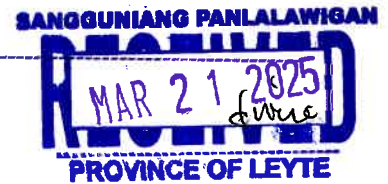




Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
March 21, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 08, series of 2024 of the Sangguniang Bayan of Barugo, Leyte.

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

- Ordinance No. 08, series of 2024: **“An Ordinance creating various Plantilla positions in the Local Government of Barugo, 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) ¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76 ². Hence, we recommend for the declaration of its validity.

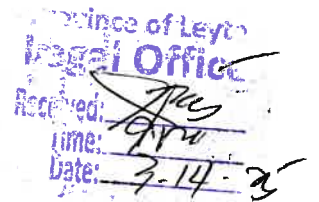
We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹(viii) Determine the positions and 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;

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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
14 March 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 08, series of 2024** of the **Municipality of Barugo, Leyte**, entitled: **An Ordinance creating the various plantilla positions in the Local Government of Barugo, Leyte for Fiscal Year 2024 and providing funds therefor.**


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian

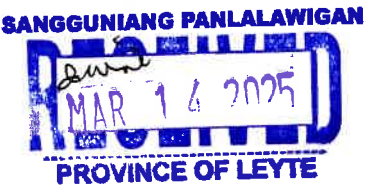


OFFICE OF THE SANGGUNIANG BAYAN

March 12, 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

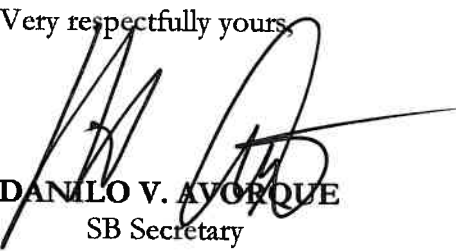


Sir:

Respectfully submitted to your good office for review the herein ORDINANCE NO. 08, 2024 ENTITLED “AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT OF BARUGO, LEYTE FOR THE FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR.”

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

 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 CREATING THE VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT OF BARUGO, LEYTE FOR THE FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR.”**

This certification is issued this 12TH day of March, 2025 for whatever legal purpose it may serve.


DANILO V. AVORQUE
SB Secretary

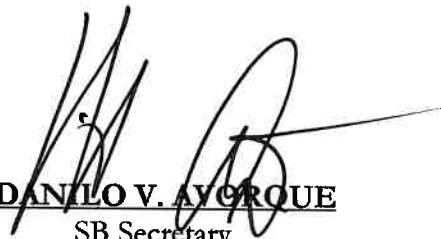


OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

THIS IS TO CERTIFY that Ordinance No. 08, S. 2024, RE: **AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT OF BARUGO, LEYTE FOR THE FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR**, was posted in three (3) conspicuous places in the Municipality of Barugo, Leyte in compliance with the provisions of RA 7160, otherwise known as Local Government Code of 1991.

This certification is issued this 12th day of March, 2025, for whatever legal purpose this may serve.


DANILO V. AYERQUE
SB Secretary



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE MEETING OF THE 11TH SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 92ND REGULAR SESSION HELD ON THE 4TH DAY OF JUNE 2024, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.

- Present:

Hon. Josephine C. Tiu

Hon. Don A. Dehayco

Hon. Eduardo C. Calzita

Hon. Nikkos Rhet V. Astorga

Hon. Jeffrey P. Cañezal

Hon. Domingo E. Adrales

Hon. Joemar Q. Acebo

Hon. Eric C. Hingpis
- Municipal Vice Mayor

Presiding Officer

SB Member

SB Member

SB Member

SB Member

SB Member

Liga Ng Mga Barangay President

Pederasyon Ng Mga SK President

Absent:

Hon. Wayne B. Avestruz

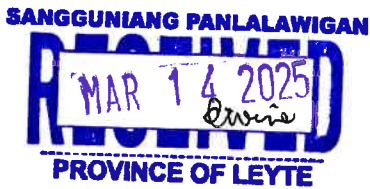
Hon. Clinio A. Balais

Hon. Jesus B. Cabanacan

SB Member (Forced Leave)

SB Member (Official Business)

SB Member (Forced Leave)



ORDINANCE NO. 08, S. 2024

AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT OF BARUGO, LEYTE FOR THE FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR.

