

Item No.: 23

Date: 11 2025 FEB

PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office
Time: 11:26 AM
Date: 1.26.25

SANGGUNIANG PANLALAWIGAN
RECEIVED
JAN 28 2025
Jenny
PROVINCE OF LEYTE

2nd INDORSEMENT
January 9, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 24-16 of the Sangguniang Bayan of Inopacan, Leyte.

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

- Ordinance No. 24-16 entitled: **“An Ordinance Creating the Position Title of Engineer II (Agricultural and Biosystems Engineer), Tourism Operations Officer II, Cooperative Development Officer II, Labor and Employment Officer II, and Youth Development Officer in the Office of the Municipal Mayor and Amending for This Purpose the Organizational Structure and Staffing Pattern of the Local Government Unit of Inopacan, Leyte”**.

REVIEW/RECOMMENDATION/LEGAL OPINION:

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

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

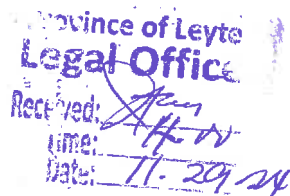
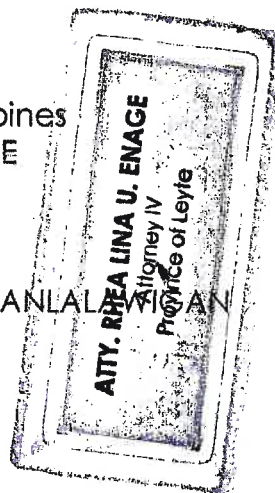
ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

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

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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte

OFFICE OF THE SANGGUNIANG PANGLALAYUNAN



1ST INDORSEMENT
29 November 2024

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **ORDINANCE NO. 24-16** of the **Municipality of Inopacan, Leyte**, entitled: **An Ordinance creating the position title of Engineer II (Agricultural and Biosystem Engineer), Tourism Operations Officer II, Cooperative Development Officer II, Labor and Employment Officer II, and Youth Development Officer I in the Office of the Municipal Mayor and amending for this purpose the organizational structure and staffing pattern of the Local Government Unit of Inopacan, Leyte.**

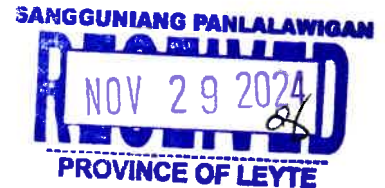

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIANG BAYAN



29 November 2024

Honorable Leonardo Javier Jr.
Vice Governor/Presiding Officer
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Thru:

Ms. Florinda Jill S. Uyvico
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Honorable Javier Jr.:

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 24-16** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled “**AN ORDINANCE CREATING THE POSITION TITLE OF ENGINEER II (AGRICULTURAL AND BIOSYSTEMS ENGINEER), TOURISM OPERATIONS OFFICER II, COOPERATIVE DEVELOPMENT OFFICER II, LABOR AND EMPLOYMENT OFFICER II, AND YOUTH DEVELOPMENT OFFICER I IN THE OFFICE OF THE MUNICIPAL MAYOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE**”, for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting, *for reference*.

Sincerely,

MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian



Republic of the Philippines
 Province of Leyte
 Municipality of Inopacan
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15TH SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
 15th SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON
 NOVEMBER 26, 2024 AT THE SB SESSION HALL

PRESENT:

Hon. Joel D. Bernales	-SB Member, Temporary Presiding Officer
Hon. Fernando B. Rulete	-SB Member
Hon. Andrew B. Dedal	-SB Member
Hon. Zenaida G. de los Santos	-SB Member
Hon. Alfie Jian B. Yamson	-SB Member
Hon. Daria D. Malanguis	-SB Member
Hon. Rowena K. Madraza	-SB Member
Hon. Diosdado P. Siao	-SB Member
Hon. Nathaniel Dave M. Katigbe	-SB Member (PSK Pres)



ABSENT:

Hon. Sanders C. Lumarda	-Vice Mayor, Regular Presiding Officer (on leave)
Hon. Panfila I. Alonzo	-SB Member (LnB Pres) (official travel)

AUTHOR : Hon. Andrew B. Dedal

CO-AUTHOR: Hon. Joel D. Bernales
 Hon. Zenaida G. De los Santos
 Hon. Fernando B. Rulete
 Hon. Diosdado P. Siao

ORDINANCE NO. 24-16

WHEREAS, section 76 of RA 7160 empowers Local Government Unit to design and implement its own organizational structure and staffing pattern;

WHEREAS, section 5 of CSC (Civil Service Commission) Memorandum Circular No. 12 Series of 2022 states that optional positions shall have been created provided that all mandatory positions are created in accordance with the limitations under the law and its guidelines. It is understood that the creation of positions shall have the corresponding budget, approved by the Sanggunian, to be conspired valid;

WHEREAS, in compliance with the said circular and to be eligible to create mandatory positions, as per Section 4 of CSC Memorandum Circular No. 12, Series of 2022, the Local Government is empowered to create plantilla positions under the Office of the Mayor;

NOW THEREFORE, on motion of Honorable Andrew B. Dedal, duly seconded by all the Members present, be it

RESOLVED as it is hereby **RESOLVED** to enact the following;



(ordinance no. 24-16 of the sangguniang bayan of inopacan, leyte dated november 26, 2024, continued)

Ordinance No. 24-16

“AN ORDINANCE CREATING THE POSITION TITLE OF ENGINEER II (AGRICULTURAL AND BIOSYSTEMS ENGINEER), TOURISM OPERATIONS OFFICER II, COOPERATIVE DEVELOPMENT OFFICER II, LABOR AND EMPLOYMENT OFFICER II, AND YOUTH DEVELOPMENT OFFICER I IN THE OFFICE OF THE MUNICIPAL MAYOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE”

BE IT ORDAINED by the Sangguniang Bayan of Inopacan, Leyte that;

SECTION 1. The position title of Engineer II (Agricultural and Biosystems Engineer), Tourism Operations Officer II, Cooperative Development Officer II, Labor and Employment Officer II, and Youth Development Officer I in the Office of the Municipal Mayor are hereby created.

SECTION 2. For all intents and purposes, the amended organizational structure and staffing pattern is hereto attached and made as integral part of this ordinance.


SECTION 3. Repealing Clause. All ordinance, local laws, rules and regulation inconsistent herewith are hereby repealed or modified accordingly.

SECTION 4. Separability Clause. If any section or provision of this Ordinance is declared void or unconstitutional, the remaining section or provision thereof shall not be affected by such declaration.

SECTION 5. Effectivity Clause. This Ordinance shall take effect upon its approval.

ENACTED this 26th day of November 2024 at Inopacan, Leyte.

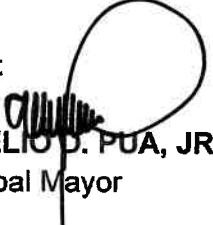
I HEREBY CERTIFY to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.


MELANIE M. MARTIN-AO, MPA
Secretary to the Sanggunian

ATTESTED:


HON. JOEL D. BERNALES
SB Member
Temporary/Presiding Officer

APPROVED:


HON. ROGELIO D. PUA, JR.
Municipal Mayor

Date 11-27-2024













ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN
Inopacan, Leyte
C.Y. 2025

Page 01

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
1	<u>OFFICE OF THE MAYOR</u>				
1.1	Municipal Mayor I	Rogelio D. Pua, Jr.	G-27/s2	104,346.00	15,000.00
1.10	Engineer II (Agricultural and Biosystems Engineer)	(V a c a n t)	G-16/s1	31,212.00	2,000.00
1.6	Senior Admin. Asst. III (Private Secretary II)	Alfredo U. Nuñez	G-15/s1	28,810.00	2,000.00
1.9	Local DRRM Officer II	Mark Dave B. Dadulo	G-15/s1	28,810.00	2,000.00
1.12	Tourism Operations Officer II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
1.13	Cooperative Development Specialist II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
1.14	Labor and Employment Officer II	(V a c a n t)	G-13/s1	24,653.00	2,000.00
1.8	Local DRRM Officer I	(V a c a n t)	G-11/s1	21,384.00	2,000.00
1.11	Youth Development Officer I	(V a c a n t)	G- 10/s1	18,286.00	2,000.00
1.3	Admin. Aide VI (Utility Foreman)	Bruce Arean C. Flores	G- 6/s1	13,691.00	2,000.00
1.4	Admin. Aide IV (Driver II)	(V a c a n t)	G- 4/s1	12,157.00	2,000.00
1.5	Admin. Aide I (Utility Worker I)	Marites B. Aporador	G- 1/s4	10,397.00	2,000.00
2	<u>OFFICE OF THE MUNICIPAL VICE –MAYOR</u>				
2.1	Municipal Vice-Mayor I	Sanders C. Lumarda	G-25/s2	81,719.00	14,250.00
2.2	Admin. Aide I (Utility Worker I)	Allan C. Repollo	G-1/ s6	10,571.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
3	<u>OFFICE OF THE SANGGUNIANG BAYAN</u>				
3.1	SB Member I	Fernando B. Rulete	G-24/s3	72,923.00	12,750.00
3.2	SB Member I	Andrew B. Dedal	G-24/s3	72,923.00	12,750.00
3.3	SB Member I	Zenaida G. de los Santos	G-24/s3	72,923.00	12,750.00
3.4	SB Member I	Joel D. Bernales	G-24/s3	72,923.00	12,750.00
3.5	SB Member I	Alfie Jian B. Yamson	G-24/s3	72,923.00	12,750.00
3.6	SB Member I	Daria D. Malanguis	G-24/s2	71,751.00	12,750.00
3.7	SB Member I	Rowena K. Madrazo	G-24/s2	71,751.00	12,750.00
3.8	SB Member I	Diosdado P. Siao	G-24/s3	72,923.00	12,750.00
3.9	SB Member I (ABC President)	Panfila I. Alonzo	G-24/s1	70,599.00	12,750.00
3.10	SB Member I (SK Fed. President)	Nathaniel Dave M. Katigbe	G-24/s1	70,599.00	12,750.00
3.11	MGDH I (Sec. to the Sangguniang Bayan)	Melanie M. Matin-ao	G-24/s2	71,751.00	12,750.00
3.15	Local Legislative Staff Assistant III	Minerva M. Bisnar	G-10/s1	18,286.00	2,000.00
3.14	Local Legislative Staff Assistant I	Narcis Lean N. Montajes	G- 6/s1	13,691.00	2,000.00
3.13	Process Server	Junrey B. Villas	G- 5/s5	13,304.00	2,000.00
4	<u>OFFICE OF THE MUNICIPAL TREASURER</u>				
4.1	MGDH I (Municipal Treasurer)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
4.8	Admin. Asst. II (Disbursing Officer II)	Giovanni K. Inocente	G- 8/s3	15,681.00	2,000.00
4.2	Revenue Collection Clerk I	Aileen B. Horca	G- 5/s2	13,004.00	2,000.00
4.3	Revenue Collection Clerk I	Buenaventura C. Oca	G- 5/s1	12,904.00	2,000.00
4.4	Revenue Collection Clerk I	Gilbert L. Miranda	G- 5/s3	13,103.00	2,000.00
4.5	Revenue Collection Clerk I	Ranilo A. Montajes	G- 5/s8	13,613.00	2,000.00
4.6	Admin. Aide III (Clerk I)	Marilou K. Lawag	G- 3/s3	11,626.00	2,000.00
4.7	Admin. Aide I (Utility Worker I)	Melfreda L. Bisnar	G- 1/s7	10,660.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>5</u>	<u>OFFICE OF THE MUNICIPAL ASSESSOR</u>				
5.1	MGDH I (Municipal Assessor)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
5.2	Administrative Officer I (Records Officer I)	Sharlo A. Boldios	G-10/s2	18,439.00	2,000.00
5.3	Assessment Clerk I	Floramie G. Rosenas	G- 4/s2	12,251.00	2,000.00
5.4	Tax Mapping Aide	Robert Michael C. Palo	G- 4/s2	12,157.00	2,000.00
5.5	Tax Mapping Aide	Richard R. Projo	G- 4/s1	12,251.00	2,000.00
	Admin. Aide I (Utility Worker I)	Arnel M. Chiong	G- 1/s1	10,148.00	2,000.00
<u>6</u>	<u>OFFICE OF THE MUNICIPAL ACCOUNTANT</u>				
6.1	MGDH I (Municipal Accountant)	Nancy Clyde M. Abella	G-24/s3	72,923.00	12,750.00
6.2	Supervising Admin. Officer (Mgt. & Audit Analyst IV)	Verhaert B. Nirza	G-22/s2	56,964.00	2,000.00
6.3	Admin. Aide IV (Accounting Clerk I)	Domingo L. Kudera, Jr.	G- 4/s1	12,157.00	2,000.00
<u>7</u>	<u>OFFICE OF THE MUNICIPAL BUDGET OFFICER</u>				
7.1	MGDH I (Municipal Budget Officer)	Michelle G. De Los Santos	G-24/s1	70,599.00	12,750.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
8	<u>OFFICE OF THE MPDC</u>				
8.1	MGDH I (Mun. Planning and Dev't Coordinator)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
8.3	Planning Officer II	(V a c a n t)	G-15/s1	28,810.00	2,000.00
8.5	Draftsman I	Lolito B. Dacera	G- 6/s8	14,446.00	2,000.00
9	<u>OFFICE OF THE MUNICIPAL ENGINEER</u>				
9.1	MGDH I (Municipal Engineer)	Aniano B. Bacor III	G-24/s8	79,034.00	12,750.00
9.2	Meter Reader II	Joel D. Bisnar	G- 6/s7	14,336.00	2,000.00
9.3	Engineering Aide	Roselo R. Piamonte	G- 4/s6	12,631.00	2,000.00
10	<u>RURAL HEALTH UNIT</u>				
10.1	MGDH I (Municipal Health Officer)	Josephine O. Zafico	G-24/s3	97,230.00	12,750.00
10.2	Nurse II	Alisa A. Geromo	G-16s/3	42,494.00	2,000.00
10.3	Midwife III	Editha D. Dolayba	G-13/s8	35,141.00	2,000.00
10.4	Midwife II	Pamela O. Cerlos	G-11/s8	30,587.00	2,000.00
10.5	Midwife II	Susan M. Dadula	G-11/s8	30,587.00	2,000.00
10.10	Medical Technologist I	Louella A. Sanchez	G-11/s2	28,796.00	2,000.00
10.8	Midwife I	Adora L. Cariaga	G- 9/s8	23,551.00	2,000.00
10.11	Midwife I	Elisa C. Sungahid	G- 9/s6	23,162.00	2,000.00
10.14	Midwife I	Norma E. Bonganciso	G- 9/s4	22,780.00	2,000.00
10.15	Midwife I	Jim Mar Q. Lemita	G- 9/s1	22,219.00	2,000.00
10.16	Midwife I	(V a c a n t)	G- 9/s1	22,219.00	2,000.00
10.6	Sanitation Inspector I	Rainfredo S. Inocente, Jr.	G- 6/s3	18,537.00	2,000.00
10.7	Admin Aide IV (Driver II)	Hanzel M. Joseph	G- 4/s3	16,460.00	2,000.00
10.9	Admin Aide IV (Driver II)	Jose C. Lawag	G- 4/s7	16,971.00	2,000.00
10.12	Nursing Attendant I	Enrique R. Tudio	G- 4/s7	16,971.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>11</u>	<u>OFFICE OF THE MUNICIPAL CIVIL REGISTRAR</u>				
11.1	MGDH I (Municipal Civil Registrar)	Sarah L. Bernales	G-24/s7	77,764.00	12,750.00
11.3	Process Server	Francis A. Dacera	G- 5/s6	13,408.00	2,000.00
11.2	Admin. Aide I (Utility worker I)	Jorge L. Madrazo	G- 1/s3	10,311.00	2,000.00
<u>12</u>	<u>OFFICE OF THE MUNICIPAL ADMINISTRATOR</u>				
12.1	MGDH I (Municipal Administrator)	Francis Jonathan B. Phua	G-24/s2	71,751.00	12,750.00
12.2	Administrative Aide IV (Admin. Services Aide)	Mildred D. Dolayba	G- 4/s8	12,826.00	2,000.00
<u>13</u>	<u>OFFICE OF THE MUNICIPAL AGRICULTURIST</u>				
13.1	MGDH I (Municipal Agriculturist)	Benedick B. Lawagon	G-24/s2	71,751.00	12,750.00
13.5	Agriculturist II	Rico B. Dotollo	G-15/s2	29,108.00	2,000.00
13.2	Agricultural Technologist	Anirose C. Salazar	G-10/s2	18,439.00	2,000.00
13.3	Agricultural Technologist	(V a c a n t)	G-10/s1	18,286.00	2,000.00
13.4	Agricultural Technologist	Mildred C. Bregildo	G-10/s1	18,286.00	2,000.00
13.6	Agricultural Technologist	(V a c a n t)	G-10/s1	18,286.00	2,000.00
<u>14</u>	<u>SOCIAL WELFARE & DEVELOPMENT OFFICE</u>				
14.1	MGDH I (MSWDO)	Susana B. Lawag	G-24/s2	71,751.00	12,750.00
14.7	Social Welfare Officer I	Maureen Zarah A. Cubian	G-11/s1	21,384.00	2,000.00
14.4	Day Care Worker I	Haidee B. Narido	G-6/s6	14,226.00	2,000.00
14.5	Social Welfare Aide	Lera M. Buhe	G- 4/s2	12,251.00	2,000.00
14.6	Admin Aide I (Utility Worker I)	Ryan A. Mahay	G- 1/s2	10,225.00	2,000.00

ITEM NO. CY 2025	POSITION	NAME OF INCUMBENT	SALARY GRADE	MONTHLY SALARY	MO. ALLOWANCE (RATA/PERA)
<u>15</u>	<u>OFFICE OF THE ENVIRONMENT & NATURAL RESOURCES OFFICER</u>				
15.1	MGDH I (Mun. Envi. & Natural Resources Officer)	Alfredo D. Galo, Jr.	G-24/s7	77,764.00	12,750.00
<u>18</u>	<u>OFFICE OF THE GENERAL SERVICES</u>				
18.1	MGDH I (Municipal General Services Officer)	(V a c a n t)	G-24/s1	70,599.00	12,750.00
18.3	Admin. Aide IV (Driver II)	Eduardo C. Chiong, Jr.	G- 4/s3	12,345.00	2,000.00
18.4	Admin. Aide VI (Labor Foreman)	Edgar S. Espinosa	G- 6/s8	14,446.00	2,000.00
<u>19</u>	<u>OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER</u>				
19.1	MGDH I (Human Resource Management Officer)	Ricardo Eric S. Projo	G-24/s3	72,923.00	12,750.00

APPROVED:



HON. FERNANDO B. RULETE
SB Member



HON. ANDREW B. DEDAL
SB Member



HON. ZENAIDA G. DE LOS SANTOS
SB Member




HON. JOEL D. BERNALES
SB Member



HON. ALFIE JIAN B. YAMSON
SB Member



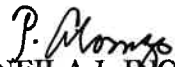
HON. DARIA D. MALANGUIS
SB Member



HON. ROWENA K. MADRAZO
SB Member



HON. DIOSDADO P. SIAO
SB Member



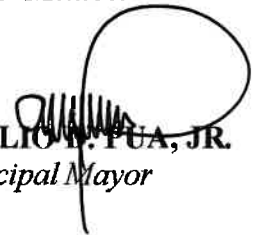
HON. PANFILA I. INOCENTE
SB Member
(ABC President)



HON. NATHANIEL DAVE M. KATIGBE
SB Member
(SK Federation President)



HON. SANDERS C. LUMARDA
Municipal Vice-Mayor



HON. ROGELIO P. FUA, JR.
Municipal Mayor



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



15TH SANGGUNIANG BAYAN


CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY those copies of **Ordinance No. 24-16** of the 15th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **"AN ORDINANCE CREATING THE POSITION TITLE OF ENGINEER II (AGRICULTURAL AND BIOSYSTEMS ENGINEER), TOURISM OPERATIONS OFFICER II, COOPERATIVE DEVELOPMENT OFFICER II, LABOR AND EMPLOYMENT OFFICER II, AND YOUTH DEVELOPMENT OFFICER I IN THE OFFICE OF THE MUNICIPAL MAYOR AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**, has been posted in the bulletin board in the municipal hall/building and in conspicuous places of this Municipality and will be posted as well in all the Barangay Halls of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this **28th** day of **November 2024**, at Inopacan, Leyte.


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian