

Item No.: 04

Date: 1 2025 NOV



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Le...
9/10
Date: 10.28.25

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

PROVINCIAL LEGAL OFFICE

Date: OCT 29 2025
By: [Signature]

2nd INDORSEMENT
October 17, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 23 of the Sangguniang Bayan of Villaba, Leyte.

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

- Ordinance No. 23: "An Ordinance creating a Plantilla Position of Engineer III SG 19 in the Municipality of Villaba, Leyte."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 447(a)(1)(viii)¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 76² subject to 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 

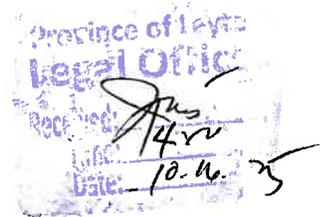
¹(viii) Determine the positions and salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from municipal funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the municipal government;

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
-000-

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1st Indorsement
15 October 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 23, s. 2025** of the **Municipality of Villaba, Leyte**, entitled: **An Ordinance creating a Plantilla Position of Engineer III (Agricultural and Biosystems Engineer), Salary Grade 19, in the Municipality of Villaba, Leyte.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



October 15, 2025

THE SANGGUNIANG PANLALAWIGAN MEMBERS
New Provincial Government Complex
Campetic, Palo, Leyte



Thru: **LEONARDO M. JAVIER, JR**
Vice Governor/Presiding Officer

Hon. Sangguniang Panlalawigan Members:

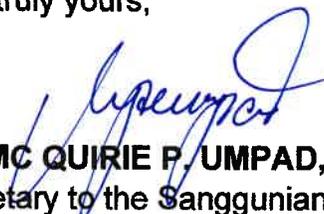
We respectfully transmit herewith sixteen (16) original copies of:

MUNICIPAL ORDINANCE NO. 23, S. 2025 "AN ORDINANCE CREATING A PLANTILLA POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEM ENGINEER), SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA, LEYTE,"

For your review and approval.

Best regards.

Very truly yours,


MC QUIRIE P. UMPAD, J. D.
Secretary to the Sangguniang Bayan

Copy Furnished:

- 1. Municipal Treasury Office**
 - 2. Municipal Accounting Office**
 - 3. Municipal Budget Office**
- LGU- Villaba, Leyte**

MUNICIPAL ORDINANCE NO. 23, S. 2025

AN ORDINANCE CREATING A PLANTILLA POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA, LEYTE

Sponsored by: Hon. Jamel O. Gonzales - Chairman Committee on Rules and Laws
Co-sponsors: Hon. Elmer C. Silva - Vice Chairman Committee on Rules and Laws
Hon. Roque M. Comprá - Member, Committee on Rules and Laws

Prefatory Statement

In 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 minimum standards and guidelines prescribed by the Civil Service Commission (CSC);

There is a need to strengthen the capacity of the Municipality of Villaba, Leyte in implementing programs and projects related to agricultural and biosystems engineering, in compliance with Republic Act No. 10915, otherwise known as the "Philippine Agricultural and Biosystems Engineering Act of 2016";

The creation of a Plantilla position of Engineer III (Agricultural and Biosystems Engineer) will ensure the effective planning, design, supervision, and implementation of agricultural or biosystems engineering programs and infrastructure projects in the municipality;

SECTION 1. CREATION OF POSITION

There is hereby created one (1) permanent Plantilla position in the Municipal Government of Villaba, Leyte, to be designated as Engineer III (Agricultural and Biosystems Engineer) with the following details:

- **Position Title:** Engineer III (Agricultural and Biosystems Engineer)
- **Salary Grade:** 19
- **Monthly Salary:** ₱47,932.00
- **Education:** Bachelor's degree in Agricultural Engineering or Biosystems Engineering
- **Experience:** Two (2) years of relevant experience in Agricultural Engineering or Biosystems Engineering