(Sponsored By: Hon. Nikkos Rhet V. Astorga)

BE IT ORDAINED, by the Honorable Members of the Sangguniang Bayan of Barugo, Leyte, on its Regular Session assembled to wit:

SECTION 1. This is an Ordinance for the creation of mandatory, appointive and necessary plantilla positions under the different offices in the Local Government Unit of Barugo, Leyte, with the end view of bringing beneficial reform in the Municipality;

SECTION 2. DECLARATION OF POLICY. – Section 76 of Republic Act No. 7160, otherwise known as “The Local Government Code of 1991”, provides that “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;

SECTION 3. CREATION OF PLANTILLA POSITIONS – There shall be created the following Plantilla Positions under the different offices in the LGU-Barugo, Leyte, pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 12, s. 2022 and the Department of Budget and Management (DBM) Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS) CY 2022, to wit:



OFFICE OF THE SANGGUNIANG BAYAN

PLANTILLA POSITION			
OFFICE	D NO.	GRADE	SALARY REQUIRE
Engineer I	1	12	1
Engineering Assistant I	1	8	1
Municipal Government Assistant Department Head I (Assistant Municipal Accountant)	1	22	1
Environmental Management Specialist I (MENRO I)	1	11	1
Agricultural and Biosystems Engineer I	1	11	1
Cooperative Development Specialist II	1	15	1
Librarian I (Barugo Bayview College)	1	11	1
Guidance Counselor I (Barugo Bayview College)	1	11	1
Registrar I (Barugo Bayview College)	1	11	1
College Administrator I (Barugo Bayview College)	1	25	1
Nurse I (Barugo Bayview College)	1	15	1
Instructor I (Barugo Bayview College)	10	12	1
Administrative Officer V (Chief Administrative Officer) (Barugo Bayview College)	1	24	1
Tourism Operations Assistant	1	7	1
Administrative Aide III (Utility Worker II-A)	1	3	1
Chief of Hospital I	1	24	1
Infirmary			

SECTION 4. DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS. – Pursuant to applicable CSC guidelines and LGU functional requirements, the Duties and Responsibilities and Qualifications of the newly created plantilla positions shall be, but not limited to, the following:

- a. Engineer I (SG-12)
1. Assist in design, development, implementation and analysis tasks with standard techniques;
 2. Perform simple and routine engineering design tasks with standard techniques;
 3. Assist the Municipal Engineer in the preparation of plans, designs, computation methods and reports;
 4. Assist in overseeing construction and maintenance of building structures and facilities; and,
 5. Perform such other functions assigned by the next higher supervisor and/or immediate supervisor.

Qualifications:

Education : Bachelor's Degree in Engineering relevant to the job

Experience: None Required

Training : None Required

Eligibility : RA 1080

- b. Engineering Assistant I (SG-8)
1. Provides support to the engineering team on a variety of projects;
 2. Includes spec reading, research, conducting tests, modifying techniques and resolving issues;
 3. Help project engineers design, develop, evaluate and troubleshoot to accomplish project goals; and,
 4. Works as part of a team in a lab or workshop environment, so a commitment to safety and compliance with regulations is important. Communication skills are also a must for this career.



OFFICE OF THE SANGGUNIANG BAYAN

- c. Municipal Government Assistant Department Head I (Assistant Municipal Accountant) (SG-22)**
- Qualifications:**
- Education : Completion of Two Years Studies in College
 - Experience: One (1) Year of Relevant Experience
 - Training : Four (4) Hours of Relevant Training
 - Eligibility : Career Service (Sub-Professional), First Level Eligibility

- 1. Ensures appropriate accounting policies are applied during the preparation of yearly budgets;
- 2. Supervises daily operations within the scope of accounts receivable and accounts payable;
- 3. Authorizes and oversee the processing of pre-requisition order within set standards;
- 4. Collaborates with accounts and finance manager to ensure smooth running of an organization's accounts department;
- 5. Assists accounting managers in the preparation of annual budgets and income-expenditure patterns;
- 6. Oversees the collection, deposit, and reconciliation of bank funds and accounts;
- 7. Ensures timely preparation and submission of VAT and other tax returns;
- 8. Provides customer support services and assist in the resolution of client complaints or problems;
- 9. Maintains useful financial information regarding projected outturns and budget variances;
- 10. Ensures compliance with statutory accounting standards and audit practices;
- 11. Conducts monthly management checks and regular housekeeping activities in order to maintain an efficient financial system;
- 12. Prepares and presents regular accounting reports to the management accountant to update them on company financial progress;
- 13. Ensures accruals and prepayment concepts are applied to processed transactions;
- 14. Process payments and financial documents such as invoices, statements, and vouchers.

