

Item No.: 09
Date: 25 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Legal Office
Released: *[Signature]*
Time: *9:00*
Date: *9.19.24*

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SANGGUNIANG PANLALAWIGAN
RECEIVED
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. 2024-12 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2024-12 entitled: **“An Ordinance Creating Administrative Assistant III (Computer Operator II), SG 9; and Engineer 1, SG 12, and Providing Funds Therefor.**

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 *[Signature]*

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


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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST ENDORSEMENT
10 September 2024

Province of Leyte
Legal Office
9-11-24

Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the
herein **ORDINANCE NO. 2024-12** of the **MUNICIPALITY OF TANAUAN,**
LEYTE, which is self- explanatory, for review and recommendations.


FLORINDA JILL S. URVICO
Secretary to the Sanggunian

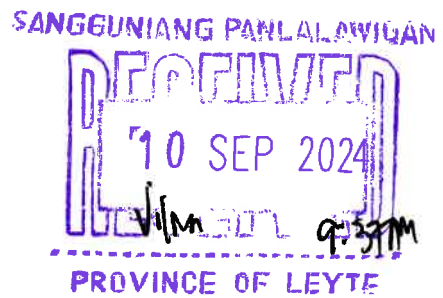


Republic of the Philippines
Province of Leyte
TANAUAN
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OFFICE OF THE SANGGUNIANG BAYAN

September 9, 2024

THE SECRETARY
Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacloban City



Sir/Madam;

Respectfully submitting herewith 16th SB **ORDINANCE NO. 2024-12, An Ordinance Creating Administrative Assistant III (Computer Operator II), SG 9; and Engineer I, SG 12, and Providing Funds Therefor**", for your appropriate action.

Sponsored by: Hon. Paul Emmanuel R. Cinco

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
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SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 107th REGULAR SESSION OF THE 16th SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON AUGUST 27, 2024, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

SANGGUNIANG BAYAN TANAUAN
RECEIVED
10 SEP 2024
9:37 AM
OFFICE OF THE MUNICIPAL CLERK
TANAUAN, LEYTE

PRESENT :

HON. JAN ELMER V. MAGDALAGA	Acting Vice-Mayor/Presiding chair
HON. MAE JANE ANGELIE M. MORABE- BORAI	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 – 12

AN ORDINANCE CREATING ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II), SG 9; AND ENGINEER I, SG 12, AND PROVIDING FUNDS THEREFOR.

Sponsored by : Hon. Paul Emmanuel R. Cinco

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

SECTION 1. TITLE – An Ordinance creating Administrative Assistant III (Computer Operator II), SG 9; and Engineer I, SG 12, and providing funds therefor.

SECTION 2. CREATION OF ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II) AND ENGINEER I – The Administrative Assistant III (Computer Operator II) position with the Salary Grade SG 9 and to be assigned at the MDRRMO Office. The Engineer I position with the Salary Grade SG 12 and to be assigned at the Municipal Engineering Office.

SECTION 3. QUALIFICATIONS:

1. ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)

- Education: Completion of two (2) years studies in College or High School Graduate with relevant vocation/trade course
- Experience: One (1) year of relevant experience
- Training: Four (4) hours of relevant training
- Eligibility: Career Service (Sub-professional) Data Encoder (MC 11, s. 96 – Cat. I) First Level Eligibility

[Handwritten signatures and initials are present at the bottom of the page, including names like 'Mark Merilo' and 'Paul Cinco'.]

2. ENGINEER I

- a. Education: Preferably Electrical Engineering Graduate
- b. Experience: NONE REQUIRED
- c. Training: NONE REQUIRED
- d. Eligibility: R.A. 1080 on Electrical Engineering

SECTION 4. DUTIES AND FUNCTIONS:

1. ADMINISTRATIVE ASSISTANT III (COMPUTER OPERATOR II)

- a. Assists and orients clients in the use of the computers.
- b. Monitors the use of computers and ensures that time limits are strictly followed.
- c. Clear equipment at end of operation run.
- d. Record information such as computer operating time, problems that occurred and action taken for the submission.

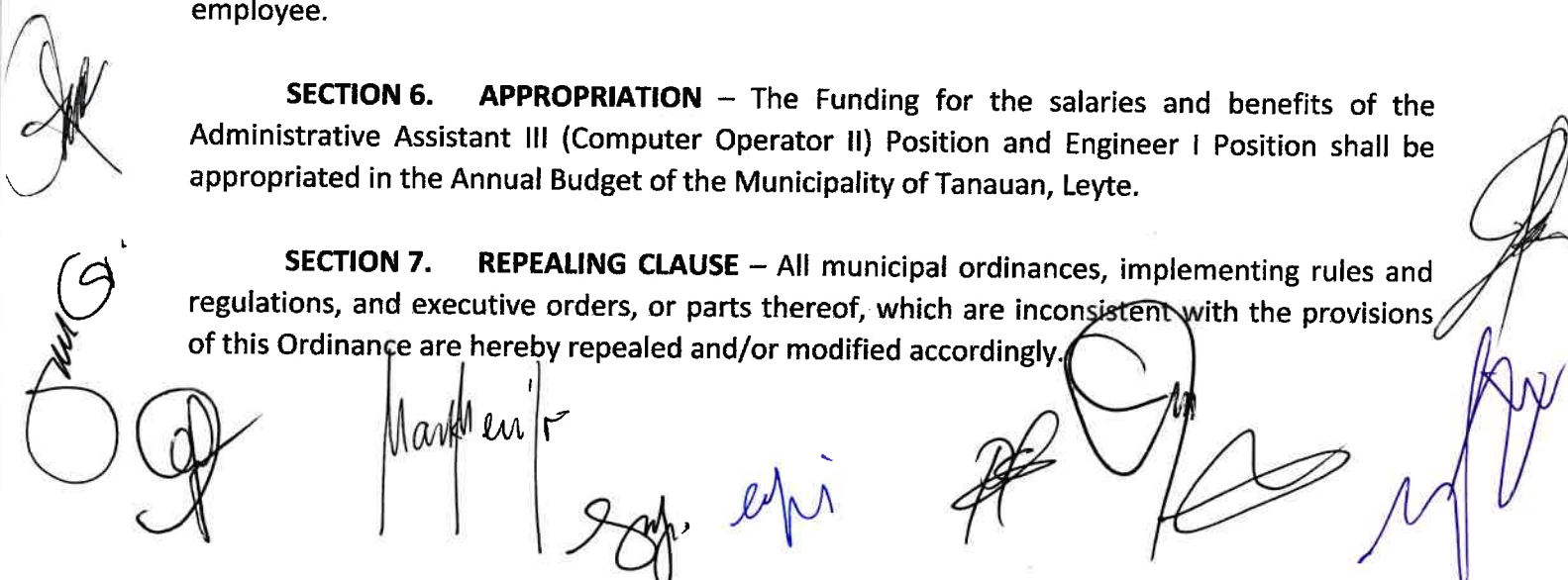
2. ENGINEER I

- a. Designing, implementing, maintaining and improving electrical products and systems.
- b. Using engineering software and equipment for computer-aided design and other complex technical tasks.
- c. Establishing and enforcing construction, manufacturing and installation standards.
- d. Performing feasibility studies for industrial, domestic and commercial technical developments.
- e. Overseeing maintenance, inspection and system upgrade programmes.
- f. Calculating project costs and delivery timelines.
- g. Providing quality assurance for ongoing projects.
- h. Collaborating with clients and other professionals.
- i. Writing reports, giving presentations and meeting with clients and management.

SECTION 5. SALARIES AND OTHER PRIVILEGES – All employees that fall under this ordinance shall receive their salaries equivalent to Salary Grade SG 9 for Administrative Assistant III (Computer Operator II) and Salary Grade SG 12 for Engineer I and other privileges like CNA, Mid-year bonus, Year-end bonus, and other privileges due to each qualified employee.

SECTION 6. APPROPRIATION – The Funding for the salaries and benefits of the Administrative Assistant III (Computer Operator II) Position and Engineer I Position shall be appropriated in the Annual Budget of the Municipality of Tanauan, Leyte.

SECTION 7. 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.



Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, several smaller signatures in the center and right, and a signature in blue ink on the far right.

SECTION 8. 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 9. EFFECTIVITY CLAUSE – This Ordinance shall take effect immediately upon its approval.

ENACTED : 27 AUGUST 2024

ATTESTED:


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


HON. MAE JANE ANGELE M. MORABE – BORAIS
SB Member


HON. PAUL EMMANUEL R. CINCO
SB Member


HON. ATTY. ISAGANI S. ESPADA
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


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


CERTIFIED TRUE AND CORRECT:

ELEUTERIO T. LARIOS
SB Secretary


HON. MARK EFREN E. MERILO
SB Member


HON. JOSE M. CREER
SB Member


HON. QUINTIN T. OCTA, JR.
SB Member


HON. EFREN C. MERILO
SB Member/Liga President

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. 2024-12, "AN ORDINANCE CREATING ADMINISTRATIVE ASSISTANT III (Computer Operator), SG 9; AND ENGINEER I, SG 12, AND PROVIDING FUNDS THEREFOR", 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