

Item No.: 27  
Date: 03 2024 SEP

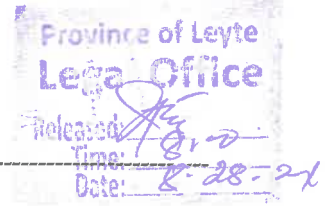


Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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PROVINCIAL LEGAL OFFICE



2<sup>nd</sup> INDORSEMENT  
August 22, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No.24-004 of the Sangguniang Bayan of Mahaplag, Leyte.

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

- Ordinance No. 24-004 entitled: “An Ordinance Renaming the Position of Municipal Government Department Head I ( Human Resource Management Officer V) to Municipal Government Department Head I (Human Resource Management Officer) and Adopting the Qualifications Standards for the Position of Municipal Government Department Head I ( Human Resource Management Officer) of the Municipal Government of Tagudin, Ilocos Sur as Previously Approved by the Civil Service Commission Per CSC Resolution No. 1801495 dated December 11, 2018 as the Qualification Standards for the Same Position of Municipal Government Department Head (Human Resource Management Officer) in the Municipal Local Government Unit of Mahaplag.

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the Subject Ordinance is within the power covered under Section 447(1)(vi)<sup>1</sup> and (1)(viii)<sup>2</sup> of the Local Government Code of 1991 (R.A 7160).

In addition, this Ordinance is in consonance to the Civil Service Commission Memorandum Circular No. 24, s. 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) as amended Section 34 (d) Part 1(General Policies), Rule VIII provides;

xxxxx

*d. The Qualification Standard for department head and assistant department head positions created by the local Sanggunian through an Ordinance which are not included in RA No.7160 or other special laws may be those approve by the CSC through a resolution. LGU may adopt the QS for department head and assistant department head positions which have established and previously approved by the CSC without need for prior approval. However, a letter of confirmation from the CSC shall be secured for records and reference purposes.*

Therefore, the Adoption of the Qualification Standards for the position Municipal Government Department Head 1( Human Resource Management Officer) of the

<sup>1</sup> Section 447 (1)(vi) Subject to the provisions of this code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

<sup>2</sup> Section 447 (1)(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees xxxxx

Municipal Government of Tagudin, Ilocos Sur as previously approved by the Civil Service Commission per CSC Resolution No. 1801495 dated December 11, 2018 is valid. Hence, recommending the declaration of its validity.

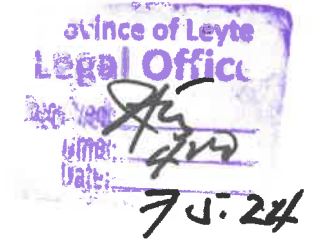
We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent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



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

Republic of the Philippines  
**PROVINCE OF LEYTE**  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**



**1<sup>ST</sup> INDORSEMENT**  
**5 July 2024**

Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the herein **ORDINANCE NO. 24-004** of the **MUNICIPALITY OF MAHAPLAG, LEYTE**, for review and recommendations.

  
**FLORINDA JILL S. UY VICO**  
Secretary to the Sanggunian

SP Records  
742024

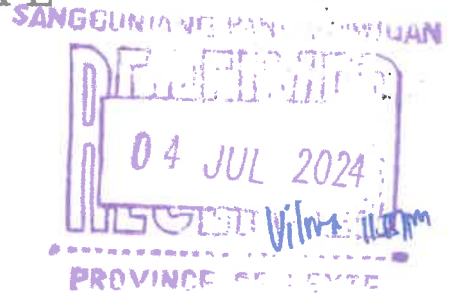


Republic of the Philippines  
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Municipality of Mahaplag  
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## Office of the Sangguniang Bayan

### TRANSMITTAL

**FLORINDA JILL S. UYVICO**  
Provincial Government Department Head  
Secretary to the Sangguniang Panlalawigan  
Office of the Sangguniang Panlalawigan  
Province of Leyte  
Tacloban City



Attention: Records Office

Madam:

Transmitting to your good office these duly approved **Municipal Ordinance No. 24-004** and **Municipal Ordinance No. 24-005** of the Municipality of Mahaplag, Leyte for review by the Sangguniang Panlalawigan of the Province of Leyte, as follows:

- MUNICIPAL ORDINANCE NO. 24-004: AN ORDINANCE RENAMING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER V) TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) AND ADOPTING THE QUALIFICATION STANDARDS FOR THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) OF THE MUNICIPAL GOVERNMENT OF TAGUDIN, ILOCOS SUR AS PREVIOUSLY APPROVED BY THE CIVIL SERVICE COMMISSION PER CSC RESOLUTION NO. 1801495 DATED DECEMBER 11, 2018 AS THE QUALIFICATION STANDARDS FOR THE SAME POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) IN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF MAHAPLAG.**
- MUNICIPAL ORDINANCE NO. 24-005: A AN ORDINANCE CORRECTING THE SALARY GRADE OF THE POSITION OF DENTIST II FROM SALARY GRADE 16 TO SALARY GRADE 17 AND ALSO THE SALARY GRADE OF THE POSITION OF PHARMACIST II FROM SALARY GRADE 12 TO SALARY GRADE 15 IN COMPLIANCE TO CIVIL SERVICE COMMISSION (CSC) RULES AND REGULATIONS. N ORDINANCE CORRECTING THE SALARY GRADE OF THE POSITION OF DENTIST II FROM SALARY GRADE 16 TO SALARY GRADE 17 AND ALSO THE SALARY GRADE OF THE POSITION OF PHARMACIST II FROM SALARY GRADE 12 TO SALARY GRADE 15 IN COMPLIANCE TO CIVIL SERVICE COMMISSION (CSC) RULES AND REGULATIONS.**

Thank you and more power.

Respectfully yours,

**ATTY. JASON L. ALONZO**  
Board Secretary V



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Mahaplag  
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**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF MAHAPLAG, LEYTE HELD ON MAY 3, 2024 AT THE SESSION HALL OF THE MUNICIPAL HALL, BRGY. POBLACION, MAHAPLAG, LEYTE.**

**PRESENT:**

- HON. MYRA P. SOLIS - Municipal Vice Mayor/Presiding Officer
- HON. ARLENE O. GIGANTO - Sangguniang Bayan Member
- HON. AIDA L. DIZON - Sangguniang Bayan Member
- HON. CARMELITO C. ALONZO - Sangguniang Bayan Member
- HON. JEFFREY M. RELEVO - Sangguniang Bayan Member
- HON. REYNALDO M. KANEN - Sangguniang Bayan Member
- HON. GLENN H. BARTOLINI - Sangguniang Bayan Member
- HON. HARLIN O. GONZAGA - Sangguniang Bayan Member
- HON. OSCAR S. REALES - Sangguniang Bayan Member
- HON. EDGARDO R. CAMASIN - Ex officio Sangguniang Bayan Member  
President, Liga Ng Mga Barangay
- HON. REINA ROSE DEDAL - Ex officio Sangguniang Bayan Member  
President, Sangguniang Kabataan Federation

**MUNICIPAL ORDINANCE NO. 24-004**

**AN ORDINANCE RENAMING THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER V) TO MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) AND ADOPTING THE QUALIFICATION STANDARDS FOR THE POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) OF THE MUNICIPAL GOVERNMENT OF TAGUDIN, ILOCOS SUR AS PREVIOUSLY APPROVED BY THE CIVIL SERVICE COMMISSION PER CSC RESOLUTION NO. 1801495 DATED DECEMBER 11, 2018 AS THE QUALIFICATION STANDARDS FOR THE SAME POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HUMAN RESOURCE MANAGEMENT OFFICER) IN THE MUNICIPAL LOCAL GOVERNMENT UNIT OF MAHAPLAG.**

**WHEREAS**, the Civil Service Commission promulgated CSC Resolution No. 1701009 dated 16 June 2017 which was published in the Philippine Star on 2 August 2017 and circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA);

**WHEREAS**, Section 34, Part I (General Policies), Rule VIII (Qualification Standards) of the 2017 ORAOHRA, as amended, provides as follows

Section 34. Qualification standards (QS) for certain positions that are prescribed by a special law, such as Foreign Service Act (RA No. 7157), PNP Act

(RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience or civil service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval.

For department head and assistant department head positions in LGUs, the following rules on QS shall apply:

x x x x

- d. **The QS for department head and assistant department head positions created by the local sanggunian through an Ordinance which are not included in RA No. 7160 or other special laws may be those approved by the CSC through a Resolution. LGUs may adopt the QS for department head and assistant department head positions which have been established and previously approved by the CSC without need for prior approval. However, a letter confirmation from the CSC shall be secured for records and reference purposes.**

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**WHEREAS**, the Municipal Local Government of Mahaplag will adopt through this Ordinance the Qualification Standards for the position Municipal Government Department Head I (Human Resource Management Officer) of the Municipal Government of Tagudin, Ilocos Sur as previously approved by the Civil Service Commission per CSC Resolution No. 1801495 dated December 11, 2018;

**WHEREAS**, this is also pursuant to the pertinent provisions of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, primarily Section 447 paragraph (a) subparagraph (1) with subparagraph (vii) and (viii), pertaining to the powers of the Sangguniang Bayan to determine the powers, duties, positions and salaries of employees of the municipality, and Section 81 on the Sangguniang Bayan's power to determine the compensation of personnel in the Municipal Local Government Unit of Mahaplag, Leyte;

**NOW, THEREFORE, BE IT ORDAINED** by the Sangguniang Bayan of Mahaplag, Leyte, in a session duly assembled that:

**Section 1.** The position of Municipal Government Department Head I (Human Resource Management Officer V) with Salary Grade 24 created under Municipal Ordinance No. 24-002 is hereby renamed to Municipal Government Department Head I (Human Resource Management Officer) with Salary Grade 24.

**Section 2.** The Municipal Local Government Unit of Mahaplag, Leyte hereby formally adopts the Qualification Standards for the position of Municipal Government Department Head I (Human Resource Management Officer) of the Municipal Government of Tagudin, Ilocos Sur as previously approved by the Civil Service Commission per CSC Resolution No. 1801495 dated December 11, 2018, thereby formally establishing as the Qualification Standards for the position of Municipal Government Department Head I (Human Resource Management Officer) of the Municipal Local Government Unit of Mahaplag, as follows:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Municipal Government Department	24	2	Bachelor's degree in Psychology, Human Resource	Three (3) years of	None required.	Career Service Professional/

Head I (Human Resource Management Officer)		Management, Public Administration, Business Administration, Mass Communication, or other allied courses.	relevant experience.	Second Level Eligibility
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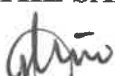
**Section 3. SEPARABILITY CLAUSE.** If, for any reason, any item, section or provision of this Ordinance is declared invalid or unconstitutional, the other items, sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

**Section 4. REPEALING CLAUSE.** All ordinances, resolutions or parts thereof, whose provisions are in conflict with or contrary to the provisions of this ordinance are hereby repealed, amended or modified accordingly.


**Section 5. EFFECTIVITY CLAUSE.** This Ordinance shall be effective immediately upon approval by the Local Chief Executive.

ENACTED on this 3<sup>rd</sup> day of May 2024 in Mahaplag, Leyte.

**APPROVED BY THE SANGGUNIANG BAYAN MEMBERS:**

  
**HON. ARLENE O. GIGANTO**  
 SB Member

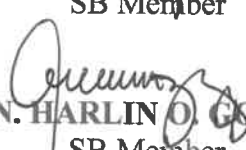
  
**HON. AIDA L. DIZON**  
 SB Member

  
**HON. CARMELITO C. ALONZO**  
 SB Member

  
**HON. JEFFREY M. RELEVO**  
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**HON. GLENN H. BARTOLINI**  
 SB Member

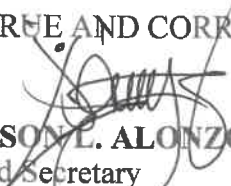
  
**HON. HARLIN O. GONZAGA**  
 SB Member

  
**HON. OSCAR S. REALES**  
 SB Member


  
**HON. EDGARDO R. CAMASIN**  
 President, Liga Ng Mga Barangay

  
**HON. REINA ROSE DEDAL**  
 President, Sangguniang Kabataan Federation

CERTIFIED TRUE AND CORRECT:

  
**ATTY. JASON L. ALONZO**  
 Board Secretary

ATTESTED TO BE DULY ENACTED:

  
**HON. MYRA P. SOLIS**  
 Municipal Vice Mayor/ Presiding Officer

APPROVED BY:

  
**HON. RONALDO T. LLEVE**  
 Municipal Mayor  
 Date of Approval: JUN 11 2024