

Item No.: 38

Date: 22 2025 APR



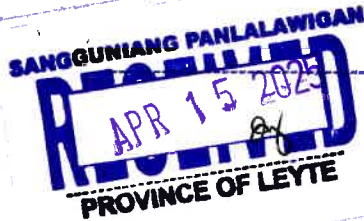
Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office

Released: [Signature]
Time: 10:40
Date: 4-15-25



2nd INDORSEMENT

March 27, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-05 of the Sangguniang Bayan of Hilongos, Leyte.

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

- Ordinance No. 2025-05 "An Ordinance establishing the Municipal General Services unit under the Executive Department 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
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
24 March 2025

Office of the
Provincial Legal Office
Jus
Jm
3-24-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-05** of the **Municipality of Hilongos, Leyte**, entitled: **An Ordinance establishing the Municipal General Services Unit under the Executive Department of the Local Government Unit of Hilongos, Leyte, and providing funds for the operation thereof.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Hilongos



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

17 March 2025

HON. LEONARDO M. JAVIER, JR.
Provincial Vice- Governor
Province of Leyte

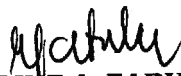
Sir:

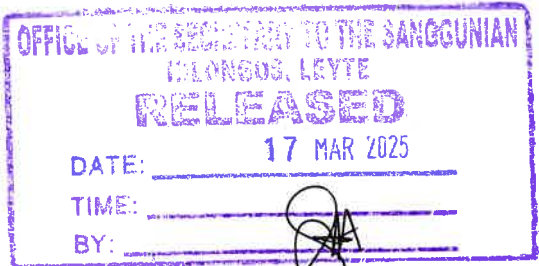
Greetings!

Respectfully forwarding you fifteen (15) copies of the enacted Municipal Ordinance No. 2025-05.

Hoping this suffice.

Respectfully yours,


CATHERINE A. FABULAR, J.D.
Secretary to the Sanggunian





Republic of the Philippines
Province of Leyte
Municipality of Hilongos



OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

17 March 2025

HON. LEONARDO M. JAVIER, JR.
Provincial Vice- Governor
Province of Leyte


Sir:

Greetings!

Respectfully forwarding you fifteen (15) copies of the enacted Municipal Ordinance No. 2025-05.

Hoping this suffice.

Respectfully yours,


CATHERINE A. FABULAR, J.D.
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Hilongos

OFFICE OF THE SANGGUNIANG BAYAN



MUNICIPAL ORDINANCE NO. 2025-05

AN ORDINANCE ESTABLISHING THE MUNICIPAL GENERAL SERVICES UNIT UNDER THE EXECUTIVE DEPARTMENT OF THE LOCAL GOVERNMENT UNIT OF HILONGOS, LEYTE, AND PROVIDING FUNDS FOR THE OPERATION THEREOF

Authored by: **HON. MANUEL M. GABISAN**
Chairperson, Committee on Laws, Rules and Good Governance

ARTICLE I

TITLE

SECTION 1. TITLE. This Ordinance shall be known as **"THE ESTABLISHMENT OF THE MUNICIPAL GENERAL SERVICES UNIT"** under the Office of the Mayor, of the Local Government Unit of Hilongos, Leyte.

SECTION 2. DECLARATION OF POLICY. It is hereby a policy of the Local Government Unit of Hilongos, Leyte to provide effective and quality services in managing priorities, supplies, security, and resource **conservation**, maintenance, and other support services for the welfare of the general public.

ARTICLE II

ESTABLISHMENT OF THE UNIT

SECTION 3. ESTABLISHMENT OF THE UNIT. There shall be established a General Service Unit (GSU) under the Office of the Mayor of the Local Government Unit of Hilongos, Leyte.

SECTION 4. FUNCTIONS OF THE GENERAL SERVICE UNIT. The General Services Unit shall provide expertise in technical assistance to the Municipal Mayor in the implementation of measures to ensure the delivery of basic services and provision of adequate facilities and shall develop general services plans and strategies and implement the same upon the approval of the Municipal Mayor.

SECTION 5. SECTIONS/DIVISION OF THE GSU. The General Service Unit shall have the following Sections/Divisions:

5.1 General Services Maintenance.

5.1.1. Building Maintenance

- a). Minor Building Repairs
- b). Security Services
- c). Janitorial Services

5.1.2. Facilities Maintenance and Upkeep

- a). Street Sweepers
- b). Facilities and Equipment Maintenance
- c). Insurance of Municipal-owned buildings, properties, and equipment.

5.1.3. Vehicle Management and Maintenance

- a). Inspection of Municipal Government vehicles
- b). Undertake or Manage preventive maintenance checks on municipal government vehicles.
- c). Maintenance of records of all municipal government vehicles.
- d). Insurance of municipal government vehicles.
- e). Vehicle Dispatch Management and Drivers Assignment

5.1.4. Safety Office

MANUEL R. VILLAHERMOSA
Municipal Mayor

BERNADETH M. NERVES
SB Member

EDWINT. FALLER
SB Member

ALBERT R. VILLAHERMOSA
Municipal Vice-Mayor

CATHERINE A. FABULAR
Secretary to the Sanggunian

RICHARD BENEDICT V. OGARIO
Ex-Officio Member/President,
Liga ng mga Barangay

CRIS ANTONIO B. ONG
SB Member

MANUEL M. GABISAN
SB Member

MANUEL V. LORA
SB Member

CECILLE ANTONIETTE C. SABRIDO
Ex-Officio Member / President, Pamayang Pederasyon ng
Sangguniang Kabataan

FRANCISCO M. ORTEGA
SB Member (on sick leave)

TRINIDAD V. ZARATE
SB Member

ALINE B. REOMA
SB Member

- a). Occupational Safety Section
- b) CCTV Operations

5.1.5. Solid Waste Mangement

- a). Planning Section
- b). Landfill Operations
- c). MRF Facility Operations
- d). Garbage Collection

5.1.6. Information Technology Section

- a). IT Management and Maintenance.

5.1.7. Special Events Preparation and Assistance.

- a). Arrangement of chairs, tables, and other furniture
- b). Lending of Chairs and Tables
- c). Provision of Sound System and other Media Equipment
- d). Reservation of Functions Rooms and other Municipal Facilities

5.2. Supply and Asset Management Section

5.2.1. Supply Management

- a). Procurement Planning
- b). Procurement of Supplies and Property
- c). Storekeeping of Common Use Supplies and Property.
- d). Delivery and Inspection of Supplies
- e). Utilization and Distribution of Supplies and Property
- f). Processing of Payments of Supplies Delivered
- g). Inventory of Common Use Supplies

5.2.2. Asset Management

- a). Inventory of Properties
- b). Disposal of Properties
- c). Assignment of Spaces / Buildings
- d). Collate and disseminate information regarding prices, shipping, and other cost of supplies and other items commonly used by the municipality.
- e). Records Unit

5.3. Admin and Training Unit

5.3.1. Workforce Management Section

- a). Workforce Schedule and Records
- b). Records
- c). Planning and Training

SECTION 6. PHYSICAL OFFICE ESTABLISHMENT. The Municipal Mayor shall provide an appropriate office and working space/s for the General Services Unit.

SECTION 7. GSU STAFF COMPLEMENTS. Positions necessary for the operation of the office may be created in the future should there be sufficient funds available to support their corresponding personal services appropriation requirement. The mayor can designate/ detail, reassign regular positions or hire temporary, casual, or job orders as support staff/ personnel for the General Services Unit, in meantime while there is no regular item available, subject to civil service laws, regulations, and other relevant laws.

ARTICLE III

FUNDING REQUIREMENT

CATHERINE A. FABULAR
Secretary to the Sanggunian

RICHARD BENEDICT V. OGARIO
Ex-Officio Member / President,
Liga ng mga Barangay

CRIS ANTONIO B. ONG
SB Member

MANUEL M. GABISAN
SB Member

MANUEL V. LOM
SB Member

MANUEL R. VILLAHERMOSA
Municipal Mayor

BERNADETH M. NERVES
SB Member

EDWIN F. FALLER
SB Member

ALBERT R. VILLAHERMOSA
Municipal Vice-Mayor

CECILLE ANTONIETTE C. SABRIDO
Ex-Officio Member / President, Pambayang Pederasyon ng
Sangguniang Kabataan

FRANCISCO M. ORTEGA
SB Member (on sick leave)

TRINIDAD V. ZARATE
SB Member

ALINE B. REOMA
SB Member

SECTION 8. BUDGET. Appropriation for salaries, wages, bonuses, allowances, other benefits and emoluments, office maintenance, and other operating expenses shall be incorporated in the annual budget of the LGU for the current year and every year thereafter.

ARTICLE IV

FINAL PROVISIONS

SECTION 9. SEPARABILITY CLAUSE. If for any reason, any part or provision of this Ordinance is declared unconstitutional or invalid by competent authority, the remaining sections or provisions not affected thereby shall continue to be in full force.

SECTION 10. EFFECTIVITY. The ordinance shall take effect after compliance to the posting requirement as provided under the Local Government Code of 1991.

ENACTED this 17th day of **February, 2025** during the **Seventh Regular Session** for CY 2025 of the 16th Sangguniang Bayan of Hilongos.


CRIS ANTONIO B. ONG

SB Member


EDWIN F. FALLER

SB Member


MANUEL M. GABISAN

SB Member


MANUEL V. LORA

SB Member


BERNADETH M. NERVES

SB Member

ALINE B. REOMA

SB Member


FRANCISCO M. ORTEGA

SB Member (on sick leave)


TRINIDAD V. ZARATE

SB Member

RICHARD BENEDICT V. OGARIO

Ex-Officio Member/President, Liga ng mga
Barangay

CECILLE ANTONIETTE C. SABRIDO

Ex-Officio Member/President,
Pambayang Pederasyon ng Sangguniang
Kabataan

I HEREBY CERTIFY to the correctness of the foregoing ordinance.


CATHERINE A. FABULAR

Secretary to the Sanggunian

ATTESTED:


ALBERT R. VILLAHERMOSA

Municipal Vice-Mayor / Presiding Officer

APPROVED:


MANUEL R. VILLAHERMOSA

Municipal Mayor

Date: 3/14/25