

Item No.: 06
Date: 03 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Legal Office
Released: [Signature]
Time: [Signature]
Date: 8.28.24

SANGGUNIANG PANLALAWIGAN
RECEIVED
AUG 28 2024
PROVINCE OF LEYTE

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PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
August 22, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-10 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2024-10 entitled: **An Ordinance Creating the Position of 8 (CLERK 1) Casual and 4 Administrative Aides (Casual) with Salary Grade 3 and SG 1 Respectively and Providing Funds Therefore.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the powers provided under Section 447(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160). Hence, recommending the declaration of its validity.

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

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

[Handwritten Signature]

¹ Section 447(1)(viii) Determine the positions and salaries of wages, allowances and other emoluments of officials and employees
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Republic of the Philippines
PROVINCE OF LEYTE
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST ENDORSEMENT
12 August 2024

Province of Leyte
Legal Office
Received
Date: 8-12-24

Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **ORDINANCE NO. 2024-10** of the **MUNICIPALITY OF TANAUAN, LEYTE**, entitled: **“AN ORDINANCE CREATING THE POSITION OF 8 (CLERK 1) CASUAL AND 4 ADMINISTRATIVE AIDES (CASUAL) WITH SALARY GRADE 3 AND SG1, RESPECTIVELY AND PROVIDING FUNDS THEREFORE”**, for review and recommendations.


FLORINDA JILI S. UYVICO
Secretary to the Sanggunian

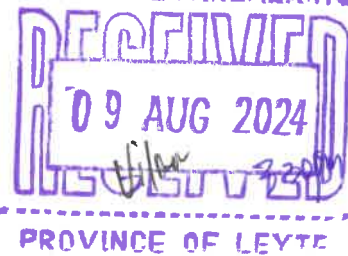


Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

August 6, 2024

SANGGUNIANG PANLALAWIGAN



THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

Sir/Madam;

Respectfully submitting herewith 16th SB **ORDINANCE NO. 2024-10**, "An Ordinance Creating the Position of Eight (8) (Clerk I) Casual and Four (4) Administrative Aides (Casual) With Salary Grade SG 3 And SG1, Respectively and Providing Funds Therefore.", for your appropriate action.

Sponsored by: Hon. Paul Emmanuel R. Cinco
Co-sponsor: Hon. Mae Jane Angelie M. Morabe-Borais

Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,

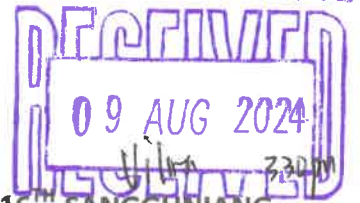
Eleuterio T. Lerios
Sangguniang Bayan Secretary

HR

Republic of the Philippines
Province of Leyte
TANAUAN
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SANGGUNIANG BAYAN

SANGGUNIANG PANKALAWIGAN



EXCERPT FROM THE MINUTES OF THE 103rd REGULAR SESSION OF THE 16th SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON JULY 29, 2024, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:


HON. ARCHIE LAWRENCE R. KAPUNAN	Municipal Vice-Mayor/Presiding
HON. JAN ELMER V. MAGDALAGA	Sangguniang Bayan Member
HON. MAE JANE ANGELIE M. MORABE- BORAIS	-do-
HON. MARK EFREN E. MERILO	-do-
HON. JOSIE M. CREER	-do-
HON. ATTY. ISAGANI S. ESPADA	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. EFREN C. MERILO	-do-/Liga Fed. Pres.
HON. KYLE C. MESIAS	-do-/ SK Fed. Pres.

RECEIVED

HRMO

DATE: 8/6/24 TIME: 10:16 AM

ABSENT :

SIGNATURE: 

HON. PAUL EMMANUEL R. CINCO (on leave)	Sangguniang Bayan Member
HON. JASMIN U. BORJA (official travel)	-do-

ORDINANCE NO. 2024 – 10

AN ORDINANCE CREATING THE POSITION OF EIGHT (8) (CLERK I) CASUAL AND FOUR (4) ADMINISTRATIVE AIDES (CASUAL) WITH SALARY GRADE SG 3 AND SG1, RESPECTIVELY AND PROVIDING FUNDS THEREFORE.

Sponsored by : Hon. Atty. Isagani S. Espada
Co -sponsor : Hon. Mae Jane Angelie M. Morabe - Borais

BE IT ENACTED BY THE SANGGUNIANG BAYAN OF TANAUAN, LEYTE IN REGULAR SESSION ASSEMBLED THAT:

Section 1. TITLE. An Ordinance Creating Eight (8) Clerk I Positions (Casual) and Four (4) Administrative Aide I (Casual) with Salary Grade SG 3 And SG 1, respectively, and Providing Funds Therefor.

