



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Item No.: 14
Date: 10 2024 SEP

Province of Leyte
Legal Office
Released Time: [Signature]
Date: 9-4-24

SANGGUNIANG PANLALAWIGAN

RECEIVED
SEP 05 2024
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 2, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-05 of the Sangguniang Bayan of Bato, Leyte.

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

- Ordinance No. 2024-05 entitled: **An Ordinance Creating Various Plantilla Positions in Various Offices in the Municipality, Specifying the Qualifications, Duties, Functions, and Responsibilities, Appropriating Funds Therefor, and For Other Purposes.**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is within the powers provided under Section 447(1)(viii)¹ 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.

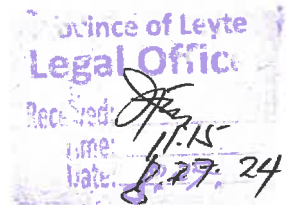
ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

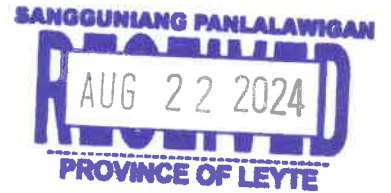
OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
22 August 2024



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 2024-05 of the Municipality of Bato, Leyte, entitled:** Creating Various Plantilla Positions in Various Offices in the Municipality, Specifying the Qualifications, Duties, Functions, and Responsibilities, Appropriating Funds Therefor, and For Other Purposes.


FLORINDA JIL SUYVICO
Secretary to the Sanggunian



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

August 21, 2024

**THE HONORABLE MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN**

Province of Leyte
Tacloban City

Gentlemen and ladies:

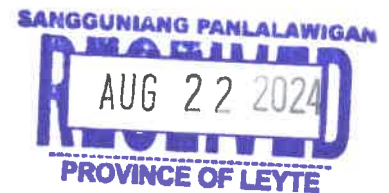
Respectfully transmitting to the Sangguniang Panlalawigan of the Province of Leyte the herein **Ordinance No. 2024-05 re: Various Plantilla Positions for Full Devolution Ordinance of 2024** of this municipality for perusal and review by the august body.

It is sincerely prayed that the Sangguniang Panlalawigan could pass a resolution stipulating its action on the matter and furnish this Sanggunian with the same.

I thank you in advance and look forward to your granting this request.

Respectfully,

PORFERIO M. RITOGO II
Secretary to the Sanggunian



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

Ordinance No. 2024-05

**CREATING VARIOUS PLANTILLA POSITIONS IN VARIOUS OFFICES IN THE MUNICIPALITY;
SPECIFYING THE QUALIFICATIONS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES;
APPROPRIATING FUNDS THEREFOR; AND FOR OTHER PURPOSES**

Sponsored by:

HON. ARNULFO B. Taneo
Committee Chair on Laws

HON. DANILO A. PITOGO
Committee Chair on Human Resources

WHEREAS, the Sanggunian is empowered to determine the positions, salaries, wages, and other emoluments and benefits of officials and employees for the proper conduct of programs, projects, activities, and services of the municipal government;

WHEREAS, LGUs are empowered to design and implement their organizational structure and staffing pattern subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, pursuant to the principle of full devolution of certain functions of the executive branch to LGUs, the Civil Service Commission issued Resolution No. 2200373 and promulgated CSC MC No. 12, s. 2022 setting forth therein the guidelines and standards for the establishment of organizational structures and staffing patterns in LGUs, and stipulating therein certain mandatory positions that LGUs need to create;

WHEREFORE, BE IT ENACTED by the Sangguniang Bayan in session assembled, on joint motion of Hon. Arnulfo B. Taneo and Hon. Danilo A. Pitogo with mass second, that:

Section 1. Title. – This Ordinance shall be known as the **“Various Plantilla Positions for Full Devolution Ordinance of 2024.”**

Section 2. Purpose. – The State and the municipality recognize the importance of guaranteeing the efficient delivery of basic services throughout the municipality through personnel complementation and welfare.

