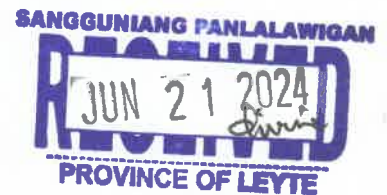




Item No.: 06

Republic of the Philippines  
Date: 25 2024 JUN  
PROVINCE OF LEYTE  
Palo, Leyte

OFFICE OF THE PROVINCIAL GOVERNOR  
**CARLOS JERICHO L. PETILLA**  
June 5, 2024



**The Honorable Members**  
Sangguniang Panlalawigan of Leyte  
Provincial Capitol Grounds  
Senator Enage St., Tacloban City

**Thru : Hon Vice Governor Leonardo M. Javier**  
Vice Governor and Presiding Officer

Hon. Ladies and Gentlemen :

Greetings !

This is to endorse the following mandatory positions for creation per CSC – MC No. 12, s. 2022 and the Department of Budget and Management Circulars.

Mandatory Positions for Creation	Relevant Laws	Proposed Salary Grade
<b>Separate Department</b>		
1. Provincial Government Department Head (Provincial Public Employment Service Office Manager)	RA No. 8759	SG 26
<b>Separate Department</b>		
2. Provincial Government Department Head (Provincial Cooperatives Development Officer)	RA 11535	SG 26
<b>Provincial Governor's Office</b>		
3. Supervising Tourism Operations Officer	RA 9596 Tourism Act of 2009	SG 22
<b>Provincial Population Office</b>		
4. Youth Development Officer IV	RA 10742	SG 22
<b>PSWDO</b>		
5. Disability Affairs Officer IV	RA 10070	SG 22
<b>OPA</b>		
6. Engineer IV (Agricultural Biosystems Engineer)	RA 10601	SG 22
Total		

For your consideration and appropriate action.

Very truly yours,

**CARLOS JERICHO L. PETILLA**  
Governor



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

## **PROPOSAL**

### **I. IDENTIFYING INFORMATION:**

**Project Title** : Creation of the Provincial Government Department Head  
(Provincial Public Employment Office Manager), SG 26

**Proposed Location** : Provincial Government of Leyte, Provincial Government Complex,  
West Bypass Road, Brgy. Guindapunan, Palo

### **II. BACKGROUND AND RATIONALE**

Republic Act 8759 or the PESO Act of 1999 calls for the establishment of PESOs in all localities to ensure prompt, timely and efficient delivery of employment facilitation services at the local level. PESOs provide a venue where clients could avail simultaneously of various employment services, such as labor market information, referrals, training, entrepreneurial, reintegration and other services. They also serve as referral and information center for the Department of Labor and Employment (DOLE) and other government agencies by making available data and information on their respective programs.

The Public Employment Service Office or PESO is a non-fee charging multi-employment service facility or entity established or accredited pursuant to Republic Act No. 8759 otherwise known as the PESO Act of 1999.

To carry out full employment and equality of employment opportunities for all, and for this purpose, to strengthen and expand the existing employment facilitation service machinery of the provincial government particularly at the local levels there shall be established in all municipalities of provinces, key cities, and other strategic areas a Public Employment Service Office, Hereinafter referred to as PESO, which shall be community-based and maintained largely by local government units (LGUs) and a number of non-governmental organizations (NGOs) or community-based organizations (CBOs) and state universities and colleges (SUCs). The PESOs shall be linked to the regional offices of the Department of Labor and Employment (DOLE) for coordination and technical supervision, and to the DOLE central office, to constitute the national employment service network.

The institutionalization of PESO of the province of Leyte, particularly the creation of a permanent item of Provincial Government Department Head (Provincial Public Employment and Office Manager), Salary Grade 26, a separate Department /Office, will strengthen the capability of the province to provide labor and employment services to its constituents and establish strong linkage with DOLE.

#### **General Objective:**

- Ensure the prompt, timely and efficient delivery of employment service and provision of information on the other DOLE programs.

