

Item No.: 16
Date: 16 2025 SEP



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office
Time: 9:20
Date: 9/16/25

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

2nd INDORSEMENT
September 3, 2025

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

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

- Ordinance No. 4, series of 2025: “An Ordinance creating a position of Administrative Assistant V (Private Secretary I) (Co-Terminus) with Salary Grade 11, 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) 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 [Signature]

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
19 August 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 04, series of 2025 of the Municipality of Dagami, Leyte, entitled: an Ordinance creating a position of Administrative Assistant V (Private Secretary I) Co-terminus with Salary Grade 11, under the Office of the Municipal Mayor of the Local Government Unit of Dagami, Leyte.**


FLORINDA J. UYVICO
Secretary to the Sanggunian



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. 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. 2025-04

AN ORDINANCE CREATING A POSITION OF ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I) CO-TERMINUS WITH SALARY GRADE 11, UNDER THE OFFICE OF THE MUNICIPAL MAYOR OF THE LOCAL GOVERNMENT UNIT OF DAGAMI, LEYTE.

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 **Administrative Assistant V (Private Secretary I)** Co-Terminus with Salary Grade 11 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 **Administrative Assistant V (Private Secretary I)** Co-Terminus with Salary Grade 11, pursuant to the approved salary schedule for local government personnel;

HON. HOMOONO 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. LORENZO, JR.
SB Member

(Cont. SB Approved Ordinance No. 2025-04, 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 11, and in accordance with the Manual on Position Classification and Compensation (LGU Edition), which provides and **Administrative Assistant V (Private Secretary I)** under the Office of Local Chief Executive (Municipal Mayor, City Mayor, Provincial Governor), is classified with Salary Grade 11;

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 **Administrative Assistant V (Private Secretary I)** Co-Terminus with Salary Grade 11 under the Office of the Municipal Mayor of the Municipality of Dagami, Leyte.

SECTION 2. Nature of Appointment.

The appointment to the position of Administrative Assistant V (Private Secretary I) 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 **Administrative Assistant V (Private Secretary I)** shall provide clerical and administrative assistance in support of daily operations of the Mayor's Office.

SECTION 4. Salary Grade and Compensation.

The Administrative Assistant V (Private Secretary I) shall be assigned Salary Grade 11, 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

ATTESTED:


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


HON. FLORADIMA N. BUD-OY
SB Member


HON. ANDRES BRYAM M. BAYONA
SB Member


HON. SUSAN O. MENDOZA
SB Member


HON. CARIDAD J. CABIDOG
SB Member


HON. REYNALDO U. GERONA
SB Member

HON. DAN JOSEPH O. BERINO
SB Member


HON. JERILDO O. CABIDOG
SB Member


HON. ALVARO ANDRENO, JR.
SB Member


(Cont. SB Approved Ordinance No. 2025-04, 1st Special Session, dated July 31, 2025, etc.)


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. JERICO O. CABIDOG
SB Member


HON. ALVARO P. LORENO, JR.
SB Member

APPROVED:


HON. JOSE JINGLE N. SUDARIO
Municipal Mayor


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


FLOR G. YAP
Secretary to the Sanggunian