



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City

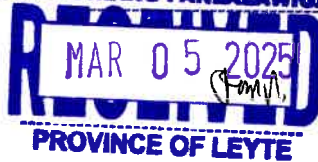
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Item No.: 03  
Date: 18 2025 MAR



**PROVINCIAL LEGAL OFFICE**

**SANGGUNIANG PANLALAWIGAN**



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

February 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 1 series of 2025 of the Sangguniang Bayan of Barugo, Leyte.

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

- Ordinance No. 1 series of 2025 entitled: **“An Ordinance amending vacant Plantilla positions to change position title, etc.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)<sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76<sup>2</sup>. Hence, we recommend for the declaration of its validity.

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

**ATTY. JOSE RAYMUND A. ACOL**

*Provincial Legal Officer*

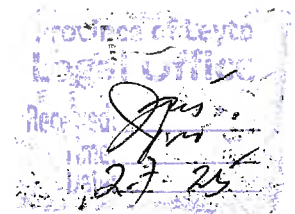
<sup>1</sup>(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal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

<sup>2</sup> 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  
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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

1<sup>ST</sup> INDORSEMENT  
06 February 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 01, series of 2025** of the **Municipality of Barugo, Leyte**, entitled: **An Ordinance amending vacant plantilla positions to change position title into its generic position title specifically the Administrative Aid III (Clerk III).**

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



OFFICE OF THE SANGGUNIANG BAYAN

February 5, 2025

HON. LEONARDO "SANDY" JAVIER, JR.  
Vice-Governor/Presiding Officer  
Sanggunian Panlalawigan  
Province of Leyte



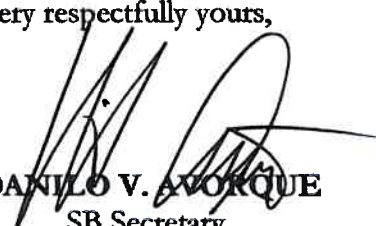
THRU: FLORINDA JILL S. UYVICO  
Secretary to the Sanggunian  
Province of Leyte

Sir:

Respectfully submitted to your good office for review the herein ORDINANCE NO. 01, 2025 ENTITLED **"AN ORDINANCE AMENDING VACANT POSITIONS TO CHANGE POSITION TITLE INTO ITS GENERIC POSITION TITLE SPECIFICALLY THE ADMINISTRATIVE AID III (CLERK III).**

Anticipating your favorable action on this matter.

Very respectfully yours,


  
DANILO V. AVORQUE  
SB Secretary

*Barugo Padayon An Gugma!*

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

0960-294-93422

 [lgubarugo@yahoo.com](mailto:lgubarugo@yahoo.com)

 Municipality of Barugo, Leyte

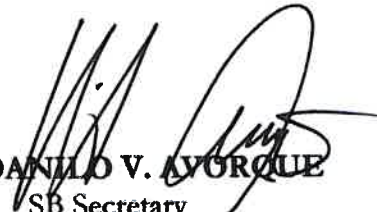


## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATION OF PUBLIC HEARING

THIS IS TO CERTIFY a Public Hearing was conducted relative to the proposal to pass an Ordinance **“ENTITLED “AN ORDINANCE AMENDING VACANT POSITIONS TO CHANGE POSITION TITLE INTO ITS GENERIC POSITION TITLE SPECIFICALLY THE ADMINISTRATIVE AID III (CLERK III).”**


This certification is issued this 5<sup>TH</sup> day of February, 2025 for whatever legal purpose it may serve.

  
DANILO V. AYROQUE  
SB Secretary


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***Barugo Padayon An Gugma!***

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

 0960-294-93422

 [lgu.barugo@yahoo.com](mailto:lgu.barugo@yahoo.com)

 Municipality of Barugo, Leyte

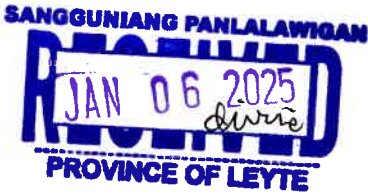




**OFFICE OF THE SANGGUNIANG BAYAN**

**EXCERPT FROM THE MINUTES OF THE MEETING OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 120<sup>TH</sup> REGULAR SESSION HELD ON THE 7<sup>TH</sup> DAY OF JANUARY 2025, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.**

Present:	Hon. Josephine C. Tiu	Municipal Vice Mayor
		Presiding Officer
	Hon. Don A. Dehayco	SB Member
	Hon. Wayne B. Avestruz	SB Member
	Hon. Eduardo C. Calzita	SB Member
	Hon. Nikkos Rhet V. Astorga	SB Member
	Hon. Clinio A. Balais	SB Member
	Hon. Jeffrey P. Cañezal	SB Member
	Hon. Jesus B. Cabanacan	SB Member
	Hon. Domingo E. Adrales	SB Member
	Hon. Joemar Q. Acebo	Liga Ng Mga Barangay President
	Hon. Eric C. Hingpis	Pederasyon Ng Mga SK President



Absent:

**ORDINANCE NO. 01, S. 2025**

**AN ORDINANCE AMENDING VACANT PLANTILLA POSITIONS TO CHANGE POSITION TITLE INTO ITS GENERIC POSITION TITLE SPECIFICALLY THE ADMINISTRATIVE AID III (CLERK III)**

Sponsor/Author: Atty. Jesus B. Cabanacan, SB Member

**WHEREAS**, Section 325(f) of the Local Government Code provides that the use of the provincial, city, and municipal funds shall be subject to the limitation that no changes in designation or nomenclature positions resulting in a promotion or demotion in rank or increase or decrease in compensation shall be allowed, except when the position is actually vacant, and the filling of such positions shall be strictly made in accordance with the Civil Service Law, Rules and Regulations;

**WHEREAS**, Section 3.1.2 of DBM Budget Circular No. 2005-5 dated August 16, 2005 provides that if the salary grade of the position is maintained, the staffing modification and/or position classification action is deemed as retitling, provided that such is within the same occupational group;

**WHEREAS**, DBM Local Budget Circular, Index of Occupational Services, Position Titles and Salary Grades in the Local Government (IOS-LGU), CY 2022 Edition, contains the updated list of classes or position titles existing in the local government units (LGU5) that are grouped by occupation, and provides that all positions in the LGUs shall be allocated to their proper position titles and salary grades in accordance with said Index.

**NOW THEREFORE**, on motion of Atty. Jesus B. Cabanacan, duly seconded by Hon. Nikkos Rhet V. Astorga.

**Be it ordained by the Sangguniang Bayan in session assembled, That:**

**Section 1.** Pursuant to IOS-LGU CY 2022 Edition, the title of the following plantilla positions is hereby changed as follows:

*[Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left and several initials on the right.]*



OFFICE OF THE SANGGUNIANG BAYAN

Page 2, Ordinance No. 01, 2025  
Change title Vacant Position

FROM			TO	
Position		Salary Grade	Position	Salary Grade
Administrative Aide III (Clerk I)		SG-3 (S-1)	Administrative Aide III	SG-3 (S-1)
Administrative Aide III (Clerk I)		SG-3 (S-1)	Administrative Aide III	SG-3 (S-1)
Administrative Aide III (Clerk I)		SG-3 (S-1)	Administrative Aide III	SG-3 (S-1)
Administrative Aide III (Clerk I)		SG-3 (S-1)	Administrative Aide III	SG-3 (S-1)
Administrative Aide III (Clerk I)		SG-3 (S-1)	Administrative Aide III	SG-3 (S-1)

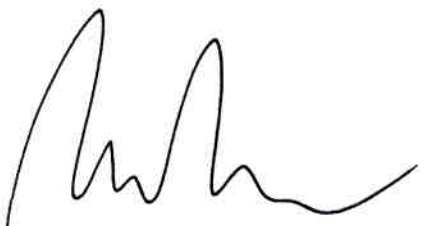
SECTION 2. SEPARABILITY CLAUSE. – If, for any reason, any Section or provision of this Ordinance is declared invalid or unconstitutional, other Sections or provisions thereof, which are not affected thereby, shall continue to be in full force and effect.

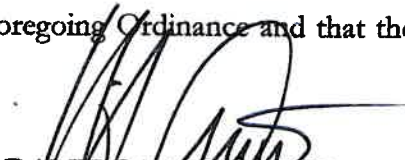
SECTION 3. REPEALING CLAUSE. – All ordinances, resolutions, rules and regulations, or parts thereof, in conflict or inconsistent with any of the provisions of this Ordinance, are hereby amended or repealed accordingly.

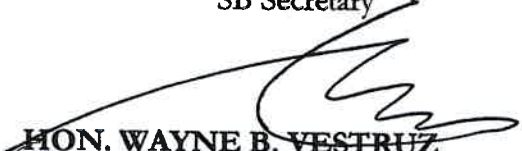
SECTION 4. EFFECTIVITY. –This amendment shall take effect upon approval.

UNANIMOUSLY APPROVED, this 7<sup>th</sup> day of January, 2025, in Barugo, Leyte.

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

  
**ATTY. DON A. DEHAYCO**  
SB Member

  
**DANILO V. AVOROU**  
SB Secretary


  
**HON. WAYNE B. VESTRUZ**  
SB Member

  
**HON. EDUARDO C. CALZITA**  
SB Member

  
**HON. NIKKOS RHET V. ASTORGA**  
SB Member

  
**HON. CLINIO A. BALAIS**  
SB Member

  
**HON. JEFFREY P. CAÑEZAL**  
SB Member

  
**HON. JESUS B. CABANACAN**  
SB Member

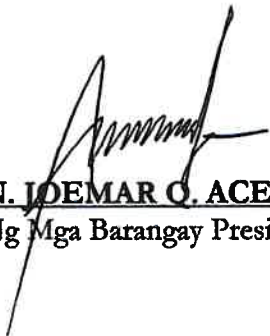
  
**HON. DOMINGO E. ADRALES**  
SB Member





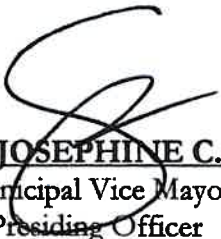
OFFICE OF THE SANGGUNILANG BAYAN

*Page 3, Ordinance No. 01, 2025*  
*Change title Vacant Position*

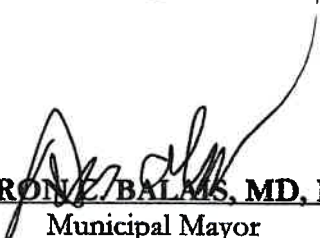
  
**HON. JOEMAR O. ACEBO**  
Liga Ng Mga Barangay President

  
**HON. ERIC O. HINGPIS**  
Pederasyon Ng Mga SK President

ATTESTED BY:

  
**HON. JOSEPHINE C. TIU**  
Municipal Vice Mayor  
Presiding Officer

APPROVED BY:

  
**HON. ARON E. BALAS, MD, FPCEM**  
Municipal Mayor

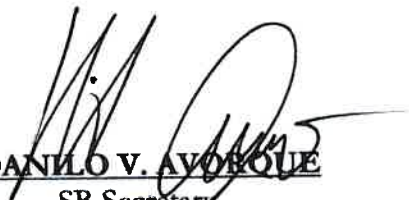


**OFFICE OF THE SANGGUNIANG BAYAN**

**CERTIFICATION OF POSTING**

THIS IS TO CERTIFY that Ordinance No. 01, S. 2025, RE: **AN ORDINANCE AMENDING VACANT POSITIONS TO CHANGE POSITION TITLE INTO ITS GENERIC POSITION TITLE SPECIFICALLY THE ADMINISTRATIVE AID III (CLERK III).** was posted in three (3) conspicuous places in the Municipality of Barugo, Leyte from January 10, 2025 to February 3, 2025 in compliance with the provisions of RA 7160, otherwise known as Local Government Code of 1991.


This certification is issued this 5<sup>th</sup> day of February, 2025, for whatever legal purpose this may serve.

  
**DANILO V. AVOROU**  
SB Secretary


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***Barugo Padayon An Gugma!***

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

 0960-294-93422

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 Municipality of Barugo, Leyte