EDGAR F. VELOSO, M.D.
Vice Mayor/Presiding Officer

ELMER C. SILVA
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President

DENNIS L. SY
Sangguniang Bayan Member

ROQUE M. COMPRÁ
Sangguniang Bayan Member

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member

RANDEL V. LOON
Sangguniang Bayan Member

FRALYN D. ARAGON
Acting Secretary to the Sangguniang Bayan

RICHARD J. VELOSO
Sangguniang Bayan Member

JAMEL O. GONZALES
Sangguniang Bayan Member

ENGR. CARLOS G. VELOSO
Municipal Mayor

- **Training:** Eight hours of relevant training
- **Eligibility:** Licensed Agricultural Engineering or Agricultural and Biosystems Engineer in accordance with R.A. No. 10915 (ABE)

SECTION 2. DEFINITION OF TERMS

1. **Ordinance** – A local law enacted by the Sangguniang Bayan (municipal council) in accordance with the Local Government Code.
2. **Plantilla Position** – An officially approved position included in the organizational structure of a government office, with a defined title, salary grade, and qualifications.
3. **Engineer III (Agricultural and Biosystems Engineer)** – A professional position responsible for planning, designing, and supervising agricultural and biosystems engineering projects in the municipality.
4. **Salary Grade (SG)** – The classification of government positions based on duties and responsibilities, determining the monthly salary rate under the Salary Standardization Law.
5. **Monthly Salary** – The fixed amount of compensation paid to a position holder per month.
6. **Education Requirement** – The minimum academic qualification needed for appointment to a position.
7. **Experience Requirement** – The minimum number of years of relevant work experience necessary for a position.
8. **Training Requirement** – The minimum number of hours of relevant formal instruction or skills development needed for a position.
9. **Eligibility** – The required professional license or civil service qualification that a person must have to be appointed to a position.
10. **R.A. No. 10915 (Philippine Agricultural and Biosystems Engineering Act of 2016)** – The law regulating the practice of agricultural and biosystems engineering in the Philippines, requiring licensure for professionals in this field.
11. **Funding Source** – The budget allocation from which the salary and benefits for the position will be paid.
12. **Effectivity** – The date or condition upon which the ordinance becomes enforceable.

SECTION 3. FUNDING SOURCE

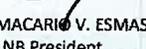
The amount necessary to cover the salary and benefits of the newly created position shall be charged against the funds of the Municipal Government of Villaba and appropriations thereof shall be included in the annual budget of CY 2026 subject to existing budgeting, accounting, and auditing rules and regulations.

SECTION 4. IMPLEMENTING AUTHORITY

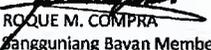
The Municipal Mayor is hereby authorized to include the newly created position in the municipality's Plantilla of personnel and to fill said position in accordance with Civil Service Commission rules and regulations.


EDGAR T. VELOSO, M.D.
Vice Mayor/Presiding Officer


ELMER S. SILVA
Sangguniang Bayan Member


MACARIO V. ESMAS
LNB President


DENNIS L. SY
Sangguniang Bayan Member


ROQUE M. COMPRÁ
Sangguniang Bayan Member

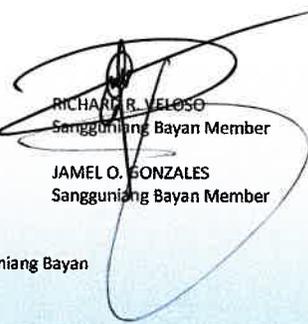

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

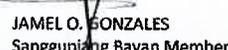

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


RANDEL M. LOON
Sangguniang Bayan Member


MALYN D. ARAGON
Acting Secretary to the Sangguniang Bayan


ENGR. CARLOS G. VELOSO
Municipal Mayor


RICHARD R. VELOSO
Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member

SECTION 5. EFFECTIVITY

This Ordinance shall take effect immediately upon its approval and after compliance with the publication and posting requirements under the Local Government Code of 1991.

On motion for approval by Sangguniang Bayan Member Jamel O. Gonzales, Chairman of the Committee on Rules, Laws and Privileges, duly seconded en masse, this Ordinance was approved on September 11, 2025.


ERALYN D. ARAGON
Acting Secretary to the Sanggunian

ATTESTED:

EDGAR T. VELOSO, M.D.
Vice Mayor/Presiding Officer

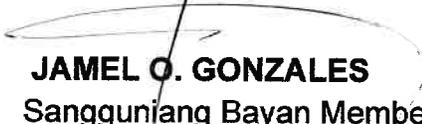

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Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member

MERIAM P. UMPAD
Sangguniang Bayan Member


MACARIO V. ESMAS
LNB President


ELMER C. SILVA
Sangguniang Bayan Member

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

APPROVED:

ENGR. CARLOS G. VELOSO
Municipal Mayor

MINUTES OF THE PUBLIC HEARING CONDUCTED BY THE COMMITTEE ON LAWS, PRIVILEGES AND ACCOUNTABILITY ON THE PROPOSED ORDINANCE CREATING PLANTILLA POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEMS ENGINEER) SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA

ON SEPTEMBER 02, 2025 AT SB SESSION HALL

The public hearing commenced at exactly 9:55 in the morning, with a prayer led by Hon. Elmer C. Silva.

The hearing was attended by Ana Marie B. Sarino, Acting Municipal Treasurer; Merlita D. Veloso, Municipal Administrator; Manuel I. Rubillos Jr., Municipal Budget Officer; Antonio G. Calumba, Municipal Accountant. The Chairman and Vice Chairman of the concerned committee of the Sangguniang Bayan were also present, in the persons of the Hon. Jamel O. Gonzales and Hon. Elmer C. Silva.

The meeting was called to order by Hon. Jamel Gonzales and he acknowledged the presence of all attendees.

Hon. Gonzales, informed the body that the purpose of the meeting is to discuss the passage of an ordinance creating a plantilla position.

He stated that the request originated from the Municipal Mayor through an official letter, specifically asking for the creation of a plantilla position.

Hon. Jamel called the attention of Merlita D. Veloso to provide an overview or confirm if the matter was already discussed with the Municipal Mayor. He also asked where the proposed position will be assigned once created.

Merlita D. Veloso stated that her overview was based from Teddy Vapor (HRMO), the position of Engineer III (Agricultural and Biosystems Engineer) is one of the mandatory positions. Since the position deals with agricultural engineering, it will be placed under the Municipal Agriculture Office.

Manuel I. Rubillos Jr. added that the nature of work is agricultural in scope. Although it may include infrastructure, it remains related to agriculture. He also confirmed that the position will be under the Municipal Agriculture Office (MAO), headed by Rene Casas.

The Municipal Budget Officer, Manuel I. Rubillos Jr., clarified that the funding for the position shall be subjected to availability of funds and may be included in the supplemental budget. Even if no immediate appointee is identified, the position may still be created through a municipal ordinance.

Hon. Jamel asked Antonio Columba for his input. He responded that once the plantilla position and budget are prepared, their office will implement accordingly.

Manuel Rubillos Jr. emphasized that the process will start with the budget office. Since the 2026 budget is not yet finalized, they will wait for supplemental budget and review which items the Mayor will prioritize for funding.

Hon. Jamel read the corrections in the draft ordinance:

Section 1. (Creation of Position-Education and Eligibility):

- Education: Bachelors Degree in Agricultural Engineering or Agricultural and Biosystems Engineering
- Eligibility: Licensed Agricultural Engineer or Agricultural and Biosystems Engineer

Section 3. (Funding Source):

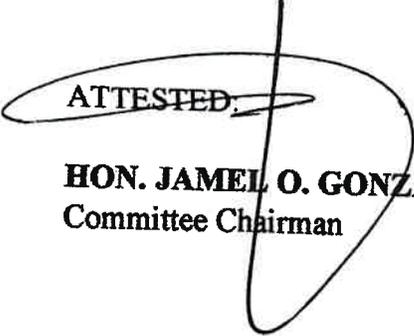
- Addition: "Appropriations thereof shall be included in the annual budget of CY 2026.

Without further deliberations, the public hearing ended at 10:30 O'clock in the morning.

CERTIFIED CORRECT:


ERALYN D. ARAGON

Acting Secretary to the Sangguniang Bayan


ATTESTED:

HON. JAMEL O. GONZALES
Committee Chairman



COMMITTEE ON LAWS, PRIVILEGES, AND ACCOUNTABILITY

COMMITTEE REPORT NO. 2, S. 2025
SEPTEMBER 02, 2025

SUBJECT: AN ORDINANCE CREATING POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA, LEYTE

FINDINGS AND RECOMMENDATIONS:

- The Creation of the plantilla position of Engineer III (Agricultural and Biosystems Engineer), SG 19, is mandatory under existing guidelines.
- The nature of the position is agricultural in function; hence it should be placed under the Municipal Agriculture Office headed by Mr. Rene Casas.
- The position may be created through an ordinance even without immediate funding or personnel assigned, as funds can be sourced later.
- Funding for such position will be included in the annual budget of CY 2026.

Correction to the draft ordinance were noted:

- Education and Eligibility requirements clarified as Agricultural Engineer or Agricultural and Biosystems Engineer.
- Funding source to be specified in section 3 as part of CY 2026 annual budget.



HON. JAMEL O. GONZALES
Committee Chairman

CONCURRING:



HON. ELMER C. SILVA
Vice Chairman



HON. ROQUE M. COMPRA
Member

APPENDICES:

e.g. Minutes of Public Hearing and Committee Meetings and Attendance Sheet, Photo/Videos



ATTENDANCE SHEET

AN ORDINANCE CREATING PLANTILLA POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA, LEYTE

DATE: SEPTEMBER 2, 2025

TIME: 9:30 AM

VENUE: SB SESSION HALL

NO.	NAME	DESIGNATION	SIGNATURE
1	JAMEL O. GONZALEZ	SB member	
2	ELMER C. SILVA	SB MEMBER	
3	ANA MARIE K. CARINO	Acting Mun. Treasurer	
4	MERLITA D. VELOSO	Mun. Admin.	
5	MANUEL S. RUBINOSA	WBO	
6	ANTONIO G. COLUMBA	Accountant	
7	CLAIRE P. MONSANTO	SB J.O	
8	MICHAEL S. RUBAN	SB J.O	
9	ARLENE AGUILAR	SB JO	
10	JEAN DEE BELLE B. ALAYNE	SB JO	
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SANGGUNIANG BAYAN

Office of the Secretary to the Sanggunian

NOTICE OF THE PUBLIC HEARING

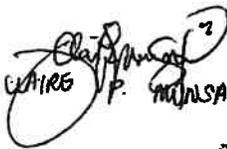
Notice is hereby given that a public hearing will be conducted by the Sangguniang Bayan Committee on Rules and Laws, September 2, 2025 at 9:30 in the morning at the Sangguniang Bayan Session Hall, this Municipality in aid of legislation by Sangguniang Bayan Member Jamel O. Gonzales, on the matter:

“AN ORDINANCE CREATING A PLANTILLA POSITION OF ENGINEER III (AGRICULTURAL AND BIOSYSTEMS ENGINEER), SALARY GRADE 19, IN THE MUNICIPALITY OF VILLABA, LEYTE.”

The Human Resource and Management Officer (HRMO), the Municipal Administrator, and the Members of the Local Finance Committee are invited to attend.

Villaba, Leyte, August 22, 2025.

In public service,


CHAIRMAN P. MANSANTO

8-22-25


ERALYN D. ARAGON
Acting Secretary to the Sanggunian

