



PROVINCIAL BUDGET OFFICE

January 23, 2025

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

RELEASED
DATE: 1-24-25
NO. #180
BY: [Signature]
SANGGUNIANG PANLALAWIGAN
RECEIVED
JAN 24 2025
PROVINCE OF LEYTE

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 of Leyte, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 005-24** with a total appropriation in the amount of **P8,722,513.00** 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 grant of the following benefits shall be made pursuant to the corresponding guidelines relative thereto:
 - a. Collective Negotiation Agreement Incentive – Budget Circular No. 2024-4 dated November 11, 2024
 - b. Service Recognition Incentive – Budget Circular No. 2024-7 dated December 16, 2024
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. 04. Further, that said reversion shall not adversely affect the fiscal standing of the LGU upon the closing of the books of accounts;
3. That the granting of Gratuity Pay 2024 is subject to the provisions of Budget Circular No. 2024-8 dated December 20, 2024.
4. That funds are actually available to pay these proposed expenditures and shall be disbursed for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and accounting and auditing rules and regulations and all other existing laws 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 & Development
Coordinator - Designate


Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

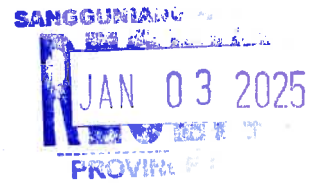


OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
06 January 2025

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 005-24** of the **Municipality of LEYTE, LEYTE**, entitled: An Ordinance authorizing the **Supplemental Budget No. 4, series of 2024** involving an amount of **Eight Million Seven Hundred Twenty Two Thousand Five Hundred Thirteen Pesos (P8,722,513.00)**.


FLORINDA JILLS UYVICO
Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE

-o0o-

Office of the Sangguniang Bayan

1st ENDORSEMENT
January 2, 2025

Respectfully forwarded to the Honorable Sangguniang Panlalawigan in session, through the Sangguniang Panlalawigan Secretary, Province of Leyte, Palo, Leyte, the herein **Appropriation Ordinance No. 005-24** covering a total appropriation of **EIGHT MILLION, SEVEN HUNDRED TWENTY TWO THOUSAND FIVE HUNDRED THIRTEEN PESOS (Php8,722,513.00)** representing the **SUPPLEMENTAL BUDGET No. 4** for Calendar Year 2024 of the Municipality of Leyte, for your appropriate action.

Attached are the following documents:

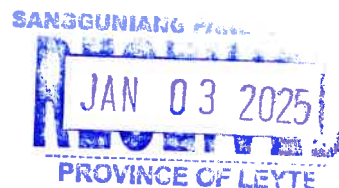
1. Appropriation Ordinance No. 005-24
(Supplemental Budget No. 4)
LBP Form No. 8 & 9
Certification
2. SB Resolution No. 205-24
(Resolution Approving the Reversion of Funds) (CNA)
Statement of Funds for Reversion
Certificate of Savings
3. SB resolution No. 206-24
(Resolution Approving the Reversion of Funds) (SRI)
Statement of Funds for Reversion
Certificate of Savings
4. LGU-LEA Joint Resolution No. 001-2024
Collective Negotiation Agreement (CNA)
Certification
5. Certificate of Posting


VILMA D. COMBATE
SB Secretary



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 16, 2024 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro, -----	Mun. Vice Mayor
Hon. Paquito D. Pelipel, Jr. -----	SB Member
Hon. Lileth I. Gatchalian, -----	-do-
Hon. Edward Jay A. Durante, -----	-do-
Hon. Rowil G. Batan, -----	-do-
Hon. Aida A. Delantar, -----	-do-
Hon. Alex A. Dagandan, -----	-do-
Hon. Eulogio E. Capacio, -----	-do-
Hon. Jerry G. Apacible, -----	Liga ng Mga Barangay President
Hon. Nellie Grace D. Dandan, -----	SK Fed. President

Absent:

Hon. Gualberto G. Meracap, -----	SB Member (On Sick Leave)
----------------------------------	---------------------------

APPROPRIATION ORDINANCE NO. 005-24

AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 4 SERIES OF 2024 OF THE MUNICIPALITY OF LEYTE INVOLVING AN AMOUNT OF EIGHT MILLION SEVEN HUNDRED TWENTY TWO THOUSAND, FIVE HUNDRED THIRTEEN PESOS (PHP8,722,513.00) FOR VARIOUS EXPENDITURES.

Be It Ordained by the Sangguniang Bayan in session assembled that:

SECTION 1. The Supplemental Budget No. 4 of the Municipality of Leyte for Fiscal Year 2024 in the total amount of Eight Million Seven Hundred Twenty Two Thousand Five Hundred Thirteen Pesos (PHP8,722,513.00) for various expenditures is hereby approved.

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

1. LBP Form No. 8 - Statement of Funding Sources
2. LBP Form No. 9 - Statement of Supplemental Appropriations FY 2024
3. Certification of Availability of Funds
4. SB Resolution No. 205-24
 - Statement of Funds for Reversion
 - Certificate of Savings)
5. SB Resolution No. 206-24
 - Statement of Funds for Reversion
 - Certificate of Savings)

SECTION 2. Source of Funds. The source of funds for Supplemental Budget No. 4 in the total amount of Eight Million Seven Hundred Twenty Two Thousand Five Hundred Thirteen Pesos (PHP8,722,513.00) shall be as follows:

Handwritten signatures and initials are present throughout the document, including a large signature on the left side, a signature at the top right, and several signatures at the bottom of the page.

FUND SOURCE	AMOUNT
Funds Actually Available	
a) New Revenue Sources	
Tax Revenue	
Loan Proceeds (Borrowings)	
b) Actual Collection in Excess of the Estimated Income	
c) Savings	
Unappropriated Balance	
Reverted Funds- MOOE (SB Resolution No. 205-24)	3,690,000.00
Reverted Funds- PS & MOOE (SB Resolution No. 206-24)	5,032,513.00
TOTAL	8,722,513.00


Section 3. Use of Funds. The amount of Eight Million Seven Hundred Twenty Two Thousand Five Hundred Thirteen Pesos (PHP8,722,513.00) is hereby appropriated for the Supplemental Budget No. 4 of the Municipality of Leyte, Leyte, as follows:

Office/ Department	APPROPRIATION			TOTAL
	Personal Services	Maintenance & Other Operating Expenses	Capital Outlay	
Municipal Mayor	2,192,121.45	740,391.55	250,000.00	3,182,513.00
Sangg. Bayan	750,000.00	49,000.00		799,000.00
Secretary to the SB	150,000.00	7,000.00		157,000.00
MPDO	200,000.00	14,000.00		214,000.00
MBO	50,000.00	21,000.00		71,000.00
MACCO	300,000.00	56,000.00		356,000.00
MTO	550,000.00	42,000.00		592,000.00
HRMO	200,000.00	14,000.00		214,000.00
MGSO	50,000.00	7,000.00		57,000.00
MASSO	370,000.00	14,000.00		384,000.00
MCR	300,000.00	-		300,000.00
MSWD	250,000.00	42,000.00		292,000.00
MHO	950,000.00	126,000.00		1,076,000.00
MAO	350,000.00	35,000.00		385,000.00
ME	580,000.00	63,000.00		643,000.00
Total Appropriation	7,242,121.45	1,230,391.55	250,000.00	P8,722,513.00


Section 4. Separability Clause. If for any reason, any section or provision of this Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

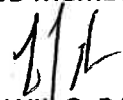
Section 5. Effectivity. The provisions of this ordinance shall take effect immediately.

ENACTED this 16th day of December 2024 at Leyte, Leyte Philippines.


PAQUITO D. PELIPEL, JR.
SB Member


LILETH I. GATCHALIAN
SB Member


EDWARD JAY A. DURANTE
SB Member


ROWIL G. BATAN
SB Member


AIDA A. DELANTAR
SB Member


ALEX A. DAGANDAN
SB Member

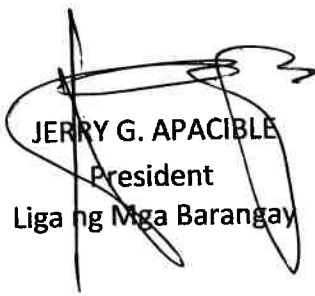










EULOGIO E. CAPACIO
SB Member


JERRY G. APACIBLE
President
Liga ng Mga Barangay

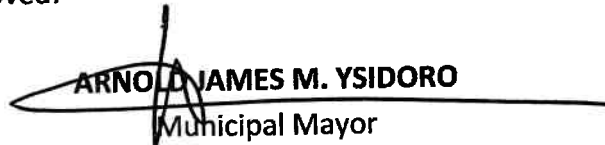

NELLIE GRACE D. DANDAN
SK Fed. President

Attested:

ARMANDO M. YSIDORO
Municipal Vice Mayor
Presiding Officer

Certified Correct:


VILMA D. COMBATE
Secretary to the Sanggunian

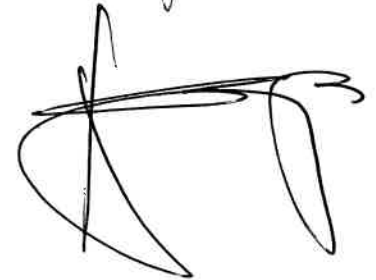
Approved:

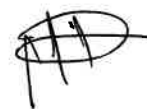

ARNOLD JAMES M. YSIDORO
Municipal Mayor













STATEMENT OF FUNDING SOURCES

SUPPLEMENTAL BUDGET NO. 4
FY 2024

LEYTE, LEYTE

PARTICULARS	Account Classification	Amount
1.0 New Revenue Sources Tax Revenue Loan Proceeds (Borrowing) External Sources Internal Revenue Allotment (IRA) Differential		-
2.0 Actual Collections in Excess of the Estimated Income		
3.0 Savings 3.1 Unappropriated Balance 3.2. Reverted Funds-MOOE (Resolution No. _____) Reverted Funds- (Resolution No. _____)		3,690,000.00 5,032,513.00
4.0 Realignment		
TOTAL ESTIMATED INCOME		8,722,513.00

Cerified Correct:


ALVARO C. SUMAYAN, JR.
Municipal Treasurer


JOSELITO E. CABANGAL
Municipal Accountant

STATEMENT OF SUPPLEMENTAL APPROPRIATIONS FY 2024
LEYTE, LEYTE
Supplemental Budget No. 4

