

Item No.: 11

Date: 07 2025 OCT



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

Province of Leyte
Leyte Provincial Office
Date: 9-11-25

Sangguniang Panlalawigan
Province of Leyte

PROVINCIAL LEGAL OFFICE

RECEIVED

Date: SEP 29 2025
By: [Signature]

2nd INDORSEMENT
September 15, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 14 series of 2025 of the Sangguniang Bayan of Barugo , Leyte.

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

- Ordinance No. 14 entitled: **“An Ordinance passed approving the third and final reading amending Ordinance no. 8 s. 2025.”**

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office opines that the subject Ordinance is, in general, within the legislative authority of the Sangguniang Bayan to repeal/amend its prior acts either expressly or by the passage of an essentially inconsistent resolution¹. 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

[Handwritten Signature]

¹ (Constantino vs. Desierto, 288 SCRA 654) April 13, 1998

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
-o0o-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
18 September 2025

Province of Leyte
Legal Office
9-18-25

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 14, series of 2025** of the **Municipality of Barugo, Leyte**, entitled: **An Ordinance passed approving the third and final reading amending Ordinance No. 08, s. 2025** titled: **an Ordinance creating the various plantilla positions of Barugo, Leyte for Fiscal Year 2024 and providing funds therefor, specifically Section 04(J); duties and responsibilities and qualifications.**


FLORINDA JIL S. UYVICO
Secretary to the Sanggunian



OFFICE OF THE SANGGUNIANG BAYAN

September 17, 2025

HON. LEONARDO "SANDY" JAVIER, JR.
Vice-Governor/Presiding Officer
Sanggunian Panlalawigan
Province of Leyte

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
SEP 18 2025
Date: _____
By: Fermi V.

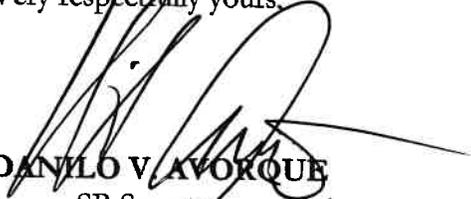
THRU: **FLORINDA JILL S. UYVICO**
Secretary to the Sanggunian
Province of Leyte

Sir:

Respectfully submitted to your good office for review the herein ORDINANCE NO. 14, 2025 ENTITLED **"AN ORDINANCE PASSED APPROVING THE THIRD AND FINAL READING AMENDING ORDINANCE NO. 08, S. 2025 TITLED: AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS OF BARUGO, LEYTE FOR FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR, SPECIFICALLY SECTION 04, (I); DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS.**

Anticipating your favorable action on this matter.

Very respectfully yours,


DANILO V. AVOROUÉ
SB Secretary

Barugo Padayon An Gugma!

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

☎ 0960-294-93422

✉ lgu.barugo@yahoo.com

📘 Municipality of Barugo, Leyte



OFFICE OF THE SANGGUNIANG BAYAN

CERTIFICATION OF POSTING

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: SEP 18 2025
By: Femil V.

THIS IS TO CERTIFY that Ordinance No. 14, S. 2025, ENTITLED **“AN ORDINANCE PASSED APPROVING THE THIRD AND FINAL READING AMENDING ORDINANCE NO. 08, S. 2025 TITLED: AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS OF BARUGO, LEYTE FOR FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR, SPECIFICALLY SECTION 04, (J); DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS.** was posted in three (3) conspicuous places in the Municipality of Barugo, Leyte in compliance with the provisions of RA 7160, otherwise known as Local Government Code of 1991.

This certification is issued this 17th day of September, 2025, for whatever legal purpose this may serve.


DANILO V. AVOROUÉ
SB Secretary



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE MEETING OF THE 12TH SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 10TH REGULAR SESSION HELD ON THE 9TH DAY OF SEPTEMBER 2025, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.

Present:	Atty. Jesus B. Cabanacan	Municipal Vice Mayor Presiding Officer
	Hon. Felix A. Diloy	SB Member
	Hon. Josephine C. Tiu	SB Member
	Hon. Roselyn L. Baltar	SB Member
	Hon. Nikkos Rhet V. Astorga	SB Member
	Hon. Sonia A. Cañeda	SB Member
	Hon. Charee Mae M. Avila	SB Member
	Hon. Eduardo C. Calzita	SB Member
	Atty. Harold Edgar C. Apostol	SB Member
	Hon. Eric C. Hingpis	Pederasyon Ng Mga SK President
Absent:	Hon. Joemar Q. Acebo	Liga Ng Mga Barangay President (O.B.)

**Sangguniang Panlalawigan
Province of Leyte**
RECEIVED
 Date: SEP 18 2025
 By: Jonni V.

ORDINANCE NO. 14, S. 2025

AN ORDINANCE PASSED APPROVING THE THIRD AND FINAL READING AMENDING ORDINANCE NO. 08, S. 2025 TITLED: AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS OF BARUGO, LEYTE FOR FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR, SPECIFICALLY SECTION 04, (J); DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS.

Authored by: Hon. Roselyn L. Baltar

Be it ordained by the Honorable Members of Sangguniang Bayan of Barugo, Leyte on its Regular Session Assembled to wit:

SECTION I This is an ordinance amending the provision of Section 4(J) of Ordinance No. 8, s. 2024, Titled: An Ordinance Creating the Various Positions in the Local Government Unit of Barugo, Leyte for Fiscal Year 2024 and Providing Funds Therefor.

SECTION II Section 4 (J) of Ordinance No. 08, s. 2024 provides:

College Administrator (Barugo Bayview College) (SG-25)

1. Oversees the day-to-day operations of the college including facilities management, student services, and academic scheduling;
2. Develops and implements strategic plans for the college in accordance with the vision and mission of the institution;
3. Coordinates with department heads and faculty members for curriculum development and educational policy formulation;
4. Ensures compliance with education laws and regulations, and maintain records for accreditation purposes;
5. Manages the college's budget, oversee financial management, and seek opportunities for funding or grants;
6. Handles recruitment, performance evaluations, staff development, and other personnel matters;
7. Addresses student issues and concerns, and promote student welfare activities;
8. Facilitates communication between students, faculty, staff, and other stakeholders;
9. Represents the college at various academic, administrative, and public meetings;
10. Works towards improving student retention and success rates.

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Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte



OFFICE OF THE SANGGUNIANG BAYAN

Qualifications:

Education :	Bachelor's Degree
Experience:	3 years of Supervisory Experience
Training :	4 Hours of Relevant Training
Eligibility :	Career Service (Professional), Second Level Eligibility

SECTION III Section 4 (J) of Ordinance NO. 08, s. 2024 shall be amended as follows:

College Administrator (Barugo Bayview College) (SG-24)

1. Oversees the day-to-day operations of the college including facilities management, student services, and academic scheduling;
2. Develops and implements strategic plans for the college in accordance with the vision and mission of the institution;
3. Coordinates with department heads and faculty members for curriculum development and educational policy formulation;
4. Ensures compliance with education laws and regulations, and maintain records for accreditation purposes;
5. Manages the college's budget, oversee financial management, and seek opportunities for funding or grants;
6. Handles recruitment, performance evaluations, staff development, and other personnel matters;
7. Addresses student issues and concerns, and promote student welfare activities;
8. Facilitates communication between students, faculty, staff, and other stakeholders;
9. Represents the college at various academic, administrative, and public meetings;
10. Works towards improving student retention and success rates.

Qualifications:

- a. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of application;
- b. A Filipino Citizen
- c. Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;
- d. With proven track record as HEI administrator (e.g., president, vice-president, dean, campus, administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high-level management; and
- e. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years; or suspended administratively for twelve (12) months, or dismissed from the service.

SECTION IV REPEALING CLAUSE: All ordinances, rules and regulations or part thereof inconsistent or in conflict with the provisions of this ordinance shall be deemed repealed or amended accordingly.

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Municipality of Barugo, Leyte



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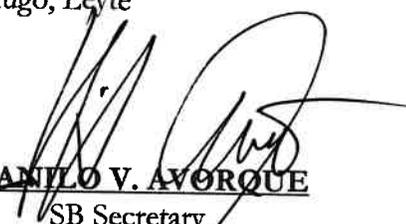
Ordinance No. 14, s. 2025

SECTION V SEPARABILITY CLAUSE: That if any provisions of this ordinance shall be declared unconstitutional or invalid by competent authority, those provisions that are not affected thereby shall remain in full force and effects.

SECTION VI EFFECTIVITY CLAUSE: This ordinance shall take effect upon its approval.

UNANIMOUSLY ENACTED this 9th day of September 2025, in Barugo, Leyte

I HEREBY certify to the correctness of this foregoing ordinance.


DANILO V. AVOROUE
SB Secretary


HON. FELIX A. DILOY
SB Member


HON. JOSEPHINE C. TIU
SB Member


HON. ROSELYN L. BALTAR
SB Member


HON. NIKKOS RHET V. ASTORGA
SB Member


HON. SONIA A. CANEDA
SB Member


HON. CHAREE MAE M. AVILA
SB Member


HON. EDUARDO C. CALZITA
SB Member


ATTY. HAROLD EDGAR C. APOSTOL
SB Member


HON. ERIC C. HINGPIS
SK Federation President

ATTESTED BY:


ATTY. JESUS B. CABANACAN
Municipal Vice Mayor
Presiding Officer

APPROVED BY:


HON. ARON C. BALALA, MD, FPCEM
Municipal Mayor



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE MEETING OF THE 11TH SANGGUNIANG BAYAN OF BARUGO, LEYTE ON ITS 92ND REGULAR SESSION HELD ON THE 4TH DAY OF JUNE 2024, AT THE MUNICIPAL SESSION HALL, LEGISLATIVE BUILDING, BARUGO, LEYTE.

Present:	Hon. Josephine C. Tiu	Municipal Vice Mayor Presiding Officer
	Hon. Don A. Dehayco	SB Member
	Hon. Eduardo C. Calzita	SB Member
	Hon. Nikkos Rhet V. Astorga	SB Member
	Hon. Jeffrey P. Cañezal	SB Member
	Hon. Domingo E. Adrales	SB Member
	Hon. Joemar Q. Acebo	Liga Ng Mga Barangay President
	Hon. Eric C. Hingpis	Pederasyon Ng Mga SK President

Absent:	Hon. Wayne B. Avestruz	SB Member (Forced Leave)
	Hon. Clinio A. Balais	SB Member (Official Business)
	Hon. Jesus B. Cabanacan	SB Member (Forced Leave)

ORDINANCE NO. 08, S. 2024

AN ORDINANCE CREATING THE VARIOUS PLANTILLA POSITIONS IN THE LOCAL GOVERNMENT OF BARUGO, LEYTE FOR THE FISCAL YEAR 2024 AND PROVIDING FUNDS THEREFOR.

(Sponsored By: Hon. Nikkos Rhet V. Astorga)

BE IT ORDAINED, by the Honorable Members of the Sangguniang Bayan of Barugo, Leyte, on its Regular Session assembled to wit:

SECTION 1. This is an Ordinance for the creation of mandatory, appointive and necessary plantilla positions under the different offices in the Local Government Unit of Barugo, Leyte, with the end view of bringing beneficial reform in the Municipality;

SECTION 2. DECLARATION OF POLICY. – Section 76 of Republic Act No. 7160, otherwise known as “The Local Government Code of 1991”, provides that “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;

SECTION 3. CREATION OF PLANTILLA POSITIONS – There shall be created the following Plantilla Positions under the different offices in the LGU-Barugo, Leyte, pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 12, s. 2022 and the Department of Budget and Management (DBM) Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS) CY 2022, to wit:

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Ordinance No. 8, S. 2024

PLANTILLA POSITION	SALARY GRADE	REQUIRE D NO.	OFFICE
Engineer I	12	1	Engineering Office
Engineering Assistant I	8	1	
Municipal Government Assistant Department Head I (Assistant Municipal Accountant)	22	1	Accounting Office
Environmental Management Specialist I (MENRO I)	11	1	Office of the Municipal Mayor
Agricultural and Biosystems Engineer I	11	1	
Cooperative Development Specialist II	15	1	
Librarian I (Barugo Bayview College)	11	1	
Guidance Counselor I (Barugo Bayview College)	11	1	
Registrar I (Barugo Bayview College)	11	1	
College Administrator I (Barugo Bayview College)	25	1	
Nurse I (Barugo Bayview College)	15	1	
Instructor I (Barugo Bayview College)	12	10	
Administrative Officer V (Chief Administrative Officer) (Barugo Bayview College)	24	1	
Tourism Operations Assistant	7	1	
Administrative Aide III (Utility Worker II-A)	3	1	Sangguniang Bayan Office
Chief of Hospital I	24	1	Infirmery

SECTION 4. DUTIES AND RESPONSIBILITIES AND QUALIFICATIONS. –

Pursuant to applicable CSC guidelines and LGU functional requirements, the Duties and Responsibilities and Qualifications of the newly created plantilla positions shall be, but not limited to, the following:

a. Engineer I (SG-12)

1. Assist in design, development, implementation and analysis tasks with standard techniques;
2. Perform simple and routine engineering design tasks with standard techniques;
3. Assist the Municipal Engineer in the preparation of plans, designs, computation methods and reports;
4. Assist in overseeing construction and maintenance of building structures and facilities; and,
5. Perform such other functions assigned by the next higher supervisor and/or immediate supervisor.

Qualifications:

Education : Bachelor's Degree in Engineering relevant to the Job
 Experience: None Required
 Training : None Required
 Eligibility : RA 1080

b. Engineering Assistant I (SG-8)

1. Provides support to the engineering team on a variety of projects;
2. Includes spec reading, research, conducting tests, modifying techniques and resolving issues;
3. Help project engineers design, develop, evaluate and troubleshoot to accomplish project goals; and,
4. Works as part of a team in a lab or workshop environment, so a commitment to safety and compliance with regulations is important. Communication skills are also a must for this career.

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Qualifications:

Education : Completion of Two Years Studies in College
 Experience: One (1) Year of Relevant Experience
 Training : Four (4) Hours of Relevant Training
 Eligibility : Career Service (Sub-Professional), First Level Eligibility

c. Municipal Government Assistant Department Head I (*Assistant Municipal Accountant*) (SG-22)

1. Ensures appropriate accounting policies are applied during the preparation of yearly budgets;
2. Supervises daily operations within the scope of accounts receivable and accounts payable;
3. Authorizes and oversee the processing of pre-requisition order within set standards;
4. Collaborates with accounts and finance manager to ensure smooth running of an organization's accounts department;
5. Assists accounting managers in the preparation of annual budgets and income-expenditure patterns;
6. Oversees the collection, deposit, and reconciliation of bank funds and accounts;
7. Ensures timely preparation and submission of VAT and other tax returns;
8. Provides customer support services and assist in the resolution of client complaints or problems;
9. Maintains useful financial information regarding projected outturns and budget variances;
10. Ensures compliance with statutory accounting standards and audit practices;
11. Conducts monthly management checks and regular housekeeping activities in order to maintain an efficient financial system;
12. Prepares and presents regular accounting reports to the management accountant to update them on company financial progress;
13. Ensures accruals and prepayment concepts are applied to processed transactions;
14. Process payments and financial documents such as invoices, statements, and vouchers.

Qualifications:

Education : Bachelor's Degree
 Experience: Three (3) Years of Relevant Experience
 Training : Sixteen (16) Hours of Relevant Training
 Eligibility : Career Service (Professional), Second Level Eligibility

d. Environmental Management Specialist I (*MENRO I*) (SG-11)

1. Monitors and inspects the site;
2. Conducts surveys;
3. Analyses and reports data;
4. Ensures compliance to environmental regulations;
5. Researches and develops resource management plans;
6. Provides technical support to environmental officers;
7. Develops training goals and content for the environmental officer course;
8. Conducts field projects such as site assessment, environmental impact assessment, and waste management plan;
9. Reviews and implements environmental legislation in local government units/cities/municipalities/towns/barangays in accordance with the LGU Memorandum Order No. 2006-01 (Section 24) "National Environmental Management Act of 1991"
10. Reviews, updates, and maintains environmental information system;

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Ordinance No. 8, S. 2024

11. Drafts environmental impact assessment (EIA) reports and review EIA reports from other government agencies;
12. Reviews and implements local government ordinances related to the environment;
13. Develops and conducts training seminars/workshops on various topics on the Clean Water Act, Clean Air Act and other related laws; and,
14. Provides technical support in the conduct of hearings related to environment matters at the municipal/city/provincial level.

Qualifications:

Education : Bachelor's Degree Relevant to the Job
 Experience: None required
 Training : None required
 Eligibility : Career Service (Professional), Second Level Eligibility

c. Agricultural and Biosystems Engineer I (SG-11)

1. Uses computer software to design equipment, systems, or structures;
2. Modifies environmental factors that affect animal or crop production, such as airflow in a barn or runoff patterns on a field;
3. Tests equipment to ensure its safety and reliability;
4. Oversees construction and production operations;
5. Plans and works together with clients, contractors, consultants, and other engineers to ensure effective and desirable outcomes; and,
6. Works in farming, including aquaculture (farming of seafood), forestry, and food processing.

Qualifications:

Education: Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering
 Experience: Three (3) years of Relevant Experience
 Training : Sixteen (16) hours of Relevant Experience
 Eligibility : RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer)

f. Cooperative Development Specialist II (SG-15)

1. Assists in the development of new cooperatives through feasibility studies, business planning, and member recruitment;
2. Provides technical assistance to existing cooperatives to improve their operational efficiency and effectiveness;
3. Plans and delivers cooperative education programs and workshops for a variety of audiences;
4. Works with community leaders to promote the cooperative model as a viable economic development strategy;
5. Helps cooperatives to identify and secure funding sources for business growth and development;
6. Assists cooperatives in understanding and complying with relevant regulations and laws;
7. Conducts research and analysis on cooperative trends, opportunities, and challenges; and,
8. Collaborates with other cooperative development organizations and stakeholders to strengthen the cooperative sector.

OFFICE OF THE SANGGUNIANG BAYAN

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Ordinance No. 8, S. 2024

Qualifications:

Education : Bachelor's Degree Relevant to the Job
 Experience: One (1) Year of Relevant Experience
 Training : Four (4) Hours of Relevant Training
 Eligibility : Career Service (Professional), Second Level Eligibility

g. Librarian I (*Barugo Bayview College*) (SG-11)

1. Oversees the library to ensure cleanliness, order, and protection of the library's resources;
2. Develops and organizes library inventory (e.g. with books, collections, periodicals, multimedia, etc.);
3. Conducts regular checks and updates on database information;
4. Helps patrons research reading materials and references;
5. Answers patrons' questions via phone or email;
6. Publishes and updates content on the library's website (e.g. book summaries, reviews, blog, etc.);
7. Researches and implements new information system techniques;
8. Organizes activities and promotional events (e.g. children's storytelling, author readings, book sales, etc.);
9. Manages library budgeting and billing for new equipment; and,
10. Supervises library assistants and other staff.

Qualifications:

Education : Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science
 Experience: None Required
 Training : None Required
 Eligibility : RA 1080

h. Guidance Counselor I (*Barugo Bayview College*) (SG-11)

1. Conducts individual and group counseling sessions to advise and assist students with academic and vocational development;
2. Evaluates students' attributes and assisting them in realizing their objectives;
3. Develops and implements counseling strategies with contemporary methods of mentoring;
4. Identifies behavioral problems and acting appropriately to remedy the situation;
5. Pays attention to societal and cultural differences in all student matters;
6. Assesses the development of students and highlighting their sense of accomplishment;
7. Completes evaluations, analyses results, and provides purposeful feedback;
8. Cooperates with parents, academic staff, and external partners;
9. Arranges and schedules orientation programs and internships;
10. Advertises facilities and studyies programs to potential students; and,
11. Implements and facilitates educational and training workshops for academic staff.

Qualifications:

Education : Bachelor's Degree relevant to the Job
 Experience: None Required
 Training : None Required
 Eligibility : Career Service (Professional), Second Level Eligibility

i. Registrar I (*Barugo Bayview College*) (SG-11)

1. Enters detailed student data into computer systems
2. Trains staff at the registrar's office to use software related to records administration

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3. Manages, processes and enters data from extensively detailed paperwork
4. Checks in students and families for appointments
5. Performs clerical tasks, such as printing academic transcripts for students
6. Keeps student information confidential and secure
7. Participates in student service committees and initiatives

Qualifications:

Education : Bachelor's Degree
 Experience: None Required
 Training : None Required
 Eligibility : Career Service (Professional), Second Level Eligibility

j. College Administrator I (*Barugo Bayview College*) (SG-25)

1. Oversees the day-to-day operations of the college including facilities management, student services, and academic scheduling;
2. Develops and implements strategic plans for the college in accordance with the vision and mission of the institution;
3. Coordinates with department heads and faculty members for curriculum development and educational policy formulation;
4. Ensures compliance with education laws and regulations, and maintain records for accreditation purposes;
5. Manages the college's budget, oversee financial management, and seek opportunities for funding or grants;
6. Handles recruitment, performance evaluations, staff development, and other personnel matters;
7. Addresses student issues and concerns, and promote student welfare activities;
8. Facilitates communication between students, faculty, staff, and other stakeholders;
9. Represents the college at various academic, administrative, and public meetings;
10. Works towards improving student retention and success rates.

Qualifications:

Education : Bachelor's Degree
 Experience: 3 years of Supervisory Experience
 Training : 4 Hours of Relevant Training
 Eligibility : Career Service (Professional), Second Level Eligibility

k. Nurse I (*Barugo Bayview College*) (SG-15)

1. Identifies patients' care requirements, focus on their needs and act on them;
2. Nurtures a compassionate environment by providing psychological support;
3. Resolves or report on patients' needs or problems;
4. Prepares patients for examinations and perform routine diagnostic checks (monitor pulse, blood pressure and temperature, provide drugs and injections etc);
5. Monitors and records patient's condition and document provided care services;
6. Treats medical emergencies;
7. Administers workloads;
8. Follows care regulations and standards; and,
9. Works within and cooperate with a multi-disciplinary team

Qualifications:

Education : Bachelors of Science in Nursing
 Experience: None Required
 Training : None Required
 Eligibility : RA 1080



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l. Instructor I (*Barugo Bayview College*) (SG-12)

1. Establishes key objectives for classes;
2. Creates curriculum that accomplishes the set objectives;
3. Develops a syllabus that outlines topics that will be explored and listing due dates for assignments and exams;
4. Makes lesson plans that describe how information will be presented;
5. Gives lectures and organizing activities to present material and deepen understanding of coursework;
6. Writes, administers and grades examinations that test students' knowledge;
7. Answers students' questions and providing support to help them succeed; and,
8. Records students' attendance and grades.

Qualifications:

Education : Bachelor's Degree in the Area & Specialization
Experience: None Required
Training : None Required
Eligibility : PBET/Teacher/RA 1080

m. Administrative Officer V (*Chief Administrative Officer*) (*Barugo Bayview College*) (SG-24)

1. Works in a team with top-level executives to devise strategies and policies to meet company goals;
2. Manages and supervises the day-to-day operations of various departments, such as finance, sales, HR, and marketing;
3. Manages budgets, hiring and contracting, and business negotiations;
4. Analyses audit reports and formulates improvements to departmental workings;
5. Coordinates inter-departmental activities and delegates responsibilities to subordinates;
6. Compiles performance reports and reports to the CEO and board of directors; and,
7. Ensures all IRS laws, government regulations, and SEC rules are met.

Qualifications:

Education : Masteral Degree
Experience: Four (4) years in Position involving Management & Supervision
Training : Thrity-Four (34) hours of Training in Management & Supervision
Eligibility : Career Service (Professional), Second Level Eligibility

n. Tourism Operations Assistant (SG-7)

1. Supports the efficient operation of tourism-related activities;
2. Enhances the over-all visitor experience;
3. Assist in coordinating tours, managing reservations, providing information to tourists and ensuring compliance with safety and quality standards; and,
4. Creates itineraries, communicates with clients and vendors, processes expense reports, and handles administrative tasks.

Qualifications:

Education : Completion of Two Years Studies in College
Experience: None Required
Training : None Required
Eligibility : Career Service (Sub-Professional), First Level Eligibility

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o. Administrative Aide III (Utility Worker II-A) (SG-3)

1. Takes verbal and written instructions from company managers and maintenance officers;
2. Cleans assigned work areas inside and outside of the property;
3. Performs basic landscaping duties including tree trimming, weeding, and watering of plants;
4. Orders and maintains cleaning supplies and maintenance equipment;
5. Conducts basic repairs on landscaping and maintenance equipment;
6. Replaces light fittings and broken globes;
7. Ensures the safe handling and storage of volatile cleaning liquids and gasoline; .
8. Ensures that utility projects have been completed and signed-off.

Qualifications:

Education : Must be able to read and write
Experience: None Required
Training : None Required
Eligibility : None Required

p. Chief of Hospital I (SG-24)

1. Providing leadership and direction to the infirmary staff, including medical professionals and administrative personnel.
2. Enduring the provision of high-quality medical care to patients within the infirmary.
3. Hiring, Training, scheduling, and supervising medical and support staff.
4. Managing the infirmary's resources, including medical supplies, equipment, and facilities.
5. Developing and managing the infirmary's budget, including allocating funds for staffing, equipment, and patient care.
6. Implementing and monitoring quality assurance programs to ensure the delivery of safe and effective patient care.
7. Ensuring compliance with all relevant healthcare regulations, standards, and accreditation requirements.
8. Developing and implementing plans for managing medical emergencies within the infirmary.
9. Building and maintaining positive relationship with the local community and stakeholders, and promoting the infirmary's services.
10. Developing and implementing strategic plans to achieve the infirmary's goals and objectives.
11. Identifying and mitigating risks related to patient care, staff safety, and regulatory compliance.
12. Collaborating with other healthcare providers, organizations, and agencies to improve healthcare delivery and patient outcomes.
13. Identifying areas for improvement and implementing initiatives to enhance the quality, efficiency, and effectiveness of infirmary operations.

Qualifications:

Education : Doctor of Medicine
Experience: Two (2) years of relevant experience
Training: Eight (8) hours of relevant training
Eligibility: RA 1080

SECTION 5. FUNDING. – The Local Government Unit of Barugo, Leyte shall appropriate the funding thru the Annual and/or Supplemental Budget for the payment of salaries, wages, step increments, and other compensations, such as authorized allowances/benefits, fixed personnel expenditures, and other personnel benefits for the afore-mentioned newly created plantilla positions.

Barugo Padayon An Gugma!

Municipal Hall, Burgos St. Poblacion District I Barugo, Leyte

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Municipality of Barugo, Leyte