDRA, JR.
SB Member

HON. PATROCINIO A. RISOS, JR.
SB Member


HON. EDMUNDO P. SAÑO
SB Member


HON. ERWIN V. BELLEZA
SB Member

HON. MELLIZA JANE C. TRAYA
SB Member/ SK Ped. Pres.

APPROVED:


HON. LEMUEL GIN K. TRAYA
Municipal Mayor