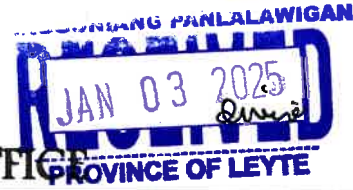




Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Palo
 -oOo-

Item No.: 27

Date: _____



PROVINCIAL BUDGET OFFICE

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

RELEASED January 2, 2024
 DATE: 1-3-25
 NO. FR
 BY: [Signature]
 PBO

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 3 FY 2024** of the **Municipality Tabontabon, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 3, S. 2024**, with a total appropriation in the amount of **Php1,803,750.00** 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 reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 03. Further, that said reversion will not render an adverse effect on the fiscal standing of the LGU at the closing of the books of accounts;
2. That the grant of the Collective Negotiation Agreement (CNA) shall be subject to the procedural guidelines of Budget Circular No. 2024-4 dated November 11, 2024 and said grant shall be sourced out from savings identified in the circular; and
4. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

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

Very truly yours,

LOCAL FINANCE COMMITTEE:

[Signature]
MARIA GINA P. HIPE
 Provincial Budget Officer

[Signature]
RUTH Y. SURPIA
 Provincial Treasurer

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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
18 December 2024

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed ~~by~~ **Appropriation Ordinance No. 03 S. 2024** of the **Municipality of Tabon^{Tabon} Leyte**, entitled: An Appropriation Ordinance Authorizing the **Supplemental Budget No. 3 for CY 2024 in the amount of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos (P1,803,750.00)**.


FLORINDA JIM S. UYVICO
Secretary to the Sanggunian

PHD

TABLE OF CONTENTS

	Page
1. Indorsement	1
2. Resolution to approve/enact the Appropriation Ordinance No. 03 CY2024	2-6
3. Resolution No. 741 Series 2024 Resolution to Revert Funds	7-13
4. Supplemental Budget No. 03 CY2024	14-43
➤ Transmittal	
➤ LBP Form No. 8	
➤ Statement of Funds Available for Reversions	
➤ LBP Form No. 9	
➤ Certificate of Savings	
➤ Statement of Receivables	
5. Certificate of Posting	44



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Municipality of Tabontabon

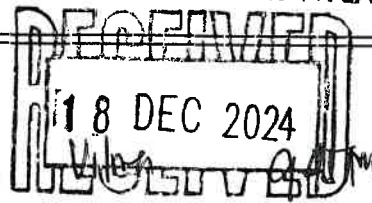
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OFFICE OF THE SANGGUNIANG BAYAN

INDORSEMENT

December 17, 2024



Respectfully submitted to the Honorable Sangguniang Panlalawigan through the SP Secretary, the herein approved Appropriation Ordinance No. 03 CY2024 which embodies the Supplemental Budget No. 03 CY2024 this municipality, involving total appropriations of **One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (Php 1,803,750.00)** for appropriate action.

Hope you find it in order.

Maria Corazon E. Bautista
MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

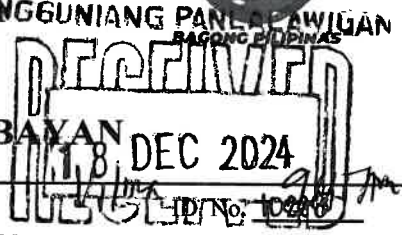
Noted:

Ponciano R. Justimbaste, Jr.
HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor



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OFFICE OF THE SANGGUNIANG BAYAN

14th SANGGUNIANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

**MEMBERS OF THE
SANGGUNIANG BAYAN**

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERRY S. REDONA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

APPROPRIATION ORDINANCE NO. 03 SERIES 2024

**AN APPROPRIATION ORDINANCE AUTHORIZING
THE SUPPLEMENTAL BUDGET NO. 03 CY 2024 OF THE
MUNICIPALITY OF TABONTABON, LEYTE INVOLVING
TOTAL APPROPRIATIONS OF ONE MILLION EIGHT
HUNDRED THREE THOUSAND SEVEN HUNDRED FIFTY
PESOS ONLY (P 1,803,750.00).**

WHEREAS, the proposed Supplemental Budget No. 03 CY 2024 of this municipality had been submitted by the Honorable Mayor on December 04, 2024;

WHEREAS, after a thorough deliberation on the submitted documents, the sanggunian agreed to pass and authorize said Supplemental Budget;

NOW THEREFORE, on motion by Hon. Jerry Gwen L. Conde and duly seconded by all SB Members present;

BE IT RESOLVE, AS IT IS HEREBY RESOLVED to authorize the Appropriation Ordinance which embodies the Supplemental Budget No. 03 CY 2024 of the Municipality of Tabontabon, Leyte involving total appropriation of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (P 1,803,750.00);

BE IT ORDAINED by the 14th Honorable Sangguniang Bayan, in its Regular Session assembled:

MUNICIPAL APPROPRIATION ORDINANCE NO. 03 SY2024

Section 1: The Supplemental Budget of the Local Government Unit of Tabontabon for Fiscal Year 2024 in the total amount of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (P 1,803,750.00) for the operation of the Local Government of Tabontabon, Leyte is hereby approved.

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Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

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Municipality of Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10226

14th SANGGUNIANG
BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE
SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M.
FERNANDEZ
SB Member

HON. DAN JERIC S. REJONA
SB Member

HON. JERRY GWENT L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

The following budget documents are incorporated herein and made integral part of this Ordinance:

1. Statement of Funding Sources (LBP Form No. 8);
2. Statement of Funds Available for Reversion

Section 2: Sources of Funds. The sources for the Supplemental Budget in the total amount of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (₱ 1,803,750.00) only shall be as follows:

FUND SOURCES	AMOUNT
Funds Actually Available:	
a) Additional Realized Income	₱ _____
b) Savings	₱ <u>1,803,750.00</u>
Sub-Total	₱ <u>1,803,750.00</u>
New Revenue Measures	
a) New local taxes, charges, fines or penalties	₱ _____
b) Remittances/Contributions/Subsidies/Grants from NGAs/Government Corporations/Private Entities	₱ _____
Sub-Total	₱ _____
Total	₱ <u>1,803,750.00</u>

Section 3. Use of Funds. The amount of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (₱1,803,750.00) is hereby appropriated for the Supplemental Budget of the Local Government Unit of Tabontabon, as follows:

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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10220

1. Appropriations by Office, Program, Project, Activity (PPA), and Performance Indicator (PI)

Annual Investment Program (AIP) Reference Code	Office/ PPA	Major Financial Output (MFO)	PI	Target	Proposed Budget				
					Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Financial Expenses (FE)	Capital Outlay (CO)	Total
1000-000-3-1-01-001-000-001	Mayor's Office (Grant of CNA)				150,000.00				150,000.00
1000-000-3-1-02-001-000-001	Vice Mayors Office (Grant of CNA)				60,000.00				60,000.00
1000-000-3-1-03-001-000-001	Office of the SB (Grant of CNA)				300,000.00				300,000.00
1000-000-3-1-04-001-000-001	Office of the SB Secretary (Grant of CNA)				120,000.00				120,000.00
1000-000-3-1-09-001-000-001	MPDC Office (Grant of CNA)				90,000.00				90,000.00
1000-000-3-1-08-001-000-001	Municipal Budget Office (Grant of CNA)				60,000.00				60,000.00
1000-000-3-1-07-001-000-001	Municipal Accounting Office (Grant of CNA)				60,000.00				60,000.00
1000-000-3-1-05-001-000-001	Municipal Treasurer's Office (Grant of CNA)				120,000.00				120,000.00
1000-000-3-1-12-001-000-001	MCR Office (Grant of CNA)				90,000.00				90,000.00
1000-000-3-1-06-001-000-001	Municipal Assessor's Office (Grant of CNA)				35,000.00				35,000.00

14th SANGGUNIANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

MEMBERS OF THE SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN TERIC S. REDONA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
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HON. MERVIN M. LOBRIGO
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HON. JINKY L. GAMEZ
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SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE S. PRISNO
Ex-Officio Member/SK Pres.

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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10226

14th SANGGUNIANG
BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE
SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M.
FERNANDEZ
SB Member

HON. DAN SERIC S. REDONA
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HON. RAUL D. BALANO
Ex-Officio Member/SB Pres

HON. THEA JASMIN A. PRISNO
Ex-Officio Member/Sk. Pres.

Annual Investment Program (AIP) Reference Code	Office/PPA	Major Final Output (MFO)	PI	Target	Proposed Budget				
					Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Financial Expenses (FE)	Capital Outlay (CO)	Total
1000-000-3-3-03-001-000-001	MDRRM Office (Grant of CNA)				68,750.00				68,750.00
1000-000-3-1-11-001-000-001	Municipal Health Office (Grant of CNA)				240,000.00				240,000.00
1000-000-3-2-05-001-000-001	MSWD Office (Grant of CNA)				105,000.00				105,000.00
1000-000-3-2-03-001-000-001	Municipal Agriculture's Office (Grant of CNA)				146,250.00				146,250.00
1000-000-3-2-10-001-000-001	Municipal Engineering Office (Grant of CNA)				30,000.00				30,000.00
1000-000-3-3-05-000-000-001	Public Employment Service Office (Grant of CNA)				8,750.00				8,750.00
1000-000-3-3-04-000-000-001	Municipal Population Office (Grant of CNA)				30,000.00				30,000.00
1000-000-3-3-01-001-000-001	Human Resource Management Office (Grant of CNA)				30,000.00				30,000.00
1000-000-3-3-02-001-000-001	General Services Office (Grant of CNA)				60,000.00				60,000.00
Total New Appropriations					1,803,750.00				1,803,750.00

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Municipality of Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10226

14th SANGGUNIANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE
SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE K. PRISNO
Ex-Officio Member/AK Pres.

2. Appropriations by Object of Expenditures

Object of Expenditure	Account Code	Past Year	Current Year	Budget Year
PS		-	-	1,803,750.00
Total PS				1,803,750.00
MOOE				
Total MOOE				
FE				
Total FE				
CO				
Total CO				
Total Appropriations				1,803,750.00

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 upon its approval.

ENACTED: This 9th day of December 2024 at Liga ng mga Barangay Session Hall, this municipality.

I HEREBY CERTIFY THAT THIS ORDINANCE IS DULY ENACTED.

MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

ATTESTED:

HON. HERMAN I. BIBAR
Temporary Presiding Officer/SB Member

APPROVED:

HON. EREN D. REDOÑA
Municipal Mayor
DEC 16 2024

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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10213

RESOLUTION NO. 741-SY2024

A RESOLUTION TO AUTHORIZE CONCERNED LGU PERSONNEL TO REVERT FUNDS IN THE AMOUNT OF ONE MILLION EIGHT HUNDRED THREE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (1,803,750.00), INTENDED FOR THE PROPOSED SUPPLEMENTAL BUDGET NO. 03 CY2024 OF THIS LOCAL GOVERNMENT UNIT.

WHEREAS, The sponsor conveyed that there are savings funds from the previous months under the MOOE per Statement of Funds Available for Reversion, certified by the Local Finance Committee hereto attached;

WHEREAS, Hon. Jerry Gwen L. Conde conveyed that the following funds herein enumerated below be reverted to wit;

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Maintenance & Other Operating Expenses					
Office of the SB					
	Attending seminar and training for efficient and effective better governance of Mun. Officials and capacitated employees	Traveling Expenses - Local	887,894.08	601,485.31	286,408.77
Office of the Sec. to the SB					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	171,449.00	49,278.00	122,171.00
MPDC Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	61,000.00	34,655.28	26,344.72
	Attending seminar and training for CBMS	Traveling Expenses - Local	29,000.00	9,800.00	19,200.00
	Procurement of various office supplies of MPDC Office	Office Supplies Expenses	20,000.00	11,545.19	8,454.81
	Purchase of fuel, oil and lubricants in connection with Project Monitoring Program	Fuel, Oil and Lubricants Expenses	5,000.00		5,000.00

14th SANGGUNIANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

MEMBERS OF THE SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
SB Member

HON. JERRY GWEN L. CONDE
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HON. DANILO E. BALAIS
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HON. MERVIN M. LOBRIGO
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SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

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OFFICE OF THE SANGGUNIANG BAYAN

14th SANGGUNIANG
BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

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SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Municipal Budget Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	108,000.00	35,519.28	72,480.72	60,000.00
Municipal Treasurer's Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	183,500.00	79,232.88	104,267.12	100,000.00
Procurement of various office supplies of Treasurer's Office	Office Supplies Expenses	40,000.00	32,158.84	7,841.16	3,000.00
Purchase of other supplies and materials to respond the needs during Brgy. Tax Campaign	Other Supplies and Materials Expense	2,000.00		2,000.00	2,000.00
Municipal Accounting Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	96,000.00	56,662.94	39,337.06	23,737.06
Procurement of various office supplies of Accounting Office	Office Supplies Expenses	19,960.00	17,376.10	2,583.90	2,583.90
Municipal Assessor's Office					

(Handwritten signatures)

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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10213

14th SANGGUNIANG
BAYAN

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE
SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

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HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted	
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	67,000.00	26,005.28	40,994.72	40,994.72
	Procurement of various office supplies of Assessor's Office	Office Supplies Expenses	10,000.00	8,370.43	1,629.57	1,629.57
	AICR Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	125,000.00	7,888.00	117,112.00	90,000.00
	Procurement of various office supplies of MCR Office	Office Supplies Expenses	15,000.00	11,172.66	3,827.34	3,827.34
	Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	4,000.00		4,000.00	4,000.00
	MDRRM Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	130,000.00	18,170.00	111,830.00	111,830.00
	Procurement of various office supplies of MDRRM Office	Office Supplies Expenses	12,000.00	10,180.67	1,819.33	1,819.33
	Purchase of other supplies and materials to respond the needs of the Office	Other Supplies and Materials Expense	25,000.00	13,904.98	11,095.02	11,095.02
	Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	5,000.00		5,000.00	5,000.00
	Human Resource Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	49,000.00	5,450.00	43,550.00	43,550.00
	Attending seminar and training for Human Resource Development	Traveling Expenses - Local	50,000.00		50,000.00	50,000.00
	Procurement of various office supplies of HR Office	Office Supplies Expenses	10,000.00	7,985.40	2,014.60	2,014.60
	Municipal Population Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	41,600.00		41,600.00	35,512.00

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Municipality of Tabontabon



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OFFICE OF THE SANGGUNIAN BAYAN

ID. No. 10213

14th SANGGUNIAN
BAYAN

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE
SANGGUNIAN BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDOÑA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Procurement of various office supplies of Municipal Population Office	Office Supplies Expenses	10,000.00	8,824.04	1,175.96	1,175.96
PESO					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	19,000.00	18,510.00	490.00	490.00
Procurement of various office supplies of PESO & Livelihood Training	Office Supplies Expenses	10,000.00	8,169.18	1,830.82	1,830.82
Procurement of various supplies for Livelihood Training	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
BAC					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	250,000.00	174,268.40	75,731.60	62,879.06
Mun. Health Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	240,000.00	66,523.47	173,476.53	140,000.00
Attending seminar and training of MNAO	Traveling Expenses - Local	5,000.00		5,000.00	5,000.00
Procurement of various office supplies of RHU Office	Office Supplies Expenses	28,418.00	25,457.08	2,960.92	2,960.92
Purchase of Drugs and Medicines issued to patients	Drugs and Medicines Expenses	200,000.00	199,748.10	251.90	251.90
Purchase of Drugs and Medicines for Family Planning Program	Drugs and Medicines Expenses	10,000.00		10,000.00	10,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	50,000.00	14,800.00	35,200.00	20,000.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance- Transportation Equipment	100,000.00	66,505.00	33,495.00	25,000.00
Purchase of medical, dental and laboratory supplies issued to end-users for Circumcision-Operation Tuli	Medical, Dental and Laboratory Supplies Expenses	5,000.00		5,000.00	5,000.00
Purchase of medical, dental and laboratory supplies issued to end-users for Dental Services	Medical, Dental and Laboratory Supplies Expenses	5,000.00		5,000.00	5,000.00

Serbisyo nga Tangkod Para han Bungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

tabontabon.legislative2016@gmail.com Sangguniang Bayan Tabontabon



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Province of Leyte
Municipality of Tabontabon



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OFFICE OF THE SANGGUNANG BAYAN

ID. No. **10213**

14th SANGGUNANG
BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

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SANGGUNANG BAYAN

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Ex-Officio Member/SK Pres.

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
	Purchase of other supplies and materials for Non-Communicable Disease purposes	2,000.00		2,000.00	1,000.00
	Purchase of other supplies and materials for Blood Letting Activity	2,000.00		2,000.00	1,000.00
	Purchase of other supplies and materials for Health Care Providers-BNS Training	2,000.00		2,000.00	2,000.00
	Purchase of other supplies and materials for Nutrition Month Celebration	5,000.00		5,000.00	3,250.00
MSWD Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	160,000.00	30,758.00	129,242.00	120,000.00
	Procurement of various office supplies of MSWD Office	20,000.00	10,613.95	9,186.05	9,186.05
	Fund for the supplies and materials for the repairs and maintenance of MSWD Office and other structures	50,000.00		50,000.00	50,000.00
Mun. Agriculture's Office					
	Attending seminar and training for efficient and effective better governance and capacitated employees	130,000.00	34,350.00	95,650.00	95,650.00
	Attending/conducting seminar and training for Farm Level Capacity Building & training services	10,000.00		10,000.00	10,000.00
	Attending/conducting seminar and training for Organization-Cooperative Support	5,000.00		5,000.00	5,000.00
	Attending/conducting seminar and training to support Brgy. Farmers Technician	5,000.00		5,000.00	5,000.00
	Attending/conducting seminar and training for prevention & control of plant & animal pest diseases	5,000.00		5,000.00	5,000.00
	Procurement of various office supplies of Agriculture's Office	18,382.54	4,461.34	13,921.20	13,921.20
	Procurement of vaccine Supplies	10,000.00		10,000.00	10,000.00
	Fuel for the Monitoring & Evaluation of Projects for the extension support, education and training programs	35,000.00		35,000.00	35,000.00

Serbisyo nga Tangkud Para han Bungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

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Municipality of Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. 10213

14th SANGGUNIANG
BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding
Officer

MEMBERS OF THE SANGGUNIANG
BAYAN

HON. HERMAN I. BIBAR
SB Member

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HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Fund for the purchase of fertilizers, pesticides and agricultural supplies issued in government operations/projects.	Agricultural and Marine Supplies Expenses	5,000.00		5,000.00	5,000.00
Fund for the purchase of fertilizers, pesticides and other seedlings issued in government operations/projects.	Agricultural and Marine Supplies Expenses	40,000.00		40,000.00	40,000.00
Fund for the supplies and materials for the repairs and maintenance of the office and other structures	Repairs & Maintenance-Buildings and Other Structures	11,942.60	4,500.00	7,442.60	7,442.60
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	17,000.00	3,000.00	3,000.00
Mun. Engineering Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	60,000.00	14,090.00	45,910.00	45,910.00
Procurement of various office supplies of Engineering Office	Office Supplies Expenses	15,000.00	11,024.35	3,975.65	3,975.65
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00	2,000.00	8,000.00	8,000.00
MENRO					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	19,100.00	9,640.00	9,460.00	9,460.00
Procurement of various office supplies of MENRO	Office Supplies Expenses	11,682.18	11,206.18	476.00	476.00
TOTAL ESTIMATED INCOME		3,761,928.40	1,769,490.33	1,992,438.07	1,803,750.00

Serbisyo nga Tangkang Para nan Pungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

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Municipality of Tabontabon



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OFFICE OF THE SANGGUNIANG BAYAN

ID. No. **10213**

14th SANGGUNIANG BAYAN

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

MEMBERS OF THE SANGGUNIANG BAYAN

HON. HERMAN I. BIBAR
SB Member

HON. FRANCISCO M. FERNANDEZ
SB Member

HON. DAN JERIC S. REDONA
SB Member

HON. JERRY GWEN L. CONDE
SB Member

HON. DANILO E. BALAIS
SB Member

HON. MERVIN M. LOBRIGO
SB Member

HON. JINKY E. GAMEZ
SB Member

HON. DENNIS L. BALDERIAN
SB Member

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

NOW THEREFORE, on motion by Hon. Jerry Gwen L. Conde and unanimously seconded by all SB Member present;

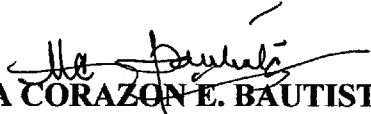
BE IT RESOLVE, AS IT IS HEREBY RESOLVED to authorize concerned LGU personnel to revert funds in the amount of One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos Only (₱1,803,750.00), intended for the proposed Supplemental Budget No. 03 CY 2024 of this LGU;

FURTHER RESOLVED to authorize concerned LGU personnel for the use of savings/surplus as of December 2024 as certified correct and available by the Municipal Treasurer and Municipal Accountant per LBP Form No. 8;


FINALLY RESOLVED that copies of this resolution be furnished all concerned for their information, guidance and appropriate action;

APPROVED unanimously, December 09, 2024.

I HEREBY CERTIFY to the correctness of the foregoing resolution.




MARIA CORAZON E. BAUTISTA
Secretary to the Sangguniang Bayan

ATTESTED:


HON. HERMAN I. BIBAR
Temporary Presiding Officer/SB Member

Serbisyo nga Tangkod Para han Bungtohanon

Municipal Hall, Real St. Poblacion District III, Tabontabon, Leyte

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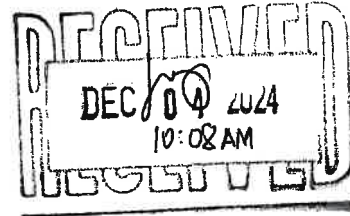
Republic of the Philippines
Province of Leyte
MUNICIPALITY OF TABONTABON

-oOo-

OFFICE OF THE MUNICIPAL BUDGET OFFICER

December 04, 2024

The Honorable Sangguniang Bayan
Thru the Presiding Officer
Municipality of Tabontabon, Leyte



Sir:

Greetings!

Respectfully submitting herewith to the Honourable Sangguniang Bayan the herein Supplemental Budget No. 03 CY 2024 of the Local Government Unit of Tabontabon, Leyte for your favourable action. Please see attached sheet.

Please acknowledge receipt.

Very truly yours,


EMETERIO D. MALUPING
Municipal Budget Officer

Noted:


HON. EFREN D. REDOÑA
Municipal Mayor

STATEMENT OF FUNDING SOURCES
 (Supplemental Budget No. 03)
 Fiscal Year 2024


TABONTABON, LEYTE
 Municipality/Province

GENERAL
 Fund/Special Account

Particulars 1	Account Classification 2	Amount 3
1.0 New Revenue Sources		
Tax Revenue		
Loan Proceeds		
2.0 Actual Collections in Excess of the Estimated Income		
3.0 Savings		
4.0 Realignment		
5.0 Reversion	MOOE	1,803,750.00
Total Estimated Income		1,803,750.00

Certified Correct:


LUCAS DONDON B. BIBAR III
 Municipal Treasurer


LEONARDO M. ENCINA
 Municipal Accountant

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Maintenance & Other Operating Expenses					
Office of the SB					
Attending seminar and training for efficient and effective better governance of Mun. Officials and capacitated employees	Traveling Expenses - Local	887,894.08	601,485.31	286,408.77	286,408.77
Office of the Sec. to the SB					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	171,449.00	49,278.00	122,171.00	100,000.00
MPDC Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	61,000.00	34,655.28	26,344.72	26,344.72
Attending seminar and training for CBMS	Traveling Expenses - Local	29,000.00	9,800.00	19,200.00	6,088.00
Procurement of various office supplies of MPDC Office	Office Supplies Expenses	20,000.00	11,545.19	8,454.81	8,454.81
Purchase of fuel, oil and lubricants in connection with Project Monitoring Program	Fuel, Oil and Lubricants Expenses	5,000.00		5,000.00	5,000.00
Municipal Budget Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	108,000.00	35,519.28	72,480.72	60,000.00
Municipal Treasurer's Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	183,500.00	79,232.88	104,267.12	100,000.00
Procurement of various office supplies of Treasurer's Office	Office Supplies Expenses	40,000.00	32,158.84	7,841.16	3,000.00
Purchase of other supplies and materials to respond the needs during Brgy. Tax Campaign	Other Supplies and Materials Expense	2,000.00		2,000.00	2,000.00
Municipal Accounting Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	96,000.00	56,662.94	39,337.06	23,737.06
Procurement of various office supplies of Accounting Office	Office Supplies Expenses	19,960.00	17,376.10	2,583.90	2,583.90
Municipal Assessor's Office					

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

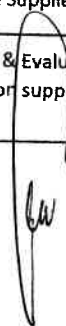
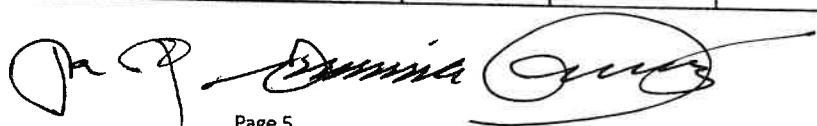
Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	67,000.00	26,005.28	40,994.72	40,994.72
Procurement of various office supplies of Assessor's Office	Office Supplies Expenses	10,000.00	8,370.43	1,629.57	1,629.57
MCR Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	125,000.00	7,888.00	117,112.00	90,000.00
Procurement of various office supplies of MCR Office	Office Supplies Expenses	15,000.00	11,172.66	3,827.34	3,827.34
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	4,000.00		4,000.00	4,000.00
MDRRM Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	130,000.00	18,170.00	111,830.00	111,830.00
Procurement of various office supplies of MDRRM Office	Office Supplies Expenses	12,000.00	10,180.67	1,819.33	1,819.33
Purchase of other supplies and materials to respond the needs of the Office	Other Supplies and Materials Expense	25,000.00	13,904.98	11,095.02	11,095.02
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	5,000.00		5,000.00	5,000.00
Human Resource Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	49,000.00	5,450.00	43,550.00	43,550.00
Attending seminar and training for Human Resource Development	Traveling Expenses - Local	50,000.00		50,000.00	50,000.00
Procurement of various office supplies of HR Office	Office Supplies Expenses	10,000.00	7,985.40	2,014.60	2,014.60
Municipal Population Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	41,600.00		41,600.00	35,512.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Procurement of various office supplies of Municipal Population Office	Office Supplies Expenses	10,000.00	8,824.04	1,175.96	1,175.96
PESO					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	19,000.00	18,510.00	490.00	490.00
Procurement of various office supplies of PESO & Livelihood Training	Office Supplies Expenses	10,000.00	8,169.18	1,830.82	1,830.82
Procurement of various supplies for Livelihood Training	Office Supplies Expenses	10,000.00		10,000.00	10,000.00
BAC					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	250,000.00	174,268.40	75,731.60	62,879.06
Mun. Health Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	240,000.00	66,523.47	173,476.53	140,000.00
Attending seminar and training of MNAO	Traveling Expenses - Local	5,000.00		5,000.00	5,000.00
Procurement of various office supplies of RHU Office	Office Supplies Expenses	28,418.00	25,457.08	2,960.92	2,960.92
Purchase of Drugs and Medicines issued to patients	Drugs and Medicines Expenses	200,000.00	199,748.10	251.90	251.90
Purchase of Drugs and Medicines for Family Planning Program	Drugs and Medicines Expenses	10,000.00		10,000.00	10,000.00
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance- Machinery and Equipment	50,000.00	14,800.00	35,200.00	20,000.00
Purchase of spareparts and devices for the repairs and maintenance on motor vehicles and other transportation equipment	Repairs & Maintenance- Transportation Equipment	100,000.00	66,505.00	33,495.00	25,000.00
Purchase of medical, dental and laboratory supplies issued to end-users for Circumcision-Operation Tuli	Medical, Dental and Laboratory Supplies Expenses	5,000.00		5,000.00	5,000.00
Purchase of medical, dental and laboratory supplies issued to end-users for Dental Services	Medical, Dental and Laboratory Supplies Expenses	5,000.00		5,000.00	5,000.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Purchase of other supplies and materials for Non-Communicable Disease purposes	Other Supplies and Materials Expense	2,000.00		2,000.00	1,000.00
Purchase of other supplies and materials for Blood Letting Activity	Other Supplies and Materials Expense	2,000.00		2,000.00	1,000.00
Purchase of other supplies and materials for Health Care Providers-BNS Training	Other Supplies and Materials Expense	2,000.00		2,000.00	2,000.00
Purchase of other supplies and materials for Nutrition Month Celebration	Other Supplies and Materials Expense	5,000.00		5,000.00	3,250.00
MSWD Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	160,000.00	30,758.00	129,242.00	120,000.00
Procurement of various office supplies of MSWD Office	Office Supplies Expenses	20,000.00	10,813.95	9,186.05	9,186.05
Fund for the supplies and materials for the repairs and maintenance of MSWD Office and other structures	Repairs & Maintenance-Buildings and Other Structures	50,000.00		50,000.00	50,000.00
Mun. Agriculture's Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	130,000.00	34,350.00	95,650.00	95,650.00
Attending/conducting seminar and training for Farm Level Capacity Building & training services	Traveling Expenses - Local	10,000.00		10,000.00	10,000.00
Attending/conducting seminar and training for Organization-Cooperative Support	Traveling Expenses - Local	5,000.00		5,000.00	5,000.00
Attending/conducting seminar and training to support Brgy. Farmers Technician	Traveling Expenses - Local	5,000.00		5,000.00	5,000.00
Attending/conducting seminar and training for prevention & control of plant & animal pest diseases	Traveling Expenses - Local	5,000.00		5,000.00	5,000.00
Procurement of various office supplies of Agriculture's Office	Office Supplies Expenses	18,382.54	4,461.34	13,921.20	13,921.20
Procurement of vaccine Supplies	Animal/Zoological Supplies Expenses	10,000.00		10,000.00	10,000.00
Fuel for the Monitoring & Evaluation of Projects for the extension support , education and training programs	Fuel, Oil and Lubricants Expenses	35,000.00		35,000.00	35,000.00

STATEMENT OF FUNDS AVAILABLE FOR REVERSION
As of December 2024

Office	Object of Expenditures	Amount of Appropriation	Amount of Obligation	Unobligated to Date	Amount to be Reverted
Fund for the purchase of fertilizers, pesticides and agricultural supplies issued in government operations/projects.	Agricultural and Marine Supplies Expenses	5,000.00		5,000.00	5,000.00
Fund for the purchase of fertilizers, pesticides and other seedlings issued in government operations/projects.	Agricultural and Marine Supplies Expenses	40,000.00		40,000.00	40,000.00
Fund for the supplies and materials for the repairs and maintenance of the office and other structures	Repairs & Maintenance-Buildings and Other Structures	11,942.60	4,500.00	7,442.60	7,442.60
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	20,000.00	17,000.00	3,000.00	3,000.00
Mun. Engineering Office					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	60,000.00	14,090.00	45,910.00	45,910.00
Procurement of various office supplies of Engineering Office	Office Supplies Expenses	15,000.00	11,024.35	3,975.65	3,975.65
Fund for the purchase of supplies for the repairs and maintenance of office equipment; ICT equipment.	Repairs & Maintenance-Machinery and Equipment	10,000.00	2,000.00	8,000.00	8,000.00
MENRO					
Attending seminar and training for efficient and effective better governance and capacitated employees	Traveling Expenses - Local	19,100.00	9,640.00	9,460.00	9,460.00
Procurement of various office supplies of MENRO	Office Supplies Expenses	11,682.18	11,206.18	476.00	476.00
TOTAL ESTIMATED INCOME		3,761,928.40	1,769,490.33	1,992,438.07	1,803,750.00

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

Local Finance Committee:

LUCAS DONDON B. BIBAR III
Municipal Treasurer

EMETERIO D. MALUPING
Municipal Budget Officer

LEONARDO M. ENCINA, CPA
Municipal Accountant

ENGR. ROGER S. RAMOS
MPDC

Noted:

HON. EREN D. REDONA
Municipal Mayor


STATEMENT OF SUPPLEMENTAL APPROPRIATION
Tabontabon, Leyte
Supplemental Budget No. 003 CY 2024

Implementing Office	Particulars/Purpose	AIP REF. CODE	Object of Expenditure	Account Code	Total
	Personal Services				
Mayor' Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-01-001-000-001	Other Personnel Benefits	5-01-04-990	150,000.00
Vice-Mayor's Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-02-001-000-001	Other Personnel Benefits	5-01-04-990	60,000.00
Office of the SB	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-03-001-000-001	Other Personnel Benefits	5-01-04-990	300,000.00
Office of the SB Secretary	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-04-001-000-001	Other Personnel Benefits	5-01-04-990	120,000.00
MPDC Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-09-001-000-001	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Budget Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-08-001-000-001	Other Personnel Benefits	5-01-04-990	60,000.00
Municipal Accounting Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-07-001-000-001	Other Personnel Benefits	5-01-04-990	60,000.00
Municipal Treasurer's Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-05-001-000-001	Other Personnel Benefits	5-01-04-990	120,000.00
MCR Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-12-001-000-001	Other Personnel Benefits	5-01-04-990	90,000.00
Municipal Assessor's Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-1-06-001-000-001	Other Personnel Benefits	5-01-04-990	35,000.00
MDRRM Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-3-03-001-000-001	Other Personnel Benefits	5-01-04-990	68,750.00
Municipal Health Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-200-3-1-11-001-000-001	Other Personnel Benefits	5-01-04-990	240,000.00
MSWD Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-500-3-2-05-001-000-001	Other Personnel Benefits	5-01-04-990	105,000.00
Municipal Agriculture's Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	8000-000-3-2-03-001-000-001	Other Personnel Benefits	5-01-04-990	146,250.00
ME Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	8000-000-3-2-10-001-000-001	Other Personnel Benefits	5-01-04-990	30,000.00
PESO	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-300-3-3-05-000-000-001	Other Personnel Benefits	5-01-04-990	8,750.00
Mun. Population Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	3000-200-3-3-04-000-000-001	Other Personnel Benefits	5-01-04-990	30,000.00
HR Office	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-3-01-001-000-001	Other Personnel Benefits	5-01-04-990	30,000.00
GSO	Grant of Collective Negotiation Agreement Incentive (ÇNA)	1000-000-3-3-02-001-000-001	Other Personnel Benefits	5-01-04-990	60,000.00
	GRAND TOTAL				1,803,750.00

Prepared by:


EMETERIO D. MALUPING
Municipal Budget Officer

Approved:


HON. EFREN D. REDONA
Municipal Mayor



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

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Supplemental Budget No. 03 for CY 2024 of the Local Government Unit of Tabontabon, Leyte with a total appropriation of One Million Seven Hundred Seventy Thousand Pesos (Php 1,803,750.00) has an available cash back up for supplementation,

WE FURTHER CERTIFY that the fund source of the FY 2024 CNA Incentives was not taken from balances of allotments for programs/projects/activities which were later discontinued or deferred and released allotments intended for acquisition of goods and services to be distributed/delivered to or to be used by agency clients.

THIS CERTIFICATION is issued in support for the Collective Negotiation Agreement (CNA) Incentive for FY 2024 of the Local Government Unit of Tabontabon, Leyte.

Issued this 04th day of December 2024 at Tabontabon, Leyte.


LUCAS DONDON B. BIBAR III
Municipal Treasurer


LEONARDO M. ENCINA
Municipal Accountant



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

Local Finance Committee

CERTIFICATION

TO WHOM IT MAY CONCERN:


THIS IS TO CERTIFY that the Local Government Unit of Tabontabon had an accomplishment of 76% as of September 30, 2024 with regards to the implementation of programs, projects and activities reflected in the approved budget for FY 2024, in which PPAs were identified as well in the Annual Investment Program of the municipality.

THIS CERTIFICATION is issued in support for the Collective Negotiation Agreement Incentive for FY 2024 of the Local Government Unit of Tabontabon, Leyte.

Issued this 04th day of December 2024 at Tabontabon, Leyte.



LUCAS DONDON B. BIBAR III
Municipal Treasurer


LEONARDO M. ENCINA
Municipal Accountant


EMETERIO D. MALUPING
Municipal Budget Officer


ENGR. ROGER S. RAMOS
MPDC

Approved by:


HON. EFREN D. REDONA
Municipal Mayor

Republic of the Philippines
Municipality of Tabontabon
-o0o-

LOCAL FINANCE COMMITTEE

CERTIFICATE OF SAVINGS

This is to certify that according to our records on file in this office, Municipality of Tabontabon has a Maintenance and Other Operating Expenses savings from various offices for the period from January to December 2024 amounting to One Million Eight Hundred Three Thousand Seven Hundred Fifty Pesos (Php 1,803,750.00) breakdown as follows:

	Repairs & Maintenance Expenses	Supplies & Materials Expenses	Travelling Expenses	Total
BAC Office	-	-	62,879.06	62,879.06
SB Office	-	-	286,408.77	286,408.77
SB Secretary Office	-	-	100,000.00	100,000.00
MPDC Office	-	13,454.81	32,432.72	45,887.53
MBO	-	-	60,000.00	60,000.00
Mun. Treasurer's Office	-	5,000.00	100,000.00	105,000.00
Accounting Office	-	2,583.90	23,737.06	26,320.96
Mun. Assessor's Office	-	1,629.57	40,994.72	42,624.29
MCR Office	4,000.00	3,827.34	90,000.00	97,827.34
MDRRM Office	5,000.00	12,914.35	111,830.00	129,744.35
Human Resource Office	-	2,014.60	93,550.00	95,564.60
Mun. Population Office	-	1,175.96	35,512.00	36,687.96
PESO	-	11,830.82	490.00	12,320.82
Mun. Health Office	45,000.00	30,462.82	145,000.00	220,462.82
MSWD Office	50,000.00	9,186.05	120,000.00	179,186.05
Mun. Agriculture's Office	10,442.60	103,921.20	120,650.00	235,013.80
Mun. Engineering Office	8,000.00	3,975.65	45,910.00	57,885.65
MENRO	-	476.00	9,460.00	9,936.00
TOTAL	122,442.60	202,453.07	1,478,854.33	1,803,750.00

We further certify that the FY 2024 Maintenance and Other Operating Expenses (MOOE) savings generated as fund source for payment of FY 2024 Collective Negotiation Agreement (CNA) Incentive were due to accomplishing performance targets at lesser cost in attaining more efficient and viable operations through cost-cutting measures and system improvement of the municipality.


EMETERIO D. MALUPING
Municipal Budget Officer


LEONARDO M. ENCINA
Municipal Accountant


LUCAS DONDON B. BIBAR III
Municipal Treasurer

Noted by:


HON. EFREN D. REDORIA

Municipal Mayor

Report on the Payment
of Collective Negotiation Agreement (CNA) Incentive For
FY 2024

Department/Agency: LGU Tabontabon

I. If CNA Incentive Was Granted

Total Amount Paid for the CNA Incentive:

Number of Qualified Personnel	
Regular	63
Contractual	-
Casual	-
Total	<u>63</u>

Rate of CNA Incentive for old (58)	1,740,000.00
Rate of CNA Incentive for new regular (5) - prorated amount (see attached TABLEA Resolution)	<u>63,750.00</u>
Total Amount Paid	1,803,750.00

Fund Sources:


Objectives of Expinditures

<u>Communication Expenses</u>	
<u>Repairs & Maintenance</u>	122,442.60
<u>Supplies & Materials Expenses</u>	202,453.07
<u>Travelling Expenses</u>	1,478,854.33
<u>Utility Expenses</u>	
<u>Advertising Expenses</u>	
Total	1,803,750.00

II. If the CNA Incentive Was Not Granted

Please site reasons for non-grant

Submitted by: 
MARY LORELEI S. CONDE
 HRMO-Designate

Certified Correct: 
HON. EREN D. REDONA
 Agency Head

**STATEMENT OF RECEIVABLES FOR COLLECTIVE NEGOTIATION AGREEMENT
(CNA)**

NAME/OFFICE	CNA
Office of the Municipal Mayor	
1. Efren D. Redona	30,000.00
2. Germaine Feliz Ayn R. Gonzales	30,000.00
3. Stella M. Inalisan	30,000.00
4. Eduardo B. Belarmino	30,000.00
5. Sisinia C. Calibo	30,000.00
Office of the Mun. Vice Mayor	
1. Ponciano R. Justimbaste Jr.	30,000.00
2. Sheryl P. Orel	30,000.00
Office of the SB	
1. Mervin M. Lobrigo	30,000.00
2. Danilo E. Balais	30,000.00
3. Dennis L. Balderian	30,000.00
4. Herman I. Bibar	30,000.00
5. Jerry Gwen L. Conde	30,000.00
6. Francisco M. Fernandez	30,000.00
7. Jinky E. Gamez	30,000.00
8. Jeric Dan S. Redoña	30,000.00
9. Raul D. Balano	30,000.00
10. Thea Jasmine A. Prisno	30,000.00
Office of the Sec. to the SB	
1. Maria Corazon E. Bautista	30,000.00
2. Ma. Dulce Corazon E. Martinez	30,000.00
3. Emily B. Bea	30,000.00
4. Roy R. dela Cruz	30,000.00
MPDC Office	
1. Roger S. Ramos	30,000.00
2. Alex U. Verzosa	30,000.00
3. Claudiano B. Caindoy	30,000.00
Office of the MCR	
1. Mary Lorelei S. Conde	30,000.00
2. Apolonio S. Martinez	30,000.00
3. Edna A. Paroni	30,000.00
Municipal Budget Office	
1. Emeterio D. Maluping	30,000.00
2. Joselito B. Advincula	30,000.00
Municipal Accounting Office	
1. Leonardo M. Encina	30,000.00
2. Michelle N. Tiozon	30,000.00
Municipal Treasurer's Office	
1. Lucas Dondon B. Bibar III	30,000.00

2. Virginia C. Labitao	30,000.00
3. Darwin G. Anover	30,000.00
4. Allan C. Sayong	30,000.00
Municipal Assessor's Office	
1. Juan P. Queipo	5,000.00
2. Lilia E. Logronio	30,000.00
Human Resource Office	
1. Aniceto C. Narca, Jr.	30,000.00
Municipal Population Office	
1. Edelina L. Balderian	30,000.00
General Services Office	
1. Orlando A. Guibao	30,000.00
2. Catherine Q. Adalla	30,000.00
Public Employment Service Office	
1. Joseph E. Biscocho	8,750.00
Municipal Health Office	
1. Rosal E. Cinco-Caimoy	30,000.00
2. Jennifer I. Bibar	30,000.00
3. Pearl Angelie C. Perante	30,000.00
4. Al A. Gabrieles	30,000.00
5. Jocelyn A. Nuevas	30,000.00
6. Nida M. Ninada	30,000.00
7. Noel G. Mondragon	30,000.00
8. Prudencio G. Gamez	30,000.00
MSWD Office	
1. Teresita M. Estera	30,000.00
2. Twinkle A. Calibo	15,000.00
2. Lilia C. Luban	30,000.00
3. Maria Jesusa D. Geraldo	30,000.00
Mun. Agriculture's Office	
1. Cherrie Gil G. Tagana	30,000.00
2. Cendy C. Advincula	30,000.00
3. Joseph Winston B. Ecija	26,250.00
4. Nestor S. Regorosa	30,000.00
5. Dennis G. Mondragon	30,000.00
MDRRM Office	
1. Ma. Theresa P. Perigrino	30,000.00
2. Maryjane N. Ocaña	30,000.00
3. Armando R. Domasig	8,750.00
ME Office	
1. Engr. Amelito C. Abanis	30,000.00
GRAND TOTAL	1,803,750.00

Prepared by:


EMETERIO D. MALUPING
Municipal Budget Officer

Republic of the Philippines
TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA)
Municipal Hall, Brgy. III Bonifacio, Tabontabon, Leyte
DOLE & CSC COR No. 2281
CSC COA No. 1421
CSC COR CNA No. 3226
-oOo-

EXCERPTS FROM THE MINUTES OF THE REGULAR BOARD MEETING OF TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA), MUNICIPAL HALL, BRGY. III BONIFACION, TABONTABON, LEYTE HELD ON NOVEMBER 22, 2024 AT 9:00 O'CLOCK IN THE MORNING, AT THE MSWD OFFICE – CRISIS CENTER TABONTABON, LEYTE.

TABLEA RESOLUTION NO. 006 – Series of 2024

A RESOLUTION APPLYING THE PRORATED COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE AMOUNT IN CASE OF NEWLY HIRED EMPLOYEES' FOR FY 2024.

- WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* with *DOLE & CSC Certificate of Registration No. 2281* issued on January 28, 2019 and with *CSC Certificate of Accreditation No. 1421* issued on February 23, 2021 is the only registered rank-and-file employees' organization at Tabontabon Municipal Government, Tabontabon, Leyte;
- WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* has a *Collective Negotiation Agreement (CNA)* executed between the management and the employees organization accredited by the *Civil Service Commission (CSC)* with *Certificate of Registration – Collective Negotiation Agreement No. 3226* with the period of its effectivity from *September 23, 2024 to September 22, 2027*;
- WHEREAS, pursuant to the *Department of Budget and Management (DBM) Budget Circular No. 2024-4* dated November 11, 2024 re "*Guidelines on the Grant of the Collective Negotiation Agreement (CNA) Incentive for FY 2024*" is the bases for the grant of CNA Incentive to both management and employees;
- WHEREAS, the rate of the CNA Incentive shall not exceed *Php 30,000.00* per qualified employee as stipulated in the above DBM-Budget Circular under its Policy Guidelines, Paragraph No. 4.2.3;
- WHEREAS, the *Tabontabon Local Employees Association (TabLEA)* officers have agreed to apply the prorated Collective Negotiation Agreement (CNA) Incentive amount in case of newly hired employees' FY 2024 due to insufficient availability of funds.

NOW THEREFORE, on motion by Al A. Gabrieles, TabLEA Vice President and duly seconded by all officers and members present, BE IT RESOLVE AS IT IS HEREBY RESOLVED, TO APPLY THE PRORATED COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE AMOUNT IN CASE OF NEWLY HIRED EMPLOYEES' FOR FY 2024.

RESOLVED FURTHER, that copies of this resolution be furnished to all TABLEA MEMBERS concerned for their information, guidance and appropriate action;

I HEREBY CERTIFY to the correctness of this foregoing resolution.

Done this 22nd day of November, 2024 at Tabontabon, Leyte.



CENDY C. ADVINCULA
TabLEA Secretary


Concurred: 
AL A. GABRIELES
TabLEA Vice President


SISINIA C. CALIBO
TabLEA P.I.O


NIDA M. NIÑADA
TabLEA Auditor


VIRGINIA C. LABITAO
TabLEA Treasurer


EMILY B. BEA
TabLEA Bookkeeper


DARWIN G. AÑOVER
TabLEA Business Manager

APPROVED:


ALLAN C. SAYONG
TabLEA President

Republic of the Philippines
TABONTABON LOCAL EMPLOYEES ASSOCIATION (TABLEA)
Municipal Hall, Brgy. III Bonifacio, Tabontabon, Leyte
DOLE & CSC COR No. 2281
CSC COA No. 1421
CSC COR CNA No. 3226
-oOo-

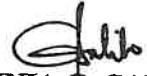
**PRORATED COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE
AMOUNT IN CASE OF NEWLY HIRED EMPLOYEES' FOR FY 2024**

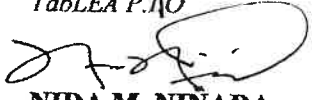
CNA Incentive 2024 - Php 30,000.00 /
12 months - 12
per month - Php 2,500.00


<i>Name of Employees</i>	<i>Date of Appointment</i>	<i>Number of months employed</i>	<i>Amount of CNA incentive</i>
Joseph Winston B. Ecija	February 12, 2024	10 1/2	Php 26,250.00
Twinkle A. Calibo	July 01, 2024	6	Php 15,000.00
Armando R. Domasig	September 16, 2024	3 1/2	Php 8,750.00
Joseph E. Biscocho	September 16, 2024	3 1/2	Php 8,750.00
Juan P. Queipo	October 22, 2024	2	Php 5,000.00



CENDY C. ADVINCULA
TabLEA Secretary

Concurred: 
AL A. GABRIELES
TabLEA Vice President


SISINIA C. CALIBO
TabLEA P.I.O


NIDA M. NINADA
TabLEA Auditor


VIRGINIA C. LABITAO
TabLEA Treasurer


EMILY B. BEA
TabLEA Bookkeeper


DARWIN G. AÑOVER
TabLEA Business Manager





CERTIFICATE OF REGISTRATION

Collective Negotiation Agreement

No. 3220

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

TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA)

and the

MUNICIPAL GOVERNMENT OF TABONTABON

Municipal Hall, Barangay III Bonifacio, Tabontabon, Leyte

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

23 September 2024 to 22 September 2027.


ATTY. KARLO A. B. NOGRALES
Chairperson



Attested by:


MA. THERESA C. FERNANDEZ
Director IV

Human Resource Relations Office



Republic of the Philippines
Province of Leyte
Municipality of Tabontabon

ID. No. 9934

RESOLUTION NO. 464-SY2024

14th SANGGUNIANG BAYAN

A RESOLUTION TO AUTHORIZE THE LOCAL CHIEF EXECUTIVE HON. EFREN D. REDOÑA TO ENTER INTO COLLECTIVE NEGOTIATION AGREEMENT (CNA) WITH TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA).

HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor/Presiding Officer

WHEREAS, one of the agenda of the session was the request of the Honorable Mayor an authority to enter into Collective Negotiation Agreement (CNA) with the Tabontabon Local Employees Association (TabLEA);

MEMBERS OF THE SANGGUNIANG BAYAN

WHEREAS, perusal of the documents submitted and considering the urgency and importance of the subject matter, the August Body decided to extend the necessary authority;

HON. HERMAN I. BIBAR
SB Member

NOWTHEREFORE on motion by Hon. Mervin M. Lobrigo and seconded by Hon. Danilo E. Balais;

HON. FRANCISCO M. FERNANDEZ
SB Member

BE IT RESOLVE, as it is hereby resolved to respectfully authorize the Local Chief Executive Hon. Efren D. Redoña to enter into Collective Negotiation Agreement (CNA) with Tabontabon Local Employees Association (TabLEA);

HON. DAN JERIC S. REDOÑA
SB Member

FINALLY RESOLVED, that copies of this resolution be furnished all concerned for their information and immediate action;

HON. JERRY GWEN L. CONDE
SB Member

APPROVED unanimously, March 08, 2024.

HON. DANILO E. BALAIS
SB Member

I HEREBY CERTIFY to the correctness of the foregoing resolution.


HON. MERVIN M. LOBRIGO
SB Member


EMILY B. BEA
Admin. Aide IV-Clerk II / Temporary Recorder

HON. JINKY E. GAMEZ
SB Member

ATTESTED:

HON. DENNIS L. BALDERIAN
SB Member


HON. PONCIANO R. JUSTIMBASTE, JR.
Municipal Vice Mayor / Presiding Officer

HON. RAUL D. BALANO
Ex-Officio Member/ABC Pres

HON. THEA JASMINE A. PRISNO
Ex-Officio Member/SK Pres.

COLLECTIVE NEGOTIATION AGREEMENT (CNA)

between the

LOCAL GOVERNMENT UNIT OF TABONTABON (LGU)

and the

TABONTABON LOCAL EMPLOYEES' ASSOCIATION (TabLEA)

Effective March 2024 to March 2027

COLLECTIVE NEGOTIATION AGREEMENT

KNOW ALL MEN BY THESE PRESENT:

This Collective Negotiation Agreement (CNA) entered and executed this 4th day of March 2024 by and between:

The Local Government Unit of Tabontabon (LGU-Tabontabon), duly created by virtue of Executive Order No. 631 issued by then Pres. Elpidio Quirino on October 17, 1953, with principal office address at Brgy. III Bonifacio, Tabontabon, Leyte, represented by its *Municipal Mayor*, **Hon. Efren D. Redoña**, herein referred to as the "LGU".

-and-

The Tabontabon Local Employees Association (TabLEA), a legitimate employee's organization comprising the rank-and-file employees of the LGU Tabontabon with DOLE-CSC Certificate of Registration No. 2281 dated January 28, 2019, CSC Certificate of Accreditation No. 1421 dated February 23, 2021, represented by its *President*, **Mr. Allan C. Sayong**, with office address at Municipal Government of Tabontabon, Brgy. III Bonifacio, Tabontabon, Leyte, herein referred to as the "Association".

WITNESSETH:

WHEREAS the 1987 Philippine Constitution recognizes the right of government workers to form unions and engage in collective negotiations, as embodied in the following provisions:

Article II, Section 18. The state affirms labor as a primary social economic force; it shall protect the rights of workers and promote their welfare;

Article III, Section 8. The right of self-organization shall not be denied to government employees so long as the association is not contrary to the law; and

Article XIII, Section 3. The state shall afford full protection to labor, local and overseas, organized, and unorganized, 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, and CSC MC No. 55, s. 1990, provide that the term and conditions of employment or improvements thereof, except those that are fixed by law, may be subject of negotiations between duly recognized employees' organizations and appropriate government authorities;

WHEREAS the LGU recognizes the right of employees to self-organization on the terms and conditions of work;

WHEREAS the ASSOCIATION is duly accredited as the sole and exclusive collective negotiating agent of all rank-and-file employees of the LGU as herein defined under Article II;

WHEREAS the LGU and the ASSOCIATION have mutually agreed to promote a working environment that is conducive to a harmonious relationship between them, an atmosphere that enhances employees' welfare and productivity, and a relationship that contributes to effective and efficient public service;

NOW, THEREFORE, for and in consideration of the foregoing and the stipulations hereunder set forth, the parties agree and bind themselves as follows:

ARTICLE I DECLARATION OF PRINCIPLES

Section 1. The LGU and the ASSOCIATION recognize the basic rights of all workers into a living wage, security of terms, career development, and humane working conditions.

Section 2. The LGU and the ASSOCIATION agree to observe policies regarding the rights of workers to self-organization, collective bargaining, and negotiation and to concerted actions, in accordance with laws.

Section 3. The LGU shall not interfere with the establishment, organization, operation, peaceful concerted activities and administration of the ASSOCIATION, nor perform or cause the performance of such acts designated to place the ASSOCIATION under its control.

Section 4. The ASSOCIATION recognizes and respects the authority of the LGU in the implementation of existing laws governing the terms and conditions of employment in the government; establishment of office policies, guidelines, procedures, rules, and regulations on such personnel actions as hiring, promotion, reassignment, termination because of disciplinary action; and the provision and maintenance of employee welfare and benefits provided under the law. The LGU Shall always exercise sound discretion and prerogative in accordance with law.

Section 5. The ASSOCIATION shall participate in the formulation of policies, plans and programs affecting the rights, career development, welfare and benefits of the employees and improvement of service to the public.

Section 6. The activities of the ASSOCIATION shall be in consonance with its Constitution and By-Laws and shall be consistent with the duty of government to provide effective and dependable public service, where it is paramount and shall not be prejudiced in any way.

Section 7. The LGU and the ASSOCIATION shall promote a progressive and harmonious relationship and uphold spirit of this agreement.

Section 8. The LGU shall include in its Annual Budget a provision for CNA Benefits for rank-and file employees including all other qualified employees in the LGU based on DBM guidelines and other issuances, sufficient to cover such cash and non-cash benefits to be enumerated in this Agreement;



ARTICLE II
SCOPE OF COVERAGE

Section 1. The parties hereby agree that this Collective Negotiation Agreement (CNA) covers all employees in the LGU, whether member or not in the association, regardless of rank, position or designation, and length of service, either permanent or contractual, who are employed by the LGU, including all other qualified officials covers on DBM guidelines and other legal issuances.

ARTICLE III
ASSOCIATION RECOGNITION, REPRESENTATION,
RIGHTS, AND PRIVILEGES

Section 1. The LGU recognizes the ASSOCIATION as the sole and exclusive representative of the LGU employees as defined in Article II.

Section 2. The LGU shall not discriminate any member of the employees due to membership in the ASSOCIATION, or any member, officers and/or duly authorized representative of the ASSOCIATION, for acts performed in accordance with laws or pursuant to this CNA.

Section 3. ASSOCIATION MEETING. The LGU shall allow the ASSOCIATION to hold the following meetings on official time, not to exceed the frequency, as indicated below:

- a. General Assembly : one (1) session, once a year
- b. Special General Assembly : one (1) session, maximum of two (2) sessions a year
- c. Regular quarterly meeting : four (4) sessions a year
- d. Special Meeting of officers and members: as the need arises
- e. Special Meeting of officers : as the need arises

Section 4. ASSOCIATION TIME-OFF PRIVILEGE. The LGU shall allow the ASSOCIATION officials, members, and/or its duly authorized representatives to perform and accomplish on official time their duties and responsibilities as members of the ASSOCIATION. They shall be intermittently and temporarily free from their official duties for the purpose of employee representation, in order to promote and enhance labor-management relations at all times and at all levels; provided that such association time-off privilege is within reasonable time limits and frequency not to hinder the delivery of services to their clientele nor prejudicial to the interest of the LGU, provided further that a notice is given the employees immediate supervisor before enjoying said time-off, provided finally that approval of said immediate supervisor is not necessary but just to ensure that said employee member seeking time-off has no pending assignment.

Section 5. ASSOCIATION OFFICE. As a form of assistance and an act of goodwill, the LGU shall allow the ASSOCIATION to utilize free of charge any available office space, furniture's, equipment, communication facilities, including but not limited to office supplies and materials necessary for its operations.

Section 6. USE OF FACILITIES. The LGU shall allow the TableA free use of LGU facilities such like gymnasium, conference halls and other facilities for its meeting and activities provided that said request is made at least three (3) days before such TableA activity, subject to the availability of the facility and the consent of the appropriate unit.

Section 7. TRANSPORTATION. The LGU shall, whenever possible, provide the TableA service vehicle for the use of its representatives when attending meetings called by any government agency or any duly accredited organization on matters concerning the welfare of the employees.

Section 8. INFORMATION DISSEMINATION. The Table shall be allowed the use of bulletin boards available in strategic areas within the LGU for dissemination of information.

Section 9. LIST OF NEW EMPLOYEES. Upon request by the Table, the LGU through the HRMO shall provide the Table with the list of newly hired employees, whether permanent, temporary, casual, or contractual.

Section 10. COMMITTEE REPRESENTATION. The Table shall be represented in committees, especially those which involve working conditions, hour of work, compensation, benefits both monetary and non-monetary and grievances and disputes involving its members. These Committees are, but not limited to the following:


- a. Personnel Selection Board (PSB)
- b. Grievance Committee
- c. Staff and Development Committee
- d. Performance Evaluation Review Committee (PERC)
- e. Community Affairs Committee
- f. Committee on Decorum and Investigation (CODI)
- g. Bids and Awards Committee
- h. Anti-Sexual Harassment Committee, and
- i. Other committees that are existing or may be created in the future which affect the welfare of the employees

Pursuant to CSC MC No. 3.s. 2001 as amended by CSC MC No. 4 s. 2005, the function of the PSB shall be to assist the LGU in the judicious and objective selection of candidates for appointment in accordance with the approved Merit Selection Plan. Hence, the duties and functions of the PSB shall be assessorial and not recommendatory in nature.


In the case of BAC, the ASSOCIATION representative who has technical expertise relevant to the procurement at hand shall sit as observer.

Section 11. SOCIO-ECONOMIC PROJECTS. The LGU shall provide support to the Table in the latter's efforts to undertake socio-economic projects and income generating activities that will redound to the benefits of the Table, its members, and other employees, if these are not contrary to existing laws and regulations including policies of the LGU. In this regard, the LGU shall allocate a parcel of its landholdings and other properties, and/or allow the free use of its structures, facilities, and equipment by way of USUFRUCT for purposes of the latter venturing in livelihood projects such like in the establishment of EMPLOYEES CANTEEN OR CAFETERIA.

ARTICLE IV RECRUITMENT, PROMOTION, DISCIPLINE, AND TERMINATION OF EMPLOYEES



Section 1. The LGU shall strictly adhere to the principles enunciated in the Civil Service Commission policies, rules and regulations regarding recruitment, promotion, discipline, and termination of employees and strictly adopt laws, circulars and other similar orders of other agencies appertaining to the above-mentioned circumstances. In this regard, a representative of the ASSOCIATION shall be a member of the Personnel Selection and Promotions Board for the first- and second-level employees respectively.



Section 2. LIST OF NEW EMPLOYEES. The LGU through its HRMO shall furnish the ASSOCIATION, upon proper request and representation, with a list of employees who have been issued new appointments/contracts for purposes of updating the association's membership.

ARTICLE V HEALTH AND SAFETY

Section 1. SAFETY AND HEALTH REQUIREMENTS. The LGU shall observe and implement applicable laws, rules and regulations requiring safety, health, and sanitary working conditions and provide the same to the employees, such as but not limited to: (a) clean and potable drinking water; (b) proper air/floor space and office lighting and ventilation; (c) and, special facilities for persons with disabilities.

Section 2. ANNUAL PHYSICAL, MEDICAL, DENTAL EXAMINATIONS AND DRUG TEST. The LGU shall extend free annual physical, medical, and dental examinations for all member and non-member employees as prescribed by law. In this regard, a competent medical and dental staff manning a well-equipped clinic/center shall be provided by the LGU.

Section 3. FIRST AID. A team of employees' members shall be formed in the LGU and trained in first aid administration, they shall become member of the LGU rescue team.

ARTICLE VI COMMITMENT TO COST SAVING MEASURES

Section 1. PLEDGE OF COMMITMENT. The ASSOCIATION commits to support the LGU in its austerity measures and systems improvement in achieving its established targets and programs at a lesser cost.

1. **MINIMIZE TRAVELS AND ATTENDANCE TO TRAININGS, SEMINARS AND CONFERENCES.** Only in extremely necessary cases should faculty be allowed and only one at a time except if so necessary and/or specified in the communication that more than one shall be required.

2. **SYNCHRONIZE OFFICIAL TRIPS TO MAXIMIZE THE USE OF SERVICE VEHICLES** as much as possible.

3. **ECONOMY IN THE USE OF WATER AND ELECTRICITY.** Lights and other conveniences using electricity and water faucets should be properly closed every after-office hours. The heads of each department and janitors are held accountable for any misuse. In cases where computers, electric fans, and other amenities are left open at night, the guards on duty can force open the rooms/offices to prevent the possible occurrence of fire.

4. **PRIORITIZATION OF NEEDS.** Requisitioning officers/department should see to it that the use of the supplies/materials should be properly identified and based on an approved APP. Even projects should be properly categorized according to needs indicating therein the urgency in relation to existing programs/projects of the units.

5. **ECONOMY IN THE USE OF SUPPLIES AND MATERIALS.** The use of coupon bonds and other print materials, number of copies should be limited in preparing communications following approved standard. The use of recycled bond paper and other office supplies and materials is strictly enjoined for internal communications.

6. **STRICT OBSERVANCE OF PUNCTUALITY AND OFFICIAL TIME.**



**RTICLE VII
EMPLOYEES CAREER DEVELOPMENT, SOCIAL
AND SPORTS DEVELOPMENT**

Section 1. EMPLOYEES DEVELOPMENT. The LGU shall ensure and promote employee's development programs which shall include but not limited to fellowships, and attendance in conferences, conventions, seminars, workshops, trainings and other similar development programs which the LGU may deem necessary; subject to availability of funds, and in accordance with accounting and auditing rules and regulations.

Section 2. The LGU shall provide support to the ASSOCIATION in the conduct of an annual training or seminar for employees for the purpose of enlightening them of their rights, privileges, obligations, and responsibilities under the law and this CNA, and shall be allowed to attend such like in capability-building programs, including leadership training in trade unionism, workers' congresses and familiar activities conducted by government agencies and non-government organizations for public sector unions subject to availability of funds. Attendance in such training or seminar shall be on official time.

Section 3. The LGU shall allocate sufficient budget to ensure that Human Resource Development (HRD) programs, such as trainings are provided to employees in accordance with Sec. 1(a.5) of AO No. 103, s. 2004; subject to accounting and auditing rules and regulations.

Section 4. Subject to the provisions of the General Appropriations Act (GAA), the LGU and the ASSOCIATION shall jointly implement sports development and recreational programs to enhance the physical and mental well-being of the employees. The LGU shall set through an office circular 3:00 o'clock to 5:00 o'clock in the afternoon every last Friday of the month as physical fitness time except on occasions when the employee is required to attend to an official business, on leave of absence and other justifiable reasons. It shall likewise provide the necessary physical fitness, sport and/or recreational equipment and facilities for use free of charge.

Section 5. Subject to the provisions of the GAA, the LGU and the ASSOCIATION shall jointly implement annual office outings or excursions, periodic social and team building programs for employees' social development. The LGU shall source out funds for such programs and activities, subject to availability of funds.

**ARTICLE VIII
ASSOCIATION SECURITY**

Section 1. MEMBERSHIP IN THE ASSOCIATION. All employees of the LGU who are permanent as of the date of signing of this CNA are qualified for ASSOCIATION membership.

Section 2. MEMBERS MONETARY OBLIGATION TO THE ASSOCIATION. Upon receipt of a written authorization from the members of the ASSOCIATION, the Disbursing/Releasing Officer shall deduct the corresponding ASSOCIATION dues, assessments, fines, and other deductions from the salaries/wages/incentives of its members based on the terms of payment as approved by the ASSOCIATION Officers. All deductions shall be remitted to the ASSOCIATION treasurer as soon as possible but not later than ten (10) working days after the deductions are made.

Section 3. ORGANIZATIONAL RELATIONS. The ASSOCIATION shall be a partner of the LGU in evolving development programs/projects of the latter on issues and concerns provided under EO No. 180, s. 1987, and implementing rules and regulations. As partner-in-development, the ASSOCIATION shall advocate change for growth, progress and full development of the LGU and its employees

Section 4. The LGU shall require ASSOCIATION MEMBER who will retire, transfer and/or resign to secure a clearance from the latter for property and monetary accountabilities.

ARTICLE IX EMPLOYEE WORKLOAD AND WORK SCHEDULE

Section 1. Punctuality is an important quality of a professional staff. Each employee shall render 8 hours of work services a day from 8:00 o'clock in the morning to 12:00 noon and 1:00 o'clock to 5:00 o'clock in the afternoon, Monday to Friday, as prescribed in the CSC policies, rules and regulations. Employees shall be required to keep records of their attendance using the Daily Time Record. In an instance of using machine like Bundy clock or biometric machines, it shall be placed in a strategic place convenient to all employees where their health and safety are not being compromised, such like in the municipal main building.

Section 2. Regular employee members rendering official duties more than regular workload and hours of service and who are required to perform their regular functions on Saturdays, Sundays or holidays due to exigency of service shall, be granted compensatory time-off in lieu of overtime service rendered without pay, in case where funds are not available, in accordance with the Joint CSC-DBM Circular No. 2, s. 2002.

For field workers/extension workers that would require a staff to go directly on field first thing in the morning and/or in an eleventh hour, due consideration may be given for convenience & accessibility. In such instances, the staff need not report to the office anymore to log in/out his attendance for as long as this is with due approval from his/her immediate supervisor and be considered his/her travel official.

Section 3. FLEXI-TIME SCHEDULE. The LGU shall allow flexible working hours for employee so that they can perform their functions in accordance with CSC policies, rules, and regulations.

Flexi-time may be implemented on a case to case basis upon the discretion of the management. The Administrative Officer however, has to ensure as well that every department is properly manned during office hours.

ARTICLE X LEAVE PRIVILEGES OF EMPLOYEES

Section 1. MATERNITY/PATERNITY LEAVE. The LGU shall grant sixty (60) days maternity and seven (7) days paternity leaves to qualified employees as mandated by law and CSC policies, rules, and regulations.

Section 2. REHABILITATION LEAVE FOR JOB-RELATED INJURIES. The LGU shall ensure the implementation of rehabilitation leave for work-related injuries in accordance with Joint CSC-DBM Circular No. 1, s. 2006 and relevant CSC circulars. Absence during any period of disability in such an occasion shall be on full pay, but not to exceed six (6) months, and shall not be charged against the sick leave or vacation leave of the employee, if there are any.

Section 3. SPECIAL LEAVE PRIVILEGES. Upon proper application and approval, subject to existing rules and regulations under CSC MC No. 6, s. 1996, the LGU shall grant its officials and employees the following non-cumulative leave privileges:

- A) Five (5) days Burial or Mourning Leave in case of death of the legitimate spouse or any legitimate children, parents, brothers or sisters and/or immediate members of the family;
- B) One (1) day Birthday Leave;
- C) Two (2) days Enrolment Leave;
- D) Two (2) days Graduation Leave;
- E) Two (2) days Hospitalization Leave for Immediate members of the family;
- F) Three (3) days Wedding and Honeymoon Leave;
- G) One (1) day Wedding Anniversary Leave;
- H) Two (2) days Relocation Leave;
- I) Two (2) days Emergency Leave in cases of actual emergencies such as typhoons, floods and other natural and/or manmade disaster or calamities;
- J). One (1) day Death Anniversary of spouse, children, parents, brothers or sisters, nephews or nieces, grandparents & grandchildren.

**ARTICLE XI
GRIEVANCE MACHINERY/SETTLEMENT**

Section 1. The LGU and the ASSOCIATION hereby agree to operationalize the Grievance Machinery pursuant to CSC MC No. 02, s. 2001 and in accordance with the Omnibus Rules Implementing Book V of EO 292, for the purpose of strengthening employee-management relations and resolving conflicts at the lowest possible level of the LGU.

Section 2. The LGU shall take disciplinary action against employees only for just and proven cause and upon the observance of the principles of due process.

**ARTICLE XII
ECONOMIC BENEFITS**

Section 1. CNA YEAR-END INCENTIVE BONUS. In accordance with law, rules, and regulations, the LGU shall release a CNA Year-End Incentive Bonus to all member and non-member employees regardless of length of service or nature of employment as stated under Section 1 of Article II hereof, in the sum/amount subject to the provisions prescribed by the Department of Budget and Management. The Incentive shall be released on or before the first week of December and every year thereafter and/or pursuant to DBM circulars and other issuances.

In the case of non-member employees' and to who benefits from the terms of the collective negotiation agreement shall pay an AGENCY FEE to the organization which to be deducted an equivalent to the dues and other fees paid by members of the sole and exclusive collective negotiating agent.

Section 2. OTHER BENEFITS. The LGU hereby agrees to grant and release to all member employees the other economic and non-economic benefits.

2.1 Loyalty Award in the amount of One Thousand pesos (P1,000.00) for every year of service starting on the 10th year or in a lump sum amount of Ten Thousand Pesos (P 10,000.00 every other 10th year;

**ARTICLE XIII
SOURCE OF FUNDING FOR CNA INCENTIVES
AND OTHER BENEFITS**

The LGU shall allocate the sum to be identified by the Local Finance Committee in its Annual Budgetary Plan, to cover both the incentives and other benefits provided for in this Agreement, without prejudice to the allocation of additional funds from the annual savings that are generated during the life of the CNA. Where the savings refer to such balances of the agency's released allotment for the year, free from any obligation or encumbrance and which are no longer intended for specific purpose/s.

**ARTICLE XIV
IMPLEMENTATION AND MONITORING SCHEME**

Section 1. INTERPRETATION. If there is any conflict between the provisions of this Agreement and any rules and regulations promulgated by the LGU, the former shall prevail. However, enforceability of this Agreement may be modified by the passage of amendatory laws or by issuances of duly constituted higher authorities.

Section 2. ASSOCIATION-MANAGEMENT COORDINATING COMMITTEE

For the smooth implementation of this CNA, an Association-Management Coordinating Committee shall be created to be composed of three (3) representatives from each party. The following shall be the functions and responsibilities of the committee:

- a) Monitor the implementation of this Collective Negotiation Agreement, and report conflicts or problems in its implementation.
- b) Recommend solutions to controversies or conflicts arising from the interpretation and/or enforcement of this agreement.

**ARTICLE XV
ENTIRETY AND MODIFICATION CLAUSE**

The LGU and the ASSOCIATION agree that the terms and provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, or agreements, either verbal or written, between the parties with respect to the subject matter herein. Both parties agree that all items have been discussed during the negotiations leading to this Agreement and, therefore agree that negotiations will not be reopened on any item during the life of this Agreement except by mutual consent in writing or as otherwise provided herein.

**ARTICLE XVI
SEPARABILITY CLAUSE**

If any provision on this Agreement is held contrary to law or declared invalid by any court of competent jurisdiction, or subsequently modified or amended by mutual consent of the parties, the remaining provisions thereof shall continue to be valid and effective.

**ARTICLE XVII
EFFECTIVITY AND CONTINUITY CLAUSE**

Section 1. EFFECTIVITY. This Agreement shall become effective immediately after its signing and ratification by the majority of the employees in the Collective Negotiation Unit and shall remain in full force and effect for a period of three (3) years.

Section 2. RENEGOTIATION. Both parties agree to meet not later than sixty (60) calendar days prior to the expiration of this Agreement for the purpose of negotiating a new agreement to govern the parties. Subject to the observance of the other party's rights during the freedom period, the provisions of this Agreement, including modifications or amendments thereof, shall remain in force and effect until a new collective negotiation agreement shall have been concluded and executed by the parties.



IN WITNESS WHEREBY the parties, by their authorized representatives, have hereunto signed this Agreement this 4th day of March 2024 in Tabontabon, Leyte, Philippines.

FOR THE LOCAL GOVERNMENT UNIT

FOR THE TABONTABON LOCAL EMPLOYEES ASSOCIATION (TabLEA)


HON. EFREN D. REDONA
Municipal Mayor - LGU Tabontabon


MR. ALLAN C. SAYONG
President - TabLEA

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
Province of Leyte) S.S.
Municipality of Tabontabon

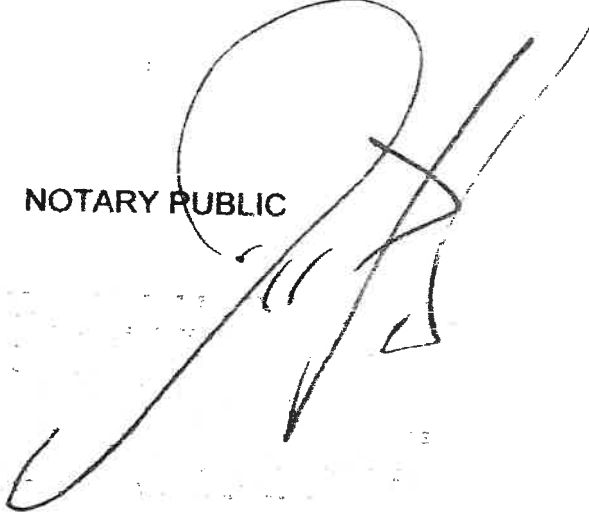
BEFORE ME, a Notary Public, for and within Tabontabon Leyte, personally appeared the following:

NAME	CTC No.	DATE/PLACE OF ISSUE
HON. EFREN D. REDONA	<u>1908457</u>	<u>JAN. 4, 2024</u>
MR. ALLAN C. SAYONG	<u>19084602</u>	<u>FEB. 01, 2024</u>

Known to me to be the same persons who executed the foregoing COLLECTIVE NEGOTIATION AGREEMENT (CNA) and acknowledged to me that the same is their free and voluntary act and deed.

IN WITNESS WHEREOF I have here unto affixed my signature and seal this 15 APR 2024 day of _____ 2024 at _____

NOTARY PUBLIC



Doc. No. 486
Page No. 99
Book No. XXIII
Series of 2024



Seal of
Good
Local
Governance
Awardee

Republic of the Philippines
Province of Leyte
Municipality of Tabontabon



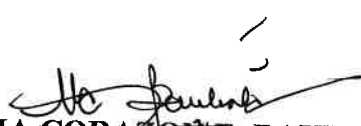
OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the Municipal Appropriation Ordinance No. 03 S2024 which embodies the Supplemental Budget for Calendar Year 2024, of the municipality of Tabontabon, Leyte, had been posted in conspicuous places in the municipality.

ISSUED this 16th day of December, **2024** at Tabontabon, Leyte.


MARIA CORAZONE E. BAUTISTA
Secretary to the Sangguniang Bayan