

Item No.: 04

Date: 22 2024 OCF



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

-oOo-

**PROVINCIAL LEGAL OFFICE**

Province of Leyte  
Legal Office  
Released  
Time:  
Date: 10-16-24



**2<sup>nd</sup> INDORSEMENT**

October 14, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No.2024-17 of the Sangguniang Bayan of Tanauan, Leyte.

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

- Ordinance No. 2024-17 entitled: “An Ordinance Creating the Positions of Occupational Therapist II, SG15, Occupational Therapist III SG18; and Speech Therapist II, 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)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>2</sup>. 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]*

<sup>1</sup>(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;

<sup>2</sup> 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

1<sup>st</sup> ENDORSEMENT  
10 October 2024

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

**THE SECRETARY**  
Sangguniang Panlalawigan  
Province of Leyte  
Capitol Building  
Tacioban City



Sir/Madam;

Respectfully submitting herewith 16<sup>th</sup> SB **ORDINANCE NO. 2024-17**, "An **Ordinance Creating the Positions of occupational Therapist II, SG 15; Occupational Therapist III, SG 18; and Speech Therapist II, 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: Hon. Jan Elmer V. Magdalaga*  
*Hon. Cherry Anne T. Fiel*  
*Hon. Atty. Isagani S. Espada*

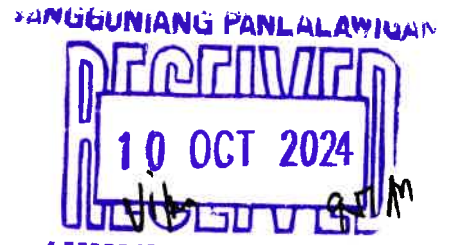
Trusting that you will accord this matter with your kindest attention.

Thank you.

Truly yours,

  
**Eleuterio T. Leros**  
Sangguniang Bayan Secretary

Republic of the Philippines  
Province of Leyte  
TANAUAN  
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SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 32<sup>nd</sup> SPECIAL SESSION OF THE 16<sup>th</sup> 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 - BORAS	-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 – 17**

**AN ORDINANCE CREATING THE POSITIONS OF OCCUPATIONAL THERAPIST II, SG 15; OCCUPATIONAL THERAPIST III, SG 18; AND SPEECH THERAPIST II, SG 14 IN THE MUNICIPAL GOVERNMENT OF TANAUAN, LEYTE AND PROVIDING FUNDS THEREFOR.**

*Sponsored by: Hon. Paul Emmanuel R. Cinco*  
*Co-sponsored by: Hon. Jan Elmer V. Magdalaga*  
*Hon. Cherry Anne T. Fiel*  
*Hon. Atty. Isagani S. Espada*

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

**SECTION 1. TITLE** – An Ordinance creating the positions of Occupational Therapist II, SG 15; Occupational Therapist III, SG 18; and Speech Therapist II, SG 14 in the Municipal Government of Tanauan, Leyte and providing funds therefor.

**SECTION 2. CREATION OF OCCUPATIONAL THERAPIST II, OCCUPATIONAL THERAPIST III AND SPEECH THERAPIST II** – The Occupational Therapist II position with the Salary Grade SG 15, the Occupational Therapist III position with the Salary Grade SG 18 and the Speech Therapist II with the Salary Grade SG 14 shall be assigned at the Inclusive Learning Resource Center (ILRC) of Tanauan, Leyte.

**SECTION 3. QUALIFICATIONS:**

**1. OCCUPATIONAL THERAPIST II**

- a. Education: Bachelor's degree in Occupational Therapy
- b. Experience: 1 year of relevant experience
- c. Training: 4 hours of relevant training
- d. Eligibility: RA 1080 (Occupational Therapist)

**2. OCCUPATIONAL THERAPIST III**

- a. Education: Bachelor's degree in Occupational Therapy
- b. Experience: 2 years of relevant experience
- c. Training: 8 hours of relevant training
- d. Eligibility: RA 1080 (Occupational Therapist)

**3. SPEECH THERAPIST II**

- a. Education: Bachelor's degree relevant to the Job
- b. Experience: 1 year of relevant experience
- c. Training: 4 hours of relevant training
- d. Eligibility: Career Service Professional (Second Level Eligibility)

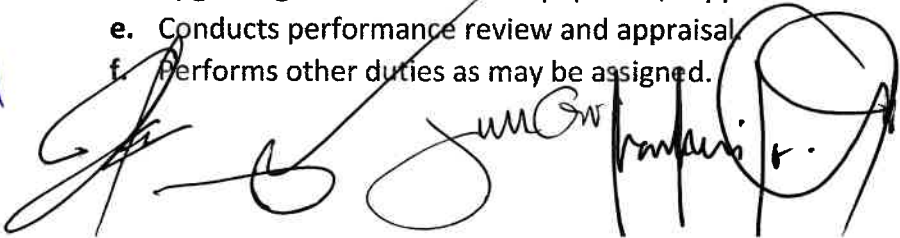
**SECTION 4. DUTIES AND FUNCTIONS:**

**1. OCCUPATIONAL THERAPIST II**

- a. Develops plans, programs and project proposals relevant to Occupational Therapy.
- b. Monitors the implementation of the Occupational Therapy training programs.
- c. Trains and instructs patients and family members on home exercise programs and use of rehabilitation materials.
- d. Monitors and recommends the proper use, maintenance, inventory and upgrading of rehabilitation equipment, supplies and materials.
- e. Conducts performance review and appraisal.
- f. Performs other duties as may be assigned.

**2. OCCUPATIONAL THERAPIST III**

- a. Develops plans, programs and project proposals relevant to Occupational Therapy.
- b. Monitors the implementation of the Occupational Therapy training programs.
- c. Trains and instructs patients and family members on home exercise programs and use of rehabilitation materials.
- d. Monitors and recommends the proper use, maintenance, inventory and upgrading of rehabilitation equipment, supplies and materials.
- e. Conducts performance review and appraisal.
- f. Performs other duties as may be assigned.



**3. SPEECH THERAPIST II**



- a. Verifies and feedbacks conditions of referred patients through examining their abilities, limitations, and potentials for rehabilitation.
- b. Administers prescribed speech therapy to patients with the use of physical agents and therapeutic exercises.
- c. Trains patients and their families in the use and care of rehabilitation materials.
- d. Participates in socialization and speech therapy activities for patients.
- e. Monitors and recommends the proper use, maintenance, inventory and upgrading of rehabilitation equipment, supplies, and materials.
- f. Prepares plans, programs, and project proposals relevant to the rehabilitation therapy.
- g. Performs other related functions as may be assigned.

**SECTION 5.** Municipal Ordinance No. 2024 – 08, Section 12, states that, “ The Local Government Unit of Tanauan, Leyte, shall employ qualified personnel to implement, manage and oversee the operation of the ILRC and attend to the needs of the Children with special needs, “ (a) Occupational Therapist II – SG 15; (b) Occupational Therapist III – SG 18; (c) Speech Therapist II – SG 14.

**SECTION 6.** that qualified personnel mentioned under Municipal Ordinance No. 2024 – 08, Section 12, is funded under Supplemental Budget No. 03, from October to December 2024.

**SECTION 7. SALARIES AND OTHER PRIVILEGES** – All employees that fall under this ordinance shall receive their salaries equivalent to Salary Grade SG 15 for Occupational Therapist II, Salary Grade SG 18 for Occupational Therapist III, and Salary Grade SG 14 for Speech Therapist II and other privileges like CNA, Mid-year bonus, Year-end bonus, and other privileges due to each qualified employee.

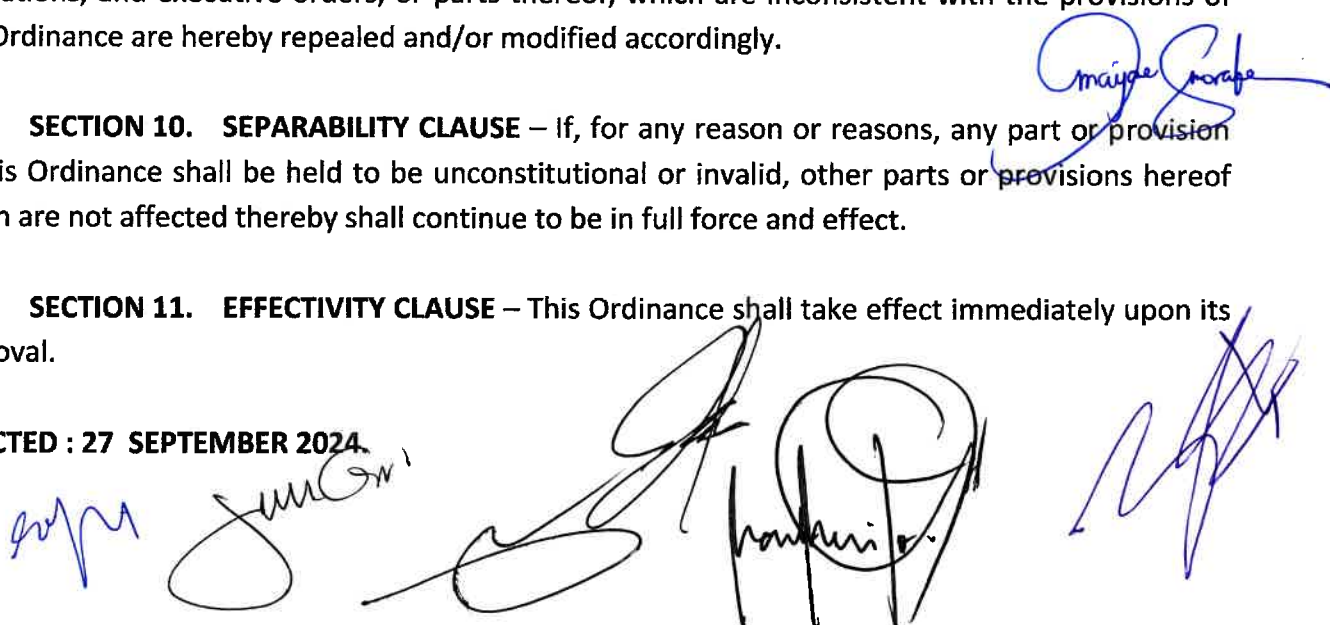
**SECTION 8. APPROPRIATION** – The Funding for the salaries and benefits of the Occupational Therapist II Position, Occupational Therapist III Position, and Speech Therapist II Position shall be appropriated in the Annual Budget of the Municipality of Tanauan, Leyte.

**SECTION 9. 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 10. 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 11. 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. MARK EFREN E. MERILO**  
SB Member

**HON. JOSIE M. CREER**  
SB Member

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

**HON. MAE JANE ANGELIE 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 E. MESIAS**  
SB Member/St. Fed. Pres.

**APPROVED:**

**HON. MA GINA 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*

## 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. 2024-17, "AN ORDINANCE CREATING THE POSITIONS OF OCCUPATIONAL THERAPIST II, SG 15; OCCUPATIONAL THERAPIST III, SG 18; AND SPEECH THERAPIST II, 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. LARIOS**  
**Sangguniang Bayan Secretary**