



OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

March 19, 2025

Hon. LEONARDO M. JAVIER, JR.
Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte
Palo, Leyte



Item No.: **30**
Date: **24 2025 MAR**
Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte 6501

Gentlemen/Mesdames:

Greetings.

This pertains to the Office of the Provincial Accountant, Province of Leyte, having a single plantilla position in its Plantilla of Personnel, who is the Provincial Accountant herself. The employees working in the Accounting Office are Reassigned from other offices or departments ever since the office was created in 1992.

Section 76 of the Local Government Code of 1991 (RA 7160), 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 standard and guidelines provided by the Civil Service Commission.

In this light, your Appropriate Legislative Action is being requested for the Transfer of the following 20 Positions from their respective offices or departments to the Provincial Accountant's Office, to wit:

FROM: Provincial Treasurer's Office (4 positions)

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant IV	17	22/2	1,240,098.00
Accountant II	28	16/3	713,466.00
Accountant I	26	12/2	532,376.00
Administrative Aide IV (Accounting Clerk II)	35	6/1	331,940.00

TO: Provincial Accountant's Office

Item No.
2
3
7
18

FROM: Leyte Provincial Hospital (1 position)

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant II	5	16/2	706,508.00

TO: Provincial Accountant's Office

Item No.
5

FROM: **Abuyog District Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant I	3	12/1	527,910.00

Item No.
9

FROM: **Burauen District Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant I	3	12/1	527,910.00

Item No.
10

FROM: **Carigara District Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant I	3	12/1	527,910.00

Item No.
11

FROM: **Ormoc District Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant II	4	16/2	706,508.00

Item No.
6

FROM: **Northwestern Leyte District Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant I	3	12/2	532,376.00

Item No.
8

FROM: **Dr. Manuel Veloso Memorial Hospital (1 position)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant I	3	12/1	527,910.00

Item No.
12

FROM: **Office of the Provincial Agriculturist – Dev.
(3 positions)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Accountant II	4	16/1	699,644.00
Administrative Officer II (Information Officer I)	1	11/1	493,388.00
Administrative Asst. II (Bookkeeper)	11	8/4	376,654.00

Item No.
4
15
16

FROM: **Office of the Provincial Agriculturist – Organic
(2 positions)**

TO: **Provincial Accountant's Office**

Position Title	Item No.	SG/ Step	Salaries and Allowances
Administrative Aide VI	107	6/1	331,940.00
Administrative Aide III (Utility Worker II)	94	3/1	284,880.00

Item No.
17
21

FROM: Provincial Governor's Office (2 positions)

TO: Provincial Accountant's Office

Position Title	Item No.	SG/ Step	Salaries and Allowances
Administrative Officer IV (HRMO II)	20	15/1	649,232.00
Administrative Officer IV (HRMO II)	21	15/1	649,232.00

Item No.
13
14

FROM: Provincial Engineer's Office (2 positions)

TO: Provincial Accountant's Office

Position Title	Item No.	SG/ Step	Salaries and Allowances
Administrative Aide IV (Clerk II)	13	4/2	301,716.00
Administrative Aide IV (Clerk II)	64	4/1	299,746.00

Item No.
19
20

TOTAL: 20 positions

Thank you.


CARLOS JERICO L. PETILLA
Provincial Governor

**PLANTILLA OF PERSONNEL CY 2025
PROVINCE OF LEYTE**

Department/Office : **PROVINCIAL ACCOUNTANT'S OFFICE**
 Program : General Services
 Project/Activity : Accounting and Auditing Services
 Fund/Special Account : General Fund/1081

Item Number		Position Title	Name of Incumbent	Current Year Authorized 1st Tranche - SSL VI - LBC 160 Jan.-Dec. 2025		Budget Year Proposed 1st Tranche - SSL VI - LBC 160 Jan.-Dec. 2025		Increase/ Decrease
Old	New			SG/ Step	Amount	SG/ Step	Amount	
1	1	PROVINCIAL GOVERNMENT DEPARTMENT HEAD (Provincial Accountant) (existing item in PACCO)	Ma. Doris M. Beloy	26/4	1,526,088.00	26/4	1,526,088.00	-
	2	ACCOUNTANT IV (taken from PTO Item #17)	Sherell C. Montejo			22/2	911,424.00	911,424.00
	3	ACCOUNTANT II (taken from PTO Item #28)	Ma. Nellylope B. Morfe			16/3	509,928.00	509,928.00
	4	ACCOUNTANT II (taken from OPA-Dev Item #4)	Vacant			16/1	499,392.00	499,392.00
	5	ACCOUNTANT II (taken from LPH Item #5)	Janet V. Asis			16/2	504,624.00	504,624.00
	6	ACCOUNTANT II (taken from ODH Item #4)	Pacifico T. Matol III			16/2	504,624.00	504,624.00
	7	ACCOUNTANT I (taken from PTO Item #26)	Angeli Lyka P. Folio			12/2	371,868.00	371,868.00
	8	ACCOUNTANT I (taken from NWLDH Item #3)	Dimple C. Radam			12/2	371,868.00	371,868.00
	9	ACCOUNTANT I (taken from ADH Item #3)	Vacant			12/1	368,460.00	368,460.00
	10	ACCOUNTANT I (taken from BDH Item #3)	Vacant			12/1	368,460.00	368,460.00
	11	ACCOUNTANT I (taken from CDH Item #3)	Vacant			12/1	368,460.00	368,460.00
	12	ACCOUNTANT I (taken from DMBVMH Item #3)	Vacant			12/1	368,460.00	368,460.00
	13	ADMINISTRATIVE OFFICER IV (HRMO II) (taken from PGO Item # 20)	Ma. Liberty C. Quilaneta			15/1	460,956.00	460,956.00

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Old	New			SG/ Step	Amount	SG/ Step	Amount	
	14	ADMINISTRATIVE OFFICER IV (HRMO II) (taken from PGO Item # 21)	Lartelin B. Amor			15/1	460,956.00	460,956.00
	15	ADMINISTRATIVE OFFICER II (INFORMATION OFFICER I) (taken from OPA-Dev Item #1)	Gilda N. Costiniano			11/1	342,144.00	342,144.00
	16	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER) (taken from OPA-Dev Item #11)	Bernardita Chavero			8/4	253,152.00	253,152.00
	17	ADMINISTRATIVE AIDE VI (CLERK III) (taken from OPA-Org Item #107)	Vacant			6/1	219,060.00	219,060.00
	18	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II) (taken from PTO Item #35)	Vivian B. Sevilla			6/1	219,060.00	219,060.00
	19	ADMINISTRATIVE AIDE IV (CLERK II) (taken from PEO Item #13)	Marilou G. Veloso			4/2	196,008.00	196,008.00
	20	ADMINISTRATIVE AIDE IV (CLERK II) (taken from PEO Item #64)	Vacant			4/1	194,508.00	194,508.00
	21	ADMINISTRATIVE AIDE III (UTILITY WORKER II) (taken from OPA-Org Item #94)	Jessel B. Agner			3/1	183,180.00	183,180.00
			GRAND TOTAL		1,526,088.00		9,202,680.00	7,676,592.00

Prepared by:

Reviewed by:

Approved by:


RHODORA G. BONIFACIO
Human Resource Management Officer IV

MARIA GINA P. HIPE
Provincial Government Department Head
(Provincial Budget Officer)

CARLOS JERICHO L. PETILLA
Provincial Governor