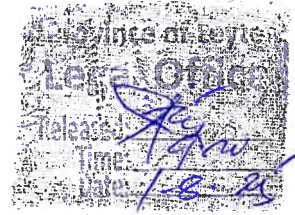


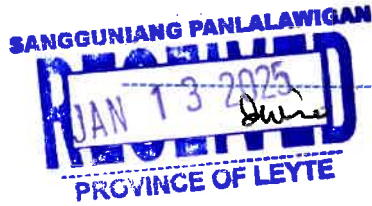
Item No.: 16
Date: 21 2025 JAN



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City



-oOo-



PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
December 26, 2024

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

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

- Ordinance No. 19 series of 2024 entitled: “**An Ordinance creating the following plantilla positions, etc.**”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76². Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Asst. Provincial Legal Officer

¹(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

² Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte




OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
10 December 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 19, Series of 2024 of the Municipality of Capoocan, Leyte, entitled: An Ordinance Creating the Capoocan the following plantilla positions:**

- a. MO - Engineer I, SG 12 (Agricultural and Biosystem Engineer)
- b. MO - Population Program Officer I (SG 11)
- c. SB Sec. - Administrative Assistant II (Clerk IV) SG 8
- d. MPDC - Statistician I, SG 11
- e. MBO - Admin, Aide I (Utility Worker I) SG 1
- f. MACCO - Accountant II SG 16
- g. MEO - Engineer I SG 12 (Mechanical Engineer)
- h. MEO - Engineer I SG 12 (Electrical Engineer)
- i. MEO - Administrative Assistant II (Clerk IV) SG 8
- j. HRMO - Municipal Government Department Head I SG 24
- k. MENRO - Admin. Aide III (Clerk I) SG 3


FLORINDA JILLS. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

December 10, 2024

THE HONORABLE BODY

Sangguniang Panlalawigan
Legislative Building
Capitol Grounds
Tacloban City

Dear Gentlemen / Mesdames:

Good Day!

Submitting **ORDINANCE NO. 19, Series of 2024** of the Sangguniang Bayan of Capoocan, Leyte, for review of the Honorable Body. **ORDINANCE NO. 19, Series of 2024** is entitled, "**AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:**

- a. **MO – Engineer I, SG 12 (Agricultural and Biosystems Engineer)**
- b. **MO – Population Program Officer I- SG 11**
- c. **SB Sec – Administrative Assistant II (Clerk IV), SG 8**
- d. **MPDC – Statistician I, SG 11**
- e. **MBO – Admin. Aide I (Utility Worker I) SG 1**
- f. **MACCO – Accountant II, SG 16**
- g. **MEO – Engineer I, SG 12 (Mechanical Engineer)**
- h. **MEO – Engineer I, SG 12 (Electrical Engineer)**
- i. **MEO – Administrative Assistant II (Clerk IV), SG 8**
- j. **HRMO – Municipal Government Department Head I, SG 24**
- k. **MENRO – Admin. Aide III (Clerk I), SG 3**

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,


JUDE R. DELA TORRE
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

SANGGUNIANG PANLALAWIGAN
RECEIVED
DEC 10 2024
PROVINCE OF LEYTE

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 124th REGULAR SESSION
HELD ON NOVEMBER 5, 2024 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 19 SERIES OF 2024

AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

- a. MO - Engineer I, SG 12 (Agricultural and Biosystems Engineer)
- b. MO - Population Program Officer I- SG 11
- c. SB Sec - Administrative Assistant II (Clerk IV), SG 8
- d. MPDC - Statistician I, SG 11
- e. MBO - Admin. Aide I (Utility Worker I) SG 1
- f. MACCO - Accountant II, SG 16
- g. MEO - Engineer I, SG 12 (Mechanical Engineer)
- h. MEO - Engineer I, SG 12 (Electrical Engineer)
- i. MEO - Administrative Assistant II (Clerk IV), SG 8
- j. HRMO - Municipal Government Department Head I, SG 24
- k. MENRO - Admin. Aide III (Clerk I), SG 3

WHEREAS, Section 76 of Republic Act 7160 states that "Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability";

WHEREAS, this creation of plantilla positions is in accordance with the Department of Budget and Management Local Budget Circular (DBM LBC) No. 137 dated July 13, 2021 with subject, INDEX OF OCCUPATIONAL SERVICES, POSITIONS, TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT (IOS-LGU), CY 2021 EDITION;

WHEREAS, to provide the needs of the current demand for an effective and efficient local government, it is imperative for an increase in its organizational structure and staffing pattern;

NOW THEREFORE, be it resolved, as it is hereby resolved that in session assembled, the Sangguniang Bayan of the Municipality of Capoocan, Leyte, enact the following:

Section 1. Creation. The following Plantilla Positions are hereby created:

- a. MO - Engineer I, SG 12 (Agricultural and Biosystems Engineer)
- b. MO - Population Program Officer I- SG 11
- c. SB Sec - Administrative Assistant II (Clerk IV), SG 8
- d. MPDC - Statistician I, SG 11
- e. MBO - Admin. Aide I (Utility Worker I) SG 1
- f. MACCO - Accountant II, SG 16
- g. MEO - Engineer I, SG 12 (Mechanical Engineer)
- h. MEO - Engineer I, SG 12 (Electrical Engineer)
- i. MEO - Administrative Assistant II (Clerk IV), SG 8
- j. HRMO - Municipal Government Department Head I, SG 24
- k. MENRO - Admin. Aide III (Clerk I), SG 3

Section 2. Funding. The necessary funding for this position shall be appropriated in the Annual General Fund Budget FY 2025 to cover the salaries and benefits in accordance with the corresponding salary grade, and shall be sustained and incorporated in their respective office budgets in the succeeding years.

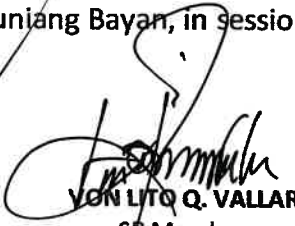
Section 3. Qualifications, Powers, Duties and Responsibilities. The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

Section 4. Repealing Clause. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. Effectivity. This ordinance shall take effect immediately upon approval.


ENACTED by the Sangguniang Bayan, in session assembled this 5th day of **November, 2024** at Capoocan, Leyte.


ENGR. ALLAN B. EGANO
SB Member


VON LITO Q. VALLAR
SB Member



EMMANUEL D. ARBOSO
SB Member

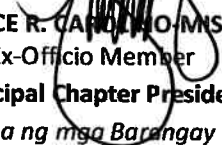

JOJO N. NEPOMUCENO
SB Member


GRACIA G. PIGAR
SB Member


REYNALDO R. NIMO
SB Member


FEDERICO P. CAROLINO, JR.
SB Member

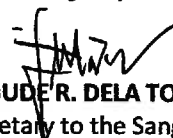

ROBERTA C. PEÑARANDA
SB Member


FLORENCE R. CAROLINO MMSAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay

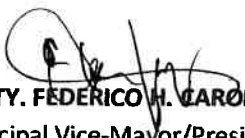

DAVE A. MORALES
Ex-Officio Member
President

Pambayang Pederasyon ng mga Sangguniang Kabataan


I HEREBY CERTIFY to the correctness of the foregoing resolution of the Sangguniang Bayan of Capoocan, Leyte.


JUDER. DELA TORRE
Secretary to the Sanggunian

ATTESTED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Vice-Mayor/Presiding Officer

APPROVED:


ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Mayor

Date: 12.6.24