

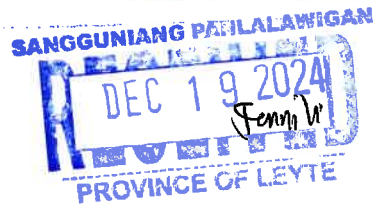
SP

Item No.: 03

Date: 07 2025 JAN



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo
-oOo-



PROVINCIAL BUDGET OFFICE

December 19, 2024

Hon. **LEONARDO M. JAVIER, JR.**,
Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

RELEASED
DATE: 12-19-24
NO. 153
BY [Signature]
PBO

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 04 FY 2024** of the **Municipality Pastrana, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 35, S. 2024** with a total appropriation in the amount of **P3,949,938.30** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 04. Further, that said reversion will not render an adverse effect on the fiscal standing of the LGU at the closing of the books of accounts;
2. That the grant of the Collective Negotiation Agreement (CNA) shall be subject to the procedural guidelines of Budget Circular No. 2024-4 dated November 11, 2024 and said grant shall be sourced out from savings identified in the circular;
3. That the procurement of Goods, Supplies, Equipment and other related services shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations;
4. That the allocation and utilization of the 5% Local Disaster Risk Reduction and Management Fund (LDRRMIF) shall conform with the provisions of NDRRMCD-BM and DILG Joint Memorandum Circular No. 2013-1 dated March 25, 2013;7.
5. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

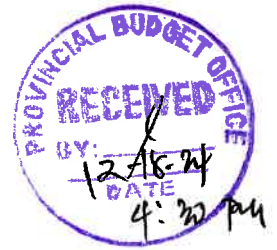
LOCAL FINANCE COMMITTEE:

[Signature]
MARIA GINA P. HIPE
Provincial Budget Officer

[Signature]
RUTH Y. SURPIA
Provincial Treasurer

[Signature]
AGNES C. RAFON
Provincial Planning and Development
Coordinator – Designate

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

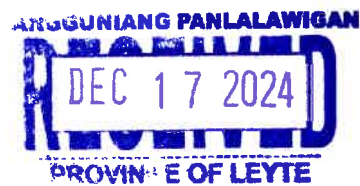
1ST INDORSEMENT
17 December 2024

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 35, series of 2024 of the Municipality of Pastrana, Leyte**, entitled: An Ordinance Authorizing the **Supplemental Budget No. 04 Fiscal Year 2024** in the Amount of **Three Million Two Nine Hundred Forty-Nine Thousand Nine Hundred Thirty-Eight Pesos and Thirty Centavos (P3,949,938.30)**


FLORINDA JILL S. IYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Pastrana
-o0o-
Municipal Budget Office



December 17, 2024

Hon. CARLO P. LORETO
Vice Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte
Tacloban, City

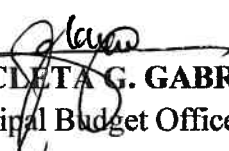
Gentlemen and Ladies:

We are submitting herewith the Supplemental Budget No. 04, FY 2024 of the Municipality of Pastrana in the amount of **P 3,949,938.30.**

Attached is SB Resolution No. 399 S. of 2024 with corresponding Appropriation Ordinance No. 35 S. of 2024.

For your review and approval.

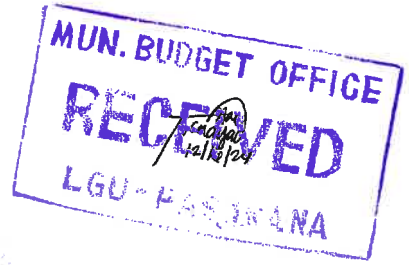
Very truly yours,


ANACLETA G. GABRIENTE
Municipal Budget Officer

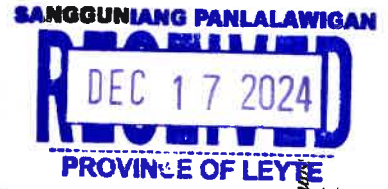


Republic of The Philippines
PROVINCE OF LEYTE
Municipality of Pastrana

ᜏᜒᜃᜅᜇᜈᜉᜋᜌᜍᜎᜏᜑᜒᜓ᜔᜕᜖᜗᜘᜙᜚᜛᜜᜝᜞ᜟᜠᜡᜢᜣᜤᜥᜦᜧᜨᜩᜪᜫᜬᜭᜮᜯᜰᜱᜲᜳ᜴᜵᜶᜷᜸᜹᜺᜻᜼᜽᜾᜿



The Sangguniang Bayan



CHITO C. CAYACO
Municipal Vice-Mayor /
Presiding Officer

Excerpts from the Minutes of the Regular Session of the Sangguniang Bayan of Pastrana, Province of Leyte, held last December 16, 2024, at the Municipal Sangguniang Bayan Session Hall, this Municipality.

RESOLUTION NO. 399

Series of 2024

A RESOLUTION APPROVING THE SUPPLEMENTAL BUDGET NO. 04 AMOUNTING TO THREE MILLION NINE HUNDRED FORTY-NINE THOUSAND NINE HUNDRED THIRTY-EIGHT PESOS AND THIRTY CENTAVOS (PHP 3, 949, 938.30) ONLY FOR FISCAL YEAR 2024.

*On motion of Hon. Nathan G. Letrodo Chairman Committee on Finance and Appropriations duly seconded **unanimously** by the **August Body**.*

RESOLVED, AS IT IS HEREBY RESOLVED to approve the Supplemental Budget No. 04 amounting to Three Million Nine Hundred Forty-Nine Thousand Nine Hundred Thirty-Eight Pesos (Php 3, 949, 938.30) for Fiscal Year 2024;

RESOLVED FURTHER, that copies of this resolution be furnished all offices and persons concerned for their information and guidance.

APPROVED UNANIMOUSLY


I HEREBY CERTIFY to the correctness of the foregoing Resolution.

VERNADITH L. NIEGOS-DIZON, LPT.
Local Legislative Staff Officer II/
Sangguniang Bayan Secretary- Designate

EL VINA A. BOHOL
Sangguniang Bayan Member
NATHAN G. LETRODO
Sangguniang Bayan Member
LOIDA B. WILLIAMLANCA
Sangguniang Bayan Member
JERLYN C. FORJA
ABC President
FRANCIS CHARLES T. ALVAREZ
SK Federation President


ROSEL M. TOBILLA
Sangguniang Bayan Member
GERARDO S. CARIAN
Sangguniang Bayan Member
ANGELINA C. DIOVA
Sangguniang Bayan Member
FEDERICO M. TAN
Sangguniang Bayan Member
ALVIN N. OPINIANO JR.
Sangguniang Bayan Member

Attested by:


CHITO C. CAYACO
*Municipal Vice-Mayor/
Presiding Officer*


Approved:



RODEL M. TOBILLA
Sangguniang Bayan Member


GERARDO S. CARIAN
*Sangguniang Bayan
Member*



ANGELINA C. DIOLA
*Sangguniang Bayan
Member*


FEDERICO M. TAN
*Sangguniang Bayan
Member*


ALVIN N. OPINIANO JR.
*Sangguniang Bayan
Member*


ELVIRA A. BOHOL
*Sangguniang Bayan
Member*


NATHAN G. LETRODO
*Sangguniang Bayan
Member*


LOIDA B. VILLABLANCA
*Sangguniang Bayan
Member*


JERLYN C. BORJA
ABC President

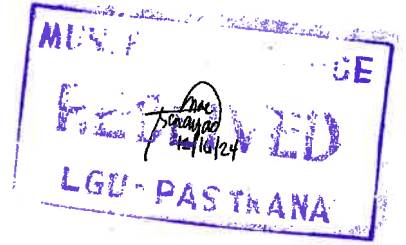

FRANCIS CHARLES T. ALVAREZ
SK Federation President



Republic of The Philippines
PROVINCE OF LEYTE
Municipality of Pastrana

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The Sangguniang Bayan



CHITO C. CAYACO
Municipal Vice-Mayor/
Presiding Officer

APPROPRIATION ORDINANCE NO. 35

Series of 2024

AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 04 FISCAL YEAR 2024 OF THE MUNICIPALITY OF PASTRANA, PROVINCE OF LEYTE IN THE AMOUNT OF THREE MILLION NINE HUNDRED FORTY-NINE THOUSAND NINE HUNDRED THIRTY-EIGHT PESOS AND THIRTY CENTAVOS (PHP 3, 949, 938.30) ONLY

Be enacted by the Sangguniang Bayan of Pastrana, Leyte on its Regular Session that:

Section 1. The amount **PHP 3, 949, 938.30** taken from the savings from the following to wit:

a.	Actual Collections In Excess of the Estimated Income	- PHP 919, 938.30
b.	Reversion MOOE	- PHP 3, 030, 000.00
TOTAL		- PHP 3, 949, 938.30

Section 2. The amount of **PHP 3, 949, 938.30** is appropriated as Supplemental Budget No. 04 Fiscal Year 2024 for Personnel Benefits, and other Programs, Projects and Activities of the Local Government Unit of Pastrana;

Section 3. That the budget expenditures and source of funds and other necessary documents are incorporated herein and made an integral part of this ordinance;

1. LBP Form 8
2. LBP Form 9
3. Certificate of Funds Actually Available
4. SIP

[Signature]
ELVIRA A. BOHOL
Sangguniang Bayan Member

[Signature]
NATHAN G. LETRODO
Sangguniang Bayan Member

[Signature]
LODAR VILLABLANCA
Sangguniang Bayan Member

[Signature]
JERLYN E. BORJA
ABC President

[Signature]
FRANCIS CHARLES T. ALVAREZ
SK Federation President

[Signature]
RODEL M. TOBILLA
Sangguniang Bayan Member

[Signature]
GERARDO S. CAILAN
Sangguniang Bayan Member

[Signature]
ANGELINA C. DIOLA
Sangguniang Bayan Member

[Signature]
FEDERICO M. TAN
Sangguniang Bayan Member

[Signature]
ALVIN N. OPIRANO JR.
Sangguniang Bayan Member

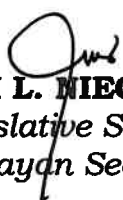
Section 4. The Local Chief Executive is hereby authorized to disburse the same as provided in accordance with the budget approved herein, subject to existing laws, accounting, and auditing requirements, rules and regulations;


Section 5. This Ordinance shall take effect immediately.

ENACTED UNANIMOUSLY. December 16, 2024.

I HEREBY CERTIFY to the corrections of the above-quoted resolution.

Prepared by:


VERNADITH L. NIEGOS-DIZON, LPT.
*Local Legislative Staff Officer II/
Sangguniang Bayan Secretary – Designate*


CHITO C. CAYACO
*Municipal Vice-Mayor/
Presiding Officer*


RODEL M. TOBILLA
Sangguniang Bayan Member

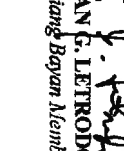

GERARDO S. CARIAN
Sangguniang Bayan Member


ANGELINA C. DIOLA
Sangguniang Bayan Member


FEDERICO M. TAN
Sangguniang Bayan Member


ALVIN A. OPINTINO JR.
Sangguniang Bayan Member


ELVIRA A. BOHOL
Sangguniang Bayan Member



NATHAN G. LETRODO
Sangguniang Bayan Member


LOIDA R. VILLABLANCA
Sangguniang Bayan Member



JERRY M. PORJA
ABC President



FRANCIS CHARLES T. ALVAREZ
SK Federation President


Attested by:


CHITO C. CAYACO
Municipal Vice Mayor/
Presiding Officer

Concurred:


RODEL M. TOBILLA
Sangguniang Bayan
Member

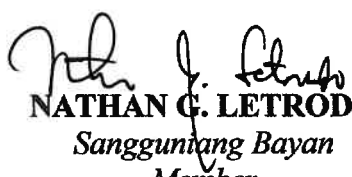

GERARDO S. CARIAN
Sangguniang Bayan
Member


ANGELINA C. DIOLA
Sangguniang Bayan
Member


FEDERICO M. TAN
Sangguniang Bayan
Member


ALVIN N. OPINIANO JR.
Sangguniang Bayan
Member


ELVIRA A. BOHOL
Sangguniang Bayan
Member


NATHAN G. LETRODO
Sangguniang Bayan
Member


LOIDA B. VILLABLANCA
Sangguniang Bayan
Member


JERLYN C. BORJA
ABC President


FRANCIS CHARLES T. ALVAREZ
SK Federation President

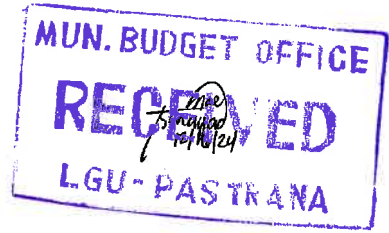
Approved by:


HON. MARITESS B. CAYACO-MARCOS, RN.
Municipal Mayor



Republic of The Philippines
 PROVINCE OF LEYTE
 Municipality of Pastrana

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The Sangguniang Bayan

CHITO C. CAYACO
 Municipal Vice-Mayor /
 Presiding Officer

Excerpts from the Minutes of the Regular Session of the Sangguniang Bayan of Pastrana, Province of Leyte, held last December 16, 2024, at the Municipal Sangguniang Bayan Session Hall, this Municipality.

RODEL M. TOBILLA
 Sangguniang Bayan Member

ELVIRA A. BOHOL
 Sangguniang Bayan Member

GERARDO S. CARIAN
 Sangguniang Bayan Member

NATHAN G. LETRODO
 Sangguniang Bayan Member

RESOLUTION NO. 398

Series of 2024

A RESOLUTION APPROVING THE REVERSION OF FUNDS AMOUNTING TO THREE MILLION THIRTY THOUSAND PESOS (PHP 3, 030, 000.00) FROM SAVINGS ON MOOE TO UNAPPROPRIATED SURPLUS AND BE REAPPROPRIATED FOR PERSONNEL SERVICES, PROGRAMS, PROJECTS AND ACTIVITIES OF THE LOCAL GOVERNMENT UNIT, THIS MUNICIPALITY.

LOIDA B. VILLABLANCA
 Sangguniang Bayan Member

ANGELINA C. DIOLA
 Sangguniang Bayan Member

WHEREAS, since there is a savings on the MOOE amounting to (Php 3, 030, 000.00 and could not be used for its purpose, the Municipal Mayor requested for reversion of the fund to re-appropriate the same.

JERLYN C. MORJA
 ABC President

FEDERICO M. TAN
 Sangguniang Bayan Member

WHEREAS, the Municipality allocated an amount of Three Million Thirty Thousand Pesos (Php 3, 030, 000.00) to Allocate Funds for Personal Services, Programs, Projects and Activities of the Local Government Unit, this municipality;

FRANCIS CHARLES T. ALVAREZ
 SK Federation President

WHEREFORE, on motion of **Hon. Nathan G. Letrodo**, Chairman Committee on Finance and Appropriations duly seconded **unanimously** by the **August Body**.

RESOLVED, AS IT IS HEREBY RESOLVED to APPROVE THE REVERSION OF FUNDS AMOUNTING TO THREE MILLION

ALVIN N. OPINAYO JR.
 Sangguniang Bayan Member

THIRTY THOUSAND PESOS (Php 3, 030, 000.00) FROM SAVINGS ON MOOE TO UNAPPROPRIATED SURPLUS AND BE REAPPROPRIATED FOR PERSONNEL SERVICES, PROGRAMS, PROJECTS AND ACTIVITIES OF THE LOCAL GOVERNMENT UNIT, THIS MUNICIPALITY;

RESOLVED FURTHER, that copies of this resolution be furnished all offices and persons concerned for their information and guidance.

CHITO C. CAYACO
Municipal Vice-Mayor /
Presiding Officer

RODEL M. TOBILLA
Sangguniang Bayan Member

GERARDO S. CARIAN
Sangguniang Bayan Member

ANGELINA C. DIOLA
Sangguniang Bayan Member

FEDERICO M. TAN
Sangguniang Bayan Member

ALVIN N. CERNIANG, JR.
Sangguniang Bayan Member

APPROVED UNANIMOUSLY

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

VERNADITH L. NIEGOS-DIZON, LPT.
Local Legislative Staff Officer II/
Sangguniang Bayan Secretary- Designate

ELVIRA A. BOHOL
Sangguniang Bayan Member


NATHAN G. LEIRIDO
Sangguniang Bayan Member

LODDAR VILLABLANCA
Sangguniang Bayan Member

JERLYN C. FORA
ABC President

FRANCIS CHARLES T. ALVAREZ
SK Federation President

Attested by:




CHITO C. CAYACO
*Municipal Vice-Mayor/
Presiding Officer*


Approved:



RODEL M. TOBELLA
Sangguniang Bayan Member




GERARDO S. CARIAN
Sangguniang Bayan Member



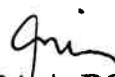
ANGELINA C. DIOLA
Sangguniang Bayan Member




FEDERICO M. TAN
Sangguniang Bayan Member




ALVIN N. OPINIANO JR.
Sangguniang Bayan Member



ELVIRA A. BOHOL
Sangguniang Bayan Member



NATHAN G. LETRODO
Sangguniang Bayan Member



LOIDA B. VILLABLANCA
Sangguniang Bayan Member



JERLYN C. BORJA
ABC President



FRANCIS CHARLES T. ALVAREZ
SK Federation President



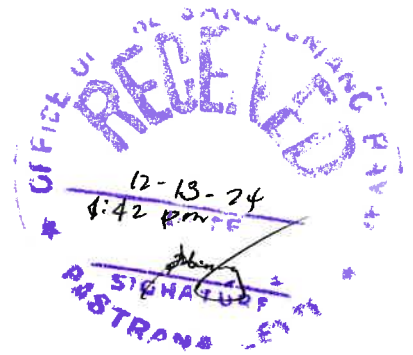
Republic of the Philippines
Province of Leyte
Municipality of Pastrana
OOo



OFFICE OF THE MUNICIPAL MAYOR

December 13, 2024

HON. Vice-Mayor CHITO C. CAYACO
Presiding Officer and
HON. MEMBERS
Sangguniang Bayan
Pastrana, Leyte



Gentlemen and Madame's,

Respectfully endorsing the Supplemental Budget No. 04 for Fiscal Year 2024 amounting to Three Million Nine Hundred Forty Nine Thousand Nine Hundred Thirty Eight Pesos & 30/100 (3,949,938.30).

The Budget is made to allocate funds for Personal Services, Programs, Projects and Activities of the Local Government Unit, this Municipality.

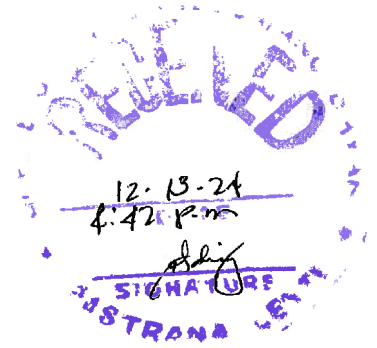
For your review and approval.

Very truly yours,


MARITESS B. CAYACO-MARCOS, RN
Municipal Mayor

STATEMENT OF FUNDING SOURCES
Supplemental Budget No. 04
Fiscal Year 2024

PROVINCE OF LEYTE
General Fund
 Fund/Special Account



Particulars (1)	Account Classification (PGCA) (2)	Amount (3)
1.0 New Revenue Sources Unprogrammed National Tax Allotment (NTA)		
2.0 Actual Collections in Excess of the Estimated Income		919,938.30
3.0 Savings		
4.0 Realignment		
5.0 Reversion - M.O.O.E.		3,030,000.00
TOTAL		3,949,938.30

Certified Correct:


ROGELIO E. GERILLA JR.
 Acting-Municipal Treasurer


RODOLFO P. SAPRA, CPA
 Municipal Accountant

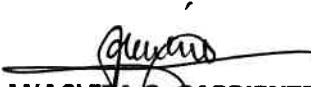
STATEMENT OF SUPPLEMENTAL APPROPRIATION
LGU- Pastrana, Leyte
SUPPLEMENTAL BUDGET NO. 04 FY 2024

Implementing Office ,(1)	Particulars/Purpose ,(2)	AIP Ref Code (3)	Object of Expenditures ,(4)	Account Code ,(5)	Amount ,(6)
MAYOR'S	A.) P.S.				
OFFICE	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	1,155,000.00
	Grant of Loyalty Awards & Incentives	1000-3-01-001-001	Longevity Pay	5-01-02-120	5,000.00
	TOTAL				1,160,000.00
	B.) M.O.O.E.				
	Repair & Maint. - Other Transpo.	1000-3-01-001-0001	Rep. & Maint. Transpo.	5-02-13-060	365,000.00
	Other General Services	1000-3-01-001-0001	Other General Services	5-02-12-990	184,003.08
	TOTAL				549,003.08
	C.) 5% MDRRMF				
	Provision for Food Prepositioning	9000-03-01-006	Food Supplies Expenses	5-02-03-050	45,996.92
OFFICE OF	A.) P.S.				
THE SB	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	420,000.00
	TOTAL				420,000.00
OFFICE OF	A.) P.S.				
THE SB SEC.	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00
OFFICE OF	A.) P.S.				
THE MPDO	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	120,000.00
	Grant of Loyalty Awards & Incentives	1000-3-01-001-001	Longevity Pay	5-01-02-120	5,000.00
	TOTAL				125,000.00
OFFICE OF	A.) P.S.				
THE MCR	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	30,000.00
	TOTAL				30,000.00
OFFICE OF	A.) P.S.				
THE MBO	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	120,000.00
	TOTAL				120,000.00
OFFICE OF	A.) P.S.				
THE	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	135,000.00
ACCNTNG	Grant of Loyalty Awards & Incentives	1000-3-01-001-001	Longevity Pay	5-01-02-120	5,000.00
	TOTAL				140,000.00
OFFICE OF	A.) P.S.				
THE MTO	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	240,000.00
	TOTAL				240,000.00
OFFICE	A.) P.S.				
OF THE					
ASSESSOR	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00
OFFICE OF	A.) P.S.				
THE	Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	165,000.00
MSWDO	Grant of Loyalty Awards & Incentives	1000-3-01-001-001	Longevity Pay	5-01-02-120	5,000.00
	TOTAL				170,000.00

**STATEMENT OF SUPPLEMENTAL APPROPRIATION
 LGU- Pastrana, Leyte
 SUPPLEMENTAL BUDGET NO. 04 FY 2024**

Implementing Office ,(1)	Particulars/Purpose ,(2)	AIP Ref Code (3)	Object of Expenditures ,(4)	Account Code ,(5)	Amount ,(6)
OFFICE OF THE MHO	A.) P.S. Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	240,000.00
	Provision for Hazard Pay	1000-3-01-001-001	Hazard PaY	5-01-02-110	249,938.30
	TOTAL				489,938.30
OFFICE OF THE D.A	A.) P.S. Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	180,000.00
	Grant of Loyalty Awards & Incentives	1000-3-01-001-001	Longevity Pay	5-01-02-120	5,000.00
	TOTAL				185,000.00
OFFICE OF THE ENGINEERING	A.) P.S. Grant of Collective Negotiation Agreement (CNA)	1000-3-01-001-001	Other Personnel Benefits	5-01-04-990	105,000.00
	Overtime Pay	1000-3-01-001-001	Overtime & Night Pay	5-01-02-130	50,000.00
	TOTAL				155,000.00
	GRAND TOTAL				3,949,938.30

Prepared by:


ANACLETO G. GABRIENTE
 Municipal Budget Officer

Approved:


MARITES B. CAYACO-MARCOS, RN
 Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Pastrana



-oOo-
MUNICIPAL ACCOUNTANT'S OFFICE

CERTIFICATION

TO WHOM IT MAY CONCERN:

TO WHOM IT MAY CONCERN:

This is to CERTIFY that there is an actual available funds from the General Fund the Excess of Actual Collection and Reversion of Maintenance and Other Operating Expenses (MOOE) CY 2024 amounting to Three Million Nine Hundred Forty Nine Thousand Nine Hundred Thirty Eight Three Pesos & 30/100 only (P 3,949,938.30), broken down as follows:

a. Excess of Actual Collection	- P	919,938.30
b. Reversion of Maint. and Other Operating Expenses	-	<u>3,030,000.00</u>
Total	P	<u>3,949,938.30</u>

Issued this 12th day of December, 2024.

Certified by:


RODOLFO P. SAPRA, CPA
Municipal Accountant


ROGELIO E. GERILLA JR
Acting-Municipal Treasurer

Approved by:


HON. MARITES B. CAYACO-MARCOS, RN
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Pastrana
-oOo-




Office of the Municipal Mayor

C E R T I F I C A T I O N

THIS IS TO CERTIFY that as of September 30, 2024, the LGU had accomplished an average of **78.06%** of the programs/projects/activities approved in the LGU budget for Fiscal Year 2024 and reflected in the Annual Investment Program (AIP) of the municipality, as per record of fund utilization and expenditures from the Municipal Budget Office and Municipal Accounting Office.

This certification is issued in support for the grant of Collective Negotiation Agreement (CNA) Incentive for F.Y. 2024 of the Local Government Unit of Pastrana, Leyte.

Issued this 13th day of December 2024.


ENGR. JUVILLA D. SY
MPDC

Noted:


HON. MARTESS B. CAYACO-MARCOS
Municipal Mayor



Republic of the Philippines
PROVINCE of LEYTE
Municipality of Pastrana
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Office of the Municipal Treasurer

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to CERTIFY that there is an actual Excess of Income over Target CY 2024 amounting to NINE HUNDRED NINETEEN THOUSAND NINE HUNDRED THIRTY EIGHT PESOS and THIRTY CENTAVOS (**Php 919,938.30**).

This CERTIFICATION is being issued for the preparation of Supplemental Budget No. 3 for CY 2024.

Issued this 13th day of December, 2024, Pastrana, Leyte.

Certified By:


ROGELIO E. GERILLA JR.
OIC-Municipal Treasurer



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF PASTRANA




CERTIFICATION


THIS IS TO CERTIFY that the FY 20224 Maintenance and Other Operating Expenses (MOOE) savings generated as fund source for payment of FY 2024 Collective Negotiation Agreement (C.N.A) Incentive were due to accomplishing performance targets at lesser cost in attaining more efficient and viable operations through cost-cutting measures and systems improvement of the Municipality.

We further certify that the fund source of the FY 2024 C.N.A. Incentives was not taken from balances of allotments for Program/Projects/Activities which were later discontinued or deferred; and released allotments intended for acquisition of goods and services to be distributed/delivered to or to be used by agency clients.

This certification is issued in support for Collective Negotiation Agreement Incentive for FY 2024 of the Local Government Unit of Pastrana, Leyte.

Certified Correct:


ANACLETO G. GABRIENTE
Municipal Budget Officer


RODOLFO P. SAPRA, CPA
Municipal Accountant


ROGELIO E. GERILL JR.
Acting-Municipal Treasurer

Approved:


MARITES CAYACO-MARCOS, RN
Municipal Mayor *mw*

SUPPLEMENTAL BUDGET NO. 4
STATEMENT OF FUNDS AVAILABLE FOR REVERSION
FISCAL YEAR 2024

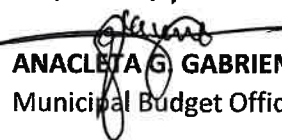
OFFICE	OBJECT OF EXPENDITURES	AMOUNT OF APPROPRIATIONS	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT REVERTED	BAL. OF APPROPRIATION
1. OFFICE OF THE MAYOR	TRAVELLING EXPENSES	1,007,142.90	817,950.52	189,192.38	92,000.00	97,192.38
	OFFICE SUPPLIES EXPENSES	467,142.85	131,916.28	335,226.57	124,857.15	210,369.42
	TELEPHONE EXPENSES- MOBILE	516,142.85	291,000.00	225,142.85	126,857.15	98,285.70
	ELECTRICITY EXPENSES	3,043,142.85	2,029,765.27	1,013,377.58	167,000.00	846,377.58
	WATER EXPENSES	843,142.85	469,112.08	374,030.77	267,142.85	106,887.92
	ADVERTISING EXPENSES	237,142.85	33,000.00	204,142.85	200,000.00	4,142.85
	REP. & MAINT.- IT& SOFTWARE	177,142.85		177,142.85	177,142.85	-
2. OFFICE OF THE SB	OFFICE SUPPLIES EXPENSES	460,000.00		460,000.00	250,000.00	210,000.00
	TELEPHONE EXPENSES- MOBILE	610,000.00	241,363.63	368,636.37	170,000.00	198,636.37
3. OFFICE OF THE SB SECRETARY	TRAVELLING EXPENSES	130,000.00	57,074.60	72,925.40	40,000.00	32,925.40
	OFFICE SUPPLIES EXPENSES	30,000.00		30,000.00	20,000.00	10,000.00
4. OFFICE OF THE MPDC	TRAVELLING EXPENSES	200,000.00	108,377.27	91,622.73	65,000.00	26,622.73
	OFFICE SUPPLIES EXPENSES	135,000.00	23,819.61	111,180.39	55,000.00	56,180.39
5. OFFICE OF THE MCR	TRAVELLING EXPENSES	205,000.00	154,574.22	50,425.78	5,000.00	45,425.78
	OFFICE SUPPLIES EXPENSES	95,000.00	20,926.60	74,073.40	25,000.00	49,073.40
6. OFFICE OF THE MBO	TRAVELLING EXPENSES	220,000.00	104,048.00	115,952.00	47,000.00	68,952.00
	OFFICE SUPPLIES EXPENSES	70,000.00	11,921.74	58,078.26	34,000.00	24,078.26
	TELEPHONE EXPENSES- MOBILE	64,000.00	22,000.00	42,000.00	39,000.00	3,000.00
7. OFFICE OF THE MAO	TRAVELLING EXPENSES	190,000.00	103,118.00	86,882.00	57,000.00	29,882.00
	OFFICE SUPPLIES EXPENSES	167,000.00	86,013.00	80,987.00	44,000.00	36,987.00
	TELEPHONE EXPENSES- MOBILE	88,000.00	41,000.00	47,000.00	34,000.00	13,000.00
8. OFFICE OF THE MTO	TRAVELLING EXPENSES	256,500.00	151,268.70	105,231.30	70,000.00	35,231.30
	OFFICE SUPPLIES EXPENSES	140,000.00	41,865.95	98,134.05	90,000.00	8,134.05
	TELEPHONE EXPENSES- MOBILE	104,000.00	19,000.00	85,000.00	80,000.00	5,000.00
SUB-TOTAL		9,455,500.00	4,959,115.47	4,496,384.53	2,280,000.00	2,216,384.53

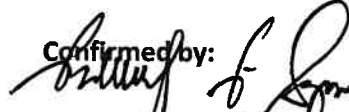
SUPPLEMENTAL BUDGET NO. 4
STATEMENT OF FUNDS AVAILABLE FOR REVERSION
FISCAL YEAR 2024

OFFICE	OBJECT OF EXPENDITURES	AMOUNT OF APPROPRIATIONS	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT REVERTED	BAL. OF APPROPRIATION
9. OFFICE OF THE MUN. ASSESSOR	TRAVELLING EXPENSES	214,000.00	156,433.00	57,567.00	48,000.00	9,567.00
	OFFICE SUPPLIES EXPENSES	110,000.00	18,451.07	91,548.93	12,000.00	79,548.93
10. OFFICE OF THE MSWDO	TRAVELLING EXPENSES	200,000.00	102,399.89	97,600.11	60,000.00	37,600.11
	OFFICE SUPPLIES EXPENSES	150,000.00	53,178.16	96,821.84	58,000.00	38,821.84
	TELEPHONE EXPENSES- MOBILE	74,000.00	22,000.00	52,000.00	47,000.00	5,000.00
11. OFFICE OF THE MHO	TRAVELLING EXPENSES	236,000.00	129,144.21	106,855.79	90,000.00	16,855.79
	OFFICE SUPPLIES EXPENSES	105,000.00	16,250.00	88,750.00	83,000.00	5,750.00
	TELEPHONE EXPENSES- MOBILE	104,000.00	22,000.00	82,000.00	67,000.00	15,000.00
12. OFFICE OF THE AGRICULTURIST	TRAVELLING EXPENSES	190,000.00	118,740.00	71,260.00	65,000.00	6,260.00
	OFFICE SUPPLIES EXPENSES	111,000.00	24,360.00	86,639.40	75,000.00	11,639.40
	TELEPHONE EXPENSES- MOBILE	84,000.00	22,000.00	62,000.00	40,000.00	22,000.00
13. OFFICE OF THE MUN ENGINEER	TRAVELLING EXPENSES	121,000.00	87,440.00	33,560.00	28,000.00	5,560.00
	OFFICE SUPPLIES EXPENSES	95,000.00	37,047.00	57,953.00	55,000.00	2,953.00
	TELEPHONE EXPENSES- MOBILE	54,000.00	22,000.00	32,000.00	22,000.00	10,000.00
SUB-TOTAL		1,848,000.00	831,443.33	1,016,556.07	750,000.00	266,556.07
GRAND TOTAL		11,303,500.00	5,790,558.80	5,512,940.60	3,030,000.00	2,482,940.60

WE HEREBY CERTIFY jointly that the above statement of funds for reversion is true & correct.

Prepared by:


ANACLETA G. GABRIENTE
Municipal Budget Officer

Confirmed by: 
RODOLFO P. SAPRA, CPA
Municipal Accountant


ROGELIO E. GERILLA JR.
OIC-Municipal Treasurer

TOTAL CURRENT OPERATING EXPENDITURES	103,149,537.94	58,133,926.47	48,000.00	18,865,851.85	0.00	77,047,778.32	100.00 %
NET OPERATING INCOME/(LOSS) FROM CURRENT OPERATIONS	28,823,867.80	38,550,410.21	402,876.52	-4,976,658.64	0.00	33,976,628.09	0.00 %
ADD: NON-INCOME RECEIPTS							
CAPITAL/INVESTMENT RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Proceeds from Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Proceeds from Sale of Debt Securities of Other Entities	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Collection of Loans Receivables	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
RECEIPTS FROM LOANS AND BORROWINGS (Payable)	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Acquisition of Loans	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Issuance of Bonds	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
OTHER NON-INCOME RECEIPTS	0.00	392,536.22	0.00	0.00	0.00	392,536.22	
TOTAL NON-INCOME RECEIPTS	0.00	392,536.22	0.00	0.00	0.00	392,536.22	
ADD: SUPPLEMENTAL BUDGET FOR CAPITAL OUTLAY	14,201,227.20	0.00	0.00	0.00	0.00	0.00	
TOTAL AMOUNT AVAILABLE FOR CAPITAL EXPENDITURES	14,201,227.20	392,536.22	0.00	0.00	0.00	392,536.22	
LESS: NON-OPERATING EXPENDITURES							
CAPITAL/INVESTMENT EXPENDITURES	43,025,095.00	4,131,925.89	0.00	0.00	0.00	4,131,925.89	100.00 %
Purchase/Construct of Property Plant and Equipment (Assets/Capital Outlay)	43,025,095.00	4,131,925.89	0.00	0.00	0.00	4,131,925.89	100.00 %
Purchase of Debt Securities of Other Entities (Investment Outlay)	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Grant/Make Loan to Other Entities (Investment Outlay)	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
DEBT SERVICE (Principal Cost)	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Payment of Loan Amortization	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
Retirement/Redemption of Bonds/Debt Securities	0.00	0.00	0.00	0.00	0.00	0.00	0.00 %
OTHER NON-OPERATING EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL NON-OPERATING EXPENDITURES	43,025,095.00	4,131,925.89	0.00	0.00	0.00	4,131,925.89	
NET INCREASE/(DECREASE) IN FUNDS	0.00	34,811,020.54	402,876.52	-4,976,658.64	0.00	30,237,238.42	
ADD: CASH BALANCE, BEGINNING	136,454,504.32	114,784,395.12	1,645,165.06	20,024,944.14	0.00	136,454,504.32	
FUND/CASH AVAILABLE	136,454,504.32	149,595,415.66	2,048,041.58	15,048,285.50	0.00	166,691,742.74	
Less: Payment of Prior Year/s Accounts Payable	4,034,108.85	4,034,108.85	0.00	0.00	0.00	4,034,108.85	
CONTINUING APPROPRIATION	56,973,264.86	23,697,856.24	140,924.00	0.00	0.00	23,838,780.24	
FUND/CASH BALANCE, END	75,447,130.61	121,863,450.57	1,907,117.58	15,048,285.50	0.00	138,818,853.65	

	GF	SEF	TF	TL	TOTAL
FUND/CASH BALANCE, END	121,863,450.57	1,907,117.58	15,048,285.50	0.00	138,818,853.65
Amount set aside to finance projects with appropriations					
provided in the previous years (Continuing appropriations)	0.00	0.00	0.00	0.00	0.00

Amount set aside for payment of Accounts Payable	0.00	0.00	0.00	0.00	0.00
Amount set aside for Obligation not yet Due and Demandable	0.00	0.00	0.00	0.00	0.00
Amount Available for appropriations/operations	121,863,450.57	1,907,117.58	15,048,285.50	0.00	139,818,853.65
Total Assets (net of accumulated depreciation)	0.00				

Certified correct:

ROGELIO E. BERILLA JR.

Municipal Treasurer

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COLLECTIVE NEGOTIATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This COLLECTIVE NEGOTIATION AGREEMENT is made and entered into by and between: The LOCAL GOVERNMENT UNIT OF PASTRANA (LGU-Pastrana), a government agency with principal address at Barangay District IV, Poblacion, Pastrana, Leyte, represented herein by the Municipal Mayor **MARITESS CAYACO-MARCOS**, hereinafter referred to as the "AGENCY".

-and-

The **PASTRANA ASSOCIATION OF GOVERNMENT EMPLOYEES (PASSGE)**, the sole and exclusive negotiating agent of the Local Government Unit of Pastrana with principal address at Municipal Hall, Barangay District IV, Pastrana, Leyte, duly registered with the Department of Labor and Employment (DOLE) with Certificate of Registration No. 1685 dated September 8, 2008 and the Civil Service Commission (CSC) under Certificate of Accreditation No. 813 dated June 1, 2011, herein represented by its President **RINA M. BALAGBIS**, hereinafter referred to as the "UNION".

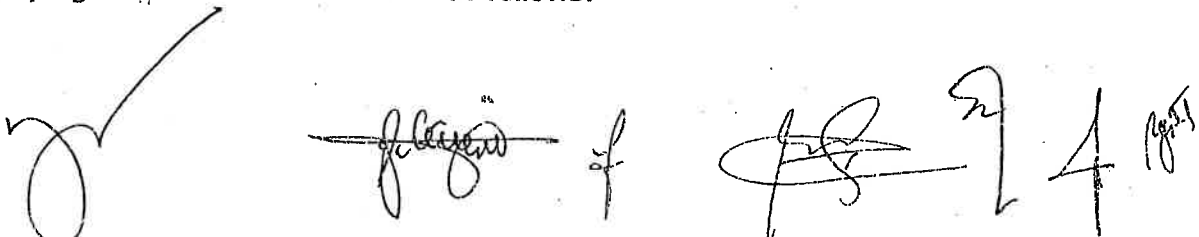
-WITNESSETH-

WHEREAS, Section 18, Article II of the 1987 Philippine Constitution states that, "the State affirms labor as a primary social and economic force. It shall protect the rights of workers and promote their welfare"; and Section 8, Article III of the 1987 Philippine Constitution states that, "the right of the people, including those employed in the public and private sectors, to form unions, associations or societies for purpose not contrary to law shall not be abridged".

WHEREAS, the harmonious relationship between the LGU and the UNION must be expressed in practical terms in ensuring a mutually beneficial and protective existence taking into consideration the terms and conditions of employment in the civil service;

WHEREAS, the AGENCY and the UNION desire to enter into a Collective Negotiation Agreement for the purpose of establishing, maintaining and regulating the terms and conditions of employment of the employees of the AGENCY through the proper observance of democratic practices pursuant to Executive Order No. 180 and its Implementing Rules and Regulations with the view of facilitating peaceful settlement of differences and grievances that may arise between the parties and to promote harmony, efficiency and productivity to the end that the AGENCY, the UNION and the General Public may all mutually benefit, and finally to promote and guarantee peace and harmony in the bureaucracy in the spirit of cooperation;

NOW, THEREFORE, for and in consideration of the foregoing premise, the parties hereby agree and bind themselves as follows:



**ARTICLE I
DECLARATION OF PRINCIPLES**

Section 1. **Workers' Rights** – The parties recognize the basic rights of workers; the right to be consulted and to participate in policy and decision making, career development and humane conditions of work including the right to due process.

Section 2. **Authority of the AGENCY**– The UNION recognizes and respects the authority of the AGENCY in the implementation of existing laws and conditions of employment.

Section 3. **Independence of the UNION** – The AGENCY shall recognize the rights of the UNION as specified in Section 5 and 6 Article II of Executive Order No. 180 series of 1987.

Section 4. **Participation of the UNION in policies formulated by the AGENCY** – The UNION shall participate in the formulation of policies, plans and programs affecting the rights, career development, welfare and benefits of employees, and on client service improvement.

**ARTICLE II
DEFINITION OF TERMS**

Section 1. **Agency Fee** – refers to a reasonable assessment equivalent to the dues and other fees paid by members of the UNION as the sole and exclusive collective negotiating agent which will be deducted from non-members who will benefit from the Collective Negotiation Agreement (CNA).

Section 2. **Check – Off** - refers to payroll deduction on UNION's annual dues from the Collective Negotiation Agreement Incentives of each member and payroll deduction of agency fees of non-union members who accept and enjoy the benefits successfully negotiated by the UNION and shall be remitted within fifteen (15) days of the succeeding month.

- a) All other special assessments and contributions shall be accepted for deduction upon presentation of lawful proof of consent from union members.
- b) UNION Treasurer shall submit to the Municipal Accountant or payroll clerk the list of union members with corresponding deductions due on the particular period.

Section 3. **Collective Negotiation Agreement (CNA)** – refers to the mutual agreement signed by and between the AGENCY and the UNION.

Section 4. **Negotiating Panel** – refers to the AGENCY, represented by its authorized representatives to be designated by the Local Chief Executive and the UNION to be represented by its CNA Committee.

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**ARTICLE III
RECOGNITION**

Section 1. **Recognition of UNION** – the AGENCY hereby recognizes the UNION as the sole and exclusive negotiating representative for all rank-and-file employees with respect to terms and conditions of employment not otherwise mandated by law, as well as the working relationship, benefits and privileges that may be agreed.

Section 2. **Guarantee Against Discrimination** – the AGENCY shall guarantee Gender Equality, Equal Opportunity and non-discrimination in any manner or form, against any employees.

Section 3. **UNION Meetings** – the UNION shall be allowed to conduct periodic and special meetings as may be deemed necessary for information and educational purpose, during office hours. The AGENCY shall allow them to use its facilities for such meetings.

Section 4. **UNION Time Off** – any UNION Officers shall be allowed to avail the total of Ten (10) days of UNION Time Off annually, in recognition of the employees' participation rights, for the purpose of attending general assemblies and meetings, activities and conferences called by any government agency or other non-government organization/institution.

Section 5. **Training Program** – The AGENCY shall incorporate the proposed training/seminar programs of the UNION to the annual training program.

Section 6. **UNION Projects** – The AGENCY shall allow the UNION to undertake certain projects or activities which the latter deems beneficial to its members. The UNION projects and assignments completed by the officers or members may form part of their performance outputs, as allowed under the Revised Performance Evaluation System.

Section 7. **UNION Office** – The AGENCY shall provide UNION Office with adequate office space including, but not limited to furniture, fixtures and office equipment. However, priority will be given to other offices and projects.

Section 8. **Use of Service Vehicles** – The AGENCY shall allow the use of service vehicles, including the corresponding fuel allocation, in attending official activities called by any government agency or duly accredited organizations on matters concerning the welfare of the employee's subject to availability of existing policies.

Section 9. The AGENCY recognizes UNION-related activities arising from invitations at the regional/national level of duly recognized accredited public sector unions by the Civil Service Commission, and provide support in the participation of union officers and/or members shall be allowed official travel subject to existing rules and regulations.

Section 10. The AGENCY shall allow the UNION officers and /or members to attend monthly regular meetings provided schedules of said meeting are given in advance to the respective Department Heads and their absence will not hamper or prejudice the delivery of public service.

Section 11. **Clearance from the UNION** – The AGENCY shall require from the employees who will retire, transfer, or resign, clearance from the UNION for property and monetary accountabilities and obligations.

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**ARTICLE IV
CHECK-OFF**

Section 1. **UNION Dues** – The AGENCY shall agree to check-off from the CNA Incentives its annual dues and such other fees and assessments that the UNION shall adopt and on cases other than the monthly dues, such as loan obtained/granted by the UNION thru financial banking institution availed by its members, the AGENCY shall deduct and remit the same to the UNION provided that an individual authority authorizing the AGENCY to effect the salary deduction is submitted.

**ARTICLE V
COVERAGE**

Section 1. This agreement shall cover all rank and file employees of the Local Government Unit of Pastrana, except those specifically excluded by Executive Order No. 180 series of 1987 and its Implementing Rules and Regulations and/or Civil Service Commission Rules and Regulations.

**ARTICLE VI
SHARED RESPONSIBILITY AND ACCOUNTABILITY**

Section 1. **Representation of the UNION** – Pursuant to the principles of shared responsibility and employee empowerment, the AGENCY recognizes the right of the UNION to be represented in meetings such as: Monthly Staff Meeting, Management Committee Meeting, Staff Meeting and all Ad-Hoc Committees whenever matters affecting their working conditions and benefits are to be discussed.

Moreover, the UNION shall be represented in the following committees with equal voting power:

- a) Promotion and Selection Board
- b) Personnel Development Committee
- c) Uniform/Clothing Committee
- d) Grievance Committee
- e) Performance Review Committee
- f) Gender and Development Committee
- g) Other committees of major importance that may be created for the employee's welfare and benefits.

Section 2. **Teamwork** – The UNION shall be a partner of the AGENCY in promoting teamwork and discipline to attain harmony professionalism, productivity and efficiency. It shall enjoin all its members to render and perform to the best of their abilities the duties and responsibilities expected of them in accordance with existing laws, rules and regulations.

Section 3. **UNION Obligations** – The UNION shall assist the AGENCY in:

- a) The implementation and enforcement of the rules, such as, attendance of Flag Ceremonies, enforcement of the office rules, decorum and discipline but not limited to wearing of uniforms, IDs and punctuality.

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- b) Formulation and recommendation of ways and measures to effectively implement energy and water conservation and cleanliness in the office premises and shall be vigilant to any office irregularities and report the same to the AGENCY and/or to any appropriate body.
- c) Shall support and participate in all management programs and projects in the form of direct and active participation in all mandatory celebrations as part of the overall calendar of events for said program.

Section 4. AGENCY and UNION shall endeavour to achieve the planned targets, including the conduct of cost - cutting measures and system improvement for the effective and efficient delivery of services to the public by ensuring proper implementation of projects and other priority programs at less cost.

Section 5. AGENCY and UNION shall exercise continued adherence to the management policy of transparency, fairness and rendering the annual audited report of financial and program operations to the public.

Section 6. **Training Programs** – The AGENCY shall extend to the UNION effort to uplift the intellectual and social consciousness of its members by including its training calendar of at least two (2) trainings per calendar year through symposia and other related activities. Said activities shall be integrated in the Agency's Training Program.

ARTICLE VII

REORGANIZATION, RECRUITMENT, PLACEMENT AND CAREER DEVELOPMENT

Section 1. **Reorganization** – The AGENCY shall inform the UNION regarding any program of reorganization or internal re-structuring involving the creation, abolition, reclassification or upgrading of positions.

Section 2. **Promotion Plan** – The AGENCY shall consult the UNION including the implementation of the Merit Promotion and Selection Plan (MPSP) approved by the Civil Service Commission (CSC). The MPSP shall be jointly reviewed at least once every two (2) years by the AGENCY and the UNION. Any amendment agreed upon by the parties shall be submitted to the Civil Service Commission for approval.

Section 3. **Review, Dissertation and Thesis Writing Leave** – The AGENCY, cognizant of individual initiatives of employees to attain higher academic learning shall allow employees to avail of BAR and Board Review, Dissertation, and Thesis Writing Leave for a maximum of six (6) months with pay pursuant to CSC MC No. 14, s. of 1999.

Section 4. **Integrity Management Program for Quality Public Service** – In improving the equality, accessibility and delivery of public service, the UNION pledge to strictly observe the Code of Conduct and Ethical Standards (Republic Act 6713) for government officials and employees so that public perception of the government and operational authority is both congruent and positive.

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**ARTICLE VIII
HEALTH AND SAFETY**

Section 1. **Safe and Healthy Working Conditions** – The AGENCY shall comply with

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existing regulations on safety, healthy and sanitary working conditions. Among others, the AGENCY shall provide the following:

- a) Adequate security and protection for employees and properties while inside AGENCY premises;
- b) Clean and safe drinking water.

Section 2. **Information and Health Benefits** – The UNION in coordination with the AGENCY, shall inform the employees on all health and medical benefits available to them under the GSIS, Philhealth and such other programs. The AGENCY agrees to assist the employees in their claim for availment thereof in order to ensure that such benefits are enjoyed by the employees.

Section 3. **Provision of Emergency Medical Services and Ambulance** – The AGENCY shall endeavour to provide emergency medical services and ambulance over and above the services provided by government hospitals.

Section 4. **Rehabilitation Leave** – The AGENCY shall strictly adhere to the provisions of Rehabilitation Leave for job-related injuries pursuant to Section 55 of CSC MC No. 41, s. 1998 and implementing guidelines that may be issued for the purpose.

**ARTICLE IX
WORKING HOURS, SALARIES AND OTHER RELATED MATTERS**

Section 1. **Work Schedule** – UNION members shall be allowed by the AGENCY to observe flexible time schedule pursuant to Section 5 and 6 of the Omnibus Rules Implementing Book V of Executive Order No. 292, and CSC Resolution No. 94-0502 dated January 20, 1994.

Section 2. **Payment of Overtime Services After Office Hours** – Overtime services shall be paid subject to availability of funds and existing auditing rules and regulations.

**ARTICLE X
AGENCY - UNION CNA COMMITTEE AND TWG**

Section 1. **AGENCY – UNION CNA Committee** – To foster a better working relationship between the parties, a Committee shall be established to promote and enhance a continuous dialogue and consultation on matters affecting the parties.

The said Committee shall create a Collective Negotiation Agreement – Technical Working Group (CNA - TWG) whose task is to formulate the Implementing Rules and Regulations if deemed necessary.

Section 2. **Interpretation and Enforcement of Agreement** – In case of disputes arising from the interpretation of this Agreement, the same shall be resolved in accordance with Executive Order No. 1805 series of 1987 specifically pursuant to Section 15, amended Rules and Regulation covering the exercise of the Right of the Government Employees to organize and other pertinent laws, rules and regulations.

**ARTICLE XI
EMPLOYEES WELFARE AND BENEFITS**

Section 1. The AGENCY shall provide all Department/Office with fully air-conditioned or

well-ventilated rooms and well-maintained comfort rooms with necessary facilities and efficient working conditions pursuant to CSC MC No. 30, s. of 1992. The UNION shall undertake measures for the proper use and maintenance of these facilities.

Section 2. The AGENCY shall assist the Union in exploring additional benefits to all Municipal Officials and Employees hereinafter referred to as a CNA INCENTIVE BONUS which may include, but not limited to, medical/dental care, rice, grocery allowance, provided that the grant thereof shall be subject to the availability of funds and in compliance with the existing legal requirements.

**ARTICLE XII
GRIEVANCE MACHINERY AND DISPUTE RESOLUTION**

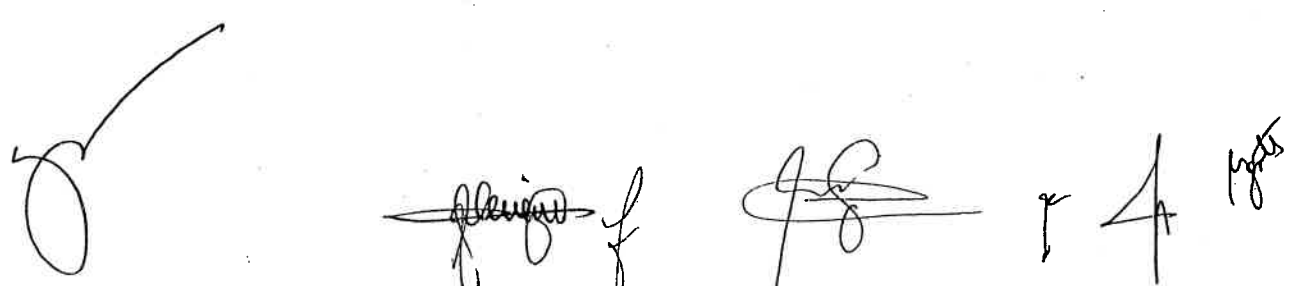
Section 1. The AGENCY and UNION agree to apply the existing grievance machinery procedure in case of management – union dispute, established under existing laws for the purpose of strengthening employee – management relations and resolving conflicts at the lowest possible level in the organization.

Section 2. The AGENCY shall have a Board of Inquiry with an authorized UNION representative as one of the members, which shall conduct a fact- finding/preliminary investigation of administrative disciplinary complaints. The guidelines for the purpose shall be formulated by the Office of the Local Chief Executive, Legal Service, Human Resource and Administrator Service in consultation with the UNION within 45 working days upon signing of this Agreement.

Section 3. The parties shall agree that any complaint arising in the bargaining unit shall be disposed in accordance with the following:

- a) An oral grievance shall be presented to the Department Head concerned together with the Union President and representative of the office;
- b) The Department Head has three (3) working days from the date of presentation to act on said oral grievance;
- c) If the complainant is not satisfied with the decision, complainant has fifteen (15) working days within which to file his/her complaint in writing to the grievance committee;
- d) The Grievance Committee has ten (10) working days to conduct an investigation, and five (5) days after completion of the investigation, a decision shall be rendered;
- e) If the complainant is not satisfied with the decision, he/she has ten (10) working days upon which to appeal the said decision to the Civil Service Commission to be reckoned on the day of the receipt of the decision;
- f) If no appeal taken after the lapse of said period within which to appeal, the decision of the Grievance Committee becomes final and executory; and
- g) If the complaint is directed towards a Department Head, the complainant shall file his/her complaint in writing directly to the grievance committee.

Section 4. The parties shall within ten (10) days from the affectivity of this agreement constitute the Grievance Committee, and shall formulate its own rules governing investigation and decision of cases.



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**ARTICLE XIII
LEGAL AFFAIRS**

Section 1. **Employees Legal Assistance** – The AGENCY shall provide legal assistance/advice, through the Legal Service, to the UNION members in any of the following instances:

- a) If a UNION member is sued in performing his/her official function by a third party in administrative case; and
- b) If a UNION member is subpoenaed/summoned to testify as witness for the AGENCY before any court, tribunal or body exercising quasi-judicial function.

Section 2. **Administrative Investigation** – The Union shall be represented in any administrative proceeding/s involving the UNION member.

**ARTICLE XIV
COST REDUCTION MEASURES AND CNA INCENTIVE**

Section 1. The AGENCY and the UNION shall jointly institute cost-cutting measure to generate savings for the grant of CNA Incentive during the effectivity of this Agreement. The same, however, should not prejudice the efficient delivery of service to the AGENCY's clients or be disadvantageous to the employees.

Section 2. Public Sector Labor Management Council Resolution No. 4, s. 2001, the grant of CNA Incentive shall be made after the generation of savings. The measures in the generation of savings shall not be limited to the following:

- a) Strict adherence to Administrative Order 103;
- b) Waste segregation and recycling; and
- c) Other cost cutting measures in project implementation.

The UNION shall create a Technical Working Group to monitor the strict implementation of AGENCYs cost cutting measures to generate savings. The TWG will submit a periodic report to their corresponding offices.

Section 3. Payment of CNA Incentive for the employees shall be based and charged to the respective free and unencumbered savings, as defined in Public Sector Labor Management Resolution No. 4, s. 2001. The parties herein shall work together to generate savings in accordance with Section 1 of this Article and subject further to Section 4 hereof.

Section 4. Pursuant to PSLMC Resolution No. 4 dated November 14, 2002 and as a gesture of goodwill and benevolence, the AGENCY agrees that, upon approval and signing, and during the effectivity of this Collective Negotiation Agreement (CNA), the AGENCY shall grant CNA Incentive Bonus in an amount equivalent to 80% of the savings on MOOE after the priority programs and projects as determined by the Agency, has been satisfied.

Section 5. Coverage, all rank and file members shall be entitled to the CNA Incentive. However, for those who will be separated from the service any time of the calendar year shall be entitled to a prorated CNA Incentive computation, except for those found guilty of administrative, civil and/or criminal case.

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Section 6. The grant of this CNA Incentive, officials, employees or personnel as enumerated, who are in the service at the time of signing of this CNA regardless of their length of service shall qualify for this CNA Incentive. In subsequent years, to qualify for the CNA Incentive, an official, employee or personnel should be in service at the date of the Local Finance Committee's resolution endorsing the budget for the CNA Incentive.

**ARTICLE XV
OTHER EMPLOYEE PRIVILEGES AND BENEFITS**

Section 1. **Employees Cooperative** – The AGENCY shall ensure full support to the employees' cooperatives business activities. Primarily, the cooperative shall be aimed at improving the economic conditions of its members in compliance with the provisions of Cooperative Development Authority.

Section 2. **Transaction with Government Offices** – subject to the exigency of the service and the usual notification requirements, all employees who have transactions with government offices such as, but not limited to, GSIS, PAGIBIG, DFA, PSA, NBI and Ombudsman or clearances related for incidental to employment, shall be considered on official time. In addition, the AGENCY and the UNION shall educate the employees on various transactions such as, but not limited, to salary loans, housing loans and retirees on the release of retirement pay from the GSIS, PAGIBIG, and other government agencies.

Section 3. **Assistance to Retirees** – The AGENCY shall provide a Pre-Retirement Counselling and Retirement Programs to all retiring employees.

Section 4. **Clothing/Uniform Allowance** – The AGENCY shall provide clothing/uniform allowance to all employees whether permanent, casual or contractual in the amount prescribed by existing rules and regulations.

Section 5. **Cultural and Sports Activities** – the AGENCY shall provide funds (Php 1,500.00 every participants) for the conduct of cultural and sports activities pursuant to the provisions of General Appropriations Act subject to existing accounting rules and regulations.

Section 6. **Anniversary Bonus** – The AGENCY shall provide Anniversary bonus to all officials and employees subject to the availability of funds and to existing rules and regulations.

Section 7. **LGU Canteen** – The AGENCY shall provide a clean, affordable and decent canteen for Employees.

**ARTICLE XVI
COMPOSITION CLOTHING/UNIFORM AND GRIEVANCE COMMITTEE**

Section 1. The AGENCY and the UNION shall create a Clothing/Uniform Committee which composed of the following:

- a) One (1) representative from the AGENCY
- b) One (1) representative from each Department
- c) Two (2) representative from the UNION duly authorized by its President

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The Committee shall have full responsibility in deciding on the final uniform design, color, and selection of supplier and recommend the mode of payment. It shall likewise have full responsibility in choosing its Chairperson from among them.