Implementing Office	PARTICULARS/PURPOSES	AIP CODE	OBJECT EXPENDITURE	ACCOUNT CODE	AMOUNT
AMO					
	PERSONAL SERVICES Back Salaries and other Benefits of Mena C. Fiel as per CSC Decision No. 190286 dated July 9, 2019 and CSC Resolution dated August 16, 2024	1000-000-3-1-01-001-000-001	PERSONAL SERVICES Salaries and Wages-Regular PERA Clothing Allowance Cash Gift Year End Bonus PEI Mid Year Bonos *CNA Incentive SRI	5-01-01-010 5-01-02-010 5-01-02-040 5-01-02-150 5-01-02-140 5-01-02-990 5-01-02-990 5-01-04-990 5-01-02-990	683,170.26 111,818.19 29,000.00 25,000.00 59,660.00 25,000.00 48,473.00 100,000.00 10,000.00
	Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-01-001-000-001	Other Bonuses and Allowances	5-01-04-990	660,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-01-001-000-001	Other Personnel Benefits	5-01-02-990	440,000.00
	MOOE		MOOE		
	Gratuity Pay for JOs and COS	1000-000-3-1-01-001-000-001	Other Maintenance & Operating Expenses	5-02-99-990	693,000.00
	Other Maintenance Operating Expenses	1000-000-3-1-01-001-000-001	Other Maintenance & Operating Expenses	5-02-99-990	47,391.55
	CAPITAL OUTLAY		CAPITAL OUTLAY		
	Procurement of 50KVA Transformer	1000-000-3-1-01-001-000-001	Other Machinery and Equipment	1-07-05-990	250,000.00
SB					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-02-001-000-001	PERSONAL SERVICES Other Bonuses and Allowances	5-01-04-990	450,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-02-001-000-001	Other Personnel Benefits	5-01-02-990	300,000.00
	MOOE		MOOE		
	Gratuity Pay for JOs and COS	1000-000-3-1-02-001-000-001	Other Maintenance & Operating Expenses	5-02-99-990	49,000.00
SB Sec					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-04-001-000-001	PERSONAL SERVICES Other Bonuses and Allowances	5-01-04-990	90,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-04-001-000-001	Other Personnel Benefits	5-01-02-990	60,000.00
	MOOE		MOOE		
	Gratuity Pay for JOs and COS	1000-000-3-1-04-001-000-001	Other Maintenance & Operating Expenses	5-02-99-990	7,000.00
MPDO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-09-001-000-001	PERSONAL SERVICES Other Bonuses and Allowances	5-01-04-990	120,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-09-001-000-001	Other Personnel Benefits	5-01-02-990	80,000.00
	MOOE		MOOE		
	Gratuity Pay for JOs and COS	1000-000-3-1-09-001-000-001	Other Machinery and Equipment	5-02-99-990	14,000.00
MBO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-08-001-000-001	PERSONAL SERVICES Other Bonuses and Allowances	5-01-04-990	30,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-08-001-000-001	Other Personnel Benefits	5-01-02-990	20,000.00
	MOOE		MOOE		
	Gratuity Pay for JOs and COS	1000-000-3-1-08-001-000-001	Other Machinery and Equipment	5-02-99-990	21,000.00

Implementing Office	PARTICULARS/PURPOSES	AIP CODE	OBJECT EXPENDITURE	ACCOUNT CODE	AMOUNT
IACCO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-07-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	180,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-07-001-000-001	Other Personnel Benefits	5-01-02-990	120,000.00
	MOOE Gratuity Pay for JOs and COS	1000-000-3-1-07-001-000-001	MOOE Other Maintenance & Operating Expenses	5-02-99-990	56,000.00
WTO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-05-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	330,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-05-001-000-001	Other Personnel Benefits	5-01-02-990	220,000.00
	MOOE Gratuity Pay for JOs and COS	1000-000-3-1-05-001-000-001	MOOE Other Machinery and Equipment	5-02-99-990	42,000.00
HRMO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-3-01-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	120,000.00
	Grant of Service Recognition Incentive	1000-000-3-3-01-001-000-001	Other Personnel Benefits	5-01-02-990	80,000.00
	MOOE Gratuity Pay for JOs and COS	1000-000-3-3-01-001-000-001	MOOE Other Machinery and Equipment	5-02-99-990	14,000.00
MGSO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-3-02-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	30,000.00
	Grant of Service Recognition Incentive	1000-000-3-3-02-001-000-001	Other Personnel Benefits	5-01-02-990	20,000.00
	MOOE Gratuity Pay for JOs and COS	1000-000-3-3-02-001-000-001	MOOE Other Machinery and Equipment	5-02-99-990	7,000.00
MASSO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-06-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	210,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-06-001-000-001	Other Personnel Benefits	5-01-02-990	160,000.00
	MOOE Gratuity Pay for JOs and COS	1000-000-3-1-06-001-000-001	MOOE Other Maintenance & Operating Expense	5-02-99-990	14,000.00
MCR					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	1000-000-3-1-12-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	180,000.00
	Grant of Service Recognition Incentive	1000-000-3-1-12-001-000-001	Other Personnel Benefits	5-01-02-990	120,000.00
MSWD					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive	3000-500-3-2-05-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances	5-01-04-990	150,000.00
	Grant of Service Recognition Incentive	3000-500-3-2-05-001-000-001	Other Personnel Benefits	5-01-02-990	100,000.00
	MOOE Gratuity Pay for JOs and COS	3000-500-3-2-05-001-000-001	MOOE Other Maintenance & Operating Expense	5-02-99-990	42,000.00

Implementing Office	PARTICULARS/PURPOSES	AIP CODE	OBJECT EXPENDITURE	ACCOUNT CODE	AMOUNT
IHO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive Grant of Service Recognition Incentive MOOE Gratuity Pay for JOs and COS	3000-200-3-1-11-01-000-001 3000-200-3-1-11-01-000-001 3000-200-3-1-11-01-000-001	PERSONAL SERVICES Other Bonuses & Allowances Other Personnel Benefits MOOE Other Maintenance & Operating Expense	5-01-04-990 5-01-02-990 5-02-99-990	570,000.00 380,000.00 126,000.00
MAO					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive Grant of Service Recognition Incentive MOOE Gratuity Pay for JOs and COS	8000-000-3-2-03-001-000-001 8000-000-3-2-03-001-000-001 8000-000-3-2-03-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances Other Personnel Benefits MOOE Other Maintenance & Operating Expense	5-01-04-990 5-01-02-990 5-02-99-990	210,000.00 140,000.00 35,000.00
ME					
	PERSONAL SERVICES Grant of Collective Negotiation Agreement Incentive Grant of Service Recognition Incentive MOOE Gratuity Pay for JOs and COS	8000-000-3-1-10-001-000-001 8000-000-3-1-10-001-000-001 8000-000-3-1-10-001-000-001	PERSONAL SERVICES Other Bonuses & Allowances Other Personnel Benefits MOOE Other Maintenance & Operating Expense	5-01-04-990 5-01-02-990 5-02-99-990	360,000.00 220,000.00 63,000.00
	Total Appropriation				8,722,513.00
	Unappropriated Balance				-

Prepared by:


CRESTYLEN P. RELON
Municipal Budget Officer Designate

Approved:


ARNOLD B. JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
LOCAL GOVERNMENT UNIT
Leyte, Leyte
==oOo==

CERTIFICATION

This is to certify that funds are actually available to back up cash from the Municipality of Leyte's Supplemental Budget No. 4 in the amount of **EIGHT MILLION SEVEN HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED THIRTEEN PESOS (Php8,722,513.00)**

Issued this on the 17th day of December, 2024.


ALVARO C. SUMAYAN, JR.
Municipal Treasurer


JOSELITO E. CABANGAL, CPA
Municipal Accountant



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 16, 2024 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro, -----	Mun. Vice Mayor
Hon. Paquito D. Pelipel, Jr. -----	SB Member
Hon. Lileth I. Gatchalian, -----	-do-
Hon. Edward Jay A. Durante, -----	-do-
Hon. Rowil G. Batan, -----	-do-
Hon. Aida A. Delantar, -----	-do-
Hon. Alex A. Dagandan, -----	-do-
Hon. Eulogio E. Capacio, -----	-do-
Hon. Jerry G. Apacible, -----	Liga ng Mga Barangay President
Hon. Nellie Grace D. Dandan, -----	SK Fed. President
Absent: Hon. Gualberto G. Meracap, -----	SB Member (On Sick Leave)

RESOLUTION NO. 205-24

RESOLUTION APPROVING THE REVERSION OF FUNDS FROM THE SAVINGS OF SELECTED MOOE OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 1, 2024 TO DECEMBER 16, 2024 IN THE AMOUNT OF THREE MILLION SIX HUNDRED NINETY THOUSAND PESOS (PHP3,690,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2024 LGU QUALIFIED PERSONNEL.

WHEREAS, Department of Budget and Management (DBM) Budget Circular No. 2024-4 dated November 11, 2024 provides for the grant of Collective Negotiation Agreement (CNA) incentive for FY 2024 ;

WHEREAS, there is a valid Collective Negotiation Agreement between the agency and the LGU Leyte Employees Association (LEA);

WHEREAS, Section 322 of RA 7160 provides that “unexpended balances of appropriations authorized in the annual appropriations ordinance shall revert to the unappropriated surplus of the general fund at the end of the fiscal year and shall not thereafter be available for expenditures except by subsequent enactment”;

WHEREAS, The Local Finance Committee of the LGU certifies the availability of the above amount representing the savings of selected MOOE appropriations free for reversion (Please see attached certification) and the statement of funds for reversion;

WHEREFORE, on motion of the Honorable Lileth I. Gatchalian, duly seconded by the Hon. Alex A. Dagandan, be it;

RESOLVED AS IT IS HEREBY RESOLVED TO APPROVE THE REVERSION OF FUNDS FROM THE SAVINGS OF SELECTED MOOE OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 1, 2024 TO DECEMBER 16, 2024 IN THE AMOUNT OF THREE MILLION SIX HUNDRED NINETY THOUSAND PESOS (PHP3,690,000.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2024 LGU QUALIFIED PERSONNEL.

RESOLVED FURTHER that copies of this resolution be furnished the Municipal Mayor, Hon. Arnold James M. Ysidoro, the Municipal Treasurer, the Municipal Budget Officer, the Municipal Accountant, the Provincial Budget Officer, the Provincial Auditor and the Sangguniang Panlalawigan for their information, guidance and appropriate action.


Unanimously approved.

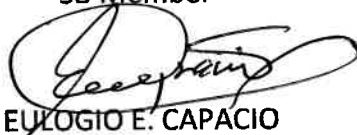
I hereby certify to the correctness of the foregoing resolution.


VILMA D. COMBATE
Secretary to the Sanggunian

ADOPTED AND APPROVED:



PAQUITO D. PELIPEL, JR.
SB Member


ROWIL G. BATAN
SB Member


EULOGIO E. CAPACIO
SB Member


LILETH I. GATCHALIAN
SB Member



AIDA A. DELANTAR
SB Member


JERRY G. APACIBLE
ABC President


ARMANDO M. YSIDORO
Municipal Vice Mayor
Presiding Officer


EDWARD JAY A. DURANTE
SB Member


ALEX A. DAGANDAN
SB Member


NELLIE GRACE D. DANDAN
SK Fed. President

STATEMENT OF FUNDS FOR REVERSION

As of December 16, 2024

OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
Office of the Mayor	Telephone Expenses-Mobile	136,000.00	91,693.97	44,306.03	20,000.00
	Internet Subscription Expenses	120,000.00	86,370.78	33,629.22	20,000.00
	Cable, Satellite, Telegraph and Radio	12,000.00	-	12,000.00	12,000.00
	R&M -Road Networks	2,100,000.00	1,477,258.50	622,741.50	336,000.00
	R&M -Parks, Plaza & Monuments	1,452,169.12	1,008,161.09	444,008.03	200,000.00
	R&M Water Supply System	1,200,000.00	939,898.64	260,101.36	100,000.00
	R&M-Other Public Infrastructures	500,000.00	-	500,000.00	494,500.00
	R&M- Other Structures	720,000.00	106,964.00	613,036.00	270,000.00
				-	
Senior Citizens Affairs	Office Supplies Expenses	30,000.00	16,546.00	13,454.00	10,000.00
	Internet Subscription Expenses	25,000.00	14,907.80	10,092.20	5,000.00
BAC Operations	Office Supplies Expenses	25,000.00	18,025.11	6,974.89	6,000.00
	Internet Subscription Expenses	15,000.00	-	15,000.00	15,000.00
Tourism Services	Office Supplies Expenses	80,000.00	44,745.44	35,254.56	30,000.00
	Traveling Expenses	90,000.00	29,140.00	60,860.00	20,000.00
	Internet Subscription Expenses	23,000.00	-	23,000.00	23,000.00
Office of the Sangguniang Bayan	Traveling Expenses	821,000.00	558,040.51	262,959.49	250,000.00
	Office Supplies Expenses	130,000.00	80,102.12	49,897.88	40,000.00
	Postage & Courier Services	10,000.00	6,000.00	4,000.00	4,000.00
	Internet Subscription Expenses	30,000.00	-	30,000.00	30,000.00
	R&M-Office Equipment	15,000.00	-	15,000.00	15,000.00
	R&M ICT Equipment	5,000.00	-	5,000.00	5,000.00
	Advertising Expenses	150,000.00	89,600.00	60,400.00	40,000.00
Office of the Secretary to the Sanggunian	Traveling Expenses	209,000.00	45,600.00	163,400.00	130,000.00
	Office Supplies Expenses	100,000.00	43,250.80	56,749.20	50,000.00
	Postage & Courier Services	6,000.00	-	6,000.00	6,000.00
	Internet Subscription Expenses	30,000.00	-	30,000.00	20,000.00
	R&M-Office Equipment	15,000.00	-	1,500.00	10,000.00
	R&M-ICT Equipment	15,000.00	-	15,000.00	10,000.00
	Other Machinery & Equipment	20,000.00	-	20,000.00	15,000.00
Office of the MPDC	Traveling Expenses	215,000.00	174,594.79	40,405.21	20,000.00
	Office Supplies Expenses	80,000.00	68,487.25	11,512.75	10,000.00
	Internet Subscription Expenses	30,000.00	-	30,000.00	30,000.00
Office of the Municipal Budget	Traveling Expenses	126,000.00	66,141.17	59,858.83	30,000.00
	Office Supplies Expenses	80,000.00	70,209.90	9,790.10	9,000.00
	R&M Office Equipment	15,000.00	-	15,000.00	15,000.00
	R&M ICT Equipment	15,000.00	-	15,000.00	15,000.00
Office of Municipal Accountant	Traveling Expenses	322,500.00	129,415.00	193,085.00	100,000.00
	Office Supplies Expenses	100,000.00	85,589.25	14,410.75	13,000.00
Office of the Municipal Treasurer	Traveling Expenses	465,329.72	370,010.92	95,318.80	40,000.00
	Office Supplies Expenses	207,337.50	203,157.61	4,179.89	4,000.00
Office of the Municipal Assessor	Traveling Expenses	257,454.00	197,090.00	60,364.00	30,000.00
Office of the HRM	Office Supplies Expenses	403,364.00	60,677.00	342,687.00	300,000.00
	Internet Subscription Expenses	30,000.00	6,844.05	23,155.95	15,000.00
	R&M-ICT Equipment	15,000.00	-	15,000.00	15,000.00
Office Municipal Civil Registry	Office Supplies Expenses	114,800.00	50,501.15	64,298.85	50,000.00
	Internet Subscription Expenses	30,000.00	14,367.99	15,632.01	10,000.00
	R&M ICT Equipment	5,000.00	-	5,000.00	5,000.00
	R&M Other Machinery & Equipment	5,000.00	-	5,000.00	5,000.00

Office Municipal General Services	Traveling Expenses	230,000.00	114,780.00	115,220.00	85,000.00
	Office Supplies Expenses	185,000.00	78,957.50	106,042.50	80,000.00
	Internet Subscription Expenses	24,000.00	14,809.76	9,190.24	6,000.00
	R&M-Office Equipment	105,000.00	-	105,000.00	100,000.00
Office of the MSWD	Office Supplies Expenses	75,000.00	48,523.00	26,477.00	25,000.00
	Internet Subscription Expenses	30,000.00	9,000.48	20,999.52	15,000.00
	R&M-Buildings and Other Structures	135,277.52	-	135,277.52	130,000.00
Office of the Municipal Health Unit	R&M-ICT Equipment	5,000.00	-	5,000.00	5,000.00
	R&M-Office Equipment	5,000.00	-	5,000.00	5,000.00
Office of the Municipal Agriculture	Traveling Expenses	781,000.00	507,980.70	273,019.30	130,000.00
	Office Supplies Expenses	140,000.00	82,664.89	57,335.11	55,000.00
	Telephone Expenses Mobile	24,000.00	10,454.55	13,545.45	10,000.00
	Internet Subscription Expenses	48,000.00	33,939.91	14,060.09	10,000.00
Office of the Municipal Engineer	Office Supplies Expenses	120,920.00	62,742.07	58,177.93	54,500.00
	Internet Subscription Expenses	27,000.00	6,960.03	20,039.97	16,000.00
	R&M-Other Machinery & Equipment	30,000.00	-	30,000.00	30,000.00
	R&M-Other Public Infrastructure	31,000.00	-	31,000.00	31,000.00
TOTAL		6,873,982.74	3,857,618.35	3,002,864.39	3,690,000.00

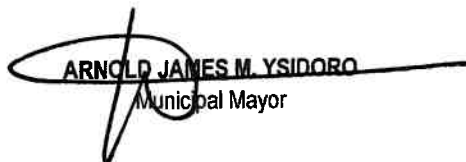
WE HEREBY CERTIFY jointly that the above statement of funds available for reversion is true and correct.


ALVARO C. SUMAYAN, JR.
 Local Treasurer


CRESTYLEN P. RELON
 Local Budget Officer-Designate


JOSELITO A. CABANGAL
 Local Accountant


MARK THEORICK D. SULLA
 MPDC-Designate


ARNOLD JAMES M. YSIDORO
 Municipal Mayor

Republic of the Philippines
Municipality of Leyte
LEYTE
-oOo-

CERTIFICATE OF SAVINGS

This is to certify that according to our records on file in this office, the Municipality of Leyte has a Maintenance and Other Operating Expense (MOOE) savings from various offices for the period from January 1, 2024 to December 16, 2024 amounting to Three Million Six Hundred Ninety Thousand Pesos (Php3,690,000.00) breakdown as follows.

OFFICE	Traveling Expense	Office Supplies Expense	Internet Subscription Expenses	Telephone Expenses-Mobile	Cable, Sattelite, Telegraph and Radio Expenses	Advertising Expense	Postage and Courier Services	R&M Office Equipment	R&M ICT Equipment	R&M Other Machinery & Equipment	R&M Road Networks	R&M Parks Plaza & Monuments	R&M Water Supply System	R&M-Buildings& Other Structures	R&M-Other Infrastructures Assets	TOTAL
MMO			20,000.00	20,000.00	12,000.00						336,000.00	200,000.00	100,000.00	270,000.00	494,500.00	1,452,500.00
BAC		6,000.00	15,000.00													21,000.00
OSCA		10,000.00	5,000.00													15,000.00
TOURISM	20,000.00	30,000.00	23,000.00													73,000.00
SB	250,000.00	40,000.00	30,000.00			40,000.00	4,000.00	15,000.00	5,000.00							384,000.00
SB Sec	130,000.00	50,000.00	20,000.00				6,000.00	10,000.00	10,000.00	15,000.00						241,000.00
MPDC	20,000.00	10,000.00	30,000.00					15,000.00	15,000.00							60,000.00
MBO	30,000.00	9,000.00														69,000.00
MACCO	100,000.00	13,000.00							15,000.00							113,000.00
HRMO		300,000.00	15,000.00						15,000.00							330,000.00
MCR		50,000.00	10,000.00						5,000.00	5,000.00						70,000.00
MTO	40,000.00	4,000.00														44,000.00
ASSESSOR	30,000.00															30,000.00
MGSO	85,000.00	80,000.00	6,000.00					100,000.00						130,000.00		271,000.00
MSWD		25,000.00	15,000.00													170,000.00
MHO								5,000.00	5,000.00							10,000.00
MAO	130,000.00	55,000.00	10,000.00	10,000.00						30,000.00					31,000.00	205,000.00
MEO		54,500.00	16,000.00													70,500.00
TOTAL	835,000.00	736,500.00	215,000.00	30,000.00	12,000.00	40,000.00	10,000.00	145,000.00	55,000.00	50,000.00	336,000.00	200,000.00	100,000.00	400,000.00	525,500.00	3,690,000.00

Certified Correct:


CRESTYLEN P. RELON
Municipal Budget Officer Designate


JOELITO E. CABANGAL
Municipal Accountant


ALVARO C. SUMAYAN, JR.
Municipal Treasurer


MARK THEODORICK D. SULLA
MPDC Designate

Noted:


ARNEL JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION BY THE SANGGUNIANG BAYAN HELD ON DECEMBER 16, 2024 AT THE SB SESSION HALL, MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

Hon. Armando M. Ysidoro, -----	Mun. Vice Mayor
Hon. Paquito D. Pelipel, Jr. -----	SB Member
Hon. Lileth I. Gatchalian, -----	-do-
Hon. Edward Jay A. Durante, -----	-do-
Hon. Rowil G. Batan, -----	-do-
Hon. Aida A. Delantar, -----	-do-
Hon. Alex A. Dagandan, -----	-do-
Hon. Eulogio E. Capacio, -----	-do-
Hon. Jerry G. Apacible, -----	Liga ng Mga Barangay President
Hon. Nellie Grace D. Dandan, -----	SK Fed. President

Absent:

Hon. Gualberto G. Meracap, -----	SB Member (On Sick Leave)
----------------------------------	---------------------------

RESOLUTION NO. 206-24

RESOLUTION APPROVING THE REVERSION OF FUNDS FROM THE SAVINGS OF PERSONAL SERVICES (PS) AND MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 1, 2024 TO DECEMBER 16, 2024 IN THE AMOUNT OF FIVE MILLION THIRTY TWO THOUSAND, FIVE HUNDRED THIRTEEN PESOS (PHP 5,032,513.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR FY 2024 ONE- TIME SERVICE RECOGNITION INCENTIVE (SRI) OF LGU OFFICIALS AND EMPLOYEES .

WHEREAS, President Ferdinand R. Marcos, Jr., issued Administrative Order No. 27 dated December 12, 2024 which authorizes the grant of a one-time Service Recognition Incentive that includes qualified LGU Officials and Employees for FY 2024;

WHEREAS, there are saving available under the Personal Services and Maintenance and Other Operating Expenses (MOOE) appropriations of the Local Government Unit;

WHEREAS, Section 332 of R.A. 7160 provides that appropriations which are free of any obligation or incumbrance or identified as savings shall revert to unappropriated surplus of general fund of the LGU and be available for re-appropriation and expenditure through subsequent enactment;

WHEREAS, the Local Finance Committee of the LGU certifies the availability of the above amount representing the savings of the Personal Services and MOOE of the municipality free for reversion (see attached certification);


WHEREFORE, on motion of the Honorable Lileth I. Gatchalian, jointly seconded by majority of the members, be It hereby

RESOLVED TO APPROVE THE REVERSION OF FUNDS FROM THE SAVINGS OF PERSONAL SERVICES (PS) AND MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) OF THE LOCAL GOVERNMENT UNIT OF LEYTE FOR THE PERIOD FROM JANUARY 1, 2024 TO DECEMBER 16, 2024 IN THE AMOUNT OF FIVE MILLION THIRTY TWO THOUSAND, FIVE HUNDRED THIRTEEN PESOS (PHP 5,032,513.00) AND AUTHORIZING THE RE-APPROPRIATION OF THE SAME FOR FY 2024 ONE- TIME SERVICE RECOGNITION INCENTIVE (SRI) OF LGU OFFICIALS AND EMPLOYEES .

RESOLVED FURTHER that copies of this resolution be furnished the Honorable Sangguniang Panlalawigan through the Office of the Sangguniang Panlalwigan Secretary, Palo Leyte; the Provincial Budget Office, Palo, Leyte, Municipal Budget Officer, Municipal Treasurer; Municipal Accountant; MPDC; and other concerned offices for their information, guidance and appropriate action.

Unanimously Approved.

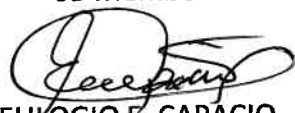
I hereby certify to the correctness of the foregoing resolution.


VILMA D. COMBATE
Secretary to the Sanggunian

ADOPTED AND APPROVED:



PAQUITO D. PELIPEL, JR.
SB Member



ROWIL G. BATAN
SB Member


EULOGIO E. CAPACIO
SB Member


LILETH I. GATCHALIAN
SB Member

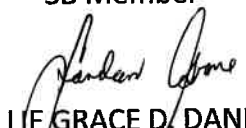

AIDA A. DELANTAR
SB Member


JERRY G. APACIBLE
ABC President


ARMANDO M. YSIDORO
Municipal Vice Mayor
Presiding Officer


EDWARD JAY A. DURANTE
SB Member


ALEX A. DAGANDAN
SB Member


NELLE GRACE D. DANDAN
SK Fed. President

STATEMENT OF FUNDS FOR REVERSION

As of December 16, 2024

OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
MMO	Personal Services				
	Salaries and Wages-Regular Pay	5,436,344.00	4,971,962.31	464,381.00	400,000.00
	Philhealth Contributions	309,633.30	123,412.75	186,220.55	63,000.00
SB	Personal Services				
	Retirement and Life Insurance Contributions	1,225,437.75	1,106,274.00	119,163.75	100,000.00
	Philhealth Contributions	510,599.40	246,114.87	264,484.53	200,000.00
MPDC CBMS Implementation	Personal Services				
	Salaries and Wages-Regular Pay	1,293,173.00	933,466.32	359,706.68	300,000.00
	Capital Outlay				
	ICT Equipment	300,000.00	160,487.00	139,513.00	139,513.00
	Communication Equipment	1,000,000.00	-	1,000,000.00	1,000,000.00
MBO	Personal Services				
	Salaries and Wages-Regular Pay	1,119,027.00	669,193.80	449,833.20	300,000.00
MACCO	Personal Services				
	Salaries and Wages-Regular Pay	2,033,008.00	1,899,013.20	133,994.80	130,000.00
HRMO	Personal Services				
	Salaries and Wages-Regular Pay	1,781,298.00	1,376,228.62	405,069.38	300,000.00
MCR	Personal Services				
	Salaries and Wages-Regular Pay	2,303,952.00	1,510,701.20	793,250.80	500,000.00
MTO	Personal Services				
	Salaries and Wages-Regular Pay	2,892,879.00	2,676,553.87	216,325.13	150,000.00
MGSO	Personal Services				
	Salaries and Wages-Regular Pay	838,832.00	501,038.00	337,794.00	300,000.00
MAO	Personal Services				
	Salaries and Wages-Regular Pay	2,384,998.00	1,675,704.85	709,293.15	700,000.00
	Year-End Bonus	223,461.00	113,192.00	110,269.00	100,000.00
ME	Personal Services				
	Salaries and Wages-Regular Pay	3,630,395.00	3,220,583.22	409,811.78	300,000.00
	Philhealth Contributions	130,846.00	37,949.15	92,897.65	50,000.00
TOTAL		27,413,883.45	21,221,875.16	6,192,008.40	5,032,513.00

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


ALVARO C. SUMAYAN, JR.
Local Treasurer


CRESTYLEN P. RELON
Local Budget Officer-Designate


JOSELITO B. CABANGAL
Local Accountant


MARK THEORICK D. SULLA
MPDC-Designate


ARNOLD JAMES M. YSIDORO
Municipal Mayor

Republic of the Philippines
Municipality of Leyte
LEYTE
-oOo-

CERTIFICATE OF SAVINGS

This is to certify that according to our records the Municipality of Leyte has a savings taken from taken from various offices for the period from January 1, 2024 to December 16, 2024 amounting to Five Million Thirty Two Thousand Five Hundred Thirteen Pesos (Php 5,032,513.00) breakdown as follows;

OFFICE	Salaries & Wages- Regular Pay	Philhealth Contribution	Retirement and Life Insurance	Year End Bonus	ICT Equipment	Communication Equipment	TOTAL
MMO	400,000.00	63,000.00					463,000.00
SB	100,000.00	200,000.00					300,000.00
SB Sec		200,000.00	100,000.00				300,000.00
MPDC	300,000.00				139,513.00	1,000,000.00	1,439,513.00
MBO	300,000.00						300,000.00
MACCO	130,000.00						130,000.00
OHRM	300,000.00						300,000.00
MCR	500,000.00						500,000.00
MTO	150,000.00						150,000.00
MGSO	300,000.00						300,000.00
MAO	700,000.00	50,000.00		100,000.00			850,000.00
TOTAL	3,180,000.00	513,000.00	100,000.00	100,000.00	139,513.00	1,000,000.00	5,032,513.00

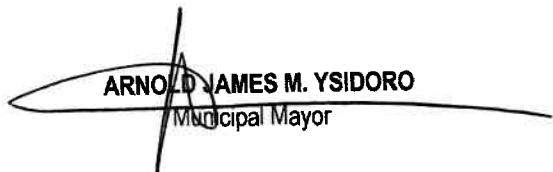
Certified Correct:


CRESTYLEN P. RELON
MBO-Designate


ALVARO C. SUMAYAN, JR.
Municipal Treasurer


JOSELITO E. CABANGAL
Municipal Accountant


MARK THEODORICK D. SULLA
MPDC-Designate


ARNOLD JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
 =-o0o=-



LGU-LEYTE EMPLOYEES ASSOCIATION

EXCERPT FROM THE MINUTES OF THE MEETING BY THE LOCAL GOVERNMENT UNIT REPRESENTATIVES (AGENCY) AND LOCAL GOVERNMENT UNIT-LEYTE EMPLOYEES ASSOCIATION (LGU-LEA) HELD ON NOVEMBER 18, 2024 AT THE MUNICIPAL BUILDING, LEYTE, LEYTE

Present:

HON. ARNOLD JAMES M. YSIDORO,	-----	Municipal Mayor
JOSELITO E. CABANGAL,	-----	Mun. Accountant/ LGU Rep.
IDALYNE L ARANTE,	-----	HRMO / LGU Rep.
CRESTYLEN P. RELON,	-----	MBO / LGU Rep.
ALVARO C. SUMAYAN, JR.	-----	Mun. Treasurer/ LGU Rep.
MARK THEODORICK D. SULLA,	-----	MPDO-Designate/ LGU Rep.
LAWRENCE SULLA,	-----	President
ROLINDA PERITO-TROYO II,	-----	Vice-President
DARLA ANGELA SAMSON,	-----	Secretary
ETHEL G. MERCOLITA,	-----	Treasurer
ELTON JHON HERO SAMSON,	-----	Auditor
CRISTINA D. POLINIO,	-----	Board of Director
MARICRIS DIAZ,	-----	Board of Director

JOINT RESOLUTION NO. 001-2024

RESOLUTION TO GRANT COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES TO QUALIFIED EMPLOYEES OF THE LOCAL GOVERNMENT OF LEYTE

WHEREAS, Budget Circular No. 2024-4 provides that qualified government employees may receive cash incentive not exceeding Php30,000.00 through Collective Negotiation Agreement (CNA). The Annual CNA is a one-time benefit and shall be granted not earlier than December 15, 2024 but not later than December 31, 2024;

WHEREAS, the CNA incentive may be granted to both management and rank-and-file employees of agencies with approved and successfully implemented CNAs in recognition of their efforts in accomplishing performance targets at lesser cost and in attaining more efficient and viable operations through cost-cutting measures and system improvement;

WHEREAS, DBM Budget Circular No. 2024-4 dated November 11, 2024 provides that civilian personnel occupying regular, contractual, or casual positions services on full-time or part-time basis in national government agencies (NGAs), including Constitutional Offices enjoying fiscal autonomy, SUCs, GOCCs, LWDs, and LCDs, whether or not covered by Republic Act (RA) No. 6758 dated August 21, 1989;

1. Rank-and-File employees who are members of an employees' organization accredited by the Civil Service Commission (CSC) as the sole and exclusive negotiating agent (hereinafter referred to as "negotiating agent") in accordance with rules and regulations issued by the Public Sector Labor Management Council (PSLMC);

2. Rank-and-File employees who are non-members of the CSC-accredited sole and exclusive negotiating agent but want to enjoy or accept benefits under the CNA, subject to payment of agency fee to the negotiating agent in accordance with PSLMC resolution No. 1, s. 1993;

3. Those who perform managerial functions.


NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, TO GRANT COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVES TO QUALIFIED EMPLOYEES OF THE LOCAL GOVERNMENT OF LEYTE

UNANIMOUSLY APPROVED.


We hereby certify to the correctness of the foregoing resolution.


JOSELITO E. CABANGAL, CPA
Municipal Accountant/ LGU Rep.


ROLINDA PERITO II. TROYO
LGU- LEA Vice-President


IDALYNE L. ARANTE
HRMO/ LGU Rep.


ETHEL G. MERCOLITA
LGU-LEA Treasurer


CRESTYLEN P. RELON
MBO/ LGU Rep.


DARLA ANGELA A. SAMSON
LGU-LEA Secretary


ALVARO C. SUMAYAN, JR.
Municipal Treasurer/ LGU Rep.

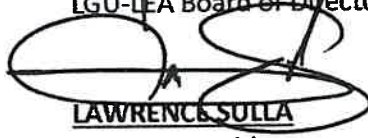

ELTON JHON HERO R. SAMSON
LGU- LEA Auditor


MARK THEODORICK D. SULLA
MPDO-Designate/ LGU Rep.


CRISTINA D. POLINIO
LGU-LEA Board of Director

MARCELINO O. COMBATE
Municipal Agriculturist/ LGU Rep.


MARICRIS DIAZ
LGU-LEA Board of Director


LAWRENCE SULLA
LGU-LEA President

Approved:


ARNOLD JAMES M. YSIDORO
Municipal Mayor



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF LEYTE
LEYTE
-oOo-



LGU Leyte Employees Association (LGU-LEA)

COLLECTIVE NEGOTIATION AGREEMENT (CNA)

KNOW ALL MEN BY THESE PRESENTS:

This **COLLECTIVE NEGOTIATION** entered into and executed this 31st day of MARCH, 2023 by and between:

The **LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF LEYTE, PROVINCE OF LEYTE**, a government **AGENCY** with principal address at Municipal Hall, Gabaldon Street, Barangay Poblacion, Leyte, Leyte, 6533 herein represented by its Local Chief Executive **HON. ARNOLD JAMES M. YSIDORO**, Municipal Mayor of Leyte, Leyte, herein referred to as the **AGENCY**.

AND

LGU LEYTE EMPLOYEES ASSOCIATION (LGU-LEA), a duly registered Public Sector **ASSOCIATION** as evidenced by the Certificate of Registration (COR) jointly issued in its favor by the Department of Labor & employment (DOLE) and the Civil Service Commission (CSC) last **September 29, 2017** and duly recognize by the latter to be the sole and exclusive negotiating agent of all rank-and-file employees of the Municipality of Leyte, Leyte as evidenced by the Certificate of Accreditation issued in its favor by the Civil Service Commission (CSC) on **July 10, 2018** with principal address at Municipal Hall, Barangay Poblacion, Leyte, Leyte, 6533 herein represented by its President, **LAWRENCE SULLA**, herein referred to as **ASSOCIATION**.

WITNESSETH:

WHEREAS, the employees' rights to self-organization and collective negotiations are fully recognized and guaranteed in three (3) separate provisions of the 1987 Philippine Constitutions, as follows:

- Article III, Section 8. "The rights of the people, including those employed in the public sectors, to form **ASSOCIATIONS**, associations or societies for purposes not contrary to law shall not be abridge";
- Article IX (B), section 2 (5), "The right to self-organization shall not be denied to government employees";
- Article XIII, Section 3. "The state shall afford full protection to labor, local and overseas organized, and promote full employment and equality of employment opportunities for all";

"It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work and a living wage. They shall also participate in policy and decision-making process affecting their rights and benefits as may be provided by law."

WHEREAS, Executive Order No. 180, issued on June 1, 1987 authorizes management and accredited **ASSOCIATION** of the **AGENCY** to enter into collective negotiations on terms and condition of employment which are not fixed by law;

WHEREAS, the Local Government of Leyte, Leyte supports the rights of employees to self-organization and collective negotiations;

WHEREAS, LGU LEYTE EMPLOYEES ASSOCIATION (LGU-LEA) is recognized as the sole and exclusive representative of all rank-and-file employees of the Local Government Unit of Leyte, Leyte;

WHEREAS, the AGENCY and the ASSOCIATION have agreed to sign and enter into formal agreement on mutually acceptable terms as may hereinafter to agree in order to provide and establish just, humane, equitable and harmonious working environment, ensure maximum productivity, guarantee health and safety, and the best interest of service as means of furtherance of Labor-Management relations and attainment of delivery of genuine, honest and quality public service.

WHEREAS, the parties agreed to promote the principle of shared responsibility on matters of decision-making affecting **ASSOCIATION** Members' rights, benefits and interests and commit to uphold the later and spirit of this agreement.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby stipulate and agree on the following:

ARTICLE I. DECLARATION OF PRINCIPLES

SECTION 1. The **AGENCY** and the **ASSOCIATION** acknowledge that responsive management and responsible public sector unionism are key partners for effective governance, and that a harmonious relationship between and among the parties is dependent upon mutual respect due to a partner for progress accorded by the **ASSOCIATION** to the **AGENCY**, and by the latter to the former, the officers and members thereof, in such a manner that neither the **AGENCY** nor any Department Head thereof shall look down with disdain and scorn upon, nor discriminate, employees due to their **ASSOCIATION** membership.

SECTION 2. The **AGENCY** and the **ASSOCIATION** recognizes the basic rights of all employees to living wage, career development, just and humane conditions of work, and security of tenure for permanent employees.

SECTION 3. The **ASSOCIATION** recognizes the authority and prerogative of the **AGENCY** in the implementation of the existing laws governing terms and conditions of employment in the government and the maintenance of employee benefits provided by law and such other personnel actions as hiring, promotion, re-assignment, termination as a result disciplinary action, and in establishing policies, office procedures and rules and regulations. The **AGENCY** shall exercise at all times impartial, reasonable, and sound discretions in its exercise of said authority and prerogatives in accordance with law.

SECTION 4. The **AGENCY** shall consult the **ASSOCIATION** in all matters affecting the rights, welfare and other concerns of the rank-and-file employees;

SECTION 5. The **ASSOCIATION** shall participate in the formulation of policies, plans and programs affecting their rights, benefits and duties. In this regard, at least three duly-designated officers of the **ASSOCIATION** shall be allowed to participate and sit as member of existing committees, where employee's welfare, rights and benefits is the subject of discussion, including those that maybe subsequently formed or established by the **AGENCY** by regulation, prescribed or specified by CSC policies, rules and regulations, to wit:

- 5.1. Human Resource Merit, Promotion and Selection Board;
- 5.2. Personnel Development Committee;
- 5.3. Employees Suggestion and Incentive Awards Committee;
- 5.4. Grievance Committee;
- 5.5. Performance Evaluation Review Committee;
- 5.6. Special Committees (such as Reorganization/Staffing/Placement, Sports, Socio-Cultural, Recreational, Foundation Day Anniversary, and Christmas Celebration);
- 5.7. Bids and Awards Committee; and
- 5.8. Other Committees that will require the participation of the rank-and-file.

SECTION 6. The activities of the **ASSOCIATION** shall be conducted in consonance with its constitution and by-laws and shall be consistent with the duty of the government to provide basic, effective and essential services to the people and shall see to it that utmost standards of ethics, morality and commitment to public service is practiced and observed.

SECTION 7. The parties shall foster and promote harmonious, progressive and transformative labor-management relations, and uphold the intent and spirit of this agreement.

SECTION 8. The **ASSOCIATION** commits itself to provide support in the implementation of the rules and regulations of the **AGENCY** with regards to its austerity measures to regulate and save materials, office supplies, and water **AGENCY** consumption involving computers, air-conditioning units, service vehicles and the like.

ARTICLE II. DEFINITION OF TERMS

SECTION 1. NEGOTIATING UNIT. Refers to all rank-and-file employees of the Local Government Unit of Leyte, Leyte with Salary Grades 22 and below not otherwise disqualified by law.

Whenever used in this Agreement, the terms, "employees" refers only to those within the scope of the Negotiating Unit herein defined.

SECTION 2. RANK-AND-FILE EMPLOYEE. Refers to those employees of the LGU whose functions are not normally considered as managerial, with the power to formulate policies or to hire, transfer, assign, lay-off, recall or discipline employees and those employees who fall under the Sub-Professional and Professional Categories of the Re-Categorized Position Classification System, excluding those highly confidential and co-terminus employees.

SECTION 3. MEMBERSHIP FEE. Refers to payment to the **ASSOCIATION** done only once by an LGU Employee in recognition of his/her membership to LGU-LEA in accordance with the latter's by-laws.

SECTION 4. ASSOCIATION/ASSOCIATION DUES. Refers to a regular contribution of members to the **ASSOCIATION** in accordance with its by-laws.

SECTION 5. AGENCY FEE. Refers to the amount assessed and collected from the other employees of the LGU who are non-members of the **ASSOCIATION** but who are covered and who enjoy the benefits under this Collective Negotiation Agreement.

SECTION 6. SPECIAL ASSESSMENT FEE. Refers to those fees other than the membership fee, association/**ASSOCIATION** dues, labor education fees, and those prescribed under the organization's constitution and by-laws.

ARTICLE III. COVERAGE/SCOPE OF REPRESENTATION

SECTION 1. ASSOCIATION Membership shall be composed of all rank-and-file employees of the **AGENCY** with Salary Grades 1 to 22, except (a) high-level employees as defined in Section 1 of the Executive Order No. 180 dated June 1, 1987; (b) highly confidential employees as defined in Section 1 (aa), Rule 1 of the Amended Rules and Regulations of EO No. 180; and (c) Assistant Department Heads as provided under Resolution No. 1, s. 2005 dated May 4, 2005 issued by the Public Sector Labor-Management Council.

SECTION 2. Those falling under the exceptions in the preceding section who opted to be covered by this agreement, or those who cannot be members by virtue of their religion shall be entitled to the same benefits and privileges received and enjoyed by the regular members of the **ASSOCIATION** provided the latter pay the **AGENCY** fee as set by the **ASSOCIATION**.

SECTION 3. The parties agree that the proper and appropriate Collective Negotiation Committee shall be composed of six (6) representatives from the **AGENCY** who shall be designated in a letter, stating therein that said persons are designated as such, by the Municipal Mayor, and six (6) representatives from the **ASSOCIATION** as designated as such, by the **ASSOCIATION** President.

**ARTICLE IV.
ASSOCIATION RECOGNITION AND SECURITY**

A. RECOGNITION

SECTION 1. The **AGENCY** recognizes the **ASSOCIATION** as the sole and exclusive representatives of all rank-and-file employees in all Collective Negotiations concerning employees and **ASSOCIATION** members' rights, benefits and privileges.

SECTION 2. The **AGENCY** recognizes the **ASSOCIATION** as an advocate of meaningful change for growth, progress, and full development of the Local Government Unit of Leyte, Leyte as a whole.

SECTION 3. The **AGENCY** shall guarantee that there shall be no discrimination in any member or form, against any employee due to membership in, or lawful acts performed as officer or member of the **ASSOCIATION**.

SECTION 4. The **AGENCY** shall discuss, transact, deal and/or negotiate only through and directly with the **ASSOCIATION**.

SECTION 5. The **AGENCY** and the **ASSOCIATION** agree to see to it that the highest standards of ethics, morality, and fidelity to public interests are observed.

B. SECURITY

SECTION 1. All employees who are members of the **ASSOCIATION** on the date of signing of this agreement, as well as employees who become members of the **ASSOCIATION** during its effectivity shall maintain their membership of good standing.

SECTION 2. The **AGENCY** shall not discriminate against any employee due to membership in the **ASSOCIATION** or for lawful acts performed as officer or representative of the **ASSOCIATION**.

SECTION 3. The **AGENCY** shall allow the holding of **ASSOCIATION** meetings and programs/activities, the schedule of which shall be provided the **AGENCY** for its approval.

SECTION 4. The **ASSOCIATION** shall notify the **AGENCY** in writing the names who are duly elected to its Board and any substitutions or changes therein within fifteen (15) working days from their official election or substitution, including their functions and duties as provided under the **ASSOCIATION Constitution and By-Laws**.

SECTION 5. Upon request and subject to the availability, the **AGENCY** may provide a service vehicle for use of the **ASSOCIATION** officers in attending official business or meetings called and sponsored by any government **AGENCY** on matters concerning the welfare of the employees.

SECTION 6. The **AGENCY** shall furnish the **ASSOCIATION**, upon the latter's request, financial report, annual approved budget, COA Audit Report, and other pertinent information in the **AGENCY**'s possession, and such other Financial Reports covering matters of employee's concern. Likewise, the **ASSOCIATION** shall furnish the **AGENCY**, upon the latter's request, a copy of the **ASSOCIATION**'s annual plans and programs.

**ARTICLE V.
ASSOCIATION RIGHTS AND PRIVILEGES**

SECTION 1. The **AGENCY** will allow that the **ASSOCIATION OFFICE** to be situated in conjunction with the incumbent **ASSOCIATION PRESIDENT**, until such time that the **AGENCY** can provide specific office space.

SECTION 2. The **AGENCY** authorizes the holding by the **ASSOCIATION** of regular monthly meetings, or emergency meetings, during office hours whenever necessary for information or discussion of special concerns or urgent matters and a General Assembly once a year, notice of which as to date, time, venue and purpose of the assembly shall be sent to the Municipal Mayor.

SECTION 3. The **AGENCY** shall grant the **ASSOCIATION OFFICIAL TIME** subject to CSC laws, rules and regulations of **ASSOCIATION OFFICERS** and **MEMBERS** who will attend applicable; local, national and/or international workers' education programs, seminars, meetings, conventions, conferences, and leadership trainings.

SECTION 4. The **AGENCY** shall allow the **ASSOCIATION** to post announcements and other documents for posting in the existing LGU Bulletin Boards.

SECTION 5. The **AGENCY** shall institutionalize the proper dissemination of correspondence and communications directly affecting the general welfare of the employees by including the **ASSOCIATION** in the mailing and routing list of the **AGENCY**.

ARTICLE VI.
MANAGEMENT PREROGATIVES AND RESPONSIBILITIES AND
ASSOCIATION RESPONSIBILITIES AND ACCOUNTABILITY
(RIGHTS AND OBLIGATIONS OF BOTH PARTIES)

A. RESPONSIBILITIES OF THE AGENCY

SECTION 1. HUMAN RESOURCE MANAGEMENT.

- a. Strictly adhere to the government policy of participative management so far as practicable;
- b. Continue to conduct or manage manpower development programs; including but not limited to, local and/or foreign skill trainings, seminars, workshops in order to improve knowledge and skill. The HRMO shall conduct orientation program to new employees of the Municipal Government on pertinent laws, rules and regulations of the Civil Service Commission to include its creation, mandate, programs and functions in order for the new employees to be acquainted with the Municipal Government and become responsible employees.
- c. Implement the employee suggestions and incentive awards system in the Municipal Government, in compliance with MC No. 1, s. 2001, encouraging to deserving employees in the government.

SECTION 2. RECRUITMENT, PROMOTION AND PLACEMENT.

- a. Per CSC Memorandum Circular No. 03, Series of 2001, provide membership of the **ASSOCIATION** in the Human Resource Merit Promotion and Selection Board of the Municipal Government;
- b. Ensure strict adherence to the recruitment, promotion and placement policies under existing laws, rules and regulations;
- c. In coordination with the **ASSOCIATION**, revise the merit and selection plan of the Municipal Government into a more appropriate and transparent model in order to provide for a fair promotion system;
- d. The **Human Resource Merit Promotion Selection Board (HRMPSB)** thru the HRMO or any person in-charge on personnel matter shall furnish copies of the minutes of its proceedings, Promotion Evaluation results to the **ASSOCIATION**; and
- e. Through the appointing authority, appointments of employees shall be based on the merit and fitness as evaluated by the HRMPSB in the filling-up of vacant positions without prejudice to any action by the Civil Service Commission.

SECTION 3. ASSOCIATION MATTERS.

- a. Authorizes Officers and Members of the ASSOCIATION to attend trainings, seminars and other ASSOCIATION related activities with the consent of the Department Head concerned, upon notice of proof duly certified by its President, in accordance with CSC laws, rules and regulations;
- b. Allow the use if any available Municipal Government property for ASSOCIATION related activity/ies, as approved by the Chief Executive, free of charge;
- c. Grant a period of one (1) day free from regular work to members of the ASSOCIATION to participate in its General Assembly;
- d. Provide a permanent ASSOCIATION office with free electric, water, internet and telephone facilities;
- e. **Provide appropriate location for the establishment of LGU-LEA Canteen with necessary amenities for its operation and management; and**
- f. Allow ASSOCIATION officers to attend regular association meeting and special meetings on official time.

SECTION 4. HEALTH AND SAFETY.

- a. The AGENCY shall comply with applicable regulations regarding safety, health and sanitary working conditions prescribed by appropriate government authorities and shall provide all offices, departments and satellite work stations adequately equipped and properly manned first aid units;
- b. The AGENCY shall inform the employees on all health and medical benefits available to them under the GSIS, PHILHEALTH and such other programs. It shall further agree to assist the employees in their claim for availment thereof in order to ensure such benefits are enjoyed by the employees;
- c. Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignment. This shall also apply to employees who underwent major operations including stroke patients provided a medical certification is secured from authorized government physician;
- d. **The AGENCY and the ASSOCIATION agrees to conduct annual medical and dental examinations to all ASSOCIATION members, and random drug test (free of charge);**
- e. The ASSOCIATION shall initiate and the AGENCY shall support programs promoting the Spirituality of ASSOCIATION members and similar services, programs participated in by the employees; and
- f. **In adherence to the essence of CSC Memorandum Circular No. 6, s. of 1995, reiterated by CSC MC No. 8, s. of 2011, requiring all agencies to adopt "The Great Filipino Workout", the AGENCY shall support and provide employees an area for its health and wellness program (Zumba and Sports) every Monday, Wednesday, and Friday (MWF) at 4:00 in the afternoon to 5:00 in the afternoon.**

SECTION 5. SPORTS AND CULTURAL ACTIVITIES.

- a. Conduct an Annual Summer Sports and Cultural Feast to be participated in by its employees and officials of the Municipal Government; and
- b. Provide funds to support an individual or group of Municipal Government Employees who would represent the municipal in local, national, or even international sports competition sanctioned by the official governing sports association.

SECTION 6. SECURITY AND SAFETY.

- a. To grant safety and proper outfits like mask, gloves, raincoats, boots and other materials for the safety of employees, particularly those who render field work and who are exposed to abnormal working conditions; and
- b. To provide adequate fire extinguisher for every office or department.

SECTION 7. PERSONNEL RIGHTS.

- a. Due process shall be observed in the investigation, hearing and adjudication of administrative case against employees;
- b. To provide Legal Assistance to employees who have been charged criminally relative to his/her job and a free notarial services to all employees, subject to the existing auditing and accounting guidelines;

- c. Reassignment of an employee should be to an office where he/she can be useful and productive, in relation to his/her position and skills and that he/she should perform specific functions to be embodied in his/her reassignment order;
- d. The AGENCY shall have prior consultation with the ASSOCIATION on expenses/services that will be shouldered by the employees;
- e. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result which is beneficial to the AGENCY in general, subject to the existing revised rules on administrative cases; and
- f. The AGENCY shall provide the necessary funds for the full implementation of the provisions contained herein subject to existing accounting and auditing rules and regulations.

SECTION 8. OTHER WELFARE BENEFITS.

- a. Allow flexible working hours for Municipal Government employees pursuant to the Civil Service Commission's Memorandum Circular allowing Flexi-Time for government employees as set forth with its rules and procedures for implementation;
- b. All bonuses, benefits granted by the National Government should not affect all welfare derived from this agreement;
- c. As prescribed by the CSC Memorandum Circular No. 06, series of 2002, the AGENCY shall appropriate funds for the implementation of Loyalty Pay to its employees;
- d. In accordance with the provision of CSC MC No. 6, series of 2006 and its other related issuances, the AGENCY shall grant its officials and employees the following non-cumulative leave privileges, to wit:
 - i. **SEVEN (7) DAYS PATERNITY LEAVE.** When the employee's legal wife gives birth or has miscarriage;
 - ii. **SEVEN (7) DAYS PARENTAL LEAVE.** This is for Solo Parents as per CSC MC No. 8, series of 2004;
 - iii. **THREE (3) DAYS LEAVE,** under any of the following:
 - 1. Burial or Mourning Leave, in case of death of the legitimate spouse or any of the legitimate children, parents, brothers, or sisters;
 - 2. Emergency Leave, in cases of actual emergencies such as manmade disasters, typhoons, floods, and other calamities;
 - 3. Hospitalization Leave, for immediate members of the family;
 - 4. Relocation Leave, for physical transfer of adobe;
 - 5. Graduation Leave;
 - 6. Enrolment Leave;
 - 7. Personal Milestone;
 - 8. Wedding and Honeymoon Leave; and
 - 9. Anniversary Leave
- e. The AGENCY shall ensure the implementation of Rehabilitation Leave for work-related injuries in accordance with Section 55, Rule XVI (Leave of Absence) of the Omnibus Rules Implementing Book V of Executive Order No. 292 as amended by CSC MC No. 41, s. 1999;
- f. The AGENCY shall grant non-commutable leave credits or compensatory day-off in lieu of overtime services rendered without pay pursuant to the provision of CSC MC No. 30, s. 1994;
- g. **The AGENCY shall ensure the implementation of the Unified Program on Awards and Incentives for Service Excellence (PRAISE) pursuant to Department Order No. 2, series of 2001 in accordance with the provisions of CSC Memorandum Circular No. 1, series of 2001 and reward or provide in-kind or cash incentive (or both) to outstanding employees. Subject to the availability of funds the AGENCY shall grant a Recognition Pay to all its rank-and-file employees who have rendered an exemplary service in the performance of his or her duties that have elevated the AGENCY's prestige and employee morale. This shall be accompanied with a plaque of recognition.**
- h. The AGENCY shall endeavor to introduce and provide alternative sources of livelihood to all employees. The AGENCY shall likewise establish or institute fund generating projects for purpose of augmenting employees' benefits and for the full implementation of this agreement subject to pertinent rules and regulations;

- i. The AGENCY may adopt a scholarship program for (and/or facilitate availment of government/international scholarship grants to) qualified employees who wish to further post-graduate studies to undergo review for the Bar Board, as the case may be; and

SECTION 9. TRIBUTE TO THE RETIREE. The AGENCY through the CSC Memorandum Circular No. 7, s. of 1998 shall adopt and institutionalize the "SALAMAT-PAALAM" program as a tribute to the retiree regardless of position. This program shall be conducted on the last working day of concerned employee honoring his/her services. On this Send-Off Ceremony, a retiree shall be given by the AGENCY either an 18K Gold Ring (engraved with the name of the AGENCY and years of service) or a plaque of appreciation or can be both which will be determined by the Unified Program on Awards and Incentives for Service Excellence (PRAISE) Committee. However, by virtue of the said memo circular which is anchored to the CSC Resolution No. 97-2433 and adopted and be institutionalized by AGENCY, only the appointive employees of the government (*department heads, heads of offices and rank-and-file employees*) can avail such token. Hence, elective officials, on the other hand, will be given a Plaque of Appreciation for government service rendered during his/her term.

The "SALAMAT-PAALAM" benefits, as agreed by both parties, shall apply to employees who shall opt to retire upon reaching the retirement age of 60 or 65 or within 60 to 65 as the case may be, *either with retirement application duly accomplished and approved or without retirement application processed due to inevitable circumstance such as untimely death. Therefore, full privileges will be given to the spouse or identified beneficiary in case of untimely death of the said employee. The same is also granted regardless if the case of retirement is optional or compulsory.*

Said tribute to retiree fund shall be included in the LGU's annual budget and shall form part of the LGU's annual MOOE subject to usual accounting rules and auditing procedures.

B. RESPONSIBILITIES OF THE ASSOCIATION (LGU-LEA)

SECTION 1. THE ASSOCIATION SHALL:

- a. Adhere to legal means of rendering grievances and avoid work stoppage that will prejudice service delivery;
- b. Improve the productivity of the Municipal Government by establishing in every department, an office management program and standard of work ethics;
- c. Output/performance as well as behavioural norms acceptable to the Municipal Government;
- d. Strictly observe the Code of Conduct and Ethical Standards of Government Employees;
- e. Support the Municipal Government's program that will improve the quality of life and accelerate the delivery of service to the under privileged and the disadvantage in the municipality;
- f. Observe political neutrality and non-partnership in the delivery of services;
- g. Cooperate in effecting economy and in its effort to eliminate waste and inefficient, promote safety and goodwill between the Municipal Government and the employees;
- h. Exercise vigilance and report all forms of graft and corruption in the government;
- i. Act with vigilance and renewed vigour in the achievement of an effective, honest and courteous public service;
- j. Participate actively in the further development of the Municipal Government employees through responsible unionism;
- k. Police its own rank and adhere to the provisions herein agreed upon as a commitment for partnership in good governance and efficient public service; and
- l. Assist in any possible manner for increased revenue generation and be vigilant on taxation matters such as listing/reporting of business establishments with no permits from each member's respective barangays.

C. RESPONSIBILITIES OF BOTH PARTIES

SECTION 1. BOTH PARTIES SHALL:

- a. Observe cost cutting measures to achieve AGENCY target at the most economical and practicable method, such as but not limited to the following, to wit:

1. Recognizing the need to cut on cost of personal services, the parties shall endeavour to maximize accomplishment of personnel and make them responsive to the needs of the people they serve rather than add positions to the present plantilla;
 2. The parties shall exercise austerity in the use of office supplies, materials and resources of the Municipal Government. The Municipal Treasurer shall make a recommendation on the austerity measures to be adopted as official policy of the Municipal Government;
 3. The parties shall only undertake officials travels that are necessary and with minimal cost to the Municipal Government;
 4. **It shall be the policy of the Municipal Government to discourage overtime work except when it is necessary and justifiable. The justification to any overtime work shall be made by the head of the department concerned with approval of the Municipal Mayor; and**
 5. Air-conditioning units of the Municipal Government shall be switch off by 4:00 in the afternoon except in the offices or departments where overtime work is being rendered.
- b. Jointly formulate, implement and review the **AGENCY's** Unified Merit Promotion Plan as provided by the Civil Service Commission. Selection and Promotion of employees shall be in accordance with CSC laws, rules and regulations. The guidelines and criteria and any changes thereof adopted by the Promotion and Selection Board shall be mutually agreed upon the **AGENCY** and the **ASSOCIATION**.

ARTICLE VII. WORKING HOURS, SALARIES AND OTHER RELATED MATTERS

SECTION 1. TARDINESS AND ABSENCES. Employees who exceed the minimum number of tardiness and absences shall be given necessary action as provided under Civil Service Commission rules and regulations.

SECTION 2. TIME ATTENDANCE RECORDING & TRACKING. The **AGENCY** shall institutionalize the upgrading of its attendance recording and tracking system and shall insure that the same shall be installed in an accessible and convenient location for employees, especially the elderly and/or differently-abled.

SECTION 3. NIGHT-SHIFT DIFFERENTIAL. This benefit shall be given to an employee whose regular working hour fall wholly or partially within ten o'clock in the evening to six o'clock in the morning of the following day, provided that the same is through Compensatory Overtime Credit under CSC laws, rules and regulations.

SECTION 4. PAYMENT OF OVERTIME. Overtime pay shall be paid to an employee for authorized work performance beyond the regular working hours in a day, and those performed on rest days, holidays and non-working days subject to existing rules and regulations.

SECTION 5. HAZARD PAY. This benefits is given to personnel exposed to hazardous situations such as, but not limited to, assignment in strife-torn or embattled areas, distressed or isolated situations, prison camps, radiation exposed areas, disease infested areas and areas declared under state of calamity or emergency which pose occupational risks or perils to life, as provided for by the law.

ARTICLE VIII. GRIEVANCE MACHINERY

SECTION 1. The **ASSOCIATION** shall coordinate with the **AGENCY** in the implementation of the **AGENCY** Grievance Machinery as approved by the Civil Service Commission, provided that in the case an **ASSOCIATION** member has a grievance against his/her fellow **ASSOCIATION** member, said issues will first be dealt with within the **ASSOCIATION** pursuant to the provision of the **ASSOCIATION** Constitution and By-Laws.

SECTION 2. Employees not members of the **ASSOCIATION** shall have the right to delivery lodge/present their complaints or grievance against co-employees (**ASSOCIATION** members or not) to management and have them adjudicated judiciously, subject to CSC rules, laws and regulations.

SECTION 3. Any complaint or grievance shall be resolved at the lowest possible level in the particular office of the **AGENCY** within five (5) days and the employee shall have the right to appeal such decision to higher authorities. A representative from the **ASSOCIATION** shall be included as member of the Grievance Committee.

ARTICLE IX. PROFESSIONAL GROWTH AND DEVELOPMENT

SECTION 1. The **AGENCY** shall institutionalize the implementation of a Career Development Program in all areas of work, subject to provisions of legislative and executive issuances.

Career Development Program referred herein shall include attendance in conferences, conventions, seminars, trainings, workshops, values formation, fellowships, study grants, skills development, and other capability building programs.

SECTION 2. The **AGENCY** shall establish and implement the opportunities for employees' social development through the conduct of social gatherings, sports activities, community outreach programs, team building exercises and other related activities that will foster and enhance camaraderie, bolster self-confidence and improve sociability of employees.

SECTION 3. The **AGENCY**, cognizant of individual initiative for personal professional development, shall allow employees to avail Bar and Board Review, Dissertation and Thesis Writing Leave for a maximum of six (6) months with pay, subject to existing CSC laws, rules and regulations.

ARTICLE X. BUDGETS AND FUNDS

SECTION 1. The **AGENCY** shall provide the necessary funds for the full implementation of the provisions contained herein subject to existing accounting and auditing rules and regulations.

ARTICLE XI. IMPLEMENTING GUIDELINES

SECTION 1. Within six (6) months from the date of effectivity of this agreement, the **AGENCY** and the **ASSOCIATION** shall prepare all the necessary guidelines in the implementation of the provisions herein contained which shall be presented to Municipal Mayor.

SECTION 2. All other laws, issuances, circulars that grant additional benefits to **ASSOCIATION** members in addition to aforementioned benefits shall form part of the CNA, subject to DBM issuances.

ARTICLE XII. ENTIRETY AND AMENDMENT CLAUSE

SECTION 1. The parties hereby agree that the terms and conditions contain herein constitute the entire **AGREEMENT** between the **AGENCY** and the **ASSOCIATION** and supersede all previous communications, representations or agreements, either verbal or written insofar as they are contrary or repulsive to the terms and conditions herein stipulated. Provisions on economic benefits shall be the subject of re-negotiation after a period of one (1) year.

SECTION 2. If, during the effectivity of this **AGREEMENT**, certain provisions are found to be appropriate and beneficial to officials and employees, amendments shall be done, introduced and/or instituted subject to the agreement of both parties.

ARTICLE XIII.

MISCELLANEOUS

SECTION 1. SEPARABILITY CLAUSE. In the event any provisions of this agreement is declared invalid by competent court or authority, or amended by legislation, the remaining provisions to which such declaration does not pertain shall continue to be valid in full force and effect.

SECRION 2. GENERAL CONDITION. Except as maybe 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 XIV. CNA INCENTIVE BONUS

SECTION 1. The AGENCY agrees to grant a CNA Incentive Bonus in a mutually agreeable amount which is subject to availability of funds and in accordance with applicable guidelines issued by the DBM upon effectivity of this AGREEMENT.

SECTION 2. The AGENCY and the ASSOCIATION agrees that the grant of one-time release CNA Incentive Bonus shall be given to rank-and-file employees who contributed to the cost-saving measures and target imposed, subject to the guidelines, rules and regulations by the DBM. The employee must have rendered at least four (4) months of service in order to receive the CNA Incentive.

SECTION 3. Department Heads, Municipal Officials, and other employees not members of the ASSOCIATION can be entitled to receive CNA Incentive Bonus, subject to an automatic deduction of One Thousand Two Hundred Pesos (P1,200.00) "AGENCY FEE", which shall be paid to the ASSOCIATION, subject to existing laws, rules and regulations.

ARTICLE XV. EFFECTIVITY AND DURATION

SECTION 1. This AGREEMENT shall take effect immediately upon signing, and shall remain in full force for a period of three (3) years.

SECTION 2. For the purpose of considering a specific proposal for amendment, the proponent shall file a written notice addressed to the President of the ASSOCIATION and must be served within thirty (30) days prior to the intended meeting for the purpose of discussion, evaluation and judgement and/or decision by the Executive Board.

SECTION 3. Both parties agree to meet before the last sixty (60) days of this AGREEMENT for the purpose of entering into a new CNA. It is understood that all provisions in this AGREEMENT shall continue to remain in full force until such time a new AGREEMENT is in effect and adapted.

ARTICLE XVI. COST SAVING MEASURES

SECTION 1. The ASSOCIATION shall see to it that all electricity consuming devices and equipment-computers not in use, AC units, electric fans, electric lights, TV sets, radios, and sound systems shall be turned on at 8:00 in the morning and turned-off at 4:00 in the afternoon, as the case maybe.

SECTION 2. Water consumption shall also be regulated; faucets, toilet bowls, sinks, and toilet flushes are regularly monitored to make sure that no water is left drifting to avoid water wastage.

SECTION 3. The ASSOCIATION shall encourage re-cycling and re-use of scratch bond papers and other office supplies; auction of condemned equipment and scrapped materials into cash to generate income or savings for the AGENCY subject to existing accounting and auditing laws and rules.

SECTION 4. ASSOCIATION Officers shall require their members to be vigilant and assist in the turning off of street lights should they see them left un-switched off. The **ASSOCIATION** shall support the LGU Leyte's programs and activities on cost-savings. The **ASSOCIATION** shall also encourage its members to be diligent in paying its obligations to include Real Property Taxes, Water Bills and other financial obligations accrued to the LGU to improve the local financial resources.

SECTION 5. ASSOCIATION Officers shall encourage members to be dedicated public servants and support the **AGENCY'S** objective of increase revenue collection by reporting to the appropriate office/department business establishments that does not have the necessary and required license or permit to operate. By doing so, the employees could help in the increased revenue collection.

SECTION 6. ASSOCIATION members are encouraged to devise and enforce as well as adhere to and support the **AGENCY'S** other cost saving measures that will generate funds and/or savings for the general good and welfare of one and all.

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives have executed this **COLLECTIVE NEGOTIATION AGREEMENT** this 31st of March, 2023 at Leyte, Leyte, Philippines.


For and in behalf of the:

For and in behalf of the:

LOCAL GOVERNMENT UNIT OF LEYTE

LGU LEYTE EMPLOYEES ASSOCIATION



HON. ARNOLD JAMES M. YSIDORO
Municipal Mayor


LAWRENCE SULLEA
LGU-LEA President

SIGNED IN THE PRESENCE OF:


JOSELITO U. CABANGAL, CPA
Municipal Accountant/ Agency Rep.



ROLINDA PERITO-TROYO II
LGU-LEA Vice-President


IDALYNE L. ARANTE
HRMO-Designate/ LGU Rep.


ETHEL MERCOLITA
LGU-LEA Treasurer


CRESTYLEN P. RELON
MBO-Designate/ LGU Rep.


DARLA ANGELA SAMSON
LGU-LEA Secretary


ALVARO C. SUMAYAN, JR.
Municipal Treasurer/ LGU Rep.


ELTON JHON HERO SAMSON
LGU-LEA Auditor


MARK THEODORICK D. SULLA
MPDO-Designate/ LGU Rep.


CRISTINA D. POLINIO
LGU-LEA Board of Director


MARCELINO O. COMBATE
Municipal Agriculturist/ LGU Rep.


MARICRIS DIAZ
LGU-LEA Board of Director

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Leyte)S.S
Municipality of Leyte)

BEFORE ME, a Notary Public for and in the Municipality of Leyte and for the Province of Leyte, personally appeared **ARNOLD JAMES M. YSIDORO** with Community Tax Certificate No. _____ issued on _____, 2023 at Leyte, Leyte and **LAWRENCE SULLA** with Community Tax Certificate No. _____ issued on _____, 2023 at Leyte, Leyte, Philippines, known to me and to me known to be the same persons caused the preparation of the foregoing **COLLECTIVE NEGOTIATION AGREEMENT**, and who acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of thirteen page/s including this page which this acknowledgement is written, has been signed on the left margin of each and every page thereof by the parties and their instrumental witnesses, and sealed with my notarial seal.

IN WITNESS WHEREOF, I have hereunto set my hand this 18 day of APR 2023, 2023 in **NAVAL BILIRAN**, Philippines.

[Handwritten Signature]

Page No. 024
Page No. 27
Page No. 28
Series of 20 23

ATTY. LORRA G. GASAS-NUEVA
Administering Office
Notary Public
Until December 31, 2023
Roll of Attorney No. 3616
IBP Lifetime ID No. 095
Issued on: 01/11/2023



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
-oOo-

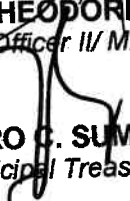
CERTIFICATION

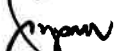
TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Local Government Unit of Leyte accomplished at least 75% of all targets under its Programs, Projects and Activities in the LGU Budget for FY 2024 as of September 30, 2024 pursuant to Item 4.1.2 (d) of Department of Budget and Management Budget Circular No. 2024-4 'Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2024' issued by the Department of Budget and Management last November 11, 2024.


ISSUED this 13th day of December 2024 at the Municipal Hall, Leyte, Leyte Philippines.


MARK THEODORICK D. SULLA
Planning Officer II/MPDC- Designate


ALVARO C. SUMAYAN JR.
Municipal Treasurer


LIGAYA L. APACIBLE
Municipal Civil Registrar


IDALYN L. ARANTE
HRMO


VILMA D. COMBATE
SB Secretary


CRESTELYN P. RELON
MBO- Designate


JOSELITO A. CABANGAL
Municipal Accountant


HERNANITA O. RAGORO
Municipal Assessor


MAY WEN BETH P. SABITE
Municipal Engineer

Gabaldon Street
Leyte, Leyte
www.leyteleyte.gov.ph
Email Address: mmoleyte2x.com



Republic of the Philippines
MUNICIPALITY OF LEYTE
LEYTE
-oOo-


NIERNA S. DOLLER
MSWDO


ROMEO E. RAMOS
SAA II


ROLINDA A. PERITO II-TROYO
Tourism Officer- Designate


DRA. KRISTELLE VALERIE D. ADORZA
MHO


CRISTINA D. POLINIO
PESO Manager


RAFAEL S. LUCBAN
LDRRMO



Republic of the Philippines
MUNICIPALITY OF LEYTE
L E Y T E
-oOo-

Office of the Sangguniang Bayan

CERTIFICATE OF POSTING

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Appropriation Ordinance No. 005-24: "AN ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 4 SERIES OF 2024 OF THE MUNICIPALITY OF LEYTE INVOLVING AN AMOUNT OF EIGHT MILLION SEVEN HUNDRED TWENTY TWO THOUSAND, FIVE HUNDRED THIRTEEN PESOS (PHP8,722,513.00)" for various expenditures, has been posted in three (3) conspicuous places in the Municipality of Leyte.

This certification is issued this 23rd day of December 2024 at Leyte, Leyte, Philippines.


VILMA D. COMBATE
Secretary to the Sangguniang Bayan