

Item No.: 8

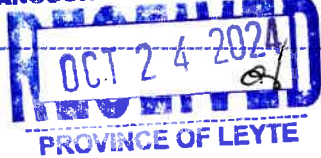
Date: 19 2024 NOV



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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SANGGUNIANG PANLALAWIGAN



PROVINCIAL LEGAL OFFICE

Jose Raymund A. Acol
10.24.24

2nd INDORSEMENT
October 21, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 04 series of 2024 of the Sangguniang Bayan of Tabontabon, Leyte.

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

- Ordinance No. 04 series of 2024 entitled: “An Ordinance creating the items of Two Administrative Aide 1 (SG1) Positions under the Municipal Treasurer’s Office”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii)² of the same. 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 the 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 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.

² (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte


OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Province of Leyte
Legal Office
Recd. Year: *Agro*
Time: *Agro*
Date: *10-15-24*

1ST INDORSEMENT

14 October 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 04 Series of 2024 of the Municipality of Tabontabon, Leyte**, entitled: An Ordinance Creating the Items of Two (2) Administrative Aide I (SG I) under the Municipal Treasurer's Office, this municipality.


FLORINDA JIL S. UYICO
Secretary to the Sanggunian



**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**



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Republic of the Philippines
Province of Leyte
Municipality of Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

INDORSEMENT

October 14, 2024

Respectfully submitted to the Honorable Sangguniang Panlalawigan through the SP Secretary, the herein **Municipal Ordinance No. 04 Series 2024** entitled “**AN ORDINANCE CREATING THE ITEMS OF TWO (2) ADMINISTRATIVE AIDE I, (SG 1), UNDER THE MUNICIPAL TREASURER’S OFFICE, THIS MUNICIPALITY.**” for appropriate action.

Hope you find it in order.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

Noted:


HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor

Serbisyo nga Tangkod Para kan Bungtolahanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

 tabontabon.legislative2016@gmail.com

Sangguniang Bayan Tabontabon



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon



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SANGGUNIANG PANGALAYAN
OFFICE OF THE SANGGUNIANG BAYAN

RECEIVED
OCT 14 2024
PROVINCE OF LEYTE

ID. No. 10106

MUNICIPAL ORDINANCE NO. 04 SERIES 2024

14th SANGGUNIANG BAYAN

AN ORDINANCE CREATING THE ITEMS OF TWO (2) ADMINISTRATIVE AIDE I, (SG 1) UNDER THE MUNICIPAL TREASURER'S OFFICE, THIS MUNICIPALITY.

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

WHEREAS, RA 7160 known as *The Local Government Code* of 1991 provides the power and function of the sangguniang bayan which among others, determine the positions and the salaries, wages, allowances and other emoluments and benefits of its officials and employees;

MEMBERS OF THE SANGGUNIANG BAYAN

WHEREAS, the sanggunian sees it proper to create positions at the Office of the Municipal Treasurer's Office;

HON. HERMANI L. BIBAR
SB Member

NOW THEREFORE, on motion by Hon. Jinky E. Gamez and unanimously seconded;

HON. FRANCISCO M. FERNANDEZ
SB Member

BE IT RESOLVE, as it is hereby resolved to enact/approve Municipal Ordinance No. 04 Series of 2024 entitled "AN ORDINANCE CREATING THE ITEMS OF TWO (2) ADMINISTRATIVE AIDE I, (SG 1) UNDER THE MUNICIPAL TREASURER'S OFFICE, THIS MUNICIPALITY";

HON. DAN JERIC S. REDONA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

BE IT ORDAINED by the Honorable Sangguniang Bayan, in its Regular Session assembled, that:

HON. DANILO E. BALAIS
SB Member

SECTION 1. Title: This ordinance shall be known as "AN ORDINANCE CREATING THE ITEMS OF TWO (2) ADMINISTRATIVE AIDE I, (SG 1) UNDER THE MUNICIPAL TREASURER'S OFFICE, THIS MUNICIPALITY."

HON. MERVIN M. LOBRIGO
SB Member

SECTION 2. NEW PLANTILLA POSITIONS.

The following positions are hereby created under the Municipal Treasurer's Office:

HON. JINKY E. GAMEZ
SB Member

2a. Administrative Aide I (SG-1)

HON. DENNIS L. BALDERIAN
SB Member

2b. Administrative Aide I (SG-1)

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

SECTION 3. QUALIFICATIONS AND FUNCTIONS.

- 3a. Education not required
- 3b. Experience not required
- 3c. Functions

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

- 1. Assists with the office's daily clerical and logistical needs, such as answering phones, copying files, responding to emails, curating schedules, and assisting visitors.

Serbisyo nga Tangkod Para han Bungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

tabontabon.legislative2016@gmail.com Sangguniang Bayan Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. **10106**

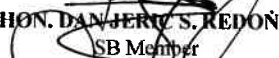
14th SANGGUNIANG BAYAN


HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

**MEMBERS OF THE
SANGGUNIANG BAYAN**



HON. HERMAN I. BIBAR
SB Member



HON. FRANCISCO M. FERNANDEZ
SB Member


HON. DAN JERIC S. REDONA
SB Member



HON. JERRY GWEN L. CONDE
SB Member

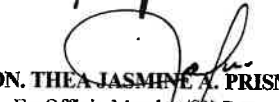

HON. DANILO E. BALAIS
SB Member


HON. MERVIN M. LOBRIGO
SB Member


HON. JINKY E. GAMEZ
SB Member


HON. DENNIS L. VALDERIAN
SB Member


HON. RAUL D. BALANO
Ex-Officio Member/AEC Pres


HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

2. This entry-level position is ideal for people with superior organization and people skills who can easily multi-task on a wide array of assignments.

3. Administrative Aide works in a full-time role.

SECTION 4. TRAINING AND ELIGIBILITY

- 4a. Training not necessary.
- 4b. Eligibility not necessary.

SECTION 5. FUNDING

The newly created positions are made integral part of the Plantilla of Personnel of the Municipality of Tabontabon, Leyte and shall be funded from the Personal Services component of the Annual Budget of this municipality.

SECTION 6. SEPARABILITY CLAUSE

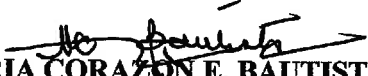
If any part part of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 7. EFFECTIVITY

This Ordinance shall take effect the day following the posting of copies in the bulletin board of the Municipal Hall and two (2) other conspicuous places in the Municipality of Tabontabon.

ENACTED unanimously, September 23, 2024.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

ATTESTED:


HON. PONCIANO R. JUSTIMBASTE, Jr.
Municipal Vice Mayor/Presiding Officer

APPROVED:


HON. EREN D. REDONA
Municipal Mayor

OCT 11 2024

Serbisyo nga Tangkod Para han Bungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

 tabontabon.legislative2016@gmail.com  Sangguniang Bayan Tabontabon

DATE _____

104th Regular Session of the Honorable Sangguniang Bayan of Talantaoon, Leyte held on September 16, 2024 at the Legislative Building.

NAME	DESIGNATION	SIGNATURE
Hon. Ponciano R. Justimbaste Jr.	Mun. Vice Mayor	
Hon. Herman I. Bibar	SIB Member	
Hon. Francisco M. Fernandez	"	
Hon. Dan Jeric S. Redoña	"	
Hon. Jerry Gwen L. Conde	"	
Hon. Danilo E. Balais	"	
Hon. Mervin M. Lobriago	"	
Hon. Jinky E. Gamez	"	
Hon. Dennis L. Balderian	"	
Hon. Raul D. Balano	ABC Pres/Ex-Officio Mem.	
Hon. Thea Jasmine A. Priso	SR Fed. President	

In Attendance:

1. EMETERIO D. MAUPIN	MEMO	
2. MARY WILSON WONG	MEM/WR	
3. ANICETO C. NARCA JR.		
4. LUCAS DONDAN B. PIPAN	MEM. TREAS.	
5. JUAN P. QUESPO	MASSO	
6. RIZ ANGELINE I. NOVEND	COMTEC	
7. JOY GRACE D. ANANTE	CONVOC	



**Republic of the Philippines
Province of Leyte
Municipality of Tabontabon**



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OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the **Municipal Ordinance No. 04 Series 2024** entitled **“AN ORDINANCE CREATING THE ITEMS OF TWO (2) ADMINISTRATIVE AIDE I, (SG 1), UNDER THE MUNICIPAL TREASURER’S OFFICE, THIS MUNICIPALITY.”** had been posted in conspicuous places in the municipality.

ISSUED this **11th** day of October, 2024 at Tabontabon, Leyte.


MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan