

Item No.: 19
Date: 21 2025 OCT



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Sangguniang Panlalawigan
Province of Leyte
RECEIVED

PROVINCIAL LEGAL OFFICE

Province of Leyte
Legal Office
Date: 10-19-25

Date: OCT 13 2025
By: [Signature]

2nd INDORSEMENT
October 3, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 2025-09 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 2025-09: “An Ordinance creating Plantilla positions under the different offices of the Local Government Unit of Albuera, Leyte, Defining their functions and qualification standards, and renaming a position title in the existing Plantilla of personnel.”

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76² subject to availability of funds and Civil Service rules and regulations. Hence, we recommend for the declaration of its validity.

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

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

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

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

Province of Leyte
Legal Office
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19/10
10.1.25

1ST INDORSEMENT
30 September 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-09** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance creating plantilla positions under the different offices of the Local Government Unit of Albuera, Leyte, defining their functions and qualification standards , and renaming a position title in the existing plantilla of personnel.**


FLORINDA JILL S. UYVICO
Secretary to the Sangguniang



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

TRANSMITTAL

September 29, 2025

Hon. Leonardo Javier, Jr.
Vice-Governor
Province of Leyte
Palo, Leyte

**Sangguniang Panlalawigan
Province of Leyte**

RECEIVED

Date: SEP 30 2025
By: Alvino T. de Mesa

Thru: Florinda Jill S. Uyvico
Secretary to the Sanggunian
Province of Leyte

Dear Vice Governor Javier:

Respectfully transmitting herein **Ordinance No. 2025-09**, An Ordinance Creating Plantilla Positions Under the Different Offices of the Local Government Unit of Albuera, Leyte, Defining their Functions and Qualification Standards, and Renaming a Position Title in the Existing Plantilla of Personnel."

Please acknowledge receipt hereof.

Very truly yours,

PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: SEP. 30, 2025
By: [Signature]

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 11TH REGULAR SESSION OF THE 12TH SANGGUNIANG BAYAN OF ALBUERA, HELD AT THE SESSION HALL ON SEPTEMBER 15, 2025

ORDINANCE NO. 2025-09

AN ORDINANCE CREATING PLANTILLA POSITIONS UNDER THE DIFFERENT OFFICES OF THE LOCAL GOVERNMENT UNIT OF ALBUERA, LEYTE, DEFINING THEIR FUNCTIONS AND QUALIFICATION STANDARDS, AND RENAMING A POSITION TITLE IN THE EXISTING PLANTILLA OF PERSONNEL

INTRODUCED BY: HON. CARL KEVIN E. BATISTIS

Sponsored by: COMMITTEE ON GOOD GOVERNANCE, PUBLIC ETHICS AND ACCOUNTABILITY

- **HON. ALBERTO C. SUMALJAG**
- **HON. ROMEO M. JUNCO**

PREFATORY STATEMENT

WHEREAS, 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 account service requirements and financial capability, and subject to the minimum standards and guidelines prescribed by the Civil Service Commission;

WHEREAS, Section 42 of Republic Act No. 9593, otherwise known as the *Tourism Act of 2009*, provides that every province, city, or municipality in which tourism is a significant industry shall establish a permanent position for a Tourism Officer, who shall be responsible for preparing, implementing, and updating the Local Tourism Development Plan, as well as enforcing tourism-related laws, rules, and regulations;

WHEREAS, Section 25 of Republic Act No. 10742, otherwise known as the *Sangguniang Kabataan Reform Act of 2015*, as amended by Section 10 of Republic Act No. 11768, mandates the creation of a Youth Development Office in every province, city, and municipality, to be headed by a Youth Development Officer, which may be placed under the Office of the Local Chief Executive, the Planning and Development Office, the Social Welfare Office, or such other office as may be deemed appropriate by the local government unit;

WHEREAS, in order to ensure that the staffing pattern of the Local Government Unit of Albuera is properly organized and aligned with its mandate to deliver efficient and effective public service, and to provide employees and qualified individuals with opportunities for career growth, advancement, and motivation that would enhance morale, the creation of additional plantilla positions has become necessary;

WHEREAS, the Human Resource Management Officer, through a letter dated September 8, 2025, formally endorsed to the Sangguniang Bayan the proposal to create plantilla positions under various offices of the Local Government Unit, thereby requiring the appropriate legislative action;

WHEREAS, the Human Resource Management Officer has likewise recommended the renaming of the position title *Administrative Aide VI (Heavy Equipment Operator II)* to *Heavy Equipment Operator II*, under the Municipal Engineering Office, in order to properly reflect the actual nature of the duties and functions of the position, and to align the plantilla with the standard position titles prescribed by the Civil Service Commission and the Department of Budget and Management;

ALBERTO C. SUMALJAG

ROBERTO C. COLASTO

ROMEO M. JUNCO

ANDRES C. TUBIC

DELIA E. BATISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

ROLAN E. ESPINOSA

MARIEL E. MARINAY

CARL KEVIN E. BATISTIS

ROLANDO M. ERGAS, JR.

JOSE B. BANEZ

RODOLFO S. BILBAO, JR.

NOW THEREFORE, be it ordained by the Sangguniang Bayan of Albueria, Leyte in Regular Session assembled;

SECTION 1. CREATION OF POSITIONS – The following plantilla positions, with their corresponding salary grades, are hereby created under their respective offices of the Local Government Unit of Albueria, Leyte:

OFFICE	POSITION TITLE	STATUS	SALARY GRADE
1. Municipal Engineering Office	Engineer III	Permanent	19
2. Office of the Municipal Mayor	Licensing Officer III	Permanent	18
3. Office of the Municipal Mayor	Tourism Operations Officer II	Permanent	15
4. Office of the Municipal Mayor	Youth Development Officer II	Permanent	14
5. Municipal Health Office	Medical Technologist I	Permanent	11
6. Office of the Municipal Agriculturist	Farm Supervisor	Permanent	8
7. Human Resource Management Office	Administrative Aide III	Casual	3
8. Municipal Budget Office	Administrative Aide III	Casual	3
9. Municipal Civil Registry Office	Administrative Aide III	Casual	3

SECTION 2. MINIMUM QUALIFICATION STANDARDS – No person shall be appointed to the foregoing positions unless he or she possesses the following minimum qualifications, consistent with the Civil Service Commission’s Qualification Standards:

POSITION/ OFFICE	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1. Engineer III (Municipal Engineering Office)	Bachelor’s degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	Relevant RA 1080
2. Licensing Officer III (Office of the Municipal Mayor)	Bachelor’s degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
3. Tourism Operations Officer II (Office of the Municipal Mayor)	Bachelor’s degree in tourism, business, law, economics, marketing, public administration, or other related fields	1 year of work experience and involvement in the tourism industry either in the private sector or the government	4 hours of relevant training on tourism -or- DOT specific and mandatory trainings such as but not limited to the following: • Tourism Awareness and Capability Building	Career Service (Professional)/ Second Level Eligibility

ALBERTO D. SUMALJAG

ROBERTO C. COLASITO

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JOIE B. YBANEZ

RODOLFO S. BILBAO, JR.

			Seminar for LGUs • Seminar on Disaster Risk Reduction and Management • Basic Tourism Statistics Training (BTST) • Local Tourism Guidebook Orientation and; • Seminar on Gender and Development Orientation	
4. Youth Development Officer II (Office of the Municipal Mayor)	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
5. Medical Technologist I (Municipal Health Office)	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None required	None required	Relevant RA 1080
6. Farm Supervisor (Office of the Municipal Agriculturist)	High School Graduate	1 year of relevant experience	4 hours of relevant training	None required (CSC MC No. 8, s. 2025, Appendix B – Cat. III)
7. Administrative Aide III (Casual) (Human Resource Management Office); (Municipal Budget Office); (Municipal Civil Registry Office)	Must be able to read and write	None required	None required	None required (CSC MC No. 8, s. 2025, Appendix B – Cat. III)

SECTION 3. ADDITIONAL QUALIFICATION OF THE YOUTH DEVELOPMENT OFFICER II – In compliance to Section 27(b) of the Implementing Rules and Regulation of Republic Act No. 10742, the following are the additional requirements for the appointment of Youth Development Officer II:

- (a) Be preferably not more than thirty years of age at the time of her/his appointment; and,
- (b) Be of good moral character;

ALBERTO D. SUMALJAG

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SECTION 4. DUTIES AND FUNCTIONS OF THE AFORESAID POSITIONS – The following are the prescribed duties and functions attached to the said positions:

(a) ENGINEER III

- (1) Supervises, coordinates, and reviews the activities of engineering staff engaged in the planning, design, construction, and maintenance of public infrastructure projects within the LGU;
- (2) Prepares, evaluates, and recommends engineering plans, designs, specifications, cost estimates, and program of works for municipal projects;
- (3) Ensures compliance of engineering projects with applicable laws, standards, and regulations, including safety and environmental requirements;
- (4) Conducts inspections and monitoring of ongoing projects to ensure quality, timeliness, and adherence to approved plans and specifications;
- (5) Provides technical advice and recommendations to the Municipal Engineer, local officials, and other concerned offices regarding infrastructure development;
- (6) Reviews and signs technical reports, plans, and other engineering documents within the scope of authority;
- (7) Assists in preparing reports and documentation required for project funding, bidding, and implementation;
- (8) Supervises and mentors subordinate engineers and technical staff to develop competencies and improve performance;
- (9) Coordinates with other government agencies, contractors, and stakeholders in the implementation of infrastructure projects; and,
- (10) Performs other related functions as may be assigned by the Municipal Engineer.

(b) LICENSING OFFICER III

- (1) Process all business permits and licenses as well as occupational permits, including the assessment of business taxes, fees and charges of the various businesses in the municipality. Provided, however, that all assessments are subject to the authority of the local treasurer to conduct examination of books of accounts as well as all other authorities as provided in the Local Government Code (LGC);
- (2) Monitors and enforces applicable tax ordinances and other pertinent laws, ordinances, rules and regulations in the operations of businesses and occupations within the jurisdiction of the LGU;
- (3) Formulates policies as a proactive measure to draw local and foreign investments especially in priority areas/industries and as a tool to define the development thrust of the LGU;
- (4) Initiates, reviews and recommends to the Mayor revenue-generating measures to increase local revenues;
- (5) Enforces all the LGU's tax ordinances and other pertinent laws, ordinances, and rules and regulations; and,
- (6) Performs such other functions as may be provided by law.

(c) TOURISM OPERATIONS OFFICER II

- (1) Prepares, implements, and updates the Local Tourism Development Plan, and ensures compliance with tourism laws, rules, and regulations;
- (2) Coordinates with the Department of Tourism (DOT) and its attached agencies in the planning and implementation of tourism programs and activities;

ALBERTO I. SUMALJAG

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- (3) Performs such other related functions as may be provided by law or as may be assigned.

(d) YOUTH DEVELOPMENT OFFICER II

- (1) Register and verify youth and youth-serving organizations (Subject to the revitalized Youth Organizations' Registration Program (YORP) guidelines);
- (2) Provide technical assistance to the LYDC in the formulation of the LYDP;
- (3) Facilitate the election of the LYDC representatives;
- (4) Serve as secretariat to the LYDC;
- (5) Conduct the mandatory and continuing training of SK officials and LYDC members, in accordance with the programs jointly designed and implemented by the National Youth Commission (NYC) and the Department of the Interior and Local Government (DILG). The local youth development officer and/or her/his staff shall apply for accreditation from the NYC in order for them to conduct the mandatory and continuing training programs of SK officials and LYDC members;
- (6) Provide technical, logistical, and other support in the conduct of the mandatory and continuing training programs, and to such other programs of the NYC and DILG;
- (7) Coordinate with the NYC, with regard to the youth programs within his/her jurisdiction; and,
- (8) Perform such other functions as may be prescribed by law, ordinance, or as the Mayor, the NYC, or the DILG may require.

(e) MEDICAL TECHNOLOGIST I

- (1) Collects and prepares patient specimens such as blood, urine, stool, and other body fluids for laboratory examination;
- (2) Conducts routine laboratory tests following standard protocols and safety procedures;
- (3) Prepares and examines microscope slides, cultures, and other specimens for diagnostic purposes;
- (4) Operates and maintains laboratory instruments and equipment, ensuring accuracy and reliability of test results;
- (5) Records, analyzes, and interprets laboratory findings and promptly submits reports to the requesting physician or health officer;
- (6) Ensures proper storage, labeling, and disposal of specimens, chemicals, and biohazardous waste in accordance with health and safety standards;
- (7) Assists in implementing quality control and quality assurance programs in the clinical laboratory;
- (8) Provides support in public health programs such as disease surveillance, immunization campaigns, and outbreak investigations requiring laboratory confirmation;
- (9) Participates in continuing education, training, and research activities to maintain professional competence;
- (10) Performs other related functions as may be assigned by the Municipal Health Officer or other authorized officials.

(f) FARM SUPERVISOR

- (1) Plans, organizes, and assists in farm operations, including crop production, livestock raising, and other agricultural activities of client farmers and/or farmers' organizations;
- (2) Assist in the preparation of work schedules, assigns tasks, and oversees the performance of farm workers to ensure efficient and timely completion of farm activities;

ALBERTO D. SUMALJAG

ROBERTO C. COLASITO

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JOJE B. YBANEZ

RODOLFO S. BILBAO, JR.

- (3) Monitors the growth, health, and productivity of crops and livestock, and implements appropriate interventions such as fertilization, pest control, vaccination, and treatment;
- (4) Maintains farm facilities, equipment, and tools, ensuring they are in good working condition and used efficiently;
- (5) Keeps records of farm operations, including planting schedules, harvests, production outputs, inventory of inputs, and farm expenses;
- (6) Assists in the procurement and proper utilization of seeds, feeds, fertilizers, pesticides, and other farm inputs;
- (7) Coordinates with the other concerned agencies on technical support, farm programs, and new agricultural technologies;
- (8) Ensures compliance with environmental, safety, and sanitation standards in all farm activities;
- (9) Provides technical guidance and capacity-building to farm workers and beneficiaries to improve productivity and sustainability;
- (10) Performs other related functions as may be assigned by the Municipal Agriculturist or authorized officials.

(g) ADMINISTRATIVE AIDE III

- (1) Provides basic clerical support such as filing, encoding, sorting, and reproducing office documents, when necessary;
- (2) Cleans and maintains the office to ensure a safe, sanitary, and orderly workplace;
- (3) Performs messenger duties such as delivering communications, documents, and supplies within and outside the office;
- (4) Assists in the arrangement and preparation of venues, furniture, and equipment for meetings, seminars, and official activities;
- (5) Provides support in moving, carrying, and distributing office supplies, equipment, and other materials;
- (6) Assists in the minor repair and upkeep of office facilities, equipment, and fixtures;
- (7) Operates basic cleaning tools, equipment, and materials in the performance of maintenance tasks;
- (8) Observes proper waste management, including segregation and disposal of garbage;
- (9) Performs other related functions as may be assigned.

SECTION 5. REMUNERATION – The newly created positions shall be entitled to salaries and such other allowances and benefits corresponding to their respective salary grades, as provided by existing laws, rules, and regulations.

SECTION 6. RENAMING OF POSITION TITLE – The position title **ADMINISTRATIVE AIDE VI (HEAVY EQUIPMENT OPERATOR II)** under the Municipal Engineering Office is hereby renamed to **HEAVY EQUIPMENT OPERATOR II**, without change in salary grade, in order to properly reflect the actual duties and functions of the position and to align with the standard position titles prescribed by the Civil Service Commission.

SECTION 7. SEPARABILITY CLAUSE – If, for any reason, any part or provision of this Ordinance is declared unconstitutional or found inconsistent with higher laws, ordinances, rules, or regulations, the remaining parts or provisions not affected thereby shall remain valid and in full force and effect.

SECTION 8. EFFECTIVITY – This Ordinance shall take effect immediately upon its approval.

APPROVED.

ALBERTO D. SUMALJAG

ROBERTO C. COLASTO

ROMEO M. JUNGCO

ANDRES C. TUDIO

DELIN A. BATTISTIS

BERNARD JOEY D. MESTULA

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RODOLFO M. EDCAS, JR.

JOSE B. YBANEZ

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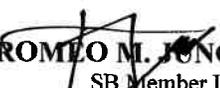
ENACTED BY THE 12TH SANGGUNIANG BAYAN OF ALBUERA, LEYTE DURING ITS 11TH REGULAR SESSION HELD ON SEPTEMBER 15, 2025 AT THE SB SESSION HALL, ALBUERA, LEYTE.

ATTESTED AND CERTIFIED TO BE DULY ADOPTED:


CARL KEVIN E. BATISTIS
SB Member I


ALBERTO C. SUMALJAG
SB Member I

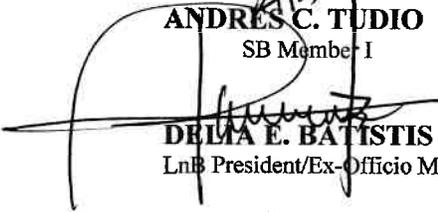

ROLANDO M. EBCAS, JR.
SB Member I

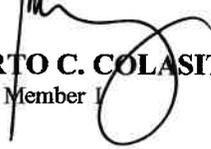

ROMEO M. JUNCO
SB Member I


JOJE B. YBAÑEZ
SB Member I


ANDRES C. TUDIO
SB Member I


RODOLFO S. BILBAO, JR.
SB Member


DELIA E. BATISTIS
LnB President/Ex-Officio Member

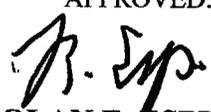

ROBERTO C. COLASITO
SB Member I

Absent
BERNARD JOEY D. MESTULA
PPSK President/Ex-Officio Member

I HEREBY CERTIFY that this is a true and accurate copy of the ordinance duly enacted by the 12TH Sangguniang Bayan of Albuera, Leyte on its 11th Regular Session on September 15, 2023 at the Sangguniang Bayan Session Hall.


PAMELA M. BOHOLST, MPA
Secretary to the Sangguniang Bayan I


MARIEL E. MARINAY
Municipal Vice-Mayor I/Presiding Officer

APPROVED:

ROLAN E. ESPINOSA
Municipal Mayor

Date: 25 SEP 2025



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN
ATTENDANCE SHEET

11th REGULAR SESSION
of the 12th Sangguniang Bayan

SB Session Hall
Venue

September 15, 2025

No.	Name & Designation	Signature
1	Hon. MARIEL E. MARINAY Mun. Vice Mayor / Presiding Officer	
2	Hon. CARL KEVIN E. BATISTIS SB Member	
3	Hon. ROLANDO M. EBCAS JR. SB Member	
4	Hon. JOJIE B. YBAÑEZ SB Member	
5	Hon. RODOLFO S. BILBAO JR. SB Member	
6	Hon. ALBERTO C. SUMALJAG SB Member	
7	Hon. ROBERTO C. COLASITO SB Member	
8	Hon. ROMEO M. JUNCO SB Member	
9	Hon. ANDRES C. TUDIO SB Member	
10	Hon. DELIA E. BATISTIS ABC President, Ex-Officio	
11	Hon. BERNARD JOEY D. MESTULA SK Federation President, Ex-Officio	

CERTIFICATION

I hereby certify that those who have affixed their signatures above, have actually attended the 11th Regular Session of the 12th Sangguniang Bayan of Albuera, Leyte, held at the SB Session Hall on September 15, 2025

PAMELA M. BOHOLST
Secretary to the Sanggunian Bayan