

Item No.: 17

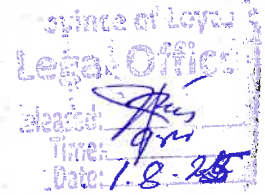
Date: 21 2025 JAN



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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PROVINCIAL LEGAL OFFICE



**2<sup>nd</sup> INDORSEMENT**

December 26, 2024

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 20 series of 2024 of the Sangguniang Bayan of Capooan, Leyte.

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

- Ordinance No. 20 series of 2024 entitled: "An Ordinance creating the Office of the Municipal Tourism Officer , 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)<sup>1</sup> and 443(c)<sup>2</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>3</sup>. Hence, we recommend for the declaration of its validity.

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

**ATTY. JOSE RAYMUND A. ACOL**

*Asst. Provincial Legal Officer*

<sup>1</sup>(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;

<sup>2</sup> (c) The sangguniang bayan may:

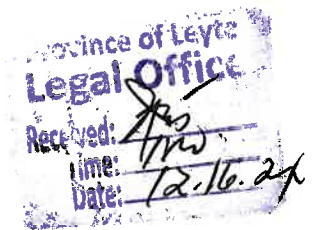
- (1) Maintain existing offices not mentioned in subsections (a) and (b) hereof;
- (2) Create such other offices as may be necessary to carry out the purposes of the municipal government;
- (3) Consolidate the functions of any office with those of another in the interest of efficiency and economy.

<sup>3</sup> Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.


Republic of the Philippines  
PROVINCE OF LEYTE  
Palo, Leyte

**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
16 December 2024



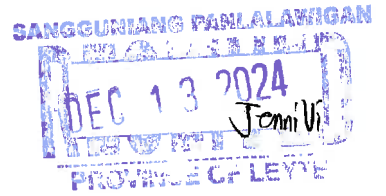
The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 20, series of 2024 of the Municipality of Capoocan, Leyte, entitled: An Ordinance Creating the Office of the Municipal Tourism Officer and the plantilla position of Municipal Government Assistant Department Head 1 (Tourism Officer) SG 22.**

  
**FLORINDA JILL S. UYVICO**  
Secretary to the Sanggunian



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

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☎ 09976874138



December 12, 2024

**THE HONORABLE BODY**

Sangguniang Panlalawigan  
Legislative Building  
Capitol Grounds  
Tacloban City

Dear Gentlemen / Mesdames:

Good Day!

Submitting **ORDINANCE No. 20, Series of 2024** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL TOURISM OFFICER AND THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (TOURISM OFFICER), SG 22"**, for review of the Honorable Body.

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

## MUNICIPAL ORDINANCE NO. 20 SERIES OF 2024

### AN ORDINANCE CREATING THE OFFICE OF THE MUNICIPAL TOURISM OFFICER AND THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (TOURISM OFFICER), SG 22

**WHEREAS**, Republic Act No. 9593 otherwise known as the Tourism Act of 2009 declares a national policy for tourism as an indispensable element of the national economy and an industry of national interest and importance which must be harnessed as engine of socio-economic growth and cultural affirmation to generate investment, foreign exchange, and employment, and to continue to mold an enhanced sense of national pride for all Filipinos;

**WHEREAS**, the Sangguniang Bayan of Capoocan, Leyte finds the need to create the Office of the Municipal Tourism Officer and the Plantilla Position of Municipal Government Assistant Department Head I (Tourism Officer), SG 22, to spearhead tourism programs and projects in the municipality, to include culture and arts preservation and promotional activities, especially the celebration of Lantawan Festival during the municipality's Founding Anniversary every 23<sup>rd</sup> day of November;

**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 **OFFICE OF THE MUNICIPAL TOURISM OFFICER** and the **PLANTILLA POSITION of MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (TOURISM OFFICER), SG 22**, are hereby created.

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

**Section 3. Powers and Functions of the Office of the Municipal Tourism Officer.** The Office of the Municipal Tourism Officer is responsible for managing and promoting the municipality's cultural, historical, and natural attractions to tourists. The office shall develop the short and long-term tourism development plans aligned with the municipality's goals and sustainable development. It shall develop marketing strategies and campaigns, including digital marketing, brochures, events, and tourism fairs to attract visitors. The office shall also build partnerships with media, travel agencies, and other stakeholders to promote the municipality's tourism offerings. The office is likewise responsible to assist in the development and improvement of tourism-related infrastructure, and perform other functions as prescribed by relevant laws and ordinances.

**Section 4. Qualifications, Powers, Duties and Responsibilities of the MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (TOURISM OFFICER), SG 22.** The qualifications, powers, duties and responsibilities of the **MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (TOURISM OFFICER), SG 22**, shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

**Section 5. Repealing Clause.** Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

**Section 6. Separability Clause.** If any part of this ordinance shall be held unconstitutional or invalid, other parts or provisions hereof shall not be affected and shall continue to be in full force and effect.

**Section 7. Effectivity.** This ordinance shall take effect immediately upon approval.

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

  
ENGR. ALLAN B. EGANO  
SB Member

  
VDM LITO Q. VALLAR  
SB Member


  
EMMANUEL D. ARBOSO  
SB Member

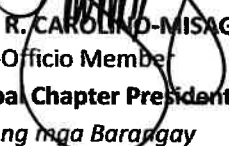
  
JOJO N. NEPOMUCENO  
SB Member


  
GRACIA G. PIGAR  
SB Member

  
REYNALDO R. MIMO  
SB Member

  
FEDERICO P. CAROLINO, JR.  
SB Member


  
ROBERTA C. PEÑARANDA  
SB Member

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


  
DAVE A. DERA  
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.

  
JUDE R. DELA TORRE  
Secretary to the Sanggunian

**ATTESTED:**

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

**APPROVED:**

  
ATTY. FE CLAIRE P. CAROLINO-PARAGATOS  
Municipal Mayor

Date: 12.11.24