



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

Item No.: 32

Date: 21 2025 JAN

PROVINCIAL BUDGET OFFICE

January 15, 2025

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

RELEASED
 DATE: 1-15-25
 NO. #168
 BY J.
PBO

SANGGUNIANG PANLALAWIGAN
PROVINCIAL BUDGET OFFICE
JAN 16 2025
PROVINCE OF LEYTE

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 04 FY 2024** of the **Municipality Palo, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2024-05** with a total appropriation in the amount of **P16,512,500.00** 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. 04. Furthermore, that the reversion of funds shall 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;
3. That the grant of the following benefits shall be made pursuant to the corresponding guidelines relative to:
 - a. One-Time Service Recognition Incentive – Budget Circular No. 2024-7 dated December 16, 2024
 - b. Monetization of Leave Credits – CSC Guidelines and Budget Circular No. 2016-2
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:

MARIA GINA P. HIPE
 Provincial Budget Officer

RUTH Y. SURPIA
 Provincial Treasurer

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
27 December 2024

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 2024-05 of the Municipality of Palo, Leyte, entitled: An Ordinance Authorizing Supplemental Budget No. 4, Series of 2024 Involving an amount of Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (P16,512,500.00), for additional funding of Personnel Services and Maintenance and Other Operating Expenses.**


FLORINDA JIL S. UYVICO
Secretary to the Sangguniang



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo



SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 123RD REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 17, 2024, AT THE TEMPORARY SANGGUNIANG BAYAN SESSION HALL.

Present:

Hon. Vice-Mayor Jonathan P. Chiquillo	Presiding Officer
Hon. Andres Ian R. Sevilla	SB Member
Hon. Casimero P. Villas, Jr.	SB Member
Hon. Aaron H. Roca	SB Member
Hon. Chiqui Ruth C. Uy	SB Member
Hon. Felipe T. Ygrubay, Jr.	SB Member
Hon. Antonino C. Hernit	SB Member
Hon. Jan Michelle L. Dolina	SB Member
Hon. Casimero B. Parado II	SB Member
Hon. Gregorio Papoose V. Lantajo, Jr.	President, Liga ng mga Barangay
Hon. Mary Dwell S. Agner	President, PPSK

Absent:

N o n e.

MUNICIPAL RESOLUTION NO. 2024-222

REVERTING AND REPROGRAMMING OF FUNDS FOR THE FUNDING OF THE MUNICIPALITY'S PROPOSED SUPPLEMENTAL BUDGET NO. 4 FOR CALENDAR YEAR 2024 IN THE AMOUNT OF TWENTY FIVE MILLION ONE HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED TWENTY FOUR PESOS AND THIRTY SEVEN CENTAVOS (₱25,138,724.37), AS CERTIFIED BY THE MUNICIPAL ACCOUNTANT, OIC-MUNICIPAL TREASURER, AND MUNICIPAL BUDGET OFFICER.


NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo revert and reprogram, as it hereby reverts and reprograms funds for the funding of the municipality's proposed Supplemental Budget No. 4 for Calendar Year 2024 in the amount of Twenty Five Million One Hundred Thirty Eight Thousand Seven Hundred Twenty Four Pesos and Thirty Seven Centavos (₱25,138,724.37), as certified by the Municipal Accountant, OIC-Municipal Treasurer, and Municipal Budget Officer;


RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios "Matin" L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Luis Antonio M. Napoles, Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer

CERTIFIED CORRECT:


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 123RD REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 17, 2024, AT THE TEMPORARY SANGGUNIANG BAYAN SESSION HALL.

Present:

Hon. Vice-Mayor Jonathan P. Chiquillo	Presiding Officer
Hon. Andres Ian R. Sevilla	SB Member
Hon. Casimero P. Villas, Jr.	SB Member
Hon. Aaron H. Roca	SB Member
Hon. Chiqui Ruth C. Uy	SB Member
Hon. Felipe T. Ygrubay, Jr.	SB Member
Hon. Antonino C. Hernit	SB Member
Hon. Jan Michelle L. Dolina	SB Member
Hon. Casimero B. Parado II	SB Member
Hon. Gregorio Papoose V. Lantajo, Jr.	President, Liga ng mga Barangay
Hon. Mary Dwell S. Agner	President, PPSK

Absent:

N o n e.

MUNICIPAL RESOLUTION NO. 2024-223

GRANTING LEGISLATIVE AUTHORIZATION TO THE MUNICIPALITY'S SUPPLEMENTAL BUDGET NO. 4 FOR CALENDAR YEAR 2024 IN THE AMOUNT OF SIXTEEN MILLION FIVE HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS (₱16,512,500.00).

NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo grant, as it hereby grants legislative authorization to the municipality's Supplemental Budget No. 4 for Calendar Year 2024 in the amount of Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (₱16,512,500.00);

RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios "Matin" L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Luis Antonio M. Napoles, Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 123RD REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 17, 2024, AT THE TEMPORARY SANGGUNIANG BAYAN SESSION HALL.

APPROPRIATION ORDINANCE NO. 2024-05

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 4, SERIES OF 2024, OF THE MUNICIPALITY OF PALO, LEYTE, INVOLVING AN AMOUNT OF SIXTEEN MILLION FIVE HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS (₱16,512,500.00) FOR ADDITIONAL FUNDING OF PERSONNEL SERVICES AND MAINTENANCE AND OTHER OPERATING EXPENSES.

Section 1. The Supplemental Budget of the Palo Local Government Unit for Fiscal Year 2024 in the total amount of **Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (₱16,512,500.00)** for additional funding of Personnel Services and Maintenance and Other Operating Expenses, is hereby approved.

The Budget Documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. LFC Resolution No. 2024-04
2. LBP Form No. 8 – Statement of Funding Sources
3. LBP Form No. 9 – Statement of Supplemental Appropriation
4. Certification of Availability of Funds
5. Other related supporting documents attached thereto

Section 2. Sources of Funds. The sources of funds for the Supplemental Budget No. 4 in the total amount of **Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (₱16,512,500.00)** shall be as follows:

Reversion:

Unutilized Appropriations from Personnel Services	₱ <u>9,870,648.92</u>
Unutilized Appropriations from Maintenance and Other Operating Expenses	₱ <u>15,268,075.45</u>
Total Funding Sources	₱ <u>25,138,724.37</u>

Section 3. Use of Funds. The amount of **Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (₱16,512,500.00)** is hereby appropriated for the Supplemental Budget of the Municipality of Palo, Leyte, as follows:

Proposed New Appropriation Language:

For Personnel Services Php	10,422,500.00
Maintenance and Other Operating Expenses	<u>6,090,000.00</u>
Total		<u>16,512,500.00</u>



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 123RD REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 17, 2024, AT THE TEMPORARY SANGGUNIANG BAYAN SESSION HALL.

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(App. Ord. No. 2024-05)

New Appropriation by Program/Activity/Project

	Current Expenditures	Operating			
Program/Project/Activity	Personal Services	Maintenance and Other Operating Expenses	Capital Outlay	Non-Office Expenditures	Total
A. Programs					
I. General Administration Services					
a. General Administrative and Support Services	2,952,500.00	4,470,000.00	0.00	0.00	7,422,500.00
b. MDRRMO	427,500.00	0.00	0.00	0.00	427,500.00
c. Legislative Services	1,370,000.00	645,000.00	0.00	0.00	2,015,000.00
d. Planning & Dev. Services	200,000.00	60,000.00	0.00	0.00	260,000.00
e. Civil Registry Services	335,000.00	45,000.00	0.00	0.00	380,000.00
f. Budgeting Services	250,000.00	15,000.00	0.00	0.00	265,000.00
g. Accounting Services	342,500.00	75,000.00	0.00	0.00	417,500.00
h. Treasury Services	900,000.00	30,000.00	0.00	0.00	930,000.00
i. Assessment Services	392,500.00	45,000.00	0.00	0.00	437,500.00
Sub-total	7,170,000.00	5,385,000.00	0.00	0.00	12,555,000.00
II. Social Services					
a. Health Services	1,212,500.00	405,000.00	0.00	0.00	1,617,500.00
b. Social Welfare Services.	727,500.00	135,000.00	0.00	0.00	862,500.00
Sub-total	1,940,000.00	540,000.00	0.00	0.00	2,480,000.00
III. Economic Services					
a. Agricultural Services	535,000.00	150,000.00	0.00	0.00	685,000.00
b. Engineering Services	777,500.00	15,000.00	0.00	0.00	792,500.00
Sub-total	1,312,500.00	165,000.00	0.00	0.00	1,477,500.00
II. Operations					
a. NONE	0.00	0.00	0.00	0.00	0.00
Sub-total	0.00	0.00	0.00	0.00	0.00
Total, Programs	0.00	0.00	0.00	0.00	0.00
B. Projects					
I. Locally Funded Project	0.00	0.00	0.00	0.00	0.00
a. NONE	0.00	0.00	0.00	0.00	0.00
Sub-total	0.00	0.00	0.00	0.00	0.00
Total, Projects	0.00	0.00	0.00	0.00	0.00
Total New Appropriations	10,422,500.00	6,090,000.00	0.00	0.00	16,512,500.00

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.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN


EXERPTS FROM THE MINUTES OF THE 123RD REGULAR SESSION OF THE 2022 SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON DECEMBER 17, 2024, AT THE TEMPORARY SANGGUNIANG BAYAN SESSION HALL.

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(App. Ord. No. 2024-05)

Section 5. Effectivity. The provisions of this Ordinance shall take effect upon its approval.

APPROVED.


ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer

CERTIFIED CORRECT:


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

APPROVED December 27, 2024


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Palo



OFFICE OF THE MAYOR



BAGONG PILIPINAS

December 16, 2024

TO: The Honorable Members of the Sangguniang Bayan

THRU: Vice Mayor Jonathan P. Chiquillo
Presiding Officer



Ladies and Gentlemen:

Please be advised that, by virtue of the authority vested upon me by the Rules of the Sangguniang Bayan of Palo, Leyte, I hereby certify to the urgency of enacting a municipal resolution, with the corresponding appropriation ordinance, granting legislative authorization to the municipality's **Supplemental Budget No. 4 for Calendar Year 2024** in the amount of **Sixteen Million Five Hundred Twelve Thousand Five Hundred Pesos (Php16,512,500.00)**.

I hereby certify that this be acted upon immediately under the Rules of the Sangguniang Bayan on urgent measures.

Attached herewith is the Local Finance Committee Resolution with accompanying budget documents.

Very truly yours,


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

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Republic of the Philippines
Province of Leyte
Municipality of Palo
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LOCAL FINANCE COMMITTEE

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE LOCAL FINANCE COMMITTEE (LFC) HELD AT THE MAYOR'S OFFICE, PALO, LEYTE ON DECEMBER 13, 2024 AT 9:00 O'CLOCK IN THE MORNING.

LOCAL FINANCE COMMITTEE RESOLUTION No. 2024-04

RESOLUTION REQUESTING REVERSION/REPROGRAMMING OF FUNDS AND LEGISLATIVE AUTHORIZATION FOR THE FUNDING OF THE PROPOSED SUPPLEMENTAL BUDGET NO. 4, CALENDAR YEAR 2024, PALO, LEYTE.

WHEREAS, as of December 13, 2024 the Municipal Accountant, Municipal Treasurer and the Municipal Budget Officer certifies that there are unutilized balances and appropriations under Personnel Services and Maintenance and Other Operating Expenses (MOOE) from the current general fund budget amounting to **TWENTY FIVE MILLION ONE HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED TWENTY FOUR PESOS & 37/100 (Php 25,138,724.37)** which are available for reversion/reprogramming, to wit:

Personnel Services	-	Php	9,870,648.92
Maintenance and Other Operating Expenses	-		<u>15,268,075.45</u>
Total Amount Available for Reversions	-	Php	<u>25,138,724.37</u>

WHEREAS, the Local Finance Committee proposed for the reversion/reprogramming of the said unutilized balances/appropriations from Personnel Services and MOOE to the following items that need funding, to wit:

Personnel Services:

Other Personnel Benefits			10,172,500.00
CNA Incentive FY 2024	5,992,500.00		
Service Recognition Incentive (SRI) for FY 2024	<u>4,180,000.00</u>		
Monetization of Leave Credits			<u>250,000.00</u>

TOTAL PERSONAL SERVICES **10,422,500.00**

MOOE:

Other General Services			6,090,000.00
Wage Adjustment for FY 2024	<u>6,090,000.00</u>		
TOTAL MOOE			<u>6,090,000.00</u>

Total Supplemental Appropriations **16,512,500.00**

WHEREAS, there is a need for a supplemental appropriation for the above-mentioned expenses;

NOW, THEREFORE, on motion of Ms. Jayra Mae E. Gamez, OIC-Municipal Treasurer, duly seconded by Ms. Ma. Aleli F. Plazuela, Municipal Budget Officer;

RESOLVE, as it is hereby resolved to request the Sangguniang Bayan for a resolution on the reversions/reprogramming of the unutilized balances and appropriations and a legislative authorization of the supplemental budget for the funding of the Supplemental Budget No. 4, Calendar Year 2024 in the amount of **SIXTEEN MILLION FIVE HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS ONLY (Php 16,512,500.00)**;

RESOLVED FINALLY, that copies of this resolution be furnished the Sangguniang Bayan thru the Hon. Municipal Mayor, all of Palo, Leyte, for their appropriate action.

APPROVED: December 13, 2024.

LOCAL FINANCE COMMITTEE:


MA. ALELI F. PLAZUELA
Municipal Budget Officer
Member


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer
Member


ENGR. ARMAND C. CABALTERA
Municipal Planning & Dev. Coordinator
Chairman

Approved:


REMEDIOS "MAYIN" L. PETILLA
Municipal Mayor

**STATEMENT OF FUNDING SOURCES
SUPPLEMENTAL BUDGET NO. 4
Fiscal Year 2024**

PALO, LEYTE

Province/City/Municipality

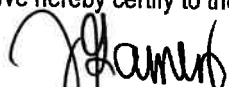
GENERAL FUND

Fund/Special Account

Particulars	Account Classification	Amount
1.0 New Revenue Sources:		
None		-0-
2.0 Actual Collection in Excess of the Estimated Income:		
None		-0-
3.0 Savings		
None		-0-
4.0 Realignment:		
None		-0-
5.0 Reversions: (For the Grant of SRI, CNA Incentive Pay and Wage Adjustment for FY 2024)		
Personnel Services:		
Salaries		2,369,492.00
PERA		1,214,000.00
Clothing/Uniform Allowance		876,000.00
Mid-Year Bonus		1,691,618.42
Year End Bonus		2,120,126.94
Retirement & Life Insurance Premiums		1,213,035.20
Pag-ibig Contributions		193,188.18
PhilHealth Contributions		193,188.18
Total Personnel Services		9,870,648.92
MOOE:		
Travelling Expenses		1,101,192.64
Supplies and Materials Expenses		2,629,621.07
Utility Expenses		929,267.90
Communication Expenses		263,705.89
Advertising Expenses		142,800.00
Subscription Expenses		7,387.20
Repairs and Maintenance Expenses		1,665,439.25
Other General Services		8,528,661.50
TOTAL MOOE		15,268,075.45
TOTAL FUNDING SOURCES		25,138,724.37

Certified Correct:

We hereby certify to the correctness of the statement of funds available for appropriation.


JAYRA MAE E. GAMEZ
 OIC Municipal Treasurer


LUIS ANTONIO M. NAPOLES
 Municipal Accountant

12-13-2024
 Date

12-13-2024
 Date

STATEMENT OF SUPPLEMENTAL APPROPRIATIONS
 Province of Leyte
 Municipality of Palo

SUPPLEMENTAL BUDGET NO. 4, Calendar Year 2024

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1011 Municipal Mayor 1. Mayor's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-001	PERSONNEL SERVICES: Other Personnel Benefits	50104990	635,000.00
			TOTAL PS		
	Wage Adjustment for FY 2024	1000-01	MOOE: Other General Services	50212990	4,005,000.00
			TOTAL MOOE		
	TOTAL APPROPRIATIONS			4,640,000.00	
2. Administrator's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-019	PERSONNEL SERVICES: Other Personnel Benefits	50104990	100,000.00
			TOTAL PS		
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		
	TOTAL APPROPRIATIONS			100,000.00	
3. Administrative & Human Resource Management Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-020	PERSONNEL SERVICES: Other Personnel Benefits	50104990	320,000.00
			TOTAL PS		
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		
	TOTAL APPROPRIATIONS			320,000.00	
4. Business Permits & Licensing Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-021	PERSONNEL SERVICES: Other Personnel Benefits	50104990	85,000.00
			TOTAL PS		
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		
	TOTAL APPROPRIATIONS			85,000.00	
5. General Services Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-023	PERSONNEL SERVICES: Other Personnel Benefits	50104990	750,000.00
			TOTAL PS		
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		
	TOTAL APPROPRIATIONS			750,000.00	

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
6. Livelihood & Cooperative Dev. Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-026	PERSONNEL SERVICES: Other Personnel Benefits	50104990	50,000.00
			TOTAL PS		50,000.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		-
	TOTAL APPROPRIATIONS		50,000.00		
7. Economic, Ent. Dev't. Management (Cemetery, Market and Slaughterhouse)	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-027	PERSONNEL SERVICES: Other Personnel Benefits	50104990	920,000.00
			TOTAL PS		920,000.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	465,000.00
			TOTAL MOOE		465,000.00
	TOTAL APPROPRIATIONS		1,385,000.00		
8. Tourism, Culture, Arts, Media, Youth and Sports Dev.	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-030	PERSONNEL SERVICES: Other Personnel Benefits	50104990	92,500.00
			TOTAL PS		92,500.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		-
	TOTAL APPROPRIATIONS		92,500.00		
Municipal Disaster Risk Reduction Management Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-031	PERSONNEL SERVICES: Other Personnel Benefits	50104990	427,500.00
			TOTAL PS		427,500.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		-
	TOTAL APPROPRIATIONS		427,500.00		
1016 Office of the Municipal Vice-Mayor	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-002	PERSONNEL SERVICES: Other Personnel Benefits	50104990	200,000.00
			TOTAL PS		200,000.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	-
			TOTAL MOOE		-
	TOTAL APPROPRIATIONS		200,000.00		

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1021 Sangguniang Bayan	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024 Monetization of Leave Credits	1000-002	PERSONNEL SERVICES: Other Personnel Benefits	50104990	650,000.00
			Monetization	50104030	250,000.00
			TOTAL PS		900,000.00
	Wage Adjustment for FY 2024	1000-002	MOOE: Other General Services	50212990	645,000.00
			TOTAL MOOE		645,000.00
			TOTAL APPROPRIATIONS		1,545,000.00
1022 Office of the Secretary to the Sangguniang Bayan	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-002	PERSONNEL SERVICES: Other Personnel Benefits	50104990	270,000.00
			TOTAL PS		270,000.00
			MOOE: Other General Services	50212990	-
	Wage Adjustment for FY 2024	1000-002	TOTAL MOOE		-
			TOTAL APPROPRIATIONS		270,000.00
1041 Municipal Planning and Development Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-003	PERSONNEL SERVICES: Other Personnel Benefits	50104990	200,000.00
			TOTAL PS		200,000.00
			MOOE: Other General Services	50212990	60,000.00
	Wage Adjustment for FY 2024	1000-003	TOTAL MOOE		60,000.00
			TOTAL APPROPRIATIONS		260,000.00
1051 Municipal Civil Registrar's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-005	PERSONNEL SERVICES: Other Personnel Benefits	50104990	335,000.00
			TOTAL PS		335,000.00
			MOOE: Other General Services	50212990	45,000.00
	Wage Adjustment for FY 2024	1000-005	TOTAL MOOE		45,000.00
			TOTAL APPROPRIATIONS		380,000.00
1071 Municipal Budget Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-006	PERSONNEL SERVICES: Other Personnel Benefits	50104990	250,000.00
			TOTAL PS		250,000.00
			MOOE: Other General Services	50212990	15,000.00
	Wage Adjustment for FY 2024	1000-006	TOTAL MOOE		15,000.00
			TOTAL APPROPRIATIONS		265,000.00

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount	
1081 Municipal Accountant's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-007	PERSONNEL SERVICES:			
			Other Personnel Benefits	50104990	342,500.00	
	TOTAL PS				342,500.00	
	MOOE:					
	Other General Services		50212990	75,000.00		
Wage Adjustment for FY 2024	TOTAL MOOE				75,000.00	
	TOTAL APPROPRIATIONS				417,500.00	
1091 Municipal Treasurer's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-008	PERSONNEL SERVICES:			
			Other Personnel Benefits	50104990	900,000.00	
	TOTAL PS				900,000.00	
	MOOE:					
	Other General Services		50212990	30,000.00		
Wage Adjustment for FY 2024	TOTAL MOOE				30,000.00	
	TOTAL APPROPRIATIONS				930,000.00	
1101 Municipal Assessor's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	1000-009	PERSONNEL SERVICES:			
			Other Personnel Benefits	50104990	392,500.00	
	TOTAL PS				392,500.00	
	MOOE:					
	Other General Services		50212990	45,000.00		
Wage Adjustment for FY 2024	TOTAL MOOE				45,000.00	
	TOTAL APPROPRIATIONS				437,500.00	
4411 Municipal Health Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	3000-001	PERSONNEL SERVICES:			
			Other Personnel Benefits	50104990	1,212,500.00	
	TOTAL PS				1,212,500.00	
	MOOE:					
	Other General Services		50212990	405,000.00		
Wage Adjustment for FY 2024	TOTAL MOOE				405,000.00	
	TOTAL APPROPRIATIONS				1,617,500.00	
8711 Municipal Agriculture Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	8000-001	PERSONNEL SERVICES:			
			Other Personnel Benefits	50104990	535,000.00	
	TOTAL PS				535,000.00	
	MOOE:					
	Other General Services		50212990	150,000.00		
Wage Adjustment for FY 2024	TOTAL MOOE				150,000.00	
	TOTAL APPROPRIATIONS				685,000.00	

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
7611 Municipal Social Welfare and Development Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	3000-025	PERSONNEL SERVICES: Other Personnel Benefits	50104990	727,500.00
			TOTAL PS		727,500.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	135,000.00
			TOTAL MOOE		135,000.00
	TOTAL APPROPRIATIONS				862,500.00
8751 Municipal Engineer's Office	CNA Incentive and Service Recognition Incentive (SRI) for FY 2024	8000-003	PERSONNEL SERVICES: Other Personnel Benefits	50104990	777,500.00
			TOTAL PS		777,500.00
	Wage Adjustment for FY 2024		MOOE: Other General Services	50212990	15,000.00
			TOTAL MOOE		15,000.00
	TOTAL APPROPRIATIONS				792,500.00
TOTAL SUPPLEMENTAL APPROPRIATIONS					16,512,500.00

Prepared by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MARTIN" L. PETILLA
Municipal Mayor

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Republic of the Philippines
Province of Leyte
Municipality of Palo
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CERTIFICATION OF AVAILABILITY OF FUNDS

THIS IS TO CERTIFY that funds are available for the funding of Supplemental Budget No. 4, Calendar Year 2024 in the total amount of **Twenty Five Million One Hundred Thirty Eight Thousand Seven Hundred Twenty Four Pesos & 37/100 Only (Php 25,138,724.37)**.

THAT, the said funds are taken from the unutilized balances and appropriations from the current General Fund Budget under Personnel Services and MOOE, to wit:

Personnel Services	-	Php	9,870,648.92
MOOE	-		<u>15,268,075.45</u>
Total Available Funding Sources		Php	<u>25,138,724.37</u>

FURTHER, that the said funding sources are subject for reversion/reprogramming to Personnel Services and Maintenance and Other Operating Expenses.

ISSUED this 13th day of December 2024, Palo, Leyte.


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC - Municipal Treasurer


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Supplemental Budget No. 4 CY 2024

**STATEMENT OF FUNDS AVAILABLE FOR REVERSION
(For the Grant of SRI, CNA and Wage Adjustment for FY 2024)**

Office	Object of Expenditures	Appropriations CY 2024 <i>(Php)</i>	Amount of Obligations As of 11/30/24 <i>(Php)</i>	Unobligated to Date As of 11/30/24 <i>(Php)</i>	Amount to be Reverted <i>(Php)</i>	BALANCE Reserved for December Expenses <i>(Php)</i>
	PERSONAL SERVICES					
All Offices under Executive and Legislative Offices	Salaries	51,139,014.00	41,519,737.98	9,619,276.02	2,369,492.00	7,249,784.02
	PERA	8,574,000.00	4,280,730.01	4,293,269.99	1,214,000.00	3,079,269.99
	Clothing/Uniform Allowance	2,646,000.00	1,217,000.00	1,429,000.00	876,000.00	553,000.00
	Mid Year Bonus	7,361,806.42	3,978,569.58	3,383,236.84	1,691,618.42	1,691,618.42
	Year End Bonus	8,702,852.94	4,608,109.60	4,094,743.34	2,120,126.94	1,974,616.40
	Retirement & Life Ins. Prems.	9,925,413.44	5,465,847.60	4,459,565.84	1,213,035.20	3,246,530.64
	Pag-ibg Contributions	1,645,836.47	883,937.74	761,898.73	193,188.18	568,710.55
	PhilHealth Contributions	1,658,079.71	1,035,328.23	622,751.48	193,188.18	429,563.30
	Sub-total	91,653,002.98	62,989,260.74	28,663,742.24	9,870,648.92	18,793,093.32
	MAINTENANCE AND OTHER OPERATING EXPENSES:					
All Offices under Executive and Legislative Offices	Travelling Expenses	3,920,000.00	2,218,012.26	1,701,987.74	1,101,192.64	600,795.10
	Supplies and Materials Exp.	12,744,420.39	8,361,718.61	4,382,701.78	2,629,621.07	1,753,080.71
	Utility Expenses	10,500,000.00	8,951,220.17	1,548,779.83	929,267.90	619,511.93
	Communication Expenses	1,379,000.00	939,490.18	439,509.82	263,705.89	175,803.93
	Advertising Expenses	400,000.00	162,000.00	238,000.00	142,800.00	95,200.00
	Subscription Expenses	25,000.00	12,688.00	12,312.00	7,387.20	4,924.80
	Repairs and Maintenance Exp.	7,232,000.00	4,456,267.92	2,775,732.08	1,665,439.25	1,110,292.83
	Other General Services	40,153,750.00	27,962,970.10	12,190,779.90	8,528,661.50	3,662,118.40
	Sub-total	76,354,170.39	53,064,367.24	23,289,803.15	15,268,075.45	8,021,727.70
	TOTAL AMOUNT	168,007,173.37	116,053,627.98	51,953,545.39	25,138,724.37	26,814,821.02
	TOTAL AMOUNT AVAILABLE FOR REVERSION				25,138,724.37	

Certified Correct:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer

Date: 12-13-2024

Approved:


REMEDIOS "MARTIN" L. PETILLA
Municipal Mayor

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Republic of the Philippines
Province of Leyte
Municipality of Palo
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CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO 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 operation through cost cutting measures and systems improvement of the municipality.

We, **FURTHER CERTIFY** that the fund source of the FY 2024 CNA Incentive was not taken from balances allotments for programs/projects/activities which were later discounted 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 Incentive for FY 2024 of the Local Government Unit of Palo, Leyte.

Done this 13th day of December, 2024 at Palo, Leyte Philippines.

Certified Correct:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC - Municipal Treasurer

Approved:


REMEDIOS "MATTIN" L. PETILLA
Municipal Mayor ✓

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FUNDING SOURCES FOR CNA INCENTIVE FY 2024

Account Title <i>(a)</i>	Account Code <i>(b)</i>	Unutilized Appropriations 11/30/2024 <i>(c)</i>	40% Reserved for December Expenditures <i>(d)</i>	Balance Available for CNA Incentive <i>e=(c-d)</i>
Travelling Expenses (5-02-01-000)				
Local	5-02-01-010	1,501,987.74	600,795.10	901,192.64
Foreign	5-02-01-020	200,000.00	0.00	200,000.00
SUB TOTAL		1,701,987.74	600,795.10	1,101,192.64
Supplies and Materials (5-02-03-000)				
Office Supplies Expenses	5-02-03-010	969,217.00	387,686.80	581,530.20
Other Supplies & Materials Exp.	5-02-03-990	1,036,535.47	414,614.19	621,921.28
Drugs and Medicines Expenses	5-02-03-070	847,528.00	339,011.20	508,516.80
Medical Dental & Lab. Exp.	5-02-03-080	905,791.50	362,316.60	543,474.90
Fuel, Oil and Lubricants Exp.	5-02-03-090	623,629.81	249,451.92	374,177.89
SUB TOTAL		4,382,701.78	1,753,080.71	2,629,621.07
Utility Expenses (5-02-04-000)				
Water Expenses	5-02-04-010	428,366.57	171,346.63	257,019.94
Electricity Expenses	5-02-04-020	1,120,413.26	448,165.30	672,247.96
SUB TOTAL		1,548,779.83	619,511.93	929,267.90
Communication Expenses (5-02-05-000)				
Telephone Expenses (Landline)	5-02-05-020	17,200.00	6,880.00	10,320.00
Postage & Courier Expenses	5-02-05-010	22,500.00	9,000.00	13,500.00
Internet Subscription Exp.	5-02-05-030	399,809.82	159,923.93	239,885.89
SUB TOTAL		439,509.82	175,803.93	263,705.89
Advertising Expenses	5-02-99-010	238,000.00	95,200.00	142,800.00
Subscription Expenses	5-02-99-070	12,312.00	4,924.80	7,387.20
Repairs & Maintenance Expenses (5-02-13-000)				
Office Equipment	5-02-13-050	60,000.00	24,000.00	36,000.00
Furniture and Fixtures		50,000.00	20,000.00	30,000.00
Buildings & Other Structures	5-02-13-040	1,090,783.00	436,313.20	654,469.80
Machinery & Equipment	5-02-13-050	984,461.72	393,784.69	590,677.03
Transportation Equipment	5-02-13-060	416,407.36	166,562.94	249,844.42
Other Property, Plant & Eqpt.	5-02-13-990	174,080.00	69,632.00	104,448.00
SUB TOTAL		2,775,732.08	1,110,292.83	1,665,439.25
TOTAL AMOUNT OF REVERSION FOR CNA INCENTIVE PAY FY 2024		11,099,023.25	4,359,609.30	6,739,413.95

Certified Correct:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


LUIS ANTONIO M. NAPOLES
Municipal Accountant


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer

Approved :


REMEDIOS "MARTIN" L. PETILLA
Municipal Mayor

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Republic of the Philippines
Province of Leyte
Municipality of Palo

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as of the end of October 2024, more than 91.5% of the programs, projects, and activities in the 2024 Annual Investment Program of the Municipality have been implemented as per documents received from the different departments of the Local Government Unit.

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

Done this 13th day of December, 2024 at Municipality of Palo, Leyte.


ENGR. ARMAND C. CABALTERA
Municipal Planning & Development Coordinator

Approved by:


HON. REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

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**APPROPRIATIONS FOR CNA INCENTIVE AND SERVICE RECOGNITION INCENTIVE (SRI)
FOR FISCAL YEAR 2024**

Department/Office	No. of Employee	AMOUNT OF CNA		AMOUNT OF SRI		TOTAL
		Rate	Total Amount	Rate	Total Amount	
1011 - MUNICIPAL MAYOR						
Mayor's Office						
Regular	11	30,000.00	330,000.00	20,000.00	220,000.00	
Casual	2	22,500.00	45,000.00	20,000.00	40,000.00	
			375,000.00		260,000.00	635,000.00
Municipal Administrator						
Regular	2	30,000.00	60,000.00	20,000.00	40,000.00	
Casual	-	22,500.00	-	-	-	
			60,000.00		40,000.00	100,000.00
Administrative & Human Resource						
Regular	3	30,000.00	90,000.00	20,000.00	60,000.00	
Casual	4	22,500.00	90,000.00	20,000.00	80,000.00	
			180,000.00		140,000.00	320,000.00
Business & Licensing						
Regular	-	30,000.00	-	-	-	
Casual	2	22,500.00	45,000.00	20,000.00	40,000.00	
			45,000.00		40,000.00	85,000.00
General Services Section						
Regular	15	30,000.00	450,000.00	20,000.00	300,000.00	
Casual	-	22,500.00	-	-	-	
			450,000.00		300,000.00	750,000.00
Livelihood & Coop. Devt.						
Regular	1	30,000.00	30,000.00	20,000.00	20,000.00	
Casual	-	-	-	-	-	
			30,000.00		20,000.00	50,000.00
Economic Ent. Devt. Mgt. Unit						
Regular	15	30,000.00	450,000.00	20,000.00	300,000.00	
Casual	4	22,500.00	90,000.00	20,000.00	80,000.00	
			540,000.00		380,000.00	920,000.00
Tourism, Culture, Arts, Media, Youth and Sports Dev.						
Regular	1	30,000.00	30,000.00	20,000.00	20,000.00	
Casual	1	22,500.00	22,500.00	20,000.00	20,000.00	
			52,500.00		40,000.00	92,500.00
SUB-TOTAL			1,732,500.00		1,220,000.00	2,952,500.00

Department/Office	No. of Employee	AMOUNT OF CNA		AMOUNT OF SRI		TOTAL
		Rate	Total Amount	Rate	Total Amount	
MDRRMO Regular Casual	6	30,000.00	180,000.00	20,000.00	120,000.00	
	3	22,500.00	67,500.00	20,000.00	60,000.00	
			247,500.00		180,000.00	427,500.00
1016 - MUN. VICE-MAYOR Regular Casual	4	30,000.00	120,000.00	20,000.00	80,000.00	
	-	22,500.00	-	-	-	
			120,000.00		80,000.00	200,000.00
1021 - SANGGUNIANG BAYAN Regular Casual	13	30,000.00	390,000.00	20,000.00	260,000.00	
	-	22,500.00	-	-	-	
			390,000.00		260,000.00	650,000.00
1022 - SECRETARY TO THE SANGGUNIANG Regular Casual	2	30,000.00	60,000.00	20,000.00	40,000.00	
	4	22,500.00	90,000.00	20,000.00	80,000.00	
			150,000.00		120,000.00	270,000.00
1041 - MUN. PLANNING & DEV. COORDINATOR Regular Casual	4	30,000.00	120,000.00	20,000.00	80,000.00	
	-	22,500.00	-	-	-	
			120,000.00		80,000.00	200,000.00
1051 - MUNICIPAL CIVIL REGISTRAR Regular Casual	5	30,000.00	150,000.00	20,000.00	100,000.00	
	2	22,500.00	45,000.00	20,000.00	40,000.00	
			195,000.00		140,000.00	335,000.00
1071 - MUNICIPAL BUDGET OFFICER Regular Casual	5	30,000.00	150,000.00	20,000.00	100,000.00	
	-	22,500.00	-	-	-	
			150,000.00		100,000.00	250,000.00
1081 - MUN. ACCOUNTANT Regular Casual	6	30,000.00	180,000.00	20,000.00	120,000.00	
	1	22,500.00	22,500.00	20,000.00	20,000.00	
			202,500.00		140,000.00	342,500.00
1091 - MUN. TREASURER Regular Casual	18	30,000.00	540,000.00	20,000.00	360,000.00	
	-	22,500.00	-	-	-	
			540,000.00		360,000.00	900,000.00
SUB-TOTAL			2,115,000.00		1,460,000.00	3,575,000.00

Department/Office	No. of Employee	AMOUNT OF CNA		AMOUNT OF SRI		TOTAL
		Rate	Total Amount	Rate	Total Amount	
1101 - MUN. ASSESSOR Regular Casual	7	30,000.00	210,000.00	20,000.00	140,000.00	
	1	22,500.00	22,500.00	20,000.00	20,000.00	
			232,500.00		160,000.00	392,500.00
4411 - MUNICIPAL HEALTH OFFICER Regular Casual	20	30,000.00	600,000.00	20,000.00	400,000.00	
	5	22,500.00	112,500.00	20,000.00	100,000.00	
			712,500.00		500,000.00	1,212,500.00
8711 - MUNICIPAL AGRICUTURIST Regular Casual	9	30,000.00	270,000.00	20,000.00	180,000.00	
	2	22,500.00	45,000.00	20,000.00	40,000.00	
			315,000.00		220,000.00	535,000.00
7611 - MSWDO Regular Casual	12	30,000.00	360,000.00	20,000.00	240,000.00	
	3	22,500.00	67,500.00	20,000.00	60,000.00	
			427,500.00		300,000.00	727,500.00
8751 - MUN. ENGINEER Regular Casual	13	30,000.00	390,000.00	20,000.00	260,000.00	
	3	22,500.00	67,500.00	20,000.00	60,000.00	
			457,500.00		320,000.00	777,500.00
SUB-TOTAL			2,145,000.00		1,500,000.00	3,645,000.00
TOTAL AMOUNT			5,992,500.00		4,180,000.00	10,172,500.00

Prepared by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

**ADDITIONAL APPROPRIATIONS FOR OTHER GENERAL SERVICES
(WAGE ADJUSTMENT FOR FY 2024)**

Department/ Office	No. of Job Order	WAGE ADJUSTMENT	
		Rate	AMOUNT
1011 Mayor's Office	267	15,000.00	4,005,000.00
			4,005,000.00
1021 Sangguniang Bayan	43 -	15,000.00	645,000.00
			645,000.00
1041 Municipal Planning and Dev. Office	4	15,000.00	60,000.00
			60,000.00
1051 Municipal Civil Registrar's Office	3	15,000.00	45,000.00
			45,000.00
1071 Municipal Budget Officer	1	15,000.00	15,000.00
			15,000.00
1081 Municipal Accountant's Office	5	15,000.00	75,000.00
			75,000.00
1091 Municipal Treasurer's Office	2	15,000.00	30,000.00
			30,000.00
1101 Municipal Assessor's Office	3	15,000.00	45,000.00
			45,000.00

Department/ Office	No. of Job Order	WAGE ADJUSTMENT	
		Rate	AMOUNT
4411 Municipal Health Office	27	15,000.00	405,000.00
			405,000.00
8711 Municipal Agriculture Office	10	15,000.00	150,000.00
			150,000.00
7611 Municipal Social Welfare and Dev't. Office	9	15,000.00	135,000.00
			135,000.00
8751 Municipal Engineer's Office	1	15,000.00	15,000.00
			15,000.00
8811 Market and Slaughterhouse	31	15,000.00	465,000.00
			465,000.00
	406		6,090,000.00

Prepared by:

Approved:


MA. ALBI F. PLAZUELA
Municipal Budget Officer


REMEDIOS "MARTIN" L. PETILLA
Municipal Mayor

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Republic of the Philippines
Province of Leyte
Municipality of Palo, Leyte

STATEMENT OF FUNDING SOURCES AND EXPENDITURES
Supplemental Budget No. 4
Calendar Year 2024

FUNDING SOURCES	AMOUNT
Reversion of Unutilized Balances and Appropriations:	
Personnel Services (for SRI FY 2024 and Monetization)	
Salaries	2,369,492.00
PERA	1,214,000.00
Clothing/Uniform Allowance	876,000.00
Mid-Year Bonus	1,691,618.42
Year End Bonus	2,120,126.04
Retirement & Life Insurance Prems.	1,213,035.20
Pag-ibig Contributions	193,188.18
PhilHealth Contributions	193,188.18
TOTAL PERSONNEL SERVICES	<u><u>9,870,648.02</u></u>
MOOE (for CNA Incentive FY 2024 and Wage Adjustment FY 2024)	
Travelling Expenses	1,101,192.64
Supplies and Materials Expenses	2,629,621.07
Utility Expenses	929,267.90
Communication Expenses	263,705.89
Advertising Expenses	142,800.00
Subscription Expenses	7,387.20
Repairs and Maintenance Expenses	1,665,439.25
Other General Services	8,528,661.50
TOTAL MOOE	<u><u>15,268,075.45</u></u>
TOTAL FUNDING SOURCES AVAILABLE FOR REVERSION	<u><u>25,138,723.47</u></u>
EXPENDITURES	
Supplemental Appropriations:	
PERSONNEL SERVICES:	
Other Personnel Benefits	10,172,500.00
CNA Incentive for FY 2024	5,992,500.00
Service Recognition Incentive (SRI) FY 2024	4,180,000.00
Monetization of Leave Credits	250,000.00
Total Personnel Services	<u><u>10,422,500.00</u></u>
MOOE:	
Other General Services	6,090,000.00
Wage Adjustment for FY 2024	6,090,000.00
Total MOOE	<u><u>6,090,000.00</u></u>
TOTAL EXPENDITURES	<u><u>16,512,500.00</u></u>
UNAPPROPRIATED BALANCE	<u><u>8,626,223.47</u></u>

Prepared by:

Approved:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


REMEDIOS "MAYIN" L. PETILLA
Municipal Mayor

000019



PALO LOCAL EMPLOYEES ASSOCIATION (PLEA)

LGU-PALO, Municipal Hall Palo, Leyte

CSC-DOLE Registration No. 347

CSC Certificate of Accreditation No. 255

EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE PALO LOCAL EMPLOYEES ASSOCIATION (PLEA) EXECOM MEMBERS HELD ON DECEMBER 13, 2024 AT SB MINI CONFERENCE ROOM, PALO, LEYTE AT 10:00 O'CLOCK IN THE MORNING.

EXECUTIVE COMMITTEE RESOLUTION NO. 2024-007

RESOLUTION OUTLINING THE AGREEMENT BETWEEN THE REPRESENTATIVES OF THE MANAGEMENT AND THE UNION ON THE GUIDELINES/CRITERIA TO BE FOLLOWED IN THE GRANT OF THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR FY 2024.

WHEREAS, the representatives of the management and the union agreed that 91.5% of the total savings from **Maintenance and Other Operating Expenses (MOOE)** amounting to P 15,268,075.45 were attributed from the cost cutting measures of the LGU, breakdown as follows:

1. Travelling Expenses	-----	Php	1,101,192.64
2. Supplies and Materials Expenses	-----		2,629,621.07
3. Utility Expenses	-----		929,267.90
4. Communication Expenses	-----		263,705.89
5. Advertising Expenses	-----		142,800.00
6. Subscription Expenses	-----		7,387.20
7. Repairs and Maintenance Expenses	-----		1,665,439.25
			<u>Php 6,739,413.95</u>

WHEREAS, personnel connected as of October 31, 2024, who have rendered at least six months shall be entitled to CNA incentives.

RESOLVED, AS IT IS HEREBY RESOLVED, TO FAVORABLY REQUEST THE MUNICIPAL MAYOR, HON. REMEDIOS "MATIN" L. PETILLA FOR THE GRANT OF THE CNA INCENTIVE TO ALL MUNICIPAL EMPLOYEES CONSIDERING THAT THE REPRESENTATIVES OF BOTH UNION AND THE MANAGEMENT CAME UP WITH THE OUTLINING OF AGREEMENT ON THE GUIDELINES AND CRITERIA AS BASIS IN THE GRANT OF CNA INCENTIVES.

APPROVED: December 13, 2024.

I HEREBY CERTIFY to the correctness of the foregoing resolution.


CHELSA C. PEREZ
Secretary

Attested:

MANAGEMENT TEAM

HON. REMEDIOS "MATIN" L. PETILLA
HON. JONATHAN P. CHIQUILLO
HON. FELIPE T. YGRUBAY, JR.
ENGR. ARMAND C. CABALTERA
MA. ALELI F. PLAZUELA
LUIS ANTONIO M. NAPOLES

UNION

EUMELIA I. CREER
RUEL M. BITANGJOL
NIÑA ERICKA Q. MARGALLO
AMELITA P. FUMAR
NOEL M. ELONA
ROSARIO P. EGSOC



COLLECTIVE
NEGOTIATION
AGREEMENT
(CNA)

2023-2026

LOCAL GOVERNMENT UNIT OF PALO, LEYTE
PALO LOCAL EMPLOYEES ASSOCIATION (PLEA)
Palo, Leyte

000021

COLLECTIVE NEGOTIATION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **COLLECTIVE NEGOTIATION AGREEMENT (CNA)**, executed by and between:

The Municipal Government of Palo, Leyte, a local government unit duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office at the Municipal Hall, Palo, Leyte, represented herein by its Municipal Mayor, **REMEDIOS "MATIN" L. PETILLA** by virtue of Municipal Resolution No. 2023-159 dated July 25, 2023, hereinafter referred to as the First Party;

-and-

The Palo Local Employees Association (PLEA), an association duly registered with the Civil Service Commission and the Department of Labor and Employment, with office at the Municipal Hall, Palo, Leyte, represented herein by its President, **EUMELIA L. CREER**, hereinafter referred to as the Second Party;

WITNESSETH

WHEREAS, the 1987 Constitution of the Republic of the Philippines, among others, provides:

"Article II, Section 18 – The State affirms labor as a primary social and economic force. It shall protect the rights of workers and promote their welfare."

"Article III, Section 8 – The right of the people, including those employed in the public and private sectors, to form unions, associations or societies for purposes not contrary to law shall not be abridge."

"Article IX, Section 2(B) – The right to self-organization shall not be denied to government employees."

WHEREAS, the beneficial and harmonious relationship between the First Party and the Second Party must be expressed in practical terms in ensuring a mutually beneficial and protective existence taking into consideration the terms and conditions of employment in the Civil Service;

WHEREAS, these terms have been duly expressed in the Collective Negotiation Agreement (CNA) entered into between the First Party and Second Party, which took effect on August 7, 2023 and will expired on August 7, 2026;

WHEREAS, the First Party and the Second Party now desire to renew the Collective Negotiation Agreement (CNA) entered into by them, for the continued observance of democratic practices pursuant to Executive Order No. 180 and its supplementing rules, with the end view of facilitating peaceful adjustment of differences that may arise between the parties, and to promote harmony, efficiency and productivity to the end that the First Party, the Second Party and the general public may benefit industrial peace and harmony in the spirit of cooperation.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree this CNA stipulated as follows:

Palo Local Employees Association (PLEA)
Collective Negotiation Agreement (CNA) for 2023-2026

(Handwritten signatures and initials are present throughout the document, including: "Remedios", "Eumelia L. Creer", "Bord", "0000022", and various initials on the left and right margins.)

ARTICLE I - SCOPE

COLLECTIVE NEGOTIATING UNIT. The collective negotiating unit shall consist of all rank-and-file employees of the MUNICIPALITY who are member of the Palo Local Employees Association (PLEA), except those occupying management or executive positions, and those specifically excluded by Executive Order No. 180 and its implementing Rules. It is understood that, whenever used in this Agreement, the term "employees" refer only to those who are covered within the negotiating unit.

ARTICLE II - UNION RECOGNITION

The First Party recognizes the Second Party as the sole and exclusive negotiating agent of the rank and file employees of the Municipal Government of Palo, Leyte which is affiliated with the Confederation of Independent Unions in the Public Sector (CIU) and the Local Government Unions of the Philippines (LGUP).

ARTICLE III - UNION SECURITY AND CHECK-OFF

Section 1. The First Party shall agree to implement automatic payroll deduction for mandatory union dues collected in a regular basis for union members, and shall be remitted within fifteen (15) days of the succeeding month. All other special assessments and contributions shall be accepted for deduction upon presentation of lawful proof of consent from union members.

Section 2. In the implementation of the above provision, the Second Party through its Treasurer shall submit to the Municipal Accountant or payroll clerk the list of union members with the corresponding deductions due on the particular period.

Section 3. Clearance forms of employees retiring from the municipal government shall include a portion allotted for clearance from the Second Party, provided that the employee is a union member.

ARTICLE IV - FIRST PARTY AND SECOND PARTY RELATIONS

Section 1. The First Party shall continue to adhere to the management policy of transparency, fairness and, whenever applicable, participatory management. The Second Party shall likewise exercise transparency in transaction by rendering and audited annual report of financial and program operations to its members within the first (1) quarter of the succeeding year, copy furnished the First Party.

Section 2. The First Party and the Second Party shall endeavor to achieve the planned targets, including the conduct of cost-cutting measures, to wit:

- a) Shutting off of all electrical appliances from 12:00 NN to 1:00 PM and immediately after office hour except during overtime and as need arises;
- b) No playing of computer games;
- c) Prohibition of unnecessary travels and trainings;
- d) Recycling of office supplies;
- e) Continued strict adherence to RA 9184 in the procurement of goods and services;
- f) Repair and maintenance of Government Buildings shall be implemented by administration;
- g) The First Party and the Second Party shall create a committee to monitor and ensure compliance of the above-mentioned cost cutting measures.

Handwritten signatures and initials are present throughout the document, including a large signature on the left margin and several signatures on the right margin. A red rectangular stamp is located at the bottom right of the page.

Section 3. The Second Party shall support and participate in all management programs and projects, in the form of direct and active participation in all mandatory celebrations as part of the overall calendar of events for said program.

Section 4. The Second Party shall assist management in the implementation of reasonable office rules and regulations. Particularly, the Second Party shall adopt a system of policing its own rank and enjoining all employees to comply with the rules on attendance and punctuality, attendance at flag ceremony and the wearing of uniforms and ID's.

Section 5. The Second Party shall participate/cooperate in carrying out in all management programs, projects and activities during pandemic time/health crisis condition and ensure strict compliance and enforcement of the agency's standard health protocols and adoption of alternative working arrangements as prescribed in CSC MC No. 10, series of 2020, to wit:

- a.) Work from home
- b.) Skeleton workforce
- c.) Four-day or compressed workweek
- d.) Staggered working hours

ARTICLE V – RECRUITMENT, PROMOTION AND PLACEMENT

Section 1. The First Party shall ensure strict adherence to the recruitment, promotion and placement policies under existing laws, rules and regulations.

Section 2. The First Party shall acknowledge applications receive within fifteen (15) days from receipt thereof. Management personnel actions for the month such as appointments and transfers shall be posted on the bulletin board, within fifteen (15) days from approval of the CSC, for a period of one (1) month.

Section 3. In consonance with Civil Service rules, the First Party shall adhere to a fair promotion system based on the approved Agency Merit Promotion Plan.

Section 4. The Personnel Selection and Promotions Board thru its Secretariat shall furnish the Second Party representative/s upon request on justifiable grounds, copies of the minutes of the proceedings, including evaluation reports in the promotion and selection process considering that the Second Party is represented at the PSPB.

Section 5. In case of death, total or permanent disability or retirement of any union member who has rendered at least fifteen (15) years of service, his/her surviving spouse or any of his/her immediate family member, shall be considered for employment in the Municipal Government subject further to existing CSC Rules and Regulations on the matter.

ARTICLE VI – UNION MATTERS

Section 1. The Second Party shall enjoy the privilege of using the Municipal Hall and other municipal facilities for union meetings with advance notice of three (3) days subject to its availability.

Section 2. The Second Party shall continue to be provided basic needs of decent office space. Its other needs may be provided subject to their availability.

Section 3. The Second Party shall endeavor to safeguard and observe due care in the use of facilities that may be provided by the First Party.

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Section 4. The First Party recognizes union-related activities arising from invitations at the regional/national level of duly recognized accredited public sector unions by the Civil Service Commission. In relation thereto, the First Party shall allow the participation of union officers and/or members on official time subject to existing rules and regulations on the matter and in no way funds of the First Party shall be used.

Section 5. The First Party shall grant official time to concerned union officers and/or members who shall attend scheduled union related activity duly certified by its President. For unscheduled activity, request shall be submitted after the activity provided absence from work will not hamper or prejudice the delivery of public services.

Section 6. The First Party shall allow Second Party officers to attend the monthly regular meeting provided schedules of said meeting are given in advance to the respective department heads and their absence will not hamper or prejudice the delivery of public services.

ARTICLE VII – EMPLOYEES WELFARE AND BENEFITS

Section 1. The First Party shall provide all departments/offices with fully air-conditioned or well-ventilated rooms and well-maintained comfort rooms with necessary facilities for effective and efficient working conditions pursuant to CSC Memorandum Circular No. 30, Series of 1992. The Second Party shall undertake measures for the proper use and maintenance of these facilities.

Section 2. The First Party shall assist the Second Party in exploring additional employee benefits which may include, but not limited to, medical/dental care, rice subsidy, grocery allowance, provided said additional benefits shall be in kind and not in the form of cash, provided that the grant thereof shall be subject to the availability of funds and in compliance with existing legal requirements.

Section 3. The First Party shall create a **UNIFORM COMMITTEE** composed of the following:

- 1. One (1) representative from the First Party
- 2. One (1) representative from each department
- 3. Two (2) Second Party officers

The Committee shall have full responsibility in deciding on the FINAL uniform design, color, selection of supplier and recommend the mode of payment. It shall likewise have full responsibility in choosing its Chairperson from among them.

Section 4. The First Party shall allow flexible working hours, when the nature of the work and the exigency of the service requires, in consonance with Civil Service Rules and Regulations.

ARTICLE VIII – PERSONNEL DEVELOPMENT

Section 1. The First Party shall implement training programs on values formation, skills development and unionism with assistance from the Second Party.

Section 2. The First Party shall conduct or manage manpower development programs, including but not limited to, local or foreign skills training, seminars and workshop, for qualified personnel in terms of duties and functions, experience, educational attainment and in-service training earned.

Handwritten notes and signatures on the left margin, including 'Palo' and 'R. P. ...'.

Vertical column of handwritten signatures and initials on the right margin.

Handwritten notes and signatures at the bottom left, including 'all' and 'Palo'.

Section 3. The First Party shall continue to grant official time to all employees who wish to take the Board/Bar Review and other examinations

ARTICLE IX – GRIEVANCE PROCEDURE

Section 1. The parties agree that any complaint arising in the bargaining unit shall be disposed of in accordance with the following procedure:

- a) An oral grievance shall be presented to the department head concerned together with the President of PLEA and the PLEA representative of that office.
- b) The department head has three (3) working days from the date of presentation to act on the said oral grievance.
- c) If the complainant is not satisfied with the decision, he has fifteen (15) working days within which to file his complaint in writing to the grievance committee composed of the following:
 - 1) Head of the Administrative Division as Chairman.
 - 2) Representative of the Local Chief Executive.
 - 3) Municipal Social Welfare Officer.
 - 4) SB Member, Chairman on Good Government.
 - 5) Sangguniang Bayan Secretary.
 - 6) Representative from the employee's Union
 - a. One representative for the first level employees
 - b. One representative for the second level employees
- d) The Grievance Committee has ten (10) working days to conduct an investigation. Within five (5) days after completion of the investigation, a decision shall be rendered.
- e) If the complainant is not satisfied with the decision, he has ten (10) working days upon which to appeal the said decision to the Civil Service Commission to be reckoned on the day of the receipt of the decision.
- f) If no appeal is taken after the lapse of the said period within which to appeal the decision of the Grievance Committee becomes final and executory.
- g) If the complaint is directed towards a department head, the complainant shall file his complaint in writing directly to the grievance committee.

Section 2. The parties shall within ten (10) days from the effectivity of this Agreement constitute the Grievance Committee, and shall formulate its own rules governing investigation and decision of cases.

ARTICLE X – EFFECTIVITY

Section 1. The **COLLECTIVE NEGOTIATION AGREEMENT** shall take effect upon signing thereof and shall be enforced for a period of three (3) years. Within three (3) months prior to the expiration of this agreement the First Party and the Second Party shall start renegotiation. A grace period of three (3) months after the date of expiration stipulated herein shall be observed by both parties upon which to enter into a new agreement or re-issue this Agreement by giving a new period.

Section 2. In the event that any provisions of this **Collective Negotiation Agreement (CNA)** shall be declared invalid by any competent court or authority, or amended by legislation, the remaining provisions shall continue to be valid and binding between the parties hereof.

Palo Local Employees Association (PLEA)
Collective Negotiation Agreement (CNA) for 2023-2026

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ARTICLE XI – CNA INCENTIVE

Section 1. Pursuant to PSLMC Resolution No. 4 dated November 14, 2002 and as a gesture of goodwill and benevolence, the First Party agrees that during the effectivity of this Collective Negotiation Agreement (CNA), the First Party shall grant CNA INCENTIVE in the form of rice subsidy and the amount shall be based and in pursuance to the prevailing Budget Circular issued by the Department of Budget and Management (DBM) on the year on which the CNA Incentive shall be granted, subject to availability of funds and after the priority programs and projects, as determined by the First Party, have been satisfied and the performance target of each department has been very satisfactorily met.

Section 2. The CNA INCENTIVE shall be apportioned in the ratio of 100%, 80%, 75%, respectively, for:

- 1) rank-and-file union members and members of the negotiating panel
- 2) rank-and-file non-union members
- 3) casual employees

Section 3. In subsequent years, to qualify for the CNA Incentive, an employee or personnel as enumerated above should be in service at the date of the Local Finance Committee's resolution endorsing the budget for the CNA Incentive.

Section 4. Assessment of agency fee shall be imposed on those who are not members of the bargaining unit equivalent to One Thousand Pesos (Php1,000.00).

IN WITNESS WHEREOF, the Parties hereunto affixed their signature this _____ day of 07 AUG 2023, 2023 at the Municipal Building, Palo, Leyte, Philippines.

MUNICIPAL GOVERNMENT OF PALO, LEYTE

PALO LOCAL EMPLOYEES ASSOCIATION

By:

By:

[Signature]
REMEDIOS "MATIN" L. PETILLA,
Municipal Mayor

[Signature]
EUMELIA L. CREER
PLEA President

Signed in the presence of:

[Signature]
CHLOE RUTH C. LAY

[Signature]
FRUITS T. YANBAY, Jr.

[Signature]
CASIMERO V. VILLAS JR.

[Signature]
ANDRES IAN P. STEVICA

[Signature]
BENJAMIN C. HERMIT

[Signature]
RUEL S. BALDWIN

[Signature]
ORIEL CHAVILLO

[Signature]
Ana N. Yegor

[Signature]
ROSARIO P. EGOC

[Signature]
GERARDO R. REYES

[Signature]
NINA ERICKA MARGALLO

[Signature]
DENNIS B. BAGE

[Signature]
IRWIN S. MARTILLO

[Signature]
CHELSEA C. PEREZ



Anne R. Bernal
 CASIMIRO B. BACAY II
 Jonathan Chiquillo
 Jan MICHAEL J. DOLINA
 SB. ROCA
 JOSE Y. VELAZCO
 LUIS ANTONIO M. NAPLES
 MA. ALELI PLAZUELA
 Anabelle A. Agnes
 ARMANDO C. CASALTERRA
 LUIS B. FERNANDEZ
 JARED AGUIAR
 LEO F. CALONIA
 NEMOR C. TABASOY

MARIA * PANCHA AGUIAR
 MARIA LETY G. TABASOY
 J-2000 N. Dele P
 -dit.
 NIDA A. TABASOY
 VICTORIA B. DAGAMI
 BEN G. ORIONDO
 MA. CARMEN ANTONETTE M. URBAN
 ARMENTA P. FUMAR
 DONA NICOLE M. ONIVA
 SARAH B. DIAS
 Gerardo L. Terrero
 Berly N. Natalia
 JASMINE C. ESTRADA
 FLORETA B. PULGA
 CARMEN C. ROSALES
 LAURENT B. BALDESCO
 JOEL M. DALITO
 NIKEL D. REYES
 MA. LORNA N. ABRANTES
 DOLORES M. FUMAR
 LESLIE ANNE S. LOPEZ-PAN
 THEA ISABELLA M. CUNO
 SARAH L. MADRERA
 DIANA C. ESTER
 TERESITA B. CONOS
 GINA T. TALADO

ALMIRA S. SMOELA

Val J. ...

MARIA EMERLINA B. MURRE

MARISTA D. ...

SUSANA ...

ANSEL ...

Alma ...

ELDONOR V.O. ...

BIENVENIDO I. ...

RIZALINA L. CALUSA

DIOSALYN P. PETILLA

CRISTINA ...

ANITA M. PORTULA

Alma ...

NIÑA ERICA ...

LEA ...

Republic of the Philippines }
Tacloban City } S.S.

ACKNOWLEDGMENT

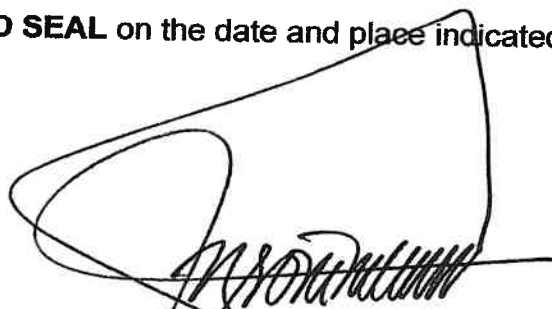
BEFORE ME a Notary Public for and in Tacloban City, personally appeared this day of 15 AUG 2023 in Tacloban City the following persons:

REMEDIOS L. PETILLA	<i>Representing the Municipal Government of Palo, Leyte</i>
EUMELIA I. CREER	<i>Representing Palo Local Employees Association (PLEA)</i>

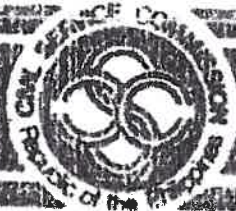
who are personally known to me and to me known to be the same persons who executed the foregoing instrument (Collective Negotiation Agreement) consisting of nine (9) pages including this page on which this acknowledgement is written and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place indicated above.

Doc No. 1
Page No. 2
Book No. 78
Series of 2023



ATTY. TYRONE B. TUTAAN
Commission No. 2023-01-58/ RTC Tacloban City
Notary Public Until Dec. 31, 2024
MB Yn Bldg., Real St. Tacloban City
Atty's Roll No. 61983/ 4-25-14
PTR No. PL7212034B/ 1-6-2023/ Palo, Leyte
IBP OR No. 267606/ 1-4-2023/ IBP Main Office



CERTIFICATE OF ACCREDITATION

No. 255

TO ALL WHOM IT MAY CONCERN:

This is to certify that the Civil Service Commission has duly accredited the

Palo Local Employees Association (PLEA)

pursuant to the provisions of Executive Order No. 180 dated June 1, 1987 and the Implementing Rules and Regulations Governing the Exercise of the Right of Government Employees to Self-Organization, as the sole and exclusive bargaining agent for all the rank-and-file employees in the

Palo Municipal Government

As such, it shall represent and bind them in any negotiations affecting the terms and conditions of their employment which are not fixed by law.

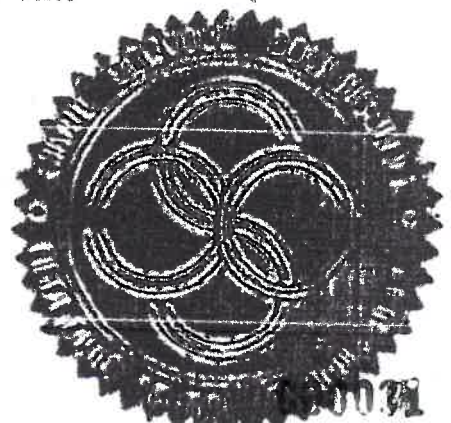
This Certificate may be cancelled by this Commission or upon petition by any adverse party, for cause as provided by law and after due process.

Given at Quezon City this 4th day of September, 2001.


KARINA CONSTANTINO-DAVID
Chairman

Attested by:


HILDA G. DIOKNO
OIC, Director IV
Human Resource Development Office





REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF LABOR AND EMPLOYMENT
 AND
 CIVIL SERVICE COMMISSION
 MANILA
 Registration Certificate Number 347

KNOW ALL MEN BY THESE PRESENTS:
 BY VIRTUE of the provisions of Executive Order No. 180 the

PALO LOCAL EMPLOYEES ASSOCIATION (PLEA) PALO, LEYTE
 MUNICIPAL HALL, PALO, LEYTE
 PLACE OF OPERATION: PALO MUNICIPAL GOVERNMENT
 MUNICIPAL BUILDING, MUNICIPALITY OF PALO

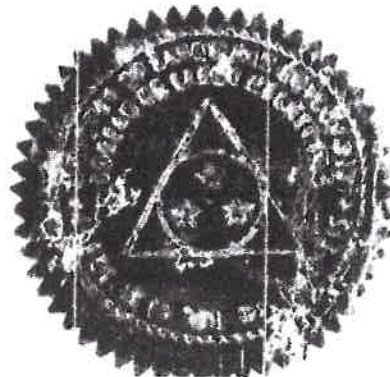
has this day been registered as a legitimate labor organization of government employees in the Philippines with all the rights and privileges appurtenant thereto to act as representative of its members for purposes of negotiations and consultations relating to terms and conditions of employment with the appropriate branches, subdivisions, instrumentalities and agencies of the Government, including government-owned or controlled corporations with original charters and the right to promote the moral, social and economic well-being of its members, subject to all provisions of existing laws and regulations relating to labor organizations and employees in the Civil Service.

This Certificate of Registration may be cancelled automatically or after due notice and hearing, for cause, as provided by law.

IN WITNESS WHEREOF, we have hereunto affixed our signatures, with the seal of the Bureau of Labor Relations at Manila Philippines, this 24th day of January nineteen hundred and ninety-four

RECOMMENDING APPROVAL:

Herlita Nathan-Velasco
 HERLITA NATHAN-VELASCO
 Officer-in-Charge
 Bureau of Labor Relations



APPROVED *Nieves R. Confesor*
 NIEVES R. CONFESOR
 Secretary of Labor and Employment

Patricia A. Sto. Tomas
 for: PATRICIA A. STO. TOMAS
 Chairman of Civil Service Commission

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