SECTION II. CREATION OF CLERK I. The Clerk I position (CASUAL) with salary grade SG 3 for the following offices, is hereby created:

- A. Six (6) Clerk I (CASUAL) position to be assigned at the Mayor's Office.
- B. One (1) Clerk I (CASUAL) position to be assigned at the Accounting Office
- C. One (1) Clerk I (CASUAL) position to be assigned at the Sangguniang Bayan

SECTION III. CREATION OF ADMINISTRATIVE AIDE I. The Administrative Aide I (CASUAL) position with Salary Grade SG 1, for the following offices, is hereby created:

- A. Two (2) Administrative Aide I (CASUAL) position to be assigned at the Mayor's Office
- B. One (1) Administrative Aide I (CASUAL) position to be assigned at the Treasurer's Office
- C. One (1) Administrative Aide I (CASUAL) position to be assigned at the Municipal Agriculture Office

SECTION IV. DUTIES AND FUNCTIONS:

A. Clerk I Position (CASUAL)


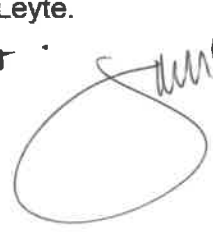

- a. Assigned at the Mayor's Office
 1. To assist walk-in clients;
 2. Receiving incoming documents for Mayor's signature and for filing; and
 3. Disseminate communication letters/notices to the different offices of the LGU, and to the different offices of the Province of Leyte and National Agencies.
- b. Assigned at the Accounting Office
 1. Update inventory stock ledger cards and semi expandable property ledger cards;
 2. Generate alpha list of due to BIR every end of the month; and
 3. Checking and comparing the bill of materials and cost estimate of every Municipal project to price data given by DPWH.
- c. Assigned at the Sangguniang Bayan Office
 1. To process all documents in relation to the VMLP, seminars & other official travel of the Municipal Vice-Mayor;
 2. To receive, record, transmit all incoming & outgoing communication to and from the office of the Vice-Mayor; and
 3. To perform such other functions upon the instruction of the Vice-Mayor or authorized personnel, pertaining to the office of the Mayor.



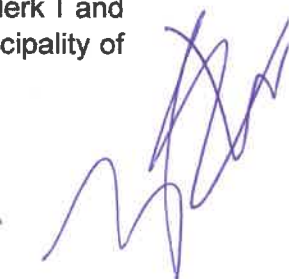
B. Administrative Aide I Position (CASUAL)

- a. Assigned at the Mayor's Office
 1. Work as close-in assistant of the Municipal Mayor;
 2. Clean, polish office tables, chairs, desk and all other furniture's in the Mayor's Office;
 3. Brief the Local Chief Executive of her activities of the day; and
 4. Assist the Local Chief Executive during meetings at the Mayor's Office.
- b. Assigned at the Municipal Agriculture Office
 1. Care of sick animals, treat minor ailments, and administer medications, vaccinations;
 2. Examine animals to the defect illness, injury, or disease and to check physical characteristic of the animals; and
 3. Assist walk-in clients in the office.
- c. Assigned at the Municipal Treasurer's Office
 1. Issue form 51, 52, 53, 57 to Barangays;
 2. Issue form 51, to Tanauan Sports Arena's Recreation Center;
 3. Collecting of Hogs & Cattles credentials; and
 4. Collect Amusement Tax, etc. (TSARC).

SECTION V. SALARIES AND OTHER PRIVILEGES. All employees that fall under this ordinance shall receive their salaries equivalent to Salary Grade SG 3 for Clerk I and SG 1 for Administrative Aide I and other privileges like CNA, Mid-year bonus, Year-end bonus, and other privileges due to each qualified employee.

SECTION VI. APPROPRIATION. The Funding for the salaries and benefits of the Clerk I and Administrative Aide I Positions shall be appropriated in the Annual Budget of the Municipality of Tanauan, Leyte.

SECTION VII. REPEALING CLAUSE. All municipal ordinances, implementing rules and regulations, and executive orders, or parts thereof, which are inconsistent with the provisions of this Ordinance are hereby repealed and/or modified accordingly.

SECTION VIII. SEPARABILITY CLAUSE. If, for any reason or reasons, any part or provision of this Ordinance shall be 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.

SECTION IX. EFFECTIVITY CLAUSE. This Ordinance shall take effect immediately upon its approval.

ENACTED : 29 JULY 2024

CERTIFIED TRUE AND CORRECT:


ELEUTERIO T. LARIOS
SB Secretary

ATTESTED:


HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding


HON. JAN ELMER V. MAGDALAGA
SB Member


HON. MAE JANE ANGELIE M. MORABE -BORAIS
SB Member


HON. MARK EFREN E. MERILO
SB Member


HON. JOSIE M. CREER
SB Member

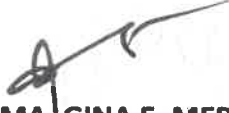

HON. ISAGANI S. ESPADA
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


HON. EFREN J.C. MERILO
SB Member/SK Fed. Pres.


HON. KYLE MESIAS
SB Member/SK Fed. Pres.

APPROVED BY:


HON. MA. GINA E. MERILO
Municipal Mayor
LGU – Tanauan, Leyte

Date: 8-6-2024



Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIAN BAYAN

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2024-10, "AN ORDINANCE CREATING THE POSITION OF EIGHT (8) (CLERK I) CASUAL AND FOUR (4) ADMINISTRATIVE AIDES (CASUAL) WITH SALARY GRADE SG 3 AND SG1, RESPECTIVELY AND PROVIDING FUNDS THEREFORE. ", have been posted in the bulletin boards at the following: Entrance of the Municipal Hall, Office of the Sangguniang Bayan and Public Market beginning August 6, 2024 and shall remain posted for a minimum of three consecutive weeks.

This certification is issued in compliance with the pertinent provisions of R.A. 7160.

Issued: August 6, 2024


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary