



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

Item No.: 10

Date: 28 2025 JAN

SANGGUNIANG PANLALAWIGAN
RECEIVED
 JAN 20 2025
 PROVINCE OF LEYTE

PROVINCIAL BUDGET OFFICE

January 20, 2025

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

RELEASED
 DATE: 1-21-25
 NO. #182
 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. 03 FY 2024** of the **Municipality Albuera, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2024-04** with a total appropriation in the amount of **P12,525,000.00** 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 procurement of Civil Works shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations;
2. 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. 03. 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;
3. 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;
4. That the grant of the following benefits shall be made pursuant to the corresponding guidelines relative to:
 1. One-Time Service Recognition Incentive – Budget Circular No. 2024-7 dated December 16, 2024
 2. Gratuity Pay – Budget Circular No. 2024-8 dated December 20, 2024
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
20 December 2024

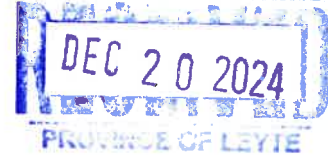
The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 2024-04** of the **Municipality of Albuera, Leyte**, entitled: An Ordinance Authorizing **Supplemental Budget No. 03, series of 2024** involving an amount of **Twelve Million Five Hundred Twenty-Five Thousand Pesos (P12,528,000.00)**.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

SANGGUNIANG PAKLALAWIGAN



OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

TRANSMITTAL

December 20, 2024

Hon. Leonardo Javier, Jr.
Vice-Governor
Province of Leyte
Palo, Leyte

Thru: Florinda Jill S. Uyvico
Secretary to the Sanggunian
Province of Leyte

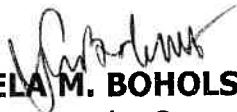
Dear Vice Governor Javier:

Respectfully transmitting herein the following documents, to wit:

1. **Appropriation Ordinance No. 2024-04**, "An Ordinance Authorizing Supplemental Budget No. 03, series of 2024 of the Municipality of Albuera, Leyte involving an amount of Twelve Million Five Hundred Twenty-Five Thousand Pesos (Php12,525,000.00) Only."
2. **Resolution No. 2024-211**, "A Resolution Reverting the total amount of Twelve Million Five Hundred Twenty-Five Thousand Pesos (Php12,525,000.00) Only."

Please acknowledge receipt hereof.

Very truly yours,

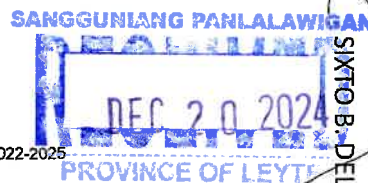

PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 122ND REGULAR SESSION OF THE SANGGUNIANG BAYAN TERM 2022-2025
HELD AT THE SB SESSION HALL, ALBUERA, LEYTE ON DECEMBER 16, 2024.



APPROPRIATION ORDINANCE NO. 2024-04

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 03, SERIES OF 2024 OF THE MUNICIPALITY OF ALBUERA, LEYTE INVOLVING AN AMOUNT OF TWELVE MILLION FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP12,525,000.00) ONLY

INTRODUCED BY: HON. MANUEL E. BANTASAN

BE IT ORDAINED in Regular Session Assembled:

SECTION 1. The Supplemental Budget No. 03 of the Municipality of Albuera Leyte for Fiscal Year 2024 in the total amount of **TWELVE MILLION FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP12,525,000.00) ONLY** for purposes specified in the accompanying schedules, is hereby approved;

The budget documents consisting of the following are incorporated herein and made integral part of this ordinance:

1. SB Resolution No. 2024-211, "A Resolution Reverting the Total Amount of Twelve Million Five Hundred Twenty-Five Thousand Pesos (Php12,525,000.00) Only."
2. Statement of Funding Sources for Supplemental Budget No. 03, FY 2024 signed by the Municipal Treasurer and Municipal Accountant.
3. Certification of Availability of CASH BACK-UP signed by the Municipal Treasurer and Municipal Accountant.
4. Statement of Supplemental Appropriation FY 2024 prepared by the Municipal Budget Officer and Approved by the Municipal Mayor.

SECTION 2. SOURCES OF FUNDS. The sources of funds for the Supplemental Budget No. 03 in the total amount of **TWELVE MILLION FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP12,525,000.00) ONLY** is from Savings (Unappropriated Surplus);

SECTION 3. USE OF FUNDS. The amount of **TWELVE MILLION FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP12,525,000.00) ONLY** is hereby appropriated for the Supplemental Budget No. 03 of the Municipality of Albuera, Leyte.

SECTION 4. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Appropriation Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force & effect.

SECTION 5. EFFECTIVITY. The provisions of this Appropriation Ordinance shall take effect upon approval.

APPROVED.

ENACTED BY THE SANGGUNIANG BAYAN TERM 2022-2025 OF ALBUERA LEYTE this 16th day of December 2024 during its 122nd Regular Session held at the SB Session Hall.


MANUEL E. BANTASAN
ANTHONY M. ARTE
LENNY S. BILBAC
NALIZA E. DELA VICTORIA
ALBERTO D. MALJAG
BERNARD JOSE D. MESTULA
PAMELA M. BOHOLST

SIXTO B. DELA VICTORIA
IMELDA A. FADUL
ROXANNE R. ZALDIVAR
MARY JANE B. BARRERA
MARJUN P. MAGNO
PROF. RIZALITO M. CENIZA


ATTESTED AND CERTIFIED CORRECT TO BE DULY ADOPTED:

Absent
ROXANNE R. ZALDIVAR
SB Member I


MARY JANE B. CAGULA
SB Member I


MARJUN P. MAGNO
SB Member


PROTACIO RIZA LITO M. CENIZA
SB Member I


MANUEL E. BANTASAN
SB Member I


ANTHONY V. BARTE
SB Member I



LENY S. BILBAO
SB Member I

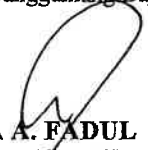
Absent
ANA LIZA E. DELA VICTORIA
SB Member


ALBERTO C. SUMALJAG
Lupat President/Ex-Officio Member


BERNARD JOEY D. MESTULA
PPSK President/Ex-Officio Member

**I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE ORDINANCE
DULY ENACTED BY THE SANGGUNIANG BAYAN I**


PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I


IMELDA A. FADUL
Vice-Mayor/ Presiding Officer

APPROVED:


SIXTO B. DELA VICTORIA
Municipal Mayor

Date: DEC 19 2024



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Albura

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 122ND REGULAR SESSION OF THE SANGGUNIANG BAYAN TERM 2022-2025
 HELD AT THE SB SESSION HALL, ALBUERA, LEYTE ON DECEMBER 16, 2024

RESOLUTION NO. 2024 – 211

A RESOLUTION REVERTING THE TOTAL AMOUNT OF TWELVE MILLION FIVE HUNDRED TWENTY-FIVE THOUSAND PESOS (PHP12,525,000.00) ONLY

WHEREAS, recent circulars and directives had been issued to provide various benefits and incentives to all government personnel and for other purposes;

WHEREAS, there are unutilized funds from the unexpended current appropriations of the following accounts which can be reverted and made available for appropriations which can be utilized for the said purpose, to wit:

Source of Funds	Amount
Personal Services (PS)	Php 3,920,000.00
Maintenance & Other Operating Expenses (MOOE)	6,939,050.00
Special Purpose of Appropriations (SPA)	<u>1,665,950.00</u>
TOTAL	Php 12,525,000.00

WHEREFORE, on motion of Hon. Manuel E. Bantasan unanimously seconded by all of the members present, be it

RESOLVED, by the Sangguniang Bayan to revert the amount of **Twelve Million Five Hundred Twenty-Five Thousand Pesos (Php 12, 525,000.00)** only;

RESOLVED FINALLY, that copies of this resolution be furnished the Municipal Mayor’s Office, the Municipal Budget Office, the Municipal Accountant’s Office, the Municipal Treasurer, all of this municipality and the Provincial Budget Office, Province of Leyte for their information and appropriate action.

PASSED AND APPROVED this 16th day of December 2024 during the 122nd Regular Session of the Sangguniang Bayan Term 2022-2025 held at the SB Session Hall, Albura, Leyte.

ATTESTED:

Absent
ROXANNE R. ZALDIVAR
 SB Member I


MANUEL E. BANTASAN
 SB Member I

Absent
ANA LIZA E. DELA VICTORIA
 SB Member I


MARY JANE E. GAGULA
 SB Member I


ANTHONY V. BARTE
 SB Member I


ALBERTO C. SUMALJAG
 LnB President/Ex-Officio Member

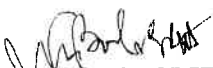

MARJUN P. MAGNO
 SB Member I


LENY S. BULBAO
 SB Member I


BERNARD JOEY D. MESTULA
 PPSK President/Ex-Officio Member

PROTACIO RIZAL TO M. CENIZA
 SB Member I

I HEREBY CERTIFY to the correctness of the foregoing resolution.


PAMELA M. BOHOLST, MPA
 Secretary to the Sangguniang Bayan I

APPROVED:

IMELDA A. TADUL
 Municipal Vice-Mayor/ Presiding Officer



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF ALBUERA

OFFICE OF THE MUNICIPAL MAYOR

December 10, 2024

HON. IMELDA A. FADUL

*Municipal Vice Mayor
Municipality of Albuera
Albuera, Leyte*

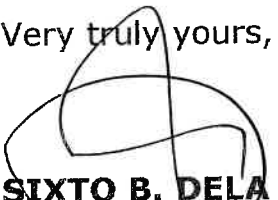
Thru: **Hon. ANA LIZA E. DELA VICTORIA**
*SB Member
Chairman - Committee on Appropriation*


Dear Hon. Fadul:

Transmitting herewith Supplemental Budget No. 3 of this Municipality for Fiscal Year 2024 in the amount of **Twelve Million Five Hundred Twenty-Five Thousand Pesos (P 12,525,000.00)** from the unappropriated surplus under the General Fund. This will be made available appropriations for the CNA, SRI, Gratuity Pay to Job Orders, Construction of Canals and Improvement of Multi-Purpose Building, certifying the same as **URGENT** and priority for your immediate action.

For your consideration and appropriate action.

Very truly yours,


SIXTO B. DELA VICTORIA
Municipal Mayor


RECEIVED
DEC 12 2024


**STATEMENT OF FUNDING SOURCES
SUPPLEMENTAL BUDGET NO. 03
CY 2024**

ALBUERA, LEYTE
Province/City/Municipality

GENERAL FUND
Fund/Special Account

PARTICULARS	AMOUNT CLASSIFICATION	AMOUNT
1.0 NEW REVENUE SOURCES		
2.0 ACTUAL COLLECTIONS IN EXCESS OF THE ESTIMATED INCOME		
3.0 SAVINGS		
Unappropriated Surplus		12,525,000.00
4.0 REALIGNMENT		
TOTAL		12,525,000.00

Certified Correct:


FLORDELIZ A. PARRILLA, CPA
 Municipal Treasurer


ARLENE RIO S. VILLAR, CPA
 Municipal Accountant



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF ALBUERA


CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY THAT, there is an available **CASH BACK-UP** for the **SUPPLEMENTAL BUDGET NO. 03 for General Fund for the Fiscal Year 2024** in the amount of **TWELVE MILLION FIVE HUNDRED TWENTY FIVE THOUSAND PESOS** (Php 12,525,000.00).

Issued this **10th day of December 2024** at Albuera, Leyte, Philippines.


FLORDELIZ A. PARRILLA
Municipal Treasurer


ARLENE RIOS VILLAR
Municipal Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATION FY 2024

Albuera, Leyte

Province/CityMunicipality

SUPPLEMENTAL BUDGET NO. 3 CY 2024

Implementing Office (1)	Particulars/Purpose (2)	AIP Ref. Code (3)	Object of Expenditure (4)	Account Code (5)	Amount (6)
Office of the Municipal Mayor	PERSONAL SERVICES	1000-000-3-1--01-001-000		5-01-04-990	600,000.00
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024		Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive		
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive		
LDDRM Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-3--01-001-000	Sub-Total	5-01-04-990	400,000.00
			Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive		1,000,000.00
					180,000.00

SB-Legislative	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	120,000.00
			Sub-Total		300,000.00
SB-Legislative	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1--03-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	330,000.00
SB-Secretariat	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	220,000.00
			Sub-Total		550,000.00
SB-Secretariat	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1--04-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	330,000.00
SB-Secretariat	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	220,000.00
			Sub-Total		550,000.00

Municipal Administrator's Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-2-01-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	30,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	20,000.00
			Sub-Total		50,000.00
Human Resource Management office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-3-01-002-000	Other Personnel Benefit- Collective Negotiation Agreement (CAN) Incentive	5-01-04-990	30,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	20,000.00
			Sub-Total		50,000.00
Mun.Planning & Development Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-09-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	210,000.00

Municipal Civil Registrar	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	140,000.00
			Sub-Total		350,000.00
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-12-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	150,000.00
Gen. Services Office	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	100,000.00
			Sub-Total		250,000.00
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-3-01-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	150,000.00
Gen. Services Office	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	100,000.00
			Sub-Total		250,000.00

Municipal Budget Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-08-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	120,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	80,000.00
			Sub-Total		200,000.00
Municipal Accounting Office	Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-07-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	390,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	260,000.00
			Sub-Total		650,000.00
Municipal Treasurer's Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-05-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	420,000.00

Municipal Assesor's Office	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	<u>280,000.00</u>
			Sub-Total		<u>700,000.00</u>
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	1000-000-3-1-06-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CAN) Incentive	5-01-04-990	120,000.00
	Payment of Service Recognition Incentive FY 2023, PPA, included in the First Supplemental Annual Investment Program		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	<u>80,000.00</u>
			Sub-Total		<u>200,000.00</u>
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	3000-200-3-11-001-0001	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	600,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	<u>400,000.00</u>
			Sub-Total		<u>1,000,000.00</u>
	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First	3000-300-3-3-01-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	30,000.00

	Supplemental Investment Program (SIP) FY 2024				
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	20,000.00
			Sub-Total		50,000.00
Mun.Social Welfare and Development Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	3000-500-3-2--05-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	300,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	200,000.00
			Sub-Total		500,000.00
Population Commission Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	3000-200-3-3--01-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	30,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	20,000.00
			Sub-Total		50,000.00

Office of the Municipal Agriculturist	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-2--03-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CAN) Incentive	5-01-04-990	390,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	260,000.00
			Sub-Total		650,000.00
Environment and Natural Resources Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-2--04-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	90,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive		60,000.00
			Sub-Total		150,000.00
Municipal Engineer's Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-01-10-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	990,000.00

	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	660,000.00
			Sub-Total		1,650,000.00
Cooperative Office	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-3-01-001-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	60,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	40,000.00
			Sub-Total		100,000.00
Econ. Enterprise Operation of Water Works System	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-2-01-002-000	Other Personnel Benefit- Collective Negotiation Agreement (CAN) Incentive	5-01-04-990	90,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	60,000.00
			Sub-Total		150,000.00

Econ. Enterprise Operation of Markets	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-3-01-004-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	210,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Service Recognition Incentive	5-01-04-990	140,000.00
			Sub-Total		350,000.00
Econ. Enterprise Sebugay Mountain Resort	Payment of Collective Negotiation Agreement (CNA) Incentive FY 2024, as per Budget Circular No. 2024-4 dated November 11, 2024, PPA's included in the First Supplemental Investment Program (SIP) FY 2024	8000-000-3-3-01-005-000	Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	30,000.00
	Payment of Service Recognition Incentive FY 2024, PPA, included in the First Supplemental Investment Program (SIP)		Other Personnel Benefit- Collective Negotiation Agreement (CNA) Incentive	5-01-04-990	20,000.00
			Sub-Total		50,000.00
TOTAL PS					9,800,000.00
	<u>MAINTENANCE AND OTHER OPERATING EXPENSES</u>				
Office of the Municipal Mayor	Payment of Gratuity Pay for Job Order FY 2024 PPA'S included in the First SIP CY 2024	1000-000-3-1-01-005-000	Other General Services (Gratuity Pay for JO FY 2024)	5-02-12-990	1,025,000.00
TOTAL MOOE					1,025,000.00

CAPITAL OUTLAY					
Office of the Municipal Engineer	Construction of Drainage Canal @ the new municipal slaughterhouse, San Pedro,Albuera PPA'S included in the Second SIP 2024	8000-000-3-1-10-003-000	Construction of Canal	1-07-03-030	700,000.00
	Improvement of Multi-Purpose Building ; furnitures and fixtures and other improvement installed PPA'S included in the Second SIP 2024	8000-000-3-1-10-004-000	Improvement of Multi-Purpose Building	1-07-04-010	1,000,000.00
TOTAL CO					1,700,000.00
TOTAL APPROPRIATIONS					12,525,000.00

Prepared:

Approved:


MARIA GEMMA M. SAMSON
 Municipal Budget Officer


SIXTO B. DELA VICTORIA
 Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF ALBUERA

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per Physical and Financial report from the different department of the Local Government Unit of this municipality, more than 75% of the Programs/Projects/Activities (PPA's) in the Annual Budget C.Y. 2024 has been implemented as of the end of September 30, 2024.


This certification is being issued as part of the requirements is granting the Collective Negotiation Agreement (CNA) incentive for the year 2024 which is accordance with DBM Circular No. 2024-4 dated November 10, 2024.

Done this 10th day of December 2024.


MARIA GEMMA M. SAMSON
Municipal Budget Officer


ENGR. KARLA A. GENCIANOS, Enp
MPDC


ARLENE RIO S. VILLAR, CPA
Municipal Accountant


FLORDELIZ A. PARRILLA, CPA
Municipal Treasurer


APPROVED:


SIXTO B. DELA VICTORIA
Municipal Mayor


MUNICIPALITY OF ALBUERA
CONSOLIDATED PHYSICAL AND FINANCIAL PERFORMANCE EVALUATION REPORT

Code	Department/Office	PHYSICAL PERFORMANCE	FINANCIAL PERFORMANCE			AVERAGE SCORE
		Third Quarter % of Accomplishment	Allotment Release	Actual Output	Percent of Accomplishment	
1011	Mayor's Office	93%	36,008,381.02	24,953,698.32	69%	81%
1011-1	MDRRMO	100%	5,316,012.16	2,945,778.15	55%	78%
1011-2	PESO	100%	1,885,293.64	746,787.81	40%	70%
1021	SB	56%	21,442,797.28	15,922,291.09	74%	65%
1022	SBS	79%	4,453,548.62	3,937,775.96	88%	84%
1031	Municipal Administrator	100%	1,753,156.12	1,253,203.03	71%	86%
1032	HRMO	77%	3,020,869.94	2,512,714.68	83%	80%
1041	MPDO	93%	6,191,440.76	5,283,622.31	85%	89%
1051	MCR	100%	3,565,324.44	2,863,538.85	80%	90%
1061	MGSO	100%	7,091,864.52	4,866,339.67	69%	84%
1071	MBO	100%	3,057,670.48	2,469,670.72	81%	90%
1081	MAccO	100%	5,563,065.78	4,826,442.11	87%	93%
1091	MTO	100%	7,190,381.08	5,899,220.46	82%	91%
1101	MAssO	100%	4,627,140.59	1,711,662.86	37%	68%
4411	MHO	91%	22,648,189.62	16,890,638.38	75%	83%
7611	MSWDO	100%	31,243,016.87	24,242,772.35	78%	89%
7621	PopCom	87%	3,405,615.56	2,629,369.94	77%	82%
8711	OMA	90%	15,028,486.20	9,722,297.04	65%	77%
8731	MENRO	84%	6,464,918.92	4,259,161.73	66%	75%
8751	MEO	81%	45,864,410.43	34,217,293.92	75%	78%
8761	MCDO	75%	900,276.06	688,524.34	76%	76%
8771	AMWSS	81%	7,924,794.03	5,894,764.41	74%	78%
	TOTAL	90%	244,646,654.12	178,737,568.13	73%	82%

Prepared by:




ARLENE RIO S. WILLAR, CPA
Municipal Accountant
Chairperson - Local Finance Committee




ENGR. KARLA A. GENCIANOS, EnP
MPDC
Member - Local Finance Committee



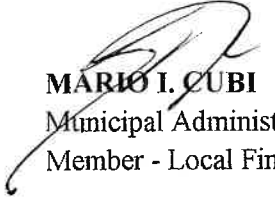
ENGR. JENNIFER C. ENANO
Municipal Engineer
Member - Local Finance Committee



FLORDELIZ A. PARRILLA, CPA
Municipal Treasurer
Vice Chairperson - Local Finance Committee



MARIA GEMMA M. SAMSON
Municipal Budget Officer
Member - Local Finance Committee



MARIO I. CUBI
Municipal Administrator
Member - Local Finance Committee



Republic of the Philippines-
Province of Leyte
Municipality of Albuera
-o0o-



LGU UNION-MANAGEMENT CONSULTATIVE COMMITTEE

RESOLUTION NO. 2024 - 01

A RESOLUTION RESPECTFULLY RECOMMENDING TO THE OFFICE OF THE LOCAL CHIEF EXECUTIVE OF ALBUERA, LEYTE FOR APPROVAL THE INTERNAL GUIDELINES ON THE PAYMENT OF THE FY 2024 COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE TO ALL QUALIFIED OFFICIALS AND EMPLOYEES OF LGU-ALBUERA PURSUANT TO DBM BUDGET CIRCULAR ON THE "GUIDELINES FOR THE GRANT OF COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2024"

WHEREAS, by virtue of the subsisting Collective Negotiation Agreement (CNA) between LGU-Albuera Management and ALBUERA, LEYTE UNITED MUNICIPAL BUREAUCRACY RANK-AND-FILE'S ASSOCIATION (ALUMBRA), and pursuant to DBM Budget Circular on the "Guidelines for the Grant of Collective Negotiation Agreement (CNA) Incentive for FY 2024", a Collective Negotiation Agreement (CNA) Incentive will be granted;

WHEREAS, pursuant to the Procedural Guidelines set forth in the aforesaid DBM Circular, the LGU Union-Management Consultative Committee was convened to determine if the agency is qualified for the grant of Collective Negotiation Agreement (CNA) Incentive and to formulate the internal guidelines to be followed in the grant of the CNA Incentive, among others;

WHEREAS, the LGU Union-Management Consultative Committee has found out that the agency is qualified for the grant of Collective Negotiation Agreement (CNA) Incentive;

WHEREFORE, on motion of **MRS. ARLENE RIO S. VILLAR, CPA**, seconded by **MR. MICHAEL C. ANDRADE, MPA, JD.**, be it

RESOLVED to respectfully recommend to the Office of the Local Chief Executive of Albuera, Leyte for approval the internal guidelines on the payment of the FY 2024 Collective Negotiation Agreement (CNA) Incentive to all qualified Officials and Employees of LGU-Albuera pursuant to the aforesaid DBM Budget Circular, as follows:

I. BASIS FOR PAYMENT OF CNA INCENTIVE

- a. The incentive shall be paid in accordance with the provisions, terms, and conditions of the CNA, all applicable laws, rules, and regulations;
- b. The CNA Incentive for the year shall be a one-time benefit to be granted not earlier than December 15, 2024, consistent with the DBM policy on the one-year validity of appropriations and allotments provided under Section 81 of the General Provisions of the FY 2024 General Appropriations Act (GAA).

II. ENTITLEMENT TO CNA INCENTIVE

The following are entitled to receive the CNA Incentive:

- a. Rank-and-file employees, as of **October 31, 2024**, who are members of **ALBUERA, LEYTE UNITED MUNICIPAL BUREAUCRACY RANK-AND-FILE'S ASSOCIATION (ALUMBRA)**;
- b. Rank-and-file employees, as of **October 31, 2024**, who are **not** members of **ALBUERA, LEYTE UNITED MUNICIPAL BUREAUCRACY RANK-AND-FILE'S ASSOCIATION (ALUMBRA)** but who enjoy or accept the benefits under the CNA subject to the assessment and collection of agency fee amounting to 5% of the gross pro-rated CNA Incentives they shall receive;
- c. Casual and coterminous employees, as of **October 31, 2024**, whose appointments were passed upon by the Civil Service Commission (CSC), subject to the assessment and collection of agency fee amounting to 5% of the gross pro-rated CNA Incentives they shall receive;
- d. Department Heads and Municipal Officials, as of **October 31, 2024**, subject to the assessment and collection of agency fee amounting to 5% of the gross pro-rated CNA Incentives they shall receive;

III. NON-ENTITLEMENT TO CNA INCENTIVE

The following are **not entitled** to receive the CNA Incentive:

- a. Those hired through consultancy, contract of service and/or job order where no employer-employee relationship exist between them and LGU-Albuera.

IV. FUND SOURCES OF THE CNA INCENTIVE

- a. Payment of the CNA Incentive shall be sourced solely from the allowable Maintenance and Other Operating Expenses (MOOE) allotments for the year, limited to the following MOOE items:

1. Travelling Expenses
2. Communication Expenses
3. Repairs and Maintenance
4. Transportation and Delivery Expenses
5. Supplies and Materials
6. Utility Expenses

V. PAYMENT OF CNA INCENTIVE

- a. The gross amount of CNA Incentive for FY 2024 shall not exceed Thirty Thousand Pesos (Php. 30,000.00) per qualified employee;
- b. In consideration of the varying contributions of eligible LGU Officials, Department Heads, and Employees as a result of differences in the length of service rendered for the current year, a pro-rated scheme shall be adopted in the payment of CNA Incentives tabulated as follows:

LENGTH OF SERVICE	PERCENTAGE OF CNA INCENTIVE
2 months but less than 3 months	10%
3 months but less than 4 months	20%
4 months but less than 5 months	30%
5 months but less than 6 months	40%
6 months but less than 7 months	50%
7 months but less than 8 months	60%
8 months but less than 9 months	70%
9 months but less than 10 months	80%
10 months but less than 11 months	90%
11 months to 12 months	100%

VI. EFFECTIVITY


These internal guidelines shall take effect immediately.

APPROVED UNANIMOUSLY this 6th day of November 2024 during the LGU Union-Management Consultative Committee meeting held at the Municipal Mayor's Office, Albuera, Leyte.

ATTESTED:


MR. MARIO I. CUBI
 Municipal Administrator


MICHAEL C. ANDRADE, MPA, JD
 ALUMBRA Founder & President


ENG. KARLA A. GENCIANOS
 MPDC


CHERRYL C. BARRIENTOS
 ALUMBRA Secretary


ARLENE RIO S. VILLAR, CPA
 Municipal Accountant


CANDELARIA J. CATAAG
 ALUMBRA Shop Steward


MARIA GEMMA M. SAMSON
 Municipal Budget Officer


REMEGIO M. COLMENARES, JR.
 ALUMBRA Shop Steward


ENG. JENNIFER C. ENANO
 Municipal Engineer


DENNIS ROMULO S. PATAN-AO
 ALUMBRA Sergeant-at-Arms

APPROVED:


SIXTO B. DELA VICTORIA
 Municipal Mayor



CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 2966

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

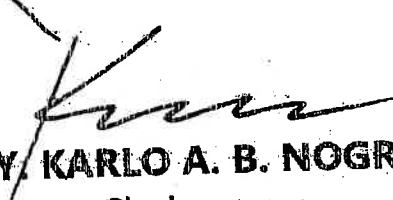
**ALBUERA, LEYTE UNITED MUNICIPAL
BUREAUCRACY RANK-AND-FILE'S
ASSOCIATION (ALUMBRA)**

and the

MUNICIPAL GOVERNMENT OF ALBUERA
Town Hall, Barangay Poblacion, Albuera


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

18 December 2023 to 17 December 2026



ATTY. KARLO A. B. NOGRALES
Chairperson



Attested by:


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

CERTIFIED TRUE COPY


CHERYLL C. BARRIENTOS
IAN 15 2024



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF ALBUERA

OFFICE OF THE MUNICIPAL MAYOR

December 10, 2024

HON. IMELDA A. FADUL

*Municipal Vice Mayor
Municipality of Albuera
Albuera, Leyte*

Thru: **HON. ANA LIZA E. DELA VICTORIA**
*SB Member
Chairman – Committee on Appropriation*


Dear Hon. Fadul:

The undersigned would like to request for a resolution reverting the amount of **Three Million Nine Hundred Twenty Thousand Pesos (P3,920,000.00)** from the unutilized Personal Services (PS) appropriations and **Six Million Nine Hundred Thirty Nine Thousand Fifty Pesos (P 6,939,050.00)** from the unutilized Maintenance and Other Operating Expenses (MOOE) appropriations and **One Million Six Hundred Sixty Five Thousand Nine Hundred Fifty Pesos (P 1,665,950.00)** from the unutilized Special Purpose of Appropriations (SPA) under the General Fund to unappropriated surplus, and certifying the same as **URGENT** and priority for your immediate action.

For your consideration and appropriate action.

Very truly yours,


SIXTO B. DELA VICTORIA
Municipal Mayor


RECEIVED
DEC 11 2024

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

OFFICE OF THE MUNICIPAL ACCOUNTANT

December 3, 2024

HON. SIXTO B. DELA VICTORIA
Municipal Mayor
Albuera, Leyte

THRU: **The Local Finance Committee**
Albuera, Leyte

Dear Mayor DELA VICTORIA:

Please be advised that the balance of unutilized funds under the Personal Services – General Fund as of November 30, 2024 has a total of Four Million Two Hundred Forty-Seven Thousand Two Hundred Ninety-Eight Pesos Only (P4,247,298.00).

Further certifying that after review and consultation with the respective offices, many of the balances have not been utilized and are no longer implementable. It is on that note that the undersigned would respectfully recommend to revert the amount of Three Million Nine Hundred Twenty Thousand Pesos Only (P3,920,000.00).


STATUS OF APPROPRIATIONS, ALLOTMENTS AND OBLIGATION
(SUMMARY OF APPROPRIATIONS)
As of November 30, 2024

FUNCTION/PROGRAM PROJECT/ACTIVITY		UNOBLIGATED BALANCE	AMOUNT FOR REVERSION	BALANCE AFTER REVERSION
MO	1011	428,316.00	428,316.00	0
MDRRMO	1011-1	250,130.00	250,130.00	0
MGSO	1061	1,037,868.00	1,037,868.00	0
MHO	4411	957,374.00	957,374.00	0
MSWDO	7611	910,810.00	583,512.00	327,298.00
OMA	8711	331,400.00	331,400.00	0
MENRO	8731	331,400.00	331,400.00	0
TOTAL		4,247,298.00	3,920,000.00	327,298.00

Said amount is available for appropriation under a supplemental budget for calendar year 2024 after its reversion subject to the usual budgeting, accounting and auditing rules and regulation.

Thank you very much.

Very truly yours,


ARLENE RIO S. VILLAR, CPA
Municipal Accountant



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF ALBUERA
OFFICE OF THE MUNICIPAL ACCOUNTANT


CAF # 1165


CERTIFICATE OF AVAILABILITY OF FUNDS

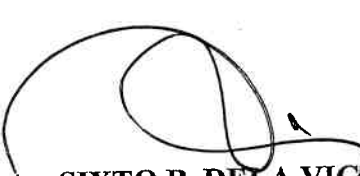
THIS IS TO CERTIFY that there is an available and unutilized fund amounting to **THREE MILLION NINE HUNDRED TWENTY THOUSAND PESOS ONLY** (P 3,920,000.00) under the Personal Services – General Fund from various offices for reversion to wit:

FUNCTION/PROGRAM PROJECT/ACTIVITY	RC	AMOUNT
MO	1011	428,316.00
MDRRMO	1011-1	250,130.00
MGSO	1061	1,037,868.00
MHO	4411	957,374.00
MSWDO	7611	583,512.00
OMA	8711	331,400.00
MENRO	8731	331,400.00
TOTAL		3,920,000.00

Given this 3rd day of December 2024 at Albuera, Leyte.


ARLENE RIO S. VILLAR, CPA
Municipal Accountant


FLORDELIZ A. PARRILLA, CPA
Municipal Treasurer


SIXTO B. DELA VICTORIA
Municipal Mayor

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

OFFICE OF THE MUNICIPAL ACCOUNTANT

December 3, 2024

HON. SIXTO B. DELA VICTORIA
Municipal Mayor
Albuera, Leyte

THRU: **The Local Finance Committee**
Albuera, Leyte

Dear Mayor DELA VICTORIA:

Please be advised that the balance of unutilized funds under the Maintenance and Other Operating Expenses – General Fund as of November 30, 2024 has a total of Eleven Million Six Hundred Eighty-Three Thousand Four Hundred Thirty-Five & 27/100 Pesos Only (P11,683,435.27).

Further certifying that after review and consultation with the respective offices, many of the balances have not been utilized and are no longer implementable. It is on that note that the undersigned would respectfully recommend to revert the amount of Six Million Nine Hundred Thirty-Nine Thousand Fifty Pesos Only (P6,939,050.00).

STATUS OF APPROPRIATIONS, ALLOTMENTS AND OBLIGATION
(SUMMARY OF APPROPRIATIONS)
As of November 30, 2024

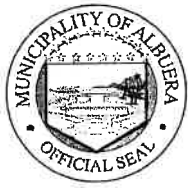
FUNCTION/PROGRAM PROJECT/ACTIVITY	RC	UNOBLIGATED BALANCE	AMOUNT FOR REVERSION	BALANCE AFTER REVERSION
Mayor's Office	1011	2,302,673.82	1,636,000.00	666,673.82
MDRRM Office	1011-1	327,000.00	134,000.00	193,000.00
SB Office	1021	366,297.12	255,000.00	111,297.12
SB Secretariat Office	1022	128,947.00	100,000.00	28,947.00
Administrator's Office	1031	157,930.00	145,000.00	12,930.00
HRM Office	1032	154,500.00	95,000.00	59,500.00
Planning and Dev't Office	1041	158,547.96	70,000.00	88,547.96
Civil Registrar's Office	1051	373,132.74	215,000.00	158,132.74
General Services Office	1061	170,862.46	130,000.00	40,862.46
Budget Office	1071	237,617.00	235,000.00	2,617.00
Accounting Office	1081	50,975.00	19,000.00	31,975.00
Treasury Office	1091	589,300.00	250,000.00	339,300.00
Assessor's Office	1101	758,206.08	275,000.00	483,206.08
Health Office	4411	791,260.00	345,000.00	446,260.00
Social Welfare Services Office	7611	82,375.00	60,000.00	22,375.00
Population Office	7621	95,489.99	45,000.00	50,489.99
Agricultural Office	8711	509,966.92	400,000.00	109,966.92
Environmental & Natural Office	8731	134,386.60	45,000.00	89,386.60
Engineering Office	8751	4,045,044.32	2,285,050.00	1,759,994.32
Cooperative Office	8761	60,685.36	55,000.00	5,685.36
Econ Ent Oprtn. – Waterworks System	8771	39,500.00	35,000.00	4,500.00
Sibugay Mountain Resort	8999	148,737.90	110,000.00	38,737.90
TOTAL		11,683,435.27	6,939,050.00	4,744,385.27

Said amount is available for appropriation under a supplemental budget for calendar year 2024 after its reversion subject to the usual budgeting, accounting and auditing rules and regulation.

Thank you very much.

Very truly yours,

ARLENE RIOS VILLAR, CPA
Municipal Accountant



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF ALBUERA
OFFICE OF THE MUNICIPAL ACCOUNTANT

CAF # 1166

CERTIFICATE OF AVAILABILITY OF FUNDS

THIS IS TO CERTIFY that there is an available and unutilized fund amounting to SIX MILLION NINE HUNDRED THIRTY-NINE THOUSAND FIFTY PESOS ONLY (P6,939,050.00) under the Maintenance and Other Operating Expenses – General Fund from various offices for reversion to wit:

FUNCTION/PROGRAM PROJECT/ACTIVITY	RC	AMOUNT
Mayor's Office	1011	1,636,000.00
MDRRM Office	1011-1	134,000.00
SB Office	1021	255,000.00
Sb Secretariat Office	1022	100,000.00
Administrative Office	1031	145,000.00
Human Resource Management Office	1032	95,000.00
Planning and Dev't Office	1041	70,000.00
Civil Registry Office	1051	215,000.00
General Services Office	1061	130,000.00
Budget Office	1071	235,000.00
Accounting Office	1081	19,000.00
Treasury Office	1091	250,000.00
Assessor's Office	1101	275,000.00
Health Office	4411	345,000.00
Social Welfare Services Office	7611	60,000.00
Population Office	7621	45,000.00
Agricultural Office	8711	400,000.00
Environmental & Natural Office	8731	45,000.00
Engineering Office	8751	2,285,050.00
Cooperative Office	8761	55,000.00
Econ Ent Oprtn. – Waterworks System	8771	35,000.00
Sibugay Mountain Resort	8999	110,000.00
TOTAL		6,939,050.00

Given this 3rd day of December 2024 at Albuera, Leyte.

ARLENE RIO S. VILLAR, CPA
Municipal Accountant

FLORDELIZA A. PARRILLA, CPA
Municipal Treasurer

SIXTO B. DELA VICTORIA
Municipal Mayor

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

OFFICE OF THE MUNICIPAL ACCOUNTANT

December 3, 2024

HON. SIXTO B. DELA VICTORIA
Municipal Mayor
Albuera, Leyte

THRU: **The Local Finance Committee**
Albuera, Leyte

Dear Mayor DELA VICTORIA:

Please be advised that the balance of unutilized funds under the Special Purpose of Appropriations – General Fund as of November 30, 2024 has a total of One Million Six Hundred Eighty-Three Thousand Nine Hundred Eighty & 90/100 Pesos Only (P1,683,980.90).

Further certifying that after review and consultation with the respective offices, many of the balances have not been utilized and are no longer implementable. It is on that note that the undersigned would respectfully recommend to revert the amount of One Million Six Hundred Sixty-Five Thousand Nine Hundred Fifty Pesos Only (P1,665,950.00).

STATUS OF APPROPRIATIONS, ALLOTMENTS AND OBLIGATION
(SUMMARY OF APPROPRIATIONS)
As of November 30, 2024

FUNCTION/PROGRAM PROJECT/ACTIVITY	RC	UNOBLIGATED BALANCE	AMOUNT FOR REVERSION	BALANCE AFTER REVERSION
Mayor's Office	1011	25,000.00	6,970.00	18,030.00
Civil Registrar's Office	1051	6,860.00	6,860.00	0
Agricultural Office	8711	802,120.90	802,120.00	.90
Environmental & Natural Office	8731	850,000.00	850,000.00	0
TOTAL		1,683,980.90	1,665,950.00	18,030.90

Said amount is available for appropriation under a supplemental budget for calendar year 2024 after its reversion subject to the usual budgeting, accounting and auditing rules and regulation.

Thank you very much.

Very truly yours,


ARLENE RIO S. VILLAR, CPA
Municipal Accountant



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF ALBUERA
OFFICE OF THE MUNICIPAL ACCOUNTANT

CAF # 1167


CERTIFICATE OF AVAILABILITY OF FUNDS

THIS IS TO CERTIFY that there is an available and unutilized fund amounting to ONE MILLION SIX HUNDRED SIXTY-FIVE THOUSAND NINE HUNDRED FIFTY PESOS ONLY (P 1,665,950.00) under the Special Purpose of Appropriations – Gen. Fund from various offices for reversion to wit:

FUNCTION/PROGRAM PROJECT/ACTIVITY	RC	AMOUNT
Mayor's Office	1011	6,970.00
Civil Registrar's Office	1051	6,860.00
Agricultural Office	8711	802,120.00
Environmental & Natural Office	8731	850,000.00
TOTAL		1,665,950.00

Given this 3rd day of December 2024 at Albuera, Leyte.


ARLENE RIO S. VILLAR, CPA
Municipal Accountant


FLORDELIZ A. PARRILLA, CPA
Municipal Treasurer


SIXTO B. DELA VICTORIA
Municipal Mayor

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of November 15, 2024

OFFICE	OBJECT OF EXPEDITURES	AMOUNT OF APPROPRIATIONS	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
	<u>PERSONAL SERVICES</u>				
Office of the Municipal Mayor	Salaries and Wages				
	Engineer I (Agricultural and Biosystem Engineer (ABE)	279,984.00		279,984.00	279,984.00
	PERA	24,000.00		24,000.00	24,000.00
	Year End	23,332.00		23,332.00	23,332.00
	Cash Gift	5,000.00		5,000.00	5,000.00
	Honoraria (PLEB)	96,000.00		96,000.00	96,000.00
Local Disaster Risk Reduction & Management Office	Salaries and Wages				
	Local DRRM Assistant	189,540.00		189,540.00	189,540.00
	PERA	24,000.00		24,000.00	24,000.00
	Other Bonuses and Allowances - Mid Year	15,795.00		15,795.00	15,795.00
	Year End	15,795.00		15,795.00	15,795.00
	Cash Gift	5,000.00		5,000.00	5,000.00
Municipal General Services Office	Salaries and Wages				
	Municipal Government Department Head I (Municipal General Services Officer)	864,744.00		864,744.00	864,744.00
	PERA	24,000.00		24,000.00	24,000.00
	Other Bonuses and Allowances - Mid Year	72,062.00		72,062.00	72,062.00
	Year End	72,062.00		72,062.00	72,062.00
	Cash Gift	5,000.00		5,000.00	5,000.00

Municipal Health Office	Salaries and Wages					
	Dentist II (B)	516,360.00		516,360.00	516,360.00	
	PERA	24,000.00		24,000.00	24,000.00	
	Other Bonuses and Allowances - Mid Year	43,030.00		43,030.00	43,030.00	
	Year End	43,030.00		43,030.00	43,030.00	
	Cash Gift	5,000.00		5,000.00	5,000.00	
	Midwife I	254,532.00		254,532.00	254,532.00	
	PERA	24,000.00		24,000.00	24,000.00	
	Other Bonuses and Allowances - Mid Year	21,211.00		21,211.00	21,211.00	
	Year End	21,211.00		21,211.00	21,211.00	
	Cash Gift	5,000.00		5,000.00	5,000.00	
	Municipal Social Welfare and Development Office	Salaries and Wages				
		Municipal Government Department Head I				
		Municipal Social Welfare and Development Officer	968,520.00	242,130.00	726,390.00	399,092.00
PERA		24,000.00	6,000.00	18,000.00	18,000.00	
Other Bonuses and Allowances - Mid Year		80,710.00		80,710.00	80,710.00	
Year End		80,710.00		80,710.00	80,710.00	
Cash Gift	5,000.00		5,000.00	5,000.00		
Office of the Municipal Agriculture	Salaries and Wages					
	Agriculturist I	259,200.00		259,200.00	259,200.00	
	PERA	24,000.00		24,000.00	24,000.00	
	Other Bonuses and Allowances - Mid Year	21,600.00		21,600.00	21,600.00	
	Year End	21,600.00		21,600.00	21,600.00	
	Cash Gift	5,000.00		5,000.00	5,000.00	

Municipal Environment and Natural Resources Office	Salaries and Wages				
	Solid Waste Management Coordinator	259,200.00		259,200.00	259,200.00
	PERA	24,000.00		24,000.00	24,000.00
	Other Bonuses and Allowances - Mid Year	21,600.00		21,600.00	21,600.00
	Year End	21,600.00		21,600.00	21,600.00
	Cash Gift	5,000.00		5,000.00	5,000.00
TOTAL PS		4,495,428.00	248,130.00	4,247,298.00	3,920,000.00
	<u>MAINTENANCE AND OTHER OPERATING EXPENSES</u>				
OFFICE OF THE MUNICIPAL MAYOR	Travelling Expenses	500,000.00	354,923.36	145,076.64	50,000.00
	Electricity Expenses	7,057,999.91	4,992,995.64	2,065,004.27	1,500,000.00
	Postage and Deliveries	10,000.00		10,000.00	10,000.00
	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00
	Repair & Maintenance -Furnitures and Fixtures	40,000.00	15,000.00	25,000.00	25,000.00
	Subcription Expenses	44,000.00	6,407.09	37,592.91	31,000.00
MUNICIPAL DISATER RISK REDUCTION AND MANAGEMENT OFFICE	Telephone Expenses -Mobile	24,000.00		24,000.00	24,000.00
	Repair & Maintenance -Office Equipment	10,000.00		10,000.00	10,000.00
	Repair & Maintenance -ICTE	32,500.00		32,500.00	30,000.00
	Repair & Maintenance - Communication Equipment	10,500.00		10,500.00	10,000.00
	Repair & Maintenance - Technical & Scientific Eqpt.	50,000.00		50,000.00	50,000.00
	Repair & Maintenance -Rescue Boat	200,000.00		200,000.00	10,000.00
OFFICE OF THE SANGGUNIAN BAYAN	Fuel, Oil and Lubricants Expenses	150,000.00	63,432.88	86,567.12	60,000.00
	Other Supplies and Materials Expenses	100,000.00	60,270.00	39,730.00	10,000.00
	Postage and Deliveries	30,000.00		30,000.00	25,000.00
	Repair & Maintenance -Office Equipment	20,000.00		20,000.00	20,000.00

	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00
	Repair & Maintenance -Furnitures and Fixtures	20,000.00		20,000.00	20,000.00
	Repair & Maintenance - Motor Vehicle	100,000.00		100,000.00	70,000.00
	Printing and Publication Expenses	50,000.00		50,000.00	30,000.00
SANGGUNIAN BAYAN SECRETARIAT	Office Supplies	100,000.00	51,053.00	48,947.00	30,000.00
	Other Supplies and Materials Expenses	50,000.00		50,000.00	40,000.00
	Repair & Maintenance -ICTE	30,000.00		30,000.00	30,000.00
OFFICE OF THE MUNICIPAL ADMINISTRATOR	Other Supplies and Materials Expenses	49,630.00	21,700.00	27,930.00	25,000.00
	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00
	Repair & Maintenance - Technical & Scientific Eqpt.	100,000.00		100,000.00	90,000.00
	Repair & Maintenance -Furnitures and Fixtures	10,000.00		10,000.00	10,000.00
HUMAN RESOURCE MANAGEMENT OFFICE	Telephone Expenses- Mobile	24,000.00	18,000.00	6,000.00	5,000.00
	Other General Services	252,000.00	140,000.00	112,000.00	70,000.00
	Repair & Maintenance -Office Equipment	5,000.00		5,000.00	5,000.00
	Repair & Maintenance -ICTE	25,000.00	10,000.00	15,000.00	5,000.00
	Repair & Maintenance -Furnitures and Fixtures	25,000.00	8,500.00	16,500.00	10,000.00
MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	Travelling Expenses	230,000.00	100,034.82	129,965.18	50,000.00
	Repair & Maintenance - Office Equipment	20,000.00	917.22	19,082.78	15,000.00
	Repair & Maintenance -Furnitures and Fixtures	20,000.00	10,500.00	9,500.00	5,000.00
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	Office Supplies Expenses	100,000.00	36,897.30	63,102.70	25,000.00
	Accountable Forms Expenses	70,000.00	4,090.00	65,910.00	60,000.00
	Other Supplies and Materials Expenses	140,000.00	46,630.00	93,370.00	20,000.00
	Other General Services	252,000.00	132,475.00	119,525.00	80,000.00
	Repair & Maintenance - Office Equipment	20,000.00	8,774.96	11,225.04	10,000.00
	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00

MUNICIPAL GENERAL SERVICES OFFICE	Other General Services	252,000.00	141,575.00	110,425.00	75,000.00
	Repair & Maintenance -ICTE	59,137.46	10,200.00	48,937.46	45,000.00
	Repair & Maintenance -Furnitures and Fixtures	20,000.00	8,500.00	11,500.00	10,000.00
MUNICIPAL BUDGET OFFICE	Office Supplies Expenses	100,000.00	33,833.00	66,167.00	65,000.00
	Other Supplies and Materials Expenses	100,000.00	24,050.00	75,950.00	75,000.00
	Repair & Maintenance -ICTE	50,000.00		50,000.00	50,000.00
	Repair & Maintenance -Furnitures and Fixtures	50,000.00	4,500.00	45,500.00	45,000.00
MUNICIPAL ACCOUNTANT'S OFFICE	Other General Services	202,000.00	151,025.00	50,975.00	19,000.00
MUNICIPAL TREASURER'S OFFICE	Non-Accountable Forms Expenses	369,750.00		369,750.00	100,000.00
	Postage and Deliveries	10,000.00		10,000.00	10,000.00
	Other General Services	378,000.00	191,450.00	186,550.00	120,000.00
	Repair & Maintenance - Office Equipment	13,000.00		13,000.00	10,000.00
	Repair & Maintenance -ICTE	20,000.00	10,000.00	10,000.00	10,000.00
MUNICIPAL ASSESSOR'S OFFICE	Other Supplies and Materials Expenses	100,000.00	7,940.00	92,060.00	90,000.00
	Survey Expenses	650,000.00	138,978.92	511,021.08	100,000.00
	Legal Services	100,000.00		100,000.00	50,000.00
	Other General Services	126,000.00	70,875.00	55,125.00	35,000.00
MUNICIPAL HEALTH OFFICE	Medical, Dental and Laboratory Supplies Expenses	1,200,000.00	630,890.00	569,110.00	150,000.00
	Other General Services	288,000.00	96,600.00	191,400.00	165,000.00
	Repair & Maintenance - Office Equipment	20,000.00	9,250.00	10,750.00	10,000.00
	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	Other Supplies and Materials Expenses	100,000.00	85,500.00	14,500.00	10,000.00
	Other General Services	126,000.00	76,125.00	49,875.00	35,000.00
	Repair & Maintenance -ICTE	18,000.00		18,000.00	15,000.00


POPULATION PROGRAM OFFICE	Travelling Expenses	100,000.00	46,017.11	53,982.89	20,000.00
	Office Supplies Expenses	50,000.00	28,492.90	21,507.10	5,000.00
	Repair & Maintenance - Office Equipment	10,000.00		10,000.00	10,000.00
	Repair & Maintenance -ICTE	10,000.00		10,000.00	10,000.00
MUNICIPAL AGRICULTURE OFFICE	Travelling Expenses	100,000.00	38,558.58	61,441.42	40,000.00
	Travelling Expenses -Technician	200,000.00	92,430.00	107,570.00	70,000.00
	Travelling Expenses - DBSN Inspector	50,000.00	10,920.00	39,080.00	35,000.00
	Laboratory Supplies Expenses	50,000.00		50,000.00	50,000.00
	Fuel, Oil and Lubricants Expenses - Patrol Boat, Farm Tractor and Other machinery equipment	200,000.00	5,974.50	194,025.50	150,000.00
	Repair & Maintenance - Office Equipment	20,000.00		20,000.00	20,000.00
	Repair & Maintenance -ICTE	20,000.00	2,150.00	17,850.00	15,000.00
	Repair & Maintenance -Communication Equipment	20,000.00		20,000.00	20,000.00
MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	Office Supplies Expenses	100,000.00	48,563.40	51,436.60	10,000.00
	Other Supplies and Materials Expenses	95,000.00	32,050.00	62,950.00	15,000.00
	Repair & Maintenance -ICTE	20,000.00		20,000.00	20,000.00
MUNICIPAL ENGINEERING'S OFFICE	Fuel, Oil and Lubricants Expenses	7,489,607.01	3,714,185.91	3,775,421.10	2,065,050.00
	Other Supplies and Materials Expenses	50,000.00		50,000.00	50,000.00
	Repair & Maintenance - Office Equipment	50,000.00	21,826.78	28,173.22	5,000.00
	Repair & Maintenance -ICTE	50,000.00	8,550.00	41,450.00	40,000.00
	Repair & Maintenance -ICTE (BAC)	100,000.00		100,000.00	100,000.00
	Repair & Maintenance -Other Mach. & Equipment	50,000.00		50,000.00	25,000.00
MUNICIPAL COOPERATIVE OFFICE	Travelling Expenses	60,000.00	34,314.64	25,685.36	20,000.00
	Repair & Maintenance - Office Equipment	15,000.00		15,000.00	15,000.00
	Repair & Maintenance -ICTE	10,000.00		10,000.00	10,000.00
	Repair & Maintenance -Furnitures and Fixtures	10,000.00		10,000.00	10,000.00

ECONOMIC ENTERPRISE OPERATION OF WATERWORKS SYSTEM	Laboratory Supplies Expenses	6,000.00		6,000.00	5,000.00
	Repair & Maintenance - Office Equipment	10,000.00		10,000.00	10,000.00
	Repair & Maintenance -ICTE	5,000.00		5,000.00	5,000.00
	Repair & Maintenance -Other Mach. & Equipment	50,000.00	31,500.00	18,500.00	15,000.00
SEBUGAY MOUNTAIN RESORT	Other Supplies and Materials Expenses	335,826.90	272,089.00	63,737.90	50,000.00
	Repair & Maintenance -Other Mach. & Equipment	50,000.00	15,000.00	35,000.00	30,000.00
	Repair & Maintenance -Furnitures and Fixtures	50,000.00		50,000.00	30,000.00
TOTAL MOOE		16,291,951.37	6,828,597.01	9,463,354.36	6,939,050.00
	SPECIAL PURPOSE OF APPROPRIATIONS				
LOCAL YOUTH DEVELOPMENT PROGRAM	Sports Development Program				
	Mural Painting Competition	25,000.00		25,000.00	6,970.00
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	Civil Registration Activity				
	Representation Expenses	96,000.00	89,140.00	6,860.00	6,860.00
MUNICIPAL AGRICULTURE OFFICE	Corn Development Program				
	Training and Seminar Expenses	74,500.00		74,500.00	74,500.00
	HVC Development Program				
	Training and Seminar Expenses	148,500.00		148,500.00	148,500.00
	Livestock and Poultry Development Program				
	Training and Seminar Expenses	148,500.00		148,500.00	148,500.00
	Donation (F/A Indemnification for Hog Farmers affected by ASF and Pest infestation)	100,000.00		100,000.00	100,000.00
	Animal Health Services				
	Animal/Zoology Supplies Expenses	283,000.00	256,419.10	26,580.90	26,580.00
Fisheries Development Program					
Training and Seminar Expenses	74,500.00		74,500.00	74,500.00	

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE	<u>Regulatory Services/Fihery Law Enforcement</u>				
	Other General Services	126,000.00		126,000.00	126,000.00
	<u>Organic Agricultural Development Program</u>				
	Electricity Expenses	30,240.00		30,240.00	30,240.00
	<u>Institutional Development Program</u>				
	Representation Expenses (AMFARMC & MAFC election and quarterly meeting)	88,000.00	35,700.00	52,300.00	52,300.00
	<u>Municipal Nursery/Demonstration Area</u>				
	Training and Seminar Expenses	62,000.00	51,000.00	11,000.00	11,000.00
	Other Supplies and Materials Expenses	10,000.00		10,000.00	10,000.00
	<u>Search for Model Barangay /School Implementing Ecological</u>				
	Office Supplies Expenses	1,200.00		1,200.00	1,200.00
	Prizes	435,000.00		435,000.00	435,000.00
	Other Professional Services	14,400.00		14,400.00	14,400.00
	Representation Expenses	99,400.00		99,400.00	99,400.00
	<u>Establishment of Communal Forest</u>				
Other Professional Services	300,000.00		300,000.00	300,000.00	
TOTAL SPA	31,685,375.28	13,136,612.85	18,548,762.43	1,665,950.00	
GRAND TOTAL	52,472,754.65	20,213,339.86	32,259,414.79	12,525,000.00	

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


FLORDELIZ A. PARRILLA, CPA
Municipal Treasurer


MARIA GEMMA M. SAMSON
Municipal Budget Officer


ARLENE RIO S. VILLAR, CPA
Municipal Accountant


SIXTO B. DELA VICTORIA
Municipal Mayor