



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Provincial Capitol  
Tacloban City



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

**PROVINCIAL LEGAL OFFICE**

**2<sup>nd</sup> INDORSEMENT**  
October 17, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No.2025-12 of the Sangguniang Bayan of Albuera, Leyte.

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

- Ordinance No. 2025-12: **“An Ordinance creating Coterminus Plantilla positions under the Office of the Municipal Mayor and Municipal Vice-Mayor ”**

**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>. Hence, we recommend for the declaration of its validity.

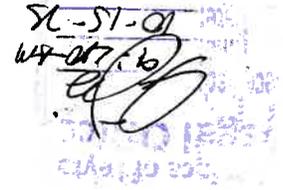
We hope to have assisted you with this request. Please note that the opinion rendered by this Office are based on the facts available and may vary or change when additional facts and documents are presented or changed. This opinion is likewise without prejudice to the opinions rendered by higher and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

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

<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.

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

**1<sup>ST</sup> INDORSEMENT**  
13 October 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 2025-12** of the **Municipality of Albuera, Leyte**, entitled: **An Ordinance creating Coterminous Plantilla positions under the Office of the Municipal Mayor and Municipal Vice-Mayor, defining their functions, and providing funds therefor.**

  
**P FLORINDA JILI S. JYVICO**  
Secretary to the Sangguniang



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Aibuera

## OFFICE OF THE SANGGUNIANG BAYAN SECRETARIAT

### TRANSMITTAL

October 9, 2025

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



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

**Dear Vice Governor Javier:**

Respectfully transmitting herein **Ordinance No. 2025-12**, An Ordinance Creating Coterminous Plantilla Positions Under the Office of the Municipal Mayor and Municipal Vice Mayor, Defining their Functions, and Providing Funds Therefor."

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

## OFFICE OF THE SANGGUNIANG BAYAN

### CERTIFICATION

#### TO THE CONCERNED:

**THIS IS TO CERTIFY** that **Ordinance No. 2025-12, "An Ordinance Creating Coterminous Plantilla Positions Under the Office of the Municipal Mayor and Municipal Vice Mayor, Defining Their Functions, and Providing Funds Therefor,"** has been posted in the bulletin board of the Sangguniang Bayan of Albuera, Leyte on October 8, 2025, 2025 and shall remain posted until a period of two (2) consecutive weeks thereof.

**ISSUED** this 8<sup>th</sup> day of October 2025 at Albuera, Leyte, Philippines.

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



Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Albuera

OFFICE OF THE SANGGUNIANG BAYAN

SANGGUNIANG PANKALAYKALAN  
**RECEIVED**  
09 OCT 2025  
SANGGUNIANG BAYAN  
PROVINCE OF LEYTE

EXCERPT FROM THE MINUTES OF THE 12<sup>TH</sup> REGULAR SESSION OF THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF ALBUERA, HELD AT THE SESSION HALL ON SEPTEMBER 29, 2025

**ORDINANCE NO. 2025-12**

**AN ORDINANCE CREATING COTERMINOUS PLANTILLA POSITIONS UNDER THE OFFICE OF THE MUNICIPAL MAYOR AND MUNICIPAL VICE-MAYOR, DEFINING THEIR FUNCTIONS, AND PROVIDING FUNDS THEREFOR**

**INTRODUCED BY: HON. CARL KEVIN E. BATISTIS**

**Sponsored by: COMMITTEE ON GOOD GOVERNANCE PUBLIC ETHICS & 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**, there is a need to strengthen the administrative and technical support services of both the executive and legislative offices to effectively respond to the growing demands of governance and constituent services;

**WHEREAS**, the Human Resource Management Officer, through an endorsement to the Sangguniang Bayan dated September 23, 2025, formally recommended the creation of the positions of Executive Assistant II and Private Secretary I as coterminous items to provide direct support to the Municipal Mayor and the Municipal Vice Mayor, respectively;

**NOW, THEREFORE**, be it ordained by the Sangguniang Bayan of Albuera, Leyte, in session assembled, that:

**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 Albuera, Leyte:

OFFICE	POSITION TITLE	STATUS	SALARY GRADE
1. Office of the Municipal Mayor	Executive Assistant II	Coterminous	17
2. Office of the Municipal Vice Mayor	Private Secretary I	Coterminous	11

**Section 2: Determination of Primarily Confidential Positions** – Pursuant to Civil Service Commission Memorandum Circular No. 12, series of 2011, the positions of Executive Assistant II and Private Secretary I under the Office of the Municipal Mayor and

ALBERTO C. SUMALJAG  
ROBERTO C. COLASIDO  
ROMEO M. JUNCO  
ANDRES C. TUJO  
BERNARD JOEL D. MESTULA  
PAMELA M. BOHOLST

ROLAN E. ESPINOSA  
MARIEL E. MARINAY  
CARL KEVIN E. BATISTIS  
RODOLFO S. SILBAO, JR.  
JOEL B. BANEZ  
RODOLFO S. SILBAO, JR.

Office of the Municipal Vice Mayor, respectively, are hereby considered as primarily confidential positions.

**Section 3: Minimum Qualification Standards** – Under Section 39 of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (2025 ORAOHRA), appointees to primarily confidential or personal staff positions that includes the positions of Executive Assistant II and Private Secretary I are exempt from qualification requirements.

**Section 4: Duties and Functions of the Aforesaid Positions** – The following are the prescribed duties and functions attached to the said positions:

**(a) Executive Assistant II**

- (1) Provides technical and administrative assistance to the Municipal Mayor in the performance of executive and supervisory functions;
- (2) Assists in the coordination, monitoring, and implementation of priority programs and projects of the Municipality;
- (3) Prepares executive briefs, reports, and correspondence for the Mayor;
- (4) Coordinates with various offices, agencies, and stakeholders on matters requiring the attention of the Mayor; and
- (5) Performs other related tasks as may be assigned.

**(b) Private Secretary I**

- (1) Provides clerical, administrative, and technical support to the Municipal Vice Mayor in the performance of official functions;
- (2) Manages correspondence, records, and documents for the Vice Mayor’s Office;
- (3) Assists in preparing communications, reports, and legislative-related materials;
- (4) Facilitates appointments, meetings, and official engagements of the Vice Mayor; and
- (5) Performs other related tasks 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: 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 7: Effectivity** – This Ordinance shall take effect immediately upon its approval.

**APPROVED.**

**ENACTED BY THE 12<sup>TH</sup> SANGGUNIANG BAYAN OF ALBUERA, LEYTE DURING ITS 12<sup>TH</sup> REGULAR SESSION HELD ON SEPTEMBER 29, 2025 AT THE SB SESSION HALL, ALBUERA, LEYTE.**

ALBERTO C. BERMALJAG

ROBERTO C. COJASITO

ROMEO M. JUJICO

ANDRES C. TEDDO

DEAN E. BAPTISTIS

BERNARD JOEY D. MESTULA

PAMELA M. BOHOLST

ROLAN E. ESPINOSA

MARIEL E. MARINAY

CARL KEVIN E. BAPTISTIS

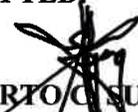
ROLAN E. ESPINOSA

JOSE B. YBANEZ

RODOLFO S. BILBAO, JR.

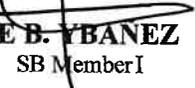
**ATTESTED AND CERTIFIED TO BE DULY ADOPTED:**

  
**CARL KEVIN E. BATISTIS**  
SB Member I

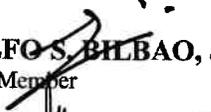
  
**ALBERTO C. SUMALJAG**  
SB Member I

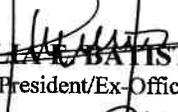
  
**ROLANDO M. EBCAS, JR.**  
SB Member I

  
**ROMEO M. JUNCO**  
SB Member I

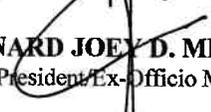
  
**JOJE B. YBANEZ**  
SB Member I

  
**ANDRES C. TUDIO**  
SB Member I

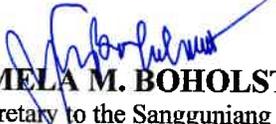
  
**RODOLFO S. BILBAO, JR.**  
SB Member

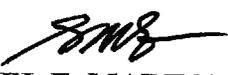
  
**DELIA E. BATISTIS**  
LnB President/Ex-Officio Member

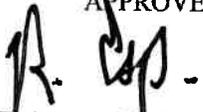
  
**ROBERTO C. COLASITO**  
SB Member I

  
**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 12<sup>TH</sup> Sangguniang Bayan of Albueria, Leyte on its 12<sup>th</sup> Regular Session on September 29, 2025 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:           OCT 07 2025



Republic of the Philippines  
**PROVINCE OF LEYTE**  
 Municipality of Albura

**OFFICE OF THE SANGGUNIANG BAYAN**  
**ATTENDANCE SHEET**

12th REGULAR SESSION  
 of the 12th Sangguniang Bayan

SB Session Hall  
 Venue

September 29, 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 12th Regular Session of the 12th Sangguniang Bayan of Albura, Leyte, held at the SB Session Hall on September 29, 2025

**PAMELA M. BOHOLST**  
 Secretary to the Sangguniang Bayan