



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

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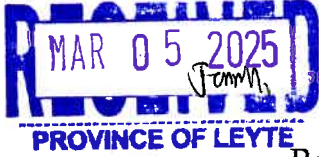
**PROVINCIAL LEGAL OFFICE**

Item No.: 05

Date: 11 2025 MAR



**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. 2024-010 of the Sangguniang Bayan of Sta Fe, Leyte.

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

- Ordinance No. 2024-010 entitled: **“An Ordinance creating the plantilla position of Municipal Government Department Head I, 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  
31 January 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2024-010** of the **Municipality of Santa Fe, Leyte**, entitled: **An Ordinance creating the plantilla position of Municipal Government Department Head I (Municipal Disaster Risk Reduction Officer)/SG 24, Cooperative Development Officer, Municipal Government Assistant Department Head I (Internal Auditor IV), Electrician I, and Driver II.**

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



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Santa Fe

**SANGGUNIANG BAYAN SECRETARY**

**INDORSEMENT**

RESPECTFULLY FORWARDED to the Sangguniang Panlalawigan of the Province of Leyte, Tacloban City, the herein attachment ***Municipal Ordinance No. 2024 – 010 (Series of 2024)*** of the Sangguniang Bayan, this Municipality entitled ***“An Ordinance Creating the Plantilla Position of Municipal Government Department Head I (Municipal Disaster Risk Reduction Officer), Cooperative Development Officer, Municipal Government Assistant Department Head I (Internal Auditor IV), Electrician I, and Driver II”***, duly approved by said August Body on ***December 09, 2024***, hereby recommending your appropriate favourable action.

  
**JULIUS XERXES M. OBENQUE**  
Sangguniang Bayan Secretary Designate

Copy Furnished:

- *The Municipal Mayor*
- *The Human Resource and Management Office*
- *All in Santa Fe, Leyte*



Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN

THE 46<sup>th</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF SANTA FE, LEYTE, HELD AT THE SB SESSION HALL, SANTA FE, LEYTE ON DECEMBER 09, 2024.

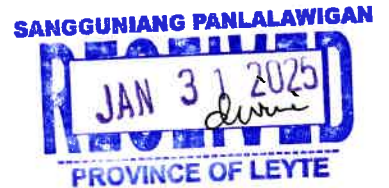
MUNICIPAL ORDINANCE NO. 2024 - 010  
Series of 2024

AN ORDINANCE CREATING THE PLANTILLA POSITION OF MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL DISASTER RISK REDUCTION OFFICER)/SG 24 , COOPERATIVE DEVELOPMENT OFFICER, MUNICIPAL GOVERNMENT ASSISTANT DEPARTMENT HEAD I (INTERNAL AUDITOR IV), ELECTRICIAN I, AND DRIVER II.

Introduced by: **HON. LEAH T. SALCEDA**  
Chairperson, Committee on Personnel, Administration, and Appointment

Co-Introduced by:

- HON. AMIEL P. ENAGE
- HON. RODEL L. AJETO
- HON. ALVIN D. PETILLA
- HON. GENY R. ESMERO
- HON. AGNES A. CHUCA
- HON. RICARDO D. FAJARDO
- HON. LARRY S. ARUTA
- HON. MARILOU L. MILITANTE
- HON. JERALD LORENZ NARGA



**HON. EDUARDO N. TOREROS**  
Municipal Vice-Mayor/Presiding Officer

**NOW THEREFORE**, BE IT ORDAINED by the Sangguniang Bayan of Santa Fe, Leyte, in session assembled, that:

**Section 1. TITLE.** This shall be known as an Ordinance Creating **Municipal Government Department Head I (Municipal Disaster Risk Reduction Officer)/SG 24; Municipal Government Department Head I (Local Cooperative Development Officer) /SG 24; Municipal Government Assistant Department Head I (Internal Auditor IV)/SG 22; Electrician I/ SG 4; and, Driver II/SG 4.**

**Section 2. QUALIFICATION STANDARDS**

2.1 - **Municipal Government Department Head I (Local Disaster Risk Reduction Management Officer V)/ SG 24**

**Eligibility :** Career Service Professional/ 2<sup>nd</sup> level eligibility.

**Education :** Master's Degree.

**Training :** 24hrs of training in management and supervision on DRRM

**Work Experience :** 4 years in position involving in management and supervision, 1 year of which is relevant to DRRM.

2.2 - **Municipal Government Department Head I (Local Cooperative Development Officer)/ SG 24**

**Education:** Bachelor's degree preferably in Cooperatives, Business Administration with special training in cooperatives or any related course from a recognized college or university.

**Experience:** 3 years of experience in cooperatives organization and management.

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*Amel*

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Republic of the Philippines  
Province of Leyte  
MUNICIPALITY OF SANTA FE

OFFICE OF THE SANGGUNIANG BAYAN

Continuation: Municipal Ordinance No. 2024-010  
Dated: December 09, 2024

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**Training:** None required.

**Eligibility:** Career Service Professional/Second Level Eligibility.

**2.3 -Municipal Government Assistant Department Head (Internal Auditor IV)/SG 22**

Education: Bachelor's Degree relevant to the job

Experience: 3 years relevant experience

Training: 16 hours of relevant training

Eligibility: Career Service Professional/Second Level Eligibility

**2.4 - Electrician - SG 4**

Education: High School graduate or completion of relevant vocational trade course.

Experience: None Required.

Training: None Required.

Eligibility: Electrician (Building Wiring) (-250 volts) (MC 11, s. 96, Cat. I).

**2.5 -Driver II - SG 4**

Education: Elementary School Graduate.

Experience: None Required.

Training: None Required

Eligibility: Driver License (MC) 11,S.96,Cat.I)

**Section 3. DUTIES AND FUNCTIONS.**

**3.1 Municipal Government Department Head I (Municipal Disaster Risk Reduction Officer) / SG 24** are as follows:

1. Responsible for the day - to - day operation of the Local Disaster Risk Reduction Management Office;
2. Designs, programs, and coordinates Disaster Risk Reduction Management activities;
3. Facilitates and support risk assessment and planning activities at the local level;
4. Consolidates local disaster risk information which includes natural hazards, vulnerabilities and climate change risks and maintain local risk maps;
5. Conduct research and development initiatives on DRRM;
6. Formulate and implement LDRRMP in close coordination with the MDRRMC;
7. Prepares and submit to the Local Sanggunian through the LDRRMC and LDC the different plans and budget;
8. Report on LDRRM fund utilization, and other reports to COA, OCD, and DILG;
9. Serve as the secretariat and executive arm of the Local DRMM Council (LDRRMC);
10. Ensure the involvement of the most vulnerable sectors in risk assessment planning;
11. Supervised and monitors the BDRRM fund utilization and implementation of BDRRM Programs, Projects, and Activities (PPA's);
12. Implement policies, approved plans and programs of the LDRRMC consistent with the policies and guidelines laid down in this Act;
13. Established Municipal Disaster Risk Reduction and Management operation center;
14. Prepare and submit, through the LDRRMC and the LDC, the report on the utilization of the LDRRMF and other dedicated disaster risks reduction and management resources of the local COA, copy furnished the regional director of the Office of the Civil Defense and the Local Government Operations Officer on the DILG; and,

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*Handwritten signature: K. K. K.*

*Handwritten signature: A. A. A.*



Republic of the Philippines  
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15. Act on matters that may be authorized by the LDRRMC.

**3.2 Municipal Government Department Head I (Local Cooperative Development Officer)/ SG 24**

1. Formulate measures for the consideration of sanggunian, and provide technical assistance and support to the LCE carrying out measures to ensure the delivery of basic services and provision of facilities through the development of cooperatives and in providing access to such services and facilities;
2. Develop plans and strategies and upon approval thereof by the LCE as the case may be and implement the same, particularly those which have to do with the integration of cooperative principles and methods in programs and projects which LCE is empowered to implement and which the Sanggunian is empowered to provide under the LGCs;
3. In addition to the foregoing duties and functions the cooperatives officer shall: i. Assist in the organization of cooperatives, ii. Provide technical and other forms assistance to existing cooperatives to enhance their viability as an economic enterprise and social organization; iii. Assist cooperatives in establishing linkages with government agencies and non-government organizations involved in the promotion and integration of the concept of cooperatives in the livelihood of the people and other community activities.
4. Be at the frontline of cooperatives organization, rehabilitation or viability-enhancement, particularly during and in the aftermath of man-made and natural calamities and disasters, to aid in their survival and, if necessary subsequent rehabilitation;
5. Recommend to the LCE, as the case may be, on all matters relative to cooperatives development and viability-enhancements which will improve the livelihood and quality of life of the inhabitants; and,
6. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

**3.3 Municipal Government Assistant Department Head (Internal Auditor IV)/SG 22**

1. Advise the Local Chief Executive (LCE) or the Sangguniang Bayan on all matters relating to management control and operations audit of the executive and other offices;
2. Conduct management and operations audit of the local government unit's functions, programs, projects, activities, and outputs and determine their degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
3. Review and appraise systems and procedures, organizational structures, asset management practices, financial and management records, reports, and performance standards of the municipality;
4. Analyze and evaluate management deficiencies and assist top management by recommending realistic courses of action; and,
5. Perform such related duties and responsibilities as may be assigned or delegated by the Municipality or as may be required by law.

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**Republic of the Philippines  
Province of Leyte  
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**OFFICE OF THE SANGGUNIANG BAYAN**

*Continuation: Municipal Ordinance No. 2024-010  
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**3.4 Electrician /SG 4.**

1. Installs and repairs electrical wiring, systems, and fixtures in buildings;
2. Ensures piping complies with electrical codes;
3. Connects electrical systems to powerlines to provide electricity to the building;
4. Tests electrical systems to ensure proper installation and operation;
5. Inspects electrical systems to determine whether repairs are needed;
6. Replaces conduit and wiring as needed;
7. Replaces circuit breakers as needed; and,
8. Performs other related duties as assigned.

**3.5 Driver II/SG 4.**

1. Drive the light motor vehicles to convey Officials and personnel to their authorized destination;
2. Conduct "BLOWBAGETS" (Battery, Light, Oil, Water, Air, Gas, Engine, Tire, and Self) procedure on the assigned vehicle;
3. Fill up Drive's Trip Ticket and submit the same on a weekly basis;
4. Facilitate weekly Preventive Maintenance service on the assigned vehicle;
5. Perform daily vehicle checklist/inventory as applicable jointly conducted with the General Services Office staff;
6. Accomplish Vehicle Repair and maintenance Request Form should there be any component or part that needs to be repaired or replaced;
7. Report any vehicular accident, breakdown or emergency and, if required, secure Police Report and submit narrative report on the incident;
8. Comply with other policies, guidelines, procedures and reminders to drivers on the proper use, maintenance and security of vehicles;
9. Demonstrate respect and courtesy to supervisors, dispatchers and passengers in the course of official duties as drivers;
10. Observe road discipline and traffic rules including road courtesy, proper driving habits and careful/defensive driving;
11. Display honesty, integrity, punctuality, personal hygiene and neatness, in prescribed uniform, and maintain the daily cleanliness, care and maintenance on assigned vehicle;
12. Rendered services whether regular or overtime, as needed during disasters, emergencies or other exigencies of the services;
13. Submit reports on the statement of asset, income tax return, updated personal data sheet, performance contracting and appraisal daily time records, travel reports, liquidation reports etc., as applicable;
14. Maintain good attendance and punctuality in reporting for duty; and,
15. Performs other functions as may be assigned by immediate supervisors from time to time.

**Section 4. APPOINTMENTS**

For the purpose of this ordinance, no person shall be appointed to such positions unless they have been properly screened and have undergone the LGUs recruitment process.

**Section 5. FUNDING SOURCE**

Funds is hereby appropriated to meet the monetary requirements of the said created positions.

**Section 6. REPEALING CLAUSE**

All previous ordinances and issuance inconsistent with this ordinance are deemed amended and / or repealed.

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**Republic of the Philippines  
Province of Leyte  
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**OFFICE OF THE SANGGUNIAN BAYAN**

*Continuation: Municipal Ordinance No. 2024-010  
Dated: December 09, 2024*

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**Section 7. EFFECTIVITY**


This Ordinance shall take effect after fifteen (15) days posting at least three (3) conspicuous places within the municipality.

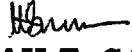
**ENACTED:** This 09<sup>th</sup> day of December 2024 during the 46<sup>th</sup> Regular Session of the 12<sup>th</sup> Sangguniang Bayan at the Sangguniang Bayan Session Hall, Santa Fe, Leyte.

Let copies of this Ordinance be furnished to the Office of the Municipal Mayor Hon. Amparo H. Monteza, to the Human Resource Management Office of this LGU, and to all others concerned for their guidance and appropriate action.

This ordinance is approved unanimously.

ATTESTED/APPROVED:


  
**HON. AMIEL P. ENAGE**  
SB Member


  
**HON. LEAH T. SALCEDA**  
SB Member

  
**HON. RODEL L. AJETO**  
SB Member

  
**HON. RICARDO D. FAJARDO**  
SB Member

  
**HON. ALVIN D. PETILLA**  
SB Member

  
**HON. LARRY S. ARUTA**  
SB Member


  
**HON. GENY R. ESMERO**  
SB Member

  
**HON. MARELOU L. MILITANTE**  
Liga Pres. / SB Member

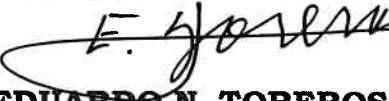
  
**HON. AGNES A. CHUCA**  
SB Member

  
**HON. JERALD LORENZ NARGA**  
SK Federation President / SB Member

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

  
**JULIUS XERXES M. OBENQUE**  
Secretary to the Sangguniang Bayan Designate

ATTESTED BY:

  
**HON. EDUARDO N. TOREROS**  
Municipal Vice-Mayor  
Presiding Officer

APPROVED BY:

  
**HON. AMPARO H. MONTEZA**  
Local Chief Executive / Municipal Mayor

Date of Approval: \_\_\_\_\_





Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Santa Fe

**SANGGUNIANG BAYAN SECRETARY**

**CERTIFICATION OF POSTING**

**TO WHOM IT MAY CONCERN:**

This is to certify that copies of Municipal Ordinance of the herein attached **“Municipal Ordinance No. 2024 – 010 (Series of 2024)** of the Sangguniang Bayan, this Municipality, entitled **“An Ordinance Creating the Plantilla Position of Municipal Government Department Head I (Municipal Disaster Risk Reduction Officer), Cooperative Development Officer, Municipal Government Assistant Department Head I (Internal Auditor IV), Electrician I, and Driver II”**, duly approved and/or enacted by said August Body on **December 09, 2024**, has been posted in at least three (3) conspicuous places in the municipality. One copy was posted at the bulletin board at the lobby of the municipal hall, one at the HRMO and one at the Municipal Gymnasium.

**ISSUED** this 16<sup>th</sup> day of December 2024 at Santa Fe, Leyte.

  
**JULIUS XERXES M. OBENQUE**  
Sangguniang Bayan Secretary Designate