Qualifications:

- Education : Bachelor's Degree
- Experience: Three (3) Years of Relevant Experience
- Training : Sixteen (16) Hours of Relevant Training
- Eligibility : Career Service (Professional), Second Level Eligibility

d. Environmental Management Specialist I (MENRO I) (SG-11)

- 1. Monitors and inspects the site;
- 2. Conducts surveys;
- 3. Analyses and reports data;
- 4. Ensures compliance to environmental regulations;
- 5. Researches and develops resource management plans;
- 6. Provides technical support to environmental officers;
- 7. Develops training goals and content for the environmental officer course;
- 8. Conducts field projects such as site assessment, environmental impact assessment, and waste management plan;
- 9. Reviews and implements environmental legislation in local government units/cities/municipalities/towns/barangays in accordance with the LGU Memorandum Order No. 2006-01 (Section 24) "National Environmental Management Act of 1991"
- 10. Reviews, updates, and maintains environmental information system;

OFFICE OF THE SANGGUNIANG BAYAN

11. Drafts environmental impact assessment (EIA) reports and review EIA reports from other government agencies;

12. Reviews and implements local government ordinances related to the environment;

13. Develops and conducts training seminars/workshops on various topics on the Clean Water Act, Clean Air Act and other related laws; and,

14. Provides technical support in the conduct of hearings related to environment matters at the municipal/city/provincial level.

Qualifications:

Education : Bachelor's Degree Relevant to the Job

Experience: None required

Training : None required

Eligibility : Career Service (Professional), Second Level Eligibility

c. Agricultural and Biosystems Engineer I (SG-11)

1. Uses computer software to design equipment, systems, or structures;

2. Modifies environmental factors that affect animal or crop production, such as airflow in a barn or runoff patterns on a field;

3. Tests equipment to ensure its safety and reliability;

4. Oversees construction and production operations;

5. Plans and works together with clients, contractors, consultants, and other engineers to ensure effective and desirable outcomes; and,

6. Works in farming, including aquaculture (farming of seafood), forestry, and food processing.

Qualifications:

Education: Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering

Experience: Three (3) years of Relevant Experience

Training : Sixteen (16) hours of Relevant Experience

Eligibility : RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer

f. Cooperative Development Specialist II (SG-15)

1. Assists in the development of new cooperatives through feasibility studies, business planning, and member recruitment;

2. Provides technical assistance to existing cooperatives to improve their operational efficiency and effectiveness;

3. Plans and delivers cooperative education programs and workshops for a variety of audiences;

4. Works with community leaders to promote the cooperative model as a viable economic development strategy;

5. Helps cooperatives to identify and secure funding sources for business growth and development;

6. Assists cooperatives in understanding and complying with relevant regulations and laws;

7. Conducts research and analysis on cooperative trends, opportunities, and challenges; and,

8. Collaborates with other cooperative development organizations and stakeholders to strengthen the cooperative sector.

Barugo Padayon An Gugma!

1. Enters detailed student data into computer systems
2. Trains staff at the registrar's office to use software related to records administration

i. Registrar I (*Barugo Bayview College*) (SG-11)

Education :	Bachelor's Degree relevant to the job
Experience:	None Required
Training :	None Required
Eligibility :	Career Service (Professional), Second

Qualifications:

1. Conducts individual and group counselling sessions to advise and assist students with academic and vocational development;
2. Evaluates students' attributes and assisting them in realizing their objectives;
3. Develops and implements counselling strategies with contemporary methods of mentoring;
4. Identifies behavioral problems and acting appropriately to remedy the situation;
5. Pays attention to societal and cultural differences in all student matters;
6. Assesses the development of students and highlighting their sense of accomplishment;
7. Completes evaluations, analyses results, and provides purposeful feedback;
8. Cooperates with parents, academic staff, and external partners;
9. Arranges and schedules orientation programs and internships;
10. Adverses facilities and studies programs to potential students; and,
11. Implements and facilitates educational and training workshops for academic staff.

h. Guidance Counselor I (*Barugo Bayview College*) (SG-11)

Education :	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science
Experience:	None Required
Training :	None Required
Eligibility :	RA 1080

Qualifications:

