



Item No.: 08

Date: 14 2025 OCT

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo
-oOo-

RELEASED
DATE: 10-08-2025
NO. 075
BY: [Signature]
PBO

PROVINCIAL BUDGET OFFICE

October 7, 2025

Hon. LEONARDO M. JAVIER, JR,
Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
Sangguniang Panlalawigan
Province of Leyte

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 02 FY 2025** of the **Municipality Palo, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 2025-02** with a total appropriation in the amount of **P11,344,911.38** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the appropriation for salaries to officials and employees for the Second Tranche Compensation Adjustment under SSL VI for Local Government Personnel shall be implemented from September to December 2025 pursuant to the provisions of Local Budget Circular No. 165 dated July 18, 2025 and the authorized rates thereof under Annex "A-1" or First Class Province rate. Further, that the LGU can sustain the said salary schedule adoption and the provisions of all other Personal Services (PS) cost requirements authorized by law without compromising other service delivery appropriation;
2. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 02;
3. That the grant of Honorarium to the COMELEC officials/employees shall have a legal basis, if in the absence, it shall be disallowed; and
4. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

The local officials are hereby reminded on the new LBP Form No. 8, that the said form shall follow the format prescribed under BOM for LGUs 2023 Edition.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:

MARIA GINA P. HIPE
Provincial Budget Officer

RUTH Y. SURPIA
Provincial Treasurer

ON OFFICIAL TRAVEL
AGNES C. RAFON
Provincial Planning and Development
Coordinator – Designate

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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RECEIVED

24 SEP 2025

2:50

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
24 September 2025

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 2025-02 of the Municipality of Palo, Leyte, entitled: An Ordinance Authorizing Supplemental Budget No. 2, series of 2025 of the Municipality of Palo, Leyte, involving an amount of eleven Million Three Hundred Forty Four Thousand Nine Hundred Eleven Pesos and Thirty Eight Centavos (P11,344,911.38).**



FLORINDA JILLS UYVICO
Secretary to the Sanggunian



BAGONG PILIPINAS

*SUPPLEMENTAL
BUDGET NO. 2*

CY 2025

Palo, Leyte



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON SEPTEMBER 16, 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.

Sangguniang Panlalawigan
Province of Leyte

RECEIVED

Date: SEP 29 2025

By: [Signature]

MUNICIPAL RESOLUTION NO. 2025-246

REVERTING AND REPROGRAMMING OF FUNDS FOR THE FUNDING OF THE MUNICIPALITY'S PROPOSED SUPPLEMENTAL BUDGET NO. 2 FOR CALENDAR YEAR 2025 IN THE AMOUNT OF THIRTEEN MILLION FORTY THREE THOUSAND THREE HUNDRED SIXTY NINE PESOS (₱13,043,369.00), AS CERTIFIED BY THE OIC-MUNICIPAL ACCOUNTANT AND OIC-MUNICIPAL TREASURER.


NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo revert and reprogram, as it hereby reverts and reprograms funds for the funding of the municipality's proposed Supplemental Budget No. 2 for Calendar Year 2025 in the amount of Thirteen Million Forty Three Thousand Three Hundred Sixty Nine Pesos (₱13,043,369.00), as certified by the OIC-Municipal Accountant and OIC-Municipal Treasurer;

RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios "Matin" L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Francis P. Regaña, OIC-Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer

CERTIFIED CORRECT:


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON SEPTEMBER 16, 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 RESOLUTION NO. 2025-247

GRANTING LEGISLATIVE AUTHORIZATION TO THE MUNICIPALITY'S SUPPLEMENTAL BUDGET NO. 2 FOR CALENDAR YEAR 2025 IN THE AMOUNT OF ELEVEN MILLION THREE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED ELEVEN PESOS AND THIRTY EIGHT CENTAVOS (₱11,344,911.38).

NOW, THEREFORE, on motion of Hon. Felipe T. Ygrubay, Jr. and duly seconded by all Sangguniang Bayan Members, be it

RESOLVED, that the Sangguniang Bayan of Palo grant, as it hereby grants legislative authorization to the municipality's Supplemental Budget No. 2 for Calendar Year 2025 in the amount of Eleven Million Three Hundred Forty Four Thousand Nine Hundred Eleven Pesos and Thirty Eight Centavos (₱11,344,911.38);


RESOLVED FINALLY, that copies of this resolution and other pertinent documents be furnished the Hon. Sangguniang Panlalawigan, Province of Leyte thru Hon. Vice-Governor Leonardo Javier, Jr.; the Provincial Budget Officer, Palo, Leyte; Hon. Remedios "Matin" L. Petilla, Local Chief Executive, Jayra Mae E. Gamez, OIC - Municipal Treasurer; Francis P. Regaña, OIC-Municipal Accountant; Ma. Aleli F. Plazuela, Municipal Budget Officer, all of this municipality; and all others concerned for their information and appropriate action.

APPROVED.

CERTIFIED CORRECT:

BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON SEPTEMBER 16, 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.

APPROPRIATION ORDINANCE NO. 2025-02

AN ORDINANCE AUTHORIZING SUPPLEMENTAL BUDGET NO. 2, SERIES OF 2025, OF THE MUNICIPALITY OF PALO, LEYTE, INVOLVING AN AMOUNT OF ELEVEN MILLION THREE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED ELEVEN PESOS AND THIRTY EIGHT CENTAVOS (₱11,344,911.38) FOR ADDITIONAL FUNDING OF PERSONNEL SERVICES, MAINTENANCE AND OTHER OPERATING EXPENSES, AND SPECIAL PURPOSE APPROPRIATIONS (NON-OFFICE EXPENDITURES).

New Appropriation by Program/Activity/Project

	Current Expenditures	Operating			
Program/Project/Activity	Personal Services	Maintenance and Other Operating Expenses	Capital Outlay	Non-Office Expenditures	Total
A. Programs					
I. General Services					
a. General Administrative and Support Services					
a.1 Mayor's Office	373,625.64	-	-	5,000,000.00	5,373,625.64
a.2 Mun. Administrator's Office	62,423.46	-	-	-	62,423.46
a.3 Adm. & Human Resource Mgt.	138,601.62	-	-	-	138,601.62
a.4 Business Permit Licensing	45,370.98	-	-	-	45,370.98
a.5 Eco. Dev. & Invest. Promotion	34,858.26	-	-	-	34,858.26
a.6 General Services	219,768.30	-	-	-	219,768.30
a.7 Housing & Homesite Regulations	34,858.26	-	-	-	34,858.26
a.8 Information Tech. & Sound System Management	34,858.26	-	-	-	34,858.26
a.9 Livelihood & Coops. Dev't..	63,656.64	-	-	-	63,656.64
a.10 Economic Ent. Dev. Mgt.	268,637.94	-	-	-	268,637.94
a.11 Public Employment Service	54,617.04	-	-	-	54,617.04



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON SEPTEMBER 16, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

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 (Appr.Ord.No. 2025-02)

<i>a.12 Environment & Solid Waste Management</i>	50,632.92	-	-	-	50,632.92
<i>a.13 Tourism, Culture, Arts, Media, Youth and Sports Dev.</i>	105,819.12	-	-	-	105,819.12
b. MDRRMO	407,842.20	-	-	-	407,842.20
c. Legislative Services					
<i>c.1 Municipal Vice-Mayor</i>	119,417.58	-	-	-	119,417.58
<i>c.2 Sangguniang Bayan</i>	979,044.48	-	-	-	979,044.48
<i>c.3 Secretary to the Sanggunian</i>	204,914.34	-	-	-	204,914.34
d. Planning & Development Services	172,271.34	-	-	-	172,271.34
e. Civil Registry Services	202,113.18	-	-	-	202,113.18
f. Budgeting Services	174,793.50	-	-	-	174,793.50
g. Accounting Services	230,102.46	-	-	-	230,102.46
h. Treasury Services	749,418.78	-	-	-	749,418.78
i. Assessment Services	221,408.82	-	-	-	221,408.82
j. BJMP	0.00	4,208.00	-	-	4,208.00
k. DILG/MLGOO	0.00	4,208.00	-	-	4,208.00
l. COMELEC	0.00	4,208.00	-	-	4,208.00
m. Municipal Trial Court	0.00	12,608.00	-	-	12,608.00
n. Palo-PNP	0.00	4,208.00	-	-	4,208.00
o. Bureau of Fire Protection-Palo	0.00	4,208.00	-	-	4,208.00
Sub-total	4,949,055.12	33,648.00	-	5,000,000.00	9,982,703.12
II. Social Services					
a. Health Services	254,118.78	-	-	-	254,118.78
b. Social Welfare Services	378,117.54	-	-	-	378,117.54
Sub-total	632,236.32	-	-	-	632,236.32
III. Economic Services					
a. Agricultural Services	333,192.96	30,000.00	-	-	363,192.96
b. Engineering Services	366,778.98	-	-	-	366,778.98
Sub-total	699,971.94	30,000.00	-	-	729,971.94
II. Operations					
a. NONE	-	-	-	-	-
Sub-total	-	-	-	-	-
Total, Programs	-	-	-	-	-
B. Projects					
I. Locally Funded Project					
a. NONE	-	-	-	-	-
Sub-total	-	-	-	-	-
Total, Projects	-	-	-	-	-
Total New Appropriations	6,281,263.38	63,648.00	-	5,000,000.00	11,344,911.38



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Palo

SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 12TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF PALO, PROVINCE OF LEYTE, HELD ON SEPTEMBER 16, 2025, AT THE SANGGUNIANG BAYAN SESSION HALL.

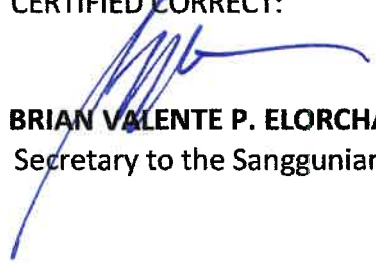
**Page 3-
(Appr.Ord.No. 2025-02)**

Section 4. Separability Clause. If, for any reason, any section or provision of this 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. The provisions of this Ordinance shall take effect upon its approval.

APPROVED.

CERTIFIED CORRECT:


BRIAN VALENTE P. ELORCHA
Secretary to the Sanggunian

ATTESTED:


JONATHAN P. CHIQUILLO
Vice-Mayor
Presiding Officer

APPROVED:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor ✓



Republic of the Philippines
Province of Leyte
Municipality of Palo



OFFICE OF THE MAYOR



BAGONG PILIPINAS

September 15, 2025

TO: The Honorable Members of the Sangguniang Bayan

THRU: Vice Mayor Jonathan P. Chiquillo
Presiding Officer

SANGGUNIANG BAYAN
PALO, LEYTE
RECEIVED
BY: _____
DATE: 09-16-25

Ladies and Gentlemen:

Please be advised that, by virtue of the authority vested upon me by the Rules of the Sangguniang Bayan of Palo, Leyte, I hereby certify to the urgency of enacting a municipal resolution, with the corresponding appropriation ordinance, granting legislative authorization to the municipality's **Supplemental Budget No. 2 for Calendar Year 2025** in the amount of **Eleven Million Three Hundred Forty-Four Thousand Nine Hundred Eleven Pesos & 38/100 (Php11,344,911.38)**.

I hereby certify that this be acted upon immediately under the Rules of the Sangguniang Bayan on urgent measures.

Attached herewith is the Local Finance Committee Resolution with accompanying budget documents.

Very truly yours,


REMEDIOS "MATIN" L. PETILLA,
Municipal Mayor

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Republic of the Philippines
 Province of Leyte
 Municipality of Palo
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LOCAL FINANCE COMMITTEE



EXCERPTS FROM THE MINUTES OF THE MEETING OF THE LOCAL FINANCE COMMITTEE (LFC) HELD AT THE MAYOR'S OFFICE, PALO, LEYTE ON AUGUST 29, 2025 AT 2:00 O'CLOCK IN THE MORNING.

LOCAL FINANCE COMMITTEE RESOLUTION No. 2025-02

RESOLUTION REQUESTING LEGISLATIVE AUTHORIZATION OF THE PROPOSED SUPPLEMENTAL BUDGET NO. 2, CALENDAR YEAR 2025 FROM THE GENERAL FUND FOR THE VARIOUS PRIORITIES OF THE LOCAL GOVERNMENT UNIT OF PALO, LEYTE.

