

Item No.: 15

Date: 16 2025 SEP



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

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PROVINCIAL LEGAL OFFICE



Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 09 2025  
By: [Signature]

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**2<sup>nd</sup> INDORSEMENT**  
September 3, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 3 series of 2025 of the Sangguniang Bayan of Dagami, Leyte.

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

- Ordinance No. 3, series of 2025: “**An Ordinance creating 2 positions of Executive Assistant III (Co-Terminus) with Salary Grade 20, under the Office of the Municipal Mayor of the Local Government Unit of Dagami, Leyte.**”

**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) <sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76 <sup>2</sup>. 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*

<sup>1</sup>(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;

<sup>2</sup> 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.

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

1<sup>st</sup> Indorsement  
19 August 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 03, series of 2025 of the Municipality of Dagami, Leyte, entitled: an Ordinance creating two (2) positions of Executive Assistant III (Co-terminus) with Salary Grade 20, under the Office of the Municipal Mayor of the Local Government Unit of Dagami, Leyte.**

  
**FLORINDA ULL S. UYVICO**  
Secretary to the Sanggunian



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE 1<sup>ST</sup> 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. Lorenzo, 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. 2025-03**

**AN ORDINANCE CREATING TWO (2) POSITIONS OF EXECUTIVE ASSISTANT III (CO-TERMINUS) WITH SALARY GRADE 20, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE LOCAL GOVERNMENT UNIT OF DAGAMI, LEYTE.**

*Authored by: HON. ALVARO P. LORENO, JR.  
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 two (2) positions of Executive Assistant III (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 two (2) positions of Executive Assistant III shall carry a Salary Grade 20, pursuant to the approved salary schedule for local government personnel;

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

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. 2025-03, 1<sup>st</sup> 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 positions are clearly listed under Salary Grade 20, and in accordance with the Manual on Positions Classification and Compensation (LGU Edition), which provides that two (2) Executive Assistant III under the Office of Local Chief Executive (Municipal Mayor, City Mayor, Provincial Governor), is classified with Salary Grade 20;

**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 two (2) positions of Executive Assistant III (Co-Terminus) under the Office of the Municipal Mayor of the Municipality of Dagami, Leyte.

**SECTION 2. Nature of Appointment.**

The appointment to the two (2) positions of Executive Assistant III 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.**

One (1) Executive Assistant III shall be designated to the External and Internal Affairs of the Mayor's Office whose duties and functions shall be as follows:

- a. Serves as the liaison between the Mayor's Office and both internal LGU departments and external stakeholders including national agencies, private institutions, and other LGU mas.
- b. Facilitates coordination on inter-office and inter-agency matters.

The other Executive Assistant III shall be designated to the Community Affairs and Development Programs of the Mayor's Office whose duties and functions shall be as follows:

- a. Supports grassroots, programs, barangay coordination, and community development initiatives.
- b. Works closely with the Municipal Social Welfare Office, Civil Society Organizations, and community groups.

**SECTION 4. Salary Grade and Compensation.**

The two (2) positions of Executive Assistant III shall be assigned Salary Grade 20, 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 31<sup>st</sup> day of July, 2025, at the Sangguniang Bayan Session Hall, Dagami, Leyte.

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

FLOR G. YAP  
Secretary to the Sanggunian

HON. FLORENTINA 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. CABDONG  
SB Member

HON. ALVARO P. LORENO, JR.  
SB Member

(Cont. SB Approved Ordinance No. 2025-03, 1<sup>st</sup> Special Session, dated July 31, 2025, etc.)

CERTIFIED CORRECT:

  
**FLOR G. YAP**  
*Secretary to the Sanggunian*

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**  
*SB Member*

  
**HON. REYNALDO U. GERONA**  
*SB Member*

  
**HON. DAN JOSEPH D. BERINO**  
*SB Member*

  
**HON. JERICHO O. CABIDOG**  
*SB Member*

  
**HON. ALVARO F. MORENO, JR.**  
*SB Member*

APPROVED:

  
**HON. JOSE JINGLE N. SUDARIO**  
*Municipal Mayor*