

Item No.: 08
Date: 25 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Legal Office
Released: *[Signature]*
Time:
Date: 9.19.24

-oOo-

SANGGUNIANG PANLALAWIGAN
RECORDED
SEP 19 2024
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 12, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-11 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2024-11 entitled: **“An Ordinance Creating the Municipal Public Services Officer III, with Salary Grade 18, in the General Services Section of the Municipality of Tanauan, Leyte, Defining its Qualifications, Duties and Function and Appropriating Funds Therefore.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the Subject Ordinance is in accordance to its power under Section 76¹, Section 325(g)² and Section 447(1)(viii)³ of the Local Government Code of 1991 (R.A 7160). Hence, recommending for 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 325(g) The creation of new positions and salary increases or adjustment shall in no case be made retroactive;

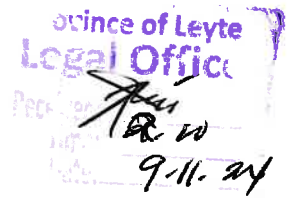
³ Section 447(1)(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of official and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government.

Republic of the Philippines
PROVINCE OF LEYTE


-0-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST ENDORSEMENT
10 September 2024



Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the
herein **ORDINANCE NO. 2024-11** of the **MUNICIPALITY OF TANAUAN,**
LEYTE, which is self- explanatory, for review and recommendations.


FLORINDA JILLS UYVICO
Secretary to the Sanggunian

SP/Records
9102024



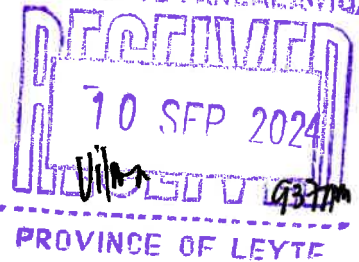
Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City

September 9, 2024

SANGGUNIANG PANLALAWIGAN



Sir/Madam;

Respectfully submitting herewith 16th SB **ORDINANCE NO. 2024-11**, "An Ordinance Creating the Municipal Public Services Officer III, with Salary Grade 18, in the General Services Section of the Municipality of Tanauan, Leyte, Defining its Qualifications, Duties and Functions and Appropriating Funds Therefore", for your appropriate action.

Sponsored by: Hon. Josie M. Creer
Co-Sponsor: Hon. Cherry Anne T. Fiel

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

Thank you.

Truly yours,


Eleuterio T. Larios
Sangguniang Bayan Secretary

Republic of the Philippines
Province of Leyte
TANAUAN
-o0o-
SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN
RECEIVED
10 SEP 2024
1377M
PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE 107th REGULAR SESSION OF THE 15th SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON AUGUST 27, 2024, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT :

HON. JAN ELMER V. MAGDALAGA	Acting Vice-Mayor/Presiding chair
HON. MAE JANE ANGELIE M. MORABE- BORAIS	Sangguniang Bayan Member
HON. MARK EFREN E. MERILO	-do-
HON. PAUL EMMANUEL R. CINCO	-do-
HON. JOSIE M. CREER	-do-
HON. ATTY. ISAGANI S. ESPADA	-do-
HON. QUINTIN T. OCTA, JR., D.M.D.	-do-
HON. CHERRY ANNE T. FIEL	-do-
HON. EFREN C. MERILO	-do-/Liga Fed. Pres.
HON. KYLE C. MESIAS	-do-/ SK Fed. Pres.

ABSENT :

HON. ARCHIE LAWRENCE R. KAPUNAN (on leave) Municipal Vice-Mayor

ORDINANCE NO. 2024 – 11

AN ORDINANCE CREATING THE MUNICIPAL PUBLIC SERVICES OFFICER III, WITH SALARY GRADE 18, IN THE GENERAL SERVICES SECTION OF THE MUNICIPALITY OF TANAUAN, LEYTE, DEFINING ITS QUALIFICATIONS, DUTIES AND FUNCTION AND APPROPRIATING FUNDS THEREFORE.

Sponsored by : Hon. Josie M. Creer
Co – sponsor : Hon. Cherry Anne T. Fiel

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

SECTION 1. Short Title. An ordinance creating the position of Public Services Officer III with Salary Grade 18 in the Municipal General Services Section.

SECTION II. BASIS. Section 490 of Republic Act 7160, otherwise known as "The Local Government Code of 1991," to provide technical assistance and support to the Local Chief Executive in carrying out measures to ensure the delivery of basic services and provision of adequate facilities and develop plans and strategies which requires general services and upon the approval thereof by the Local Chief Executive; implement the same, particularly those which have to do with general services supportive of the people's welfare.