WHEREAS, the Local Government Unit of Palo has available resources for Supplemental Budget No. 2 in the amount of **THIRTEEN MILLION FORTY THREE THOUSAND THREE HUNDRED SIXTY NINE PESOS ONLY (Php 13,043,369.00)**;

WHEREAS, the Local Finance Committee proposed for the appropriation of funds for the following programs, projects and activities of the municipality, to wit:

A. Personnel Services:

a.1 Salary and Wage increase for the Implementation of the 2 nd Tranche Salary Schedule per LBC No. 165, dated July 18, 2025 adopting Salary Schedule of Special Cities, First Class Provinces and Cities	-	Php 5,981,263.38
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a.2 Additional Appropriation of Terminal Leave Benefits under Municipal Treasurer's Office		<u>300,000.00</u>
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Total, Personal Services	-	Php <u>6,281,263.38</u>
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B. Maintenance and Other Operating Expenses:

b.1 Travelling Expenses	-	Php 30,000.00
b.2 Other Maintenance and Operating Expenses	-	<u>33,648.00</u>

Total, MOOE	-	Php <u>63,648.00</u>
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C. SPECIAL PURPOSE APPROPRIATION/NON-OFFICE:

c.1 Research and Development	-	Php <u>5,000,000.00</u>
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Total, SPA/Non-Office	-	Php <u>5,000,000.00</u>
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TOTAL SUPPLEMENTAL APPROPRIATIONS	-	Php <u>11,344,911.38</u>
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WHEREAS, there is a need for a supplemental appropriation for the above-mentioned priorities from the General Fund of the Local Government Unit;

NOW, THEREFORE, on motion of Ms. Ma. Aleli F. Plazuela, Municipal Budget Officer, duly seconded by Ms. Jayra Mae E. Gamez, OIC Municipal Treasurer;

RESOLVE, as it is hereby resolved to request the Sangguniang Bayan for a resolution for reversion of appropriations and legislative authorization of the Supplemental Budget No 2 in the amount of **ELEVEN MILLION THREE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED ELEVEN PESOS & 38/100 ONLY (Php 11,344,911.38)**;

RESOLVED FINALLY, that copies of this resolution be furnished the Sangguniang Bayan thru the Hon. Municipal Mayor, all of Palo, Leyte, for their appropriate action.

APPROVED: August 29, 2025


LOCAL FINANCE COMMITTEE:


MA. ALELI F. PLAZUELA
Municipal Budget Officer
Member


JAYRA MAE E. GAMEZ
OIC-Municipal Treasurer
Member


ENGR. ARMAND C. CABALTERA
Municipal Planning & Dev. Coordinator
Chairman

Approved:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

**STATEMENT OF FUNDING SOURCES
SUPPLEMENTAL BUDGET NO. 2
Calendar Year 2025**

PALO, LEYTE

Province/City/Municipality

GENERAL FUND

Fund/Special Account

Particulars	Account Classification	Amount
1.0 New Revenue Sources:		
None		
2.0 Actual Collection in Excess of the Estimated Income:		
None		
3.0 Savings:		
None		
4.0 Realignment:		
None		
5.0 Reversion: (Personnel Services (PS) Items from Vacant Positions in the Current General Bund Budget, 2025 from January - August, 2025		
Salaries		10,408,328.00
PERA		928,000.00
Clothing Allowance		406,000.00
Mid Year Bonus		1,301,041.00
TOTAL FUNDING SOURCES		13,043,369.00

Certified Correct:

We hereby certify to the correctness of the statement of funds available for appropriation.


JAYRA MAE. E. GAMEZ
OIC-Municipal Treasurer


FRANCIS P. REGAÑA
OIC-Municipal Accountant

8-29-2025

Date

8-29-2025

Date

**STATEMENT OF UNUTILIZED APPROPRIATIONS OF PS ITEMS (SALARIES, PERA, CLOTHING ALLOWANCE AND MID YEAR BONUS)
TAKEN FROM VACANT POSITIONS IN THE CURRENT GENERAL FUND BUDGET CY 2025
FROM JANUARY TO AUGUST, 2025**

OFFICE/POSITION TITLE	Salary Grade	PLANTILLA ITEM NUMBER	BASIC SALARY (Annual Appro.)	MONTHLY SALARY	Salaries from January to August,	PERA from Jan. to August	CLOTHING ALLOWANCE	MID YEAR BONUS	Total Unutilized Appropriations
OFFICE OF THE MUNICIPAL MAYOR:									
Senior Administrative Assistant III (Private Secretary)	SG-15/Step 1	2	414,864.00	34,572.00	276,576.00	16,000.00	7,000.00	34,572.00	334,148.00
Administrative Aide IV (Clerk II)	SG-4/Step 1	3	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
OFFICE OF THE MUNICIPAL ADMINISTRATOR									
Administrative Officer V (Administrative Officer III)	SG-18/Step 1	11-A	529,368.00	44,114.00	352,912.00	16,000.00	7,000.00	44,114.00	420,026.00
ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION									
Administrative Officer II (Human Resource Mgt. Officer I)	SG--11/Step 8	11	330,336.00	27,528.00	220,224.00	16,000.00	7,000.00	27,528.00	270,752.00
Administrative Aide III (Clerk I)	SG-3/Step 1	11-H	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
BUSINESS PERMITS AND LICENSING OFFICE									
Licensing Officer I	SG--11/Step 1	102	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE									
Development Management Officer I	SG--11/Step 1	103	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
HOUSING AND HOMESITE REGULATIONS SECTION									
Housing and Homesite Regulation Officer I	SG-11/Step 1	104	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
INFORMATION TECHNOLOGY AND SOUND SYSTEM MGT.									
Computer Maintenance Technologist I	SG--11/Step 1	105	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE									
Administrative Officer I (Records Officer I)	SG--10/Step 1	106	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
Administrative Aide I (Utility Worker I)	SG--1/Step 1	9	146,124.00	12,177.00	97,416.00	16,000.00	7,000.00	12,177.00	132,593.00
ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE									
Senior Environment Management Specialist	SG-18/Step 1	29-A	529,368.00	44,114.00	352,912.00	16,000.00	7,000.00	44,114.00	420,026.00
TOURISM, CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEV. OFFICE									
Senior Tourism, Culture and the Arts Officer (Senior Tourism Operations Officer)	SG-18/Spte 1	11-F	529,368.00	44,114.00	352,912.00	16,000.00	7,000.00	44,114.00	420,026.00
Youth Development Officer I	SG-10/Step 1	108	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
TOTAL, OFFICE OF THE MAYOR				381,476.00	3,051,808.00	224,000.00	98,000.00	381,476.00	3,755,284.00


OFFICE/POSITION TITLE	Salary Grade	PLANTILLA ITEM NUMBER	BASIC SALARY (Annual Appr.)	MONTHLY SALARY	Salaries from January to August,	PERA from Jan. to August	CLOTHING ALLOWANCE	MID YEAR BONUS	Total Unutilized Appropriations
OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER									
Local Disaster Risk Reduction and Management Officer I	SG-18/Step 1	11-E	529,368.00	44,114.00	352,912.00	16,000.00	7,000.00	44,114.00	420,026.00
Administrative Aide III (Clerk I)	SG-3/Step 1	11-K	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
RESEARCH AND PLANNING SECTION									
Local Disaster Risk Reduction Management Assistant	SG-8/Step 1	114	221,772.00	18,481.00	147,848.00	16,000.00	7,000.00	18,481.00	189,329.00
ADMINISTRATION AND TRAINING SECTION									
Local Disaster Risk Reduction Management Assistant	SG-8/Step 1	115	221,772.00	18,481.00	147,848.00	16,000.00	7,000.00	18,481.00	189,329.00
OPERATION AND WARNING SECTION									
Local Disaster Risk Reduction Management Assistant	SG-8/Step 1	116	221,772.00	18,481.00	147,848.00	16,000.00	7,000.00	18,481.00	189,329.00
WATER PATROL, RESCUE AND RESPONSE UNIT									
Administrative Aide III (Clerk I)	SG-3/Step 1	118	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
TRAFFIC AND SECURITY MANAGEMENT UNIT									
Security Officer I	SG-11/Step 1	119	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
Traffic Operations Officer I	SG-11/Step 1	120	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
TOTAL, OFFICE OF THE MDRRMO				178,357.00	1,426,856.00	128,000.00	56,000.00	178,357.00	1,789,213.00
OFFICE OF THE SANGGUNIANG BAYAN:									
Administrative Aide IV (Storekeeper I)	SG-4/Step 1	127	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
Administrative Aide IV (Driver II)	SG-4/Step 1	128	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
Administrative Aide III (Driver I)	SG-3/Step 1	129	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
Administrative Aide (Messenger)	SG-2/Step 1	130	155,220.00	12,935.00	103,480.00	16,000.00	7,000.00	12,935.00	139,415.00
Administrative Aide I (Utility Worker I)	SG-1/Step 1	131	146,124.00	12,177.00	97,416.00	16,000.00	7,000.00	12,177.00	132,593.00
TOTAL, OFFICE OF THE SANGGUNIANG BAYAN				68,027.00	544,216.00	80,000.00	35,000.00	68,027.00	727,243.00
OFFICE OF THE SECRETARY TO THE SANGGUNIANG BAYAN:									
Administrative Aide III (Clerk I)	SG-3/Step 1	27-C	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
Administrative Aide II (Messenger)	SG-2/Step 1	27-B	155,220.00	12,935.00	103,480.00	16,000.00	7,000.00	12,935.00	139,415.00
Administrative Aide I (Utility Worker I)	SG-3/Step 1	27-A	146,124.00	12,177.00	97,416.00	16,000.00	7,000.00	12,177.00	132,593.00
TOTAL, OFFICE OF THE SECRETARY T THE SANGGUNIANG BAYAN				38,851.00	310,808.00	48,000.00	21,000.00	38,851.00	418,659.00

OFFICE/POSITION TITLE	Salary Grade	PLANTILLA ITEM NUMBER	BASIC SALARY (Annual Appro.)	MONTHLY SALARY	Salaries from January to August,	PERA from Jan. to August	CLOTHING ALLOWANCE	MID YEAR BONUS	Total Unutilized Appropriations
OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE									
Planning Officer I	SG-11/Step 1	123	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
Zoning Inspector	SG-6/Step 1	124	197,160.00	16,430.00	131,440.00	16,000.00	7,000.00	16,430.00	170,870.00
TOTAL, OFFICE OF THE MPDC				42,091.00	336,728.00	32,000.00	14,000.00	42,091.00	424,819.00
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR									
Registration Officer	SG-10/Step 1	111	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
POPULATION OFFICE Population Program Officer I	SG-11/Step 1	112	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
TOTAL, OFFICE OF THE MUNICIPAL CIVIL REGISTRAR				47,604.00	380,832.00	32,000.00	14,000.00	47,604.00	474,436.00
OFFICE OF THE MUNICIPAL BUDGET OFFICER:									
Administrative Officer II (Budget Officer I)	SG-11/Step 1	110	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
Administrative Aide IV (Budgeting Aide)	SG-4/Step 1	38-A	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
TOTAL, OFFICE OF THE MUNICIPAL BUDGET OFFICER				40,249.00	321,992.00	32,000.00	14,000.00	40,249.00	408,241.00
OFFICE OF THE MUNICIPAL ACCOUNTANT									
Administrative Aide IV (Accounting Clerk I)	SG-4/Step 3	43	177,768.00	14,814.00	118,512.00	16,000.00	7,000.00	14,814.00	156,326.00
TOTAL, OFFICE OF THE MUNICIPAL ACCOUNTANT				14,814.00	118,512.00	16,000.00	7,000.00	14,814.00	156,326.00
OFFICE OF THE MUNICIPAL TREASURER:									
Administrative Aide III (Clerk I)	SG-3/Step 1	56	164,868.00	13,739.00	109,912.00	16,000.00	7,000.00	13,739.00	146,651.00
Revenue Collection Clerk I	SG-5/Step 1	49	185,820.00	15,485.00	123,880.00	16,000.00	7,000.00	15,485.00	162,365.00
Revenue Collection Clerk I	SG-5/Step 1	52	185,820.00	15,485.00	123,880.00	16,000.00	7,000.00	15,485.00	162,365.00
Revenue Collection Clerk I	SG-5/Step 1	53	185,820.00	15,485.00	123,880.00	16,000.00	7,000.00	15,485.00	162,365.00
Revenue Collection Clerk I	SG-5/Step 1	55	185,820.00	15,485.00	123,880.00	16,000.00	7,000.00	15,485.00	162,365.00
TOTAL, OFFICE OF THE MUNICIPAL TREASURER				75,679.00	605,432.00	80,000.00	35,000.00	75,679.00	796,111.00

OFFICE/POSITION TITLE	Salary Grade	PLANTILLA ITEM NUMBER	BASIC SALARY (Annual Appro.)	MONTHLY SALARY	Salaries from January to August,	PERA from Jan. to August	CLOTHING ALLOWANCE	MID YEAR BONUS	Total Unutilized Appropriations
OFFICE OF THE MUNICIPAL ASSESSOR:									
Assessment Clerk II	SG-6/Step 1	63	197,160.00	16,430.00	131,440.00	16,000.00	7,000.00	16,430.00	170,870.00
Assessment Clerk I	SG-4/Step 1	62	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
TOTAL, OF THE MUNICIPAL ASSESSOR:				31,018.00	248,144.00	32,000.00	14,000.00	31,018.00	325,162.00
OFFICE OF THE MUNICIPAL HEALTH OFFICER:									
Medical Technologist I	SG-11/Step 1	97	342,144.00	28,512.00	228,096.00	16,000.00	7,000.00	28,512.00	279,608.00
Midwife I	SG-9/Step 1	82	266,628.00	22,219.00	177,752.00	16,000.00	7,000.00	22,219.00	222,971.00
Midwife I	SG-9/Step 1	94	266,628.00	22,219.00	177,752.00	16,000.00	7,000.00	22,219.00	222,971.00
Sanitation Inspector	SG-8/Step 1	80	246,408.00	20,534.00	164,272.00	16,000.00	7,000.00	20,534.00	207,806.00
TOTAL, OFFICE OF THE MUNICIPAL HEALTH OFFICER				93,484.00	747,872.00	64,000.00	28,000.00	93,484.00	933,356.00
OFFICE OF THE MUNICIPAL SOCIAL WELFARE & DEV'T. OFFICER:									
Social Welfare Officer I	SG-11/Step 1	68-A2	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
SENIOR CITIZENS OFFICE									
Social Welfare Aide	SG-4/Step 1	125	175,056.00	14,588.00	116,704.00	16,000.00	7,000.00	14,588.00	154,292.00
PERSONS WITH DISABILITY AFFAIRS OFFICE									
Disability Affairs Officer III	SG-18/Step 1	126	529,368.00	44,114.00	352,912.00	16,000.00	7,000.00	44,114.00	420,026.00
TOTAL, OFFICE OF THE MSWD				84,363.00	674,904.00	48,000.00	21,000.00	84,363.00	828,267.00
OFFICE OF THE MUNICIPAL AGRICULTURIST:									
Municipal Agriculture Officer	SG-20/Step 1	70	649,692.00	54,141.00	433,128.00	16,000.00	7,000.00	54,141.00	510,269.00
Agricultural Technologist	SG-10/Step 1	71	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
Agricultural Technologist	SG-10/Step 1	74	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
Agricultural Technologist	SG-10/Step 1	75	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
Agricultural Technologist	SG-10/Step 1	76	263,316.00	21,943.00	175,544.00	16,000.00	7,000.00	21,943.00	220,487.00
TOTAL, OFFICE OF THE MUNICIPAL AGRICULTURIST				141,913.00	1,135,304.00	80,000.00	35,000.00	141,913.00	1,392,217.00

OFFICE/POSITION TITLE	Salary Grade	PLANTILLA ITEM NUMBER	BASIC SALARY (Annual Appro.)	MONTHLY SALARY	Salaries from January to August,	PERA from Jan. to August	CLOTHING ALLOWANCE	MID YEAR BONUS	Total Unutilized Appropriations
OFFICE OF THE MUNICIPAL ENGINEER:									
Engineer II	SG-16/Step 1	33-A	449,448.00	37,454.00	299,632.00	16,000.00	7,000.00	37,454.00	360,086.00
OFFICE OF THE BUILDING OFFICIAL									
Building Inspector	SG-11/Step 1	121	307,932.00	25,661.00	205,288.00	16,000.00	7,000.00	25,661.00	253,949.00
TOTAL, OFFICE OF THE MUNICIPAL ENGINEER				63,115.00	504,920.00	32,000.00	14,000.00	63,115.00	614,035.00
TOTAL AMOUNT OF UNUTILIZED APPROPRIATIONS					10,408,328.00	928,000.00	406,000.00	1,301,041.00	13,043,369.00

Prepared by:


ALLAN P. CHAVERO
 Senior Labor and Employment Officer
 HRMO - Designate

Certified Correct:


MA. ALELI F. PLAZUELA
 Municipal Budget Officer

Approved:


REMEDIOS "MATIN" L. PETILLA
 Municipal Mayor

STATEMENT OF SUPPLEMENTAL APPROPRIATIONS
Province of Leyte
Municipality of Palo

SUPPLEMENTAL BUDGET NO. 2, Calendar Year 2025

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1011 Mayor's Office	PS: 1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-001-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	192,472.00
			Wages	5-01-01-020	75,360.00
			Year End Bonus	5-01-02-140	66,958.00
			Ret. & Life Insurance Prems.	5-01-03-010	32,139.84
			PhilHealth Contributions	5-01-03-030	6,695.80
TOTAL PS				373,625.64	
TOTAL APPROPRIATIONS				373,625.64	
1031 Municipal Administrator's Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-002-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	37,212.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	11,187.00
			Ret. & Life Insurance Prems.	5-01-03-010	5,369.76
			PhilHealth Contributions	5-01-03-030	1,118.70
TOTAL PS				62,423.46	
TOTAL APPROPRIATIONS				62,423.46	
1032 Administrative & Human Resource Mgt. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-003-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	61,676.00
			Wages	5-01-01-020	37,680.00
			Year End Bonus	5-01-02-140	24,839.00
			Ret. & Life Insurance Prems.	5-01-03-010	11,922.72
			PhilHealth Contributions	5-01-03-030	2,483.90
TOTAL PS				138,601.62	
TOTAL APPROPRIATIONS				138,601.62	
1015 Business Permit Licensing Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-004-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	17,452.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	8,131.00
			Ret. & Life Insurance Prems.	5-01-03-010	3,902.88
			PhilHealth Contributions	5-01-03-030	813.10
TOTAL PS				45,370.98	
TOTAL APPROPRIATIONS				45,370.98	
8992 Economic Dev. & Investment Promotion Unit	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-005-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	17,452.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	6,247.00
			Ret. & Life Insurance Prems.	5-01-03-010	2,998.56
			PhilHealth Contributions	5-01-03-030	624.70
TOTAL PS				34,858.26	
TOTAL APPROPRIATIONS				34,858.26	

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1061 General Services Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-006-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	119,860.00
			Wages	5-01-01-020	37,680.00
			Year End Bonus	5-01-02-140	39,385.00
			Ret. & Life Insurance Prems.	5-01-03-010	18,904.80
			PhilHealth Contributions	5-01-03-030	3,938.50
TOTAL PS					219,768.30
TOTAL APPROPRIATIONS					219,768.30
6511 Housing & Homesite Regulations Section	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-007-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	17,452.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	6,247.00
			Ret. & Life Insurance Prems.	5-01-03-010	2,998.56
			PhilHealth Contributions	5-01-03-030	624.70
TOTAL PS					34,858.26
TOTAL APPROPRIATIONS					34,858.26
1121 Information Tech. and Sound System Mgt. Section	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-008-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	17,452.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	6,247.00
			Ret. & Life Insurance Prems.	5-01-03-010	2,998.56
			PhilHealth Contributions	5-01-03-030	624.70
TOTAL PS					34,858.26
TOTAL APPROPRIATIONS					34,858.26
6999 Livelihood & Coops. Dev't, Section	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-009-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	30,560.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	11,408.00
			Ret. & Life Insurance Prems.	5-01-03-010	5,475.84
			PhilHealth Contributions	5-01-03-030	1,140.80
TOTAL PS					63,656.64
TOTAL APPROPRIATIONS					63,656.64
8999 Economic, Ent. Dev't. Mgt. Unit	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-010-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	124,748.00
			Wages	5-01-01-020	67,824.00
			Year End Bonus	5-01-02-140	48,143.00
			Ret. & Life Insurance Prems.	5-01-03-010	23,108.64
			PhilHealth Contributions	5-01-03-030	4,814.30
TOTAL PS					268,637.94
TOTAL APPROPRIATIONS					268,637.94
5999 Public Employment Service Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-011-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	31,616.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	9,788.00
			Ret. & Life Insurance Prems.	5-01-03-010	4,698.24
			PhilHealth Contributions	5-01-03-030	978.80
TOTAL PS					54,617.04
TOTAL APPROPRIATIONS					54,617.04

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
6522 Environment and Solid Waste Mgt. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-012-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	28,760.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	9,074.00
			Ret. & Life Insurance Prems.	5-01-03-010	4,355.52
			PhilHealth Contributions	5-01-03-030	907.40
TOTAL PS					50,632.92
TOTAL APPROPRIATIONS					50,632.92
8852 Tourism, Culture, Arts, Media, Youth and Sports Dev. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-013-000 & 1000-000-3-1-01-014-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	60,784.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	18,964.00
			Ret. & Life Insurance Prems.	5-01-03-010	9,102.72
			PhilHealth Contributions	5-01-03-030	1,896.40
TOTAL PS					105,819.12
TOTAL APPROPRIATIONS					105,819.12
9942 Municipal Disaster Risk Reduction Mgt. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-01-015-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	224,536.00
			Wages	5-01-01-020	67,824.00
			Year End Bonus	5-01-02-140	73,090.00
			Ret. & Life Insurance Prems.	5-01-03-010	35,083.20
			PhilHealth Contributions	5-01-03-030	7,309.00
TOTAL PS					407,842.20
TOTAL APPROPRIATIONS					407,842.20
1016 Municipal Vice-Mayor	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-02-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	85,604.00
			Wages	5-01-01-020	-
			Year End Bonus	5-01-02-140	21,401.00
			Ret. & Life Insurance Prems.	5-01-03-010	10,272.48
			PhilHealth Contributions	5-01-03-030	2,140.10
TOTAL PS					119,417.58
TOTAL APPROPRIATIONS					119,417.58
1021 Sangguniang Bayan	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-02-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	626,464.00
			Wages	5-01-01-020	75,360.00
			Year End Bonus	5-01-02-140	175,456.00
			Ret. & Life Insurance Prems.	5-01-03-010	84,218.88
			PhilHealth Contributions	5-01-03-030	17,545.60
TOTAL PS					979,044.48
TOTAL APPROPRIATIONS					979,044.48
1022 Secretary to the Sangguniang	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-02-001-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	86,604.00
			Wages	5-01-01-020	60,288.00
			Year End Bonus	5-01-02-140	36,723.00
			Ret. & Life Insurance Prems.	5-01-03-010	17,627.04
			PhilHealth Contributions	5-01-03-030	3,672.30
TOTAL PS					204,914.34
TOTAL APPROPRIATIONS					204,914.34

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1041 Municipal Planning and Dev. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-09-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	108,420.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	30,873.00
			Ret. & Life Insurance Prems.	5-01-03-010	14,819.04
PhilHealth Contributions	5-01-03-030	3,087.30			
TOTAL PS					172,271.34
TOTAL APPROPRIATIONS					172,271.34
1051 Municipal Civil Registrar's Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-12-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	122,276.00
			Wages	5-01-01-020	22,608.00
			Year End Bonus	5-01-02-140	36,221.00
			Ret. & Life Insurance Prems.	5-01-03-010	17,386.08
PhilHealth Contributions	5-01-03-030	3,622.10			
TOTAL PS					202,113.18
TOTAL APPROPRIATIONS					202,113.18
1071 Municipal Budget Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-08-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	117,764.00
			Wages	5-01-01-020	7,536.00
			Year End Bonus	5-01-02-140	31,325.00
			Ret. & Life Insurance Prems.	5-01-03-010	15,036.00
PhilHealth Contributions	5-01-03-030	3,132.50			
TOTAL PS					174,793.50
TOTAL APPROPRIATIONS					174,793.50
1081 Municipal Accountant's Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-07-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	149,876.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	41,237.00
			Ret. & Life Insurance Prems.	5-01-03-010	19,793.76
PhilHealth Contributions	5-01-03-030	4,123.70			
TOTAL PS					230,102.46
TOTAL APPROPRIATIONS					230,102.46
1091 Municipal Treasurer's Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-05-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	284,484.00
			Wages	5-01-01-020	37,680.00
			Year End Bonus	5-01-02-140	80,541.00
			Ret. & Life Insurance Prems.	5-01-03-010	38,659.68
PhilHealth Contributions	5-01-03-030	8,054.10			
Terminal Leave Benefits	5-01-04-030	300,000.00			
TOTAL PS					749,418.78
TOTAL APPROPRIATIONS					749,418.78
1101 Municipal Assessor's Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	1000-000-3-1-06-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	143,644.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	39,679.00
			Ret. & Life Insurance Prems.	5-01-03-010	19,045.92
PhilHealth Contributions	5-01-03-030	3,967.90			
TOTAL PS					221,408.82
TOTAL APPROPRIATIONS					221,408.82

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
4411 Municipal Health Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	3000-100-3-1-11-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	136,948.00
			Wages	5-01-01-020	45,216.00
			Year End Bonus	5-01-02-140	45,541.00
			Ret. & Life Insurance Prems.	5-01-03-010	21,859.68
PhilHealth Contributions	5-01-03-030	4,554.10			
TOTAL PS					254,118.78
TOTAL APPROPRIATIONS					254,118.78
7611 Municipal Social Welfare and Dev't. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	3000-200-3-2-05-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	225,836.00
			Wages	5-01-01-020	45,216.00
			Year End Bonus	5-01-02-140	67,763.00
			Ret. & Life Insurance Prems.	5-01-03-010	32,526.24
PhilHealth Contributions	5-01-03-030	6,776.30			
TOTAL PS					378,117.54
TOTAL APPROPRIATIONS					378,117.54
8711 Municipal Agricultural Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	8000-100-3-2-03-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	223,776.00
			Wages	5-01-01-020	15,072.00
			Year End Bonus	5-01-02-140	59,712.00
			Ret. & Life Insurance Prems.	5-01-03-010	28,661.76
			PhilHealth Contributions	5-01-03-030	5,971.20
			TOTAL PS		
MOOE:					
Travelling Expenses					30,000.00
TOTAL MOOE					30,000.00
TOTAL APPROPRIATIONS					363,192.96
8751 Municipal Engineering Office Dev't. Office	1. Salary and wage increase and year end bonus differential for the implementation of 2nd Tranche Salary Scheule adopting Salary Schedule of Special Cities and First Class Provinces and Cities per LBC 165 dated July 18, 2025	8000-300-3-1-10-000-000	PERSONNEL SERVICES		
			Salaries	5-01-01-010	217,708.00
			Wages	5-01-01-020	45,216.00
			Year End Bonus	5-01-02-140	65,731.00
			Ret. & Life Insurance Prems.	5-01-03-010	31,550.88
PhilHealth Contributions	5-01-03-030	6,573.10			
TOTAL PS					366,778.98
TOTAL APPROPRIATIONS					366,778.98
1012 Municipal Jail Office	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-1-021-000	MOOE		
			Other Maintenance and Operating Expenses	5-02-99-990	4,208.00
TOTAL MOOE					4,208.00
1042 MLGOO	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-3-01-016-000	MOOE		
			Other Maintenance and Operating Expenses	5-02-99-990	4,208.00
TOTAL MOOE					4,208.00
1158 Mun. Trial Court	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-1-017-000	MOOE		
			Other Maintenance and Operating Expenses	5-02-99-990	12,608.00
TOTAL MOOE					12,608.00

Implementing Office	Particulars/Purpose	AIP Reference Code	Object of Expenditure	Account Code	Amount
1181 PALO-PNP	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-1-01-018-000	MOOE Other Maintenance and Operating Expenses	5-02-99-990	4,208.00
			TOTAL MOOE		4,208.00
1191 Bureau of Fire Protection-Palo	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-1-01-020-000	MOOE Other Maintenance and Operating Expenses	5-02-99-990	4,208.00
			TOTAL MOOE		4,208.00
1995 Commission on Election - Palo	1. Additional appropriation of Honorarium of Officials assigned in the Municipality of Palo, Leyte	1000-000-3-1-01-023-000	MOOE Other Maintenance and Operating Expenses	5-02-99-990	4,208.00
			TOTAL MOOE		4,208.00
TOTAL APPROPRIATIONS					33,648.00
Mayor's/Tourism	SPECIAL PURPOSE APPROPRIATIONS (NON-OFFICE EXPENDITURES) 1. Research and Development		MOOE Other Maintenance & Ope. Exp.	5-02-99-990	5,000,000.00
			TOTAL SPAs/Non-Office Expenditures		5,000,000.00
TOTAL APPROPRIATIONS					5,000,000.00
TOTAL SUPPLEMENTAL APPROPRIATIONS					11,344,911.38

Prepared by:


MA. ALEJ F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four (4) Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		OFFICE OF THE MUNICIPAL MAYOR							
1	1	Municipal Mayor	Remedios L. Petilla	SG-27/Step 2	125,215.00	SG-27/Step 2	144,897.00	19,682.00	78,728.00
2	2	Senior Administrative Assistant III (Private Secretary II)	Ma. Cecile S. Acebedo	SG-15/Step 1	34,572.00	SG-15/Step 1	40,208.00	5,636.00	22,544.00
6	6	Administrative Officer II (Information Officer I)	Eumelia I. Creer	SG-11/Step 1	25,661.00	SG-11/Step 1	30,024.00	4,363.00	17,452.00
4	4	Administrative Aide IV (Driver II)	Lamberto N. Francisco Jr.	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
3	3	Administrative Aide IV (Clerk II)	(Vacant)	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
11-L	11-L	Administrative Aide III (Clerk I)	Ma. Aileen M. Pesado	SG-3/ Step 1	13,739.00	SG-3/ Step 1	15,852.00	2,113.00	8,452.00
11-T	11-T	Administrative Aide II (Messenger)	Alwin P. Fumar	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-Z	11-Z	Administrative Aide II (Reproduction Machine Operator I)	Flora May D. Castillo	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-AA	11-AA	Administrative Aide II (Reproduction Machine Operator I)	Maria Jasmin C. Fuentes	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-AB	11-AB	Administrative Aide II (Bookbinder I)	Lenny Lou T. Saboren	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-AC	11-AC	Administrative Aide II (Bookbinder I)	Francisco B. Daga	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
10	10	Administrative Aide I (Utility Worker I)	Ma. Floramel C. Acebedo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
					305,215.00		353,333.00	48,118.00	192,472.00
					305,215.00		353,333.00	48,118.00	192,472.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4	5	6	7	8	9	
		OFFICE OF THE MUNICIPAL MAYOR (10)							
		Administrative Aide I	BARANDA, MA. JANICE B.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	CANCELLER, CRISTINE LYNN T.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MAGLINTE, JESSIE JOY E.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MARI, GINA V.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	SUGBO, JOYLYN C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	VALERA, ALEJANDRE O.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	VILLACORTE, NETCHE L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (10)			121,770.00		140,610.00	18,840.00	75,360.00
		TOTAL APPROPRIATIONS			121,770.00		140,610.00	18,840.00	75,360.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALEJ F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (OFFICE OF THE MUNICIPAL ADMINISTRATOR)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
OFFICE OF THE MUNICIPAL ADMINISTRATOR									
11-A	11-A	Administrative Officer V (Administrative Officer III)	(Vacant)	SG-18/Step 1	44,114.00	SG-18/Step 1	51,304.00	7,190.00	28,760.00
11-B	11-B	Administrative Aide III (Clerk I)	Rhuel P. Malquisto	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
		TOTAL SALARIES			57,853.00		67,156.00	9,303.00	37,212.00
		TOTAL APPROPRIATIONS			57,853.00		67,156.00	9,303.00	37,212.00

Prepared by:


ALLAN F. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Office of the Municipal Administrator)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4						
		OFFICE OF THE MUNICIPAL ADMINISTRATOR (1)							
		Administrative Aide I	MARGALLO, JONABEL O.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:



ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:



MA. ALEJ F. PLAZUELA

Municipal Budget Officer

Approved by:



REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025(Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 180, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 185, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4					9	
ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION									
11-M	11-M	Supervising Administrative Officer (Administrative Officer IV)	Julieta Isabel P. Bisang	SG-22/ Step 1	67,352.00	SG-22/ Step 1	78,162.00	10,810.00	43,240.00
11	11	Administrative Officer II (Human Resource Mgt. Officer I)	(Vacant)	SG-11/Step 8	27,528.00	SG-11/Step 1	30,024.00	2,496.00	9,984.00
11-H	11-H	Administrative Aide III (Clerk I)	(Vacant)	SG-3/ Step 1	13,739.00	SG-3/ Step 1	15,852.00	2,113.00	8,452.00
					108,619.00		124,038.00	15,419.00	61,676.00
					108,619.00		124,038.00	15,419.00	61,676.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Administrative and Human Resource Management Section)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		ADMINISTRATIVE AND HUMAN RESOURCE MANAGEMENT SECTION (5)							
		Administrative Aide I	ALDAS, TISHA MARIE M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	ALMEROLA, BANEZA N.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	LAURE, JOSEPH ALEXIS S.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	ONIDA, NOOKIE G.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (5)			60,885.00		70,305.00	9,420.00	37,680.00
		TOTAL APPROPRIATIONS			60,885.00		70,305.00	9,420.00	37,680.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (BUSINESS PERMITS AND LICENSING OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/13/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4					9	
		BUSINESS PERMITS AND LICENSING OFFICE							
102	102	Licensing Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
		TOTAL SALARIES			25,661.00		30,024.00	4,363.00	17,452.00
		TOTAL APPROPRIATIONS			25,661.00		30,024.00	4,363.00	17,452.00

Prepared by:



ALLAN F. CHAVERO
Human Resource Management Officer I

Reviewed by:



MA. ALELIF PLAZUELA
Municipal Budget Officer

Approved by:



REMEDIOS "MATIN" L. PETILLA
Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Business Permits and Licensing Office)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4					9	
		BUSINESS PERMITS AND LICENSING OFFICE (2)							
		Administrative Aide I	CANCILLER, CRISTINE LYNN	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	DOYOLA, BRYLL WILLIAM L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)


Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICE									
103	103	Development Management Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
		TOTAL SALARIES			25,661.00		30,024.00	4,363.00	17,452.00
		TOTAL APPROPRIATIONS			25,661.00		30,024.00	4,363.00	17,452.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALEM F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Economic Development and Investment Promotion Unit)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	
		ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION UNIT (1)							
		Administrative Aide I	SALCEDA, DIVINA AMOR C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALEFI PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (GENERAL SERVICES SECTION)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
GENERAL SERVICES SECTION									
8	8	Administrative Aide IV (Storekeeper I)	Dennis J. Basas	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
11-O	11-O	Administrative Aide IV (Driver II)	Gerry B. Terceño	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
11-I	11-I	Administrative Aide III (Clerk I)	Dario E. Margallo	SG-3/ Step 2	13,846.00	SG-3/ Step 2	15,971.00	2,125.00	8,500.00
11-R	11-R	Construction and Maintenance Man	Kim D. Pulga	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-S	11-S	Construction and Maintenance Man	Erwin N. Sabayan	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-U	11-U	Administrative Aide II (Messenger)	Andy C. Campomanes	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-V	11-V	Metro Aide I	Licenio B. Baldesco	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-W	11-W	Metro Aide I	Absalon E. Corregidor	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-X	11-X	Metro Aide I	Jovencio A. Mendaza	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-Y	11-Y	Metro Aide I	Danilo R. Pedrosa	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
11-AD	11-AD	Administrative Aide I (Laborer I)	Elpidio R. Potazo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
11-AE	11-AE	Administrative Aide I (Laborer I)	Armando C. Bardaje	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
11-AF	11-AF	Administrative Aide I (Laborer I)	Nolan T. Portugal	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
11-AG	11-AG	Administrative Aide I (Utility Worker I)	Joy A. Tolibas	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
11-AH	11-AH	Administrative Aide I (Utility Worker I)	Imelda C. Chen	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
					194,452.00		224,417.00	29,965.00	119,860.00
					194,452.00		224,417.00	29,965.00	119,860.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALETTA F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA,

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

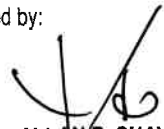
Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (General Services Section)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) <small>per LBC # 160, dated 08/12/2024, Rate/Mo.</small>		CY-2025 Proposed (Second Tranche) <small>per LBC # 165, dated 07/18/2025, National Rate/Mo.</small>		Increase / Decrease	Total Increase/ Decrease/Month <small>Four Months Sept.-Dec. 2025</small>
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		GENERAL SERVICES SECTION (5)							
		Administrative Aide I	JAVA, FERNANDO D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	LINDE, ELMER A.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	OCADO, EDUARDO, JR. C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	OPON, JAMES LEE R.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	REPOSAR, GLENN M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (5)			60,885.00		70,305.00	9,420.00	37,680.00
		TOTAL APPROPRIATIONS			60,885.00		70,305.00	9,420.00	37,680.00

Prepared by:



ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:



MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:



REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (HOUSING AND HOMESITE REGULATIONS SECTION)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4					9	
		HOUSING AND HOMESITE REGULATIONS SECTION							
104	104	Housing and Homesite Regulation Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
		TOTAL SALARIES			25,661.00		30,024.00	4,363.00	17,452.00
		TOTAL APPROPRIATIONS			25,661.00		30,024.00	4,363.00	17,452.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Housing and Homesite Regulations Section)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		HOUSING AND HOMESITE REGULATIONS SECTION (1)							
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:



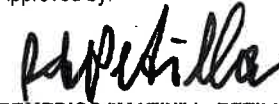
ALLAN P. CHAVERO
Human Resource Management Officer I

Reviewed by:



MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:



REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)


Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4						
		INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION							
105	105	Computer Maintenance Technologist I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	-	17,452.00
		TOTAL SALARIES			25,661.00		30,024.00	4,363.00	17,452.00
		TOTAL APPROPRIATIONS			25,661.00		30,024.00	4,363.00	17,452.00


Prepared by:


ALLAN P. CHAVERO
Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Information Technology and Sound System Management Section)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		INFORMATION TECHNOLOGY AND SOUND SYSTEM MANAGEMENT SECTION (1)							
		Administrative Aide I	PEDROSA, MC-PITCH E.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	
LIVELIHOOD AND COOPERATIVES DEVELOPMENT OFFICE									
106	106	Administrative Officer I (Records Officer I)	(Vacant)	SG-10, Step 1	21,943.00	SG-10, Step 1	25,586.00	3,643.00	14,572.00
11-J	11-J	Administrative Aide III (Clerk I)	Rachelle Ann M. Uy	SG-3/ Step 1	13,739.00	SG-3/ Step 1	15,852.00	2,113.00	8,452.00
9	9	Administrative Aide I (Utility Worker I)	(Vacant)	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
		TOTAL SALARIES			47,859.00		55,499.00	7,640.00	30,560.00
		TOTAL APPROPRIATIONS			47,859.00		55,499.00	7,640.00	30,560.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Livelihood and Cooperatives Development Section)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
		LIVELIHOOD AND COOPERATIVES DEVELOPMENT SECTION (2)							
		Administrative Aide I	ALCOBER, JUBI GABRIELLE	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	CASTILLOTE, ANNABELLE N.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:


ALLAN R. CHAVERO

Human Resources Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (ECONOMIC ENTERPRISE MANAGEMENT UNIT: MARKET, SLAUGHTERHOUSE, CEMETERY)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
ECONOMIC ENTERPRISE MANAGEMENT UNIT									
MARKET									
12	12	Market Supervisor I	Armando B. Macalalag, Jr.	SG-10/Step 1	21,943.00	SG-10/Step 1	25,586.00	3,643.00	14,572.00
13-A	13-A	Administrative Aide II (Messenger)	Margarito S. Almaden	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
13-B	13-B	Watchman I	Benvenuto A. De la Cruz	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
13-D	13-D	Administrative Aide I (Laborer I)	Raul C. Noblejas	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-E	13-E	Administrative Aide I (Laborer I)	Felix A. Tiempo, Jr.	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-I	13-I	Administrative Aide I (Utility Worker I)	Ernesto V. Luyo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-J	13-J	Administrative Aide I (Utility Worker I)	Pedro E. Faron	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
SLAUGHTERHOUSE									
13	13	Meat Inspector I	Jerico V. Dulosa	SG-6/Step 8	17,335.00	SG-6/Step 8	19,963.00	2,628.00	10,512.00
13-C	13-C	Watchman I	Dan P. Java	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
13-F	13-F	Administrative Aide I (Laborer I)	Nilo L. Almaden	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-G	13-G	Administrative Aide I (Laborer I)	Rogelio L. Odevilas	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-K	13-K	Administrative Aide I (Utility Worker I)	Redentor O. Hermosilla	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
CEMETERY									
11-P	11-P	Cemetery Caretaker	Tommy A. Graciano	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
13-H	13-H	Administrative Aide I (Laborer I)	Eric M. Gatela	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
13-L	13-L	Administrative Aide I (Utility Worker I)	Diego F. Canaleja	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
TOTAL SALARIES					200,611.00		231,798.00	31,187.00	124,748.00
TOTAL APPROPRIATIONS					200,611.00		231,798.00	31,187.00	124,748.00

Prepared by:


ALLAN P. CHAVERO
Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Economic Enterprise Management Unit: Market, Slaughterhouse, Cemetery)**

Account Code: **1011**

Item Number		Position Title 3	Name of Incumbent 4	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease 9	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		ECONOMIC ENTERPRISE MANAGEMENT UNIT							
		Administrative Aide I	ABRANTES, RITA N.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		MARKET							
		Administrative Aide I	LADRERA, ROLANDO JR. C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	LIPORADA, RENATO L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MARILLA, ANTONIO L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MOVILLA, ALBERT M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (4)			48,708.00		56,244.00	7,536.00	30,144.00
		SLAUGHTERHOUSE							
		Administrative Aide I	CANILLAS, ANTONIO P.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (3)			36,531.00		42,183.00	5,652.00	22,608.00
		CEMETERY							
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		OVER ALL TOTAL WAGES (9)			109,593.00		126,549.00	16,956.00	67,824.00
		TOTAL APPROPRIATIONS			109,593.00		126,549.00	16,956.00	67,824.00

Prepared by:


ALLAN P. CHAVERO
Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (PUBLIC EMPLOYMENT SERVICE OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4					9	
107	107	PUBLIC EMPLOYMENT SERVICE OFFICE Senior Labor and Employment Officer	Allan P. Chavero	SG-19/Step 1	48,486.00	SG-19/Step 1	56,390.00	7,904.00	31,616.00
		TOTAL SALARIES			48,486.00		56,390.00	7,904.00	31,616.00
		TOTAL APPROPRIATIONS			48,486.00		56,390.00	7,904.00	31,616.00


Prepared by:

~~ALLAN P. CHAVERO~~
Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: Office of the Municipal Mayor - (Public Employment Service Office)

Account Code: 1011

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		PUBLIC EMPLOYMENT SERVICE OFFICE (1)							
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025						
Old	New			SG / Step	Amount	SG / Step	Amount								
1	2	3	4	5	6	7	8	9							
29-A	29-A	ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE		SG-18/Step 1	44,114.00	SG-18/Step 1	51,304.00	7,190.00	28,760.00						
		Senior Environmental Management Specialist	(Vacant)												
		TOTAL SALARIES													
		TOTAL APPROPRIATIONS													

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELY N. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
---	--	--

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Environment and Solid Waste Management Office)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		ENVIRONMENT AND SOLID WASTE MANAGEMENT OFFICE (1)							
		Administrative Aide I	MOLINO, SHEEN LESTER S.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:


ALLAN R. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALEY F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL MAYOR - (TOURISM, CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEVELOPMENT OFFICE)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
TOURISM, CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEVELOPMENT OFFICE									
TOURISM, CULTURE, ARTS AND MEDIA OFFICE									
11-F	11-F	Senior Tourism Culture and the Arts Officer (Senior Tourism Operations Officer)	(Vacant)	SG-18/Step 1	44,114.00	SG-18/Step 1	51,304.00	7,190.00	28,760.00
11-G	11-G	Tourism Culture and the Arts Officer I (Tourism Operations Officer)	Nariza A. Marasigan	SG-11/ Step 1	25,661.00	SG-11/ Step 1	30,024.00	4,363.00	17,452.00
YOUTH AND SPORTS DEVELOPMENT OFFICE									
108	108	Youth Development Officer I	(Vacant)	SG-10, Step 1	21,943.00	SG-10, Step 1	25,586.00	3,643.00	14,572.00
					91,718.00		106,914.00	15,196.00	60,784.00
TOTAL SALARIES									
					91,718.00		106,914.00	15,196.00	60,784.00
TOTAL APPROPRIATIONS									

Prepared by:


ALLAN P. CHAVERO
Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Mayor - (Tourism, Culture, Arts, Media, Youth and Sports Development Office)**

Account Code: **1011**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025	
Old	New			SG / Step	Amount	SG / Step	Amount			
1	2			5	6	7	8			
		3	4							
		TOURISM , CULTURE, ARTS, MEDIA, YOUTH AND SPORTS DEVELOPMENT OFFICE:								
		TOURISM, CULTURE, ARTS AND MEDIA OFFICE								
		Administrative Aide I		ACEDILLO, MISHIA O.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (1)				12,177.00		14,061.00	1,884.00	7,536.00
		YOUTH AND SPORTS DEVELOPMENT OFFICE								
		Administrative Aide I		DE ASIS, ROUAN C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		SUB-TOTAL WAGES (1)				12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS				24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:

Reviewed by:

Approved by:


ALLAN P. CHAVERO

Human Resource Management Officer I


MA. ALELIF. PLAZUELA

Municipal Budget Officer


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER**

Account Code:

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	
OFFICE OF THE MUNICIPAL DISATER RISK REDUCTION AND MANGEMENT OFFICER									
113	113	Mun. Gov't. Dep't. Head I (Local Disaster Risk Reduction and Management Officer	Harvey D. Gaspan	SG-24, Step 1	84,719.00	SG-24, Step 1	98,185.00	13,466.00	53,864.00
11-E	11-E	Local Disaster Risk Reduction and Management Officer III	(Vacant)	SG18/Step 1	44,114.00	SG18/Step 1	51,304.00	7,190.00	28,760.00
11-C	11-C	Local Disaster Risk Reduction & Management Officer I	Niña Ericka Q. Margallo	SG-11/Step 1	25,661.00	SG-11/Step 1	30,024.00	4,363.00	17,452.00
11-D	11-D	Local Disaster Risk Reduction & Management Assistant	Denis C. Travieza	SG-8/Step 3	18,817.00	SG-8/Step 3	21,839.00	3,022.00	12,088.00
11-K	11-K	Administrative Aide III (Clerk I)	(Vacant)	SG-3/ Step 1	13,739.00	SG-3/ Step 1	15,852.00	2,113.00	8,452.00
5	5	Administrative Aide III (Driver I)	Alberto D. Patiga	SG-3/Step 3	13,951.00	SG-3/Step 3	16,088.00	2,137.00	8,548.00
RESEARCH AND PLANNING SECTION									
114	114	Local Disaster Risk Reduction Management Assista	(Vacant)	SG-8, Step 1	18,481.00	SG-8, Step 1	21,448.00	2,967.00	11,868.00
ADMINISTRATION AND TRAINING SECTION									
115	115	Local Disaster Risk Reduction Management Assista	(Vacant)	SG-8, Step 1	18,481.00	SG-8, Step 1	21,448.00	2,967.00	11,868.00
OPERATION AND WARNING SECTION									
116	116	Local Disaster Risk Reduction Management Assista	(Vacant)	SG-8, Step 1	18,481.00	SG-8, Step 1	21,448.00	2,967.00	11,868.00
EMERGENCY RESPONSE UNIT									
117	117	Administrative Aide III (Clerk I)	Gino Miguel D. Casilao	SG-3, Step 1	13,739.00	SG-3, Step 1	15,852.00	2,113.00	8,452.00
WATER PATROL, RESCUE AND RESPONSE UNIT									
118	118	Administrative Aide III (Clerk I)	(Vacant)	SG-3, Step 1	13,739.00	SG-3, Step 1	15,852.00	2,113.00	8,452.00

TRAFFIC AND SECURITY MANAGEMENT UNIT									
119	119	Security Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
120	120	Traffic Operations Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
11-Q	11-Q	Parking Aide I	Henry N. Parado	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
		TOTAL SALARIES			348,179.00		404,313.00	56,134.00	224,536.00
		TOTAL APPROPRIATIONS			348,179.00		404,313.00	56,134.00	224,536.00

Prepared by:

Reviewed by:

Approved by:

~~ALLAN P. CHAVERO~~

Human Resource Management Officer I

MA. ALELY R. PLAZUELA

Municipal Budget Officer

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER**

Account Code:

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/19/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER (3)							
		Administrative Aide I	CABAG, VIVENCIO JR. G.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					36,531.00		42,183.00	5,652.00	22,608.00
		RESEARCH AND PLANNING SECTION (1)							
		Administrative Aide I	PEROTE, JOSELYN M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		ADMINISTRATION AND TRAINING SECTION (1)							
		Administrative Aide I	VILLAS, BRYAN JAY C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		OPERATIONS AND WARNING SECTION (1)							
		Administrative Aide I	BARREDO, FRANCO A.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		EMERGENCY RESPONSE UNIT (1)							
		Administrative Aide I	LADRERA, JEFFREY M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		WATER PATROL RESCUE AND RESPONSE UNIT (1)							
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TRAFFIC AND SECURITY MANAGEMENT UNIT (1)							
		Administrative Aide I	TAÑOLA, CIDRIX C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (9)			109,593.00		126,549.00	16,956.00	67,824.00
		TOTAL APPROPRIATIONS			109,593.00		126,549.00	16,956.00	67,824.00

Prepared by:

Reviewed by:

Approved by:

ALLAN P. CHAVERO

Human Resource Management Officer I

MA. ALELI F. PLAZUELA

Municipal Budget Officer

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL VICE MAYOR**

Account Code: 1016

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
14	14	Municipal Vice Mayor	Jonathan P. Chiquillo	SG-25/Step 2	98,062.00	SG-25/Step 2	113,476.00	15,414.00	61,656.00
14-C	14-C	Administrative Aide III (Clerk I)	Adelyn F. Regato	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
14-B	14-B	Administrative Aide II (Messenger)	Franklin T. Ygrubay	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
14-A	14-A	Administrative Aide I (Utility Worker I)	Nikki S. Fumar	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
		TOTAL SALARIES			136,913.00		158,314.00	21,401.00	85,604.00
		TOTAL APPROPRIATIONS			136,913.00		158,314.00	21,401.00	85,604.00

Prepared by:

Reviewed by:

Approved by:


ALLAN P. CHAVERO
 Human Resource Management Officer I


MA. AILEEN F. PLAZUELA
 Municipal Budget Officer


REMEDIOS "MATIN" L. PETILLA
 Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE SANGGUNIANG BAYAN**

Account Code: **1021**

Item Number		Position Title 3	Name of Incumbent 4	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease 9	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
15	15	SB Member	Chiqui Ruth C. Uy	SG-24/Step 4	88,935.00	SG-24/Step 4	102,871.00	13,936.00	55,744.00
16	16	SB Member	Andres Ian R. Sevilla	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
17	17	SB Member	Felipe T. Ygrubay Jr.	SG-24/Step 3	87,507.00	SG-24/Step 3	101,283.00	13,776.00	55,104.00
18	18	SB Member	Casimero B. Parado II	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
19	19	SB Member	Antonio C. Hernit	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
20	20	SB Member	Casimero D. Villas Jr.	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
21	21	SB Member	Panchito M. Cortez	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
22	22	SB Member	Aaron H. Roca	SG-24/Step 3	87,507.00	SG-24/Step 3	101,283.00	13,776.00	55,104.00
23	23	SB Member	Gregorio Papoose V. Lantajo, Jr.	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
24	24	SB Member	Mary Dwell S. Agner	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
25	25	Board Secretary I	(Vacant)	SG-14/Step 1	31,891.00	SG-14/Step 1	37,024.00	5,133.00	20,532.00
25-A	25-A	Legislative Staff Asst. I	Bryan C. Malate	SG-6/Step 1	16,430.00	SG-6/Step 1	18,957.00	2,527.00	10,108.00
25-B	25-B	Administrative Aide III (Driver I)	Rogelio C. Llemos	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
127	127	Administrative Aide IV (Storekeeper I)	(Vacant)	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
128	128	Administrative Aide IV (Driver II)	(Vacant)	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
129	129	Administrative Aide III (Driver I)	(Vacant)	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
130	130	Administrative Aide II (Messenger)	(Vacant)	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
131	131	Administrative Aide I (Utility Worker I)	(Vacant)	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
					992,597.00		1,149,213.00	156,616.00	626,464.00
					992,597.00		1,149,213.00	156,616.00	626,464.00

Prepared by:

ALLAN P. CHAVERO

Human Resources Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE SANGGUNIANG BAYAN**

Account Code: **1021**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	Four Months Sept.-Dec. 2025
		OFFICE OF THE SANGGUNIANG BAYAN							
		Administrative Aide I	BENZON, LAILANE M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	CASTAÑARES, REMEDIOS C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	GUMAROY, MA. LOURDES P.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	HERNIT, ELEANOR D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MARGALLO, RICA MAY B.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	NORADA, JESSA H.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	OCHIA, LAUREL T.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PEDROSA, EMMANUEL J.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PLAZUELA, RAEFELLE D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PORTES, ANGELINE G.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (10)			121,770.00		140,610.00	18,840.00	75,360.00
		TOTAL APPROPRIATIONS			121,770.00		140,610.00	18,840.00	75,360.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

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

Account Code: **1022**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	Four Months Sept.-Dec. 2025
26	26	Secretary to the Sangguniang Bayan I	Brian Valente P. Elorcha	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
27	27	Administrative Aide III (Clerk I)	Anita M. Portula	SG-3/Step 8	14,495.00	SG-3/Step 8	16,693.00	2,198.00	8,792.00
27-C	27-C	Administrative Aide III (Clerk I)	(Vacant)	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
27-B	27-B	Administrative Adie II (Messenger)	(Vacant)	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
27-A	27-A	Administrative Aide I (Utility Worker I)	(Vacant)	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
		TOTAL SALARIES			138,065.00		159,716.00	21,651.00	86,604.00
		TOTAL APPROPRIATIONS			138,065.00		159,716.00	21,651.00	86,604.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)


Local Government Unit: Palo, Leyte

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

Account Code: **1022**

Item Number		Position Title 3	Name of Incumbent 4	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease 9	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		Administrative Aide I	ACRE, IMELDA L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	BARROSA, GLENNDY MAY D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	BOBARES, LILIBETH M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MINA, ALEX B.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MONTEZA, HAZEL A.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PALOMERAS, ARVIN B.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (8)			97,416.00		112,488.00	15,072.00	60,288.00
		TOTAL APPROPRIATIONS			97,416.00		112,488.00	15,072.00	60,288.00

Prepared by:


ALLAM F. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR**

Account code: **1041**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
28	28	Mun. Gov't. Dept. Head I (Mun. Planning and Development Coordinator)	Armand C. Cabaltera	SG-24/Step 5	90,387.00	SG-24/Step 5	104,483.00	14,096.00	56,384.00
123	123	Planning Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
124	124	Zoning Inspector I	(Vacant)	SG-6, Step 1	16,430.00	SG-6, Step 1	18,957.00	2,527.00	10,108.00
29	29	Statistician Aide	Nikel D. Acebedo	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
29-B	29-B	Administrative Aide II (Messenger)	Godofredo P. Barbosa, Jr.	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
29-C	29-C	Administrative Aide I (Utility Worker I)	Michael T. Saboren	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
TOTAL SALARIES					172,178.00		199,283.00	27,105.00	108,420.00
TOTAL APPROPRIATIONS					172,178.00		199,283.00	27,105.00	108,420.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR**

Account code: **1041**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2	3	4	5	6	7	8	9	Four Months Sept.-Dec. 2025
		Administrative Aide I	MOLINO, JIMMA CONCEPCION S.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MONTEZA, GENEVIVE T.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. AREL F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)


Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

Account Code: **1051**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
30	30	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR Mun. Gov't. Dept. Head I (Municipal Civil Registrar)	Edgar Y. Tañala	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
111	111	Registration Officer I	(Vacant)	SG-10, Stgep 1	21,943.00	SG-10, Stgep 1	25,586.00	3,643.00	14,572.00
31	31	Administrative Aide VI (Clerk III)	Chelsa C. Perez	SG-6/Step 2	16,556.00	SG-6/Step 2	19,098.00	2,542.00	10,168.00
32	32	Administrative Aide VI (Clerk III)	Ma. Lorna N. Abrantes	SG-6/Step 1	16,430.00	SG-6/Step 1	18,957.00	2,527.00	10,108.00
32-A	32-A	Administrative Aide II (Reproduction Machine Operator I)	Nonelon M. Elona	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
32-B	32-B	Administrative Aide I (Utility Worker I)	Wyndel Christian P. Negrosa	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
112	112	POPULATION OFFICE Population Program Officer I	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
TOTAL SALARIES					191,803.00		222,372.00	30,569.00	122,276.00
TOTAL APPROPRIATIONS					191,803.00		222,372.00	30,569.00	122,276.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL CIVIL REGISTRAR**

Account Code: **1051**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		OFFICE OF THE MUNICIPAL CIVIL REGISTRAR							
		Administrative Aide I	NOVILLO, SHIENA ROSE R.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	HERMOSO, MERIAM L.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		POPULATION OFFICE							
		Administrative Aide I	Vacant)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			36,531.00		42,183.00	5,652.00	22,608.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL BUDGET OFFICER**

Account Code: **1071**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		OFFICE OF THE MUNICIPAL BUDGET OFFICER							
36	36	Mun. Govt' Dept. Head I (Municipal Budget Officer)	Ma. Aleli F. Plazuela	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
110	110	Administrative Officer II (Budget Officer I)	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
37	37	Administrative Assistant II (Budgeting Assistant)	Amelita P. Fumar	SG-8/Step 8	19,683.00	SG-8/Step 8	22,843.00	3,160.00	12,640.00
38	38	Administrative Aide IV (Budgeting Aide)	Ma. Corina Antonette M. Ilagan	SG-4/Step 8	15,391.00	SG-4/Step 8	17,724.00	2,333.00	9,332.00
38-A	38-A	Administrative Aide IV (Budgeting Aide)	(Vacant)	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
38-B	38-B	Administrative Aide II (Reproduction Machine Operator I)	Ma. Antonette S. Robillos	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
38-C	38-C	Administrative Aide I (Utility Worker I)	Diomedes D. Montilla	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
		TOTAL SALARIES			185,154.00		214,595.00	29,441.00	117,764.00
		TOTAL APPROPRIATIONS			185,154.00		214,595.00	29,441.00	117,764.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZU ELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **Office of the Municipal Budget Officer**

Account Code: **1071**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (1)			12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL APPROPRIATIONS			12,177.00		14,061.00	1,884.00	7,536.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELYF. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ACCOUNTANT**

Account Code: **1081**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LGC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LGC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
OFFICE OF THE MUNICIPAL ACCOUNTANT									
39	39	Mun. Gov't. Department Head I (Municipal Accountant)	Luis Antonio M. Napoles	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
39-A	39-A	Accountant III	Francis P. Regaña	SG-19/Step 1	48,486.00	SG-19/Step 1	56,390.00	7,904.00	31,616.00
40	40	Administrative Assistant III (Senior Bookkeeper)	Dona Rica M. Onida	SG-9/Step 1	19,997.00	SG-9/Step 1	23,226.00	3,229.00	12,916.00
41	41	Administrative Assistant II (Bookkeeper I)	Berty N. Natulla	SG-8/Step 1	18,481.00	SG-8/Step 1	21,448.00	2,967.00	11,868.00
42	42	Administrative Assistant II (Bookkeeper I)	(Vacant)	SG-8/Step 8	19,683.00	SG-8/Step 1	21,448.00	1,765.00	7,060.00
43	43	Administrative Aide IV (Accounting Clerk I)	(Vacant)	SG-4/Step 3	14,814.00	SG-4/Step 1	16,833.00	2,019.00	8,076.00
43-A	43-A	Administrative Aide IV (Accounting clerk I)	Sundy Adrian S. Cobacha	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
43-B	43-B	Administrative Aide II (Bookbinder I)	Mary Hazel M. Mooney	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
43-C	43-C	Administrative Aide I (Utility Worker I)	Ronnie E. Lacandazo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
TOTAL SALARIES					245,880.00		283,349.00	37,469.00	149,876.00
TOTAL APPROPRIATIONS					245,880.00		283,349.00	37,469.00	149,876.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ACCOUNTANT**

Account Code: **1081**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
		Administrative Aide I	BALDEVIA, RUSSELL N.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	DOYOLA, MARIA FE N.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL TREASURER**

Account Code: **1091**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LGC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LGC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
OFFICE OF THE MUNICIPAL TREASURER									
44	44	Mun. Gov't. Dept. Head I (Municipal Treasurer)	Ma. Chona E. Daloso	SG-24/Step 4	88,935.00	SG-24/Step 4	102,871.00	13,936.00	55,744.00
45	45	Mun. Gov't. Dept. Head I (Assistant Mun. Treasurer)	Luz C. Fernandez	SG-22/Step 8	74,699.00	SG-22/Step 8	86,324.00	11,625.00	46,500.00
56	56	Administrative Aide III (Clerk I)	(Vacant)	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
56-F	56-F	Administrative Aide II (Messenger)	Marties G. Hanopol	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
56-G	56-G	Administrative Aide II (Reproduction Machine Operator)	Lilian F. Uy	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
56-H	56-H	Administrative Aide II (Bookbinder I)	Roberto F. Horca, Jr.	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
56-I	56-I	Administrative Aide I (Utility Worker I)	Aldwin C. Fabi	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
CASH OPERATION									
46	46	Administrative Assistant II (Disbursing Officer II)	Rosario P. Egsoc	SG-8/Step 2	18,648.00	SG-8/Step 2	21,642.00	2,994.00	11,976.00
47	47	Administrative Aide VI (Disbursing Officer I)	Alma T. Sampilo	SG-6/Step 1	16,430.00	SG-6/Step 1	18,957.00	2,527.00	10,108.00
REVENUE OPERATION									
48	48	Revenue Collection Clerk II	Nida A. Tablason	SG-7/Step 1	17,429.00	SG-7/Step 1	20,110.00	2,681.00	10,724.00
49	49	Revenue Collection Clerk I	(Vacant)	SG-5/Step 1	15,485.00	SG-5/Step 1	17,866.00	2,381.00	9,524.00
50	50	Revenue Collection Clerk I	Dominic P. Fumar	SG-5/Step 1	15,485.00	SG-5/Step 1	17,866.00	2,381.00	9,524.00
51	51	Revenue Collection Clerk I	Susana A. Daga	SG-5/Step 8	16,336.00	SG-5/Step 8	18,813.00	2,477.00	9,908.00
52	52	Revenue Collection Clerk I	(Vacant)	SG-5/Step 1	15,485.00	SG-5/Step 1	17,866.00	2,381.00	9,524.00
53	53	Revenue Collection Clerk I	(Vacant)	SG-5/Step 1	15,485.00	SG-5/Step 1	17,866.00	2,381.00	9,524.00
54	54	Revenue Collection Clerk I	Ariel P. Lora	SG-5/Step 2	15,604.00	SG-5/Step 2	18,000.00	2,396.00	9,584.00
55	55	Revenue Collection Clerk I	(Vacant)	SG-5/Step 1	15,485.00	SG-5/Step 1	17,866.00	2,381.00	9,524.00
56-A	56-A	Ticket Checker	Cheryle M. Martinez	SG-3/Step 1	13,739.00	SG-3/Step 1	15,852.00	2,113.00	8,452.00
56-B	56-B	Ticket Checker	Rizalina L. Callosa	SG-3/Step 2	13,846.00	SG-3/Step 2	15,971.00	2,125.00	8,500.00
56-C	56-C	Ticket Checker	J-zar N. Dela Peña	SG-3/Step 2	13,846.00	SG-3/Step 2	15,971.00	2,125.00	8,500.00

56-D	56-D	Ticket Checker	Eleonor V. Longias	SG-3/Step 2	13,846.00	SG-3/Step 2	15,971.00	2,125.00	8,500.00
56-E	56-E	Ticket Checker	Diosalyn P. Petilla	SG-3/Step 2	13,846.00	SG-3/Step 2	15,971.00	2,125.00	8,500.00
		TOTAL SALARIES			459,350.00		530,471.00	71,121.00	284,484.00
		TOTAL APPROPRIATIONS			459,350.00		530,471.00	71,121.00	284,484.00

Prepared by:

Reviewed by:

Approved by:

~~ALLAN P. CHAVERO~~

~~Human Resource Management Officer I~~

MA. ALELI F. PLAZUELA

Municipal Budget Officer

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL TREASURER**

Account Code: **1091**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		3	4						
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
TOTAL WAGES (5)					60,885.00		70,305.00	9,420.00	37,680.00
TOTAL APPROPRIATIONS					60,885.00		70,305.00	9,420.00	37,680.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ASSESSOR**

Account Code: **1101**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
OFFICE OF THE MUNICIPAL ASSESSOR									
57	57	Mun. Gov't. Department Head I (Municipal Assessor)	Ana N. Lagao	SG-24/Step 1	84,719.00	SG-24/Step 1	98,185.00	13,466.00	53,864.00
109	109	Local Assessment Operations Officer I	Ruel M. Bitangjol	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
58	58	Draftsman I	Joel Bienvenido I. Daga	SG-6/Step 7	17,203.00	SG-6/Step 7	19,816.00	2,613.00	10,452.00
63	63	Assessment Clerk II	(Vacant)	SG-6/Step 1	16,430.00	SG-6/Step 1	18,957.00	2,527.00	10,108.00
59	59	Assessment Clerk I	Phoebe A. Elorcha	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
60	60	Assessment Clerk I	Darlene F. Panganoron	SG-4/Step 8	15,391.00	SG-4/Step 8	17,724.00	2,333.00	9,332.00
61	61	Assessment Clerk I	Maria Letty G. Labajoy	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
62	62	Assessment Clerk I	(Vacant)	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
63-A	63-A	Administrative Aide II (Messenger)	Julius M. Palamos	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
63-B	63-B	Administrative Aide I (Utility Worker I)	Genevive M. Perez	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
TOTAL SALARIES					228,280.00		264,191.00	35,911.00	143,644.00
TOTAL APPROPRIATIONS					228,280.00		264,191.00	35,911.00	143,644.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive




PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ASSESSOR**

Account Code: **1101**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche)		CY-2025 Proposed (Second Tranche)		Increase / Decrease	Total Increase/ Decrease/Month
				per LBC # 160, dated 08/12/2024, Rate/Mo.		per LBC # 165, dated 07/18/2025, National Rate/Mo.			
Old	New			SG / Step	Amount	SG / Step	Amount		Four Months
1	2	3	4	5	6	7	8	9	Sept.-Dec. 2025
		Administrative Aide I	ACEBEDO, BLESILDA M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	ALCONABA, VINCENT P.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALELI F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL HEALTH OFFICER**

Account Code: **4411**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6		
		OFFICE OF THE MUNICIPAL HEALTH OFFICER							
77	77	Mun. Gov't. Dept. Head I (Municipal Health Officer)	Leo T. Calonia	SG-24/Step 4	98,817.00	SG-24/Step 4	102,871.00	4,054.00	16,216.00
78	78	Dentist II	Cheryl T. Cabrerros	SG-17/Step 2	45,619.00	SG-17/Step 2	47,727.00	2,108.00	8,432.00
81	81	Dental Aide	Maria Ederlina B. Burre	SG-4/Step 8	17,101.00	SG-4/Step 8	17,724.00	623.00	2,492.00
87	87	Nurse II	Lorna A. Bonife	SG-16/Step 6	43,852.00	SG-16/Step 6	45,796.00	1,944.00	7,776.00
93	93	Nurse I	Leslie Anne B. Loreto	SG-15/Step 2	38,810.00	SG-15/Step 2	40,604.00	1,794.00	7,176.00
96	96	Radiologic Technologist I	Noel Y. Maraya, Jr.	SG-11/ Step 1	28,512.00	SG-11/ Step 1	30,024.00	1,512.00	6,048.00
92	92	Medical Technologist I	Emellie Grace Y. Adobas	SG-11/Step 1	28,512.00	SG-11/Step 1	30,024.00	1,512.00	6,048.00
97	97	Medical Technologist I	(Vacant)	SG-11/ Step 1	28,512.00	SG-11/ Step 1	30,024.00	1,512.00	6,048.00
95	95	Pharmacist I	Thea Isabella M. Cinco	SG-11/Step 1	28,512.00	SG-11/Step 1	30,024.00	1,512.00	6,048.00
83	83	Midwife III	Leah O. Miranda	SG-13/Step 2	33,183.00	SG-13/Step 2	34,733.00	1,550.00	6,200.00
91	91	Midwife III	Evelyn R. Gilang	SG-13/Step 1	32,870.00	SG-13/Step 1	34,421.00	1,551.00	6,204.00
84	84	Midwife II	(Vacant)	SG-11/Step 8	30,587.00	SG-11/Step 1	30,024.00	(563.00)	(2,252.00)
85	85	Midwife II	Nelson M. Elona	SG-11/Step 1	28,512.00	SG-11/Step 1	30,024.00	1,512.00	6,048.00
86	86	Midwife II	Diana C. Edejer	SG-11/Step 2	28,796.00	SG-11/Step 2	30,308.00	1,512.00	6,048.00
89	89	Midwife II	Dolorica M. Fumar	SG-11/Step 1	28,512.00	SG-11/Step 1	30,024.00	1,512.00	6,048.00
90	90	Midwife II	Gina T. Taladro	SG-11/Step 1	28,512.00	SG-11/Step 1	30,024.00	1,512.00	6,048.00
82	82	Midwife I	(Vacant)	SG-9/Step 1	22,219.00	SG-9/Step 1	23,226.00	1,007.00	4,028.00
94	94	Midwife I	(Vacant)	SG-9/Step 1	22,219.00	SG-9/Step 1	23,226.00	1,007.00	4,028.00
79	79	Sanitation Inspector II	Melvin C. Millar	SG-8/Step 2	20,720.00	SG-8/Step 2	21,642.00	922.00	3,688.00
80	80	Sanitation Inspector II	(Vacant)	SG-8/Step 1	20,534.00	SG-8/Step 1	21,448.00	914.00	3,656.00
88	88	Sanitation Inspector I	Sarah L. Ladrera	SG-6/Step 1	18,255.00	SG-6/Step 1	18,957.00	702.00	2,808.00
11-N	11-N	Administrative Aide III (Driver I)	Albino N. Negradas	SG-3/Step 1	15,265.00	SG-3/Step 1	15,852.00	587.00	2,348.00
98	98	Laboratory Aide I	Salvacion M. Cinco	SG-2/Step 1	14,372.00	SG-2/Step 1	14,925.00	553.00	2,212.00
99	99	Administrative Aide I (Laborer I)	Allan J. Basas	SG-1/Step 1	13,530.00	SG-1/Step 1	14,061.00	531.00	2,124.00

100	100	Administrative Aide I (Laborer I)	Eduardo M. Montuya	SG-1/Step 1	13,530.00	SG-1/Step 1	14,061.00	531.00	2,124.00
101	101	Administrative Aide I (Utility Worker I)	Jose U. Cayunda	SG-1/Step 1	13,530.00	SG-1/Step 1	14,061.00	531.00	2,124.00
		EPIDEMIOLOGY SURVEILLANCE UNIT							
122	122	Nurse I	Abegael U. Gagarin	SG-15, Step 1	38,413.00	SG-15, Step 1	40,208.00	1,795.00	7,180.00
		TOTAL SALARIES			781,806.00		816,043.00	34,237.00	136,948.00
		TOTAL APPROPRIATIONS			781,806.00		816,043.00	34,237.00	136,948.00

Prepared by:

~~ALLAN P. CHAVERO~~

Human Resource Management Officer I

Reviewed by:

MA. ALEJ. F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)
 Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL HEALTH OFFICER**
 Account Code: **4411**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBG # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBG # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		OFFICE OF THE MUNICIPAL HEALTH OFFICER (5)							
		Administrative Aide I	ALISEN, JOSEPHINE M.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	CABRIGAS, JAMIE JANE P.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	GILANG, KRISTINE GRACE R.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	GONZALES, NANCY A.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PENI, JOSE E.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					60,885.00		70,305.00	9,420.00	37,680.00
		EPIDEMIOLOGY SURVEILLANCE UNIT (1)							
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL WAGES (6)			73,062.00		84,366.00	11,304.00	45,216.00
		TOTAL APPROPRIATIONS			73,062.00		84,366.00	11,304.00	45,216.00

Prepared by: 
ALLAN P. CHAVERO
 Human Resource Management Officer I

Reviewed by: 
MA. ALELI F. PLAZUELA
 Municipal Budget Officer

Approved by: 
REMEDIOS "MATIN" L. PETILLA
 Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER**

Account Code: **7611**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		Increase / Decrease	Total Increase/ Decrease/Month Four Months Sept.-Dec. 2025
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			5	6	7	8		
		OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER							
64	64	Mun. Gov't. Dept. Head I (MSWD Officer)	Anabelle A. Agner	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
65	65	Social Welfare Officer III	Jasmine C. Estrada	SG-18/Step 8	47,566.00	SG-18/Step 8	55,140.00	7,574.00	30,296.00
68-A2	68-A2	Social Welfare Officer I	(Vacant)	SG-11/Step 1	25,661.00	SG-11/Step 1	30,024.00	4,363.00	17,452.00
66	66	Social Welfare Assistant	Clenia C. Rosales	SG-8/Step 8	19,683.00	SG-8/Step 8	22,843.00	3,160.00	12,640.00
67	67	Day Care Worker I	Noel M. Elona	SG-6/Step 3	16,683.00	SG-6/Step 3	19,239.00	2,556.00	10,224.00
68	68	Administrative Aide IV (Clerk II)	Floresa T. Pulga	SG-4/Step 1	14,588.00	SG-4/Step 1	16,833.00	2,245.00	8,980.00
68-B	68-B	Administrative Aide II (Messenger)	Romeo M. Abaño	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
68-C	68-C	Administrative Aide II (Reproduction Machine Operator I)	Adelfo R. Rupa	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
68-D	68-D	Administrative Aide II (Bookbinder I)	Criselda M. Comejo	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
68-E	68-E	Administrative Aide I (Laborer I)	Aldwin A. Callosa	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
68-F	68-F	Administrative Aide I (Laborer I)	Ronald L. Cornejo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
68-G	68-G	Administrative Aide I (Utility Worker I)	Gina D. Linde	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
68-H	68-H	Administrative Aide I (Utility Worker I)	Noel A. Barredo	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
		SENIOR CITIZEN'S OFFICE							
125	125	Social Welfare Aide	(Vacant)	SG-4, Step 1	14,588.00	SG-4, Step 1	16,833.00	2,245.00	8,980.00
		PERSONS WITH DISABILITY AFFAIRS OFFICE							
126	126	Disability Affairs Officer III	(Vacant)	SG-18, Step 1	44,114.00	SG-18, Step 1	51,304.00	7,190.00	28,760.00
		TOTAL SALARIES			356,497.00		412,956.00	56,459.00	225,836.00
		TOTAL APPROPRIATIONS			356,497.00		412,956.00	56,459.00	225,836.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER**

Account Code: **7611**

Item Number		Position Title 3	Name of Incumbent 4	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo.	
Old	New			SG / Step	Amount	SG / Step	Amount	9	Four Months Sept.-Dec. 2025
1	2			5	6	7	8	9	Four Months Sept.-Dec. 2025
		OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER (4)							
		Administrative Aide I	CABAÑAS, KELSEY LALA A.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	CAMPO, JERICHO D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	DEL ROSARIO, CARLITO C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					48,708.00		56,244.00	7,536.00	30,144.00
		PERSONS WITH DISABILITY AFFAIRS OFFICE (1)							
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					12,177.00		14,061.00	1,884.00	7,536.00
		SENIOR CITIZENS AFFAIRS OFFICE (1)							
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL WAGES (6)			73,062.00		84,366.00	11,304.00	45,216.00
		TOTAL APPROPRIATIONS			73,062.00		84,366.00	11,304.00	45,216.00

Prepared by:


ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL AGRICULTURIST**
 Account Code: **8711**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche)		CY-2025 Proposed (Second Tranche)		Increase / Decrease	Total Increase/ Decrease/Month
				per LBC # 160, dated 08/12/2024, Rate/Mo.		per LBC # 165, dated 07/18/2025, National Rate/Mo.			
Old	New	3	4	SG / Step	Amount	SG / Step	Amount	9	Four Months Sept.-Dec. 2025
1	2			5	6	7	8		
OFFICE OF THE MUNICIPAL AGRICULTURIST									
68-A	68-A	Mun. Gov't. Dep't. Head I (Municipal Agriculturist)	Nestor C. Labajoy	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
70	70	Mun. Agricultural Officer	(Vacant)	SG-20/Step 1	54,141.00	SG-20/Step 1	62,967.00	8,826.00	35,304.00
71	71	Agricultural Technologist	(Vacant)	SG-10/Step 1	21,943.00	SG-10/Step 1	25,586.00	3,643.00	14,572.00
72	72	Agricultural Technologist	Lea T. De Veyra	SG-10/Step 6	22,875.00	SG-10/Step 6	26,623.00	3,748.00	14,992.00
73	73	Agricultural Technologist	Irwin S. Martillo	SG-10/Step 7	23,067.00	SG-10/Step 7	26,835.00	3,768.00	15,072.00
74	74	Agricultural Technologist	(Vacant)	SG-10/Step 1	21,943.00	SG-10/Step 1	25,586.00	3,643.00	14,572.00
75	75	Agricultural Technologist	(Vacant)	SG-10/Step 1	21,943.00	SG-10/Step 1	25,586.00	3,643.00	14,572.00
76	76	Agricultural Technologist	(Vacant)	SG-10/Step 1	21,943.00	SG-10/Step 1	25,586.00	3,643.00	14,572.00
76-A	76-A	Farm Worker I	Carina M. Mosca	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
76-B	76-B	Administrative Aide I (Laborer I)	Raymund B. Vefiarta	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
76-C	76-C	Administrative Aide I (Laborer I)	Renato D. Espina	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
76-D	76-D	Administrative Aide I (Laborer I)	Noel Antonio A. Cayanong	SG-1/Step1	12,177.00	SG-1/Step1	14,061.00	1,884.00	7,536.00
76-E	76-E	Administrative Aide I (Laborer I)	Fiel H. Abad	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
76-F	76-F	Administrative Aide I (Utility Worker I)	Ronie P. Alvarado	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
TOTAL SALARIES					347,776.00		403,720.00	55,944.00	223,776.00
TOTAL APPROPRIATIONS					347,776.00		403,720.00	55,944.00	223,776.00

Prepared by:

ALLAN P. CHAVERO

Human Resources Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL AGRICULTURIST**

Account Code: **8711**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche) per LBC # 160, dated 08/12/2024, Rate/Mo.		CY-2025 Proposed (Second Tranche) per LBC # 165, dated 07/18/2025, National Rate/Mo		Increase / Decrease	Total Increase/ Decrease/Month
Old	New			SG / Step	Amount	SG / Step	Amount		
1	2			3	4	5	6	7	8
		Administrative Aide I	CARDINES, RAMMEL B. POTENTE, MARIA LUZ D.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I		SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		TOTAL WAGES (2)			24,354.00		28,122.00	3,768.00	15,072.00
		TOTAL APPROPRIATIONS			24,354.00		28,122.00	3,768.00	15,072.00

Prepared by:  ALLAN P. CHAVERO Human Resource Management Officer I	Reviewed by:  MA. ALEL F. PLAZUELA Municipal Budget Officer	Approved by:  REMEDIOS "MATIN" L. PETILLA Local Chief Executive
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PLANTILLA OF PERSONNEL FY-2025 (Regular Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ENGINEER**

Account Code: **8751**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche)		CY-2025 Proposed (Second Tranche)		Increase / Decrease	Total Increase/ Decrease/Month
				per LBC # 160, dated 08/12/2024, Rate/Mo.		per LBC # 165, dated 07/18/2025, National Rate/Mo.			
Old	New			SG / Step	Amount	SG / Step	Amount		Four Months
1	2	3	4	5	6	7	8	9	Sept.-Dec. 2025
OFFICE OF THE MUNICIPAL ENGINEER									
33	33	Mun. Gov't. Dept. Head I (Municipal Engineer)	Jadd Meyrick S. Agner	SG-24/Step 2	86,101.00	SG-24/Step 2	99,721.00	13,620.00	54,480.00
33-A	33-A	Engineer II	(Vacant)	SG-16/Step 1	37,454.00	SG-16/Step 1	43,560.00	6,106.00	24,424.00
35-A	35-A	Architect I	Christian M. Cabillo	SG-12/Step 1	27,635.00	SG-12/Step 1	32,245.00	4,610.00	18,440.00
34-A	34-A	Engineering Assistant	Hubert B. Baldesco	SG-8/Step 2	18,648.00	SG-8/Step 2	21,642.00	2,994.00	11,976.00
35	35	Draftsman I	Joel M. Dacillo	SG-6/Step 1	16,430.00	SG-6/Step 1	18,957.00	2,527.00	10,108.00
35-B	35-B	Administrative Aide II (Messenger)	Charlie R. Malbas	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
35-C	35-C	Administrative Aide II (Reproduction Machine Operator)	Maricel M. Lachica	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
35-D	35-D	Administrative Aide II (Bookinder I)	Teresita V. Pajota	SG-2/Step 1	12,935.00	SG-2/Step 1	14,925.00	1,990.00	7,960.00
35-E	35-E	Administrative Aide I (Laborer I)	Romelio G. Movilla	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
35-F	35-F	Administrative Aide I (Laborer I)	Rogelio C. Ladrera	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
35-G	35-G	Administrative Aide I (Laborer I)	Henry T. Labasan, Jr.	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
35-H	35-H	Administrative Aide I (Laborer I)	Vencent M. Guban	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
35-I	35-I	Administrative Aide I (Utility Worker I)	John Rodrigo Pedrosa	SG-1/Step 1	12,177.00	SG-1/Step 1	14,061.00	1,884.00	7,536.00
OFFICE OF THE BUILDING OFFICIAL									
34	34	Engineer I	Remegio V. Manicoban	SG-12/Step 8	29,493.00	SG-12/Step 8	34,310.00	4,817.00	19,268.00
121	121	Building Inspector	(Vacant)	SG-11, Step 1	25,661.00	SG-11, Step 1	30,024.00	4,363.00	17,452.00
TOTAL SALARIES					341,112.00		395,539.00	54,427.00	217,708.00
TOTAL APPROPRIATIONS					341,112.00		395,539.00	54,427.00	217,708.00

Prepared by:

ALLAN P. CHAVERO

Human Resource Management Officer I

Reviewed by:

MA. ALELI F. PLAZUELA

Municipal Budget Officer

Approved by:

REMEDIOS "MATIN" L. PETILLA

Local Chief Executive

PLANTILLA OF PERSONNEL FY-2025 (Casual Employees)

Local Government Unit: Palo, Leyte

Office: **OFFICE OF THE MUNICIPAL ENGINEER**
 Account Code: **8751**

Item Number		Position Title	Name of Incumbent	CY-2025 Authorized (First Tranche)		CY-2025 Proposed (Second Tranche)		Increase / Decrease	Total Increase/ Decrease/Month
				per LBC # 160, dated 08/12/2024, Rate/Mo.		per LBC # 165, dated 07/18/2025, National Rate/Mo.			
Old	New	3	4	SG / Step	Amount	SG / Step	Amount	9	Four Months Sept.-Dec. 2025
1	2			5	6	7	8		
		OFFICE OF THE MUNICIPAL ENGINEER (5)							
		Administrative Aide I	CAMPO, GERARD CHRISTIAN	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	MARASIGAN, WILFRED B.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	PEDROSA, MA. REINA JOYCE C.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	SALAZAR, MARK P.	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					60,885.00		70,305.00	9,420.00	37,680.00
		OFFICE OF THE BUILDING OFFICIAL (1)							
		Administrative Aide I	(VACANT)	SG-1, Step 1	12,177.00	SG-1, Step 1	14,061.00	1,884.00	7,536.00
					12,177.00		14,061.00	1,884.00	7,536.00
		TOTAL WAGES (6)			73,062.00		84,366.00	11,304.00	45,216.00
		TOTAL APPROPRIATIONS			73,062.00		84,366.00	11,304.00	45,216.00


Prepared by:


ALLAMP CHAVERO
 Human Resources Management Officer I

Reviewed by:


MA. ALELI F. PLAZUELA
 Municipal Budget Officer

Approved by:


REMEDIOS "MATIN" L. PETILLA
 Local Chief Executive

**SUPPLEMENTAL BUDGET NO. 2
CALENDAR YEAR 2025**

STATEMENT OF SUPPLEMENTAL APPROPRIATIONS

FUNDING SOURCES:

Reversion of unutilized appropriations of Personnel Services
(PS) Items (*Salaries, PERA, Clothing Allowance and Mid Year Bonus*)
from Vacant Positions in the current general fund budget, 2025
from January to August, 2025 13,043,369.00

TOTAL FUNDING SOURCES	13,043,369.00
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EXPENDITURES:

PERSONNEL SERVICES:

1. Salaries and Wage increase for the Implementation of 2nd Tranche
Salary Schedule per LBC No. 165 dated July 18, 2025 adopting
Salary Schedule of Special Cities and First Class Provinces and
Cities

Salaries	3,511,436.00	
Wages	776,208.00	
Retirement & Life Insurance Prens.	514,517.28	
PHilHealth Contributions	107,191.10	
Year End Bonus Differential	<u>1,071,911.00</u>	5,981,263.38

2. Additional Appropriation of Terminal Leave Benefits
for Luz C. Fernandez under Mun. Treasurer's Office 300,000.00

TOTAL, PERSONNEL SERVICES	6,281,263.38
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MAINTENANCE AND OTHER OPERATING EXPENSES

1. Additional Appropriations of Travelling Expenses
for the Office of the Municipal Agriculture 30,000.00

2. Additional Appropriations of Other Maintenance and
Operating Expenses (Additional Honorarium of
Officials assigned in the Municipality of Palo, Leyte
from September to December 2025) 33,648.00

2.1 Municipal Jail Office	4,208.00	
2.2 MLGOO	4,208.00	
2.3 Municipal Trail Court	12,608.00	
2.4 Palo-PNP	4,208.00	
2.5 Bureau of Fire Protection-Palo	4,208.00	
2.6 Commission on Election - Palo	<u>4,208.00</u>	

TOTAL, MAINTENANCE AND OTHER OPERATING EXPENSES	63,648.00
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SPECIAL PURPOSE APPROPRIATIONS

1. Research and Development 5,000,000.00

TOTAL, NON-OFFICE EXPENDITURES/SPA	5,000,000.00
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TOTAL EXPENDITURES	11,344,911.38
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UNAPPROPRIATED BALANCE	1,698,457.62
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Prepared by:

Approved:


MA. ALELI F. PLAZUELA
Municipal Budget Officer


REMEDIOS "MATIN" L. PETILLA
Municipal Mayor