

Item No.: 03

Date: 07 2025 OCT



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Legal Office
Date: 9-24-25

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 29 2025
By: [Signature]

PROVINCIAL LEGAL OFFICE

2nd INDORSEMENT
September 15, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-16 of the Sangguniang Bayan of Palo, Leyte.

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

- Ordinance No. 2025-16: **“An Ordinance establishing additional departments, offices and or Sections and creating additional positions in the organizational structure of the Municipal Government of Palo, 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 76², subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and competent authorities and/or the courts.

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹(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
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

Office of the Provincial Legal Officer
Legal Officer
9-11-25

1ST INDORSEMENT
11 September 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-16** of the **Municipality of Palo, Leyte**, entitled: **An Ordinance establishing additional department(s), office(s), and/or Section(s) and creating additional positions in the organizational structure of the Municipal Government of Palo, Leyte.**



FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



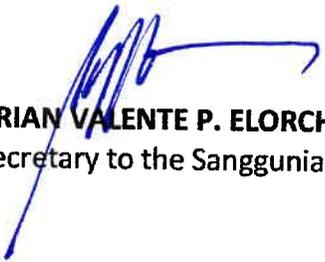
Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

1st Indorsement
September 10, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: SEP 10 2025
By: [Signature]

Respectfully forwarded to the Hon. Sangguniang Panlalawigan, Palo, Leyte, the herein attached copy of Municipal Ordinance No. 2025-16 of the Sangguniang Bayan, Palo, Leyte, dated July 29, 2025, with accompanying Minutes, which are all self-explanatory, being submitted herewith for consideration and review.


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

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PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

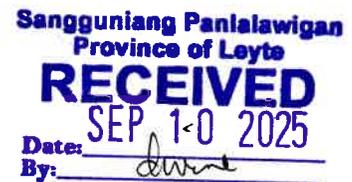
EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Present:

Hon. Jonathan P. Chiquillo	Presiding Officer
Hon. Chiqui Ruth C. Uy	SB Member
Hon. Andres Ian R. Sevilla	SB Member
Hon. Felipe T. Ygrubay, Jr.	SB Member
Hon. Casimero B. Parado II	SB Member
Hon. Antonino C. Hernit	SB Member
Hon. Casimero P. Villas, Jr.	SB Member
Hon. Panchito M. Cortez	SB Member
Hon. Aaron H. Roca	SB Member
Hon. Gregorio Papoose V. Lantajo, Jr.	President, Liga ng mga Barangay
Hon. Mary Dwell S. Agner	President, PPSK

Absent:

N o n e.



MUNICIPAL ORDINANCE NO. 2025-16

AN ORDINANCE ESTABLISHING ADDITIONAL DEPARTMENT(S), OFFICE(S), AND/OR SECTION(S) AND CREATING ADDITIONAL POSITIONS IN THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE.

WHEREAS, Section 76 of Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides that local government units 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 of the Civil Service Commission;

WHEREAS, Section 77 of the Local Government Code provides that the chief executive of every local government unit shall be responsible for human resources and development and shall take all personnel actions in accordance with the constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish;

WHEREAS, Section 447 (viii) of the same code provides that the Sangguniang Bayan shall determine the positions and the 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;

WHEREAS, in order to streamline and to provide a more responsive and comprehensive approach relative to the delivery of public services, it is imperative to establish additional departments, offices or sections as well as the creation of additional positions;

WHEREAS, certain special laws, rules and regulations have required for the creation or institutionalization of various offices and positions which are necessary for the efficient delivery of services;

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-16

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In view of the foregoing, be it enacted by the Sangguniang Bayan of the Municipality of Palo, in session duly assembled, the following:

SECTION 1. TITLE. This Ordinance shall be known as "An Ordinance Establishing Additional Department(s), Office(s), and/or Section(s) and Creating of Additional Positions in the Organizational Structure of the Municipal Government of Palo, Leyte".

SECTION 2. ESTABLISHMENT OF ADDITIONAL DEPARTMENT(S), OFFICE(S), AND/OR SECTION(S) AND CREATING OF ADDITIONAL POSITIONS IN THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE. There is hereby established the following department(s), office(s), and/or section(s) in the organizational structure of the Municipal Government of Palo, Leyte. Further, there is hereby created additional positions in the organizational structure of the Municipal Government of Palo, Leyte (OFFICES AND/OR POSITIONS NEWLY CREATED UNDER THIS ORDINANCE ARE MARKED WITH AN ASTERISK AND UNDERLINED):

I. EXECUTIVE DEPARTMENT

1. OFFICE OF THE MUNICIPAL MAYOR

- a. Municipal Mayor SG 27
- b. Senior Administrative Assistant III (Private Secretary II) Coterminous SG 15
- c. Administrative Officer II (Information Officer I) SG 11
- d. Administrative Aide IV (Driver II) SG 4
- e. Administrative Aide IV (Clerk II) SG 4
- f. Administrative Aide III (Clerk I) SG 3
- g. Administrative Aide II (Messenger) SG 2
- h. Administrative Aide II (Reproduction Machine Operator I) SG 2
- i. Administrative Aide II (Reproduction Machine Operator I) SG 2
- j. Administrative Aide II (Bookbinder I) SG 2
- k. Administrative Aide II (Bookbinder I) SG 2
- l. Administrative Aide I (Utility Worker I) SG 1

1.1. OFFICE OF THE MUNICIPAL ADMINISTRATOR

- a. Municipal Government Department Head I (Municipal Administrator) Coterminous SG 24*
- b. Administrative Officer V (Administrative Officer III) Coterminous SG 18
- c. Administrative Aide III (Clerk I) SG 3

1.2. BUSINESS PERMITS AND LICENSING OFFICE

- a. Licensing Officer I SG 11
- b. License Inspector I SG 6*

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SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-16

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- 1.3. ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE
a. Development Management Officer I SG 11

- 1.4. GENERAL SERVICES SECTION
- a. Administrative Aide IV (Storekeeper I) SG 4
 - b. Administrative Aide IV (Driver II) SG 4
 - c. Administrative Aide III (Clerk I) SG 3
 - d. Construction and Maintenance Man SG 2
 - e. Construction and Maintenance Man SG 2
 - f. Administrative Aide II (Messenger) SG 2
 - g. Metro Aide SG 2
 - h. Metro Aide SG 2
 - i. Metro Aide SG 2
 - j. Metro Aide SG 2
 - k. Administrative Aide I (Laborer I) SG 1
 - l. Administrative Aide I (Laborer I) SG 1
 - m. Administrative Aide I (Laborer I) SG 1
 - n. Administrative Aide I (Utility Worker I) SG 1
 - o. Administrative Aide I (Utility Worker I) SG 1

- 1.5. HOUSING AND HOMESITE REGULATIONS SECTION
a. Housing and Homesite Regulation Officer I SG 11

- 1.6. INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION
a. Computer Maintenance Technologist I SG 11

- 1.7. INTERNAL AUDIT SERVICES OFFICE*
a. Internal Auditor I SG 11 *

- 1.8. LEGAL SERVICES OFFICE*
a. Attorney IV SG 23*
b. Attorney II SG 18*

- 1.9. LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE
- a. Cooperatives Development Specialist I SG 11*
 - b. Administrative Officer I (Records Officer I) SG 10
 - c. Administrative Aide III (Clerk I) SG 3
 - d. Administrative Aide I (Utility Worker I) SG 1



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1.10. ECONOMIC ENTERPRISE MANAGEMENT UNIT

1.10.1 MARKET

- a. Market Supervisor I SG 10
- b. Administrative Aide II (Messenger) SG 2
- c. Watchman I SG 2
- d. Administrative Aide I (Laborer I) SG 1
- e. Administrative Aide I (Laborer I) SG 1
- f. Administrative Aide I (Utility Worker I) SG 1
- g. Administrative Aide I (Utility Worker I) SG 1

1.10.2 SLAUGHTERHOUSE

- a. Slaughterhouse Master I SG 10*
- b. Meat Inspector I SG 6
- c. Watchman I SG 2
- d. Administrative Aide I (Laborer I) SG 1
- e. Administrative Aide I (Laborer I) SG 1
- f. Administrative Aide I (Utility Worker I) SG 1

1.10.3 CEMETERY

- a. Cemetery Caretaker SG 2
- b. Administrative Aide I (Laborer I) SG 1
- c. Administrative Aide I (Utility Worker I) SG 1

1.11. PUBLIC EMPLOYMENT SERVICE OFFICE

- a. Senior Labor and Employment Officer SG 19

1.12. ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE

- a. Senior Environmental Management Specialist SG 18

1.13. TOURISM, CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEVELOPMENT OFFICE

1.13.1. TOURISM, CULTURE, ARTS AND MEDIA OFFICE

- a. Senior Tourism Culture and the Arts Officer (Senior Tourism Operations Officer) SG 18
- b. Tourism Culture and the Arts Officer I (Tourism Operations Officer I) SG 11

1.13.2. YOUTH AND SPORTS DEVELOPMENT OFFICE

- a. Youth Development Officer I SG 10

2. OFFICE OF THE MUNICIPAL ACCOUNTANT

- a. Municipal Government Department Head I (Municipal Accountant) SG 24
- b. Accountant III SG 19
- c. Accountant I SG 12*



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EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- d. Administrative Assistant III (Senior Bookkeeper) SG 9
 - e. Administrative Assistant II (Bookkeeper I) SG 8
 - f. Administrative Assistant II (Bookkeeper I) SG 8
 - g. Administrative Aide IV (Accounting Clerk I) SG 4
 - h. Administrative Aide IV (Accounting Clerk I) SG 4
 - i. Administrative Aide II (Bookbinder I) SG 2
 - j. Administrative Aide I (Utility Worker I) SG 1
3. OFFICE OF THE MUNICIPAL AGRICULTURIST
- a. Municipal Government Department Head I (Municipal Agriculturist) SG 24
 - b. Municipal Agricultural Officer SG 20
 - c. Veterinarian I SG 13*
 - d. Agricultural Technologist SG 10
 - e. Agricultural Technologist SG 10
 - f. Agricultural Technologist SG 10
 - g. Agricultural Technologist SG 10
 - h. Agricultural Technologist SG 10
 - i. Agricultural Technologist SG 10
 - j. Farm Worker I SG 2
 - k. Administrative Aide I (Laborer I) SG 1
 - l. Administrative Aide I (Laborer I) SG 1
 - m. Administrative Aide I (Laborer I) SG 1
 - n. Administrative Aide I (Laborer I) SG 1
 - o. Administrative Aide I (Utility Worker I) SG 1
4. OFFICE OF THE MUNICIPAL ASSESSOR
- a. Municipal Government Department Head I (Municipal Assessor) SG 24
 - b. Local Assessment Operations Officer I SG 11
 - c. Draftsman I SG 6
 - d. Assessment Clerk II SG 6
 - e. Assessment Clerk I SG 4
 - f. Assessment Clerk I SG 4
 - g. Assessment Clerk I SG 4
 - h. Assessment Clerk I SG 4
 - i. Administrative Aide II (Messenger) SG 2
 - j. Administrative Aide I (Utility Worker I) SG 1
5. OFFICE OF THE MUNICIPAL BUDGET OFFICER
- a. Municipal Government Department Head I (Municipal Budget Officer) SG 24
 - b. Administrative Officer II (Budget Officer I) SG 11
 - c. Administrative Assistant II (Budgeting Assistant) SG 8
 - d. Administrative Aide IV (Budgeting Aide) SG 4
 - e. Administrative Aide IV (Budgeting Aide) SG 4
 - f. Administrative Aide II (Reproduction Machine Operator I) SG 2
 - g. Administrative Aide I (Utility Worker I) SG 1



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6. OFFICE OF THE MUNICIPAL CIVIL REGISTRAR
 - a. Municipal Government Department Head I (Municipal Civil Registrar) SG 24
 - b. Registration Officer I SG 10
 - c. Administrative Aide VI (Clerk III) SG 6
 - d. Administrative Aide VI (Clerk III) SG 6
 - e. Administrative Aide II (Reproduction Machine Operator I) SG 2
 - f. Administrative Aide I (Utility Worker I) SG 1

- 6.1. POPULATION OFFICE
 - a. Population Program Officer I SG 11

7. OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER*
 - a. Municipal Government Department Head I (Municipal Human Resource Management Officer) SG 24*

- 7.1. PERSONNEL MANAGEMENT SECTION*
 - a. Supervising Administrative Officer (Administrative Officer IV) SG 22
 - b. Administrative Aide III (Clerk I) SG 3*

- 7.2. PERSONNEL RECORDS MANAGEMENT SECTION*
 - a. Administrative Officer II (Human Resource Management Officer I) SG 11
 - b. Administrative Aide III (Clerk I) SG 3

- 7.3. PERSONNEL COMPENSATION & BENEFITS SECTION*
 - a. Administrative Officer II (Human Resource Management Officer I) SG 11*
 - b. Administrative Aide III (Clerk I) SG 3*

8. OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER
 - a. Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer) SG 24
 - b. Local Disaster Risk Reduction and Management Officer III SG 18
 - c. Local Disaster Risk Reduction and Management Officer I SG 11
 - d. Local Disaster Risk Reduction Management Assistant SG 8
 - e. Administrative Aide III (Clerk I) SG 3
 - f. Administrative Aide III (Driver I) SG 3

- 8.1. RESEARCH AND PLANNING SECTION
 - a. Local Disaster Risk Reduction Management Assistant SG 8

- 8.2. ADMINISTRATION AND TRAINING SECTION
 - a. Local Disaster Risk Reduction Management Assistant SG 8



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8.3. OPERATIONS AND WARNING SECTION

a. Local Disaster Risk Reduction Management Assistant SG 8

8.3.1. EMERGENCY RESPONSE UNIT

a. Administrative Aide III (Clerk I) SG 3

8.3.2. WATER PATROL, RESCUE AND RESPONSE UNIT

a. Administrative Aide III (Clerk I) SG 3

8.3.3. TRAFFIC AND SECURITY MANAGEMENT UNIT

a. Security Officer I SG 11

b. Traffic Operations Officer I SG 11

c. Parking Aide I SG 2

9. OFFICE OF THE MUNICIPAL ENGINEER

a. Municipal Government Department Head I (Municipal Engineer) SG 24

b. Engineer II SG 16

c. Architect I SG 12

d. Engineering Assistant SG 8

e. Draftsman I SG 6

f. Administrative Aide II (Messenger) SG 2

g. Administrative Aide II (Reproduction Machine Operator I) SG 2

h. Administrative Aide II (Bookbinder I) SG 2

i. Administrative Aide I (Laborer I) SG 1

j. Administrative Aide I (Laborer I) SG 1

k. Administrative Aide I (Laborer I) SG 1

l. Administrative Aide I (Laborer I) SG 1

m. Administrative Aide I (Utility Worker I) SG 1

9.1. OFFICE OF THE BUILDING OFFICIAL

a. Engineer I SG 12

b. Building Inspector SG 11

9.2. OFFICE OF THE AGRICULTURAL BIOSYSTEMS ENGINEER*

a. Engineer III SG 19*

10. OFFICE OF THE MUNICIPAL HEALTH OFFICER

a. Municipal Government Department Head I (Municipal Health Officer) SG 24

b. Dentist II SG 17

c. Dental Aide SG 4

d. Nurse II SG 16



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EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- e. Nurse I SG 15
- f. Psychologist I SG 11*
- g. Radiologic Technologist I SG 11
- h. Medical Technologist I SG 11
- i. Medical Technologist SG 11
- j. Pharmacist I SG 11
- k. Nutrition Officer I SG 10*
- l. Health Education & Promotion Officer I SG 10*
- m. Sanitation Inspector II SG 8
- n. Sanitation Inspector II SG 8
- o. Sanitation Inspector I SG 6
- p. Midwife III SG 13
- q. Midwife III SG 13
- r. Midwife II SG 11
- s. Midwife II SG 11
- t. Midwife II SG 11
- u. Midwife II SG 11
- v. Midwife II SG 11
- w. Midwife I SG 9
- x. Midwife I SG 9
- y. Administrative Assistant I SG 7*
- z. Administrative Aide III (Clerk I) SG 3*
- aa. Administrative Aide III (Driver I) SG 3
- bb. Laboratory Aide I SG 2
- cc. Administrative Aide I (Laborer I) SG 1
- dd. Administrative Aide I (Laborer I) SG 1
- ee. Administrative Aide I (Utility Worker I) SG 1

10.1. EPIDEMIOLOGY SURVEILLANCE UNIT

- a. Nurse I SG 15

11. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

- a. Municipal Government Department Head I (Municipal Planning and Development Coordinator) SG 24
- b. Planning Officer I SG 11
- c. Zoning Inspector I SG 6
- d. Statistician Aide I SG 4
- e. Administrative Aide II (Messenger) SG 2
- f. Administrative Aide I (Utility Worker I) SG 1

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EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

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12. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER
 - a. Municipal Government Department Head I (Municipal Social Welfare and Development Officer) SG 24
 - b. Social Welfare Officer III SG 18
 - c. Social Welfare Officer II SG 15*
 - d. Social Welfare Officer I SG 11
 - e. Social Welfare Assistant SG 8
 - f. Day Care Worker I SG 6
 - g. Administrative Aide IV (Clerk II) SG 4
 - h. Administrative Aide II (Messenger) SG 2
 - i. Administrative Aide II (Reproduction Machine Operator I) SG 2
 - j. Administrative Aide II (Bookbinder I) SG 2
 - k. Administrative Aide I (Laborer I) SG 1
 - l. Administrative Aide I (Laborer I) SG 1
 - m. Administrative Aide I (Utility Worker I) SG 1
 - n. Administrative Aide I (Utility Worker I) SG 1
- 12.1. SENIOR CITIZEN'S AFFAIRS OFFICE
 - a. Social Welfare Aide SG 4
- 12.2. PERSONS WITH DISABILITY AFFAIRS OFFICE
 - a. Disability Affairs Officer III SG 18
13. OFFICE OF THE MUNICIPAL TREASURER
 - a. Municipal Government Department Head I (Municipal Treasurer) SG 24
 - b. Municipal Government Assistant Department Head I (Assistant Municipal Treasurer) SG 22
 - c. Administrative Aide III (Clerk I) SG 3
 - d. Administrative Aide II (Messenger) SG 2
 - e. Administrative Aide II (Reproduction Machine Operator I) SG 2
 - f. Administrative Aide II (Bookbinder I) SG 2
 - g. Administrative Aide I (Utility Worker I) SG 1
- 13.1. CASH OPERATION
 - a. Administrative Assistant II (Disbursing Officer II) SG 8
 - b. Administrative Aide VI (Disbursing Officer I) SG 6
- 13.2. REVENUE OPERATION
 - a. Revenue Collection Clerk II SG 7
 - b. Revenue Collection Clerk I SG 5
 - c. Revenue Collection Clerk I SG 5
 - d. Revenue Collection Clerk I SG 5
 - e. Revenue Collection Clerk I SG 5



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EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

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- f. Revenue Collection Clerk I SG 5
- g. Revenue Collection Clerk I SG 5
- h. Revenue Collection Clerk I SG 5
- i. Ticket Checker SG 3
- j. Ticket Checker SG 3
- k. Ticket Checker SG 3
- l. Ticket Checker SG 3
- m. Ticket Checker SG 3

II. LEGISLATIVE DEPARTMENT

1. OFFICE OF THE MUNICIPAL VICE-MAYOR

- a. Municipal Vice-Mayor SG 25
- b. Administrative Aide III (Clerk I) SG 3
- c. Administrative Aide II (Messenger) SG 2
- d. Administrative Aide I (Utility Worker I) SG 1

2. OFFICE OF THE SANGGUNIANG BAYAN

- a. Sangguniang Bayan Member SG 24
- b. Sangguniang Bayan Member SG 24
- c. Sangguniang Bayan Member SG 24
- d. Sangguniang Bayan Member SG 24
- e. Sangguniang Bayan Member SG 24
- f. Sangguniang Bayan Member SG 24
- g. Sangguniang Bayan Member SG 24
- h. Sangguniang Bayan Member SG 24
- i. Sangguniang Bayan Member SG 24
- j. Sangguniang Bayan Member SG 24
- k. Board Secretary I SG 14
- l. Legislative Staff Assistant I SG 6
- m. Administrative Aide III (Driver I) SG 3
- n. Administrative Aide IV (Storekeeper I) SG 4
- o. Administrative Aide IV (Driver II) SG 4
- p. Administrative Aide III (Driver I) SG 3
- q. Administrative Aide II (Messenger) SG 2
- r. Administrative Aide I (Utility Worker I) SG 1

3. OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN

- a. Secretary to the Sangguniang Bayan SG 24
- b. Local Legislative Staff Officer IV SG 19*
- c. Administrative Officer III SG 14*
- d. Administrative Officer III (Records Officer II) SG 14*
- e. Administrative Aide III (Clerk I) SG 3
- f. Administrative Aide III (Clerk I) SG 3



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- g. Administrative Aide II (Messenger) SG 2
- h. Administrative Aide I (Utility Worker I) SG 1

SECTION 3. ORGANIZATIONAL CHART. The new organizational chart is hereby attached (Attachment "A") and made an integral part of this Ordinance.

SECTION 4. QUALIFICATION STANDARDS. Pursuant to the Civil Service Commission Rules and Regulations, the minimum qualifications standards for the positions to be created are the following:

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Municipal Government Department Head I (Municipal Administrator) Cotermious	24	Bachelor's Degree preferably in Public Administration, Law or any other related course	3 years' experience in management and administration work	None Required	First Grade or its equivalent
License Inspector I	6	Completion of Two Years Studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
Internal Auditor I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Attorney IV	23	Bachelor of Laws	2 years of relevant experience	8 hours of relevant training	RA 1080 (BAR)
Attorney II	18	Bachelor of Laws	None Required	None Required	RA 1080 (BAR)
Cooperatives Development Specialist I	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Slaughterhouse Master I	10	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility



**Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo**

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-16

-Page 12

Accountant I	12	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	None Required	None Required	RA 1080 (CPA)
Veterinarian I	13	Doctor of Veterinary Medicine	None Required	None Required	RA 1080 (Veterinarian)
Municipal Government Department Head I (Municipal Human Resource Management Officer)	24	Bachelor's Degree	3 years of relevant experience in management and supervision	24 hours training in management and supervision	Career Service (Professional) Second Level Eligibility
Administrative Aide III (Clerk I)	3	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
Administrative Officer II (Human Resource Management Officer I)	11	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Engineer III	19	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	2 years of relevant experience in agricultural engineering or agricultural and biosystems engineering	8 hours of relevant training	RA 10915 (ABE)
Psychologist I	11	Master's Degree in Psychology	None Required	None Required	RA 10029 (Psychologist)



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-16

-Page 13

Nutrition Officer I	10	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Health Education and Promotion Officer I	10	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant I	7	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
Social Welfare Officer II	15	Bachelor's Degree in Social Work	1 year of relevant experience	4 hours of relevant training	RA 1080 (Social Worker)
Local Legislative Staff Officer IV	19	Bachelor's Degree relevant to the Job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer III	14	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Officer III (Records Officer II)	14	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

SECTION 5. JOB DESCRIPTION. The duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code, Civil Service Commission (CSC) rules, laws and regulations and/or such laws as may be applicable.

SECTION 6. REPEALING CLAUSE. All Ordinances, Resolutions, Executive Orders and other issuances which are inconsistent with the provisions of this Ordinance are hereby amended, modified and/or repealed accordingly.

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Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXERPTS FROM THE MINUTES OF THE 5TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON JULY 29, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

Municipal Ordinance No. 2025-16

-Page 14

SECTION 7. SEPARABILITY CLAUSE. If, for any reason, parts or provisions of this Ordinance are held to be unconstitutional or invalid, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 8. IMPLEMENTATION AND APPROPRIATION. The establishment of new department(s), office(s) and/or section(s) shall take effect in Calendar Year 2025. Further, the newly-created positions are made part of the Plantilla of the Local Government Unit of Palo, Leyte and shall be charged from the personal services component of the Municipality, subject to availability of funds.

SECTION 9. EFFECTIVITY. This ordinance shall take effect immediately upon its approval and compliance with the posting and publication requirements as provided by law.

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

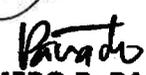
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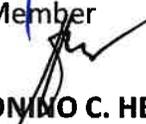

JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer


CHIQUI ROTH C. UY
SB Member


ANDRES IAN R. SEVILLA
SB Member

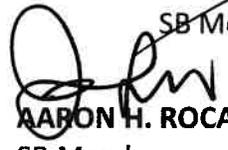

FELIPE T. YGRUBAY, JR.
SB Member

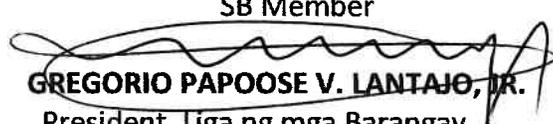

CASIMERO B. PARADO II
SB Member

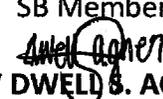

ANTONINO C. HERNIT
SB Member


CASIMERO H. VILLAS, JR.
SB Member


PANCHITO M. CORTEZ
SB Member


AARON H. ROCA
SB Member


GREGORIO PAPOOSE V. LANTAJO, JR.
President, Liga ng mga Barangay


MARY DWEL S. AGNER
President, PPSK

APPROVED. September 9, 2025.


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE

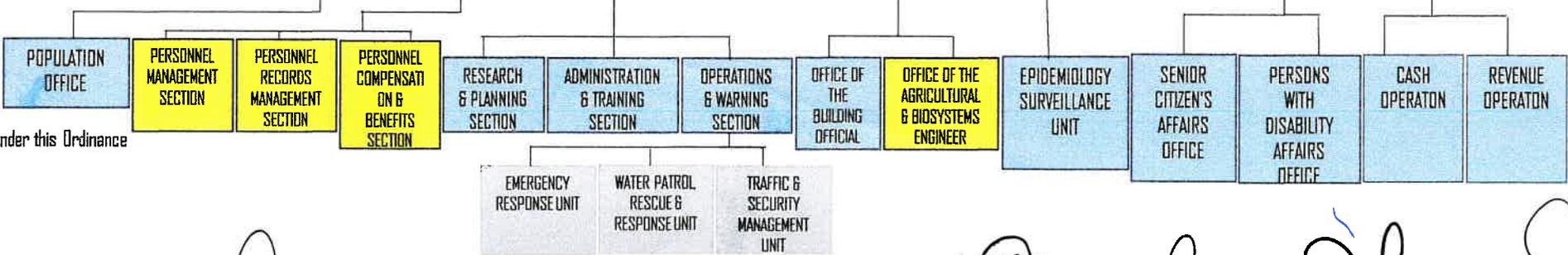
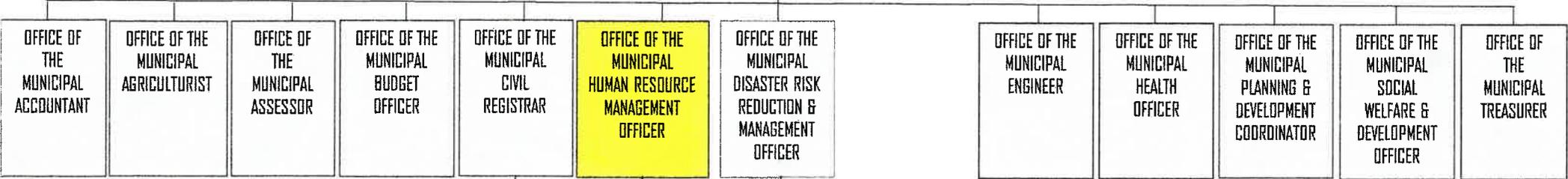
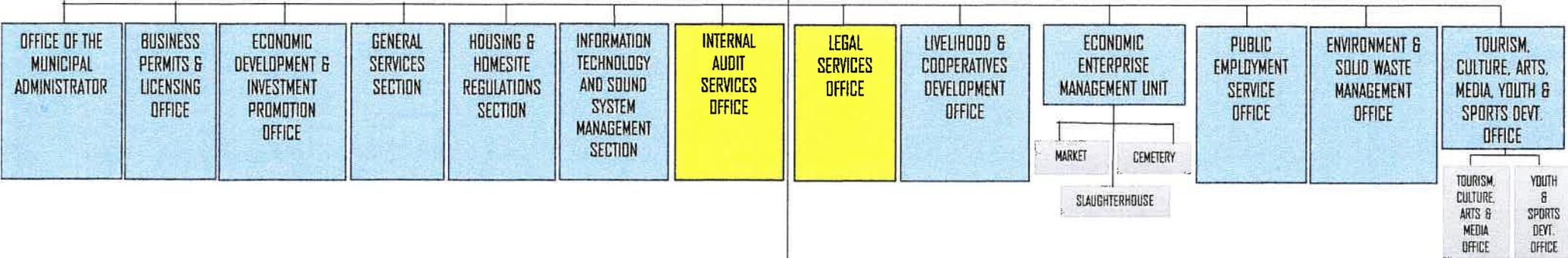
**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL VICE MAYOR

OFFICE OF THE SANGGUNIANG BAYAN

OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN



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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

001 - Municipal Mayor (SG 27)

004 - Administrative Aide IV (SG 4)
(Driver II)

011T - Administrative Aide II (SG 2)
(Messenger)

010 - Administrative Aide I (SG 1)
(Utility Worker I)

002 - Senior Administrative Assistant III (SG 15)
(Private Secretary II) Co-Term

006 - Administrative Officer II (SG 11)
(Information Officer I)

003 - Administrative Aide IV (SG 4)
(Clerk II)

011L - Administrative Aide III (SG 3)
(Clerk I)

011AB - Administrative Aide II (SG 2)
(Bookbinder I)

011AC - Administrative Aide II (SG 2)
(Bookbinder I)

011AA - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

011Z - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

OFFICE OF THE MUNICIPAL ADMINISTRATOR

**Municipal Government Department
Head I (Municipal Administrator)
(SG 24)**
Coterminous

D11A - Administrative Officer V (SG 18)
(Administrative Officer III) Co-Term

D11B - Administrative Aide III (SG 3)
(Clerk I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

BUSINESS PERMITS & LICENSING OFFICE

102 - Licensing Officer I (SG 11)

License Inspector I (SG 6)

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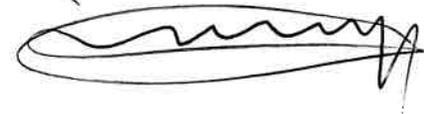
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ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

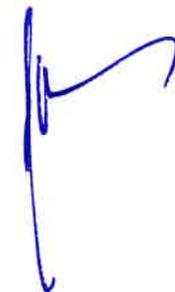
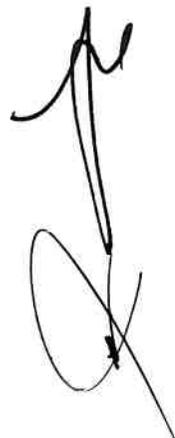
ECONOMIC DEVELOPMENT & INVESTMENT PROMOTION OFFICE

103 - Development Management Officer I (SG II)

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Parade



MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

GENERAL SERVICES SECTION

D008 - Administrative Aide IV (SG 4)
(Storekeeper I)

D110 - Administrative Aide IV (SG 4)
(Driver II)

D111 - Administrative Aide III (SG 3)
(Clerk I)

D11U - Administrative Aide II (SG 2)
(Messenger)

D11AD - Administrative Aide I (SG 1)
(Laborer I)

D11AE - Administrative Aide I (SG 1)
(Laborer I)

D11AF - Administrative Aide I (SG 1)
(Laborer I)

D11AG - Administrative Aide I (SG 1)
(Utility Worker I)

D11AH - Administrative Aide I (SG 1)
(Utility Worker I)

D11R - Construction & Maintenance Man (SG 2)

D11S - Construction & Maintenance Man (SG 2)

D11V - Metro Aide (SG 2)

D11W - Metro Aide (SG 2)

D11X - Metro Aide (SG 2)

D11Y - Metro Aide (SG 2)

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Amel Dagen

J *John* *S* *S*

**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

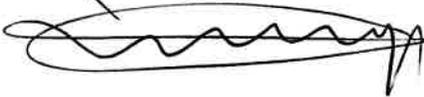
OFFICE OF THE MUNICIPAL MAYOR

HOUSING & HOMESITE REGULATIONS SECTION

104 - Housing & Homesite Regulation Officer I (SG II)

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Amelia

J. J. H.

J.



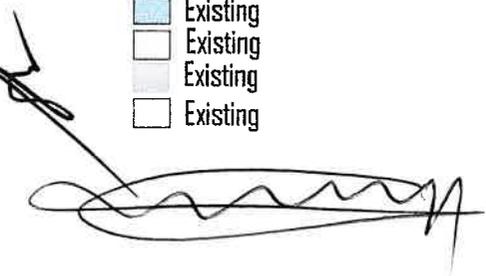
OFFICE OF THE MUNICIPAL MAYOR

INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION

105 - Computer Maintenance Technologist I (SG II)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

INTERNAL AUDIT SERVICES OFFICE

Internal Auditor I (SG 11)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

LEGAL SERVICES OFFICE

Attorney IV (SG 23)

Attorney II (SG 18)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

LIVELIHOOD & COOPERATIVES DEVELOPMENT OFFICE

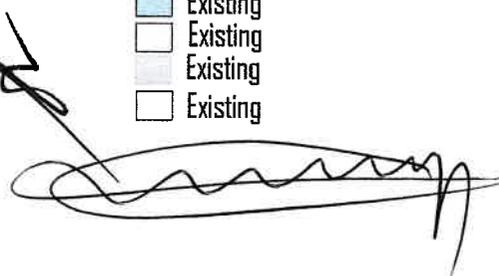
Cooperatives Development Specialist I (SG 11)

106 - Administrative Officer I (SG 10)
(Records Officer I)

011J - Administrative Aide III (SG 3)
(Clerk I)

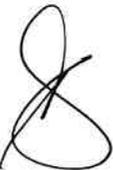
009 - Administrative Aide I (SG 1)
(Utility Worker I)

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Aileen Agnew



MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

ECONOMIC ENTERPRISE MANAGEMENT UNIT

MARKET

D12 - Market Supervisor I (SG 10)

D13A - Administrative Aide II (SG 2)
(Messenger)

D13B - Watchman I (SG 2)

D13D - Administrative Aide I (SG 1)
(Laborer I)

D13E - Administrative Aide I (SG 1)
(Laborer I)

D13I - Administrative Aide I (SG 1)
(Utility Worker I)

D13J - Administrative Aide I (SG 1)
(Utility Worker I)

SLAUGHTERHOUSE

Slaughterhouse Master I (SG 10)

D13 - Meat Inspector I (SG 6)

D13C - Watchman I (SG 2)

D13F - Administrative Aide I (SG 1)
(Laborer I)

D13G - Administrative Aide I (SG 1)
(Laborer I)

D13K - Administrative Aide I (SG 1)
(Utility Worker I)

CEMETERY

D11P - Cemetery Caretaker (SG 2)

D13H - Administrative Aide I (SG 1)
(Laborer I)

D13L - Administrative Aide I (SG 1)
(Utility Worker I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL MAYOR

PUBLIC EMPLOYMENT SERVICE OFFICE

107 - Senior Labor & Employment Officer (SG 19)

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL MAYOR

ENVIRONMENT & SOLID WASTE MANAGEMENT OFFICE

**D29A - Senior Environmental Management Specialist
(SG 18)**

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OFFICE OF THE MUNICIPAL MAYOR

TOURISM, CULTURE, ARTS, MEDIA, YOUTH & SPORTS DEVELOPMENT OFFICE

TOURISM, CULTURE, ARTS AND MEDIA OFFICE

YOUTH & SPORTS DEVELOPMENT OFFICE

011F - Senior Tourism Culture & the Arts Officer (SG 18)
(Senior Tourism Operations Officer)

108 - Youth Development Officer I (SG 10)

011G - Tourism Culture & the Arts Officer I (SG 11)
(Tourism Operations Officer I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL ACCOUNTANT

D39 - Municipal Government Department Head I (SG 24)
(Municipal Accountant)

D39A - Accountant III (SG 19)

Accountant I (SG 12)

D43 - Administrative Aide IV (SG 4)
(Accounting Clerk I)

D43A - Administrative Aide IV (SG 4)
(Accounting Clerk I)

D43B - Administrative Aide II (SG 2)
(Bookbinder I)

D43C - Administrative Aide I (SG 1)
(Utility Worker I)

D40 - Administrative Assistant III (SG 9)
(Senior Bookkeeper)

D41 - Administrative Assistant II (SG 8)
(Bookkeeper I)

D42 - Administrative Assistant II (SG 8)
(Bookkeeper I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL AGRICULTURIST

**068A - Municipal Government Department Head I
(SG 24)**
(Municipal Agriculturist)

070 - Municipal Agricultural Officer (SG 20)

076B - Administrative Aide I (SG 1)
(Laborer I)

076C - Administrative Aide I (SG 1)
(Laborer I)

076D - Administrative Aide I (SG 1)
(Laborer I)

076E - Administrative Aide I (SG 1)
(Laborer I)

071 - Agricultural Technologist (SG 10)

072 - Agricultural Technologist (SG 10)

073 - Agricultural Technologist (SG 10)

074 - Agricultural Technologist (SG 10)

075 - Agricultural Technologist (SG 10)

076 - Agricultural Technologist (SG 10)

Veterinarian I (SG 13)

076A - Farm Worker I (SG 2)

076F - Administrative Aide I (SG 1)
(Utility Worker I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL ASSESSOR

**057 - Municipal Government Department Head I
(SG 24) (Municipal Assessor)**

109 - Local Assessment Operations Officer I (SG 11)

063 - Assessment Clerk II (SG 6)

060 - Assessment Clerk I (SG 4)

061 - Assessment Clerk I (SG 4)

059 - Assessment Clerk I (SG 4)

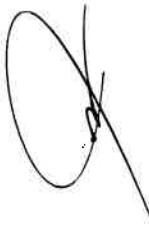
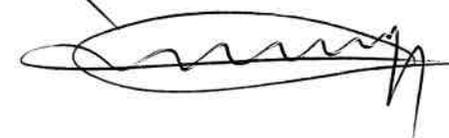
062 - Assessment Clerk I (SG 4)

058 - Draftsman I (SG 6)

**063A - Administrative Aide II (SG 2)
(Messenger)**

**063B - Administrative Aide I (SG 1)
(Utility Worker I)**

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL BUDGET OFFICER

036 - Municipal Government Department Head I (SG 24)
(Municipal Budget Officer)

110 - Administrative Officer II (SG 11)
(Budget Officer I)

037 - Administrative Assistant II (SG 8)
(Budgeting Assistant)

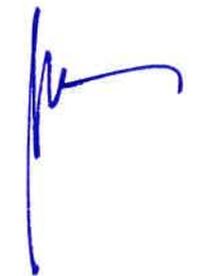
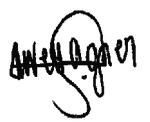
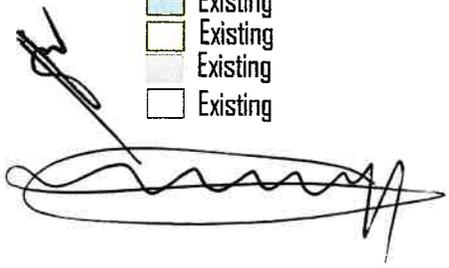
038 - Administrative Aide IV (SG 4)
(Budgeting Aide)

038A - Administrative Aide IV (SG 4)
(Budgeting Aide)

038B - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

038C - Administrative Aide I (SG 1)
(Utility Worker I)

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

030 - Municipal Government Department Head I (SG 24)
(Municipal Civil Registrar)

111 - Registration Officer I (SG 10)

031 - Administrative Aide VI (SG 6)
(Clerk III)

032 - Administrative Aide VI (SG 6)
(Clerk III)

032A - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

032B - Administrative Aide I (SG 1)
(Utility Worker I)

**POPULATION
OFFICE**

112 - Population Program Officer I (SG 11)

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL HUMAN RESOURCE MANAGEMENT OFFICER

**Municipal Government Department Head I (SG 24)
(Municipal Human Resource Management Officer)**

PERSONNEL MANAGEMENT SECTION

**D11M - Supervising Administrative Officer (SG 22)
(Administrative Officer IV)**

**Administrative Aide III (SG 3)
(Clerk I)**

PERSONNEL RECORDS MANAGEMENT SECTION

**D11 - Administrative Officer II (SG 11)
(Human Resource Management Officer I)**

**D11H - Administrative Aide III (SG 3)
(Clerk I)**

PERSONNEL COMPENSATION & BENEFITS SECTION

**Administrative Officer II (SG 11)
(Human Resource Management Officer I)**

**Administrative Aide III (SG 3)
(Clerk I)**

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OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER

113 - Municipal Government Department Head I (SG 24)
(Local Disaster Risk Reduction and Management Officer)

011E - Local Disaster Risk Reduction Management Officer III (SG 18)

011K - Administrative Aide III (SG 3)
(Clerk I)

011C - Local Disaster Risk Reduction Management Officer I (SG 11)

005 - Administrative Aide III (SG 3)
(Driver I)

011D - Local Disaster Risk Reduction Management Assistant (SG 8)

RESEARCH & PLANNING SECTION

ADMINISTRATION & TRAINING SECTION

OPERATIONS & WARNING SECTION

114 - Local Disaster Risk Reduction Management Assistant (SG 8)

116 - Local Disaster Risk Reduction Management Assistant (SG 8)

115 - Local Disaster Risk Reduction Management Assistant (SG 8)

EMERGENCY RESPONSE UNIT

WATER PATROL, RESCUE & RESPONSE UNIT

TRAFFIC & SECURITY MANAGEMENT UNIT

118 - Administrative Aide III (SG 3)
(Clerk I)

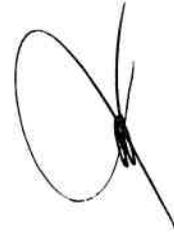
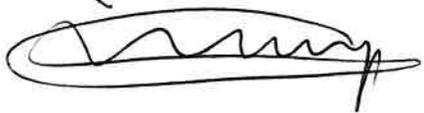
117 - Administrative Aide III (SG 3)
(Clerk I)

119 - Security Officer I (SG 11)

120 - Traffic Operations Officer I (SG 11)

011Q - Parking Aide I (SG 2)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL ENGINEER

033 - Municipal Government Department Head I (SG 24)
(Municipal Engineer)

033A - Engineer II (SG 16)

OFFICE OF THE BUILDING OFFICIAL

OFFICE OF THE AGRICULTURAL BIOSYSTEMS ENGINEER

035A - Architect I (SG 12)

034A - Engineering Assistant (SG 8)

035 - Draftsman I (SG 6)

035B - Administrative Aide II (SG 2)
(Messenger)

035C - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

035D - Administrative Aide II (SG 2)
(Bookbinder I)

034 - Engineer I (SG 12)

121 - Building Inspector (SG 11)

Engineer III (SG 19)

035E - Administrative Aide I (SG 1)
(Laborer I)

035F - Administrative Aide I (SG 1)
(Laborer I)

035G - Administrative Aide I (SG 1)
(Laborer I)

035H - Administrative Aide I (SG 1)
(Laborer I)

035I - Administrative Aide I (SG 1)
(Utility Worker I)

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OFFICE OF THE MUNICIPAL HEALTH OFFICER

**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

077 - Municipal Government Department Head I (SG 24)
(Municipal Health Officer)

Administrative Assistant I (SG 7)

Administrative Aide III (SG 3)
(Clerk I)

078 - Dentist II (SG 17)	083 - Midwife III (SG 13)	079 - Sanitation Inspector II (SG 8)	EPIDEMIOLOGY SURVEILLANCE UNIT	
081 - Dental Aide (SG 4)	091 - Midwife III (SG 13)	080 - Sanitation Inspector II (SG 8)		122 - Nurse I (SG 15)
087 - Nurse II (SG 16)	084 - Midwife II (SG 11)	088 - Sanitation Inspector I (SG 6)		
093 - Nurse I (SG 15)	086 - Midwife II (SG 11)	011N - Administrative Aide III (SG 3) (Driver I)		
095 - Pharmacist I (SG 11)	085 - Midwife II (SG 11)	098 - Laboratory Aide I (SG 2)		
092 - Medical Technologist I (SG 11)	089 - Midwife II (SG 11)	099 - Administrative Aide I (SG 1) (Laborer I)		
097 - Medical Technologist I (SG 11)	090 - Midwife II (SG 11)	100 - Administrative Aide I (SG 1) (Laborer I)		
096 - Radiologic Technologist I (SG 11)	082 - Midwife I (SG 9)	101 - Administrative Aide I (SG 1) (Utility Worker I)		
Psychologist I (SG 11)	094 - Midwife I (SG 9)			
Nutrition Officer I (SG 10)	Health Education & Promotion Officer I (SG 10)			

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

028 - Municipal Government Department Head I (SG 24)
(Municipal Planning and Development Coordinator)

123 - Planning Officer I (SG 11)

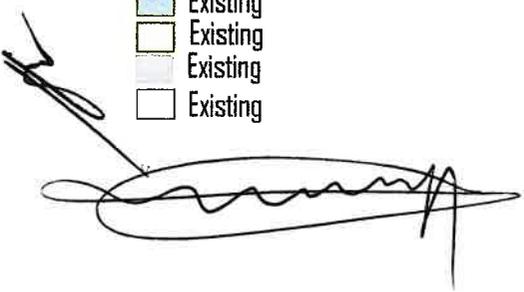
124 - Zoning Inspector I (SG 6)

029 - Statistician Aide I (SG 4)

029B - Administrative Aide II (SG 2)
(Messenger)

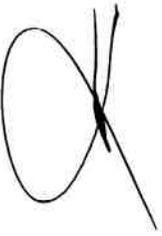
029C - Statistician Aide I (SG 1)
(Utility Worker I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICER

064 - Municipal Government Department Head I (SG 24)
(Municipal Social Welfare and Development Officer)

065 - Social Welfare Officer III (SG 18)

Social Welfare Officer II (SG 15)

068A - Social Welfare Officer I (SG 11)

066 - Social Welfare Assistant (SG 8)

067 - Day Care Worker I (SG 6)

068 - Administrative Aide IV (SG 4)
(Clerk II)

PERSONS W/ DISABILITY AFFAIRS OFFICE

126 - Disability Affairs Officer III (SG 18)

068D - Administrative Aide II (SG 2)
(Bookbinder I)

068C - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

068B - Administrative Aide II (SG 2)
(Messenger)

SENIOR CITIZEN'S AFFAIRS OFFICE

125 - Social Welfare Aide (SG 4)

068E - Administrative Aide I (SG 1)
(Laborer I)

068F - Administrative Aide I (SG 1)
(Laborer I)

068G - Administrative Aide I (SG 1)
(Utility Worker I)

068H - Administrative Aide I (SG 1)
(Utility Worker I)

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OFFICE OF THE MUNICIPAL TREASURER

044 - Municipal Government Department Head I (SG 24)
(Municipal Treasurer)

045 - Municipal Government Assistant Department Head I (SG 22)
(Assistant Municipal Treasurer)

CASH OPERATION

046 - Administrative Assistant II (SG 8)
(Disbursing Officer II)

047 - Administrative Aide VI (SG 6)
(Disbursing Officer I)

056 - Administrative Aide III (SG 3)
(Clerk I)

056H - Administrative Aide II (SG 2)
(Bookbinder I)

056G - Administrative Aide II (SG 2)
(Reproduction Machine Operator I)

056F - Administrative Aide II (SG 2)
(Messenger)

056I - Administrative Aide I (SG 1)
(Utility Worker I)

REVENUE OPERATION

048 - Revenue Collection Clerk II (SG 7)

049 - Revenue Collection Clerk I (SG 5)

050 - Revenue Collection Clerk I (SG 5)

051 - Revenue Collection Clerk I (SG 5)

052 - Revenue Collection Clerk I (SG 5)

053 - Revenue Collection Clerk I (SG 5)

054 - Revenue Collection Clerk I (SG 5)

055 - Revenue Collection Clerk I (SG 5)

056A - Ticket Checker (SG 3)

056B - Ticket Checker (SG 3)

056C - Ticket Checker (SG 3)

056D - Ticket Checker (SG 3)

056E - Ticket Checker (SG 3)

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

OFFICE OF THE MUNICIPAL VICE-MAYOR

014 - Municipal Vice-Mayor (SG 25)

014C - Administrative Aide III (SG 3)
(Clerk I)

014B - Administrative Aide II (SG 2)
(Messenger)

014A - Administrative I (SG 1)
(Utility Worker I)

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MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"

OFFICE OF THE SANGGUNIANG BAYAN

025 - Board Secretary I (SG 14)

025A - Legislative Staff Assistant I (SG 6)

025B - Administrative Aide III (SG 3)
(Driver I)

127- Administrative Aide IV (SG 4)
(Storekeeper I)

015 - Sangguniang Bayan Member (SG 24)

016 - Sangguniang Bayan Member (SG 24)

017 - Sangguniang Bayan Member (SG 24)

018 - Sangguniang Bayan Member (SG 24)

019 - Sangguniang Bayan Member (SG 24)

020 - Sangguniang Bayan Member (SG 24)

021 - Sangguniang Bayan Member (SG 24)

022 - Sangguniang Bayan Member (SG 24)

023 - Sangguniang Bayan Member (SG 24)

024 - Sangguniang Bayan Member (SG 24)

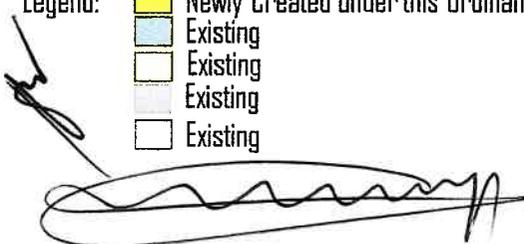
128 - Administrative Aide IV (SG 4)
(Driver II)

129 - Administrative Aide III (SG 3)
(Driver I)

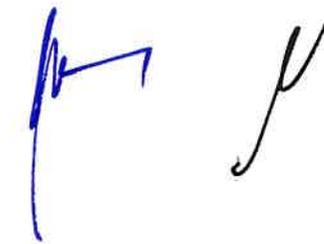
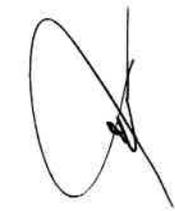
130 - Administrative Aide II (SG 2)
(Messenger)

131 - Administrative Aide I (SG 1)
(Utility Worker I)

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**MUNICIPAL ORDINANCE NO. 2025-16
ATTACHEMENT "A"**

**OFFICE OF THE SECRETARY TO THE
SANGGUNIANG BAYAN**

026 - Secretary to the Sangguniang Bayan (SG 24)

Local Legislative Staff Officer IV (SG 19)

Administrative Officer III (SG 14)

**Administrative Officer III (SG 14)
(Records Officer II)**

**027 - Administrative Aide III (SG 3)
(Clerk I)**

**027C - Administrative Aide III (SG 3)
(Clerk I)**

**027B - Administrative Aide II (SG 2)
(Messenger)**

**027A - Administrative Aide I (SG 1)
(Utility Worker I)**

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MUNICIPAL ORDINANCE NO. 2025-16

AN ORDINANCE ESTABLISHING ADDITIONAL DEPARTMENT(S), OFFICE(S) AND/OR SECTION(S) AND CREATING ADDITIONAL POSITIONS IN THE ORGANIZATIONAL STRUCTURE OF THE MUNICIPAL GOVERNMENT OF PALO, LEYTE.

(see Annex "A" for the text)

III. Committee Reports.

There were no Committee Reports.

IV. Business for the Day.

1. A proposal for discussion on concerns of drivers and operators of motorized tricycle, with registration and business permit, operating within the Municipality of Palo, Sponsor: Hon. Casimero P. Villas, Jr.

- Given the floor, Hon. Villas, Jr. informed the Body a concern was brought up to him by authorized tricycle drivers and operators with registrations and business permits issued by the Business Permits and Licensing Office (BPLO) expressing frustrations over the increasing number of colorum e-trikes, operating in the municipality. He said that these colorum e-trikes, without proper permits are giving those authorized drivers and operators unfair advantage, poses safety risks, and its growing number threatens the livelihood and investment against those who comply with the permits and regulations. In consideration of their concerns, the tricycle drivers and operators with permits request to strengthen efforts on enforcement on cracking down colorum e-trikes, review and update regulations to address the rising numbers of e-trikes, and to engage with stakeholders in finding solutions and promotion of a safe and sustainable public transportation system. After presenting the issue, Hon. Villas, Jr. sought the guidance and suggestions from the members of the Body. Hon. Ygrubay, Jr. confirmed that there is a proliferation of e-trikes within the municipality. And to curb the proliferation, he said that it is proper, fitting, and high time for the Sangguniang Bayan, in aid of legislation, to study and possibly come up with an ordinance regulating the operation of e-trikes to be attuned with the changing of times. In doing so, all factors should be considered as the drivers/operators of pedicabs will likewise be affected. As there is no existing national law on the regulations of e-trikes, Hon. Uy opined that the subject-matter be discussed thoroughly should there be a move to come up with an ordinance regulating e-trikes. Hon. Cortez added that the some pedicab and tricycle drivers and operators he had spoken with are amenable with e-trikes operating as public transport, for as long as these e-trike drivers and operators secure proper permits to operate as public transport. Hon. Ygrubay, Jr. added that it is proper and is now high time to formulate regulations on e-trike operation by coming up with an ordinance.

After the discussion, the Presiding Officer, Hon. Chiquillo, suggested for Hon. Villas, Jr., together with the members of the Committee on Transportation, to seek for an audience and bring the issue with the Local Chief Executive and discuss and present proposal on coming up with solution(s), and inform that crafting of an ordinance would be one of the remedies in regulating e-trikes within the municipality.

