

Item No.: 08
Date: 05 2025 AUG



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

Province of Leyte
Leyte
Date: 7-17-25

-oOo-

PROVINCIAL LEGAL OFFICE

**Sangguniang Panlalawigan
Province of Leyte**

2nd INDORSEMENT
July 10, 2025

RECEIVED
Date: JUL 17 2025
By: Jenny W

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 4 s. 2025 of the Sangguniang Bayan of Capoocan, Leyte.

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

- Ordinance No. 4, s. 2025 entitled: "An Ordinance amending Section 4 of Ordinance No. 3, series of 2025."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution¹. 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 (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
20 June 2025

Province of Leyte
Sangguniang Panlalawigan
Palo, Leyte
12/20
6-23-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 4, series of 2025 of the Municipality of Capoocan, Leyte, entitled: An Ordinance amending Section 4 of Ordinance No. 3, series of 2025, entitled: "An Ordinance prescribing the internal policies/guidelines on the payment of communication expenses for authorized officials and employees in the Local Government Unit of Capoocan, Leyte."**


FLORINDA ULL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: JUN 20 2025
By: _____

June 20, 2025

THE HONORABLE BODY

Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte

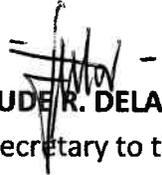
Dear Gentlemen / Mesdames:

Good Day!

Submitting **Ordinance No. 4, Series of 2025** of the Sangguniang Bayan of Capoocan, Leyte entitled, **"AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 3, SERIES OF 2025, ENTITLED, "AN ORDINANCE PRESCRIBING THE INTERNAL POLICIES/GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR AUTHORIZED OFFICIALS AND EMPLOYEES IN THE LOCAL GOVERNMENT UNIT OF CAPOOCAN, LEYTE"**", for review of the Honorable Body.

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,


JUDE R. DELA TORRE
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
JUN 20 2025

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 152nd REGULAR SESSION
HELD ON MAY 20, 2025 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

ORDINANCE NO. 4, Series of 2025

AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE NO. 3, SERIES OF 2025, ENTITLED, "AN ORDINANCE PRESCRIBING THE INTERNAL POLICIES/GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR AUTHORIZED OFFICIALS AND EMPLOYEES IN THE LOCAL GOVERNMENT UNIT OF CAPOOCAN, LEYTE"

SPONSOR : HONORABLE EMMANUEL D. ARBOSO
CO-SPONSOR : HONORABLE ROBERTA C. PEÑARANDA

WHEREAS, communication in government operations is essential for effective information dissemination, community engagement and public service delivery. The provision of Communication Expense to government personnel is a strategic investment to strengthen government operations and improve public service. However, the government must strike a balance between effectiveness and cost efficiency;

WHEREAS, Sr. Environmental Management Specialist (SEMS) and MENRO plantilla positions, this municipality, were created by virtue of Ordinance No. 7, Series of 2020 and Ordinance No. 17, Series of 2021, respectively, and communication is very essential to these mentioned positions for the delivery of their mandated responsibilities;

NOW THEREFORE, be it ORDAINED as it is hereby ORDAINED by the Sangguniang Bayan of Capoocan, Leyte in session duly assembled, the following:

SECTION 1. Section 4 of Municipal Ordinance No. 3, Series of 2025 is hereby amended to read as follows:

SECTION 4. NEW RATES – The following monthly telephone expense will now apply:

- | | |
|--|---------------|
| Municipal Mayor | - PhP2,500.00 |
| Municipal Vice-Mayor | - PhP2,000.00 |
| Sangguniang Bayan Members | - PhP2,000.00 |
| Liga ng mga Barangay President | - PhP2,000.00 |
| SK Federation President | - PhP2,000.00 |
| SB Secretary | - PhP2,000.00 |
| Municipal Budget Officer | - PhP2,000.00 |
| Municipal Accountant | - PhP2,000.00 |
| Municipal Treasurer | - PhP2,000.00 |
| Municipal Planning & Development Coordinator | - PhP2,000.00 |
| Municipal Civil Registrar | - PhP2,000.00 |
| Municipal Social Welfare & Development Officer | - PhP2,000.00 |
| Municipal Health Officer | - PhP2,000.00 |
| Municipal Agriculturist | - PhP2,000.00 |
| Municipal Engineer | - PhP2,000.00 |
| Municipal Assessor | - PhP2,000.00 |

MDRRMO	- PhP2,000.00
HRMO	- PhP2,000.00
PESO Manager	- PhP2,000.00
Private Secretary	- PhP1,500.00
Youth Development Officer	- PhP1,500.00
Municipal Nutrition Action Officer	- PhP1,500.00
GAD Coordinator	- PhP1,500.00
OSCA Head	- PhP1,500.00
MLGOO	- PhP1,500.00
WASH Focal Person	- PhP1,500.00
BPLO	- PhP1,500.00
INTERNAL AUDITOR III	- PhP1,500.00
Municipal Fire Marshall	- PhP1,500.00
PNP MPS Chief of Police	- PhP1,500.00
BARANGAY AFFAIRS OFFICE HEAD	- PhP1,500.00
MOTORPOOL SUPERVISOR	- PhP1,500.00
SPECIAL BODIES POINT PERSON	- PhP1,500.00
LOCAL TREASURY OPERATIONS OFFICER	- PhP1,500.00
REVENUE COLLECTION CLERKS (5 RCCs)	- PhP1,500.00
RECORDS OFFICER (LEGISLATIVE)	- PhP1,500.00
POST MASTER	- PhP1,500.00
MARPO	- PhP1,500.00
COMELEC OFFICER	- PhP1,500.00
MARKET SUPERVISOR	- PhP1,500.00
Sr. Environmental Management Specialist (SEMS)/MENRO	- PhP1,500.00

Section 2. FUNDING SOURCE. The amounts required for the payment of communication expenses shall be charge against the respective available Telephone Expenses under the MOOE budgets.

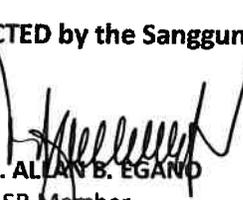
Section 3. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

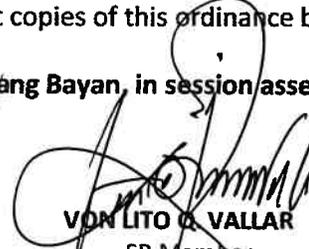
Section 4. REPEALING CLAUSE. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. EFFECTIVITY. This ordinance shall take effect immediately upon approval. *The increase stipulated in Section 4 of this Ordinance shall have a retroactive effect to January 1, 2025;*

RESOLVED FURTHER, to let copies of this ordinance be furnished to all the concerned agencies and entities.

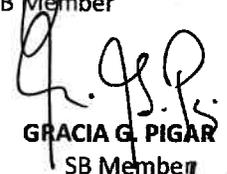
ENACTED by the Sangguniang Bayan, in session assembled this 20th day of MAY, 2025 at Capocan, Leyte.


ENGR. ALLAN B. EGAND
SB Member


VON LITO G. VALLAR
SB Member

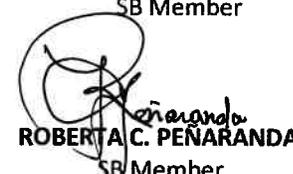

EMMANUEL D. ARBOSO
SB Member

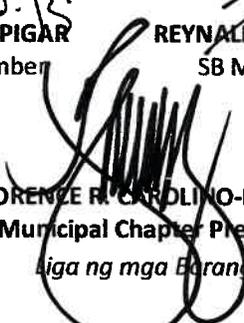

JOJO N. NEPOMUCENO
SB Member


GRACIA G. PIGAR
SB Member


REYNALDO R. NIMO
SB Member

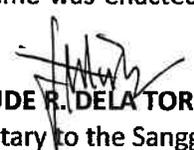

FEDERICO P. CAROLINO, JR.
SB Member


ROBERTA C. PENARANDA
SB Member


FLORENCE R. CAROLINO-MISAGAL
Municipal Chapter President
Liga ng mga Barangay


DAVE A. TUBERA
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

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


JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:



ATTY. FEDERICO H. CAROLINO, SR.
Municipal Vice-Mayor/Presiding Officer

APPROVED:



ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Mayor

DATE: 6.9.25





Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 147th REGULAR SESSION
HELD ON APRIL 15, 2025 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

ORDINANCE NO. 3, Series of 2025

**AN ORDINANCE PRESCRIBING THE INTERNAL
POLICIES/GUIDELINES ON THE PAYMENT OF
COMMUNICATION EXPENSES FOR AUTHORIZED OFFICIALS
AND EMPLOYEES IN THE LOCAL GOVERNMENT UNIT OF
CAPOOCAN, LEYTE**

SPONSOR: HONORABLE EMMANUEL D. ARBOSO

WHEREAS, communication in government operations is essential for effective information dissemination, community engagement and public service delivery. The provision of Communication Expense to government personnel is a strategic investment to strengthen government operations and improve public service. However, the government must strike a balance between effectiveness and cost efficiency;

WHEREAS, Department of Budget and Management (DBM) Budget Circular No. 2024-02 dated August 2, 2024 provide guidelines on the payment of communication expenses of certain government personnel; 3.3 of the said Circular orders LGUs shall craft their respective policies to ensure the judicious and prudent use of government funds to prevent duplication of similar or related expenses for the purpose, subject to existing budgeting, accounting and auditing laws, rules and regulation;

NOW THEREFORE, be it ORDAINED as it is hereby ORDAINED by the Sangguniang Bayan of Capoocan, Leyte in session duly assembled, the following:

SECTION 1. This Ordinance shall be known as **"AN ORDINANCE PRESCRIBING THE INTERNAL POLICIES/GUIDELINES ON THE PAYMENT OF COMMUNICATION EXPENSES FOR AUTHORIZED OFFICIALS AND EMPLOYEES IN THE LOCAL GOVERNMENT UNIT OF CAPOOCAN, LEYTE"**.

SECTION 2. SCOPE AND COVERAGE. These internal policy/guidelines shall cover the communication expenses incurred by LGU officials, Department/Unit Heads, concerned NGA Heads, and other authorized employees.

SECTION 3. PURPOSE. To establish guidelines for the payment of communication expenses incurred by LGU officials, Department/Unit Heads of concerned NGAs and other authorized employees, while carrying out their official duties and functions, in order to facilitate seamless communication among government employees and between government agencies and the general public in accordance with Budget Circular No. 2024-02 dated August 2, 2024.

SECTION 4. NEW RATES – The following monthly telephone expense will now apply:

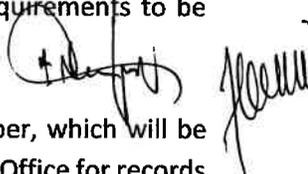
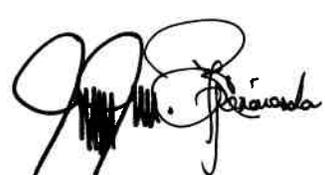
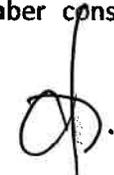
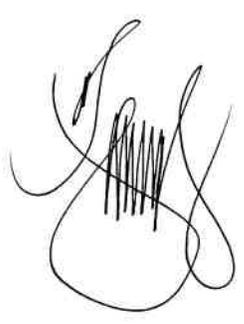
- Municipal Mayor - PhP2,500.00
- Municipal Vice-Mayor - PhP2,000.00
- Sangguniang Bayan Members - PhP2,000.00
- Liga ng mga Barangay President - PhP2,000.00
- SK Federation President - PhP2,000.00
- SB Secretary - PhP2,000.00
- Municipal Budget Officer - PhP2,000.00

[Handwritten signatures and initials are present around the list of rates, including a large signature on the right side and several initials on the left and bottom.]

Municipal Accountant	- PhP2,000.00
Municipal Treasurer	- PhP2,000.00
Municipal Planning & Development Coordinator	- PhP2,000.00
Municipal Civil Registrar	- PhP2,000.00
Municipal Social Welfare & Development Officer	- PhP2,000.00
Municipal Health Officer	- PhP2,000.00
Municipal Agriculturist	- PhP2,000.00
Municipal Engineer	- PhP2,000.00
Municipal Assessor	- PhP2,000.00
MDRRMO	- PhP2,000.00
HRMO	- PhP2,000.00
PESO Manager	- PhP2,000.00
Private Secretary	- PhP1,500.00
Youth Development Officer	- PhP1,500.00
Municipal Nutrition Action Officer	- PhP1,500.00
GAD Coordinator	- PhP1,500.00
OSCA Head	- PhP1,500.00
MLGOO	- PhP1,500.00
WASH Focal Person	- PhP1,500.00
BPLO	- PhP1,500.00
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PNP MPS Chief of Police	- PhP1,500.00
BARANGAY AFFAIRS OFFICE HEAD	- PhP1,500.00
MOTORPOOL SUPERVISOR	- PhP1,500.00
SPECIAL BODIES POINT PERSON	- PhP1,500.00
LOCAL TREASURY OPERATIONS OFFICER	- PhP1,500.00
REVENUE COLLECTION CLERKS (5 RCCs)	- PhP1,500.00
RECORDS OFFICER (LEGISLATIVE)	- PhP1,500.00
POST MASTER	- PhP1,500.00
MARPO	- PhP1,500.00
COMELEC OFFICER	- PhP1,500.00
MARKET SUPERVISOR	- PhP1,500.00

SECTION 5. INTERNAL POLICIES/GUIDELINES.

- a. Authorized LGU Officials and Department Heads with Salary Grades (SG) 27-24 are entitled to receive a maximum allowable monthly communication expense from PhP2,500.00 to PhP2,000.00 while allowable communication expenses to other authorized employees shall in no case exceed the amount of PhP1,500.00 in accordance with DBM Budget Circular No. 2024-02 dated August 2, 2024 and Municipal Ordinance No. 1, series of 2025.
- b. The communication expenses incurred may be from any of the existing mobile service providers in the Philippines, whether through postpaid or prepaid subscription.
- c. Processing of claims for payment of communication expenses: for Department Heads and other authorized employees of the LGU shall be supported by a self-certification that the communication expenses incurred were official in nature and necessary to the performance of official duties and responsibilities; Heads of NGAs shall submit a certification from the parent agency that it is not providing for the communication expenses incurred by the official/employee, in the case of an official/employee on detail/secondment to other government agency. Said certification shall be issued once by the parent agency and shall form part of the documentary requirements to be submitted by the concerned officials/employee to the recipient agency.
- d. Authorized officials and employees must register/enroll only one mobile number, which will be designated as the OFFICIAL NUMBER to be submitted to the HRMO and Mayor's Office for records and information. Non-enrolment of an official number constitutes a waiver to claim the communication expenses/load allowance.



- e. All calls under the declared number are considered official, hence, all concerned are required to pick-up the call, callback or send a message accordingly. Failure thereof, except in emergency cases, the authorized officials and employees shall submit a written justification to the LCE thru HRMO
- f. If authorized officials and employees are consistently unreachable, communication expenses will be suspended. This suspension will be lifted only if the enrolled number becomes reachable as certified by the Immediate Supervisor or the HRMO after a valid justification.
- g. Authorized officials and employees holding two (2) positions are only entitled to one communication expenses, whichever is greater.
- h. A rationalized scheme shall be on the payment of communication expenses of authorized officials and employees shall be based on the number of days of actual work performance on workdays in a month, in accordance with DBM Budget Circular No. 2024-02, as follows:

Total Number of Days of Actual Work Performance in a month	Communication Expenses for the Month
1 to 5	25% of the monthly communication expenses
6 to 11 days	50% of the monthly communication expenses
12 to 16 days	75% of the monthly communication expenses
17 and more	100% of the communication expenses

- i. The HRMO shall update the list of the **DECLARED OFFICIAL NUMBER** of the authorized officials/employees in a monthly basis and provide any necessary information to all concerned offices.

Section 6. FUNDING SOURCE. The amounts required for the payment of communication expenses shall be charge against the respective available Telephone Expenses under the MOOE budgets.

Section 7. DISBURSEMENT. The disbursement of communication expenses for authorized officials and employees in the Local Government Unit of Capoocan, Leyte will be through payroll.

Section 8. RESOLUTION OF ISSUES. Any other relevant substantial issues and concerns, which may arise or which may be encountered in the course of implementation of this Internal Policy/Guidelines shall be dealt with accordingly.

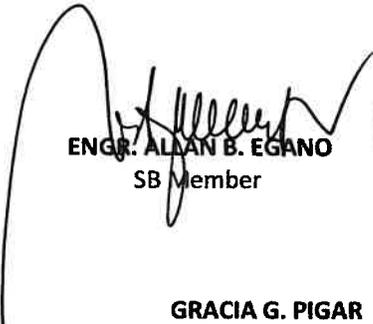
Section 9. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 10. REPEALING CLAUSE. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 11. EFFECTIVITY. This ordinance shall take effect immediately upon approval. *The increase stipulated in Section 4 of this Ordinance shall have a retroactive effect to January 1, 2025.*

RESOLVED FURTHER, to let copies of this ordinance be furnished to all the concerned agencies and entities.

ENACTED by the Sangguniang Bayan, in session assembled this 15th day of APRIL, 2025 at Capoocan, Leyte.



ENGR. ALLAN B. EGANO
SB Member



VON LITO Q. VALLAR
SB Member



EMMANUEL D. ARBOSO
SB Member

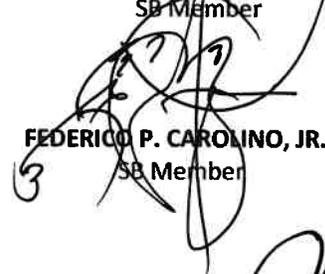


JOJO N. NEPOMUCENO
SB Member

GRACIA G. PIGAR
SB Member
(On Leave)



REYNALDO R. NIMO
SB Member



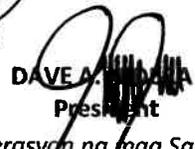
FEDERICO P. CAROLINO, JR.
SB Member



ROBERTA C. PEÑARANDA
SB Member

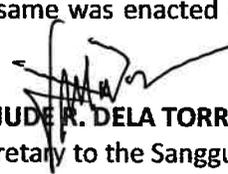


FLORENCE R. CAROLINO-MISAGAL
Municipal Chapter President
Liga ng mga Barangay



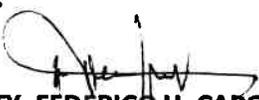
DAVE A. ...
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

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



JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:



ATTY. FEDERICO H. CAROLINO, SR.
Municipal Vice-Mayor/Presiding Officer

APPROVED:



ATTY. FE CLAIRE P. CAROLINO-PARAGATOS
Municipal Mayor

DATE: 4.29.25