

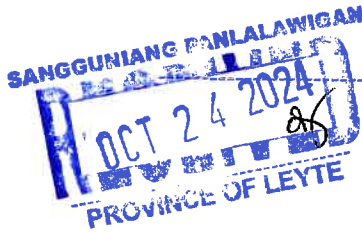


Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

*Handwritten signature and date: 10.24.24*



**2<sup>nd</sup> INDORSEMENT**  
October 17, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2024-19 of the Sangguniang Bayan of Hilongos, Leyte.

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

- Ordinance No. 2024-19 entitled: **“An Ordinance Creating various Plantilla Positions in the Municipal Government and appropriating funds therefor”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance to its power under Section 76<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(a)(1)(vii)<sup>2</sup> of the same. Hence, we recommend 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*

<sup>1</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.

<sup>2</sup> (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**

Legal Office  
Received: *[Signature]*  
10.17.24

1<sup>ST</sup> INDORSEMENT  
17 October 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2024-19** of the **Municipality of Hilongos, Leyte**, entitled: An Ordinance Creating Various Plantilla Positions in the Municipal Government and appropriating funds therefor.

*[Signature]*  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
Municipality of Hilongos



**OFFICE OF SECRETARY TO THE SANGGUNIANG BAYAN**

16 October 2024

**HON. LEONARDO M. JAVIER, JR.**  
Provincial Vice-Governor  
Province of Leyte



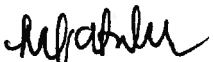
Sir:

Greetings!

Respectfully forwarding fifteen (15 of **Municipal Ordinance No. 2024-19 : An Ordinance Creating Various Plantilla Positions in the Municipal Government of Hilongos and Appropriating Funds Therefor.**

Hoping this suffice.

Respectfully yours,

  
**CATHERINE A. FABULAR**  
Secretary to the Sanggunian

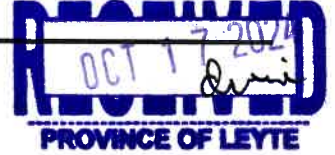


Republic of the Philippines  
Province of Leyte  
Municipality of Hilongos



OFFICE OF THE SANGGUNIANG BAYAN

SANGGUNIANG PANLALAWIGAN



MUNICIPAL ORDINANCE NO. 2024-19

**AN ORDINANCE CREATING VARIOUS PLANTILLA POSITIONS IN THE MUNICIPAL GOVERNMENT OF HILONGOS AND APPROPRIATING FUNDS THEREFOR**

*Sponsored by:* **HON. MANUEL M. GABISAN**

Chairperson, Committee on Laws, Rules and Privileges, Appointment, Good Governance and Human Rights

**CATHERINE A. FABULAR**  
Secretary to the Sanggunian

**WHEREAS**, Section 447(1)(viii) of the Local Government Code of the Philippines or RA 7160 empowers the Sangguniang Bayan to determine the positions, 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;

**WHEREAS**, on the other hand, Section 76 of the same code provides that every local government unit shall design and implement its own organizational structure and staffing pattern;

**WHEREAS**, to meet the needs of the present demand for a very functional and responsive government institution, it is imperative for additional various plantilla positions will be created;

**NOW THEREFORE**, on motion of Hon. Manuel M. Gabisan in unanimous accord;

**BE IT ENACTED** by the 16<sup>th</sup> Sangguniang Bayan of Hilongos in its regular session assembled that;

**SECTION 1. TITLE** - This Ordinance shall be known as ***"Ordinance Creating Various Plantilla Positions in the Municipal Government of Hilongos and Appropriating Funds Therefor in the Municipality of Hilongos"***.

**SECTION 2. PURPOSE** - to meet the needs of the present demands of a very functional and responsive government institution.

**SECTION 3: CREATION OF NEW POSITIONS** - the following additional positions are hereby created to effect the purpose of this ordinance:

	OFFICE	POSITION TITLE	ITEM NUMBER	SALARY GRADE
1	OFFICE OF THE MUNICIPAL MAYOR	Administrative Officer V (Supply Officer III)	242	18
2		Administrative Officer III (Records Officer II)	243	14
3		Executive Assistant I ( C )	244	14
4		Tourism Operations Officer I	245	11

**RICHARD BENEDICT V. OGARIO**  
Ex-Officio Member / President,  
Liga ng mga Barangay

**CRIS ANTONIO B. ONG**  
SB Member

**MANUEL M. GABISAN**  
SB Member

**MANUEL V. LORA**  
SB Member

**CECILLE ANTONIETTE C. SABRIDO**  
Ex-Officio Member / President, Pambayang Pederasyon ng Sangguniang Kabataan (on official travel)

**FRANCIS M. CARTEGA**  
SB Member

**TRINIDAD V. ZARATE**  
SB Member

**ALINE B. REOMA**  
SB Member

**MANUEL R. VILLAHERMOSA**  
Municipal Mayor

**BERNADETH M. NERVES**  
SB Member

**EDWIN F. FALLER**  
SB Member

**ALBERT R. VILLAHERMOSA**  
Municipal Vice-Mayor

**Municipal Ordinance No. 2024-19**

*Ordinance Creating Various Plantilla Positions in the Municipal Government of Hilongos and Appropriating Funds Therefor in the Municipality of Hilongos*

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Liga ng mga Balyanga

**CRIS ANTONIO BONG**  
SB Member

**MANUEL M. GABISAN**  
SB Member

**MANUEL V. LORA**  
SB Member

5	<b>OFFICE OF THE MUNICIPAL MAYOR</b>	Cooperatives Development Specialist I	246	11	
6		Administrative Officer II (Human Resource Management Officer I)	247	11	
7		Administrative Aide IV (Bookbinder II)	248	4	
8		Administrative Aide III (Utility Worker II (A))	249	3	
9		Administrative Aide II (Bookbinder I)	250	2	
10		Administrative Aide I (Utility Worker I (B))	251	1	
11		Administrative Aide I (Utility Worker I (B))	252	1	
12		Administrative Aide I (Utility Worker I (B))	253	1	
13		Administrative Aide I (Utility Worker I (B))	254	1	
14		Administrative Aide I (Utility Worker I (B))	255	1	
15		Administrative Aide I (Utility Worker I (B))	256	1	
16		Administrative Aide I (Utility Worker I (B))	257	1	
17		Administrative Aide I (Utility Worker I (B))	258	1	
18		Administrative Aide I (Utility Worker I (B))	259	1	
19		<b>OFFICE OF THE SECRETARY TO THE SB</b>	Administrative Assistant IV (Bookbinder IV)	260	10
20		<b>OFFICE OF THE MPDO</b>	Administrative Aide II (Bookbinder I)	261	2
21			Administrative Aide II (Bookbinder I)	262	2
22		<b>OFFICE OF THE MUNICIPAL TREASURER</b>	Administrative Aide VI (Utility Foreman)	263	6
23	Administrative Aide IV (Bookbinder II)		264	4	

**CECILLE ANTONIETTE C. SABRIDO**  
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SB Member

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SB Member

24	<b>OFFICE OF THE MUNICIPAL ASSESSOR</b>	Draftsman III	265	11
25	<b>OFFICE OF THE MUNICIPAL HEALTH OFFICER</b>	Medical Technologist II	266	15
26		Pharmacist I (C)	267	10
27		Nutrition Officer I	268	10
28		Administrative Aide I (Utility Worker I (B))	269	1
29	<b>OFFICE OF THE MSWDO</b>	Social Welfare Officer II	270	15
30		Disability Affairs Officer I	271	11
31		Youth Development Officer I	272	10
32		Social Welfare Aide	273	4
33		Administrative Aide I (Utility Worker I (B))	274	1
34	<b>OFFICE OF THE MUNICIPAL AGRICULTURIST</b>	Engineer I (Agricultural and Biosystems Engineer)	275	12
35	<b>OFFICE OF THE MUNICIPAL ENGINEER</b>	Engineer I	276	12
36		Architect I	277	12
37		Construction and Maintenance General Foreman	278	11
38		Administrative Aide IV (Mechanic I)	279	4
39		Administrative Aide I (Utility Worker I (B))	280	1
40	<b>OFFICE OF THE MDRRMO</b>	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	281	24
41		Local Disaster Risk Reduction Management Officer II	282	15
42		Communications Equipment Operator	283	4

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Municipal Vice-Mayor

CATHERINE F.A. FABULAR  
Secretary to the Sanggunian

**SECTION 4. QUALIFICATIONS, POWERS AND DUTIES / RESPONSIBILITIES** - The qualifications, powers and duties and responsibilities of the enumerated positions shall be based on the provisions of the Local Government Code and Civil Service Commission laws, rules and regulations.

**SECTION 5. APPOINTMENTS** - The appointments for those who will occupying the herein mentioned positions shall be within the prescribed qualification standards and guidelines set forth by the Civil Service Commission and Other relevant laws.

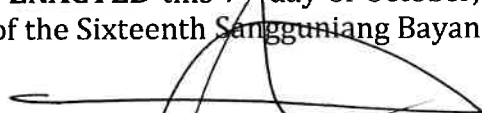
**SECTION 6. APPROPRIATIONS** - The Municipal Budget Officer has certified the availability of funds for the creation thereby the appropriate funds shall be incorporated in the LGU's Annual Budget for the effective and continuous implementation of this ordinance.

Further, the created items shall be funded from the Personal Services (PS) component of the budget.

**SECTION 7. REPEALING CLAUSE** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly.

**SECTION 8. EFFECTIVITY CLAUSE** - All ordinances, rules and regulations or parts thereof inconsistent with the provisions of this ordinance are hereby repealed or modified accordingly

**ENACTED** this 7<sup>th</sup> day of October, 2024, during the Fortieth Regular Session for CY 2024 of the Sixteenth Sangguniang Bayan of Hilongos.

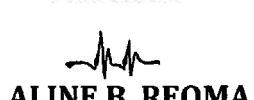
  
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**EDWIN F. FALLER**  
SB Member

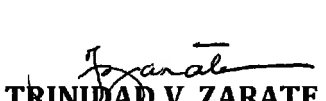
  
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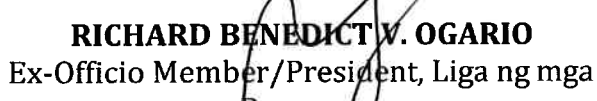
  
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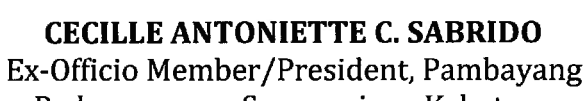
  
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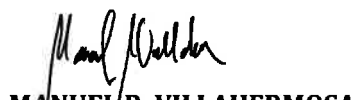
  
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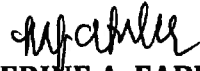
  
**MANUEL R. VILLAHERMOSA**  
Municipal Mayor

  
**ALBERT R. VILLAHERMOSA**  
Municipal Vice-Mayor

**Municipal Ordinance No. 2024-19**

*Ordinance Creating Various Plantilla Positions in the Municipal Government of Hilongos and Appropriating Funds Therefor in the Municipality of Hilongos*


**I HEREBY CERTIFY** to the correctness of the foregoing ordinance.

  
**CATHERINE A. FABULAR**  
Secretary to the Sanggunian

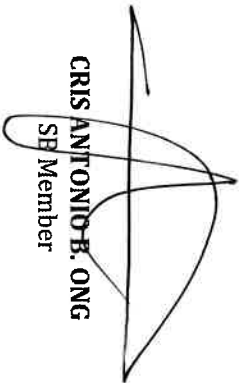
**ATTESTED:**

  
**ALBERT R. VILLAHERMOSA**  
Municipal Vice-Mayor/Presiding Officer

**APPROVED:**

  
**MANUEL R. VILLAHERMOSA**  
Municipal Mayor  
Date: 10/15/24

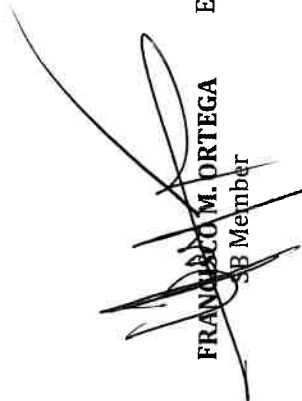
  
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