



Republic of the Philippines
PROVINCE OF LEYTE
 Provincial Capitol
 Tacloban City

-oOo-

Item No.: 01
 Date: 05 2024 AUG

James Aguis
 7.26.24

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
 July 11, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-003 of the Sangguniang Bayan of Sta Fe, Leyte.

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

- Ordinance No. 2024-003 entitled: **An Ordinance Creating Additional Positions in the Local Government Unit of Santa Fe, Leyte Appropriating the Funds Needed Thereof.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the power covered under section 447(1)(viii)¹ and section 325(a)² (g)³ 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.

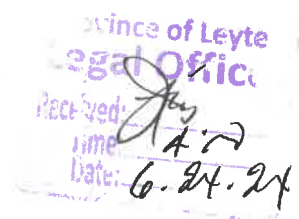
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

¹ Section 447(1)(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal fundsxxxxxxx

² Section 325 General limitations (a) xxxxx the appropriations for salaries, wages, representation and transportation allowances of officials and employees of the public utilities and economic enterprises owned, operated, and maintained by the local government unit concerned shall not be included in the annual budget or in the computation of the maximum amount for personal services

³ Section 325 General limitations (g) the creation of new positions and salary increases or adjustments shall in no case be made retroactive.

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
OFFICE OF THE SANGGUNIANG PANLALAWIGAN



1ST INDORSEMENT
24 June 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **MUNICIPAL ORDINANCE NO. 2024-003** of the **MUNICIPALITY** of **SANTA FE, LEYTE**, entitled: **An Ordinance Creating Additional Positions in the Local Government Unit of Santa Fe, Leyte and Appropriating the Funds Needed Thereof.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe



SANGGUNIANG BAYAN SECRETARY

INDORSEMENT

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Tacloban City, the herein attachment *Municipal Ordinance No. 2024 – 003 (Series of 2024)* of the Sangguniang Bayan, this Municipality entitled *“An Ordinance Creating Additional Positions in the Local Government Unit of Santa Fe, Leyte and Appropriating the Funds needed thereof”*, duly approved by said August Body on *April 29, 2024*, hereby recommending your appropriate favourable action.

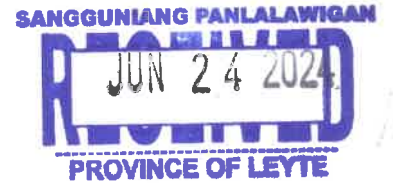

JULIUS XERXES M. OBENQUE
Sangguniang Bayan Secretary Designate

Copy Furnished:

- *The Municipal Mayor*
- *The Human Resource and Management Office*
- *All in Sta. Fe, Leyte*



Republic of the Philippines
PROVINCE OF LEYTE
 Municipality of Santa Fe



SANGGUNIANG BAYAN

THE 16th REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF SANTA FE, LEYTE, HELD AT THE SB SESSION HALL, SANTA FE, LEYTE ON APRIL 29, 2024.

MUNICIPAL ORDINANCE NO. 2024 - 003
 Series of 2024

AN ORDINANCE CREATING ADDITIONAL POSITIONS IN THE LOCAL GOVERNMENT UNIT OF SANTA FE, LEYTE AND APPROPRIATING THE FUNDS NEEDED THEREOF.

Introduced by: HON. EDGARDO R. SALCEDA
 Chairperson, Committee on Personnel Administration and Appointment.

Co-Introduced by: HON. AMIEL P. ENAGE
 HON. RODEL L. AJETO
 HON. ALVIN D. PETILLA
 HON. GENY R. ESMERO
 HON. AGNES A. CHUCA
 HON. RICARDO D. FAJARDO
 HON. LARRY S. ARUTA
 HON. NESTOR F. ESMERO
 HON. JERALD LORENZ NARGA

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Santa Fe, Leyte, in session assembled, that:

Section 1. TITLE. This shall be known as an Ordinance Creating Additional Positions in the Local Government Unit of Santa Fe, Leyte and Appropriating the Funds Needed Thereof.

Section 2. New Plantilla Positions.

The following new positions are created under the different offices in the Municipality of Santa Fe, Leyte, to wit:

- 2.1 Day Care Worker II with Salary Grade 8 (Plantilla Item No. 13) under the Municipal Social Welfare Development Office;
- 2.2 Administrative Aide III (Utility Worker IIA) with Salary Grade 3 (Plantilla Item No. NEW -27) under the Office of the Sangguniang Bayan Secretary;
- 2.3 Administrative Aide I (Utility Worker I) with Salary Grade 1 (Plantilla Item No. NEW - 33) under the Office of the Municipal Civil Registrar;
- 2.4 Administrative Aide I (Utility Worker I) with Salary Grade 1 (Plantilla Item No. 36) under the Municipal Budget Office;
- 2.5 Disbursing Officer with Salary Grade 7 (Plantilla Item No. NEW - 45) under the Municipal Treasurer's Office;
- 2.6 Municipal Government Department Head I (Human Resource Management Officer) with Salary Grade 24 (Plantilla Item No. NEW -70) under the Human Resource Management Office;

Section 3. Qualification Standard

3.1 Day Care Worker II

- Education: Completion of two years studies in college
- Experience: One (1) year of relevant experience
- Training: Four (4) hours of relevant training
- Eligibility: Career Service (Sub-Professional) Appropriate Eligibility for First Level

Amiel P. Enage
 Rodel L. Ajeto
 Alvin D. Petilla
 Geny R. Esmero
 Agnes A. Chuca
 Ricardo D. Fajardo
 Larry S. Aruta
 Nestor F. Esmero
 Jerald Lorenz Narga

Edgardo R. Salceda

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024-003
Dated: April 28, 2024

page 2 of 3

3.2 Administrative Aide III (Utility Worker II)

Education: Must be able to read and write

Experience: None

Training: None

Eligibility: None required (MC 1 1 s. 96-Cat. III)

3.3 Administrative Aide I (Utility Worker I) - MCR and MBO

Education: Must be able to read and write

Experience: None

Training: None

Eligibility: None required (MC 11 s. 96-Cat. III)

3.4 Disbursing Officer

Education: Completion of two years studies in college

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service (Sub-Professional) First Level CS Eligibility

3.4 Municipal Government Department Head I (Human Resource Management Officer) Education: Master's degree

Experience: Four (4) years in position/s involving Management and Supervision

Training: Twenty-Four (24) hours Training in Management and Supervision

Eligibility: Career Service (Professional) Second Level Eligibility

Section 4. Qualification, Powers, Duties and Responsibilities

The qualifications, powers, duties and responsibilities of the herein enumerated position shall be based on the provisions of the Local Government Code of 1991 and the Civil Service Commission (CSC) and other relevant laws.

Section 5. Appointments

For the purpose of this ordinance, no person shall be appointed to such positions unless they have been properly screened and have undergone the LGUs recruitment process.

Section 6. Funding Source

The newly- created positions is made part and integral element of the FY 2024 PLANTILLA OF POSITIONS incorporated in the FY 2024 ANNUAL GENERAL FUND BUDGET of the Local Government Unit of Santa Fe, Leyte and will be automatically funded from hereon.

Section 7. Repealing Clause

All previous ordinances and issuances inconsistent with this ordinance are deemed amended and / or repealed.

Section 8. Effectivity

This ordinance shall take effect after the final review of the members of the Sangguniang Panlalawigan of Leyte and the requirement of posting is complied with.

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature

Handwritten signature



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024-003
Dated: April 22, 2024


page 3 of 3

ENACTED: This 29th day of **April 2024** during the **16th Regular Session** of the **12th Sangguniang Bayan** at the **Sangguniang Bayan Session Hall, Santa Fe, Leyte.**

Let copies of this Ordinance be furnished to the Office of the Municipal Mayor Hon. Amparo H. Monteza, to the Human Resource Management Office of this LGU, and to all others concerned for their guidance and appropriate action.

This ordinance is approved unanimously.

ATTESTED/APPROVED:


HON. AMIEL P. ENAGE
SB Member



HON. EDGARDO R. SALCEDA
SB Member


HON. RODEL L. AJETO
SB Member


HON. RICARDO D. FAJARDO
SB Member


HON. ALVIN D. PETILLA
SB Member


HON. LARRY S. ARUTA
SB Member


HON. GENY R. ESmero
SB Member


HON. NESTOR F. ESmero
Liga Pres. / SB Member


HON. AGNES A. CHUCA
SB Member


HON. JERALD LORENZ NARGA
SK Federation President / SB Member

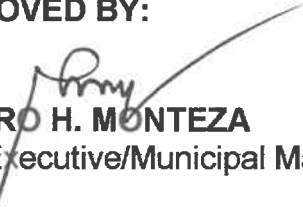
I HEREBY CERTIFY to the correctness of the foregoing resolution.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan Designate

ATTESTED BY:


HON. EDUARDO N. TOREROS
Municipal Vice-Mayor
Presiding Officer

APPROVED BY:


HON. AMPARO H. MONTEZA
Local Chief Executive/Municipal Mayor

Date of Approval: _____



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Sta. Fe

SANGGUNIANG BAYAN SECRETARY

CERTIFICATION OF POSTING

TO WHOM IT MAY CONCERN:

This is to certify that copies of Municipal Ordinance of the herein attached **“Municipal Ordinance No. 2024 – 003 (Series of 2024)** of the Sangguniang Bayan, this Municipality, entitled **“An Ordinance Creating Additional Positions in the Local Government Unit of Santa Fe, Leyte and Appropriating the Funds needed thereof”**, duly approved and/or enacted by said August Body on April 29, 2024, has been posted in at least three (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO and one at the Municipal Gymnasium.

ISSUED this 06th day of May 2024 at Sta. Fe, Leyte.


JULIUS XERXES M. OBENQUE
Sangguniang Bayan Secretary Designate