Section 2. **Grievance Committee** – Grievance Committee shall be composed of the following:

- a) Head of the Administrative Division as Chairman
- b) Representative of the Local Chief Executive
- c) Municipal Social Welfare and Development Officer
- d) SB Member, Chairman on Good Governance
- e) Sangguniang Bayan Secretary
- f) Four (4) representatives from the UNION, duly authorized by its President

**ARTICLE XVII
ENTIRETY AND AMENDMENT CLAUSE**

Section 1. **Separate Clause** - In the event that any provision of this Agreement is declared void by competent court, the remaining provision of this agreement shall continue to be valid and in full force and effect.

Section 2. **General Condition** – Except as may be allowed or exempted by law, all provisions contained in this Agreement shall be subject to the Rules and Regulations of the Civil Service Commission and the Department of Budget and Management.

**ARTICLE XVIII
EFFECTIVITY AND DURATION**

Section 1. This Agreement shall be effective upon signing for a period of three (3) years. Both parties shall agree to meet not later than sixty (60) calendar days prior to the expiration of this Agreement for the purpose of negotiating a new agreement. Finally, if upon the expiration of this Agreement, no new agreement is entered into by and between the parties, this Agreement including amendments thereof, if any, shall continue to be in full force and effect.

IN WITNESS WHEREFORE, the parties hereto or thru the authorized representatives have signed this AGREEMENT this ___day of _____ 2020 at the Municipality of Pastrana, Leyte, Philippines.

MUNICIPAL GOVERNMENT UNIT
OF PASTRANA, LEYTE

PASTRANA ASSOCIATION OF
GOVERNMENT EMPLOYEES

By:

By:

MARITESS CAYACO-MARCOS
Municipal Mayor

RINA M. BALAGBIS
PASSGE President

For AGENCY
Witnesses:

1. *[Signature]*
ANACETA G. CABRERA
Mun. Budget Officer

2. *[Signature]*
RODOLFO P. SAPRA, CPA
OIC-Mun. Accountant

3. *[Signature]*
JOSE ERIC L. AGUIAR
OIC-Mun. Treasurer

For UNION
Witnesses:

1. *[Signature]*
MICHAEL D. DELMADO
PASSGE Vice-President

2. *[Signature]*
ROCELIO E. GERILLA Jr.
PASSGE Treasurer

3. *[Signature]*
BENEDICTO E. NIJELOS
PASSGE Auditor

ADOPTED AND RATIFIED this 26 day of NOV 2020 2020 at the Municipality of Pastrana, Leyte.

SUBSCRIBED AND SWORN to before me this day of 26, NOV 2020, 2020, Affiants exhibited me their Valid ID Nos. _____, and _____, Respectively.

Notary Public

[Signature]
ATTY. MICHAEL J. CALZADO
Notary Public for Tacloban City and Leyte
NC No. 2019-08-103, until Dec. 31, 2020
Cor. Wilson & Libertad Sts., District I, Pastrana, Leyte
Roll No. 72433 / June 14, 2019; IBP No. 109390, 01-13-20
PTR No. 7962824, 01-02-20, Tacloban City
MCLE - On Process

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Series of 2020



Republic of the Philippines
PROVINCE of LEYTE
Municipality of Pastrana
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*Pastrana Association of Government Employees (PASSGE) -UNION
And
Local Government Unit of Pastrana (LGU-Pastrana)-AGENCY*

Excerpt from the Minutes of the Special Meeting of Pastrana Association of Government Employees (PASSGE) dated 13 December 2024 held in the Municipal Auditorium, Pastrana, Leyte.

RESOLUTION NO. 2024-03

RESOLUTION SETTING UP THE GUIDELINES ON THE GRANT OF FY 2024 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO ALL OFFICIALS AND EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF PASTRANA, LEYTE

WHEREAS, Public Sector Labor-Management Council (PSLMC) Resolution No., 4 s. 2002, authorizes the management and accredited employees to enter into collective negotiation on terms and conditions of employment which are not fixed by law;

WHEREAS, the Pastrana Association of Government Employees (PASSGE), referred as UNION, is the sole, exclusive and legitimate negotiating unit in the Local Government Unit of Pastrana, Leyte (LGU-Pastrana) having been jointly registered and accredited by the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC) as evidenced by the Certificate of Registration No. 1685 dated 8th September 2008 and Accreditation No. 813 dated 1st June 2011, respectively;

WHEREAS, the Civil Service Commission approved and issued a Certificate of Registration No. 3016 of the Collective Negotiation Agreement between PASSGE and the Municipal Government of Pastrana, Leyte for the period 23 January 2024 to 22 January 2027;

WHEREAS, Department of Budget and Management (DBM) Budget Circular No. 2024-4 dated November 11, 2024 issued by the DBM sets up the guidelines on the Grant of Collective Negotiation Agreement (CNA) Incentive FY 2024;

WHEREAS, pursuant to the said DBM Circular, the Local Government Unit of Pastrana, Leyte, referred as Agency, has sufficient savings to implement CNA Incentive for FY 2024;

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WHEREAS, the AGENCY and UNION during its Consultative Meeting has resolved and recommend to adopt the pertinent provision of said Circular with respect to the grant of the CNA Incentive for FY 2024 to all officials and employees of the Local Government Unit of Pastrana, Leyte;

WHEREAS, in order to justify the amount given to each qualified employees, AGENCY and UNION during its Consultative Meeting; do hereby **RESOLVED** to adopt the guidelines on the said DBM Circular;

Section 1. The CNA incentive FY 2024 for the Local Government Unit of Pastrana, Leyte shall be granted to all qualified officials and employees;

- a.) Members of PASSGE
 - * Rank -and- File employees-P30,000.00
- b.) Non-members but received benefits under CNA, subject to payment of agency fee to PASSGE
 - *Mayor/Vice-Mayor/Sangguniang Bayan members-P30,000.00
- c.) Those who perform managerial functions
 - *Department Heads- P30,000.00

Section 2. Article XIV, Section 5 & 6 of the CSC approved Collective Negotiation Agreement (CNA) between PASSGE and Municipal Government of Pastrana, Leyte provides a pro-rated CNA incentive for Retirees and Municipal officials and newly hired regular employees for CNA Incentive granted for the current year:

- a. Retirees and/or those separated from service:
 - i.) from January to June of the current year - 50% (P15,000.00)
 - ii.) from July to December of the current year- 100% (P30,000.00)
- b. Municipal officials and Newly hired regular employees:
 - i.) from January to June of the current year - 100% (P30,000.00)
 - ii.) from July to December of the current year - 50 % (P15,000.00)

WHEREFORE, by the UNION and AGENCY that amount be deducted from the Collective Negotiation Incentive Bonus for the Annual Dues, Agency Fee, Membership Fee and other fees and charges as stipulated in the approved Constitution and By-Laws of the UNION;

WHEREFORE, on motion of Napoleon P. Nombre , seconded by Melvin U. Doria, be it;

RESOLVED AS IT IS HEREBY RESOLVED, to adopt and set up the Guidelines on the Grant of FY 2024 Collective Negotiation Agreement (CNA) incentive to all officials and employees of the Local Government Unit of Pastrana, Leyte;

ADOPTED AND APPROVED, this 13th day December, 2024 at Pastrana, Leyte, Philippines.

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MANAGEMENT PANEL

Represented By:

MARITESS B. CAYACO-MARCOS, RN.
Municipal Mayor

PASSGE PANEL

Represented By:

ROGELIO E. GERILLA JR.
PASSGE-President

CERTIFIED CORRECT:


MICHAEL B. PLIMACO
Secretary

Attested:


RINA M. BALAGBIS
Vice-President


CHRISTY R. MOLLEDA
Treasurer


CATHLYNE KAYE L. TOLIBAS
Auditor


NEIL E. DELICANO
P.I.O


LEO V. BALUTE
Peace Officer


LICENIOS N. FLORES
Peace Officer



CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 3016

Pursuant to Executive Order No. 180 (1987)
and its Implementing Rules and Regulations,
the Collective Negotiation Agreement between the

PASTRANA ASSOCIATION OF GOVERNMENT EMPLOYEES (PASSGE)

and the

MUNICIPAL GOVERNMENT OF PASTRANA

Municipal Hall, Barangay District IV, Pastrana, Leyte

having complied with the prescribed requirements, is hereby
registered and is binding between the parties from

23 January 2024 to 22 January 2027


ATTY. KARLO A. B. NOGRALES
Chairperson



Attested by:


MA. THERESA C. FERNANDEZ
Director IV
Human Resource Relations Office

