

Item No.: 17

Date: 11 2025 MAR



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

Province of Leyte  
Legal Office

Released: *[Signature]*  
Time: *[Signature]*  
Date: 7-5-25

-oOo-

PROVINCIAL LEGAL OFFICE

SANGGUNIANG PANLALAWIGAN  
**RECEIVED**  
MAR 05 2025  
*Termly*  
PROVINCE OF LEYTE

2<sup>nd</sup> INDORSEMENT  
February 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 20250-02 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 20250-02 entitled: "An Ordinance retitling the position Solid Waste Management Coordinator, 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> 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 *[Signature]*

<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**

Province of Leyte  
Legal Office  
Received  
Jan 31 2025

**1<sup>ST</sup> INDORSEMENT**  
30 January 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 20250-02** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance refitting the position of Solid Waste Management Coordinator and amending its minimum qualification in the plantilla of the Municipality of Albuera, Leyte.**

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



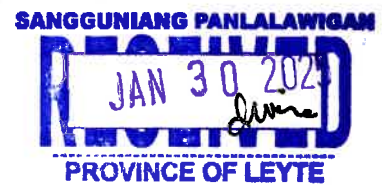
Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

## OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

### TRANSMITTAL

January 28, 2025

**Hon. Leonardo Javier, Jr.**  
Vice-Governor  
Province of Leyte  
Palo, Leyte



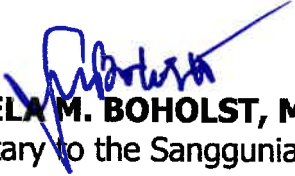
Thru: Florinda Jill S. Uyvico  
Secretary to the Sanggunian  
Province of Leyte

**Dear Vice Governor Javier:**

Respectfully transmitting herein **Ordinance No. 2025-02**, "An Ordinance Retitling the position of Solid Waste Management Coordinator and amending its minimum qualification in the Plantilla of the Municipality of Albuera, Leyte."

Please acknowledge receipt hereof.

Very truly yours,

  
**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATION

#### TO THE CONCERNED:

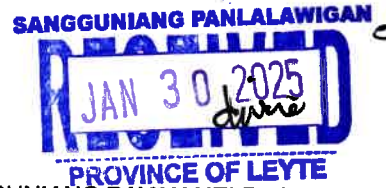
**THIS IS TO CERTIFY** that **Ordinance No. 2025-02, "An Ordinance Retitling the Position of Solid Waste Management Coordinator and Amending its Minimum Qualification in the Plantilla of the Municipality of Albuera, Leyte,"** has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on January 28, 2025 and shall remain posted until a period of two (2) consecutive weeks thereof.

**ISSUED** this 28<sup>th</sup> day of January 2025 at Albuera, Leyte, Philippines.

**PAMELA M. BOHOLST, MPA**  
Secretary to the Sangguniang Bayan I



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 126<sup>TH</sup> REGULAR SESSION OF THE SANGGUNIANG BAYAN HELD AT THE SB SESSION HALL OF ALBUERA, LEYTE ON JANUARY 20, 2025

ORDINANCE NO. 2025-02

**AN ORDINANCE RETITLING THE POSITION OF SOLID WASTE MANAGEMENT COORDINATOR AND AMENDING ITS MINIMUM QUALIFICATION IN THE PLANTILLA OF THE MUNICIPALITY OF ALBUERA, LEYTE**

**INTRODUCED BY: HON. ANA LIZA E. DELA VICTORIA**  
**SPONSORED BY: COMMITTEE ON GOOD GOVERNANCE, PUBLIC ETHICS & ACCOUNTABILITY**  
**(Hon. Marjun P. Magno)**  
**(Hon. Roxanne R. Zaldivar)**

**WHEREAS**, submitted to this august body for approval is the request from the Municipal Mayor's Office for retitling of positions in the existing Plantilla of the Municipal Government of Albuera, Leyte in compliance with CSC MC No. 12, series of 2022.

**WHEREAS**, this august body appraised the request to be necessary and justified.

**NOW THEREFORE**, be it ordained by the Sangguniang Bayan of Albuera, Leyte in session assembled to enact Ordinance No. 2025-02, to wit:

**SECTION 1. TITLE - THIS ORDINANCE SHALL BE KNOWN AS AN ORDINANCE RETITLING THE POSITION OF SOLID WASTE MANAGEMENT COORDINATOR AND AMENDING ITS MINIMUM QUALIFICATION IN THE PLANTILLA OF THE MUNICIPALITY OF ALBUERA, LEYTE.**

**SECTION 2. POSITION TO BE RETITLED AND ITS MINIMUM QUALIFICATIONS TO BE AMENDED** - The following position in the existing Plantilla of the Municipality of Albuera, Leyte and its minimum qualifications are hereby retitled and amended respectively:

**FROM:**

POSITION	SG	LVL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Solid Waste Management Coordinator	11	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility

**TO:**

POSITION	SG	LVL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Environmental Management Specialist I	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility

**SECTION 3. DUTIES AND RESPONSIBILITIES** - The Environmental Management Specialist I, shall, under the general supervision of the Municipal Environment and Natural Resources Officer, perform the following functions, to wit:

1. Assist in the conduct of research, planning, data gathering and analysis for MENRO programs, projects, and activities, and the environmental impacts of waste disposal.

MANUEL E. BANTASAN

ANTHONY V. BARTE

LENNY S. BILBAO

ANA LIZA E. DELA VICTORIA

ALBERTO D. SUMALJAG

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

SIXTO B. DELA VICTORIA

IMELDA A. FADUL

ROXANNE R. ZALDIVAR

MARY JANE B. CAGULA

MARJUN P. MAGNO

PROTACIO RIZALINO M. CENIZA

- 2. Coordinate with the GOs, NGOs, civic, religious, and other groups and monitors the implementation of natural resources management activities and other programs/projects.
- 3. Provide technical assistance and monitor the implementation of forestry and ecology-related projects.
- 4. Exercise such other functions that may be assigned by the immediate supervisor or Head of the Agency.

**SECTION 4. SEPARABILITY CLAUSE** - If any section or provision of this Ordinance is declared invalid or unconstitutional by competent authority, any section or provision not affected thereby shall remain in full force and effect.

**SECTION 5. EFFECTIVITY.** This Ordinance shall take effect immediately upon approval and compliance with the posting requirement.

**APPROVED.**

**ENACTED BY THE SANGGUNIANG BAYAN OF ALBUERA, LEYTE TERM 2022 – 2025 DURING ITS 126<sup>th</sup> REGULAR SESSION HELD ON JANUARY 20, 2025 AT THE SB SESSION HALL, ALBUERA, LEYTE.**

**ATTESTED AND CERTIFIED TO BE DULY ADOPTED:**

*[Signature]*  
**ROXANNE R. ZALDIVAR**  
 SB Member I

**Absent**  
**ANTHONY V. BARTE**  
 SB Member I

**Absent**  
**MARY JANE B. CAGULA**  
 SB Member I

*[Signature]*  
**LENY S. BILBAO**  
 SB Member I

**Absent**  
**MARJUN P. MAGNO**  
 SB Member I

*[Signature]*  
**ANA LIZA E. DELA VICTORIA**  
 SB Member I

~~*[Signature]*  
**PROTACIO RIZALITO M. CENIZA**  
 SB Member I~~

~~*[Signature]*  
**ALBERTO M. SUMALJAG**  
 LnB President/Ex-Officio Member~~

~~*[Signature]*  
**MANUEL E. BANTASAN**~~

~~*[Signature]*  
**BERNARD JOEY D. MESTULA**  
 PPSK President/Ex-Officio Member~~

**I HEREBY CERTIFY** that this is a true and accurate copy of the Ordinance duly enacted by the Sangguniang Bayan of Albueria, Leyte Term 2022 – 2025 on its 126<sup>th</sup> Regular Session on January 20, 2025 at the SB Session Hall, Albueria, Leyte.

*[Signature]*  
**PAMELA M. BOHOLST, MPA**  
 Secretary to the Sangguniang Bayan I

*[Signature]*  
**IMELDA A. FADUL**  
 Municipal Vice-Mayor/Presiding Officer

**APPROVED:**  
*[Signature]*  
**SIXTO B. DELA VICTORIA**  
 Municipal Mayor

Date: \_\_\_\_\_



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

## OFFICE OF THE SANGGUNIANG BAYAN

### ATTENDANCE SHEET

126th REGULAR SESSION  
of the Sangguniang Bayan

SB Session Hall  
Venue

January 20, 2024

No.	Name & Designation	Signature
1	Hon. IMELDA A. FADUL Mun. Vice Mayor / Presiding Officer	
2	Hon. ROXANNE R. ZALDIVAR SB Member	
3	Hon. MARY JANE B. CAGULA SB Member	ON LEAVE
4	Hon. MARJUN P. MAGNO SB Member	On Leave
5	Hon. PROTACIO RIZALITO M. CENIZA SB Member	
6	Hon. MANUEL E. BANTASAN SB Member	
7	Hon. ANTHONY V. BARTE SB Member	On Leave
8	Hon. LENY S. BILBAO SB Member	
9	Hon. ANA LIZA E. DELA VICTORIA SB Member	
10	Hon. ALBERTO C. SUMALJAG ABC President, Ex-Officio	
11	Hon. BERNARD JOEY D. MESTULA SK Federation President, Ex-Officio	

### CERTIFICATION

I hereby certify that those who have affixed their signatures above, have actually attended the 126th Regular Session of the Sangguniang Bayan of Albuera, Leyte, held at the SB Session Hall on January 20, 2025

**PAMELA M. BOHOLST**  
Secretary to the Sanggunian Bayan