1. Oversees the library to ensure cleanliness, order, and protection of the library's resources;
2. Develops and organizes library inventory (e.g. with books, collections, periodicals, multimedia, etc.);
3. Conducts regular checks and updates on database information;
4. Helps patrons research reading materials and references;
5. Answers patrons' questions via phone or email;
6. Publishes and updates content on the library's website (e.g. book summaries, reviews, blog, etc.);
7. Researches and implements new information system techniques;
8. Organizes activities and promotional events (e.g. children's storytelling, author readings, book sales, etc.);
9. Manages library budgeting and billing for new equipment; and,
10. Supervises library assistants and other staff.

g. Librarian I (*Barugo Bayview College*) (SG-11)

Education :	Bachelor's Degree Relevant to the job
Experience:	One (1) Year of Relevant Experience
Training :	Four (4) Hours of Relevant Training
Eligibility :	Career Service (Professional), Second Level Eligibility

Qualifications:



OFFICE OF THE SANGGUNIANG BAYAN

Page 6
Ordinance No. 8, S. 2024

3. Manages, processes and enters data from extensively detailed paperwork
4. Checks in students and families for appointments
5. Performs clerical tasks, such as printing academic transcripts for students
6. Keeps student information confidential and secure
7. Participates in student service committees and initiatives

Qualifications:

Education : Bachelor's Degree
Experience: None Required
Training : None Required
Eligibility : Career Service (Professional), Second Level Eligibility

j. College Administrator I (Barugo Bayview College) (SG-25)

1. Oversees the day-to-day operations of the college including facilities management, student services, and academic scheduling;
2. Develops and implements strategic plans for the college in accordance with the vision and mission of the institution;
3. Coordinates with department heads and faculty members for curriculum development and educational policy formulation;
4. Ensures compliance with education laws and regulations, and maintain records for accreditation purposes;
5. Manages the college's budget, oversee financial management, and seek opportunities for funding or grants;
6. Handles recruitment, performance evaluations, staff development, and other personnel matters;
7. Addresses student issues and concerns, and promote student welfare activities;
8. Facilitates communication between students, faculty, staff, and other stakeholders;
9. Represents the college at various academic, administrative, and public meetings;
10. Works towards improving student retention and success rates.

Qualifications:

Education : Bachelor's Degree
Experience: 3 years of Supervisory Experience
Training : 4 Hours of Relevant Training
Eligibility : Career Service (Professional), Second Level Eligibility

k. Nurse I (Barugo Bayview College) (SG-15)

1. Identifies patients' care requirements, focus on their needs and act on them;
2. Nurtures a compassionate environment by providing psychological support;
3. Resolves or report on patients' needs or problems;
4. Prepares patients for examinations and perform routine diagnostic checks (monitor pulse, blood pressure and temperature, provide drugs and injections etc);
5. Monitors and records patient's condition and document provided care services;
6. Treats medical emergencies;
7. Administers workloads;
8. Follows care regulations and standards; and,
9. Works within and cooperate with a multi-disciplinary team

Qualifications:

Education : Bachelors of Science in Nursing
Experience: None Required
Training : None Required
Eligibility : RA 1080

Barugo Padayon An Gugma!

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

Municipality of Barugo, Leyte

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OFFICE OF THE SANGGUNIANG BAYAN

Page 7
Ordinance No. 8, S. 2024

1. Instructor I (Barugo Bayview College) (SG-12)

1. Establishes key objectives for classes;
2. Creates curriculum that accomplishes the set objectives;
3. Develops a syllabus that outlines topics that will be explored and listing due dates for assignments and exams;
4. Makes lesson plans that describe how information will be presented;
5. Gives lectures and organizing activities to present material and deepen understanding of coursework;
6. Writes, administers and grades examinations that test students' knowledge;
7. Answers students' questions and providing support to help them succeed; and,
8. Records students' attendance and grades.

Qualifications:

Education : Bachelor's Degree in the Area & Specialization
Experience: None Required
Training : None Required
Eligibility : PBET/Teacher/RA 1080

m. Administrative Officer V (Chief Administrative Officer) (Barugo Bayview College) (SG-24)

1. Works in a team with top-level executives to devise strategies and policies to meet company goals;
2. Manages and supervises the day-to-day operations of various departments, such as finance, sales, HR, and marketing;
3. Manages budgets, hiring and contracting, and business negotiations;
4. Analyses audit reports and formulates improvements to departmental workings;
5. Coordinates inter-departmental activities and delegates responsibilities to subordinates;
6. Compiles performance reports and reports to the CEO and board of directors; and,
7. Ensures all IRS laws, government regulations, and SEC rules are met.

Qualifications:

Education : Masteral Degree
Experience: Four (4) years in Position involving Management & Supervision
Training : Thirty-Four (34) hours of Training in Management & Supervision
Eligibility : Career Service (Professional), Second Level Eligibility

n. Tourism Operations Assistant (SG-7)

1. Supports the efficient operation of tourism-related activities;
2. Enhances the over-all visitor experience;
3. Assist in coordinating tours, managing reservations, providing information to tourists and ensuring compliance with safety and quality standards; and,
4. Creates itineraries, communicates with clients and vendors, processes expense reports; and handles administrative tasks.

Qualifications:

Education : Completion of Two Years Studies in College
Experience: None Required
Training : None Required
Eligibility : Career Service (Sub-Professional), First Level Eligibility

o. Administrative Aide III (Utility Worker II-A) (SG-3)

1. Takes verbal and written instructions from company managers and maintenance officers;

2. Cleans assigned work areas inside and outside of the property;

3. Performs basic landscaping duties including tree trimming, weeding, and watering of plants;

4. Orders and maintains cleaning supplies and maintenance equipment;

5. Conducts basic repairs on landscaping and maintenance equipment;

6. Replaces light fittings and broken globes;

7. Ensures the safe handling and storage of volatile cleaning liquids and gasoline;.

8. Ensures that utility projects have been completed and signed-off.

Qualifications:

Education : Must be able to read and write

Experience: None Required

Training : None Required

Eligibility : None Required

p. Chief of Hospital I (SG-24)

1. Providing leadership and direction to the infirmary staff, including medical professionals and administrative personnel.

2. Ensuring the provision of high-quality medical care to patients within the infirmary.

3. Hiring, Training, scheduling, and supervising medical and support staff.

4. Managing the infirmary's resources, including medical supplies, equipment, and facilities.

5. Developing and managing the infirmary's budget, including allocating funds for staffing, equipment, and patient care.

6. Implementing and monitoring quality assurance programs to ensure the delivery of safe and effective patient care.

7. Ensuring compliance with all relevant healthcare regulations, standards, and accreditation requirements.

8. Developing and implementing plans for managing medical emergencies within the infirmary.

9. Building and maintaining positive relationships with the local community and stakeholders, and promoting the infirmary's services.

10. Developing and implementing strategic plans to achieve the infirmary's goals and objectives.

11. Identifying and mitigating risks related to patient care, staff safety, and regulatory compliance.

12. Collaborating with other healthcare providers, organizations, and agencies to improve healthcare delivery and patient outcomes.

13. Identifying areas for improvement and implementing initiatives to enhance the quality, efficiency, and effectiveness of infirmary operations.

Qualifications:

Education : Doctor of Medicine

Experience: Two (2) years of relevant experience

Training: Eight (8) hours of relevant training

Eligibility: RA 1080

SECTION 5. FUNDING. – The Local Government Unit of Barugo, Leyte shall appropriate the funding thru the Annual and/or Supplemental Budget for the payment of salaries, wages, step increments, and other compensations, such as authorized allowances/benefits, fixed personnel expenditures, and other personnel benefits for the afore-mentioned newly created plantilla positions.

APPROVED BY:

HON. ARON C. BALTIMS, MD, FPCEM
Municipal Mayor

ATTESTED BY:

HON. JOSEPHINE C. TIU
Municipal Vice Mayor
Presiding Officer

HON. ERIC O'HINGPIS
Pederasyon Ng mga SK President

HON. DOMINGO F. ADRALES
SB Member

HON. NIKKOS RHET V. ASTORGA
SB Member

HON. DON A. DEHAYCO
SB Member

HON. JOEMAR O. ACEBO
Liga Ng mga Barangay President

HON. JEFFREY P. CANEZA
SB Member

HON. EDUARDO C. CALZITA
SB Member

~~DANILOV, ALEXANDRE~~
~~GB Secretary~~

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

UNANIMOUSLY APPROVED, this 4th day of June 2024, in Barugo, Leyte.

SECTION 8. EFFECTIVITY. - The provisions of this Ordinance shall take effect upon its approval.

SECTION 7. 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 6. 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.

