

Item No.: 13

Date: 09 2025 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE



2nd INDORSEMENT
August 20, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-02 of the Sangguniang Bayan of Dagami, Leyte.

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

- Ordinance No. 2025-02 entitled: **“An Ordinance creating a position of Executive Assistant IV (Co-terminus) with Salary Grade 22, under the Office of the Municipal Mayor of the LGU of Dagami, Leyte and providing the corresponding salary schedule thereof.”**

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)(vii)¹ and (viii)², subject to availability of funds, usual accounting and auditing rules. 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(vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;

² (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;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
19 August 2025

Province of Leyte
Legal Office
Received: *[Signature]*
Date: *8-22-25*

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-02 of the Municipality of Dagami, Leyte, entitled: an Ordinance creating a position of Executive Assistant IV (Co-terminus) with Salary Grade 22, under the Office of the Municipal Mayor of the Local Government Unit of Dagami, Leyte and providing the corresponding salary schedule thereof.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
MUNICIPALITY OF DAGAMI
*

Office of the Municipal Vice-Mayor

19 August 2025

Sangguniang Panlalawigan, Leyte
Legislative Building
Capitol Grounds
Palo, Leyte



Thru: The Secretary to the
Sangguniang Panlalawigan

Madam:

Respectfully submitted herewith seventeen (17) sets of the following documents to wit:

- a) **MUNICIPAL ORDINANCE NO. 2025-02, ENTITLED: "AN ORDINANCE CREATING A POSITION OF EXECUTIVE ASSISTANT IV (CO-TERMINUS) WITH SALARY GRADE 22, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE LOCAL GOVERNMENT UNIT OF DAGAMI, LEYTE AND PROVIDING THE CORRESPONDING SALARY SCHEDULE THEREOF.**
- b) **MUNICIPAL ORDINANCE NO. 06, S. 2025, ENTITLED: "AN ORDINANCE ADOPTING THE SCHEDULE OF INCOME CLASSIFICATION PURSUANT TO REPUBLIC ACT NO. 11964 (SECOND-CLASS MUNICIPALITY) FOR THE LOCAL GOVERNMENT UNIT OF DAGAMI, LEYTE FOR FIRST GENERAL RECLASSIFICATION OF THE MUNICIPALITY.**

For review and approval

Please acknowledge receipt hereof.

Thank you and more power.

Very truly yours,

HON. HOMOBONO U. BARDILLON
Municipal Vice-Mayor



Republic of the Philippines
 Province of Leyte
 Municipality of Dagami
 *

Sangguniang Panlalawigan
 Province of Leyte
RECEIVED
 Date: AUG-19-2025
 By: [Signature]
 BAGONG PILIPINAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 1ST SPECIAL SESSION OF THE SANGGUNIANG BAYAN OF DAGAMI, LEYTE, HELD AT THE MUNICIPAL SESSION HALL ON 31 JULY 2025 AT 9:00 O'CLOCK IN THE MORNING.

Present:

- | | |
|-----------------------------|-------------------------------------|
| Hon. Homobono U. Bardillon | - Mun. Vice-Mayor/Presiding Officer |
| Hon. Floradima N. Bud-oy | - Sangguniang Bayan Member |
| Hon. Andres Bryan M. Bayona | - do- |
| Hon. Susan O. Mendoza | - do- |
| Hon. Caridad B. Cabidog | - do- |
| Hon. Reynaldo U. Gerona | - do- |
| Hon. Dan Joseph D. Berino | - do- |
| Hon. Jericho O. Cabidog | - do- |
| Hon. Alvaro P. Loreno, Jr. | - do- |

On Travel:

- | | |
|--------------------------|-----------------------------------|
| Hon. Arvin M. Delusa | - ABC Pres./Ex-Officio Member |
| Hon. Jameson C. Madalina | - SK Fed. Pres./Ex-Officio Member |

Absent:

None

MUNICIPAL ORDINANCE NO. 2025-02

AN ORDINANCE CREATING A POSITION OF EXECUTIVE ASSISTANT IV (CO-TERMINUS) WITH SALARY GRADE 22, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE LOCAL GOVERNMENT UNIT OF DAGAMI, LEYTE AND PROVIDING THE CORRESPONDING SALARY SCHEDULE THEREOF.

*Authored by: HON. ALVARO P. LORENO
 Chairman Committee on Labor & Employment/Human Resource*

WHEREAS, the Local Government Code of 1991 (republic Act No. 7160) empower local government units to create positions deemed necessary for the efficient and effective delivery of basic services and the performance of essential government functions;

WHEREAS, the Office of the Municipal Mayor recognizes the need to create the position of Executive Assistant IV (Co-Terminus) to support high-level administrative, technical, and confidential functions directly under the supervision of the Municipal Mayor;

WHEREAS, the creation of said position is necessary to ensure enhanced public service delivery, policy implementations, and effective coordination of programs and projects at the executive level;

WHEREAS, the Department of Budget and Management (DBM), through its Compensation and Position Clarification System, prescribes that the position of Executive Assistant IV shall carry a Salary Grade 22, pursuant to the approved salary schedule for local government personnel;

[Signature]

HON. HOMOBONO U. BARDILLON
 Mun. Vice-Mayor/Presiding Officer

[Signature]

FLOR G. YAP
 Secretary to the Sanggunian

HON. FLORADIMA N. BUD-OY
 SB Member

HON. ANDRES BRYAN M. BAYONA
 SB Member

HON. SUSAN O. MENDOZA
 SB Member

HON. CARIDAD B. CABIDOG
 SB Member

HON. REYNALDO U. GERONA
 SB Member

HON. DAN JOSEPH D. BERINO
 SB Member

HON. JERICHO O. CABIDOG
 SB Member

HON. ALVARO P. LORENO, JR.
 SB Member

(Cont. SB Approved Ordinance No. 2025-02, 1st Special Session, dated July 31, 2025, etc.)

WHEREAS, further supported by Local Budget Circular No. 137, which contains the Index of Occupational Services and Position Titles (IOS-LGU) where the said position is clearly listed under Salary Grade 22, and in accordance with the Manual on Position Classification and Compensation (LGU Edition), which provides that Executive Assistant IV under the Office of Local Chief Executive (Municipal Mayor, City Mayor, Provincial Governor), is classified with Salary Grade 22;

NOW THEREFORE, BE IT ORDAINED by the Sangguniang Bayan of Dagami, Leyte in a session assembled, that:

SECTION 1. Creation of Position.

There is hereby created one (1) position of Executive Assistant IV (Co-Terminus) under the Office of the Municipal Mayor of the Municipality of Dagami, Leyte.

SECTION 2. Nature of Appointment.

The appointment to the position of Executive Assistant IV shall be co-terminus with the term of office of the appointing authority, and the appointee shall serve at the pleasure of the Municipal Mayor.

SECTION 3. Duties and Functions.

The Executive Assistant IV shall serve as the Chief of Staff in the Mayor's Office whose duties and functions shall be as follows:

- a. Assists the Municipal Mayor in supervising day-to-day executive operations.
- b. Coordinates internal staff and serves as the lead aide for high-level administrative concerns.
- c. Manages executive priorities and schedules of the Mayor.

SECTION 4. Salary Grade and Compensation.

The position of Executive Assistant IV shall be assigned Salary Grade 22, as prescribed under the latest DBM Salary Schedule for Local Government Units. The salary shall be subject to adjustments in accordance with national laws, rules, and regulations.

SECTION 5. Funding Requirement.

The amount necessary to implement this Ordinance shall be charged against available funds of the Municipal Government of Dagami or from any other source as may be authorized by law.

SECTION 6. EFFECTIVITY.

This Ordinance shall take effect immediately upon approval and compliance with publication and posting requirements as mandated under existing laws.

ENACTED, this 31st day of July, 2025, at the Sangguniang Bayan Session Hall, Dagami, Leyte.

CERTIFIED CORRECT:

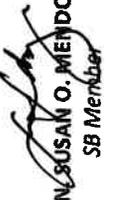

FLOR G. YAP
 Secretary to the Sanggunian



HON. HOMOBONO U. BARDILLON
Mun. Vice-Mayor/Presiding Officer


HON. FLORINDA M. BUD-OY
SB Member


HON. ANDRES BRYAN M. BAYONA
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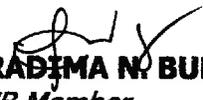

HON. ALVARO M. MORINO, JR.
SB Member

(Cont. SB Approved Ordinance No. 2025-02, 1st Special Session, dated July 31, 2025, etc.)

ATTESTED:



HON. HOMOBONO U. BARDILLON
Municipal Vice-Mayor/Presiding Officer



HON. FLORADIMA N. BUD-OY
SB Member



HON. ANDRES BRYAN M. BAYONA
SB Member



HON. SUSAN O. MENDOZA
SB Member



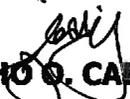
HON. CARIDAD B. CABIDOG
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SB Member



HON. DAN JOSEPH D. BERINO
SB Member



HON. JERICHO O. CABIDOG
SB Member



HON. ALVARO B. MORENO, JR.
SB Member

APPROVED:



HON. JOSE JINGLE N. SUDARIO
Municipal Mayor



FLOR G. YAP
Secretary to the Sanggunian