

Mem No.: 01
Date: 28 2025 OCT



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

1ST INDORSEMENT
08 October 2025



The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 02, s. 2025** of the Municipality of **Merida, Leyte**, entitled: **Authorizing Supplemental Budget No. 01, series of 2025**, involving an amount of **Fifteen Million, Five Hundred Ninety-Six Thousand, Sixty Pesos and Fifty-Six Centavos (P15,596,060.56)**, together with the **Annual Investment Program for FY 2025** in the amount of **P15,596,060.57**.


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

August 13, 2025

The Honorable Members of the Sangguniang Panlalawigan
Provincial Capitol
Province of Leyte
Tacloban City

Gentlemen / Ladies :

I have the honor to submit herewith the **SUPPLEMENTAL BUDGET NO. 01** for Calendar Year 2025 of the Local Government Unit of Merida, Leyte in the amount of **FIFTEEN MILLION FIVE HUNDRED NINETY SIX THOUSAND SIXTY PESOS AND 56/100 (P15,596,060.56)** with its supporting documents for your review and approval.

Thank you.

Truly yours,


JOSEBITO T. DELOS ANGELES
SB Secretary

EXCERPT FROM THE MINUTES OF THE 06TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD AUGUST 13, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

-RESOLUTION NO. 19-25-037-

A RESOLUTION ADOPTING APPROPRIATION ORDINANCE NO. 02, SERIES OF 2025, AUTHORIZING SUPPLEMENTAL BUDGET NO. 01, SERIES OF 2025, INVOLVING AN AMOUNT OF FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP15,596,060.56) FOR THE IMPLEMENTATION OF THE VARIOUS PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE.

NOW, WHEREFORE, ON MOTION of Hon. Benjamin A. Traverso, Jr., Chairman Committee on Finance, Appropriations, Ways and Means, duly seconded by Hon. Rogen G. Wenceslao, Hon. Brenda T. Adolfo and Hon. Atty. Christian Q. Salta, EnP, BE IT RESOLVED TO ENACT;

-APPROPRIATION ORDINANCE NO. 02-
Series of 2025

APPROPRIATION ORDINANCE NO. 02, SERIES OF 2025, AUTHORIZING SUPPLEMENTAL BUDGET NO. 01, SERIES OF 2025, INVOLVING AN AMOUNT OF FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP15,596,060.56) FOR THE IMPLEMENTATION OF THE VARIOUS PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF THE MUNICIPALITY OF MERIDA, PROVINCE OF LEYTE.

BE IT ORDAINED in the Regular Session assembled that:

SECTION 1. The Fiscal Year 2025 Supplemental Budget No. 01 of the Municipality of Merida, Province of Leyte involving the amount FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP15,596,060.56) is hereby approved.

The Budget Documents consisting of the following are incorporated herein and made integral part of this Appropriation Ordinance:

1. Statement of Funding Sources
2. Statement of Supplemental Appropriation
3. Supplemental Annual Investment Program (AIP) for FY 2023 PPAs by Sector

SECTION 2. SOURCE OF FUNDS. The potential sources of funds for the proposed Supplemental Budget in total amount of TWELVE MILLION, SIX HUNDRED SEVENTY-THREE THOUSAND, ONE HUNDRED THREE PESOS AND NINETY CENTAVOS (PHP12,673,103.90) is taken from the SAVINGS OF THE MUNICIPAL GOVERNMENT and TWO MILLION, NINE HUNDRED TWENTY-TWO THOUSAND, NINE HUNDRED FIFTY-SIX PESOS AND SIXTY-SIX CENTAVOS (PHP2,922,956.66) is taken from the REVERSION OF FUNDS covered by Sangguniang Bayan Resolution No. 19-25-020 of the Municipality.

SECTION 3. USE OF FUNDS. The amount of FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP15,596,060.56) is hereby appropriated for the Supplemental Budget of the Municipality of Merida, as follows:

Office/Department	Appropriation			Total
	Personal Services	Maintenance and Other Operating Expenses (MOOE)	Capital Outlay	
Office of the Municipal Mayor	560,834.59	3,970,838.11	8,650,000.00	13,181,672.7
Municipal Risk Reduction and Management Office	8,820.54	0	0	8820.54
General Services Office	51,281.79	0	0	51,281.79
Office of the Municipal Vice Mayor	48,562.77	0	0	48,562.77
Office of the Sangguniang Bayan	187,134.21	0	200,000.00	387,134.21

-OVER-

Office of the SB Secretary	41,857.82	10,000.00	0	51,857.82
Human Resource and Management Office	35,795.15	0	0	35,795.15
Mun. Planning and Development Office	46,105.24	0	0	46,105.24
Municipal Civil Registrar's Office	32,733.72	0	0	32,733.72
Municipal Budget Office	56,235.18	200,000.00	0	256,235.18
Municipal Accounting Office	191,377.96	80,000.00	0	271,377.96
Municipal Treasurer's Office	53,239.58	0	0	53,239.58
Municipal Assessor's Office	45,608.01	0	0	45,608.01
Rural Health Unit	129,910.75			129,910.75
Municipal Social Welfare and Development Office	40,384.24	0	0	40,384.24
POPCOM	7,430.53	0	0	7,430.53
MNAO	7,430.53	0	0	7,430.53
Municipal Agriculture Office	62,605.79	144,100.00	0	206,705.79
Municipal Engineering Office	60,870.45	50,000.00	0	110,870.45
Market and Slaughter House	8,156.88	0	0	8,156.88
Municipal Tourism Office	33,012.70	0	0	33,012.70
Business Permits and Licensing Office	8,826.68	0	0	8,826.68
MENRO	14,194.95	0	0	14,194.95
Municipal Administrator Office	511,377.46	0	0	511,377.46
Merida Infirmary / Birthing Clinic	47,334.93	0	0	47,334.93
Total Appropriations	2,291,122.45	4,454,938.11	8,850,000.00	15,596,060.56

SECTION 4. SEPARABILITY CLAUSE. If, for any reason, any section or provision of this Appropriation Ordinance is declared invalid or unconstitutional, other sections or provisions thereof which are not affected thereby shall continue to be in full force and effect.

SECTION 5. EFFECTIVITY – This ordinance shall take effect after the lapse of ten (10) days from the date a copy hereof is posted in the Bulletin Board of the Municipal Hall and another copy each posted likewise in, at least two (2), other conspicuous places in the municipality.

ENACTED BY THE SANGGUNIANG BAYAN (19TH COUNCIL) OF MERIDA, LEYTE AT ITS REGULAR SESSION HELD ON THE 13TH DAY OF AUGUST 2025.

APPROVED UNANIMOUSLY.

SANGGUNIANG BAYAN MEMBERS

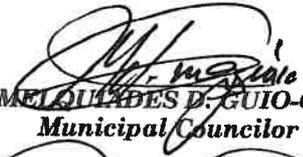
ATTY. CHRISTIAN Q. SALTA, EnP
Municipal Councilor
Majority Floor Leader

BENJAMIN A. TRAVERO, JR.
Municipal Councilor
Assistant Floor Leader

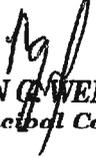
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JESUS ANTONIO R. MARTINEZ
Municipal Councilor

CHENIL C. CALDERON
Municipal Councilor


MELOUADES D. GUIO-GUIO
Municipal Councilor


BRENDA T. ADOLFO
Municipal Councilor
Presiding Pro-tempore


ROGE WENCESLAO
Municipal Councilor


OLIVER R. LIMOSNERO
Municipal Councilor

RONILLO O. LABANG
Ex-Officio (LnB President)

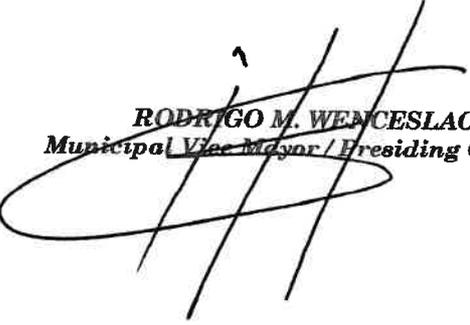
ASHLEY NOREEN J. DIAZ
Ex-Officio (Mun. SK Fed. President)
(Official Business: Linggo ng Kabataan)

APPROVED BY HIS HONOR, THE MUNICIPAL MAYOR ON _____, 2025.

APPROVED BY:

CERTIFIED BY:


ENGR. ROLANDO M. VHLASENCIO
Municipal Mayor


RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer

ATTESTED BY:


JOSELITO F. DELOS ANGELES
Secretary to the Sangguniang Bayan



ENGR. ROLANDO M. VILLASENCIO
OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ lgumerida.mayorsoffice@gmail.com ☎ (053) 5579-588



21 JULY 2025

THE HONORABLE MEMBERS OF THE SANGGUNIANG BAYAN
17TH Council
Merida, Leyte

Gentlemen / Ladies:

I have the honor to submit herewith the Supplemental Budget No. 01 FY 2025 of the Local Government Unit of Merida, Leyte in the amount of **FIFTEEN MILLION FIVE HUNDRED NINETY SIX THOUSAND SIXTY PESOS AND 56/100 (Php15,596,060.56)** with its supporting documents for your review and approval.

Thank you.

