



Republic of the Philippines
SANGGUNIANG BAYAN
Bato, Leyte

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUN 09 2025
By: Jenni Vi

June 9, 2025

**THE HONORABLE MEMBERS OF THE
SANGGUNIANG PANLALAWIGAN**

Province of Leyte
Tacloban City

Gentlemen and ladies:

Respectfully transmitting to the Leyte Provincial Board the herein **Ordinance No. 2025-01 re: SECURITY AGENT II ORDINANCE OF 2025** of this municipality for perusal and review by the august body.

It is sincerely prayed that the Provincial Board could pass a resolution stipulating your action on the matter and furnish this Sanggunian with the same.

I thank you in advance and look forward to your granting this request.

Respectfully,

PORFERIO M. PITOGO II
Secretary to the Sanggunian



Republic of the Philippines
SANGGUNIAN BAYAN
Bato, Leyte

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUN 08 2025
By: Jean V

Ordinance No. 2025-01

CREATING THE PLANTILLA POSITION OF SECURITY AGENT II, SG-10 (COTERMINOUS) AT THE OFFICE OF THE MAYOR; SPECIFYING THE QUALIFICATIONS, DUTIES, FUNCTIONS, AND RESPONSIBILITIES; APPROPRIATING FUNDS THEREFOR; AND FOR OTHER PURPOSES

Sponsored by:

HON. ARNULFO B. Taneo

Committee Chair on Laws

HON. PEPE B. DIAO

Committee Member on Human Resources

WHEREAS, the Sanggunian is empowered to determine the positions, salaries, wages, and other emoluments and benefits of officials and employees for the proper conduct of programs, projects, activities, and services of the municipal government;

WHEREAS, LGUs are empowered to design and implement their organizational structure and staffing pattern subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREFORE, BE IT ENACTED by the Sangguniang Bayan in session assembled, on joint motion of Hon. Arnulfo B. Taneo and Hon. Pepe B. Diao with mass second, that:

Section 1. Title. – This Ordinance shall be known as the “**Security Agent II Ordinance of 2025.**”

Section 2. Purpose. – The State and the municipality recognize the importance of guaranteeing the efficient delivery of basic services throughout the municipality through personnel complementation and welfare.

Section 3. New Plantilla Position. – The following plantilla position is hereby created and the HR unit is directed to effect and reflect these in the Plantilla of Positions, viz:

- a. One (1) **Security Agent II, SG-10 (Coterminous)**, at the Mayor’s Office.

Section 4. Qualifications, Duties and Responsibilities, and Functions. – The appointee must be natural born and resident of the Philippines and of the municipality, must be of legal age, must not have been convicted by final judgment of any crime, and must not have any pending

case. Additionally, the following shall be the qualifications, duties and responsibilities, and functions of the appointee respective to the position, viz:

- a. The **Security Agent II** shall possess the following qualifications and perform the following duties and responsibilities:
 - (1) Qualifications – Appointees to primarily confidential/personal staff positions are exempt from the qualification requirements (Section 38 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions).
 - (2) Duties and responsibilities – The appointee shall have the following duties and responsibilities:
 - (a) Personal protection – Ensure the safety and security of the mayor at all times during public and private activities, staying close to the mayor to prevent any potential harm or threats.
 - (b) Threat detection and risk assessment – Continuously assess potential risks, identifying and responding to suspicious activities, individuals, or situations that may endanger the mayor.
 - (c) Advance security planning – Participate in planning for the mayor's public appearances and engagements, securing venues and travel routes to minimize risks and ensure safe movement.
 - (d) Crowd control and public interaction – Manage crowd control during public events, ensuring the mayor can safely interact with the public while preventing unauthorized access or close contact from individuals.
 - (e) Emergency response and evacuation – Be prepared to respond to emergencies such as security threats or accidents, executing evacuation protocols to swiftly move the mayor to safety if necessary.
 - (f) Performs other related tasks as may be assigned to him/her.

Section 5. Funding Support, Salary, and Other Benefits. – The newly-created position shall be funded by available funds through annual budget or supplemental budgets duly authorized by appropriation ordinances. The salaries, benefits, and other emoluments shall be based on existing and applicable laws, regulations, orders, and issuances.

Section 6. Repealing Clause. – All ordinances, rules or regulations in conflict with the provisions of the Ordinance are hereby repealed; *Provided*, that the rights already vested under those ordinances, rules or regulations shall not be impaired.

Section 7. Separability Clause. – If, for any reason or reasons, any part or provision of this Ordinance shall be held unconstitutional or invalid, other parts or provisions hereof, which are not affected thereby, shall continue to be in full force and effect.

Section 8. Effectivity. – This ordinance shall take effect upon its approval and compliance with the necessary requirements set by law.

ENACTED this 2nd day of June 2025 during the regular session of the Sangguniang Bayan held at the SB Session Hall, Bato, Leyte with the following voting turnout:

Voting for : Echevarre, Pitogo, Diao, Acenas, Aureo,
Salvatierra, Salazar, Taneo, M. Gertos, Adlawon
Voting against : None

CONCURRED: **The Honorable Members of the Sangguniang Bayan**


ANTHONY S. ECHEVARRE


DANILO A. PITOGO


PEPE B. DIAO


RAUL M. ACENAS


GERRY E. AUREO


MARK S. SALVATIERRA


HERBERT B. SALAZAR


ARNULFO B. Taneo


MARISSA C. GERTOS


JIA MARIE L. ADLAWON

CERTIFIED CORRECT:


PORFERIO M. PITOGO II
Secretary to the Sanggunian

ATTESTED TO BE DULY ADOPTED:


HON. BRYAN NILE A. GERTOS
Presiding Officer/Municipal Vice Mayor

APPROVED:


HON. NATHANIEL B. GERTOS
Municipal Mayor
Date: June 9, 2025