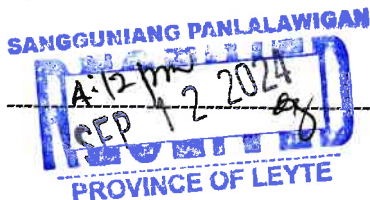


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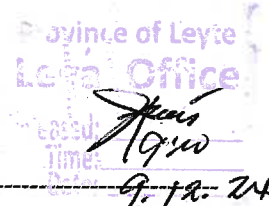
Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-



PROVINCIAL LEGAL OFFICE

Item No.: 03
Date: 17 2024 SEP



2nd INDORSEMENT
September 10, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-002 of Sangguniang Bayan of Santa Fe, Leyte.

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

- Ordinance No. 2024-002 entitled: **An Ordinance Creating the Human Resource and Management Office (HRMO) as an Office of the Local Government Unit of Santa Fe, Leyte, Adopting its Present and Existing Organizational Structure, Defining the Powers, Duties and Responsibilities of the Human Resources and Management Officer for Other Purposes.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the powers covered under Section 76¹, Section 447(1)(vii)² and (1)(viii)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 76 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.

² Section 447(1)(vii) Subject to the provisions of this code and pertinent laws, determine the powers and duties of officials and employees of the municipality.

³ Section 447(1)(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees.

Province of Leyte
Legal Office
Received: *[Signature]*
Time: *4:00*
Date: *6.24.24*

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. 2024-002** of the **MUNICIPALITY** of **SANTA FE, LEYTE**, entitled: **An Ordinance Creating the Human Resource and Management Office (HRMO) as an Office of Local Government Unit of Santa Fe, Leyte, Adopting its Present and Existing Organizational Structure, Defining the Powers, Duties, and Responsibilities of the Human Resources and Management Officer and for Other Purposes.**



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 – 002 (Series of 2024)* of the Sangguniang Bayan, this Municipality entitled “*An Ordinance Creating the Human Resource and Management Office (HRMO) as an Office of the Local Government Unit of Santa Fe, Leyte, Adopting its present and existing organizational Structure, defining the Powers, Duties, and Responsibilities of the Human Resources and Management Officer for other Purposes.*”, duly approved by said August Body on *April 29, 2024*, hereby recommending your appropriate favourable action.

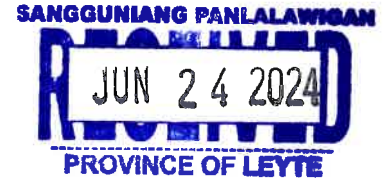

JULIUS XERXES M. OBENQUE
Sangguniang Bayan Secretary Designate

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 - 002
 Series of 2024

AN ORDINANCE CREATING THE HUMAN RESOURCE AND MANAGEMENT OFFICE (HRMO) AS AN OFFICE OF THE LOCAL GOVERNMENT UNIT OF SANTA FE, LEYTE, ADOPTING ITS PRESENT AND EXISTING ORGANIZATIONAL STRUCTURE, DEFINING THE POWERS, DUTIES, AND RESPONSIBILITIES OF THE HUMAN RESOURCES AND MANAGEMENT OFFICER FOR OTHER PURPOSES.

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

WHEREAS, the present Human Resource and Management is headed by a Human Resources and Management Officer with salary grade fifteen (SG-15) but the same is under or within the Executive Department;

WHEREAS, while it is true that the first sentence of Section 77 of the Local Government Code of 1991 states that the Chief Executive of every Local Government Unit shall be responsible for human resources and development in his unit, the same code also provides and instituted process of devolution, wherein local government units, effectively allocated their respective powers, functions, duties and responsibilities;

WHEREAS, it is a step in the right direction to create the Human Resources and Management as distinct and separate office.

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

Section 1. The Human Resource and Management Office (HRMO) is hereby created as an office of the Local Government Unit of Santa Fe, Leyte.

Section 2. The Human Resource and Management Office shall be headed by the Human Resource and Management Officer with the rank and salary grade of a department head. The present and existing organizational structure is hereby adopted and all persons occupying positions thereat shall continue to function as it is. In the interpretation of this provision, all doubts shall be resolved in favor of and for the best interest of personnel in the said office.

Section 3. The organization structure of this office will be as indicated below:

- MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICE**
- Municipal Government Department Head I (HRMO) SG 24
- Administrative Officer IV (HRMO II) SG - 15
- Administrative Assistant II (HRMA) SG - 8
- Administrative Aide IV (HRM Aide) SG - 4



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024-002
Dated: April 28, 2024

page 2 of 3

Section 3.1 — The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission (CSC) laws, rules and regulations as follows:

3.1.1 Municipal Government Department Head I (HRMO) SG 24

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

3.1.2 Administrative Officer IV (HRMO II) SG - 15

Education: Bachelor's degree

Experience: One (1) year of relevant experience

Training: Four (4) hours of relevant training

Eligibility: Career Service (Professional) Second Level Eligibility

3.1.3 Administrative Assistant II (HRMA) SG 8

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 (Subprofessional) First Level Eligibility

3.1.4 Administrative Aide IV (HRM Aide) SG - 4

Education: Completion of two years studies in college

Experience: None required

Training: None

Eligibility: Career Service (Subprofessional) First Level Eligibility

Section 4. For the purpose of this ordinance and in the event of vacancy, no person shall be appointed department head of the Human Resource and Management Office unless he/she is a citizen of the Philippines, a resident of the local government concerned, of good moral character, a holder of a college degree preferably in psychology, public administration or law, and other related courses and a first grade civil service eligible and human resource management or organization management for at least three (3) years.

Section 5. The Human Resource and Management Officer shall take charge of the Human Resource and Management Office and shall perform the following powers and duties:

5.1. Provides supervision in the preparation of appointments, payrolls and other personnel record of the municipality.

5.2. Responsible for the publication and recruitment of vacant positions in the LGU, and assist the Local Chief Executive in the selection of applicants for available positions, except those classified by law or competent authority as policy determining, primarily confidential, or highly technical in nature, according to merit and fitness to be determined by competitive examinations.

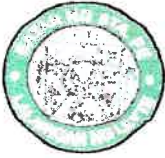
5.3. Assist the Local Chief Executive in the screening of applicants for promotions available in the LGU.

5.4 Assist the Local Chief Executive in the implementation of personnel policies and programs on personnel management.

5.5 Provides information and advise the Local Chief Executive in the preparation of circularized memoranda, circulars and other issuances issued by the civil service commission, other offices/agencies regarding personnel work/actions.

5.6 Prepares report of accomplishments as required by the Local Chief Executive.

5.7 Conducts performance evaluation system among employees of the Local Government Units as required by the Civil Service Commission.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Santa Fe

SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024-002
Dated: April 29, 2024

page 3 of 3

5.8 Conduct trainings and seminars for the development of personnel in the government service.

5.9 Does other related work as may be required by the immediate superior from time to time.

5.10 Exercise such other powers and perform other functions and duties as may be prescribed by law or ordinance.


Section 6. The provisions of any ordinance, local executive order, or issuances which are inconsistent herewith are hereby repealed or amended accordingly.

Section 7. Effectivity. This Ordinance shall take effect after three (3) consecutive weeks from its approval and publication by ways of posting copies on the bulletin board in the Municipal Building, Public Market, and all Barangay Halls.

ENACTED: This 29th day of April during the 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.



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

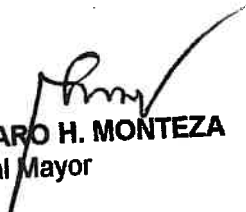
I HEREBY CERTIFY to the correctness of the foregoing resolution.


JULIUS XERXES M. OBENQUE
Secretary to the Sangguniang Bayan Designate

ATTESTED BY:


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

APPROVED:


HON. AMPARO H. MONTEZA
Municipal Mayor



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 – 002 (Series of 2024)** of the Sangguniang Bayan, this Municipality, entitled “*An Ordinance Creating the Human Resource and Management Office (HRMO) as an Office of the Local Government Unit of Santa Fe, Leyte, Adopting its present and existing organizational Structure, defining the Powers, Duties, and Responsibilities of the Human Resources and Management Officer for other Purposes.*”, 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