Section 3. New Plantilla Positions. – The following plantilla positions are hereby created and the HR unit is directed to effect and reflect these in the Plantilla of Positions, viz:

- a. One (1) **Engineer I (Agricultural and Biosystems Engineer), SG-12**, at the Mayor's Office (Agricultural and Biosystems Engineer Office);
- b. One (1) **Labor and Employment Officer I, SG-11**, at the Mayor's Office (Public Employment and Service Office);
- c. One (1) **Tourism Operations Officer I, SG-11**, at the Mayor's Office (Municipal Tourism Office);
- d. One (1) **Youth Development Officer I, SG-10**, at the Mayor's Office (Municipal Youth Development Office);
- e. One (1) **Executive Assistant I, SG-14**, at the Mayor's Office;
- f. Two (2) **Local Legislative Staff Employee II, SG-4**, at the Office of the Sangguniang Bayan; and
- g. Five (5) **Administrative Aide I (Laborer I), SG-1**, at the Mayor's Office (Slaughterhouse Operations).

Section 4. Qualifications, Duties and Responsibilities, and Functions. – The appointees must be natural born and residents of the Philippines and of the municipality, must be of legal age, must not have been convicted by final judgment of any crime, and must not have any pending case. Additionally, the following shall be the qualifications, duties and responsibilities, and functions of the appointees respective to their positions, viz:

- a. The **Engineer I (Agricultural and Biosystems Engineer)** shall possess the following qualifications and perform the following duties and responsibilities:
 - (1) Qualifications – The appointee shall have a bachelor's degree in Agricultural Engineering or Biosystems Engineering from a recognized institution; must have passed the Agricultural and Biosystems Engineer Licensure Examination conducted by the Professional Regulation Commission (PRC); relevant experience and training may be advantageous (*pursuant to R.A. No. 10915 and Joint DA-DBM-CSC-DILG MC No. 02, s. 2020 dated June 24, 2020*).
 - (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
 - (a) Planning and design – Develops plans and designs for agricultural and biosystems facilities, such as irrigation systems, agricultural waste management systems, post-harvest facilities, and farm structures;
 - (b) Implementation and supervision – Supervises the implementation of agricultural engineering projects, ensuring compliance with design specifications, safety standards, and environmental regulations;

- (c) Research and development – Conducts research on new technologies, practices, and systems to improve agricultural productivity, sustainability, and environmental protection;
 - (d) Policy formulation and standards development – Assists in formulating policies, guidelines, and standards related to agricultural and biosystems engineering to ensure sustainable agricultural development;
 - (e) Technical assistance and extension services – Provides technical assistance and extension services to farmers, agricultural workers, and local government units (LGUs) on matters related to agricultural engineering and biosystems;
 - (f) Operation and maintenance – Oversees the operation and maintenance of agricultural facilities and equipment to ensure efficiency and sustainability;
 - (g) Regulation and compliance – Ensures compliance with national and local regulations concerning agricultural engineering practices, including environmental and safety standards;
 - (h) Capacity building and training – Conducts training and seminars for farmers, technicians, and other stakeholders on the latest advancements in agricultural engineering and biosystems technology; and
 - (i) Performs other related tasks as may be assigned to him/her.
- (3) Functions – The appointee shall have the following functions:
- (a) Design and construction – Designs and constructs various agricultural infrastructures, such as farm buildings, irrigation systems, and waste management systems;
 - (b) Resource management – Manages and optimizes the use of natural resources like water, soil, and energy to ensure sustainable agricultural practices;
 - (c) Environmental protection – Develops systems and technologies to mitigate environmental impact, ensuring sustainable and eco-friendly agricultural practices; and
 - (d) Innovative solutions – Creates and implements innovative solutions to enhance agricultural productivity and food security.
- b. The **Labor and Employment Officer I** shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have bachelor’s degree relevant to the job. Degrees in public administration, human resource management, human resource development, industrial relations, operations management, or other allied fields are

preferred; must have a career service (professional) second level eligibility or any equivalent eligibility provided by the Civil Service Commission; relevant experience training related to labor laws, employment practices, human resource, operations management, or public administration may be advantageous (*pursuant to R.A. No. 8759 as amended by R.A. No. 10691 and CSC MC No. 20, s. 2019 dated September 23, 2019*).

- (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
- (a) Labor and employment advocacy – Assists in the implementation of labor and employment policies, programs, and projects; Promotes awareness and understanding of labor laws, workers' rights, and employer responsibilities through various outreach programs and activities;
 - (b) Technical assistance – Provide technical support and guidance to both workers and employers regarding labor standards, workplace safety, and employment practices; Assists in the resolution of labor disputes by guiding both parties on proper procedures and legal remedies;
 - (c) Monitoring and evaluation – Participate in the monitoring of labor standards compliance within assigned areas or sectors; Assist in the collection, analysis, and reporting of data related to employment trends, labor conditions, and other relevant labor market information;
 - (d) Coordination – Coordinates with other government agencies, non-governmental organizations, and private sector entities in the implementation of labor and employment programs;
 - (e) Documentation and reporting – Prepare and submit regular reports on labor and employment activities, findings, and recommendations; Maintain and update records of labor inspections, investigations, and resolutions; and
 - (f) Performs other related tasks as may be assigned to him/her.
- (3) Functions – The appointee shall have the following functions:
- (a) Policy implementation – Assists in the enforcement of labor laws, rules, and regulations within the assigned jurisdiction;
 - (b) Public assistance – Provides frontline services to workers and employers, including processing of labor-related complaints, applications, and inquiries;
 - (c) Data gathering and research – Gather labor market information and contribute to research initiatives aimed at improving labor policies and programs;

- (d) Inspection – Participate in labor inspections and audits to ensure compliance with labor standards and occupational safety regulations; and
 - (e) Support services – Provide administrative support in the conduct of labor-related training programs, seminars, and workshops.
- c. The **Tourism Operations Officer I** shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have bachelor’s degree relevant to the job, preferably in tourism, hospitality management, business administration, public administration, marketing, economics, law or other related fields; must have a career service (professional) second level eligibility provided by the Civil Service Commission; related experience and training related to tourism management, marketing, or public administration may be advantageous (*pursuant to R.A. No. 9593 and CSC MC No. 04, s. 2018 dated March 16, 2018*).
 - (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
 - (a) Tourism promotion and marketing – Assists in the development and implementation of tourism marketing and promotional activities; Contributes to the preparation of marketing materials, brochures, and other promotional tools; Promotes local tourism events, attractions, and activities to potential tourists
 - (b) Tourism development – Assists in the formulation and execution of tourism development plans and programs; Helps in identifying potential tourism sites and attractions for development; Supports initiatives to enhance the tourism infrastructure and services within the locality;
 - (c) Coordination and networking – Coordinates with various stakeholders, including government agencies, private sector partners, and community groups, in the implementation of tourism projects; Facilitates partnerships and collaborations to boost tourism in the area;
 - (d) Tourism services management – Provides frontline services to tourists, such as information dissemination, handling inquiries, and assisting with travel arrangements; Monitors and ensures the quality of tourism services and facilities within the jurisdiction;
 - (e) Research and data collection – Assists in gathering and analyzing data on tourism trends, visitor statistics, and economic impact; Contributes to the preparation of reports and studies that support tourism planning and decision-making; and
 - (f) Performs other related tasks as may be assigned to him/her.
 - (3) Functions – The appointee shall have the following functions:

- (a) Policy implementation – Support the implementation of tourism policies, guidelines, and regulations set by the national and local government; Ensures compliance with tourism-related laws and ordinances;
 - (b) Tourism promotion – Develops and executes tourism promotional campaigns to attract both local and international tourists; Represents the locality in tourism fairs, expos, and other promotional events;
 - (c) Tourism program management – Assists in managing and coordinating tourism-related programs and activities; Monitors the progress and outcomes of tourism projects and initiatives;
 - (d) Public relations and customer service – Serves as the primary point of contact for tourists and provides excellent customer service; Handles tourism-related complaints and feedback, ensuring prompt and appropriate resolution; and
 - (e) Tourism development and planning – Participates in planning sessions for the development of tourism infrastructure and services; Provides input and recommendations for improving tourism offerings and experiences.
- d. The **Youth Development Officer I** shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have a bachelor's degree relevant to the job, preferably in social work, psychology, education, community development, and other related fields; must have a career service (professional) second level eligibility as determined by the Civil Service Commission; relevant experience and training related to youth development, social work, or community organizing may be beneficial (*pursuant to the CSC Qualification Standards Manual*).
 - (2) Duties, responsibilities, functions – The appointee shall have the following duties and responsibilities:
 - (a) Program implementation – Assists in the implementation of youth development programs and services; Ensures that activities are conducted according to established plans and guidelines;
 - (b) Coordination and networking – Coordinates with various youth organizations, government agencies, and nongovernment organizations (NGOs) in the delivery of youth programs; Establishes networks and partnerships with stakeholders to support youth development initiatives;
 - (c) Youth engagement – Facilitates activities that encourage active youth participation in community and civic affairs; Promotes leadership and skills development among the youth;

- (d) Monitoring and evaluation – Assists in monitoring and evaluating the effectiveness of youth programs and activities; Gathers feedback from participants and stakeholders to improve program implementation;
 - (e) Documentation and reporting – Maintains accurate records of youth programs, including participant lists, program outcomes, and other relevant data; Prepares and submit reports on program activities and achievements; and
 - (f) Performs other related tasks as may be assigned to him/her.
- (3) Functions – The following shall be the functions of the appointee:
- (a) Policy implementation – Supports the enforcement of national and local policies related to youth development; Participates in the creation and implementation of local youth policies and ordinances;
 - (b) Youth program management – Assists in planning, organizing, and implementing youth programs, projects, and activities that promote the welfare and development of young people; Ensures that youth programs align with the national and local government’s strategic goals;
 - (c) Youth advocacy – Advocates for youth rights and welfare within the community; Promotes awareness of issues affecting the youth and mobilizes resources to address these concerns;
 - (d) Capacity building – Facilitates training and workshops aimed at building the capacities of youth leaders and organizations; Provides support and guidance to youth in developing their skills and talents;
 - (e) Community engagement – Encourages youth participation in community development initiatives; Collaborates with community leaders and other stakeholders to ensure the success of youth-oriented projects.
- e. The **Executive Assistant I** shall possess the following qualifications and perform the following duties and responsibilities:
- (1) Qualifications – The appointee must have completed at least two (2) years studies in college; must have one (1) year of relevant experience; must have four (4) hours of relevant training; must have a career service (professional) second level eligibility (*pursuant to the CSC Qualification Standards Manual*).
 - (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
 - (a) Administrative support – Provides administrative support to the executive by managing their schedule, organizing meetings, and handling communications

such as emails and phone calls; Prepares reports, memos, and other documents as needed;

- (b) Documentation and filing – Maintains and organizes files, documents, and records, ensuring that they are easily accessible and properly archived; Ensures that all documentation is accurate and up-to-date;
- (c) Coordination and liaison – Coordinates with other departments, agencies, and external partners to facilitate communication and the smooth execution of tasks; Acts as a liaison between the executive and other stakeholders, ensuring that information is relayed accurately and promptly;
- (d) Meeting preparation and follow-up – Prepares agendas, minutes, and other materials for meetings; Follows up on action items from meetings, ensuring that deadlines are met and tasks are completed;
- (e) Special projects – Assists in the planning, coordination, and execution of special projects as directed by the executive; Monitors progress and provides updates on project milestones; and
- (f) Performs other related tasks as may be assigned to him/her.

(3) Functions – The following shall be the functions of the appointee:

- (a) Scheduling and time management – Manages the executive’s calendar by scheduling appointments, meetings, and events, ensuring that their time is used efficiently;
- (b) Information management – Manages the flow of information to and from the executive, filtering and prioritizing communications to ensure that the executive is informed of important matters;
- (c) Confidentiality – Maintains the confidentiality of sensitive information and ensures that all communication and documentation adhere to privacy standards;
- (d) Problem-solving – Addresses administrative issues and provides solutions to operational challenges that may arise in the course of the executive’s duties; and
- (e) Support for decision-making – Provides the executive with the necessary information and context for decision-making by gathering data, conducting research, and preparing summaries.

f. The **Local Legislative Staff Employee II** shall possess the following qualifications and perform the following duties and responsibilities:

- (1) Qualifications – The appointee must have graduated elementary and be able to read and write in English, Filipino, and the local language or dialect (*pursuant to MC 11, s. 96 – Cat. III*).
- (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
 - (a) Legislative documentation – Assists in the preparation and documentation of legislative materials such as ordinances, resolutions, and minutes of meetings; Ensures that all legislative documents are properly labeled and arranged;
 - (b) Legislative archiving – Maintains proper arrangement and archiving of legislative documents classifying them in appropriate categories (date, author, committee, sequence, etc.);
 - (c) Coordination and liaison – Coordinates with other legislative staff, local government units, and external agencies to facilitate the legislative process such as public meetings, hearings, and consultations; Acts as a liaison by delivering and serving notices and communications to stakeholders;
 - (d) Public assistance – Assists the public in understanding legislative processes, procedures, and documents; Responds to inquiries from citizens regarding local legislation and provides necessary information or guidance; and
 - (e) Performs other related tasks as may be assigned to him/her.
- (3) Functions – The following shall be the functions of the appointee:
 - (a) Legislative support – Provides clerical and administrative support to the legislative body, including reproducing and distributing meeting agendas, notices, and other documents; Assists in the organization of public hearings, consultations, and other legislative events;
 - (b) Record-keeping – Assists in safeguarding the integrity and confidentiality of legislative records;
 - (c) Document management – Manages the flow of legislative documents, ensuring that they are properly filed, easily accessible, and securely stored; Oversees the publication and dissemination of approved ordinances and resolutions by posting in public and conspicuous places;
 - (d) Technical support – Provides technical assistance in the encoding of legislative documents; Assists in the use of technology and software for legislative tracking and documentation; and

- (e) Administrative support – Provides utility and messenger support to the Sanggunian; Prepares travel documents of the Sanggunian including but not limited to cash advances, liquidations, and reimbursements;
- g. The **Administrative Aide I (Laborer I)** shall possess the following qualifications and perform the following duties and responsibilities:
 - (1) Qualifications – The appointee must have graduated from elementary and can read and write in English, Filipino, and the local language or dialect.
 - (2) Duties, responsibilities, functions – The appointee shall have the following duties, responsibilities, and functions:
 - (a) Receives requisition, unloads, and stores various housekeeping and office supplies;
 - (b) May operate small electrical and manual tools in the performance of the above tasks;
 - (c) May collect, wash, and replace cups, glasses, and other dishes used in the office;
 - (d) Cleanses out trays and other office supplies; sweeps, scrubs, waxes, mops, and vacuums floors, hallways, verandas, lobbies, and comfort rooms in the office;
 - (e) May move furniture, rearrange office equipment, replace light bulbs, clean fixtures, and arrange various decorations in and out of the municipal building for public display or in connection with public holidays;
 - (f) May open and close public offices and deposit keys with the responsible officials;
 - (g) May sweep roads, clean streets, de-clog canals, and segregate waste materials;
 - (h) Performs other related tasks as may be assigned to him/her.

Section 5. Funding Support, Salary, and Other Benefits. – The newly-created positions shall be funded by available funds through annual budget or supplemental budgets duly authorized by appropriation ordinances. The salaries, benefits, and other emoluments shall be based on existing and applicable laws, regulations, orders, and issuances.

Section 6. Repealing Clause. – All ordinances, rules or regulations in conflict with the provisions of the Ordinance are hereby repealed; *Provided*, that the rights already vested under those ordinances, rules or regulations shall not be impaired.

Section 7. Separability Clause. – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, which are not affected thereby, shall continue to be in full force and effect.

Section 8. Effectivity. – This ordinance shall take effect upon its approval and compliance with the necessary requirements set by law.

ENACTED this 22nd day of July 2024 during the regular session of the Sangguniang Bayan held at the SB Session Hall, Bato, Leyte with the following voting turnout:

Voting for : Echevarre, Pitogo, Diao, Acenas, Aureo,
Salvatierra, Salazar, Taneo, M. Gertos, Adlawon
Voting against : None

CONCURRED: **The Honorable Members of the Sangguniang Bayan**


ANTHONY S. ECHEVARRE


DANILO A. PITOGO


PEPE B. DIAO


RAUL M. ACENAS


GERRY E. AUREO


MARK S. SALVATIERRA



HERBERT B. SALAZAR


ARNULFO B. Taneo


MARISSA C. GERTOS


JIA MARIE L. ADLAWON


.....
CERTIFIED CORRECT:


PORFERIO M. PITOGO II
Secretary to the Sanggunian

ATTESTED TO BE DULY ADOPTED:


HON. BRYAN NILE A. GERTOS
Presiding Officer/Municipal Vice Mayor

APPROVED:


HON. NATHANIEL B. GERTOS
Municipal Mayor
Date: 7/24/2024