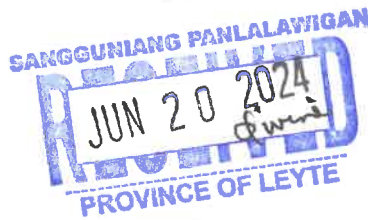


Item No.: 07

Date: 25 2024 JUN

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
May 30, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2024-01 of the Sangguniang Bayan of Palo, 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 authorized under Section 76¹ 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

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.


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Province of Leyte
Legal Office
Received
Date: 5-31-24

1ST INDORSEMENT
30 May 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2024-01** of the **MUNICIPALITY OF PALO, LEYTE**, entitled: **An Ordinance Enacting the New Organizational Structure and Staffing Pattern of the Municipal Government of Palo, Leyte and Creating, Establishing and Institutionalizing Departments, Offices, Sections, Units and the Corresponding Positions Therein.**

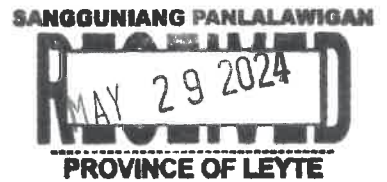

FLORINDA J. S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

1st Indorsement
May 29, 2024



Respectfully forwarded to the Honorable Sangguniang Panlalawigan, Palo, Leyte, the herein attached copy of Municipal Ordinance No. 2024-01 of the Sangguniang Bayan, Palo, Leyte, dated February 20, 2024 with accompanying Certificate of Posting, Publication and Minutes, which are all self-explanatory, being submitted herewith for consideration and review.

amp/


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

SB Member Gregorio Papoose V. Lantajo, Jr. – Temporary Presiding Officer
SB Member Andres Ian R. Sevilla
SB Member Casimero P. Villas, Jr.
SB Member Chiqui Ruth C. Uy
SB Member Aaron H. Roca
SB Member Antonino C. Hernit
SB Member Jan Michelle L. Dolina
SB Member Casimero B. Parado II
SB Member Mary Dwell S. Agner – SK Federation President

Absent:

Vice-Mayor Jonathan P. Chiquillo – on Official Travel
SB Member Felipe T. Ygrubay, Jr. – OIC, Office of the Mayor

MUNICIPAL ORDINANCE NO. 2024-01

"AN ORDINANCE ENACTING THE NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE AND CREATING, ESTABLISHING AND INSTITUTIONALIZING DEPARTMENTS, OFFICES, SECTIONS, UNITS AND THE CORRESPONDING POSITIONS THEREIN."

WHEREAS, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides that local government units 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 of the Civil Service Commission;

WHEREAS, Section 77 of the Local Government Code provides that the chief executive of every local government unit shall be responsible for human resources and development and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish;

WHEREAS, Section 447 (viii) of the same code provides that the Sangguniang Bayan shall 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;

WHEREAS, in view of the substantial growth and rapid development of the municipality there is a need to modify its organizational structure and staffing pattern in order to address and respond to the changing needs of its constituents and expansion of public services;

WHEREAS, the Department of Interior and Local Government thru the Seal of Good Local Governance further requires for the creation or institutionalization of various offices and positions which are necessary for the efficient delivery of services;

In view of the foregoing, be it enacted by the Sangguniang Bayan of the Municipality of Palo in session duly assembled, the following:

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2024-01)

SECTION 1. TITLE. This Ordinance shall be known as the "New Organizational Structure and Staffing Pattern of the Municipal Government of Palo, Leyte and Creating, Establishing and Institutionalizing Departments, Offices, Sections, Units and the Corresponding Positions Therein."

SECTION 2. ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPALITY OF PALO, LEYTE. The Organizational Structure and Staffing Pattern of the Municipality of Palo, Leyte shall be as follows (*offices or positions for creation are marked with an asterisk*):

I. EXECUTIVE DEPARTMENT

1. OFFICE OF THE MUNICIPAL MAYOR

- a. Municipal Mayor SG 27
- b. Senior Administrative Assistant III (Private Secretary II) Co-Terminous SG 15
- c. Administrative Officer II (Information Officer I) SG 11
- d. Administrative Aide IV (Driver II) SG 4
- e. Administrative Aide IV (Clerk II) SG 4
- f. Administrative Aide III (Clerk I) SG 3
- g. Administrative Aide II (Messenger) SG 2
- h. Administrative Aide II (Reproduction Machine Operator I) SG 2
- i. Administrative Aide II (Reproduction Machine Operator I) SG 2
- j. Administrative Aide II (Bookbinder I) SG 2
- k. Administrative Aide II (Bookbinder I) SG 2
- l. Administrative Aide I (Utility Worker I) SG 1

1.1. OFFICE OF THE MUNICIPAL ADMINISTRATOR*

- a. Administrative Officer V (Administrative Officer III) Co-Terminous SG 18
- b. Administrative Aide III (Clerk I) SG 3

1.2. ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION*

- a. Supervising Administrative Officer (Administrative Officer IV) SG 22
- b. Administrative Officer II (Human Resource Management Officer I) SG 11
- c. Administrative Aide III (Clerk I) SG 3

1.3. BUSINESS PERMITS AND LICENSING OFFICE*

- a. Licensing Officer I SG 11*

1.4. ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE*

- a. Development Management Officer I SG 11*

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2024-01)

1.5. GENERAL SERVICES SECTION*

- a. Administrative Aide IV (Storekeeper I) SG 4
- b. Administrative Aide IV (Driver II) SG 4
- c. Administrative Aide III (Clerk I) SG 3
- d. Construction and Maintenance Man SG 2
- e. Construction and Maintenance Man SG 2
- f. Administrative Aide II (Messenger) SG 2
- g. Metro Aide SG 2
- h. Metro Aide SG 2
- i. Metro Aide SG 2
- j. Metro Aide SG 2
- k. Administrative Aide I (Laborer I) SG 1
- l. Administrative Aide I (Laborer I) SG 1
- m. Administrative Aide I (Laborer I) SG 1
- n. Administrative Aide I (Utility Worker I) SG 1
- o. Administrative Aide I (Utility Worker I) SG 1

1.6. HOUSING AND HOMESITE REGULATIONS SECTION*

- a. Housing and Homesite Regulation Officer I SG 11*

1.7. INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION*

- a. Computer Maintenance Technologist I SG 11*

1.8. LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE*

- a. Administrative Officer I (Records Officer I) SG 10*
- b. Administrative Aide III (Clerk I) SG 3
- c. Administrative Aide I (Utility Worker I) SG 1

1.9. ECONOMIC ENTERPRISE MANAGEMENT UNIT*

1.9.1. MARKET

- a. Market Supervisor I SG 10
- b. Administrative Aide II (Messenger) SG 2
- c. Watchman I SG 2
- d. Administrative Aide I (Laborer I) SG 1

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2024-01)

- e. Administrative Aide I (Laborer I) SG 1
- f. Administrative Aide I (Utility Worker I) SG 1
- g. Administrative Aide I (Utility Worker I) SG 1

1.9.2. SLAUGHTERHOUSE

- a. Meat Inspector I SG 6
- b. Watchman I SG 2
- c. Administrative Aide I (Laborer I) SG 1
- d. Administrative Aide I (Laborer I) SG 1
- e. Administrative Aide I (Utility Worker I) SG 1

1.9.3. CEMETERY*

- a. Cemetery Caretaker SG 2
- b. Administrative Aide I (Laborer I) SG 1
- c. Administrative Aide I (Utility Worker I) SG 1

1.10. PUBLIC EMPLOYMENT SERVICE OFFICE*

- a. Senior Labor and Employment Officer SG 19*

1.11. ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE*

- a. Senior Environmental Management Specialist SG 18

1.12. TOURISM, CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEVELOPMENT OFFICE*

1.12.1. TOURISM, CULTURE, ARTS AND MEDIA OFFICE*

- a. Senior Tourism Culture and the Arts Officer (Senior Tourism Operations Officer) SG 18
- b. Tourism Culture and the Arts Officer I (Tourism Operations Officer I) SG 11

1.12.2. YOUTH AND SPORTS DEVELOPMENT OFFICE*

- a. Youth Development Officer I SG 10*

2. OFFICE OF THE MUNICIPAL ACCOUNTANT

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PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- a. Municipal Government Department Head I (Municipal Accountant) SG 24
- b. Accountant III SG 19
- c. Administrative Assistant III (Senior Bookkeeper) SG 9
- d. Administrative Assistant II (Bookkeeper I) SG 8
- e. Administrative Assistant II (Bookkeeper I) SG 8
- f. Administrative Aide IV (Accounting Clerk I) SG 4
- g. Administrative Aide IV (Accounting Clerk I) SG 4
- h. Administrative Aide II (Bookbinder I) SG 2
- i. Administrative Aide I (Utility Worker I) SG 1

3. OFFICE OF THE MUNICIPAL AGRICULTURIST

- a. Municipal Government Department Head I (Municipal Agriculturist) SG 24
- b. Municipal Agricultural Officer SG 20
- c. Agricultural Technologist SG 10
- d. Agricultural Technologist SG 10
- e. Agricultural Technologist SG 10
- f. Agricultural Technologist SG 10
- g. Agricultural Technologist SG 10
- h. Agricultural Technologist SG 10
- i. Farm Worker I SG 2
- j. Administrative Aide I (Laborer I) SG 1
- k. Administrative Aide I (Laborer I) SG 1
- l. Administrative Aide I (Laborer I) SG 1
- m. Administrative Aide I (Laborer I) SG 1
- n. Administrative Aide I (Utility Worker I) SG 1

Opinion

4. OFFICE OF THE MUNICIPAL ASSESSOR

- a. Municipal Government Department Head I (Municipal Assessor) SG 24
- b. Local Assessment Operations Officer I SG 11*
- c. Draftsman I SG 6
- d. Assessment Clerk II SG 6
- e. Assessment Clerk I SG 4
- f. Assessment Clerk I SG 4
- g. Assessment Clerk I SG 4
- h. Assessment Clerk I SG 4
- i. Administrative Aide II (Messenger) SG 2
- j. Administrative Aide I (Utility Worker I) SG 1

Opinion

5. OFFICE OF THE MUNICIPAL BUDGET OFFICER

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- a. Municipal Government Department Head I (Municipal Budget Officer) SG 24
- b. Administrative Officer II (Budget Officer I) SG 11*
- c. Administrative Assistant II (Budgeting Assistant) SG 8
- d. Administrative Aide IV (Budgeting Aide) SG 4
- e. Administrative Aide IV (Budgeting Aide) SG 4
- f. Administrative Aide II (Reproduction Machine Operator I) SG 2
- g. Administrative Aide I (Utility Worker I) SG 1

6. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

- a. Municipal Government Department Head I (Municipal Civil Registrar) SG 24
- b. Registration Officer I SG 10*
- c. Administrative Aide VI (Clerk III) SG 6
- d. Administrative Aide VI (Clerk III) SG 6
- e. Administrative Aide II (Reproduction Machine Operator I) SG 2
- f. Administrative Aide I (Utility Worker I) SG 1

6.1. POPULATION OFFICE*

- a. Population Program Officer I SG 11*

7. OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER *

- a. Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer) SG 24*
- b. Local Disaster Risk Reduction and Management Officer III SG 18
- c. Local Disaster Risk Reduction and Management Officer I SG 11
- d. Local Disaster Risk Reduction Management Assistant SG 8
- e. Administrative Aide III (Clerk I) SG 3
- f. Administrative Aide III (Driver I) SG 3

7.1. RESEARCH AND PLANNING SECTION*

- a. Local Disaster Risk Reduction Management Assistant SG 8*

7.2. ADMINISTRATION AND TRAINING SECTION*

- a. Local Disaster Risk Reduction Management Assistant SG 8*

7.3. OPERATIONS AND WARNING SECTION*

- a. Local Disaster Risk Reduction Management Assistant SG 8*

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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7.3.1. EMERGENCY RESPONSE UNIT*

- a. Administrative Aide III (Clerk I) SG 3*

7.3.2. WATER PATROL, RESCUE AND RESPONSE UNIT*

- a. Administrative Aide III (Clerk I) SG 3*

7.3.3. TRAFFIC AND SECURITY MANAGEMENT UNIT*

- a. Security Officer I SG 11*
- b. Traffic Operations Officer I SG 11*
- c. Parking Aide I SG 2

8. OFFICE OF THE MUNICIPAL ENGINEER

- a. Municipal Government Department Head I (Municipal Engineer) SG 24
- b. Engineer II SG 16
- c. Architect I SG 12
- d. Engineering Assistant SG 8
- e. Draftsman I SG 6
- f. Administrative Aide II (Messenger) SG 2
- g. Administrative Aide II (Reproduction Machine Operator I) SG 2
- h. Administrative Aide II (Bookbinder I) SG 2
- i. Administrative Aide I (Laborer I) SG 1
- j. Administrative Aide I (Laborer I) SG 1
- k. Administrative Aide I (Laborer I) SG 1
- l. Administrative Aide I (Laborer I) SG 1
- m. Administrative Aide I (Utility Worker I) SG 1

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8.1. OFFICE OF THE BUILDING OFFICIAL*

- a. Engineer I SG 12
- b. Building Inspector SG 11*

9. OFFICE OF THE MUNICIPAL HEALTH OFFICER

- a. Municipal Government Department Head I (Municipal Health Officer) SG 24
- b. Dentist II SG 17

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PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- c. Dental Aide SG 4
- d. Nurse II SG 16
- e. Nurse I SG 15
- f. Radiologic Technologist I SG 11
- g. Medical Technologist I SG 11
- h. Medical Technologist SG 11
- i. Pharmacist I SG 11
- j. Sanitation Inspector II SG 8
- k. Sanitation Inspector II SG 8
- l. Sanitation Inspector I SG 6
- m. Midwife III SG 13
- n. Midwife III SG 13
- o. Midwife II SG 11
- p. Midwife II SG 11
- q. Midwife II SG 11
- r. Midwife II SG 11
- s. Midwife II SG 11
- t. Midwife I SG 9
- u. Midwife I SG 9
- v. Administrative Aide III (Driver I) SG 3
- w. Laboratory Aide I SG 2
- x. Administrative Aide I (Laborer I) SG 1
- y. Administrative Aide I (Laborer I) SG 1
- z. Administrative Aide I (Utility Worker I) SG 1

9.1. EPIDEMIOLOGY SURVEILLANCE UNIT*

- a. Nurse I SG 15*

9. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

- a. Municipal Government Department Head I (Municipal Planning and Development Coordinator) SG 24
- b. Planning Officer I SG 11*
- c. Zoning Inspector I SG 6*
- d. Statistician Aide I SG 4
- e. Administrative Aide II (Messenger) SG 2
- f. Administrative Aide I (Utility Worker I) SG 1

10. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- a. Municipal Government Department Head I (Municipal Social Welfare and Development Officer) SG 24
- b. Social Welfare Officer III SG 18
- c. Social Welfare Officer I SG 11
- d. Social Welfare Assistant SG 8
- e. Day Care Worker I SG 6
- f. Administrative Aide IV (Clerk II) SG 4
- g. Administrative Aide II (Messenger) SG 2
- h. Administrative Aide II (Reproduction Machine Operator I) SG 2
- i. Administrative Aide II (Bookbinder I) SG 2
- j. Administrative Aide I (Laborer I) SG 1
- k. Administrative Aide I (Laborer I) SG 1
- l. Administrative Aide I (Utility Worker I) SG 1
- m. Administrative Aide I (Utility Worker I) SG 1

10.1. SENIOR CITIZEN'S AFFAIRS OFFICE*

- a. Social Welfare Aide SG 4*

10.2. PERSONS WITH DISABILITY AFFAIRS OFFICE*

- a. Disability Affairs Officer III SG 18*

11. OFFICE OF THE MUNICIPAL TREASURER

- a. Municipal Government Department Head I (Municipal Treasurer) SG 24
- b. Municipal Government Assistant Department Head I (Assistant Municipal Treasurer) SG 22
- c. Administrative Aide III (Clerk I) SG 3
- d. Administrative Aide II (Messenger) SG 2
- e. Administrative Aide II (Reproduction Machine Operator I) SG 2
- f. Administrative Aide II (Bookbinder I) SG 2
- g. Administrative Aide I (Utility Worker I) SG 1

11.1. CASH OPERATION

- a. Administrative Assistant II (Disbursing Officer II) SG 8
- b. Administrative Aide VI (Disbursing Officer I) SG 6

11.2. REVENUE OPERATION

- a. Revenue Collection Clerk II SG 7
- b. Revenue Collection Clerk I SG 5
- c. Revenue Collection Clerk I SG 5

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- d. Revenue Collection Clerk I SG 5
- e. Revenue Collection Clerk I SG 5
- f. Revenue Collection Clerk I SG 5
- g. Revenue Collection Clerk I SG 5
- h. Revenue Collection Clerk I SG 5
- i. Ticket Checker SG 3
- j. Ticket Checker SG 3
- k. Ticket Checker SG 3
- l. Ticket Checker SG 3
- m. Ticket Checker SG 3

II. LEGISLATIVE DEPARTMENT

1. OFFICE OF THE MUNICIPAL VICE-MAYOR

- a. Municipal Vice-Mayor SG 25
- b. Administrative Aide III (Clerk I) SG 3
- c. Administrative Aide II (Messenger) SG 2
- d. Administrative Aide I (Utility Worker I) SG 1

2. OFFICE OF THE SANGGUNIANG BAYAN

- a. Sangguniang Bayan Member SG 24
- b. Sangguniang Bayan Member SG 24
- c. Sangguniang Bayan Member SG 24
- d. Sangguniang Bayan Member SG 24
- e. Sangguniang Bayan Member SG 24
- f. Sangguniang Bayan Member SG 24
- g. Sangguniang Bayan Member SG 24
- h. Sangguniang Bayan Member SG 24
- i. Sangguniang Bayan Member SG 24
- j. Sangguniang Bayan Member SG 24
- k. Board Secretary I SG 14
- l. Legislative Staff Assistant I SG 6
- m. Administrative Aide III (Driver I) SG 3
- n. Administrative Aide IV (Storekeeper I) SG 4
- o. Administrative Aide IV (Driver II) SG 4 *
- p. Administrative Aide III (Driver I) SG 3
- q. Administrative Aide II (Messenger) SG 2
- r. Administrative Aide I (Utility Worker I) SG 1

3. OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- a. Secretary to the Sangguniang Bayan SG 24
- b. Administrative Aide III (Clerk I) SG 3
- c. Administrative Aide III (Clerk I) SG 3
- d. Administrative Aide II (Messenger) SG 2
- e. Administrative Aide I (Utility Worker I) SG 1

SECTION 3. ORGANIZATIONAL STRUCTURE and STAFFING PATTERN. The new organizational structure and staffing pattern is hereby attached (Attachment "A") and made an integral part of this Ordinance.

SECTION 4. QUALIFICATION STANDARDS. Pursuant to the Civil Service Commission Rules and Regulations, the minimum qualifications standards for the positions to be created are the following:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	24	Bachelor's Degree	4 years of relevant experience on Disaster Risk Reduction and Management	24 hours of relevant training on Disaster Risk Reduction and Management	Career Service Professional/ Second Level Eligibility
Senior Labor & Employment Officer	19	Bachelor's Degree preferably in any of the following: Operations Management (OM); Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields.	2 years of experience in program management relative to employment facilitation	8 hours of relevant training in employment facilitation	Career Service Professional/ Second Level Eligibility
Disability Affairs Officer III	18	Bachelor's Degree	2 years of relevant experience on disability affairs	8 hours of relevant training on disability affairs	Career Service Professional/ Second Level Eligibility
Nurse I	15	Bachelor of Science in Nursing	None Required	None Required	RA 1080 (Nurse)

Palo



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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Licensing Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Development Management Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Housing and Homesite Regulation Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Computer Maintenance Technologist I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Local Assessment Operations Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Administrative Officer II (Budget Officer I)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Population Program Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Security Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Traffic Operations Officer I	11	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Building Inspector	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Planning Officer I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility

Palo



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2024-01)

Administrative Officer I (Records Officer I)	10	Bachelor's Degree relevant to the job	None Required	None Required	Career Service Professional/ Second Level Eligibility
Youth Development Officer I	10	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Registration Officer I	10	Bachelor's Degree	None Required	None Required	Career Service Professional/ Second Level Eligibility
Local Disaster Risk Reduction Management Assistant	8	Completion of 2 years studies in college	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service Sub-Professional/First Level Eligibility
Zoning Inspector I	6	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional/First Level Eligibility
Social Welfare Aide	4	High School Graduate	None Required	None Required	None Required (MC II, s.96 Cat.III)
Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Driver's License (MC, 11, s.96- Cat III), as amended by (MC 10, s. 2013- Cat. IV)
Administrative Aide III (Clerk I)	3	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional/First Level Eligibility

SECTION 5. JOB DESCRIPTION. The duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC) rules, laws and regulations.

SECTION 6. REPEALING CLAUSE. All Ordinances, Executive Orders or parts thereof which are inconsistent with the provisions of this Ordinance are hereby amended, modified and/or repealed accordingly.

SECTION 7. SEPARABILITY CLAUSE. If, for any reason, parts or provisions of this Ordinance are held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 81st REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON FEBRUARY 20, 2024, AT THE SANGGUNIANG BAYAN SESSION HALL.

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(Mun. Ord# 2024-01)


SECTION 8. IMPLEMENTATION AND APPROPRIATION. The adoption and implementation of the organizational structure and staffing pattern of the Municipal Government of Palo will start in Calendar Year 2024. Further, the newly-created positions are made part of the Plantilla of the Local Government Unit of Palo and shall be charged from the personal services component of the Municipality, subject to availability of funds.

SECTION 9. EFFECTIVITY. This ordinance shall take effect upon its approval and after satisfying the mandatory posting and publication as provided for under the Local Government Code of 1991.

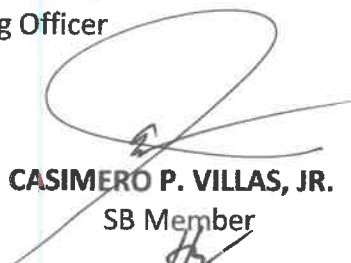
CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:


GREGORIO PAPOOSE V. LANTAJÓ, JR.
SB Member / LIGA President
Temporary Presiding Officer


ANDRES IAN R. SEVILLA
SB Member



CASIMERO P. VILLAS, JR.
SB Member



CHIQUI RUTH C. UY
SB Member


AARON H. BOCA
SB Member


ANTONINO C. HERNIT
SB Member


JAN MICHELLE L. DOLINA
SB Member


CASIMERO B. PARADO II
SB Member


MARY DWELL S. AGNER
SB Member
SK Federation President

APPROVED. March 11, 2024.


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

ATTACHMENT "A" OF
SECTION 3
ORGANIZATIONAL
STRUCTURE AND
STAFFING PATTERN OF
MUNICIPAL ORDINANCE
NO. 2024-01

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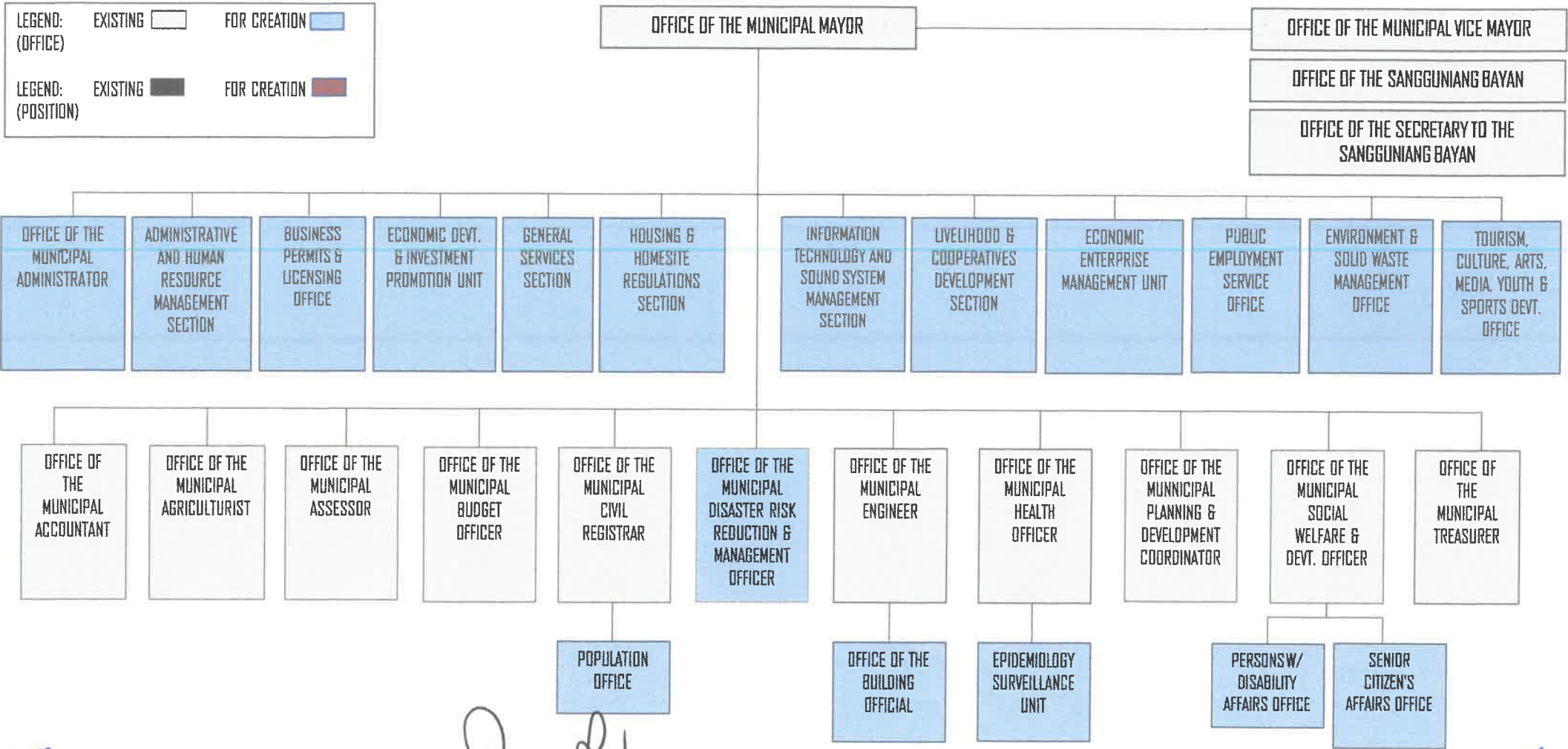
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**PROPOSED ORGANIZATIONAL STRUCTURE OF THE
MUNICIPAL GOVERNMENT OF PALO, LEYTE**

Attachment "A" of Section 3
Mun. Ord# 2024-01

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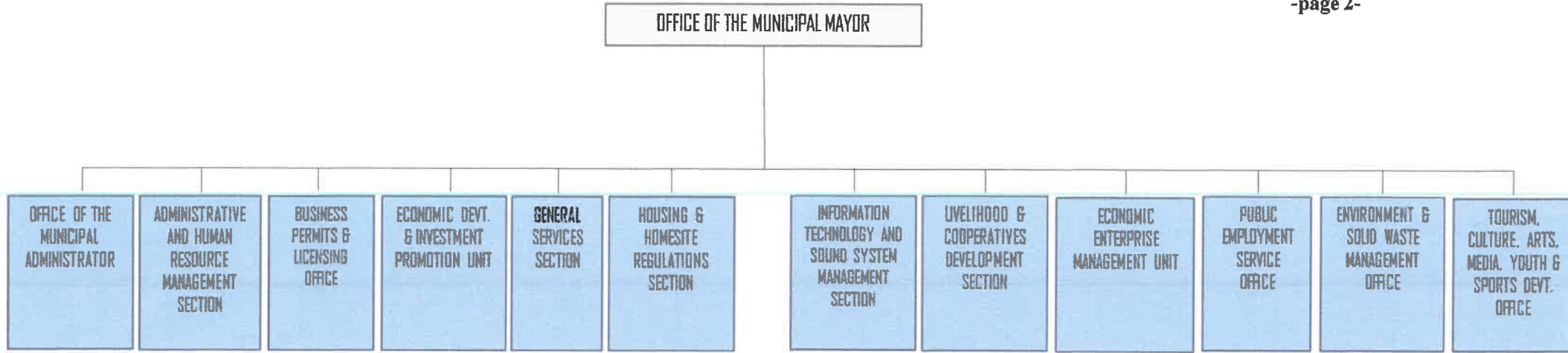
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OFFICE OF THE MUNICIPAL MAYOR

▪ **Municipal Mayor**

- **Senior Admin. Asst. III (SG 15)**
(Private Secretary II) Co-Term
- **Administrative Officer II (SG 11)**
(Information Officer I)
- **Administrative Aide IV (SG 4)**
(Driver II)
- **Administrative Aide IV (SG 4)**
(Clerk II)
- **Administrative Aide III (SG 3)**
(Clerk I)
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

Attachment "A" of Section 3,
Mun. Ord# 2024-01
-page 3-

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OFFICE OF THE MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL ADMINISTRATOR

- **Administrative Officer V (SG 18)**
(Administrative Officer III) Co-Term
- **Administrative Aide III (SG 3)**
(Clerk I)

ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION

- **Supervising Administrative Officer (SG 22)**
(Administrative Officer IV)
- **Administrative Officer II (SG 11)**
(Human Resource Management Officer I)
- **Administrative Aide III (SG 3)**
(Clerk I)

BUSINESS PERMITS & LICENSING OFFICE

- **Licensing Officer I (SG 11)**

ECONOMIC DEVT. & INVESTMENT PROMOTION OFFICE

- **Development Management Officer I (SG 11)**

GENERAL SERVICES SECTION

- **Administrative Aide IV (SG 4)**
(Storekeeper I)
- **Administrative Aide IV (SG 4)**
(Driver II)
- **Administrative Aide III (SG 3)**
(Clerk I)
- **Construction & Maintenance Man (SG 2)**
- **Construction & Maintenance Man (SG 2)**
- **Administrative Aide II (SG 2)**
(Messenger)
- **Metro Aide (SG 2)**
- **Metro Aide (SG 2)**
- **Metro Aide (SG 2)**
- **Metro Aide (SG 2)**
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

HOUSING & HOMESITE REGULATIONS SECTION

- **Housing & Homesite Regulation Officer I (SG 11)**

OFFICE OF THE MUNICIPAL MAYOR

INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION

- Computer Maintenance Technologist I (SG1)

LIVELIHOOD & COOPERATIVES DEVELOPMENT OFFICE

- Administrative Officer I (SG 10) (Records Officer I)
- Administrative Aide III (SG 3) (Clerk I)
- Administrative Aide I (SG 1) (Utility Worker I)

ECONOMIC ENTERPRISE MANAGEMENT UNIT

MARKET

- Market Supervisor I (SG 10)
- Administrative Aide II (SG 2) (Messenger)
- Watchman I (SG 2)
- Administrative Aide I (SG 1) (Laborer I)
- Administrative Aide I (SG 1) (Laborer I)
- Administrative Aide I (SG 1) (Utility Worker I)
- Administrative Aide I (SG 1) (Utility Worker I)

SLAUGHTERHOUSE

- Meat Inspector I (SG 6)
- Watchman I (SG 2)
- Administrative Aide I (SG 1) (Laborer I)
- Administrative Aide I (SG 1) (Laborer I)
- Administrative Aide I (SG 1) (Utility Worker I)

CEMETERY

- Cemetery Caretaker (SG 2)
- Administrative Aide I (SG 1) (Laborer I)
- Administrative Aide I (SG 1) (Utility Worker I)

PUBLIC EMPLOYMENT SERVICE OFFICE

- Senior Labor & Employment Officer (SG 19)

ENVIRONMENT & SOLID WASTE MANAGEMENT OFFICE

- Senior Environmental Management Specialist (SG 18)

TOURISM, CULTURE, ARTS, MEDIA, YOUTH & SPORTS DEVT. OFFICE

TOURISM, CULTURE, ARTS AND MEDIA OFFICE

- Senior Tourism Culture & the Arts Officer (SG 18) (Senior Tourism Operations Officer)
- Tourism Culture & the Arts Officer I (SG 11) (Tourism Operations Officer I)

YOUTH & SPORTS DEVELOPMENT OFFICE

- Youth Development Officer I (SG 10)

Parade

OFFICE OF THE MUNICIPAL ACCOUNTANT

- **Municipal Government Department Head I (SG 24)**
(Municipal Accountant)
- **Accountant III (SG 19)**
- **Administrative Assistant III (SG 9)**
(Senior Bookkeeper)
- **Administrative Assistant II (SG 8)**
(Bookkeeper I)
- **Administrative Assistant II (SG 8)**
(Bookkeeper I)
- **Administrative Aide IV (SG 4)**
(Accounting Clerk I)
- **Administrative Aide IV (SG 4)**
(Accounting Clerk I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

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Mun. Ord# 2024-01
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OFFICE OF THE MUNICIPAL AGRICULTURIST

- **Municipal Government Department Head I (SG 24)**
(Municipal Agriculturist)
- **Municipal Agricultural Officer (SG 20)**
- **Agricultural Technologist (SG 10)**
- **Agricultural Technologist (SG 10)**
- **Agricultural Technologist (SG 10)**
- **Agricultural Technologist (SG 10)**
- **Agricultural Technologist (SG 10)**
- **Agricultural Technologist (SG 10)**
- **Farm Worker I (SG 2)**
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

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Mun. Ord# 2024-01
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OFFICE OF THE MUNICIPAL ASSESSOR

- **Municipal Government Department Head I (SG 24)**
(Municipal Assessor)
- **Local Assessment Operations Officer I (SG 11)**
- **Draftsman I (SG 6)**
- **Assessment Clerk II (SG 6)**
- **Assessment Clerk I (SG 4)**
- **Assessment Clerk I (SG 4)**
- **Assessment Clerk I (SG 4)**
- **Assessment Clerk I (SG 4)**
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

**Attachment "A" of Section 3,
Mun. Ord# 2024-01
-page 8-**

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OFFICE OF THE MUNICIPAL BUDGET OFFICER

- **Municipal Government Department Head I (SG 24)**
(Municipal Budget Officer)
- **Administrative Officer II (SG 11)**
(Budget Officer I)
- **Administrative Assistant II (SG 8)**
(Budgeting Assistant)
- **Administrative Aide IV (SG 4)**
(Budgeting Aide)
- **Administrative Aide IV (SG 4)**
(Budgeting Aide)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

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OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

- **Municipal Government Department Head I (SG 24)**
(Municipal Civil Registrar)
- **Registration Officer I (SG 10)**
- **Administrative Aide VI (SG 6)**
(Clerk III)
- **Administrative Aide VI (SG 6)**
(Clerk III)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

Attachment "A" of Section 3,
Mun. Ord# 2024-01
-page 10-

POPULATION OFFICE

- **Population Program Officer I (SG 11)**

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OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER
<ul style="list-style-type: none">▪ Municipal Government Department Head I (SG 24) (Local Disaster Risk Reduction and Management Officer)
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Officer III (SG 18)
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Officer I (SG 11)
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Assistant (SG 8)
<ul style="list-style-type: none">▪ Administrative Aide III (SG 3) (Clerk I)
<ul style="list-style-type: none">▪ Administrative Aide III (SG 3) (Driver I)

RESEARCH AND PLANNING SECTION
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Assistant (SG 8)

ADMINISTRATION AND TRAINING SECTION
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Assistant (SG 8)

OPERATIONS AND WARNING SECTION
<ul style="list-style-type: none">▪ Local Disaster Risk Reduction Management Assistant (SG 8)

EMERGENCY RESPONSE UNIT
<ul style="list-style-type: none">▪ Administrative Aide III (SG 3) (Clerk I)

WATER PATROL, RESCUE & RESPONSE UNIT
<ul style="list-style-type: none">▪ Administrative Aide III (SG 3) (Clerk I)

TRAFFIC AND SECURITY MANAGEMENT UNIT
<ul style="list-style-type: none">▪ Security Officer I (SG 11)▪ Traffic Operations Officer I (SG 11)▪ Parking Aide I (SG 2)

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OFFICE OF THE MUNICIPAL ENGINEER

- **Municipal Government Department Head I (SG 24)**
(Municipal Engineer)
- **Engineer II (SG 16)**
- **Architect I (SG 12)**
- **Engineering Assistant (SG 8)**
- **Draftsman I (SG 6)**
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide I (SG1)**
(Laborer I)
- **Administrative Aide I (SG1)**
(Laborer I)
- **Administrative Aide I (SG1)**
(Laborer I)
- **Administrative Aide I (SG1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

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OFFICE OF THE BUILDING OFFICIAL

- **Engineer I (SG 12)**
- **Building Inspector (SG 11)**

OFFICE OF THE MUNICIPAL HEALTH OFFICER

- **Municipal Government Department Head I (SG 24)**
(Municipal Health Officer)
- **Dentist II (SG 17)**
- **Dental Aide (SG 4)**
- **Nurse II (SG 16)**
- **Nurse I (SG 15)**
- **Radiologic Technologist I (SG 11)**
- **Medical Technologist I (SG 11)**
- **Medical Technologist I (SG 11)**
- **Pharmacist I (SG 11)**
- **Sanitation Inspector II (SG 8)**
- **Sanitation Inspector II (SG 8)**
- **Sanitation Inspector I (SG 6)**
- **Midwife III (SG 13)**
- **Midwife III (SG 13)**
- **Midwife II (SG 11)**
- **Midwife II (SG 11)**
- **Midwife II (SG 11)**
- **Midwife II (SG 11)**
- **Midwife II (SG 11)**
- **Midwife I (SG 9)**
- **Midwife I (SG 9)**
- **Administrative Aide III (SG 3)**
(Driver I)
- **Laboratory Aide I (SG 2)**
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

**Attachment "A" of Section 3,
Mun. Ord# 2024-01
-page 13-**

EPIDEMIOLOGY SURVEILLANCE UNIT

- **Nurse I (SG 15)**

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**OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT
COORDINATOR**

- **Municipal Government Department Head I (SG 24)**
(Municipal Planning and Development Coordinator)
- **Planning Officer I (SG 11)**
- **Zoning Inspector I (SG 6)**
- **Statistician Aide I (SG 4)**
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide I (SG 1)**
(Utility Worker I)



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OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

- **Municipal Government Department Head I (SG 24)**
(Municipal Social Welfare and Development Officer)
- **Social Welfare Officer III (SG 18)**
- **Social Welfare Officer I (SG 11)**
- **Social Welfare Assistant (SG 8)**
- **Day Care Worker I (SG 6)**
- **Administrative Aide IV (SG 4)**
(Clerk II)
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Laborer I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

SENIOR CITIZEN'S AFFAIRS OFFICE

- **Social Welfare Aide (SG 4)**

PERSONS W/ DISABILITY AFFAIRS OFFICE

- **Disability Affairs Officer III (SG 18)**

**Attachment "A" of Section 3,
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-page 15-**

OFFICE OF THE MUNICIPAL TREASURER

- **Municipal Government Department Head I (SG 24)**
(Municipal Treasurer)
- **Municipal Government Assistant Department Head I (SG 22)**
(Assistant Municipal Treasurer)
- **Administrative Aide III (SG 3)**
(Clerk I)
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide II (SG 2)**
(Reproduction Machine Operator I)
- **Administrative Aide II (SG 2)**
(Bookbinder I)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

CASH OPERATION

- **Administrative Assistant II (SG 8)**
(Disbursing Officer II)
- **Administrative Aide VI (SG 6)**
(Disbursing Officer I)

REVENUE OPERATION

- **Revenue Collection Clerk II (SG 7)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Revenue Collection Clerk I (SG 5)**
- **Ticket Checker (SG 3)**
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- OFFICE OF THE MUNICIPAL VICE MAYOR**
- **Municipal Vice Mayor**
 - **Administrative Aide III (SG 3)**
(Clerk I)
 - **Administrative Aide II (SG 2)**
(Messenger)
 - **Administrative Aide I (SG 1)**
(Utility Worker I)



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OFFICE OF THE SANGGUNIANG BAYAN

- Sangguniang Bayan Member
- Sangguniang Bayan Member
- Sangguniang Bayan Member
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- Sangguniang Bayan Member
- Sangguniang Bayan Member
- Sangguniang Bayan Member
- Sangguniang Bayan Member
- Sangguniang Bayan Member

▪ **Board Secretary I (SG 14)**

▪ **Legislative Staff Assistant I (SG 6)**

▪ **Administrative Aide III (SG 3)**
(Driver I)

▪ **Administrative Aide IV (SG 4)**
(Storekeeper I)

▪ **Administrative Aide IV (SG 4)**
(Driver II)

▪ **Administrative Aide III (SG 3)**
(Driver I)

▪ **Administrative Aide II (SG 2)**
(Messenger)

▪ **Administrative Aide I (SG 1)**
(Utility Worker I)

Attachment "A" of Section 3,
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OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

- **Secretary to the Sangguniang Bayan (SG 24)**
- **Administrative Aide III (SG 3)**
(Clerk I)
- **Administrative Aide III (SG 3)**
(Clerk I)
- **Administrative Aide II (SG 2)**
(Messenger)
- **Administrative Aide I (SG 1)**
(Utility Worker I)

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Leyte-Samar DAILY EXPRESS, INC.

Editorial & Business Office G/F Knights of Columbus Building
187 P. Zamora Street, Tacloban City, Leyte
Tel Nos. (053) 888-0037

Website: www.leytesamardailynews.com E-mail Address: lsdnews1988@gmail.com

REPUBLIC OF THE PHILIPPINES)
City of Tacloban) S.S.

AFFIDAVIT OF PUBLICATION

THAT I, **DALMACIO C. GRAFIL** of legal age, married and resident of Tacloban City, Philippines after being duly sworn to in accordance with the provisions of law, depose and say:

THAT- I am the **PUBLISHER** of the **LEYTE SAMAR DAILY EXPRESS, INC** a newspaper edited and printed in the City of Tacloban and regularly circulated in the provinces of Leyte, Southern Leyte, Biliran, Samar, Northern Samar, Eastern Samar and the cities of Tacloban, Ormoc, Baybay, Maasin, Calbayog, Catbalogan and Borongan.

THAT: Republic of the Philippines Province of Leyte **MUNICIPALITY OF PALO OFFICE OF THE SANGGUNIANG BAYAN MUNICIPAL ORDINANCE NO. 2024-01** "AN ORDINANCE ENACTING THE NEW ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE AND CREATING, ESTABLISHING AND INSTITUTIONALIZING DEPARTMENTS, OFFICES, SECTIONS, UNITS AND THE CORRESPONDING POSITIONS THEREIN." & **MUNICIPAL ORDINANCE NO. 2024-02** "AN ORDINANCE AUTHORIZING THE MUNICIPAL MAYOR TO INITIATE EXPROPRIATION PROCEEDINGS OVER A PARCEL OF LAND, AND ITS IMPROVEMENTS, TO BE UTILIZED AND CONSTRUCTED WITH AN ANNEX MUNICIPAL BUILDING IN BRGY. LUNTAD, THIS MUNICIPALITY".

A printed copy of which is attached was published in the said newspaper on May 18 & 25, 2024.

IN WITNESS WHEREOF, I hereunto affix my signature this 27th day of May 2024, at Tacloban City, Philippines.


DALMACIO C. GRAFIL
Affiant

SUBSCRIBED AND SWORN to before me this 27th day of May 2024, at Tacloban City. Affiant exhibited to me his Passport No. P8922824A, date of issue 27 September 2018, valid until 26 September 2028, issuing authority DFA, Tacloban.

Doc. No. 59
Page No. 11
Book No. 138
Series of 2024


ATTY. EDWIN Y. CHUA

Notary Public
Until Dec. 31, 2024
Appointment No. NC-2023-01-75
PTR No. 1440307
Roll No. 35352
IBP Lifetime No. 436783



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

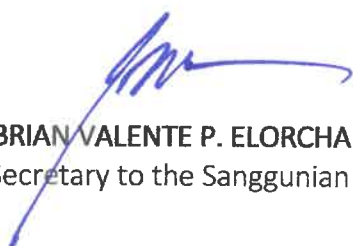
CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that pursuant to section 59, Chapter 3, Title Two, Book I, of the Local Government Code of 1991, the undersigned had caused the posting of copies of Municipal Ordinance No. 2024-01, entitled " An Ordinance Enacting the New Organizational Structure and Staffing Pattern of the Municipal Government of Palo, Leyte and Creating, Establishing and Institutionalizing Departments Offices, Sections, Units and the Corresponding Positions Therein", which was enacted by the Sangguniang Bayan on February 20, 2024 and the copies of the said ordinances were actually posted on March 11, 2024 for the period of not less than three (3) weeks therefrom, in the following conspicuous places in the Municipality of Palo.

- 1) One copy in the bulletin board at the entrance of the Palo Municipal Hall.
- 2) One copy in the Bulletin board at the Office of the Market Supervisor.

ISSUED this 29th day of May 2024, at Palo, Leyte.


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

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RESOLVED FINALLY, that copies of this resolution be furnished Hon. Remedios "Matin" L. Petilla, Local Chief Executive; and all others concerned for their information and appropriate action.

APPROVED.

II. Business for Third and Final Reading.

1. Draft Ordinance No. D-2024-01

Draft Ordinance Enacting the New Organizational Structure and Staffing Pattern of the Municipal Government of Palo, Leyte, and Creating, Establishing, and Institutionalizing Departments, Offices, Sections, Units and the Corresponding Positions Therein, Sponsor: Hon. Aaron H. Roca.

- Copies of the final draft were furnished each Sangguniang Bayan Members for their perusal. Thereafter, Hon. Roca moved for the approval of the final draft on third and final reading. The motion was duly seconded by all Sangguniang Bayan Members present. Since there was no objection, the final draft was declared Approved on Third and Final Reading, thus:

MUNICIPAL ORDINANCE NO. 2024-01

(see Annex "A" for the text)

III. Committee Reports.

There was no Committee Reports.

IV. Business for the Day.

1. Request for the issuance of a Resolution of Grief on the demise of Former OIC Vice-Mayor Jovencio B. Yu, Sr., Sponsor: Hon. Andres Ian R. Sevilla.

- Considering for the request to be self-explanatory, Hon. Sevilla moved for the approval of the resolution, duly seconded by all Sangguniang Bayan Members present. Since there was no objection, the motion was declared approved, thus:

MUNICIPAL RESOLUTION NO. 2024-23

EXPRESSING GRIEF AND DEEP SORROW OVER THE DEATH OF JOVENCIO B. YU, SR., FORMER OIC MUNICIPAL VICE-MAYOR OF THE MUNICIPALITY OF PALO, LEYTE, AND CONVEYING DEEPEST SYMPATHY AND CONDOLENCES TO THE BEREAVED FAMILY.

WHEREAS, former OIC Municipal Vice-Mayor Jovencio B. Yu, Sr. finally came face to face with his Creator on the 16th day of February, this year;

Parado