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Item No.: 19

Date: 25 2024 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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

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SANGGUNIANG PANLALAWIGAN
RECEIVED
SEP 19 2024
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 16, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-12 of the Sangguniang Bayan of Javier, Leyte.

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

- Ordinance No. 2024-12 entitled: **“An Ordinance Creating Different Item Positions under the Office of the Municipal Mayor and Javier Municipal Infirmary of the Local Government Unit of Javier, Leyte.**

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.

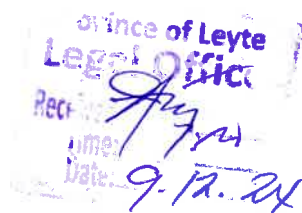
² Section 325(g) The creation of new positions and salary increases or adjustment shall in no case be made retroactive;

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
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
12 September 2024

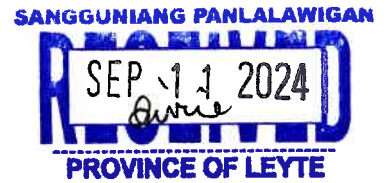


The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2024-12** of the **Municipality of Javier, Leyte**, entitled: An Ordinance Creating Different Plantilla Item Positions Under the Office of the Municipal Mayor and Javier Municipal Infirmary of the Local Government Unit of Javier, Leyte.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian

Original

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER
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Sangguniang Bayan



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF JAVIER, LEYTE HELD AT THE MUNICIPAL SESSION HALL ON AUGUST 19, 2024

Present :

- Mun. Vice-Mayor Emma M. Abueva, presiding officer
- SB Member Guilbert M. Lanoy
- SB Member Roldan G. Meras
- SB Member Marino C. Merilo
- SB Member Eriberta R. Ponce
- SB Member Stephen Mark I. Papalid
- SB Member Michelle O. Moreno
- SB Member Romeo C. Malinao
- SB Member Alberto A. Rifos
- Liga President Andy L. Dingal
- SK Fed. Pres. Ericka T. Cabangunay

Absent : None

ORDINANCE No. 2024-12

Authored by : ALL SB MEMBERS

AN ORDINANCE CREATING DIFFERENT PLANTILLA ITEM POSITIONS UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND JAVIER MUNICIPAL INFIRMARY OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE.

WHEREAS, the effective administration and delivery of services by LGU-Javier necessitates the creation of new Plantilla Positions to address the growing needs and demands of the Municipality ;

WHEREAS, the Sangguniang Bayan of Javier recognizes the importance of establishing the positions to strengthen the organizational capacity of the LGU ;

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Javier, Leyte, **THAT :**

SECTION 1. There is hereby created the different Plantilla Positions in the Municipality of Javier, Leyte.

SECTION 2. The following Plantilla Positions are hereby created :

- A. Javier Municipal Infirmary :
 - 1. Nurse I (SG-15)
- B. Mayor's Office :
 - 1. Cooperative Development Specialist II (SG- 15)
 - 2. Internal Auditor IV (SG-22)
 - 3. Labor and Employment Officer III (SG-16)
 - 4. Youth Development Officer II (SG-14)

SECTION 3. The respective qualifications for the positions herein created are subject to the Minimum Standards, Guidelines, Rules and Regulations and Laws of the Civil Service Commission.

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SECTION 4. The following are the duties and functions :

1. Nurse I (SG-15)

- Assist nurses and nursing attendants and manage the team properly by motivating the employees to work.
- Manage all the administrative duties of the nursing service
- Schedule shifts for the nurses and nursing attendants and assign duties to them.
- Collect work reports from all the nurses and nursing attendants regarding their day to day activities and maintains a record of them and submit to the Medical Record Officer.
- Come in direct contact with the patients and diagnose their health problems.
- monitor all emergency room medicines and supplies and nursing service forms.
- Conducts regular monthly meeting with all the nurses regarding nursing service issues and concerns.
- look for the hygiene in the hospital and in rooms and make sure that the patients are provided with enough facilities and entertain all types of complaints from the patients.
- Collect all nursing service monthly report and submit to Human Resource Personnel.

2. Cooperative Development Specialist II (SG 15)

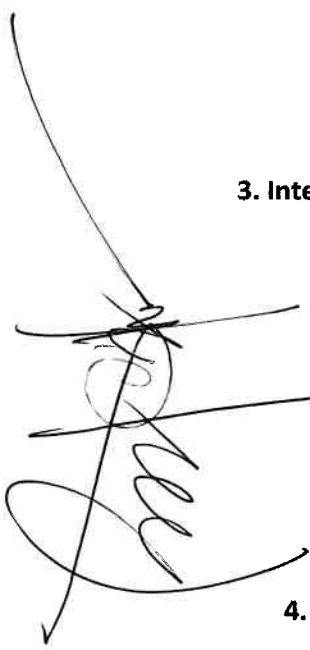
- Under the supervision of the PED Officer, provide assistance in the development and implementation of plans and programs especially on institutional development, strategic planning, diversification, and designing of economic and development related programs and project.
- Conduct data profiling analysis of cooperative related information and develop necessary tools essentials for planning, implementation, monitoring and evaluation of cooperative programs and services.
- Provide technical support to cooperatives and other related agencies in the submission of mandatory reportorial requirements to regulating agency.
- Perform other related task as may assigned from time to time by the immediate supervisor or by Province Economic Development Officer.