Truly yours,

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



(SUPPLEMENTAL BUDGET)
FY 2025

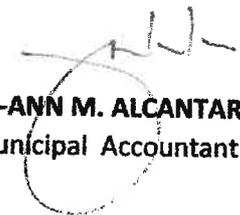
Merida
Province/City/Municipality

General Fund
Fund/Special Account

PARTICULARS (1)	Account Classification (2)	AMOUNT (3)
1.0 New Revenue Sources Tax Revenue Loan Proceeds (Borrowings) Grants		
2.0 Actual Collection in Excess of the Estimated Income		
3.0 Savings		12,673,103.90
4.0 Realignment		
5.0 Reversion SB Resolution No. 19-25-020		2,922,956.66
TOTAL ESTIMATED INCOME		15,596,060.56

Certified Correct:


CRISTOPHER G. NODALO
Acting Municipal Treasurer


JO-ANN M. ALCANTARA, CPA
Municipal Accountant

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
PERSONAL SERVICES OFFICE OF THE MUN. MAYOR	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-001-001-001	Salaries & Wages - Regular Salaries & Wages - Casual Representation Allowance (RA) Transportation Allowance (TA) Year-End Bonus Retirement & life Insurance Premiums Pag-Ibig Contribution Philhealth Contributions ECC	5-01-01-010 5-01-02-020 5-01-02-030 5-01-02-140 5-01-03-010 5-01-03-030	69,624.00 392,688.00 6,000.00 6,000.00 24,969.60 43,492.15 6,000.00 9,060.84 3,000.00
SUB-TOTAL					560,834.59
MUN. RISK REDUCTION AND MGT. OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-008-001-001	Salaries & Wages - Regular Year-End Bonus Retirement & life Insurance Premiums Philhealth Contributions	5-01-01-010 5-01-02-140 5-01-03-010 5-01-03-030	7,177.00 1,435.40 172.25 35.89
SUB-TOTAL					8,820.54
GEN. SERVICES OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-009-001-001	Salaries & Wages - Regular Representation Allowance (RA) Transportation Allowance (TA) Year-End Bonus Retirement & life Insurance Premiums Philhealth Contributions	5-01-01-010 5-01-02-020 5-01-02-030 5-01-02-140 5-01-03-010 5-01-03-030	33,427.00 5,100.00 5,100.00 6,685.40 802.25 167.14
SUB-TOTAL					51,281.79
OFFICE OF THE MUN. VICE MAYOR	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-002-001-001	Salaries & Wages - Regular Representation Allowance (RA) Transportation Allowance (TA) Year-End Bonus Retirement & life Insurance Premiums Philhealth Contributions	5-01-01-010 5-01-02-020 5-01-02-030 5-01-02-140 5-01-03-010 5-01-03-030	27,309.00 7,500.00 7,500.00 5,461.80 655.42 136.55
SUB-TOTAL					48,562.77
OFFICE OF THE SANGGUNIANG BAYAN	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-003-001-001	Salaries & Wages - Regular Representation Allowance (RA) Transportation Allowance (TA) Year-End Bonus Retirement & life Insurance Premiums Philhealth Contributions	5-01-01-010 5-01-02-020 5-01-02-030 5-01-02-140 5-01-03-010 5-01-03-030	143,966.00 5,100.00 5,100.00 28,793.20 3,455.18 719.83
SUB-TOTAL					187,134.21

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Ex- penditures (4)	Account Code (5)	Amount (6)
OFFICE OF THE SB SECRETARY	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-010-001-001	Salaries & Wages - Regular	5-01-01-010	25,759.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	5,151.80
			Retirement & life Insurance Premiums	5-01-03-010	618.22
			Philhealth Contributions	5-01-03-030	128.80
SUB-TOTAL					41,857.82
HUMAN RESOURCE AND MANAGEMENT OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-011-001-001	Salaries & Wages - Regular	5-01-01-010	20,826.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	4,165.20
			Retirement & life Insurance Premiums	5-01-03-010	499.82
			Philhealth Contributions	5-01-03-030	104.13
SUB-TOTAL					35,795.15
MUN. PLANNING AND DEVELOPMENT OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-009-001-001	Salaries & Wages - Regular	5-01-01-010	29,215.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	5,843.00
			Retirement & life Insurance Premiums	5-01-03-010	701.16
			Philhealth Contributions	5-01-03-030	146.08
SUB-TOTAL					46,105.24
MUNICIPAL CIVIL REGISTRAR'S OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-012-001-001	Salaries & Wages - Regular	5-01-01-010	18,335.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	3,667.00
			Retirement & life Insurance Premiums	5-01-03-010	440.04
			Philhealth Contributions	5-01-03-030	91.68
SUB-TOTAL					32,733.72
MUNICIPAL BUDGET OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-008-001-001	Salaries & Wages - Regular	5-01-01-010	31,599.00
			Representation Allowance (RA)	5-01-02-020	8,700.00
			Transportation Allowance (TA)	5-01-02-030	8,700.00
			Year-End Bonus	5-01-02-140	6,319.80
			Retirement & life Insurance Premiums	5-01-03-010	758.38
			Philhealth Contributions	5-01-03-030	158.00
SUB-TOTAL					56,235.18

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MUNICIPAL ACCOUNTING OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-007-001-001	Salaries & Wages - Regular	5-01-01-010	147,419.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	29,483.80
			Retirement & life Insurance Premiums	5-01-03-010	3,538.06
			Philhealth Contributions	5-01-03-030	737.10
SUB-TOTAL					191,377.96
MUNICIPAL TREASURER'S OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-005-001-001	Salaries & Wages - Regular	5-01-01-010	35,020.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	7,004.00
			Retirement & life Insurance Premiums	5-01-03-010	840.48
			Philhealth Contributions	5-01-03-030	175.10
SUB-TOTAL					53,239.58
MUNICIPAL ASSESSOR'S OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-01-006-001-001	Salaries & Wages - Regular	5-01-01-010	22,952.00
			Representation Allowance (RA)	5-01-02-020	8,700.00
			Transportation Allowance (TA)	5-01-02-030	8,700.00
			Year-End Bonus	5-01-02-140	4,590.40
			Retirement & life Insurance Premiums	5-01-03-010	550.85
			Philhealth Contributions	5-01-03-030	114.76
SUB-TOTAL					45,608.01
RURAL HEALTH UNIT	To provide additional appropriations for Personal Services per LBC 149	3000-000-3-01-011-001-001	Salaries & Wages - Regular	5-01-01-010	97,405.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	19,481.00
			Retirement & life Insurance Premiums	5-01-03-010	2,337.72
			Philhealth Contributions	5-01-03-030	487.03
SUB-TOTAL					129,916.75
MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	To provide additional appropriations for Personal Services per LBC 149	3000-000-3-02-005-001-001	Salaries & Wages - Regular	5-01-01-010	24,560.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	4,912.00
			Retirement & life Insurance Premiums	5-01-03-010	589.44
			Philhealth Contributions	5-01-03-030	122.80
SUB-TOTAL					40,384.24
POPCOM	To provide additional appropriations for Personal Services per LBC 149	3000-000-3-02-016-001-001	Salaries & Wages - Regular	5-01-01-010	6,046.00
			Year-End Bonus	5-01-02-140	1,209.20
			Retirement & life Insurance Premiums	5-01-03-010	145.10
			Philhealth Contributions	5-01-03-030	30.23
SUB-TOTAL					7,430.53

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MNAO	To provide additional appropriations for Personal Services per LBC 149	3000-000-3-02-022-001-001	Salaries & Wages - Regular	5-01-01-010	6,046.00
			Year-End Bonus	5-01-02-140	1,209.20
			Retirement & life Insurance Premiums	5-01-03-010	145.10
			Philhealth Contributions	5-01-03-030	30.23
SUB-TOTAL					7,430.53
MUN. AGRICULTURE OFFICE	To provide additional appropriations for Personal Services per LBC 149	8000-000-3-02-003-001-001	Salaries & Wages - Regular	5-01-01-010	42,641.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	8,528.20
			Retirement & life Insurance Premiums	5-01-03-010	1,023.38
			Philhealth Contributions	5-01-03-030	213.21
SUB-TOTAL					62,605.79
MUN. ENGINEERING OFFICE	To provide additional appropriations for Personal Services per LBC 149	8000-000-3-01-010-001-001	Salaries & Wages - Regular	5-01-01-010	41,229.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	8,245.80
			Retirement & life Insurance Premiums	5-01-03-010	989.50
			Philhealth Contributions	5-01-03-030	206.15
SUB-TOTAL					60,876.45
MARKET AND SLAUGHTERHOUSE	To provide additional appropriations for Personal Services per LBC 149	8000-000-3-02-017-001-001	Salaries & Wages - Regular	5-01-01-010	6,637.00
			Year-End Bonus	5-01-02-140	1,327.40
			Retirement & life Insurance Premiums	5-01-03-010	159.29
			Philhealth Contributions	5-01-03-030	33.19
SUB-TOTAL					8,156.88
MUN. TOURISM OFFICE	To provide additional appropriations for Personal Services per LBC 149	8000-000-3-02-018-001-001	Salaries & Wages - Regular	5-01-01-010	18,562.00
			Representation Allowance (RA)	5-01-02-020	5,100.00
			Transportation Allowance (TA)	5-01-02-030	5,100.00
			Year-End Bonus	5-01-02-140	3,712.40
			Retirement & life Insurance Premiums	5-01-03-010	445.49
			Philhealth Contributions	5-01-03-030	92.81
SUB-TOTAL					33,012.70
BUSINESS PERMITS AND LICENSING OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-018-001-001	Salaries & Wages - Regular	5-01-01-010	7,182.00
			Year-End Bonus	5-01-02-140	1,436.40
			Retirement & life Insurance Premiums	5-01-03-010	172.37
			Philhealth Contributions	5-01-03-030	35.91
SUB-TOTAL					8,826.68

Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Expenditures (4)	Account Code (5)	Amount (6)
MENRO	To provide additional appropriations for Personal Services per LBC 149	8000-000-3-02-021-001-001	Salaries & Wages - Regular	5-01-01-010	11,550.00
			Year-End Bonus	5-01-02-140	2,310.00
			Retirement & life Insurance Premiums	5-01-03-010	277.20
			Philhealth Contributions	5-01-03-030	57.75
SUB-TOTAL					14,194.95
MUNICIPAL ADMINISTRATOR OFFICE	To provide additional appropriations for Personal Services per LBC 149	1000-000-3-02-019-001-001	Salaries & Wages - Regular PERA	5-01-01-010	392,740.00
			Representation Allowance (RA)	5-01-02-010	10,000.00
			Transportation Allowance (TA)	5-01-02-020	5,100.00
			Year-End Bonus	5-01-02-030	5,100.00
			Cash Gift	5-01-02-140	75,548.00
			PEI	5-01-02-150	5,000.00
			Retirement & life Insurance Premiums	5-01-03-010	5,000.00
			Pag-ibig Contribution		9,425.76
			Philhealth Contributions	5-01-03-030	1,000.00
			ECC		1,963.70
					500.00
SUB-TOTAL					511,377.46
MERIDA INFIRMARY / BIRTHING CLINIC	To provide additional appropriations for Personal Services per LBC 149	3000-000-3-02-020-001-001	Salaries & Wages - Regular	5-01-01-010	38,515.00
			Year-End Bonus	5-01-02-140	7,703.00
			Retirement & life Insurance Premiums	5-01-03-010	924.36
			Philhealth Contributions	5-01-03-030	192.57
SUB-TOTAL					47,334.93
TOTAL PERSONAL SERVICES					2,291,122.45
MOOE OFFICE OF THE MUNICIPAL MAYOR	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-01-001-001-001	Training Expenses	5-02-02-010	100,000.00
			Repairs & Maintenance Buildings & Other Structures	5-02-13	
			Transportation Equipment	2-02-13-040	50,000.00
			Other Supplies and Materials Exp.	2-02-13-060	50,000.00
			Other General Services	5-02-12-990	100,000.00
			Other MOOE	5-02-99-990	3,258,838.11
			Other Professional Services	5-02-11-990	400,000.00
			Fiscal		12,000.00
SUB-TOTAL					3,970,838.11
OFFICE OF THE SB SECRETARY	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-02-010-001-001	Training Expenses	5-02-02-010	10,000.00
SUB-TOTAL					10,000.00
MUNICIPAL BUDGET OFFICE	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-01-008-001-001	Travelling Expenses	5-02-01-010	100,000.00
			Training Expenses	5-02-02-010	100,000.00
SUB-TOTAL					200,000.00

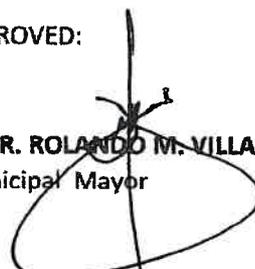
Merida
Province/City/Municipality

Implementing Office (1)	Particulars/Purpose (2)	AIP Code (3)	Object of Ex- penditures (4)	Account Code (5)	Amount (6)
MUNICIPAL ACCOUNTING OFFICE	To provide additional appropriations for maintenance and other operating expenses	1000-000-3-01-007-001-001	Travelling Expenses Training Expenses	5-02-01-010 5-02-02-010	40,000.00 40,000.00
SUB-TOTAL					80,000.00
MUN. AGRICULTURE OFFICE	To provide additional appropriations for maintenance and other operating expenses	8000-000-3-02-003-001-001	Operating and Maintenance of Bantay Dagat <i>Other General Services</i>	5-02-03-990	144,100.00
SUB-TOTAL					144,100.00
MUN. ENGINEERING OFFICE	To provide additional appropriations for maintenance and other operating expenses	8000-000-3-01-010-001-001	Travelling Expenses	5-02-02-010	50,000.00
SUB-TOTAL					50,000.00
TOTAL MOOE					4,454,938.11
CAPITAL OUTLAY					
OFFICE OF THE MUNICIPAL MAYOR		1000-000-3-01-001-001-001	OTHER STRUCTURES Const / Improvement of Merida Fish Port Construction of Niches at Public Cemetery Construction of Childrens Park and Playground	1-07-04-990	700,000.00 700,000.00 1,500,000.00
			ROAD NETWORKS Construction of Core Local Road at Barangay Tubod	1-07-03-010	1,500,000.00
			MOTOR VEHICLE Procurement of Motor Vehicle (Meat Van)	1-07-06-010	1,500,000.00
			Informations Communications and Technology Equipment Office Equipment	1-07-05-030	250,000.00
			Outdoor LED Screen	1-07-05-020	2,500,000.00
SUB-TOTAL					8,650,000.00
OFFICE OF THE SANGGUNIAN BAYAN		1000-000-3-01-003-001-001	Informations Communications and Technology Equipment	1-07-05-030	200,000.00
SUB-TOTAL					200,000.00
TOTAL CAPITAL OUTLAY					8,850,000.00
TOTAL APPROPRIATIONS					15,596,060.56

PREPARED:

 **ERNESTO B. PENING**
Municipal Budget Officer-Designate

APPROVED:

 **ENGR. ROLANDO M. VILLASEÑICO**
Municipal Mayor



MUNICIPALITY OF MERIDA
SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 06TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON AUGUST 13, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 19-25-031-

A RESOLUTION ADOPTING MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2025-02, ENTITLED "A RESOLUTION APPROVING THE FISCAL YEAR 2025 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATIONS OF FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP 15,596,060.56) COMPRISING THE DIFFERENT PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE.

WHEREAS, the Municipal Development Council (MDC) of LGU-Merida has convened on July 24, 2025 to identify and determine various programs, projects and activities designed to answer the needs of the constituents of Merida;

WHEREAS, the PPAs finally adopted by the council is based on the logic to further enhance the delivery of basic services to the people in consonance to the General Welfare Clause - Section 16 of Republic Act No. 7160;

WHEREAS, after careful evaluation and assessment of the PPAs involved in the proposed FY 2024 Supplemental AIP, the August Body is convinced on the wisdom of the proposal from the executive department which basically aims to strengthen the thrust of bringing the government closer to the people;

NOW, WHEREFORE, ON MOTION OF Hon. Benjamin A. Traverro, Jr., Chairman Committee on Finance, Appropriations, Ways and Means, duly seconded by Hon. Brenda T. Adolfo, and Atty. Christian Q. Salta, BE IT;

RESOLVED, AS IT IS HEREBY RESOLVED TO ADOPT MUNICIPAL DEVELOPMENT COUNCIL (MDC) RESOLUTION NO. 2025-02, ENTITLED "A RESOLUTION APPROVING THE FISCAL YEAR 2025 SUPPLEMENTAL ANNUAL INVESTMENT PROGRAM (AIP) OF THE LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE, A TOTAL APPROPRIATIONS OF FIFTEEN MILLION, FIVE HUNDRED NINETY-SIX THOUSAND, SIXTY PESOS AND FIFTY-SIX CENTAVOS (PHP 15,596,060.56) COMPRISING THE DIFFERENT PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS) OF LGU-MERIDA, LEYTE, TO WIT:

A. PERSONAL SERVICES (PS)	- PHP 2,291,122.45
B. MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE)	- PHP 4,454,938.11
C. CAPITAL OUTLAY	- PHP 8,850,000.00
TOTAL APPROPRIATIONS	- PHP 15,596,060.56

RESOLVED FURTHER, to furnish copies of this resolution Offices of the Municipal Mayor, Municipal Planning and Development Officer, Municipal Budget Officer and Municipal Accountant, all of Merida, Leyte for information and reference.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the veracity of the foregoing resolution.


JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan

ATTESTED TO BE DULY ADOPTED :


RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer



MUNICIPALITY OF MERIDA
SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 04TH REGULAR SESSION OF THE SANGGUNIANG BAYAN (19TH COUNCIL), MERIDA, LEYTE HELD ON JULY 23, 2025 AT THE LEGISLATIVE BUILDING SESSION HALL.

- RESOLUTION NO. 19-25-020-

A RESOLUTION APPROVING THE REVERSION OF FUNDS UNDER THE CONTINUING APPROPRIATIONS (OFFICE OF THE MUNICIPAL MAYOR) OF FISCAL YEAR 2022 AND PERSONAL SERVICES OF THE DIFFERENT DEPARTMENTS/OFFICES (MPDO, MTO, AND MAO) AMOUNTING TO TWO MILLION, NINE HUNDRED TWENTY-TWO THOUSAND, NINE HUNDRED FIFTY-SIX PESOS AND SIXTY-SIX CENTAVOS (PHP2,922,956.66) BACK TO THE GENERAL FUND OF LGU MERIDA, LEYTE.

WHEREAS, the Local Chief Executive submitted to the Sangguniang Bayan the request for the reversion of funds which are taken from the Unexpended 20% Development Fund (Continuing Appropriations) and Personal Services of the different Offices of the Local Government Unit of Merida;

WHEREAS, the August Body reviewed and evaluated the proposal to ascertain that the Allocations of the two offices are no longer subject for implementation thus, worth for reversion back to the general fund in order to serve another purpose depending on the identified priority needs of the Municipality;

WHEREAS, the Sanggunian has concluded, after careful evaluation, that the intention of the Executive Office is meritorious and therefore, deserves the consideration and approval of the August Body in order to serve the purpose;

NOW, WHEREFORE, ON MOTION of Hon. Benjamin A. Traverero, Jr., Chairman Committee on Finance, Ways and Means, duly seconded by Hon. Rogen G. Wenceslao, and Hon. Melquiades D. Guio-Guio, BE IT;

RESOLVED, AS IT IS HEREBY RESOLVED TO APPROVE THE REVERSION OF FUNDS UNDER THE CONTINUING APPROPRIATIONS (OFFICE OF THE MUNICIPAL MAYOR) OF FISCAL YEAR 2022 AND PERSONAL SERVICES OF THE DIFFERENT DEPARTMENTS/OFFICES (MPDO, MTO, AND MAO) AMOUNTING TO TWO MILLION, NINE HUNDRED TWENTY-TWO THOUSAND, NINE HUNDRED FIFTY-SIX PESOS AND SIXTY-SIX CENTAVOS (PHP2,922,956.66) BACK TO THE GENERAL FUND OF LGU MERIDA, LEYTE.

RESOLVED FURTHER that copies of this Resolution be furnished to the Office of the Municipal Mayor of Merida, Leyte Hon. Engr. Rolando M. Villasencio, copy furnish the Municipal Budget Officer and the Municipal Accountant, all for their information and reference.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the veracity of the foregoing resolution.

JOSELITO T. DELOS ANGELES
Secretary to the Sangguniang Bayan

ATTESTED TO BE DULY ADOPTED :

RODRIGO M. WENCESLAO
Municipal Vice Mayor / Presiding Officer



ENGR. ROLANDO M. VILLASENCIO

OFFICE OF THE MUNICIPAL MAYOR

Brgy. Poblacion, Merida, Leyte 6540 ✉ ignmerida.mayoroffice@gmail.com ☎ (053) 5579-588



ENDORSEMENT

This is to respectfully request the Office of the Sangguniang Bayan for the passage of a resolution approving the Reversion of Funds under the Continuing Appropriations FY 2022 and the Personal Services of the different departments/offices amounting to ***TWO MILLION NINE HUNDRED TWENTY TWO THOUSAND NINE HUNDRED FIFTY SIX AND 66/100 (P2,922,956.66)***.

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor



Office	Object of Expenditures	Amount of Appropriations	Amount of Obligation	Unobligated to Date	Amount to be Reverted
CONTINUING APPROPRIATIONS					
Office of the Municipal Mayor	Continuing Appropriations FY - 2022 Boundary Marker	1,100,000.00		1,100,000.00	1,100,000.00
	Sub-total	1,100,000.00	-	1,100,000.00	1,100,000.00
PERSONAL SERVICES					
Municipal Planning and Development Office	Salaries	1,780,864.00	324,545.50	1,456,318.50	451,836.00
	PERA	120,000.00	36,000.00	84,000.00	12,000.00
	Representation Allowance (RA)	76,500.00		76,500.00	38,250.00
	Transportation Allowance (TA)	76,500.00		76,500.00	38,250.00
	Retirement & Life Insurance Premiums	213,703.68	38,945.52	174,758.16	54,220.32
	Pag-Ibig Contributions	11,600.00	3,600.00	8,000.00	1,200.00
	Philhealth Contributions	44,521.60	7,691.18	36,830.42	11,295.90
	ECC	5,800.00	1,800.00	4,000.00	600.00
	Sub-total	2,329,489.28	412,582.20	1,916,907.08	607,652.22
Municipal Treasurer Office	Salaries	2,104,560.00	610,095.50	1,494,464.50	604,836.00
	PERA	192,000.00	84,000.00	108,000.00	12,000.00
	Retirement & Life Insurance Premiums	252,547.20	72,011.46	180,535.74	54,220.32
	Pag-Ibig Contributions	19,200.00	8,400.00	10,800.00	1,200.00
	Philhealth Contributions	52,614.00	14,204.51	38,409.49	11,295.90
	ECC	9,600.00	4,200.00	5,400.00	600.00
	Sub-total	2,630,521.20	792,911.47	1,837,609.73	684,152.22
Municipal Agriculture Office	Salaries	2,312,964.00	705,630.00	1,607,334.00	451,836.00
	PERA	192,000.00	84,000.00	108,000.00	12,000.00
	Retirement & Life Insurance Premiums	277,555.68	84,675.60	192,880.08	54,220.32
	Pag-Ibig Contributions	19,200.00	8,400.00	10,800.00	1,200.00
	Philhealth Contributions	57,824.10	16,722.12	41,101.98	11,295.90
	ECC	9,600.00	4,200.00	5,400.00	600.00
	Sub-total	2,869,143.78	903,627.72	1,965,516.06	531,152.22
TOTAL APPROPRIATIONS REVERTED		8,929,154.26	2,109,121.39	6,820,032.87	2,922,956.66

WE HEREBY CERTIFY jointly that the above statement of funds for reversion is true and correct.

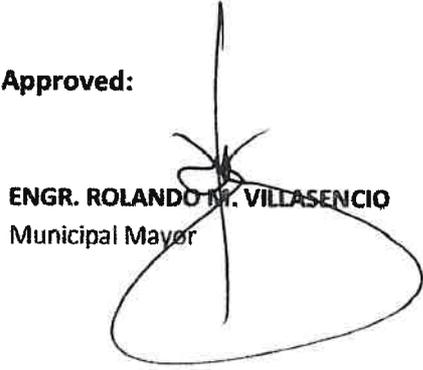
Prepared:


ERNESTO B. PENING
Municipal Budget Officer


JO-ANN M. ALCANTARA
Municipal Accountant


CRISTOPHER G. NODALO
Acting Municipal Treasurer

Approved:


ENGR. ROLANDO M. VILLASEÑOR
Municipal Mayor



CERTIFICATION

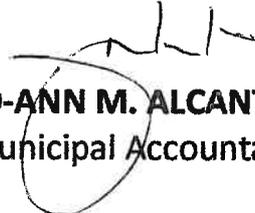
TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the LGU has savings which is backed up by cash available for the purpose in the amount of **TWELVE MILLION SIX HUNDRED SEVENTY THREE THOUSAND ONE HUNDRED THREE PESOS AND 90/100 (P12,673,103.90)**

This certification is issued as an attachment for the proposed Supplemental Budget No. 01 FY 2025 of the LGU.

Issued this 3rd day of July 2025 at Merida, Leyte.


CRISTOPHER S. NODALO
Acting Municipal Treasurer


JO-ANN M. ALCANTARA
Municipal Accountant

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: **Merida, Leyte**

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
1000	General Public Services									
1000-000-3-01-001-001-001	Mayor's Office General Supervision of the Executive and Administration Affairs of the Municipal Government of Merida	MO	January	December	Overall direction supervision, mgt. & control of the executive department is rendered	General Fund	560,834.59	3,970,838.11	8,650,000.00	
	Sports/Socio-Cultural Activites									
	Other Supplies and Materials Expenses	MO	January	December		Gen. Fund				
	Other General Services	MO	January	December		Gen. Fund				
	Other MOOE	MO	January	December		Gen. Fund				
	Prizes	MO	January	December		Gen. Fund				
	Capacity Development for Employees									
	Training Expenses	MO	January	December		Gen. Fund				
	Prizes	MO	January	December		Gen. Fund				
	Special Employment for Students	MO	January	December		Gen. Fund				
	Peace & Order and Public Safety Activity									
	Training Expenses	MO	January	December		Gen. Fund				
	Confidential Expenses	MO	January	December		Gen. Fund				
	Fuel, Oil & Lubricants Expenses	MO	January	December		Gen. Fund				
	Other MOOE	MO	January	December		Gen. Fund				
	Tourism Development Activity									
	Prizes	MO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MO	January	December		Gen. Fund				
	Other MOOE	MO	January	December		Gen. Fund				

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
1000	General Public Services									
1000-000-3-02-008-001-001	Municipal Disaster Risk Reduction and Management Office	MDRRMO	January	December	Disaster Risk Reduction and Management Supplies, Equipment and similar services	General Fund	8,820.54			
1000-000-3-02-009-001-001	General Services Office Procurement, Supply and Property Management	GSO	January	December	are delivered/government properties are recorded maintained and in safe custody	General Fund	51,281.79			
1000-000-3-01-002-001-001	Vice Mayor's Office Legislative Services	VMO	January	December	Presides sessions, legislative measures is effected, legislative services if rendered.	General Fund	48,562.77			
1000-000-3-01-003-001-001	Sangguniang Bayan Office Legislative Services	SB	January	December	Resolutions and Ordinances for develop. and income generation is formulated and approved. Legislative services if rendered.	General Fund	187,134.21		200,000.00	
1000-000-3-02-010-001-001	SB Secretariat Office Secretarial Services	SB SEC. OFFICE	January	December	Records are maintained, Good Safe-keeping of resolutions and ordinance is effected	General Fund	41,857.82	10,000.00		

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	AMOUNT (In Thousand Pesos)			
			Start Date	Completion Date			PS	MOOE	CO	SPECIAL PURPOSE APPROPRIATIONS
1	2	3	4	5	6	7	8	9	10	11
1000	General Public Services									
	Administration Office Executive and Administrative Affairs	ADMIN. OFFICE	January	December	Administration and Management of the Prog. The Municipal Government under the Supervision and control of the LCE	General Fund				
1000-000-3-02-011-001-001	Human Resource and Management Office (HRMO) Human Resource Services	HRMO	January	December	Employees benefits is attended/addressed, human resource development and measures is effected in conformity with the existing rules and regulations of the CSC	General Fund	35,795.15			
1000-000-3-01-009-001-001	Mun. Planning and Development Office Development Planning and Project Monitoring 1. Municipal Development Council 1.1 Provision of Assistance in the Preparation of the Annual Investment Program (AIP) CY 2019	MPDO	January January	December June	AIP for CY 2023 is prepared in conformity with the prescribed format and substance	General Fund	46,105.24			

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,586,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: **Merida, Leyte**

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
1000	General Public Services									
1000-000-3-01-012-001-001	Municipal Civil Registrar's Office Civil Registry Services	MCR	January	December	Proper safe-keeping of certificates of live births, death and marriage licenses is effected and records are maintained & reports are submitted to NSO	General Fund	32,733.72			
1000-000-3-01-008-001-001	Municipal Budget Office Budget Preparation, Preliminary Review of Barangay budget allotment of funds	MBO	January	December	Budget Proposals of every municipal departments are consolidated monitoring of actual expenditures against collections is conducted and recommends to the LCE of fund utilization status	General Fund	56,235.18	200,000.00		
1000-000-3-01-007-001-001	Municipal Accountant's Office Accounting and Internal Audit Services	MACCO	January	December	Take Charge of accounting concerns on cash advances, remittances, payment of salaries, reimbursement and liquidations, internal audit service of the LGU and barangays of attended	General Fund	191,377.96	80,000.00		

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: **Merida, Leyte**

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Start Date 4	Completion Date 5	Expected Outputs 6	Funding Source 7	PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
1000	General Public Services									
1000-000-3-01-005-001-001	Municipal Treasurer's Office Collection and Disbursement and Treasury Services	MTO	January	December	Local income is increased, disbursements is in accordance with existing laws, rules and regulations, sound financial mgt. is effected & proper custody of public funds is exercised	General Fund	53,239.58			
1000-000-3-02-006-001-001	Municipal Assessor's Office Assessment of Real Property	MASSO	January	December	Increased revenue of Real Property Tax	General Fund	45,608.01			
1000-000-3-02-012-001-001	DILG Local Government Administration and Services	DILG	January	December	Administration and monitoring of implementation status of existing law & mandates on local governance and the Local Code of 1991	General Fund				
1000-000-3-02-014-001-001	MCTC Judicial Services	MCTC	January	December	Judicial Services is rendered effectively at the Municipal level	General Fund				
1000-000-3-02-015-001-001	Merida Police Station Peace and Order Security Services	MPO	January	December	Peace and Order in the municipality is maintained efficiently & effectively	General Fund				
1000-000-3-02-013-001-002	Auditor's Office Post Audit Services	MAO	January	December		General Fund				
	Municipal Administrator's Office	MAO	January	December	Developed management & administration related plans & strategies approved by the LCE & delivered administrative support services during & after man-made and natural disasters and calamities	General Fund	511,377.46			

Annual Investment Program (AIP)
 FY 2025
 By Program/Project/Activity by Sector

Php	15,596,060.56
	(PS / MOOE/CO/SPA)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Start Date 4	Completion Date 5	Expected Outputs 6	Funding Source 7	PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
1000	General Public Services									
1000-000-3-02-018-001-001	Business Permits & Licensing Office	BPLO	January	December	Increased revenue from permits and licenses	General Fund	8,826.68			
1000-000-3-02-019-001-001	Internal Audit Service	IAS	January	December						
SUB-TOTAL (GENERAL PUBLIC SERVICES SECTOR)							1,879,790.70	4,260,838.11	8,850,000.00	
3000	Social Services Sector									
3000-000-3-01-011-001-001	Municipal Health Office Health Service	MHO	January	December	Health Concerns of the Constituents of the municipality is addressed/ attended to and medical needs of patients is effectively served	General Fund	129,910.75			
	Prevention/Control of Infectious Disease	MHO	January	December		Gen. Fund				
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund				
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund				
	Prevention/Control of Infectious Disease	MHO	January	December		Gen. Fund				
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund				
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund				
	Other MOOE	MHO	January	December		Gen. Fund				

Annual Investment Program (AIP)
 FY 2025
 By Program/Project/Activity by Sector

Php	15,596,080.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
3000	Social Services Sector									
	Basic Curative Services	MHO	January	December		Gen. Fund				
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund				
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund				
	Health Education	MHO	January	December		Gen. Fund				
	Family Health Services	MHO	January	December		Gen. Fund				
	Drugs/Medicines Expenses	MHO	January	December		Gen. Fund				
	Medical, Dental and Laboratory Expenses	MHO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MHO	January	December		Gen. Fund				
	Environment Health Sanitation Services	MHO	January	December		Gen. Fund				
3000-000-3-02-020-001-001	Merida Infirmiry Clinic	MO	January	December	Provided consultation / outpatient services to the constituents of Merida	General Fund	47,334.94			
3000-000-3-02-016-001-001	Population Office Population Control Serves	Population Office	January	December	Active Family Planning acceptors are provided assistance, Pre-Marriage counseling is conducted and Responsible Parent hood Program is effected	General Fund	7,430.53			

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: **Merida, Leyte**

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
3000	Social Services Sector									
	Year-End Provincial Evaluation	POPCOM	January	December		Gen. Fund				
	Family Planning Day Sessions	POPCOM	January	December		Gen. Fund				
	Youth Programs/ARSE/SADE/Parent Symp	POPCOM	January	December		Gen. Fund				
	Data Banking RBIM Enumerators	POPCOM	January	December		Gen. Fund				
	HIV / AIDS Awareness									
	RPRH Summit & Conference IPCC Training	POPCOM	January	December		Gen. Fund				
	Family Development Sessions	POPCOM	January	December		Gen. Fund				
3000-000-3-02-022-001-001	Nutrition Nutrition Services	MNAO	January	December	Nutrition Programs and Activites is effected and provided	General Fund	7,430.53			
	Supplemental Feeding	MNAO	January	December		Gen. Fund				
	Evaluation Nutrition/Nutrition Month	MNAO	January	December		Gen. Fund				
	Training Expenses	MNAO	January	December		Gen. Fund				
	Other MOOE	MNAO	January	December		Gen. Fund				
	BNS/MNC Volunteers Enhancement	MNAO	January	December		Gen. Fund				
	PABASA sa Nutrisyon IYCF	MNAO	January	December		Gen. Fund				
	PABASA sa Nutrisyon PNEA	MNAO	January	December		Gen. Fund				

Annual Investment Program (AIP)
 FY 2025
 By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
3000	Social Services Sector									
	Buntis Congress	MNAO	January	December		Gen. Fund				
	Prizes	MNAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MNAO	January	December		Gen. Fund				
	Other MOOE	MNAO	January	December		Gen. Fund				
	Nutripak Production	MNAO	January	December		Gen. Fund				
	Food Supplies Expenses	MNAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MNAO	January	December		Gen. Fund				
	Other MOOE	MNAO	January	December		Gen. Fund				
3000-000-3-02-005-001-001	Mun. Social Welfare and Development Off. social Welfare Services	MSWDO	January	December	Counseling of victims of violence, rape and any forms of abuse is provided, attended to addressed, livelihood programs for the constituents is facilitated and effected	General Fund	40,384.24			
	Family Welfare Program	MSWDO	January	December		Gen. Fund				
	Family Month Celebration	MSWDO	January	December		Gen. Fund				
	PWD Welfare	MSWDO	January	December		Gen. Fund				
	Educational Assistance for PWD	MSWDO	January	December		Gen. Fund				
	Child / Youth Welfare Program	MSWDO	January	December		Gen. Fund				

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
3000	Social Services Sector									
	Womens Welfare Program	MSWDO	January	December	Support Services for job/ employment opportunities and extended support services to OFWs	Gen. Fund				
	Livelihood Skills Training	MSWDO	January	December		Gen. Fund				
	Elderly Welfare Program	MSWDO	January	December		Gen. Fund				
	Home Care Support	MSWDO	January	December		Gen. Fund				
	Recovery & Welfare Program	MSWDO	January	December		Gen. Fund				
	Other MOOE	MSWDO	January	December		Gen. Fund				
	Training Expenses Public Employment and Services Office	MSWDO MO	January January	December December		Gen. Fund General Fund				
3000-500-3-02-019-001-C01	Local Youth Development Office	LYDO/MO	January	December	Youth Development Projects Implemented	General Fund				
	Sports/Socio-Cultural Activites	LYDO/MO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	LYDO/MO	January	December		Gen. Fund				
	Other General Services	LYDO/MO	January	December		Gen. Fund				
	Other MOOE	LYDO/MO	January	December		Gen. Fund				
	Prizes	LYDO/MO	January	December		Gen. Fund				

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: **Merida, Leyte**

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
3000	Social Services Sector									
	<i>Capacity Development for Employees</i>	LYDO/MO	January	December		Gen. Fund				
	Training Expenses	LYDO/MO	January	December		Gen. Fund				
	Other MOOE	LYDO/MO	January	December		Gen. Fund				
SUB-TOTAL (SOCIAL SERVICES SECTOR)							232,490.99	-	-	-
8000	Economic Services Sector									
8000-000-3-02-003-001-001	Municipal Agricultures Office	MAO	January	December	Agricultural Programs and activities on the latest farmir technology is promoted, facilitated and provided to farmer's and fisherfolks	General Fund	62,605.79			144,100.00
	Maintenance of Fish and Bird Sanctuary	MAO	January	December		Gen. Fund				
	Maintenance of Bantay Dagat	MAO	January	December		Gen. Fund				
	Othe General Services	MAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund				144,100.00
	Vegetable Seeds Distribution	MAO	January	December		Gen. Fund				
	Marine Reserve and Fish Sanctuary	MAO	January	December		Gen. Fund				

Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector

Php	15,596,060.56
(PS / MOOE/CO/SPA)	

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (in Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
8000	Economic Services Sector									
	Corn Seeds Distribution	MAO	January	December		Gen. Fund				
	Mariculture Park / Zone	MAO	January	December		Gen. Fund				
	Other General Services	MAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund				
	Maintenance of Irrigation System	MAO	January	December		Gen. Fund				
	Other General Services	MAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund				
	Techno. Demo / Nursery	MAO	January	December		Gen. Fund				
	Other General Services	MAO	January	December		Gen. Fund				
	Artificial Insemination	MAO	January	December		Gen. Fund				
	Other General Services	MAO	January	December		Gen. Fund				
	Other Supplies and Materials Expenses	MAO	January	December		Gen. Fund				
8000-000-3-02-018-001-001	Municipal Tourism Office	Mun. Tourism Office	January	December	Tourism Programs & Services	General Fund	33,012.70			
8000-000-3-02-017-001-001	Market and Slaughterhouse	MO	January	December	Market and Slaughterhouse is improved and maintained, increase local revenues	General Fund	8,156.88			

**Annual Investment Program (AIP)
FY 2025
By Program/Project/Activity by Sector**

Php	15,596,060.56
	(PS / MOOE/CO/SPA)

Province/City/Municipality: Merida, Leyte

AIP Reference Code 1	Program/Project/Activity Description 2	Implementing Office/ Department 3	Schedule of Implementation		Expected Outputs 6	Funding Source 7	AMOUNT (In Thousand Pesos)			
			Start Date 4	Completion Date 5			PS 8	MOOE 9	CO 10	SPECIAL PURPOSE APPROPRIATIONS 11
8000	Economic Services Sector									
8000-000-3-01-010-001-001	Municipal Engineering Office	MEO	January	December	Administration of municipal government projects, maintenance of drainage systems, maintenance of roads and bridges and maintenance of municipal equipment is provided and effected, technical assistance to barangay is provided	General Fund	60,870.45	50,000.00		
8000-000-3-02-021-001-001	Municipal Environment and Natural Resources Office						14,194.95			
SUB-TOTAL (ECONOMIC SERVICES SECTOR)							178,840.77	50,000.00	-	144,100.00
TOTAL PS, MOOE, CO, SPA							2,291,122.46	4,310,838.11	8,850,000.00	144,100.00

Prepared:

Reviewed:

Approved:

Nikki I. Sereno
NIKKI I. SERENO
MPDO - Designate
7/22/25

Ernesto B. Pening
ERNESTO B. PENING
Municipal Budget Officer - Designate

Engr. Rolando M. Villaseñico
ENGR. ROLANDO M. VILLASENICO
Municipal Mayor

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Office of the Municipal Mayor							
	1	Municipal Mayor	Engr. Rolando M. Villasencio	SG 27/ S 2	1,335,624.00	SG 27/ S 2	1,367,790.00
	2	Sr. Administrative Assistant III (Private Secretary II)	Jeneve V. Bolaño	SG 15/ S 1	368,760.00	SG 15/ S 1	375,942.00
	3	Administrative Aide IV (Clerk II)	VACANT	SG 4/ S 1		SG 4/ S 1	-
	6	Administrative Assistant I (Population Program Worker II)	Lida L. Cabardo	SG 7/ S 6	193,152.00	SG 7/ S 6	196,132.00
	7	Administrative Aide III (Driver I)	Eduardo B. Perez	SG 3/ S 3	148,812.00	SG 3/ S 3	151,159.00
	9	Watchman I	Oliver N. Veral	SG 2/ S 3	140,088.00	SG 2/ S 3	142,302.00
	10	Watchman I	Tito Y. Panares	SG 2/ S 3	140,088.00	SG 2/ S 3	142,302.00
	11	Administrative Assistant I (Computer Operator I)	Jose P. Polancos Jr.	SG 7/ S 7	194,628.00	SG 7/ S 7	197,609.00
	40	Administrative Aide I (Utility Worker I B)	Derwin P. Sisneros	SG 1/ S 6	135,312.00	SG 1/ S 6	137,436.00
	93	Administrative Aide I (Utility Worker I B)	Mary Grace K. Libo-on	SG1/ S 1	130,872.00	SG1/ S 1	132,998.00
	108	Administrative Aide I (Utility Worker I B)	Danilo T. Donayre	SG1/ S 7	129,888.00	SG1/ S 7	134,740.00
	142	Executive Assistant II	Phialene Rosari C. Baronda	SG 17/ S 1	433,320.00	SG 17/ S 1	441,758.00
		TOTAL			3,350,544.00		3,420,168.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
		Administrative Aide I (Casual)	Maria Lorna T. Pedra	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Ma. Claudine A. Baylon	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Erwin J. Nierves	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Richard G. Parilla	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Glendale R. Serato	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Maricel B. Orias	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Liwayway T. Lapaz	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Delia T. Bastasa	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Edwin B. Enero	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	AXL Reyl L. Cabrahan	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Mario B. Sandahan	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Ariel V. Barguio	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Archel P. Perla	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Rayel V. Donayre	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Eric B. Gonzales	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Jocelyn M. Sabas	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Brian E. Eras	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Ana B. Ubay	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Lloyd Perez	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	Antonio Pening	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1		SG 1 / S 1	67,488.80
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1		SG 1 / S 1	67,488.80
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1		SG 1 / S 1	67,488.80
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1		SG 1 / S 1	67,488.80
		Administrative Aide I (Casual)	VACANT	SG 1 / S 1		SG 1 / S 1	67,488.80
TOTAL					3,377,088.00		3,769,756.00
Local Disaster Risk Reduction Management Office							
	119	Local Disaster Risk Reduction Management Officer II	Raul G. Itchon, Sr.	SG 15/ S 3	380,340.00	SG 15/ S 3	387,517.00
TOTAL					380,340.00		387,517.00
General Services Office							
	96	Municipal Government Department Head I (General Services Officer)	Nonina G. Go	SG 24 / S 3	948,648.00	SG 24 / S 3	964,862.00
	91	Administrative Aide I (Utility Worker I B)	Haide Traverro	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
	35	Administrative Aide III (Clerk I)	Felix Gingco	SG 3 / S 2	148,812.00	SG 3 / S 2	151,159.00
	54	Administrative Aide I (Laborer I)	Marlon M. Quinte	SG 1 / S 8	137,580.00	SG 1 / S 8	139,703.00
	90	Administrative Aide I (Utility Worker I B)	Evelyn B. Matugas	SG 1 / S 1	130,872.00	SG 1 / S 1	132,998.00
	106	Administrative Aide I (Utility Worker I B)	Girlie Omambac	SG 1 / S 1	129,888.00	SG 1 / S 1	132,012.00
	114	Administrative Aide I (Utility Worker I B)	Enrico B. Bohol	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 150	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	115	Administrative Aide I (Utility Worker I B)	Concepcion P. Villa	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
	116	Administrative Aide I (Utility Worker I B)	Pedro A. Wenceslao	SG 1 / S 7	137,580.00	SG 1 / S 7	137,580.00
		TOTAL			2,038,428.00		2,069,731.00
Office of the Municipal Vice Mayor							
	12	Municipal Vice Mayor	Rodrigo M. Wenceslao	SG 25/ S 2	1,045,992.00	SG 25/ S 2	1,071,178.00
	13	Administrative Aide I (Utility Worker I B)	Jorge P. Anonat	SG 1 / S 7	137,580.00	SG 1 / S 7	137,580.00
		TOTAL			1,183,572.00		1,208,758.00
Office of the Sangguniang Bayan							
	14	SB Member	Jesus Antonio R. Martinez	SG 24/ S 2	918,408.00	SG 24/ S 3	940,870.00
	15	SB Member	Cheril C. Calderon	SG 24/ S 2	918,408.00	SG 24/ S 3	940,870.00
	16	SB Member	Christian Q. Salta	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	17	SB Member	Benjamin A. Traverro Jr.	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	18	SB Member	Melquiades D. Guio-Guio	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	19	SB Member	Brenda t. Adolfo	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	20	SB Member	Rogen G. Wenceslao	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	21	SB Member	Oliver R. Limosnero	SG 24/ S 2	918,408.00	SG 24/ S 1	928,478.00
	22	ABC President	Ronillo Labang	SG 24/ S 1	918,408.00	SG 24/ S 2	934,618.00
	23	SB Member (SK Municipal Federation Pres.	Ashley Noreen J. Diaz	SG 24/ S 1	918,408.00	SG 24/ S 2	934,618.00
	132	Local Legislative Staff Officer II	Syrel A. Villasencio	SG 13/S 1	318,552.00	SG 13/S 1	324,154.00
		TOTAL			9,502,632.00		9,646,591.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 150	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Office of the Sangguniang Bayan Secretariat							
	24	Mun. Gov't. Dept. Head I (SB Secretary)	Joselito T. delos Angeles	SG 24 / S 8	1,011,624.00	SG 24 / S 8	1,027,338.00
	25	Administrative Aide IV (Clerk II)	Ma. Christina Q. Solaña	SG 4 / S 3	159,228.00	SG 4 / S 3	161,719.00
	26	Administrative Aide VI (Clerk III)	Myrna D. Boholst	SG 6 / S 5	180,708.00	SG 6 / S 5	183,317.00
	27	Administrative Aide I (Utility Worker I B)	Nicanor O. Ihada	SG 1 / S 7	136,440.00	SG 1 / S 7	138,362.00
	28	Administrative Aide I (Utility Worker I B)	Alfonso M. Wenceslao	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
		TOTAL			1,625,580.00		1,651,331.00
Human Resource and Management Office							
	128	Municipal Government Department Head (Mun. Human Resource Management Officer)	Oscar D. Calambo	SG 24 / S 3	933,408.00	SG 24 / S 3	949,320.00
	32	Supervising Administrative Officer (Human Resource Management Officer IV)	VACANT	SG 22 / S 2		SG 22 / S 2	-
	8	Administrative Aide IV (CEO I)	Elsa T. Abapo	SG 4 / S 8	164,172.00	SG 4 / S 8	166,663.00
	97	Administrative Aide I (Utility Worker I B)	Melanio T. Abayon	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
		TOTAL			1,235,160.00		1,255,981.00
Municipal Planning and Development Office							
	30	Municipal Government Department Head (Mun. Planning and Dev. Coordinator I)	VACANT	SG 24 / S 1	903,672.00	SG 24 / S 1	919,382.00
	31	Draftsman I B	Cheryl Ann T. Moana	SG 6 / S 1	175,248.00	SG 6 / S 1	178,156.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	117	Admin. Assistant I (Computer Operator I)	Marita S. Mercadal	SG 7 / S 7	194,628.00	SG 7 / S 7	197,609.00
	123	Draftsman III	Enrico B. Denaya	SG 11 / S 3	279,216.00	SG 11 / S 3	286,432.00
		TOTAL			1,552,764.00		1,581,979.00
Municipal Civil Registrar's Office							
	33	Municipal Government Department Head (Municipal Civil Registrar I)	Nestor B. dela Peña	SG 24 / S 5	964,128.00	SG 24 / S 5	980,340.00
	34	Administrative Aide III (Clerk I)	VACANT	SG 3 / S 1		SG 3 / S 1	-
	95	Administrative Aide I (Utility Worker I B)	Fe S. Limosnero	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
		TOTAL			1,101,708.00		1,120,043.00
Municipal Budget Office							
	37	Municipal Government Department Head (Mun. Budget Officer I)	Nikki I. Sereño	SG 24 / S 5	964,128.00	SG 24 / S 5	986,790.00
	39	Administrative Aide III (Clerk I)	Erica A. Mendola	SG 3 / S 3	148,812.00	SG 3 / S 3	151,159.00
	98	Administrative Aide I (Utility Worker I B)	Ann F. Sanchez	SG 1 / S 5	134,196.00	SG 1 / S 5	136,317.00
	118	Mun. Government Assistant Dept. Head I (Assistant Municipal Budget Officer I)	VACANT	SG 22 / S 1		SG 22 / S 1	-

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	125	Administrative Aide III (Utility Worker II A)	Ivy E. Cornito	SG 3 / S 2	148,812.00	SG 3 / S 2	151,159.00
	100	Administrative Aide I (Utility Worker I B)	Geniveve A. Veril	SG 1 / S 2	131,976.00	SG 1 / S 2	134,098.00
		TOTAL			1,527,924.00		1,559,523.00

Municipal Accounting Office

	41	Municipal Government Department Head I (Municipal Accountant I)	Jo-Ann M. Alcantara	SG 24 / S 4	948,648.00	SG 24 / S 4	964,862.00
	44	Senior Bookkeeper	Rona Mae C. Villacarlos	SG 9 / S 3	218,688.00	SG 9 / S 3	222,720.00
	99	Administrative Aide I (Utility Worker I B)	Joanna Marie Radin	SG 1 / S 2	143,976.00	SG 1 / S 2	146,098.00
	104	Administrative Aide I (Utility Worker I B)	Nida O. Igot	SG 1 / S 4	133,080.00	SG 1 / S 4	135,202.00
	105	Administrative Aide I (Utility Worker I B)	Edwin B. Nodalo	SG 1 / S 7	136,440.00	SG 1 / S 7	138,562.00
	126	Administrative Aide III (Utility Worker II A)	Lyra H. Mendola	SG 3 / S 2	148,812.00	SG 3 / S 2	151,159.00
	144	Accountant III	Jovelyn C. Morales	SG 19/S 1	517,176.00	SG 19/S 1	527,246.00
		Record Officer	VACANT			SG 10 / S 1	102,344.00
		Administrative Officer II (Management & Audit Analyst I)	VACANT	SG 11 / S 1	68,430.00	SG 11 / S 1	74,476.00
		TOTAL			2,315,250.00		2,462,669.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Municipal Treasurer's Office							
	46	Municipal Government Department Head (Municipal Treasurer I)	VACANT	SG 24 / S 4	903,672.00	SG 24 / S 4	919,882.00
	48	Revenue Collection Clerk II	VACANT	SG 7 / S 1		SG 7 / S 1	-
	49	Revenue Collection Clerk II	Jesrael Cubilla	SG 7 / S 1	185,904.00	SG 7 / S 1	188,884.00
	51	Revenue Collection Clerk II	Leslie Mae A. Mopon	SG 7 / S 2	165,168.00	SG 7 / S 2	168,150.00
	50	Revenue Collection Clerk I	Ronalyn C. Perez	SG 5 / S 1	188,760.00	SG 5 / S 1	191,404.00
	52	Revenue Collection Clerk II	Christopher G. Nodalo	SG 7 / S 6	193,152.00	SG 7 / S 6	196,132.00
	53	Revenue Collection Clerk II	Veronica D. Abano	SG 7 / S 8	196,128.00	SG 7 / S 8	199,108.00
	103	Administrative Aide I (Utility Worker I B)	Rosalio R. Maingque	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
	112	Administrative Aide I (Utility Worker I B)	Percival S. Solaña, Jr.	SG 1 / S 5	134,196.00	SG 1 / S 5	136,317.00
	120	Local Treasury Operations Officer I	VACANT	SG 11 / S 1		SG 11 / S 1	-
		TOTAL			2,104,560.00		2,139,580.00
Municipal Assessor's Office							
	55	Municipal Government Department Head (Municipal Assessor I)	Rommel T. Lenzo	SG 24 / S 3	933,408.00	SG 24 / S 3	949,620.00
	56	Mun. Government Assistant Dept. Head I (Assistant Municipal Assessor I)	VACANT	SG 22 / S 1		SG 22 / S 1	-

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	57	Local Assessment Operation Officer I	VACANT	SG 11 / S 1		SG 11 / S 1	-
	58	Assessment Clerk I	Gloria W. Ouano	SG 4 / S 2	158,016.00	SG 4 / S 2	160,512.00
	101	Administrative Aide I (Utility Worker I B)	Randulf E. Frias	SG 1 / S 5	134,196.00	SG 1 / S 5	136,317.00
	109	Administrative Aide I (Utility Worker I B)	Michelle L. Rubia	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
		TOTAL			1,363,200.00		1,386,152.00

Rural Health Unit

	59	Municipal Government Department Head (Municipal Health Officer)	Jose Bernabe M. Figueroa	SG 24 / S 1	1,129,584.00	SG 24 / S 1	1,149,849.00
	60	Nurse III	VACANT	SG 17 / S 1	135,414.00	SG 17 / S 1	135,414.00
	61	Midwife III	VACANT	SG 13 / S 2	398,196.00	SG 13 / S 2	405,946.00
	62	Midwife II	VACANT	SG 11 / S 1	85,536.00	SG 11 / S 1	85,536.00
	63	Midwife II	Leonila S. Covero	SG 11 / S 4	356,076.00	SG 11 / S 4	363,636.00
	64	Midwife II	Glenda R. Serato	SG 11 / S 7	359,688.00	SG 11 / S 7	368,768.00
	65	Midwife II	Mary Jane M. Dinglasa	SG 11 / S 3	345,552.00	SG 11 / S 3	356,017.00
	66	Sanitation Inspector I (Rural Sanitary Inspector)	Dello G. Covero	SG 6 / S 4	224,160.00	SG 6 / S 4	227,670.00
	67	Dentist IV	VACANT	SG 22 / S 1		SG 22 / S 1	-
	68	Medical Technologist I	Lalaine Y. Pales	SG 11 / S 7	363,336.00	SG 11 / S 7	370,896.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	69	Administrative Aide III (Clerk I)	Aldwin P. Delante	SG 3 / S 3	184,608.00	SG 3 / S 3	188,128.00
	70	Dental Aide	VACANT	SG 4 / S 1		SG 4 / S 1	-
	71	Nurse II	Evawanie S. Galieta	SG 16 / S 4	515,292.00	SG 16 / S 4	525,012.00
	107	Administrative Aide I (Utility Worker I B)	Marluna A. Omambac	SG 1 / S 3	163,596.00	SG 1 / S 3	166,821.00
	121	Midwife I	Rhela Jane P. Navarrete	SG 9 / S 3	268,848.00	SG 9 / S 3	274,623.00
	134	Nurse I	Josefa Marie V. Tajos	SG 15/S 1	460,956.00	SG 15/S 1	469,931.00
		TOTAL			4,990,842.00		5,088,247.00

Municipal Social Welfare and Development Office

	72	Municipal Government Department Head 1 (Mun. Social Welfare and Dev't. Officer 1)	Charis Mae R. Cagalawan	SG 24 / S 3	948,648.00	SG 24 / S 3	964,862.00
	74	Social Welfare Assistant	Mercy A. Rosal	SG 8 / S 3	200,712.00	SG 8 / S 3	204,438.00
	94	Administrative Aide 1 (Utility Worker 1 B)	Elena D. Palda	SG 1 / S 7	137,580.00	SG 1 / S 7	139,703.00
	134	Social Welfare Officer II	VACANT	SG 15/S 1		SG 15/S 1	-
	135	Social Welfare Aide	Gelmar B. Astillero	SG 4 / S 1	155,604.00	SG 4 / S 1	158,101.00
		TOTAL			1,442,544.00		1,467,104.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Municipal Nutrition Action Office							
		Nutrition Officer I	VACANT	SG 11 / S 1	68,430.00	SG 11 / S 1	74,476.00
		TOTAL			68,430.00		74,476.00
Merida Population and Development Office							
	145	Population Program Officer I	VACANT	SG 11 / S 1	68,430.00	SG 11 / S 1	74,476.00
		TOTAL			68,430.00		74,476.00
Municipal Agriculture Office							
	75	Municipal Government Department Head (Municipal Agriculturist)	Vacant	SG 24 / S 1	903,672.00	SG 24 / S 1	919,882.00
	80	Agricultural Technologist	Letecia S. Oracion	SG 10 / S 8	248,100.00	SG 10 / S 8	252,925.00
	77	Agricultural Technologist	Sheila Mae Singson	SG 10 / S 5	241,992.00	SG 10 / S 5	246,810.00
	78	Agricultural Technologist	Virlanie A. Cartagena	SG 10 / S 3	237,984.00	SG 10 / S 3	242,808.00
	79	Agricultural Technologist	Francis V. Abarre	SG 10 / S 3	236,016.00	SG 10 / S 3	240,840.00
	84	Administrative Aide I (Utility Worker I B)	Cesar Tantiado Jr.	SG 1 / S 3	131,976.00	SG 1 / S 3	134,098.00
	136	Aquacultural Technician I	Federico G. Labador, Jr.	SG 6/ S 1	175,248.00	SG 6/ S 1	178,056.00
	137	Farm Worker I	Joel B. Calaycay	SG 2/S 1	137,976.00	SG 2/S 1	140,186.00
		TOTAL			2,312,964.00		1,355,605.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Municipal Engineering Office							
	85	Municipal Government Department Head (Municipal Engineer 1)	Zadec Alfonso M. Cardente	SG 24 / S 1	903,672.00	SG 24 / S 1	919,882.00
	124	Admin. Assistant III (Mechanic III)	VACANT	SG 9 / S 1		SG 9 / S 1	-
	87	Administrative Aide III (Driver I)	Orlando Veral	SG 3 / S 7	154,608.00	SG 3 / S 7	156,960.00
	129	Administrative Aide III (Driver I)	Elson Delos Angeles	SG 3 / S 2	148,812.00	SG 3 / S 2	151,159.00
	113	Administrative Aide I (Utility Worker 1 B)	VACANT	SG 1 / S 1		SG 1 / S 1	-
	88	Administrative Aide IV (Driver II)	Jesus Veral	SG 4 / S 7	164,172.00	SG 4 / S 7	166,663.00
	110	Administrative Aide IV (Driver II)	Marlon Oliveros	SG 4 / S 2	158,016.00	SG 4 / S 2	160,512.00
	86	Administrative Aide VI (Foreman C)	Eric Pales	SG 6 / S 2	177,960.00	SG 6 / S 2	180,766.00
	122	Engineer 1	Chriselle Anne T. Donato	SG 12 / S 1	297,492.00	SG 12 / S 1	303,653.00
	102	Administrative Aide I (Utility Worker 1 B)	Leonard J. Tajil	SG 1 / S 3	131,976.00	SG 1 / S 3	134,098.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
	111	Administrative Aide I (Utility Worker I B)	Reden Gorumba	SG 1 / S 2	143,976.00	SG 1 / S 2	146,098.00
	92	Administrative Aide I (Utility Worker I B)	Jimmy Joseph	SG 1 / S 3	131,976.00	SG 1 / S 3	134,098.00
	89	Plumber I	VACANT	SG 3 / S 1		SG 3 / S 1	-
	143	Engineer II	VACANT	SG 16 / S 1		SG 16 / S 1	-
		TOTAL			2,412,660.00		2,453,889.00

Market and Slaughterhouse

	81	Market Inspector II	VACANT	SG 8 / S 3	197,124.00	SG 8 / S 3	200,781.00
	82	Revenue Collection Clerk II	Jesus P. Tahil	SG 7 / S 3	185,904.00	SG 7 / S 3	188,884.00
	83	Revenue Collection Clerk II	VACANT	SG 7 / S 1		SG 7 / S 1	-
		TOTAL			383,028.00		389,665.00

Municipal Tourism Office

	130	Municipal Government Department Head (Municipal Tourism Officer)	Ernesto B. Pening	SG 24/ S 2	918,408.00	SG 24/ S 2	934,622.00
		Admin Aide III (Utility Worker II)	VACANT	SG 3 / S 1	36,636.00	SG 3 / S 1	38,984.00
							-
							-
		TOTAL			955,044.00		973,606.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Municipal Environment and Natural Resources Office							
		Environment Management Specialist I	VACANT	SG 11 / S 1	68,430.00	SG 11 / S 1	74,476.00
		Admin Aide I	VACANT	SG 1 / S 1	30,444.00	SG 1 / S 1	35,948.00
		TOTAL			68,430.00		110,424.00
Municipal Administrator's Office							
	131	Municipal Government Department Head (Municipal Administrator)	VACANT	SG 24 / S 1		SG 24 / S 1	392,740.00
		TOTAL			0.00		392,740.00
Business Permits and Licensing Office (BPLO)							
	133	Licensing Officer II	Mary Belen R. Abadilla	SG 15/ S 1	368,760.00	SG 15/ S 1	375,942.00
		TOTAL			368,760.00		375,942.00

PLANTILLA OF LGU PERSONNEL

CY 2025

LGU: MERIDA, LEYTE

Old	New	Position Title	Name of Incumbent	Budget Year Proposed-LBC 160		Budget Year Proposed-LBC 160	
				Rate / Annum - CY 2025		Rate / Annum - CY 2025	
				SG / Step	Amount	SG / Step	Amount
1	2	3	4	5	6	7	8
Merida Infirmary Clinic							
	134	Nurse I	Emmalyn P. Matugas	SG 15 / S 1	460,956.00	SG 15 / S 1	469,931.00
	140	Administrative Aide III (Driver 1)	VACANT	SG 3 / S 1	45,795.00	SG 3 / S 1	53,635.00
	141	Administrative Aide 1 (Utility Worker 1 B)	VACANT	SG 1 / S 1	40,590.00	SG 1 / S 1	43,245.00
	146	Medical Officer III	VACANT	SG 21 / S 1		SG 21 / S 1	-
	147	Midwife I	VACANT	SG 9 / S 1	66,657.00	SG 9 / S 1	71,692.00
		Midwife I	VACANT	SG 3 / S 1	66,657.00	SG 3 / S 1	71,692.00
		Nurse I	VACANT	SG 1 / S 1	115,239.00	SG 1 / S 1	124,214.00
		TOTAL			795,894.00		834,409.00
Local Youth Development Office (LYDO)							
		Local Youth Development Officer	VACANT	SG 24/S1		SG 24/S1	
		TOTAL					0.00

Prepared:

OSCAR D. CALAMBO
HRMO

Reviewed:

ERNESTO B. PENING
Municipal Budget Officer - Designate

Approved:

ENGR. ROLANDO M. VILLASENCIO
Municipal Mayor