SECTION III. CREATION OF THE POSITION. The Public Services Officer III with Salary Grade 18 in the General Services Section of the Municipality of Tanauan, Leyte is hereby created in conformity with the qualification standards set by the Civil Service Commission and its index of Occupational Services, Position Titles and Salary Grade for Local Government Units and its Functional Descriptions.

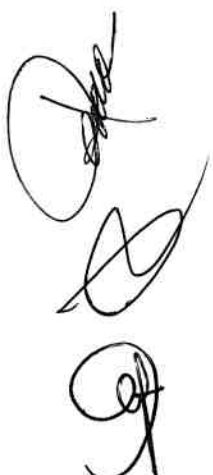
[Handwritten signatures and initials in blue ink at the bottom of the page]

SECTION IV. QUALIFICATIONS:

- A. A holder of a Bachelor's Degree relevant to the job.
- B. Must have at least 2 years of relevant experience.
- C. With 8 hours of relevant Training.
- D. Possesses a Good Moral Character.
- E. Bonafide resident of the Municipality of Tanauan, Leyte.
- F. Civil Service Second Level Eligibility (Professional).

SECTION V. DUTIES AND FUNCTIONS:

- (1) The General Services Unit formulate measures for the consideration of the Sanggunian and provide technical assistance and support to the mayor, as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities pursuant to Section 17 of the Local Government Code and which require general services expertise and technical support services;
- (2) Develop plans and strategies and upon approval thereof by the mayor, as the case may be, implement the same, particularly those which have to do with general services supportive of the welfare of the inhabitants which the mayor is empowered to implement and which the Sanggunian is empowered to provide for under this Code;
- (3) In addition to the foregoing duties and functions, the general services officer shall:
 - (i) Take custody of and be accountable for all properties, real or personal, owned by the local government unit and those granted to it in the form of donation, reparation, assistance and counterpart of joint projects;
 - (ii) With the approval of the mayor, as the case may be, assign building or land space to local officials or other public officials, who by law, are entitled to such space;
 - (iii) Recommend to the mayor, as the case may be, the reasonable rental rates for local government properties, whether real or personal, which will be leased to public or private entities by the local government;
 - (iv) Recommend to the mayor, as the case may be, reasonable rental rates of private properties which may be leased for the official use of the local government unit;
 - (v) Maintain and supervise janitorial, security, landscaping and other related services in all local government public buildings and other real property, whether owned or leased by the local government unit;
 - (vi) Collate and disseminate information regarding prices, shipping and other costs of supplies and other items commonly used by the local government unit;
 - (vii) Perform archival and record management with respect to records of offices and departments of the local government unit; and
 - (viii) Perform all other functions pertaining to supply and property management heretofore performed by the local government treasurer; and enforce policies on records creation, maintenance, and disposal;
- (4) Be in the frontline of general services related activities, such as the possible or imminent destruction or damage to records, supplies, properties, and structures and the orderly and sanitary clearing up of waste materials or debris, particularly during and in the aftermath of man-made and natural disasters and calamities;



- (5) Recommend to the Sanggunian and advise the mayor, as the case may be, on all other matters relative to general services; and
- (6) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

SECTION VI. FUNDING. The Funding for the salaries and benefits of the Public Services Officer III 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 : 27 AUGUST 2024

CERTIFIED TRUE AND CORRECT:


ELEUTERIO T. LARIOS
SB Secretary

ATTESTED:


HON. JAN ELMER V. MAGDALAGA
Acting Vice Mayor/Presiding


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


HON. PAUL EMRIHANUEL R. CINCO
SB Member


HON. ATTY. ISAGANI S. ESPADA
SB Member



HON. CHERRY ANNE T. FIEL
SB Member


HON. MARK EFREN E. MERILO
SB Member


HON. JOSIE M. CREER
SB Member


HON. QUINTIN T. OCTA, JR.
SB Member


HON. EFREN C. MERILO
SB Member/Liga President


HON. KYLE C. MESIAS
SB Member/SK Hed. Pres.

APPROVED:


HON. MA. GINA E. MERILO
Municipal Mayor

Date: 9/5/24



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG 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. 2024-11, "AN ORDINANCE CREATING THE MUNICIPAL PUBLIC SERVICES OFFICER III, WITH SALARY GRADE 18, IN THE GENERAL SERVICES SECTION OF THE MUNICIPALITY OF TANAUAN, LEYTE, DEFINING ITS QUALIFICATIONS, DUTIES AND FUNCTION AND APPROPRIATING 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 September 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: September 6, 2024


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary