

Item No.: 10

Date: 07 2025 OCT



Republic of the Philippines  
PROVINCE OF LEYTE  
Provincial Capitol  
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

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

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

2<sup>nd</sup> INDORSEMENT  
September 15, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-05 of the Sangguniang Bayan of San Miguel, Leyte.

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

- Ordinance No. 2025-05: “An Ordinance creating the positions of Chief of Hospital I, Nurse IV and 2 Midwife II under the Municipal Health Office of San Miguel, Leyte prescribing their functions and for other purposes.”

**REVIEW/RECOMMENDATION/LEGAL OPINION:**

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii) <sup>1</sup> of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76 <sup>2</sup>, subject to the availability of funds and to normal and regular accounting and auditing procedures and also to Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

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

**ATTY. JOSE RAYMUND A. ACOL**  
Provincial Legal Officer *X*

<sup>1</sup>(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

<sup>2</sup> Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

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

AG: 20  
9-8-25

1<sup>ST</sup> INDORSEMENT  
08 September 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-05, s. 2025** of the **Municipality of San Miguel, Leyte**, entitled: **An Ordinance creating the positions of Chief of Hospital I, Nurse IV and two (2) Midwife II under the Municipal Health Office of San Miguel, Leyte prescribing their functions and for other purposes.**

by:   
**ANDRE S. SANICO**  
Provl. Govt. Asst. Dept. Head



Republic of the Philippines  
**PROVINCE OF LEYTE**  
MUNICIPALITY OF SAN MIGUEL  
-oOo-

**OFFICE OF THE SANGGUNIANG BAYAN**

September 3, 2025

The Honorable Members of the Sangguniang Panlalawigan of Leyte  
Thru: The Sangguniang Panlalawigan Secretary  
Provincial Legislative Building,  
Candahug, Palo, Leyte

**Sangguniang Panlalawigan  
Province of Leyte**

**RECEIVED**

Date: SEP 04 2025

By: *divine*

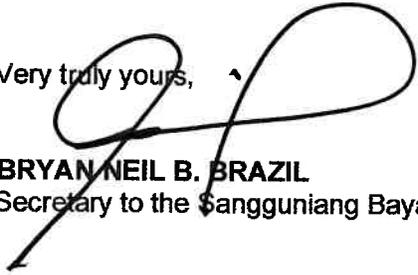
Gentlemen/Ladies:

I have the honor to forward herewith pertinent documents of the Sangguniang Bayan of the Municipality of San Miguel, Leyte for review and approval, to wit:

1. Sixteen (16) copies of Municipal Ordinance No. 2025-05, Series of 2025 entitled:  
**" AN ORDINANCE CREATING THE POSITIONS OF CHIEF OF HOSPITAL I, NURSE IV AND TWO (2) MIDWIFE II UNDER THE MUNICIPAL HEALTH OFFICE OF SAN MIGUEL, LEYTE PRESCRIBING THEIR FUNCTIONS AND FOR OTHER PURPOSES."**

Kindly acknowledge receipt hereof.

Very truly yours,

  
**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan



**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN, SAN MIGUEL, LEYTE, HELD AT THE SESSION HALL, LEGISLATIVE BUILDING, SAN MIGUEL, LEYTE ON AUGUST 18, 2025

**PRESENT:**

- |                                |   |   |
|--------------------------------|---|---|
| Hon. Estanislao D. Sabdao, Jr. | - | Municipal Vice-Mayor/Presiding Officer              |
| Hon. Jerome P. Peñaranda       | - | SB Member   |
| Hon. Danilo L. Aureo           | - | SB Member   |
| Hon. Norman Neil G. Martija    | - | SB Member   |
| Hon. Letecia G. Espos          | - | SB Member   |
| Hon. Francis Jay D. Sabdao     | - | SB Member   |
| Hon. Thelma M. Brazil          | - | SB Member   |
| Hon. Raul A. Salano            | - | SB Member   |
| Hon. Richard Len B. Lapidario  | - | SB Member   |
| Hon. Samuel P. Salomon         | - | -Ex-Officio Member, President, Liga ng mga Barangay |

Sangguniang Panlalawigan  
Province of Leyte  
**RECEIVED**  
Date: SEP 04 2025  
By: [Signature]

**ABSENT:**

- |                              |   |  |
|------------------------------|---|--|
| Hon. Joss Novem B. Labaclado | - | Ex-Officio Member, President, Sangguniang Pambayang Pederasyon (on official leave) |
|------------------------------|---|--|

**Resolution No.152  
Series of 2025**

**AN ORDINANCE CREATING THE POSITIONS OF CHIEF OF HOSPITAL I, NURSE IV AND TWO (2) MIDWIFE II UNDER THE MUNICIPAL HEALTH OFFICE OF SAN MIGUEL, LEYTE PRESCRIBING THEIR FUNCTIONS AND FOR OTHER PURPOSES.**

**WHEREAS**, the Local Government Code of 1991 provides that, the Sangguniang Bayan as the legislative body of the municipality shall determine the positions, benefits and other emoluments of officials and employees whose salaries is paid wholly or mainly from municipal funds;

**WHEREAS**, with the advent of R.A. No. 7160 conferring vast powers and duties to the local Sanggunian, the Municipal Infirmary has become one of busiest healthcare providers in the municipality dealing with various patients thus in need of administrative and clinical leadership and enhancing the delivery of quality maternal and child health services;

**WHEREAS**, in view of the foregoing and in the interest of effective and efficient operation of health services in accordance with Department of Health (DOH) standards and requirement in the Municipal Infirmary, the creation of the positions of Chief of Hospital I, Nurse IV and Midwife II is deemed a necessity;

**WHEREFORE**, on motion of Hon. Francis Jay D. Sabdao and seconded by all members present;

**BE IT ORDAINED** by the Sangguniang Bayan of San Miguel, Leyte assembled in session to enact the foregoing ordinance, to wit:

Certified Correct:

BRYAN NEIL B. BRAZIL  
Secretary to the Sangguniang Bayan

Attested by:

HON. ESTANISLAO D. SABDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

Concurred:

HON. JEROME P. PEÑARANDA  
SB MEMBER

HON. DANILLO L. AUREO  
SB MEMBER

HON. NORMAN NEIL G. MARTIJA  
SB MEMBER

HON. LETECIA G. ESPOS  
SB MEMBER

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. THELMA M. BRAZIL  
SB MEMBER

HON. RAUL A. SALANO  
SB MEMBER

HON. RICHARD LEN B. LAPIDARIO  
SB MEMBER

HON. SAMUEL P. SALOMON  
President, Liga ng mga Barangay

Approved:

ATTY. NORMAN D. SABDAO  
Municipal Mayor

**MUNICIPAL ORDINANCE NO. 2025-05**  
**Series of 2025**

**Sponsor: HON. FRANCIS JAY D. SABDAO**  
**SB Member/Chairman on Rules, Privileges, Ordinances,**  
**Legal Matters and Ways & Means**

**Section 1. Title:** This Ordinance shall be known and cited as: " **AN ORDINANCE CREATING THE POSITIONS OF CHIEF OF HOSPITAL I, NURSE IV AND TWO (2) MIDWIFE II UNDER THE MUNICIPAL HEALTH OFFICE OF SAN MIGUEL, LEYTE PRESCRIBING THEIR FUNCTIONS AND FOR OTHER PURPOSES.**"

**Section 2. Legal Basis:** Section 447 (a)(viii) of the Local Government Code of 1991 provides that the Sangguniang Bayan shall determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, services and activities of the municipal government.

**Section 3. Duties and Functions:**

- a. The Chief of Hospital I shall be responsible for the overall management and administration of the hospital; formulation of policies, plans, programs, and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel; and the day-to-day supervision and administration of the functional units.
- Responsible for the general management and administration of the entire hospital.
  - Formulate hospital policies and procedures, ensuring they align with regulations and best practices.
  - Develop and implement strategies to enhance the hospital's performance, patient care, and overall operations.
  - Participates in the formulation of the hospital's budget and ensures that expenses are within allocated limits.
  - They implement quality improvement initiatives, monitor clinical performance, and strive to enhance patient safety and outcomes.
  - Perform such other functions as may be directed from time to time.
- b. Nurse IV shall be responsible for the overall provision of safe and quality nursing care among patients; implementation of various nursing programs and activities for total quality health care; and development, coordination, and implementation of relevant training programs for the nursing personnel.
- Overseeing, monitoring and evaluating the work of nurses and other nursing personnel, ensuring they follow established protocols and deliver quality care.

Certified Correct:

  
BRYAN NEIL B. BRAZIL  
Secretary to the Sangguniang Bayan

Attested by:

  
HON. ESTANISLAO D. SABDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

Concurred:

  
HON. JEROME P. PINARANDA  
SB MEMBER

  
HON. DANILO L. AUREO  
SB MEMBER

  
HON. NORBERTO G. MARTIZA  
SB MEMBER

Approved:

  
HON. LETICIA S. ESPINO  
SB MEMBER

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. THELMA M. BRAZIL  
SB MEMBER

HON. RAUL A. SALAÑO  
SB MEMBER

HON. RICHARD LEB B. LAPIDARIO  
SB MEMBER

HON. SAMUEL P. SALOMON  
President ng mgå Barangay

ATTY. NORMAN D. SABDAO  
Municipal Mayor

Certified Correct:

BRYAN NEIL B. BRAZIL  
Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. THELMA M. BRAZIL  
SB MEMBER

Attested by:

HON. ESTANISLAO D. SABDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

HON. RAUL A. SALAÑO  
SB MEMBER

Concurred:

HON. JEROME P. RENARANDA  
SB MEMBER

HON. RICHARD LEN B. LAPIDARIO  
SB MEMBER

HON. DAMLO L. AURO  
SB MEMBER

HON. SAMUEL P. SALOMON  
President ng mga Barangay

HON. NORMANIE S. MARTHA  
SB MEMBER

Approved:

HON. LETECIA G. EFPOS  
SB MEMBER

ATTY. NORMAN D. SABDAO  
Municipal Mayor

- Maintaining and managing supplies, equipment, and other resources within the unit.
- Collaborating with other departments, such as medical staff, administration, and supply, to address patient needs and ensure smooth operations.
- Participating in the development and implementation of nursing policies, procedures, and standards.
- Preparing and submitting reports related to nursing activities, patient care, and resource utilization.
- May also provide direct patient care, especially in specialized units or during emergencies.
- Attend monthly staff meetings, seminars and conferences and perform such other functions as may be directed from time to time.

c. Midwife II shall have the following duties and functions under the direct supervision of the Municipal Health Officer

- Provide Motherhood and delivery services such as:
  - 1.) Conduct ante partum care;
  - 2.) Conduct safe delivery services;
  - 3.) Conduct post-partum care;
  - 4.) Conduct family planning services;
- Provide basic child care services such as:
  - 1.) Conduct routine neonatal care;
  - 2.) Conduct immunization
  - 3.) Conduct OPT and
  - 4.) Conduct GP Activity.
- Provide basic health care services as Barangay Health Station such as:
  - 1.) Conduct multi-purpose clinic;
  - 2.) Conduct filariasic treatment;
  - 3.) Conduct schistosomiasis treatment; and
  - 4.) Monitor BHWs, CHTs and BNS;
- Submit monthly reports
- Attend monthly staff meeting;
- Attend seminars and conferences as directed;
- Perform such other functions as may be directed from time to time.

**Section 4. Salary Grade and Funding Source.** The position of Chief of Hospital I shall bear Salary Grade Twenty-Four (24), the position of Nurse IV shall bear Salary Grade Nineteen (19), the position of Midwife II shall bear Salary Grade Eleven (11) which shall be charged against the appropriation for Personal Services for fiscal year 2025 of the Municipal Infirmary of the Local Government of San Miguel, Leyte.

**Section 5. Appointment and Qualification.** The position of Chief of Hospital I, Nurse IV and Midwife II shall be appointed by the Municipal Vice Mayor upon the recommendation of the Sangguniang Bayan Members in accordance with the civil service laws and rules, and that the appointee shall have met the following qualification standards set by the Civil Service Commission:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	MONTHLY SALARY
Chief of Hospital I	Doctor of Medicine	2 years of relevant experience	8 hours of relevant training	RA 1080	₱ 94,132.00
NURSE IV	Bachelor of Science in Nursing	2 years of relevant experience	8 hours of relevant training	RA 1080	₱ 53,873.00
Midwife II	Completion of the Midwifery Course	1 year of relevant experience	4 hours of relevant training	RA 1080	₱ 28,512.00

Attested by:

Concurred:

**Section 5. Separability Clause.** If for any reasons, any provision of this ordinance is declared unconstitutional or invalid by the court, or revoked by competent authorities, the remaining provisions not affected thereby shall continue to remain in full force and effect.

**Section 6. Repealing Clause.** Any previous ordinances, rules and regulations or parts thereof that are in conflict/inconsistent with any provisions of this ordinance are hereby repealed, amended or modified accordingly.

**Section 7. Effectivity.** This ordinance shall take effect upon its approval.

**DATE APPROVED - August 18, 2025**

**I HEREBY CERTIFY** to the correctness of the foregoing resolution.

**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan

HON. FRANCIS JAY D. SABDAO  
SB MEMBER

HON. THELMA M. BRAZIL  
SB MEMBER

HON. RAUL A. SALAÑO  
SB MEMBER

HON. RICHARD TEN B. LAPIDARIO  
SB MEMBER

HON. SAMUEL P. SALOMON  
President, Liga ng Barangay

HON. ESTANISLAO D. SABDAO, JR.  
Municipal Vice-Mayor/Presiding Officer

HON. JEROME P. PARRANDA  
SB MEMBER

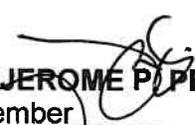
HON. DANILLO L. AUREG  
SB MEMBER

HON. NORMAN MILING MARTHA  
SB MEMBER

HON. LETECIA G. ESPOS  
SB MEMBER

Approved:  
ATTY. NORMAN D. SABDAO  
Municipal Mayor

Concurred:

  
**HON. JEROME P. PEÑARANDA**  
SB Member

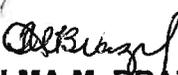
  
**HON. NORMAN NIEL G. MARTIJA**  
SB Member

  
**HON. FRANCIS JAY D. SABDAO**  
SB Member

  
**HON. RAUL A. SALANO**  
SB Member

  
**HON. DANILO L. AUREO**  
SB Member

  
**HON. LETECIA G. ESPOS**  
SB Member

  
**HON. THELMA M. BRAZIL**  
SB Member

  
**HON. RICHARD LEN B. LAPIDARIO**  
SB Member

  
**HON. SAMUEL P. SALOMON**  
Ex-Officio Member, President  
Liga ng mga Barangay

Attested by:

  
**HON. ESTANISLAO D. SABDAO, JR.**  
Municipal Vice-Mayor/Presiding Officer

Approved:

  
**ATTY. NORMAN D. SABDAO**  
Municipal Mayor





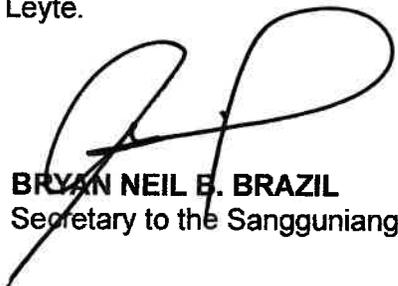
Republic of the Philippines  
**PROVINCE OF LEYTE**  
MUNICIPALITY OF SAN MIGUEL  
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## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATE OF POSTING

**THIS IS TO CERTIFY** that Municipal Ordinance No. 2025-05, Series of 2025 as embodied under Resolution No. 152, Series of 2025 entitled: **"AN ORDINANCE CREATING THE POSITIONS OF CHIEF OF HOSPITAL I, NURSE IV AND TWO (2) MIDWIFE II UNDER THE MUNICIPAL HEALTH OFFICE OF SAN MIGUEL, LEYTE PRESCRIBING THEIR FUNCTIONS AND FOR OTHER PURPOSES."**, has been posted in three (3) conspicuous places within the municipality and shall remain posted for three (3) consecutive weeks.

Done this day 3<sup>rd</sup> day of September at San Miguel, Leyte.



**BRYAN NEIL B. BRAZIL**  
Secretary to the Sangguniang Bayan