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Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Item No.: 02
Date: 22 2024 OCT

Province of Leyte
Legal Office
Released: *[Signature]*
Time:
Date: 10-15-24



PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
October 14, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No.2024-15 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2024-15 entitled: "An Ordinance Creating the Positions of Local Assessment Operation Officer 1, SG11, Tourism Operations Officer 1 SG11; and Administrative Officer III, SG14"

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance to its power under Section 447(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76². 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(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials 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;

² Section 76. Organizational Structure and Staffing Pattern. - 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.

REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE



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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st ENDORSEMENT
10 October 2024

Province of Leyte
Legal Office
Jus
4-55
10-11-24

Respectfully forwarded to the **PROVINCIAL LEGAL OFFICE** the herein **MUNICIPAL ORDINANCES** from the Municipality of **TANAUAN, LEYTE**, which are all creation of positions, to wit;

1. **ORDINANCE No. 2024-15** – creation of the positions of:
Local Assessment Operations Officer 1, SG 11,
Tourism Operations Officer 1, SG 11; and
Administrative Officer III, SG 14 ;
2. **ORDINANCE No. 2024-16** – creation of the positions of:
Engineer 1, SG 12,
Youth Development Officer 1, SG 10; and
Agriculturist II, SG 15; and
3. **ORDINANCE No. 2024-17** – creation of the positions of:
Occupational Therapist II, SG 15,
Occupational therapist III, SG 18
Speech Therapist II, SG 14

all for comments, review and recommendations.

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
TANAUAN
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

October 10, 2024

SANGGUNIANG PANLALAWIGAN



THE SECRETARY

Sangguniang Panlalawigan
Province of Leyte
Capitol Building
Tacioban City

Sir/Madam;

Respectfully submitting herewith 16th SB **ORDINANCE NO. 2024-15**, "An Ordinance Creating the Positions of the Local Assessment Operations Officer I, SG 11; Tourism Operations Officer I, SG 11; and Administrative Officer III, SG 14 in the Municipal Government of Tanauan, Leyte and Providing Funds Therefor", for your appropriate action.

*Sponsored by: Hon. Paul Emmanuel R. Cinco
Co-sponsor: Whole of the 16th SB*

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

Thank you.

Truly yours,

Eleuterio T. Lerios
Sangguniang Bayan Secretary

CP
Republic of the Philippines
Province of Leyte
TANAUAN

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SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 32nd SPECIAL SESSION OF THE 16TH SANGGUNIANG BAYAN OF TANAUAN, LEYTE, HELD ON SEPTEMBER 27, 2024, AT THE SB SESSION HALL, TANAUAN TOWN HALL, TANAUAN, LEYTE.

PRESENT:

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

ABSENT :

HON. EFREN C. MERILO (on leave)	-do-/Liga Fed. Pres.
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ORDINANCE NO. 2024 – 15

AN ORDINANCE CREATING THE POSITIONS OF THE LOCAL ASSESSMENT OPERATIONS OFFICER I, SG 11; TOURISM OPERATIONS OFFICER I, SG 11; AND ADMINISTRATIVE OFFICER III, SG 14 IN THE MUNICIPAL GOVERNMENT OF TANAUAN, LEYTE AND PROVIDING FUNDS THEREFOR.

Sponsored by: Hon. Paul Emmanuel R. Cinco

Co-sponsor by: Whole of the 16th SB

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

SECTION 1. TITLE – An Ordinance creating the positions of the Local Assessment Operations Officer I, SG 11; Tourism Operations Officer I, SG 11; and Administrative Officer III, SG 14 in the Municipal Government of Tanauan, Leyte and providing funds therefor.

SECTION 2. CREATION OF THE LOCAL ASSESSMENT OPERATIONS OFFICER I, TOURISM OPERATIONS OFFICER I, AND ADMINISTRATIVE OFFICER III – The Local Assessment Operations Officer I position with the Salary Grade SG 11 shall be assigned at the Municipal Assessor's Office. The Tourism Operations Officer I position with the Salary Grade SG 11 shall be assigned at the Municipal Tourism's Office. The Administrative Officer III position with the Salary Grade SG 14 shall be assigned at the Municipal Accounting Office.

SECTION 3. QUALIFICATIONS:

1. LOCAL ASSESSMENT OPERATIONS OFFICER I

- a. Education: Bachelor's degree in Bachelor of Science in Real Estate Management
- b. Experience: NONE REQUIRED
- c. Training: NONE REQUIRED
- d. Eligibility: RA 1080 (Real Estate Appraiser)

2. TOURISM OPERATIONS OFFICER I

- a. Education: Bachelor's degree in Tourism, Business, Law, Economics, Marketing, Public Administration or other related fields
- b. Experience: NONE REQUIRED
- c. Training: NONE REQUIRED
- d. Eligibility: Career Service (Professional) Second Level Eligibility

3. ADMINISTRATIVE OFFICER III

- a. Education: Bachelor's degree
- b. Experience: 2 years of relevant experience
- c. Training: 8 hours of relevant training
- d. Eligibility: Career Service (Professional) Second Level Eligibility

SECTION 4. DUTIES AND FUNCTIONS:

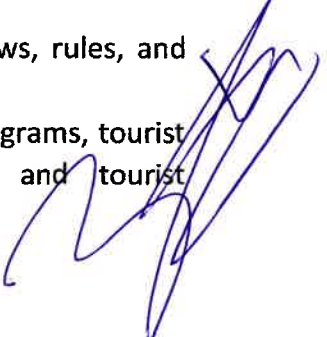
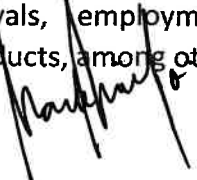
1. LOCAL ASSESSMENT OPERATIONS OFFICER I

- a. Assists in the provision of technical assistance and consultative services relative to real property classification, property valuation, appraisal techniques, and assessment of real properties.
- b. Analyze local government assessment reports in the Municipality for trends monitoring and remedial actions.
- c. Monitor and evaluate the real property assessment operations of the Local Government Unit of Tanauan, Leyte.
- d. Conduct of field inspection or performance evaluation in local assessment offices.
- e. Assists in the establishment of sub-market/market values of real properties within the region.
- f. Perform research related functions on real property valuation and assessment as inputs to policy reforms.
- g. Perform such other functions as may be assigned from time to time.



2. TOURISM OPERATIONS OFFICER I

- a. Prepare, implement, coordinate, monitor and update local tourism development plans.
- b. Ensure the proper enforcement of tourism standards, laws, rules, and regulations.
- c. Submit regular reports on status of tourism plans and programs, tourist arrivals, employment, occupancy rates, investment, and tourist products, among others, to the Department.



- d. Coordinate with the Department and its attached agencies and corporations in regard to the development and promotion of tourism in their locality. The Department of Tourism may issue appropriate guidelines to prescribe other relevant qualifications that will guide the LGU in the selection and placement of tourism personnel in their locality.
- e. Formulate and recommend protection and preservation of tourist destinations, and in carrying tour activities to ensure the delivery of basic services and provision of adequate facilities related to tourism.
- f. Conduct tourism campaigns and information drive for the promotion of tourist destinations in the city, municipality or province as tourist destination.
- g. Identify and develop potential areas as tourist destination, and evaluate its possible economic, environmental, and social impacts to the local government units.
- h. Promote people participation in development planning within the local government unit concerned.



3. ADMINISTRATIVE OFFICER III

- a. Prepare and maintain Payroll Records.
- b. Prepare Monthly Remittance for premiums and loans.
- c. Coordinate with concerned offices, such as GSIS, PhilHealth, Pag-IBIG, BIR, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.
- d. Performs other tasks directed by the supervisor.

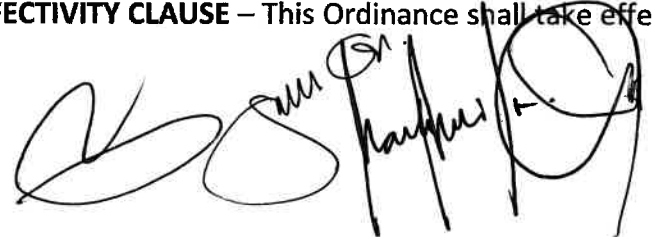
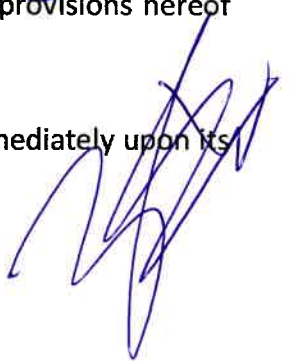
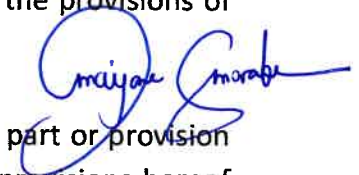
SECTION 5. SALARIES AND OTHER PRIVILEGES – All employees that fall under this ordinance shall receive their salaries equivalent to Salary Grade SG 11 for Local Assessment Operations Officer I, Salary Grade SG 11, for Tourism Operations Officer I and Salary Grade SG 14 for Administrative Officer III and 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 Local Assessment Operations Officer I Position, Tourism Operations Officer I Position and Administrative Officer III 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.

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 SEPTEMBER 2024.

CERTIFIED TRUE AND CORRECT :


ELEUTERIO T. LERIOS
SB Secretary

ATTESTED:


HON. ARCHIE LAWRENCE R. KAPUNAN
Vice Mayor/Presiding


HON. JAN ELMER V. MAGDALAGA
SB Member


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


HON. MARK EFREN E. MERILO
SB Member


HON. PAUL EMMANUEL R. CINCO
SB Member


HON. JOSIE M. CREER
SB Member


HON. ATTY. ISAGANI S. ESPADA
SB Member


HON. QUINTIN T. OCTA, JR., D.M.D.
SB Member


HON. CHERRY ANNE T. FIEL
SB Member


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

APPROVED:


HON. MA. GNA E. MERILO
Municipal Mayor

Date: 10/08/2024



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


CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that ORDINANCE NO. 2024-15, "AN ORDINANCE CREATING THE POSITIONS OF THE LOCAL ASSESSMENT OPERATIONS OFFICER I, SG 11, TOURISM OPERATIONS OFFICER I, SG 11, AND ADMINISTRATIVE OFFICER III, SG 14 IN THE MUNICIPAL GOVERNMENT OF TANAUAN, LEYTE 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 October 9, 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: October 9, 2024


ELEUTERIO T. LERIOS
Sangguniang Bayan Secretary