



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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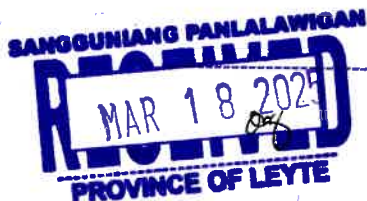
PROVINCIAL LEGAL OFFICE

Item No.: 16

Date: 2025 MAR

Province of Leyte
Legal Office

Signature: [Signature]
Date: 3-14-25



2nd INDORSEMENT

March 7, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-006 of the Sangguniang Bayan of Calubian, Leyte.

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

- Ordinance No. 2025-006 entitled: "An Ordinance creating the position item of Administrative Officer IV, 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 [Signature]

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
04 March 2025

Province of Leyte
Head Office
March 4, 2025
3-4-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-006** of the **Municipality of Calubian, Leyte**, entitled: **An Ordinance creating the position item of Administrative Officer IV (Management and Audit Analyst II), Salary Grade 15, under the Municipal Accounting Office of the Municipal Government of Calubian, Leyte.**


FLORINDA JILL S. UYVICO
Provl Govt. Asst. Dept. Head



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian

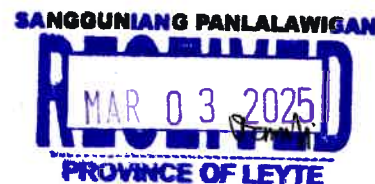
OFFICE OF THE SANGGUNIANG BAYAN



February 28, 2025

HON. LEONARDO M. JAVIER, JR.
Provincial Vice Governor, Presiding Officer; and
The Honorable Members of the Sangguniang Panlalawigan
Province of Leyte
New Leyte Provincial Capitol
Palo, Leyte

THRU: MS. FLORINDA JILL S. UYVICO
Provincial Government Department Head
Secretary to the Sanggunian
Province of Leyte



Dear Honorable Ladies/ Gentlemen:

Good day!

We are respectfully forwarding *fifteen (15) copies* of the following Municipal Ordinances and its supporting attachments for favorable review and approval of the Honorable Sangguniang Panlalawigan of Leyte, to wit:

1. Municipal Ordinance No. No. 2025-001, entitled: "AN ORDINANCE CREATING THE POSITION ITEM OF LOCAL REVENUE COLLECTION OFFICER I, SALARY GRADE 11, UNDER THE OFFICE OF THE MUNICIPAL TREASURER IN THE MUNICIPAL GOVERNMENT OF THE MUNICIPALITY OF CALUBIAN, LEYTE"
2. Municipal Ordinance No. 2025-002, entitled: "AN ORDINANCE EXTENDING THE DEADLINE FOR THE PAYMENT OF BUSINESS TAXES, FEES & CHARGES IN THE MUNICIPAL GOVERNMENT OF CALUBIAN, LEYTE UNTIL JANUARY 31, 2025, WITHOUT SURCHARGES OR PENALTIES"
3. Municipal Ordinance No. 2025-006, entitled: "AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II), SALARY GRADE 15, UNDER THE MUNICIPAL ACCOUNTING OFFICE OF THE MUNICIPAL GOVERNMENT OF CALUBIAN, LEYTE"

For your perusal. Please acknowledge receipt hereof.

Thank you.

Very truly yours,

ATTY. KEISHA YNA VINEE V. RAMIREZ
MGDH I (Secretary to the Sanggunian)



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE ONE HUNDRED THIRTEENTH (113TH) REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CALUBIAN, LEYTE HELD ON February 10, 2025 AT THE SB SESSION HALL, LEGISLATIVE BUILDING.

PRESENT:

SB Member Noel G. Eamiguel - Member
SB Member Eugenio A. Ching, Jr. - Member
SB Member Jullian Marc A. Batiancela - Member
SB Member Ester P. Lubiano - Member
SB Member Benjamin A. Calbitaza - Member
SB Member Julia E. Halichic - Member
SK Fed. Pres. Carl Ernest D. Ponce - Member

FORCED LEAVE:

Liga ng mga Barangay Pres. Alfredo M. Casas - Member
SB Member Lucita A. Palconit - Member
SB Member Alyza F. Nierras - Member

OFFICER-IN-CHARGE (OIC), OFFICE OF THE MAYOR

Vice Mayor Anna Love Veloso – Laurente - Presiding Officer

ORDINANCE NO. 2025-006

AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II), SALARY GRADE 15, UNDER THE MUNICIPAL ACCOUNTING OFFICE OF THE MUNICIPAL GOVERNMENT OF CALUBIAN, LEYTE

INTRODUCED BY:

COMMITTEE ON HUMAN RESOURCE DEVELOPMENT

HON. JULIA E. HALICHIC

HON. ESTER P. LUBIANO

HON. EUGENIO A. CHING, JR.

HON. ALYZA F. NIERRAS

NOW THEREFORE, on motion of SB Member Hon. Julia E. Halichic, duly seconded by Hon. Eugenio A. Ching, Jr. and Hon. Benjamin A. Calbitaza, and the Majority of all the Sangguniang Bayan members present;

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF CALUBIAN, LEYTE, in a session assembled, THAT:

SECTION 1. TITLE. This Ordinance shall be known as "AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II), SALARY GRADE 15, UNDER THE MUNICIPAL ACCOUNTING OFFICE OF THE MUNICIPAL GOVERNMENT OF CALUBIAN, LEYTE"

SECTION 2. PURPOSE. The purpose of the creation, is as follows:

- To enhance the organizational structure of LGU Calubian by creating new positions;
- To meet the needs of the present demands of a very functional and responsive government institution;
- Upgrading, enhancing, repositioning of manpower in order to appropriately and quickly respond to the needs of the times.

SECTION 3. CREATION OF THE POSITION IN THE PLANTILLA OF PERSONNEL. The creation of the Position of an Administrative Officer IV(Management and Audit Analyst II), Salary Grade 15 under the Municipal Accounting Office of the Municipal Government of Calubian, Leyte. The position shall be included in the Rolls of Employees or Plantilla of Personnel in the Municipal Government of Calubian, Leyte.

SECTION 4. QUALIFICATION STANDARDS. The position of an Administrative Officer IV(Management and Audit Analyst II), Salary Grade 15 is in accordance with Department of Budget and Management (DBM) Local Budget Circular No. 137 dated July 13, 2021.

The qualifications, duties and responsibilities of the position shall be subject to the minimum standards and guidelines prescribed by the Civil Service Commission (CSC) – its laws, rules and regulations, and shall be amended accordingly in relation thereto.

SECTION 5. FUNDING / BUDGET ALLOCATION OF THE POSITION. The funding shall be provided by the LGU from its internal revenue allotment and other internally generated income of the LGU concerned.

SECTION 6. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the remaining provision not affected thereby, shall continue to be in full force & effect.

SECTION 7. REPEALING CLAUSE. All ordinances, rules and regulations or parts not consistent with any provision of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 8. EFFECTIVITY. This Ordinance shall take effect immediately upon approval of the Municipal Mayor, unless otherwise provided by the Honorable Sangguniang Panlalawigan of Leyte.

Approved.

Ordinance No. 2025-006

APPROVED, this 10th day of February, 2025 at Calubian, Leyte.

I HEREBY CERTIFY to the correctness of the foregoing Ordinance.

ATTY. KEISHAYNA VINEE V. RAMIREZ
MGDE I (Secretary to the Sanggunian)

ATTESTED BY:

HON. JULLIAN MARC A. BATIANCELA
Temporary Presiding Officer

HON. EUGENIO A. CHING, JR.
SB Member

HON. NOEL G. EAMIGUEL
SB Member

HON. JULIA E. BALICHIC
SB Member

HON. ESTER P. LUBIANO
SB Member

HON. CARL ERNEST D. PONCE
SK Fed. Pres.

HON. BENJAMIN A. CALBITAZA
SB Member

APPROVED:
Date: 26 FEB 2025

HON. MARCIANO A. BATIANCELA, JR.
Municipal Mayor



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Calubian

OFFICE OF THE SECRETARY
TO THE SANGGUNIANG BAYAN
sbsec0813.mgocalubian@gmail.com



CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY THAT the Municipal Ordinance No. 2025-006, entitled: "AN ORDINANCE CREATING THE POSITION ITEM OF ADMINISTRATIVE OFFICER IV (MANAGEMENT AND AUDIT ANALYST II), SALARY GRADE 15, UNDER THE MUNICIPAL ACCOUNTING OFFICE OF THE MUNICIPAL GOVERNMENT OF CALUBIAN, LEYTE" was posted on the Bulletin Board of the Sangguniang Bayan on February 27, 2025 and other conspicuous places in the Municipality of Calubian, Leyte, and it will remain posted therein for three (3) consecutive weeks.

THIS CERTIFICATION is issued in compliance with ARTICLE 114 of the Implementing Rules and Regulations of Republic Act No. 7160.

ISSUED the 27th day of February, 2025 at the Municipality of Calubian, Leyte.

Very truly yours,

ATTY. KEISHA YNA VINEE V. RAMIREZ
MGDH1 (Secretary to the Sanggunian)