



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Palo, Leyte  
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**COMMITTEE ON APPOINTMENTS  
AND  
COMMITTEE ON RULES, LAWS AND PRIVILEGES**

**JOINT COMMITTEE REPORT  
No. \_\_\_\_\_, Series of 2024**

The August Body through Resolution No. 2024-252, referred jointly to the Committee on Appointments and Committee on Rules, Laws and Privileges the letter of Provincial Governor, Hon. Carlos Jericho L. Petilla, dated June 5, 2024, endorsing the following mandatory positions to be created in the different offices of the Provincial Government of Leyte, in compliance to Civil Service Commission (CSC) Memorandum Circular No. 12, series of 2022, *viz*:

- 1. Provincial Government Department Head (Provincial Public Employment Service Office Manager)**, with Salary Grade 26, under a separate office/department;
- 2. Provincial Government Department Head (Provincial Cooperatives Development Officer)**, with Salary Grade 26, under a separate office/department;
- 3. Supervising Tourism Operations Officer**, with Salary Grade 22, under the Office of the Provincial Governor's Office;
- 4. Youth Development Officer IV**, with Salary Grade 22, under the Provincial Population Office;
- 5. Disability Affairs Officer IV**, with Salary Grade 22, under the Provincial Social Welfare and Development Office; and
- 6. Engineer IV (Agricultural Biosystems Engineer)**, with Salary Grade 22, under the Office of the Provincial Agriculturist

The Committees note that Section 3 (b) of the Local Government Code which states:

*"Section 3: xxx  
(b) There shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;"*

And pursuant Section 76 of the same code, which provides:

*"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"*

The Civil Service Commission (CSC) then prescribe guidelines and standards in the establishment of Organizational Structures and Staffing Patterns (OSSP) in Local Government Units through CSC Memorandum Circular No. 12, series of 2022. Section 4 of said Circular enumerated the mandatory local appointive positions in the Provincial Level to be created and among others are the above-mentioned positions.

Moreover, prior to the CSC Circular, the following laws were enacted prescribing the establishment of the above-mentioned positions, to wit;

1. *Section 3 of Republic Act No. 8759 or the PESO Act of 1999;*
2. *Republic Act No. 11535 otherwise known as "An Act Making the Position of a Cooperatives Development Officer Mandatory in the Municipal, City and Provincial Levels, Amending for the Purpose Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", as amended;*
3. *Section 42 of R.A. No. 9593 otherwise known as "The Tourism Act of 2009";*
4. *Section 25 of RA 8044 otherwise known as the "Youth in Nation Building Act";*
5. *Republic Act No. 10070, otherwise known as an "Act to Establish an Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons with Disabilities in every Province, City and Municipality";*
6. *Section 34 of Republic Act No. 10915 otherwise known as "An Act Strengthening, Modernizing and Aligning the Practice of Agricultural Engineering in the Country into the Internationally Recognized Practice of Agricultural and Biosystems Engineering, and for Other Purposes";*

Based on the foregoing, the Committee on Appointments and Committee on Rules, Laws and Privileges recommend the passage of the attached draft ordinances creating the above-mentioned positions, on an urgent basis.

Submitted this 12<sup>th</sup> day of July 2024, Palo, Leyte.

**Hon. Carmen L. Cari**  
Chairperson  
Committee on Appointments

**Atty. Ronnan Christian M. Reposar**  
Chairperson  
Committee on Rules, Laws and Privileges

**Atty. Carlo P. Loreto**  
Vice Chairperson  
Committee on Appointments and  
Committee on Rules, Laws and Privileges

**Hon. Wilson S. Uy**  
Member  
Committee on Appointments and  
Committee on Rules, Laws and Privileges

**Hon. Ma. Corazon E. Remandaban**  
Member  
Committee on Appointments

**Hon. Raissa J. Villasin**  
Member  
Committee on Appointments

**Hon. Michael L. Cari**  
Member  
Committee on Rules, Laws and Privileges

**Hon. Ma. Martina L. Gimenez**  
Member  
Committee on Rules, Laws and Privileges



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## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

**RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: AN ORDINANCE CREATING THE POSITION OF PROVINCIAL GOVERNMENT DEPARTMENT HEAD (PROVINCIAL PUBLIC EMPLOYMENT OFFICE MANAGER), SG 26**

**WHEREAS**, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, Section 3 of Republic Act No. 8759 or the PESO Act of 1999 provides that there shall be established in all capital towns 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 nongovernmental organizations (NGOs) or community-based organizations (CBOs) and state universities and colleges (SUCs);

**WHEREAS**, Section 4 of CSC Memorandum Circular (MC) No. 12, s. 2022 "The Guidelines and Standards in the Establishment of Organizational Structures and Staffing Patterns in the Local Government Unit", warrants the creation of Provincial Public Employment Office Manager as one of the mandatory positions to be created;

**WHEREAS**, the Public Employment Service Office or PESO, a non-fee charging multi-employment service facility or entity, provide a venue where clients could avail simultaneously of various employment services, such as labor market information, referrals, training, entrepreneurial, reintegration and other services and 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;

**WHEREAS**, 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), with 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;

**WHEREAS**, 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;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating the Position of Provincial Government Department Head (Provincial Public Employment Office Manager), SG 26".

**SECTION 2. Creation.** - There is hereby created an item of Provincial Government Department Head (Provincial Public Employment Office Manager, with Salary Grade 26, under a separate department in compliance with the IRR of RA 8759, the PESO Act of 1999.

**SECTION 3. Qualifications.** - The position shall have the following qualification standards:

**Education:** Bachelor's Degree, preferably in any of the following:

- Operation Management (OM);
- Human Resource Management (HRM);
- Human Resource Development (HRD) and/or allied fields

**Experience:** Five (5) years of supervisory/management experience in program management relative to employment

**Training:** None required

**Eligibility:** Career Service (Professional/Secondary Level Eligibility)

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

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/seminars for jobseekers as well as those would like to change career or enhance their employability;
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 the PESO Act of 1999.

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** – This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member

**ATTY. RONNAN CHRISTIAN M. REPOSAR**  
Sangguniang Panlalawigan Member

**HON. TRINIDAD G. APOSTOL**  
Sangguniang Panlalawigan Member

**HON. RAISSA J. VILLASIN**  
Sangguniang Panlalawigan Member

**HON. MA. CORAZON E. REMANDABAN**  
Sangguniang Panlalawigan Member

**HON. MARIE KATHRYN VELOSO-KABIGTING**  
Sangguniang Panlalawigan Member

**HON. FLAVIANO C. CENTINO JR.**  
Sangguniang Panlalawigan Member

**HON. VINCENT L. RAMA**  
Sangguniang Panlalawigan Member

**HON. MICHAEL L. CARI**  
Sangguniang Panlalawigan Member

**ATTY. CARLO P. LORETO**  
Sangguniang Panlalawigan Member

**HON. MA. MARTINA L. GIMENEZ**  
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**HON. CARMEN L. CARI**  
Sangguniang Panlalawigan Member

**HON. MJ LUIPLY D. LUMEN**  
Sangguniang Panlalawigan Member

**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICO L. PETILLA**  
Governor

Date: \_\_\_\_\_





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## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

**RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: "AN ORDINANCE CREATING THE POSITION OF PROVINCIAL GOVERNMENT DEPARTMENT HEAD (PROVINCIAL COOPERATIVES DEVELOPMENT OFFICER), SG 26".**

**WHEREAS**, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, Section 17 of the same code provides that the Local Government Units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code;

**WHEREAS**, Republic Act No. 9520 or the Philippine Cooperative Code of 2008, as amended, provides a declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people power towards the attainment of economic development and social justice;

**WHEREAS**, on April 9, 2021 President Rodrigo Duterte signed into law Republic Act No. 11535 which makes the position of Cooperative Development Officer mandatory in the municipal, city, and provincial levels amending Section 443, 454 and 463 of RA 7160 or the Local Government Code of 1991;

**WHEREAS**, the Cooperative Development Officer will bridge regional cooperatives with the Cooperative Development Authority and other national government agencies to help them harmonize their goals with the national cooperative movement;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating the Position of Provincial Government Department Head (Provincial Cooperatives Development Officer), SG 26".

**SECTION 2. Creation.** - There is hereby created an item of Provincial Government Department Head (Provincial Cooperative Development Officer), with Salary Grade 26, under a separate department.

**SECTION 3. Qualifications.** - The position shall have the following qualification standards:

**Education:** Bachelor's Degree (Preferably in cooperatives, business administration with special training in cooperatives or any related course from a recognized college or university)

**Experience:** Five (5) years experience in cooperatives organizations and management or other comparable experience

**Training:** None

**Eligibility:** First Grade Civil Service Eligibility or its equivalent

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

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 cooperatives 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;

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared Invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** – All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** – This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member  
Member

**HON. RONNAN CHRISTIAN M. REPOSAR**  
Sangguniang Panlalawigan

**HON. TRINIDAD G. APOSTOL**  
Sangguniang Panlalawigan Member  
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**HON. FLAVIANO C. CENTINO JR.**  
Sangguniang Panlalawigan Member  
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Sangguniang Panlalawigan Member  
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**ATTY. CARLO P. LORETO**  
Sangguniang Panlalawigan

**HON. MA. MARTINA L. GIMENEZ**  
Sangguniang Panlalawigan Member  
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**HON. CARMEN L. CARI**  
Sangguniang Panlalawigan

**HON. MJ LUILLY D. LUMEN**  
Sangguniang Panlalawigan Member

**HON. LEONARDO JAVIER, JR**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICHO L. PETILLA**  
Governor

Date: \_\_\_\_\_



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## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

### **RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: "AN ORDINANCE CREATING THE PLANTILLA POSITION OF A SUPERVISING TOURISM OPERATIONS OFFICER, WITH SALARY GRADE 22, UNDER THE PLANTILLA OF THE PROVINCIAL GOVERNOR'S OFFICE".**

**WHEREAS**, Section 76 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

**WHEREAS**, the same code provides further that there shall be established in every Local Government Unit an accountable, efficient and dynamic organization structure and operating mechanism that will meet the priority needs and service requirement of its communities;

**WHEREAS**, Section 42 of R.A. No. 9593 otherwise known as "The Tourism Act of 2009" states that every province, city or municipality in which tourism is a significant industry shall have a permanent position for a tourism officer, who shall be responsible for preparing, implementing and updating local tourism development plans, and enforcing tourism laws, rules and regulations and in the performance of his or her functions, the tourism officer shall coordinate with the Department and its attached agencies.

**WHEREAS**, the establishment of a plantilla position for a Supervising Tourism Operations Officer in the Provincial Government of Leyte focus on the strategic importance of tourism development, economic growth, cultural preservation and sustainable tourism management. This position can serve as a cornerstone for developing Leyte into a more attractive, responsible, and competitive tourist destination;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating the Plantilla Position of a Supervising Tourism Operations Officer, with Salary Grade 22, under the Plantilla of the Provincial Governor's Office.

**SECTION 2. Creation.** - There is hereby created an item of a Supervising Tourism Operations Officer, with Salary Grade 22, under the Provincial Governor's Office.

**SECTION 3. Qualifications.** - The Supervising Tourism Operations Officer must be a Filipino Citizen permanently residing in any of the Local Government Units under the Province of Leyte and shall have the following qualification standards:

- Education:** Bachelor's Degree in tourism, business, law, economics, marketing, public administration or other related fields
- Experience:** Five (5) years substantial work experience and involvement in tourism industry whether the private sector and government
- Training:** Must undergo and pass the training programs undertaken by the Department
- Eligibility:** Career Service (Professional/Secondary Level Eligibility)

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

1. Prepare, implement, coordinate, monitor and update local tourism development plans;
2. Ensure the proper enforcement of tourism standards, laws, rules and regulations;
3. Submit regular reports on status of tourism plans and programs, tourist arrivals, employment, occupancy rates, investment and tourism products, among others, to the Department;
4. Coordinate with the Department and its attached agencies and corporations in regard to the development and promotion of tourism in their locality;
5. 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.

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** – All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** – This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member

**HON. RONNAN CHRISTIAN M. REPOSAR**  
Sangguniang Panlalawigan Member

**HON. TRINIDAD G. APOSTOL**  
Sangguniang Panlalawigan Member

**HON. RAISSA J. VILLASIN**  
Sangguniang Panlalawigan Member

**HON. MA. CORAZON E. REMANDABAN**  
Sangguniang Panlalawigan Member

**HON. MARIE KATHRYN VELOSO-KABIGTING**  
Sangguniang Panlalawigan Member

**HON. FLAVIANO C. CENTINO JR.**  
Sangguniang Panlalawigan Member

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**HON. CARLO P. LORETO**  
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**HON. MA. MARTINA L. GIMENEZ**  
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Sangguniang Panlalawigan Member

**HON. MJ LUINLY D. LUMEN**  
Sangguniang Panlalawigan Member

**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICHO L. PETILLA**  
Governor

Date: \_\_\_\_\_



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## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

### **RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: AN ORDINANCE CREATING THE POSITION OF YOUTH DEVELOPMENT OFFICER IV, WITH SALARY GRADE 22, UNDER THE PROVINCIAL POPULATION OFFICE**

**WHEREAS**, Article 2 Section 13 of the 1987 Constitution 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;

**WHEREAS**, 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 which 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;

**WHEREAS**, 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;

**WHEREAS**, Section 25 of the same provides that every province, city and municipality a Youth Development Office which shall be headed by a youth development officer with the rank of at least division chief which may be put under the Office of the Local Chief Executive, the Office of the Planning and Development, the Office of the Social Welfare, or in any other office deemed appropriate by the local government unit;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating a Youth Development Officer IV with Salary Grade 22".

**SECTION 2. Creation.** - There is hereby created an item of Youth Development Officer IV with Salary Grade 22, under the Provincial Population Office.

**SECTION 3. Qualifications.** - The Youth Development Officer IV shall have the following qualification standards:

**Education:** Bachelor's Degree

**Experience:** 3 years of relevant experience

**Training:** 16 hours of relevant training

**Eligibility:** Career Service (Professional/Secondary Level Eligibility)

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

1. Register and verify youth and youth-serving organizations in accordance with Section 24(d) of the Implementing Rules and Regulations (IRR) of Republic Act No. 10742, otherwise known as "Sangguniang Kabataan Reform Act of 2015";
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 National Youth 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 National Youth Commission and DILG;
7. Coordinate with the National Youth 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 National Youth Commission may require.

9. 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.

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** - This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member

**ATTY. RONNAN CHRISTIAN M. REPOSAR**  
Sangguniang Panlalawigan Member

**HON. TRINIDAD G. APOSTOL**  
Sangguniang Panlalawigan Member

**HON. RAISSA J. VILLASIN**  
Sangguniang Panlalawigan Member

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Sangguniang Panlalawigan Member

**HON. FLAVIANO C. CENTINO JR.**  
Sangguniang Panlalawigan Member

**HON. VINCENT L. RAMA**  
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**ATTY. CARLO P. LORETO**  
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Sangguniang Panlalawigan Member

**HON. MJ LUINLY D. LUMEN**  
Sangguniang Panlalawigan Member

**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICHO L. PETILLA**  
Governor

Date: \_\_\_\_\_



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



## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

### **RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: "AN ORDINANCE CREATING THE PLANTILLA POSITION OF PERSONS WITH DISABILITY AFFAIRS OFFICER IV (SG 22) UNDER THE PROVINCIAL SOCIAL WELFARE AND DEVELOPMENT OFFICE".**

**WHEREAS**, the 1987 Constitution, in the Declaration of Principles and State Policies, mandates that the State shall promote social justice in all phases of national development;

**WHEREAS**, Article 13 of the same includes disabled persons as one of the priority sectors to be given access to essential goods and services at affordable cost and further provides that the State shall establish a special agency for disabled persons for their rehabilitation, self-development and self-reliance and their integration into the mainstream of the society;

**WHEREAS**, 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;

**WHEREAS**, the National and Local Government agencies are directed to implement programs and services to ensure the full participation of Person with Disabilities (PWDs) in all aspects of community life thru Republic Act No. 7277, otherwise known as the Magna Carta for Disabled Persons, and later on amended by R.A. No. 9442, R.A. No. 10070 and R.A. No. 10754;

**WHEREAS**, Republic Act No. 10070, also known as an "Act to Establish an Institutional Mechanism to Ensure the Implementation of Programs and Services for Persons with Disabilities in every Province, City and Municipality", mandates the creation of a Persons with Disability Affairs Office in all local government units;

**WHEREAS**, 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.

**WHEREAS**, 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;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating the Plantilla Position of Persons with Disability Affairs Officer IV (SG 22)".

**SECTION 2. Creation.** - There is hereby created an item of Persons with Disability Affairs Officer IV with Salary Grade 22, under Provincial Social Welfare and Development Office.

**SECTION 3. Qualifications.** - The Persons with Disability Affairs Officer IV shall have the following qualification standards:

**Education:** Bachelor's Degree

**Experience:** 3 years of relevant experience on disability affairs

**Training:** 16 hours of relevant training on disability affairs

**Eligibility:** Career Service (Professional/Secondary Level Eligibility)

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

1. Manage and oversee the efficient operations of the Persons with Disabilities Affairs Office and general supervision of its personnel;
2. Develop, promote and monitor the implementation of policies, plans, programs and services for the development of persons with disabilities coordination National Agencies;
3. Ensure representation of Persons with Disabilities in the Local Development Councils and other Special bodies;
4. Build the capacity of non-government organizations and people's organizations to participate in the implementation of all disability related laws and policies;
5. 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;
6. Network with local, national and international organizations and establish partnership in disability programs and resource mobilizations;
7. Develop and submit to the concerned municipality, City Mayor or Governor an Annual Work and Financial Plan.

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** - This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member

**HON. RONNAN CHRISTIAN M. REPOSAR**  
Sangguniang Panlalawigan Member

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Sangguniang Panlalawigan Member

**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICHO L. PETILLA**  
Governor

Date: \_\_\_\_\_



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## **SANGGUNIANG PANLALAWIGAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG PANLALAWIGAN OF LEYTE CONDUCTED AT THE SESSION HALL, LEYTE PROVINCIAL GOVERNMENT COMPLEX ON \_\_\_\_\_, 2024.**

**PHYSICALLY PRESENT:**

**VIRTUALLY PRESENT:**

### **RESOLUTION NO. 2024 - \_\_\_\_\_**

**A RESOLUTION APPROVING ON THIRD AND FINAL READING, PROVINCIAL ORDINANCE NO. 2024 - \_\_\_\_\_, ENTITLED: "AN ORDINANCE CREATING THE PERMANENT POSITION OF AGRICULTURAL BIOSYSTEMS ENGINEER IV UNDER THE OFFICE OF THE PROVINCIAL AGRICULTURIST".**

**WHEREAS**, Section 29 of Republic Act No. 10601 otherwise known as Agricultural and Fisheries Mechanization Law in relation to Republic Act No. 10915 mandates all Local Government Units to strengthen and establish their Agricultural and Biosystems Engineering Groups;

**WHEREAS**, 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;

**WHEREAS**, Section 34 of the same, mandates all concerned national government agencies, LGUs and SUCs implementing, regulating, funding and undertaking research, development, training and extension, testing, evaluation and inspection as well as technical audit of irrigation, farm mechanization, post-harvest and agro processing facilities, agricultural and biosystems infrastructures, farm-to-market roads, agro- meteorology, forest mechanization development programs, and environmental protection and conservation programs and projects to employ the required number of agricultural and biosystems engineers, and for this purpose, create various levels of agricultural and biosystems engineer positions;

**WHEREAS**, the Office of the Provincial Agriculturist needs the ABE Division to properly assume the following functions, responsibilities and services: (1) extension and on-site research services on agri-fisheries mechanization and engineering as part of the over-all agri-fisheries activities, (2) provision/upgrading of agri-fisheries machinery and infrastructure of extension

and on-site research facilities/centers, (3) provision/repair/upgrading and operation, maintenance and management of irrigation and soil and water conservation projects, (4) farm-to-Market Road Services (10% counterpart; maintenance of FMR-Barangay Roads), (5) Agri-Fisheries Mechanization (Local planning, implementation and regulation), (6) Post Harvest Facilities/other Facilities Establishment and Regulation, (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), and (8) Local Climate Change Action Plan (Agricultural and Biosystems Engineering Interventions);

**WHEREAS**, the creation of Agricultural and Biosystem Engineer IV will 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;

**NOW THEREFORE, BE IT ORDAINED, AS IT IS HEREBY ORDAINED** by the Sangguniang Panlalawigan of Leyte in a session duly assembled that:

**SECTION 1. Title.** - This Ordinance shall be known as "An Ordinance Creating the Permanent Position of Agricultural Biosystems Engineer IV".

**SECTION 2. Creation.** - There is hereby created an item of Agricultural Biosystems Engineer IV, with Salary Grade 22 under the Office of Provincial Agriculturist.

**SECTION 3. Qualifications.** - The Agricultural Biosystems Engineer IV shall have the following qualification standards:

- Education:** Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering
- Experience:** 3 years of relevant experience in agricultural engineering or agricultural and biosystems engineering
- Training:** 16 hours of relevant training
- Eligibility:** RA No. 10915 (ABE)

**SECTION 4. Duties, Functions and Responsibilities.** - The following are the prescribed duties, functions and responsibilities attached to the position:

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.

**SECTION 5. Appointments.** - The appointment for those who will be occupying the herein mentioned position shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission (CSC) and other relevant laws.

**SECTION 6. Budget/Appropriation.** - Appropriations for the salaries, wages, bonuses, allowances, other benefits and emoluments of the above created item and appropriations for the office maintenance and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

**SECTION 7. Separability Clause.** - Any provision or section of this Ordinance or any part thereof be declared invalid, the other provisions or section, insofar as they are separable from the invalid ones, shall remain in force and effect.

**SECTION 8. Repealing Clause.** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 9. Effectivity Clause.** - This ordinance shall effect take upon its approval.

**Approved unanimously.**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian

**ATTESTED:**

**HON. WILSON S. UY**  
Sangguniang Panlalawigan Member

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**HON. LEONARDO M. JAVIER, JR.**  
Vice Governor and Presiding Officer

Approved:

**CARLOS JERICO L. PETILLA**  
Governor

Date: \_\_\_\_\_