#### **Specific Objectives:**

- Provide a venue where people could explore simultaneously various employment options and actually seek assistance they prefer;
- Serve as referral and information center for the various services and programs of DOLE and other government agencies present in the area;
- Provide clients with adequate information on employment and labor market situation in the area; and
- Network with other PESOs within the region on employment for job exchange purposes.

#### Functions and Responsibilities of PESO:

1. Encourage employers to submit to the PESO on a regular basis a list of job vacancies in their respective establishments in order to facilitate the exchange of labor market information services to job seekers and employers by providing employment services to job seeker, both for local and overseas employment, and recruitment assistance to employers;
2. Develop and administer testing and evaluation instruments for effective job selection, training and counseling;
3. Provide persons with entrepreneurship qualities access to the various livelihood and self-employment programs offered by both government and non-governmental organizations at the provincial/city/municipal/barangay levels by undertaking referrals for such programs;
4. Undertake employability enhancement trainings/seminar for jobseekers as well as those would like to change career or enhance their employability. This function is presently supervised by TESDA and conducted by other training;
5. Provide employment and occupational counseling, career guidance, mass motivation and values development activities;
6. Conduct pre-employment counseling and orientation to prospective local and overseas workers;
7. Provide reintegration assistance services to returning Filipino migrant workers: and
8. Perform such functions as willfully carry out the objectives of this Act.

#### WHAT ARE THE SPECIAL SERVICES OF PESO?

1. Jobs Fairs – these shall be conducted periodically all over the country to bring together in one venue job seekers and employers for immediate matching;
2. Livelihood and Self-employment Bazaars – these will give clients information on the array of livelihood programs they choose to avail of, particularly in the rural areas;
3. Special Credit Assistance for Placed Overseas Workers – this type of assistance will enable poor but qualified applicants to avail of opportunities for overseas employment;
4. Special Program for Employment of Students and Out-of-School Youth (SPESOS) – this program shall endeavor to provide employment to deserving students and out-of-school youths and out-of-school youths coming from poor families during summer and/or Christmas vacations as provided for under Republic Act No. 7323 and its implementing rules, to enable them to pursue their education;
5. Work Appreciation Program (WAP) – this program aims to develop the values of work appreciation and ethics by exposing the young to actual work situations;
6. Workers Hiring for Infrastructure Projects (WHIP) – this program is in pursuance of Republic Act No. 6685 which requires construction companies, including the Department of Public Works and Highways and contractor for government-funded infrastructure projects, to hire thirty percent (30%) of skilled and fifty percent (50%) of unskilled labor requirements from the areas where the project is constructed/located; and
7. Other programs/activities developed by DOLE to enhance provision of employment assistance to PESO clients, particularly for special groups of disadvantaged workers such as persons with disabilities (PWDs) and displaced workers.

Thus, the establishment of PESO particularly creation of Provincial Government Department Head (Provincial Public Employment Officer Manager), Salary Grade 26 will be lodged as a separate department in compliance with the IRR of RA 8759 is being proposed.

Prepared by:

  
CORAZON M. ALVERO  
Provincial Administrator

Approved by:

  
CARLOS JERICO L. PETILLA  
Governor



MC No. 20, s. 2019

**MEMORANDUM CIRCULAR**

**TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Qualification Standards for the Public Employment Service Office (PESO) Positions in the Local Government Units (LGUs) Pursuant to R.A. No. 8759, as Amended by R.A. No. 10691

Pursuant to CSC Resolution No. 1900905 promulgated on August 6, 2019, the Commission approves the amendment of the qualification standards (QS) for the various positions under the Labor and Employment group in the local government units (LGUs), and the new QS for Department Head and Assistant Department Head positions in the Public Employment Service Office (PESO) positions in the LGUs pursuant to Republic Act (R.A.) No. 8759, as amended by R.A. No. 10691, as follows:

POSITION	SG	LVL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
City Government Department Head III*	27	2	Bachelor's degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD), and/or allied fields	5 years of supervisory/ management experience in program management relative to employment facilitation	None required	Career Service (Professional)/ Second Level Eligibility
City Government Department Head II*	26	2				
Provincial Government Department Head*	26	2				
City Government Assistant Department Head III**	25	2				
City Government Department Head I*	25	2				





Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

**PROPOSAL**

**I. IDENTIFYING INFORMATION**

Project Title : Creation of the Provincial Government Department Head  
(Provincial Cooperatives Development Officer) SG 26

Proposed Location: Provincial Governor's Office, Provincial Government Complex  
West Bypass Road, Brgy. Guindapunan, Palo, Leyte

**II. BACKGROUND AND RATIONALE**

Republic Act No. 11535, an act making the position of a Cooperatives Development Officer mandatory in the municipal, city and provincial levels, as specified under sections 443, 454 and 463 amending for the purpose Republic Act No.7160, otherwise known as the "Local Government Code of 1991, as amended.

Under Article XVII Sec.487. Qualifications, Powers and Duties.

- a. No person shall be appointed cooperative development officer unless one is a citizen of the Philippines, preferably a resident of the local government unit concerned, of good moral character, a holder of a college degree preferably in cooperatives, business administration with special trainings in cooperatives or any related course from a recognized college or university, and a first grade civil service eligible or its equivalent. He must have experience in cooperatives organizations and management or other comparable experience of at least five (5) years.
- b. The cooperatives development officer shall take charge of the office for the development of cooperatives registered with the Cooperative Development Authority.

**III. FUNCTIONS**

- 1) Formulate measures for the consideration of the sanggunian, and provide technical assistance and support to the governor in carrying out measures to ensure the delivery of basic services and provision of facilities through the organizing, promotion and development of cooperatives, and in providing access to such services and facilities;
- 2) Develop plans and strategies in consultation with the cooperative sector and, upon approval thereof by the governor, as the case maybe, implement the same, particularly those which have to do with the integration of cooperatives values, principles and practices in programs and projects which the governor is empowered to implement and which the sanggunian is empowered to provide;
- 3) In addition to the foregoing duties and functions, the cooperatives development officer shall:
  - i. Take the lead in identifying groups, sectors or communities that can be organized into cooperatives with the objective that the cooperative s shall be vehicles in poverty reduction, job creation, and socio economic development of the municipality, city or province;
  - ii. In collaboration with the Cooperative Development Authority (CDA), provide assistance to prospective in the conduct of pre-registration seminar and /or pre-membership education seminar and in the preparation of required documents;

- iii. In partnership with the CDA, Department of Trade and Industry, other government agencies, cooperative unions and federations, the academe, and other private organizations, provide technical and other form of assistance to duly registered cooperatives to enhance their viability as economic enterprise and social organization including, but not limited to, training and education, business management, finance and financial management;
- iv. Assist cooperatives in establishing linkages with government agencies, cooperative unions and federations, the academe and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of people and other community activities;

4) Assist cooperatives in the development and implementation of risk management plans and business continuity plans and management as response to anticipated or unexpected man-made and natural calamities and disasters, to aide their survival and, if necessary subsequent rehabilitation;

Prepared by:

  
**RHODORA G. BONIFACIO**  
Human Resource Management Officer

Noted by:

  
**CORAZON M. ALVERO**  
Provincial Administrator

Approved by:

  
**CARLOS JERECHO L. PETILLA**  
Governor



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

**PROPOSAL**

**I. IDENTIFYING INFORMATION:**

Name of Department: Provincial Governor's Office (PGO), Province of Leyte

Proposed Location : Provincial Government Complex, Palo, Province of Leyte

Proposed Budget :

Initial Funding Requirement : CY 2025

**II. RATIONALE FOR THE CREATION OF A PLANTILLA POSITION OF THE SUPERVISING TOURISM OPERATION'S OFFICER, SALARY GRADE 22, UNDER THE PLANTILLA OF THE PROVINCIAL GOVERNOR'S OFFICE, PROVINCE OF LEYTE**

CSC MC No. 12, series of 2002 provides the guidelines in the creation of mandatory positions in the government. Section 4 of the same guidelines identify the creation of the Provincial Tourism Officer as one of the mandatory positions to be created.

Section 125 of the implementing rules and regulations of R.A. 9593, otherwise known as the Tourism Act of 2009, suggests guidelines for the creation of the Tourism Officer:

Creating a plantilla position for a Supervising Tourism Operations Officer, SG 22 within the Provincial Government of Leyte can be justified through several key points -- focusing on the strategic importance of tourism development, economic growth, cultural preservation, and sustainable management. Here's a comprehensive rationale:

**1. Enhancement of Tourism Strategy and Development**

**Strategic Planning.** A dedicated Supervising Tourism Operation's Officer can spearhead the development of a comprehensive tourism strategy that aligns with Leyte's unique assets, culture, and history. This role would involve identifying new tourism opportunities, improving existing attractions, and ensuring that tourism development supports the province's long-term goals.

**Coordination and Collaboration.** The Supervising Tourism Operations Officer can act as a central figure in coordinating between various stakeholders, including local government units, tourism businesses, community groups, and national tourism organizations. This ensures a cohesive approach to tourism development and marketing.

**2. Economic Growth and Job Creation**

**Economic Impact.** Tourism is a significant source of revenue and a key driver of economic growth. By effectively promoting and managing tourism, Leyte can attract more visitors, which translates into increased spending in the local economy, benefiting hotels, restaurants, transport services, and other local businesses.

**Job Creation.** Increased tourism activity leads to job creation, not only directly within the tourism sector but also in related industries. A Supervising Tourism Operations Officer would play a crucial role in fostering an environment that supports new business opportunities and workforce development in the tourism



### 3. Cultural Heritage and Environmental Preservation

**Cultural Preservation.** The Tourism Officer can ensure that tourism development is done in a way that respects and preserves Leyte's rich cultural heritage. This includes promoting cultural events, traditions, and landmarks that highlight the province's unique identity.

**Sustainable Tourism.** With growing concerns about climate change and environmental degradation, a Tourism Officer would be instrumental in promoting sustainable tourism practices. This includes developing policies that protect natural resources, reduce pollution and waste, and ensure that tourism benefits, rather than exploits, local communities and ecosystems.

### 4. Marketing and Promotion

**Brand Development.** A dedicated officer can oversee the creation and promotion of a strong, cohesive brand for Leyte as a tourist destination. This involves developing marketing materials, engaging in social media and digital marketing, and representing Leyte in tourism expos and fairs.

**Targeted Promotion.** Understanding market trends and tourist demographics allows for the targeted promotion of Leyte to potential visitors, both domestic and international. The Supervising Tourism Operation's Officer can implement strategies to attract different types of tourists, from adventure seekers to cultural enthusiasts.

### 5. Capacity Building and Quality Assurance

**Training and Education.** The Supervising Tourism Operation's Officer can facilitate training programs for local businesses and service providers, ensuring high standards of service quality that meet or exceed visitor expectations.

**Quality Control.** By setting and monitoring standards for tourism services and facilities, the Tourism Officer can ensure that visitors have positive experiences, encouraging repeat visits and word-of-mouth promotion.

In conclusion, the establishment of a plantilla position for a Supervising Tourism Operation's Officer in the Provincial Government of Leyte is not only a strategic investment in the province's economic and cultural future but also a necessary step towards sustainable tourism management. This position can serve as a cornerstone for developing Leyte into a more attractive, responsible, and competitive tourist destination.

III. Section 125 of the implementing rules and regulations of R.A. 9593 otherwise known as the Tourism Act of 2009 suggests the following guidelines for the creation of the Supervising Tourism Operation's Officer, SG 22

1. The position of Supervising Tourism Operation's Officer, SG 22 shall be created as a permanent item in every province, city or municipality in which tourism is a significant industry,
2. He/she shall be appointed by a local chief executive based on the following qualifications:
  - a. Must be a Filipino Citizen permanently residing in the LGU where the position is available.

- c. At least five (5) years of substantial work experience and involvement in tourism industry whether the private sector and government; and
  - d. Must undergo the training programs undertaken by the Department;
3. LGUs shall ensure the periodic attendance and completion by the tourism officers of the training programs conducted by the Department.
4. The Supervising Tourism Operation's Officer, SG 22 shall be responsible for the following functions at the local level:
  - a. Prepare, implement, coordinate, monitor and update local tourism development plans;
  - b. Ensure the proper enforcement of tourism standards, laws, rules and regulations;
  - c. Submit regular reports on status of tourism plans and programs, tourist arrivals, employment, occupancy rates, investment and tourism products, among others, to the Department;
  - d. Coordinate with the Department and its attached agencies and corporations in regard to the development and promotion of tourism in their locality;
  - e. The Department of Tourism may issue appropriate guidelines to prescribe other relevant qualifications that will guide the LGU in the selection and placement of tourism personnel in their locality.

Recommending Approval:

  
**CORAZON M. ALVERO**  
Provincial Administrator

Approved by:

  
**CARLOS JERICO L. PETILLA**  
Governor

Section 123 – *Value of Accreditation.*

- (a) The Department shall develop a system to enhance the value of accreditation among primary and secondary tourism enterprises such as, but not limited to, the following:
  - (1) Only accredited enterprises shall be beneficiaries of promotional, training and other programs of the Department and its attached agencies and corporations; and
  - (2) Accredited enterprises shall give due preference to other accredited enterprises in obtaining relevant services.
- (b) The Department shall develop an integrated system of accreditation in coordination with concerned agencies and entities in order to reduce the regulatory and financial burden on tourism-related enterprises.

Section 124 – *Local Government Capabilities.*

The Department shall develop a comprehensive capacity-building program to enhance the capability of the LGUs to monitor and administer tourism activities, and enforce tourism laws, rules and regulations. Funding for this program shall be shared equitably between the Department and the LGUs concerned.

Section 125 – *Tourism Officer.*

- (a) The position of a tourism officer shall be created as a permanent item in every province, city or municipality in which tourism is a significant industry.
- (b) The tourism officer shall be appointed by a local executive based on the following qualifications:
  - (1) Must be a Filipino citizen permanently residing in the LGU where the position is available;
  - (2) Must obtain relevant bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields;
  - (3) At least five (5) years of substantial work experience and involvement in the tourism industry either in the private sector or government; and
  - (4) Must undergo and pass the training programs undertaken by the Department.
- (c) LGUs shall ensure the periodic attendance and completion by the tourism officers of the training programs conducted by the Department.
- (d) The tourism officer shall be responsible for the following functions at the local level:
  - (1) Prepare, implement, coordinate, monitor and update local tourism development plans;
  - (2) Ensure the proper enforcement of tourism standards, laws, rules and



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte

## PROPOSAL

### I. IDENTIFYING INFORMATION:

Project Title : **Creation of Youth Development Officer IV, SG 22**  
Proposed Location : **Provincial Population Office, Provincial Government Complex,  
West Bypass Road, Brgy. Guindapunan, Palo**

### II. BACKGROUND AND RATIONALE

The Philippine Constitution Article 2, Section 13 of 1987 provides that "the "State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being." RA 8044 otherwise known as the "Youth in Nation Building Act" created the National Youth Commission establishing a National Comprehensive and Coordinated Program on Youth Development. The law emphasizes the significant role of the youth in nation building is to provide fresh perspectives and energy to help drive economic development and social progress. As the future leaders of the country, they have a responsibility to contribute to making the society better for everyone.

Republic Act 10742, otherwise known as the Sangguniang Kabataan (SK) Reform Act of 2015 which provided a strong framework to encourage the youth not only to participate in governmental activities and public and civic affairs but to also develop a sense of leadership and patriotism. Moreover, the Act provides for the creation of a Provincial Youth Development Officer in every province, city and municipality which shall be headed by a youth development officer.


The Youth Development Officer IV, SG 22 shall have the following functions:

1. In accordance with Section 24 (d) of these rules, register and verify youth and youth-serving organizations;
2. Provide technical assistance to the Local Youth Development Council (LYDC) of the concerned LGU in the formulation of the Local Youth Development Plan (LYDP);
3. Facilitate the election of the LYDC representatives;
4. Serves as secretariat to the LYDC;
5. Conduct the mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the Commission and the DILG. The local youth development officer shall apply for accreditation from the Commission on order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members;
6. Provide technical, logistical and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the Commission and DILG;
7. Coordinate with the Commission, with regard to the youth programs within their jurisdiction; and
8. Perform such other functions as may be prescribed by law, ordinance, or as the LCE, the DILG or the Commission may require.



The province having 40 MLGUs and 1 Component City, the Youth Development Officer will have supervisory functions over the Municipal LYDOs and CYDO to ensure that all policies will be observed and enforced, moreover all youth-related programs/projects and activities of the provincial youth development plan are implemented, monitored and evaluated.

Thus, the creation of an item particularly the Youth Development Officer IV with a Salary Grade 22 will be attached at the Provincial Population Office is being proposed.

Prepared by:

  
**MELCHORA E. CAWILE**  
Provincial Population Officer

Approved by:

  
**CARLOS JERICO L. PETILLA**  
Governor 





Republic of the Philippines  
**PROVINCE OF LEYTE**  
**PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**  
**Leyte Provincial Gov't. Complex, West By Pass Road, Palo, Leyte 6501**  
*E-mail: pswdoleyte@gmail.com*

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## PROJECT PROPOSAL

I. **Title** : Creation of Plantilla Position for Persons With Disability Affairs Officer IV (Salary Grade 22)

### II. **Rationale:**

The United Nation Convention on the Rights of Persons with Disabilities (UNCRPD) mandates the Philippine Government to closely consult with and actively involve Persons With Disabilities through their representative organizations in the development and implementation of registration and policies to implement this international commitment.

Under Republic Act No. 10070 (an act establishing an institutional mechanism to ensure the implementation of Programs and Services for Persons With Disabilities in every Province, City and Municipality, amending Republic Act no. 7277 otherwise known as the "Magna Carta for Disabled Persons," as amended, and for others purposes), the Local Government Unit shall promote the establishment of organizations of persons with disabilities (PWDs) in their respective territorial jurisdictions. National agencies and local government units may enter into joint ventures with organizations or associations of PWDs to explore livelihood opportunities and other undertakings that shall enhance the health, physical fitness, economic and social well-being of PWDs.

Section 5 of the IRR mandates the creation of Persons with Disabilities Affairs Office (PDAO) in every Province, City and Municipality and the designation of a Focal Person in the fourth (4<sup>th</sup>), fifth (5<sup>th</sup>) and sixth (6<sup>th</sup>) class Municipalities who shall perform the functions of PDAO.

Priority shall be given to qualified Person With Disabilities in the appointment of the head of PDAO for the Province, Cities and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> class and the Focal Person for the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> class Municipalities.

The Head of the PDAO shall perform the following duties and responsibilities:

- Manage and oversee the efficient operations of the Persons with Disabilities Affairs Office and general supervision of its personnel;
- Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities coordination National Agencies;
- Ensure representation of Persons with Disabilities in the Local Development Councils and other Special bodies;
- Build the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;
- Establish coordination with the Province, City or Municipality as the case maybe and ensure the inclusion of disability concerns in all local government programs and services;

- Network with local, national and international organizations and establish partnership in disability programs and resource mobilizations;
- Develop and submit to the concerned municipality, City Mayor or Governor an Annual Work and Financial Plan.

### III. Recommendation:

Person With Disability (PWD) is one of the vulnerable sectors of the society, thus, the creation of the PDAO office to be headed by the PDAO officer is extremely important primarily to assist the Local Government Units (LGUs) in the formulation and implementation of policies, plans and programs for the promotion of their welfare in coordination with concerned national and local government agencies.

Hence, it is respectfully recommended that said Mandatory Position be considered.


Prepared by:

  
VIVIAN L. GLAROS  
PSWDO/PGDH

Recommending Approval:

  
CORAZON M. ALVERO  
Provincial Administrator

Approved:

  
CARLOS JERICHO L. PETILLA  
Provincial Governor

**RULE VI**

**ORGANIZATIONAL STRUCTURE OF PERSONS WITH DISABILITY AFFAIRS OFFICE**

**Section 14. Nature of Employment, Composition and Functions of PDAO Personnel –**

The Persons with Disability Affairs Office shall have at least four (4) personnel on a permanent status.

The four (4) permanent positions shall perform the following functions:

- Head of PDAO/Officer
- Who shall be responsible in overseeing the management and operations of PDAO
- Represent persons with disabilities in meetings of local government councils and other special bodies and
- Submit report to the office of the governor or city/municipal mayor on the implementation of programs and services for the promotion of the rights and w with disabilities in the areas of jurisdiction.
- Three (3) technical/administrative staff who will perform the following tasks:
  - Planning and formulation/development of programs concerning mainstreaming the disability perspective in the local government unit's projects and activ development of disability specific programs:
  - Monitoring and implementation of the provisions of this Act, Batas Pambansa Blg.344, otherwise known as the Accessibility Law, and other relevant law levels
  - Assist in a day-to-day operations and maintain updated database on disability and ensure its availability.

Technical and administrative staff maybe appointed by phases or according to plan.

Section 15. Organization and Composition. The Disability Affairs Office who shall head the PDAO shall have the following position titles and corresponding mi qualification standards, as appropriate:

Local Government Unit (LGU)	Unit Position Title and Salary Grade	Education	Experience	Training	Eligibility
Provinces	Disability Affairs Officer (DAO) IV (SG 22)	Bachelor's Degree	3 years of relevant experience on disability affairs	16 hours of relevant training on disability affairs	Career Second Le

## PROPOSAL

### I. IDENTIFYING INFORMATION

Project Title : Creation of permanent position for Agricultural Biosystems Engineer IV

Proposed Location: Office of the Provincial Agriculturist, Provincial Government Complex,  
West Bypass Road, Brgy. Guindapunan, Palo, Leyte

### II. BACKGROUND AND RATIONALE

Republic Act No. 10915 or “Philippine Agricultural and Biosystems Engineering Act of 2016” is an act strengthening, modernizing and aligning the practice of agricultural engineering in the country into the internationally recognized practice of agricultural and biosystems engineering (ABE), and for other purposes. It requires that only registered and licensed agricultural and biosystems engineers with valid PRC license shall be appointed or designated to all government, private firms, and establishments with agricultural and biosystems engineering functions and responsibilities.

The Office of the Provincial Agriculturist needs the ABE Division to properly assume the following devolved functions, responsibilities, and services provided by law:

	Devolved Functions/Services/Facilities	Legal Basis
1	Extension and on-site research services on agri-fisheries mechanization and engineering as part of the over-all agri-fisheries activities	Section 17, RA No. 7160 (Local Government Code); Section 28, RA No. 10601 (An Act promoting Agricultural and Fisheries Mechanization development in the Country)
2	Provision/Upgrading of agri-fisheries machinery and infrastructure of extension and on-site research facilities/centers	Section 17, RA 7160
3	Provision/Repair/Upgrading and operation, maintenance and management of Irrigation and soil and water conservation projects	Section 17, RA No. 7160; Section 31, RA No. 8435 (The Agriculture and Fisheries Modernization Act of 1997)
4	Farm-to-Market Road Services (10% counterpart; Maintenance of FMR-Barangay Roads)	Section 52, RA No. 8435; DA AO No. 5, series of 2020
5	Agri-Fisheries Mechanization (Local planning, implementation and regulation)	RA No. 10601 – Sections 9, 17, 19, 21, 28, and 29
6	Post Harvest Facilities/other Facilities Establishment and Regulation	Section 17, RA No. 7160; RA No. 8550 – Sections 57, 59 and 60
7	Agricultural and Biological Waste Management and Utilization (as part of LGU Solid Waste Management Plan and LGU’s responsibility in ensuring and maintaining air and water quality)	RA No. 9003 – Section 17-18; RA No. 9275 (Clean Water Act) and RA No. 8749 (Clean Air Act)
8	Local Climate Change Action Plan (Agricultural and Biosystems Engineering Interventions)	Section 14, RA No. 9729 (Climate Change Act of 2009)

**General Objective:**

- Apply and deliver agricultural and biosystems engineering services to accelerate agricultural and fishery modernization; ensure food and water security, bio-energy development, natural resources conservation, environmental protection and human health and safety in the province of Leyte.

**Specific Objectives:**

- To create the position of Agricultural Biosystems Engineer IV with Salary Grade 22.
- To appoint a Philippine Regulatory Commission (PRC)-licensed and registered Agricultural Biosystems Engineer to the above-mentioned position and be designated as Division Chief of the ABE Division under the Office of the Provincial Agriculturist.
- To properly assume the functions and responsibilities of the ABE Division.

**Functions and Responsibilities of Agricultural and Biosystems Engineer IV**

1. Serve as Division Chief of ABE Division under the Office of the Provincial Agriculturist.
2. Render extension and on-site research services on agri-fisheries mechanization and engineering.
3. Facilitate the provision/upgrading of agri-fisheries machinery and infrastructure.
4. Make possible the provision/repair/upgrading and operation, maintenance and management of irrigation and soil and water conservation projects.
5. Provide technical support for farm-to-market road services, agri-fisheries mechanization, post harvest facilities establishment and regulation, agricultural and biological waste management and utilization, local climate change action plan formulation, implementation, and evaluation.

The creation of the position of Agricultural Biosystems Engineer IV with Salary Grade 22 as Division Chief of the ABE Division under the Office of the Provincial Agriculturist is therefore proposed.

Prepared by:



**IMELDA G. SIEVERT**  
Provincial Agriculturist

Approved by:



**CARLOS JERICHO L. PETILLA**  
Governor





Position Title	Education	Experience	Training	Eligibility
Engineer II, SG-16	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	1 year of relevant experience in agricultural engineering or agricultural and biosystems engineering	4 hours of relevant training	RA No. 10915 (ABE)
Engineer III, SG-19	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering.	2 years of relevant experience in agricultural engineering or agricultural and biosystems engineering	8 hours of relevant training	RA No. 10915 (ABE)
Engineer IV, SG-22	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	3 years of relevant experience in agricultural engineering or agricultural and biosystems engineering	16 hours of relevant training	RA No. 10915 (ABE)
Engineer V, SG-24	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 years in position/s involving management and supervision, 1 year of which is relevant to agricultural engineering or agricultural and biosystems engineering	40 hours of supervisory/ management training/ learning and development intervention	RA No. 10915 (ABE)

7.2 The following minimum qualification standards shall be required for the Heads of the Agricultural and Biosystems Engineering Department/Division/Section, depending on the actual level of organization created or to be created by the LGUs:

POSITION	SG	LEVEL	EDUCATION	EXPERIENCE	TRAININGS	ELIGIBILITY
Youth Development Officer IV	22	2	Bachelor's degree	3 years of relevant experience	16 hours of relevant training	Career Service Professional/Second Level Eligibility