3. Internal Auditor IV (SG-22)

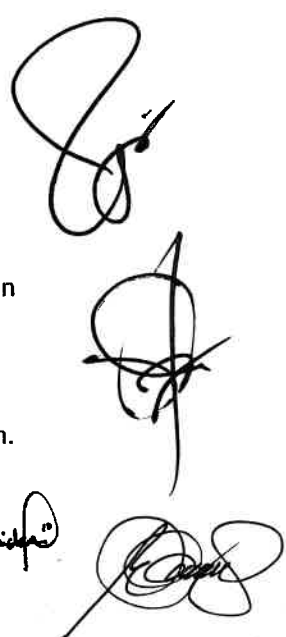
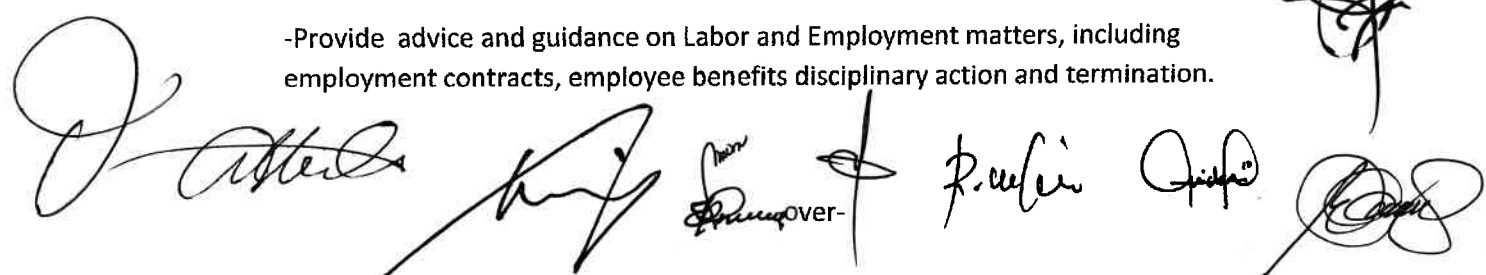
- Supervise a division tasked with internal audit functions
- Establish the annual goals objectives, and performance targets
- Establish guidelines, and procedures for the guidance of the internal audit staff
- Do the final review of internal audit plans
- Recommend approval of internal audit plans
- Review internal audit report
- Determine training needs of internal audit staff.
- Do related work

4. Labor and Employment Officer III (SG-16)

- Develop and implementing labor and employment policies and procedures in compliance with Philippine laws and regulations.
- Provide advice and guidance on Labor and Employment matters, including employment contracts, employee benefits disciplinary action and termination.



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5. Youth Development Officer II (SG-14)

- Supervise the development of pre-scholars potential, preparation of schools annual programs and activities, and enhancing teachers growth

-Serve as the core of the advocacy on youth participation in nation-building and youth empowerment

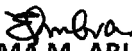
-Finalize the three(3) Year LYDP that is anchored in the PYDP and the Development Plans of the Local Government Units.

SECTION 5. The salary, benefits and other emoluments of the aforementioned plantilla positions shall be appropriated in the Local Government Unit of Javier, Leyte.


APPROVED UNANIMOUSLY :

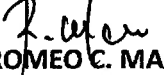
AUGUST 19, 2024
CERTIFIED CORRECT
ERVON DANIEL B. LAJARA
SB Secretary

ATTESTED :


HON. EMMA M. ABUEVA
Municipal Vice-Mayor
Presiding Officer



HON. GUILBERT M. LANOY
SB Member

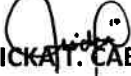

HON. ERIBERTA R. PONCE
SB Member


HON. ROMEO C. MALINAO
SB Member



HON. ROLDAN G. MERAS
SB Member


HON. STEPHEN MARK T. PAPALID
SB Member


HON. ALBERTO A. RIÑOS
SB Member


HON. ERICKA T. CABANGUNAY
SK Fed. President


HON. MARINO C. MERILO
SB Member


HON. MICHELLE O. MORENO
SB Member


HON. ANDY L. DINGAL
Liga President

APPROVED :


HON. MICHAEL DRAGON T. JAVIER
Municipal Mayor

Republic of the Philippines
Province of Leyte
MUNICIPALITY OF JAVIER
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Office of the Sangguniang Bayan

August 20, 2024

CERTIFICATION

TO WHOM IT MAY CONCERN :

THIS IS TO CERTIFY that **ORDINANCE NO. 2024-12**, AN ORDINANCE CREATING DIFFERENT PLANTILLA ITEM POSITIONS UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND JAVIER MUNICIPAL INFIRMARY OF THE LOCAL GOVERNMENT UNIT OF JAVIER, LEYTE is posted in the entrance of the Municipal Hall and two (2) conspicuous places in the Municipality since August 20, 2024 and shall remain posted for three (3) consecutive weeks.


HON. EMMA M. ABUEVA
Municipal Vice-Mayor