



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

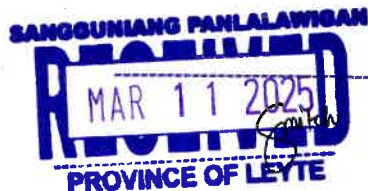
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PROVINCIAL LEGAL OFFICE

Item No.: 20  
Date: 2025 MAR

Province of Leyte  
Legal Office

Date: 7-5-25



2<sup>nd</sup> INDORSEMENT

February 26, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 25-04 of the Sangguniang Bayan of Inopacan, Leyte.

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

- Ordinance No. 25-04 entitled: **“An Ordinance creating positions and amending for this purpose the organizational structure and staffing, etc.”**

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

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

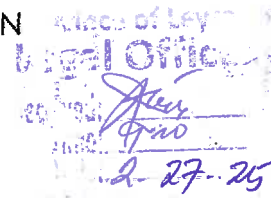
**ATTY. JOSE RAYMUND A. ACOL**  
*Provincial Legal Officer*

<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  
27 February 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 25-04** of the **Municipality of Inopacan, Leyte**, entitled: **An Ordinance creating positions and amending for this purpose the organizational structure and staffing pattern of the Local Government Unit of Inopacan, Leyte.**

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



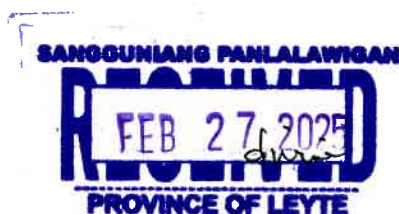
Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan



15<sup>TH</sup> SANGGUNIAN BAYAN

27 February 2025

**Honorable Leonardo Javier Jr.**  
Vice Governor/Presiding Officer  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte



Thru:


**Ms. Florinda Jill S. Uyvico**  
Secretary to the Sanggunian  
Sangguniang Panlalawigan of Leyte  
Provincial Government Complex  
Campetic, Palo, Leyte

**Honorable Javier Jr.:**

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 25-04** of the 15<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled "**AN ORDINANCE CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE**", for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting, *for reference.*

Sincerely,

  
**MELANIE M. MARTIN-AO, MPA**  
Secretary to the Sanggunian



Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan

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15TH SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE  
15<sup>TH</sup> SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON  
FEBRUARY 25, 2025 AT THE SB SESSION HALL

PRESENT:

Hon. Sanders C. Lumarda	- Vice-Mayor, Presiding Officer
Hon. Fernando B. Rulete	- SB Member
Hon. Andrew B. Dedal	- SB Member
Hon. Zenaída G. de los Santos	- SB Member
Hon. Joel D. Bernales	- SB Member
Hon. Alfie Jian B. Yamson	- SB Member
Hon. Daria D. Malanguis	- SB Member
Hon. Rowena K. Madrazo	- SB Member
Hon. Diosdado P. Siao	- SB Member
Hon. Panfila I. Alonzo	- SB Member (LnB Pres.)
Hon. Nathaniel Dave M. Katigbe	- SB Member (PSK Pres.)

ABSENT:

None

AUTHOR: HONORABLE ANDREW B. DEDAL

CO – AUTHORS: Honorable Joel B. Bernales  
Honorable Zenaída G. de los Santos  
Honorable Fernando B. Rulete  
Honorable Diosdado P. Siao

**WHEREAS**, the Local Chief Executive indorsed to this August Body for creation of plantilla position;

**WHEREAS**, Civil Service Commission (CSC) Memorandum Circular No. 12 Series of 2006 set a qualification standards for Internal Audit Services (IAS) position;

**WHEREAS**, Department of Budget and Management Local Budget Circular No. 137 Series of 2021 sets an Index of Occupational Services, Position Titles and Salary Grades in the Local Government Unit that are grouped by occupation;

**WHEREAS**, Superhealth Center is now operative, the Local Government Unit experienced lack of personnel to perform duties and responsibilities addressing the welfare of our beloved constituents;

**WHEREAS**, to devolve a better healthcare services as well as in compliance to the requirements of Public Financial Management Assessment Tool, mandatory positions of LGU's organizational structure and staffing pattern shall be created in accordance to PS limitations;

**NOW, THEREFORE**, premises considered on motion of Honorable Andrew B. Dedal, duly seconded by all the Members present, be it

**RESOLVED** as it is hereby **RESOLVED** to enact the following;



(ordinance no. 25-04 of the sangguniang bayan of inopacan, leyte dated february 25, 2025 continued)

ORDINANCE NO. 25-04

AN ORDINANCE CREATING POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE

BE IT ORDAINED by the Sangguniang Bayan of Inopacan, Leyte that:

SECTION 1. Title. The following positions are hereby created as follows:

Midwife I, Salary Grade 9	RHU
Medical Technologist II, Salary Grade 15	
Internal Auditor II, Salary Grade 15	Internal Audit System (IAS) Office

SECTION 2. For all intents and purposes the organizational structure and staffing pattern is hereto attached and made as integral part of this ordinance.

SECTION 3. Repealing Clause. All Ordinances, Local Executive Order and/or Rules and Regulations inconsistent herewith are hereby repealed and modified accordingly.

SECTION 4. Separability Clause. If, for any reason or reasons, any section or provision of this Ordinance will be declared by the Court unconstitutional or invalid, other sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 5. Effectivity Clause. This Ordinance shall take effect immediately upon its approval.

ENACTED this 25<sup>th</sup> day of February 2025, at Inopacan, Leyte.

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

MELANIE M. MATIN-AO, MPA  
Secretary to the Sanggunian

ATTESTED:

HON. SANDERS C. LUMARDA  
Vice Mayor  
Presiding Officer

APPROVED:

HON. ROGELIO D. PUA, JR.  
Municipal Mayor

Date: 02-26-2025



Republic of the Philippines  
Province of Leyte  
Municipality of Inopacan



15<sup>TH</sup> SANGGUNANG BAYAN


## CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

**THIS IS TO CERTIFY** those copies of **Ordinance No. 25-04** of the 15<sup>th</sup> Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **"AN ORDINANCE CREATING SOME POSITIONS AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**, has been posted in the bulletin board in the municipal hall/building and in conspicuous places of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this **26<sup>th</sup>** day of **February 2025**, at **Inopacan, Leyte**.

  
**MELANIE M. MATIN-AO, MPA**  
Secretary to the Sanggunian