



Republic of the Philippines
 PROVINCE OF LEYTE
 Municipality of Palo
 -oOo-

Item No.: 05
 Date: 16 2025 DECI

PROVINCIAL BUDGET OFFICE

December 10, 2025

Hon. LEONARDO M. JAVIER, JR,
 Vice-Governor and Presiding Officer, and
THE HONORABLE MEMBERS
 Sangguniang Panlalawigan
 Province of Leyte

RELEASED
 DATE: 12-10-2025
 No. 116
 BY: [Signature]
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**Sangguniang Panlalawigan
 Province of Leyte**
RECEIVED
 Date: DEC 10 2025
 By: [Signature]

Gentlemen and Ladies:

Pursuant to the provisions of the Local Government Code of 1991 (Republic Act No. 7160), our preliminary review of the **General Fund Supplemental Budget No. 3 FY 2025** of the **Municipality Villaba, Leyte** duly enacted by the Sangguniang Bayan through **Appropriation Ordinance No. 04, S. 2025**, with a total appropriation in the amount of **Php89,062,465.00** reveals compliance with the same law and its implementing Rules and Regulations.

It is therefore recommended for approval subject to the following conditions:

1. That the reversion of appropriations is duly authorized by the concerned officials and is backed up by cash collections and are made available to support the expenditures under Supplemental Budget No. 03;
2. That the loan proceeds from Land Bank of the Philippines shall fund the project or procurement in which the loan was being applied for and shall be in accordance with the terms and conditions stipulated in the contract;
3. That the procurement of Civil Works, Goods, Supplies, Equipment, and other related services shall be made in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations;
4. That the grant of the Collective Negotiation Agreement (CNA) shall be subject to the procedural guidelines of Budget Circular No. 2025-2 dated November 19, 2025 and said grant shall be sourced out from savings identified in the circular;
5. That the grant of Gratuity Pay for Job Order Employees shall have a legal basis, in the absence, it shall be disallowed for disbursement;
6. That the projects to utilize the 20% Development Fund (DF) shall be in accordance with DBM-DILG Joint Memorandum Circular No. 2020-1 dated November 4, 2020 which will redound to the attainment of desirable socio-economic development and environmental management outcomes of the LGU; and
7. That disbursement of funds shall be for the specific purpose(s) for which they have been appropriated pursuant to Sections 335 & 336 of RA 7160.

Compliance with DBM issuances, and all other accounting and auditing rules and regulations shall be the responsibility of the implementing Local Government Unit.

Very truly yours,

LOCAL FINANCE COMMITTEE:

[Signature]
MARIA GINA P. HIPE
 Provincial Budget Officer

[Signature]
RUTH Y. SURPIA
 Provincial Treasurer

[Signature]
AGNES C. RAFON
 Provincial Planning and Development
 Coordinator - Designate

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



OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
01 December 2025

The Local Finance Committee is respectfully requested to review and submit recommendations on the herein enclosed **Appropriation Ordinance No. 04, S. 2025** of the **Municipality of Villaba, Leyte**, entitled: **Approving the amount of Eighty-Nine Million Sixty-Two Thousand Four Hundred Sixty-Five Pesos (P89,062,465.00) for the Supplemental Budget No. 3 CY 2025, together with Supplemental Investment Program (SIP) No. 3 CY 2025 amounting to P2,789,465.00.**


FLORINDA JILLS. UYVICO
Secretary to the Sanggunian



November 28, 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) copies of:

APPROPRIATION ORDINANCE NO. 04, S-2025 - entitled: "APPROVING THE AMOUNT OF EIGHTY-NINE MILLION SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (PHP 89,062,465.00) FOR THE SUPPLEMENTAL BUDGET NO. 3, C.Y. 2025 OF THE MUNICIPALITY OF VILLABA COVERING VARIOUS EXPENDITURES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT FOR THE SAME YEAR, AND APPROPRIATING THE NECESSARY FUNDS FOR THE PURPOSE,"

for review and approval.

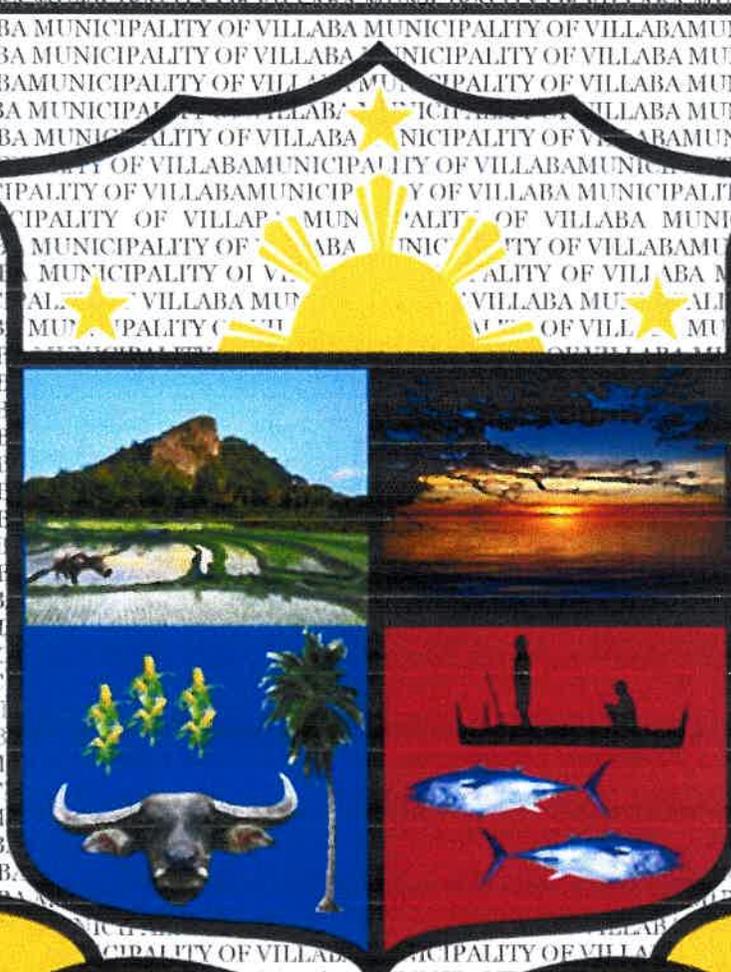
Best regards.

Very truly yours,

for: [Signature]
MC QUIRIE P. UMPAD, J.D.
Secretary to the Sanggunian

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MUNICIPALITY OF VILLABA



VISION

Villaba as Agro- Economic, Commercial Center and the Shipping Gateway in the Province of Leyte with globally competitive economy, safe, disaster resilient and empowered community with an adaptive and modern infrastructure under an innovative approaches, responsive and strategic leadership.

MISSION

To transform the vision of Villaba into reality through environmental enhancement, provision of livelihood opportunities and efficient delivery of basic services to the people.



MUNICIPALITY OF VILLABA



LEGEND

- NATIONAL ROAD
- BRGY. BOUND
- BRGY. RO





Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: DEC 01 2025
By: _____

APPROPRIATION ORDINANCE NO. 04, S. 2025

APPROVING THE AMOUNT OF EIGHTY- NINE MILLION SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (PHP89,062,465.00) FOR THE SUPPLEMENTAL BUDGET NO. 3, C.Y. 2025 OF THE MUNICIPALITY OF VILLABA COVERING VARIOUS EXPENDITURES FOR THE OPERATION OF THE MUNICIPAL GOVERNMENT FOR THE SAME YEAR, AND APPROPRIATING THE NECESSARY FUNDS FOR THE PURPOSE

Be it ordained by the Sangguniang Bayan of Villaba, Leyte in session assembled that:

Section 1. Supplemental Budget. The Supplemental Budget No. 3 of the Municipality of Villaba, Leyte for Calendar Year 2025 in the amount of Eighty-Nine Million Sixty-Two Thousand Four Hundred Sixty-Five Pesos (Php 89,062,465.00) covering various expenditures for the operation of the Municipal Government for the year 2025 is hereby approved.

The budget documents consisting of the following are incorporated herein and made integral part of this Ordinance:

1. Appropriation Ordinance
2. Resolution Approving the Reverted Funds
3. Resolution Approving the Supplemental Investment Program
4. Supplemental Investment Program (SIP)
5. 1st Endorsement
6. Certification from Landbank and Other Documents – (Loan)
7. Certification on Accreditation of the VILMEA
8. Valid and Subsisting C N A
9. Resolution Signifying the Qualification of LGU for C N A
10. Statement of Funds Available for Reversion
11. Statement of Funds Actually Available
12. Statement of Funding Sources
13. Statement of Supplemental Appropriations

Section 2. Source of Funds. The sources of funds for this Supplemental Budget as certified by the Municipal Accountant and Municipal Treasurer are as follows:

 ROCQUE M. COMPRÁ Sangguniang Bayan Member/ Temporary Presiding Officer	 JULCA KATRINA L. CON-UI Sangguniang Bayan Member	 RICHARD B. VELOSO Sangguniang Bayan Member	 MERIAM B. UMPAD Sangguniang Bayan Member
 ELMER S. SAWA Sangguniang Bayan Member	 RANDEL TALOON Sangguniang Bayan Member	 JAMEL O. GONZALES Sangguniang Bayan Member	 MACARIO V. ESMAS LNB President
 RILE CHRISTIAN G. VELOSO SK Pederasyon President	 MC QUIRÍN P. UMPAD, J.D. Secretary to the Sanggunian	 ENGR. CARLOS G. VELOSO Municipal Mayor	

- Loans availed from the LandBank of the Philippines

Php80,000,000.00

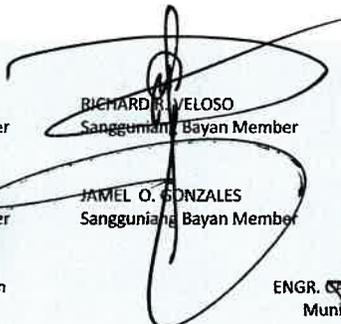
A. Reversion:

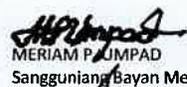
Personal Services

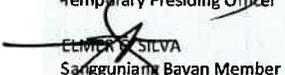
Mayor's Office - Mid-Year Bonus	26,101.00
Vice Mayor's Office/Sangguniang Bayan - Mid-Year Bonus	20,468.00
Secretary to the Sanggunian Office - Salaries Admin. Aide VI from October to November, 2025	28,300.00
Secretary to the Sanggunian Office - GSIS Admin. Aide VI from October to November, 2025	3,396.00
Secretary to the Sanggunian Office - Mid-year Bonus	15,366.00
Secretary to the Sanggunian Office - Year-End Bonus	15,366.00
MDRRMO - Mid-Year Bonus	24,087.00
HRMO - Salaries Admin. Aide III from October to November, 2025	24,402.00
HRMO - GSIS Admin Aide III from October to November, 2025	2,928.00
HRMO - Mid-year Bonus	29,112.00
HRMO - Year-End Bonus	14,216.00
MPDC - Salaries Draftsman from October to November, 2025	29,632.00
MPDC - GSIS Draftsman from October to November, 2025	3,555.00
MPDC - Mid-Year Bonus	14,816.00
MPDC - Year-End Bonus	14,816.00
Treasury Office - Salaries MGDH-Treasurer from October to November	153,768.00
Treasury Office - GSIS MGDH- Treasurer from October to November, 2025	18,452.00
Treasury Office - Mid-Year Bonus	101,623.00
Treasury Office - Year-end Bonus	79,768.00
Treasury Office-Economic - Salaries RCC II from October to November, 2025	30,252.00
Treasury Office – Economic - GSIS RCC	3,630.00
Treasury Office-Economic - Year-End Bonus	15,381.00
Assessor's Office - Salaries MGDH-Assessor from October to November, 2025	148,868.00
Assessor's Office - GSIS MGDH -Assessor from October to November, 2025	17,864.00
Assessor' Office - Year-End	74,575.00
MSWDO - Salaries SWO I from October to November, 2025	43,200.00
MSWDO - GSIS SWO I from October to November, 2025	5,184.00
MSWDO - Mid-year Bonus	21,688.00


ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


RICHARD R. VELOSO
Sangguniang Bayan Member


MERIAM P. JUMPAD
Sangguniang Bayan Member


ELMER S. SILVA
Sangguniang Bayan Member

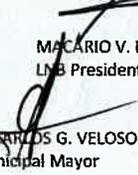

RANDEL P. MOON
Sangguniang Bayan Member

JAMEL O. GONZALES
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

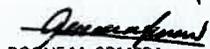
MC QUIRIE P. JUMPAD, J.D.
Secretary to the Sanggunian

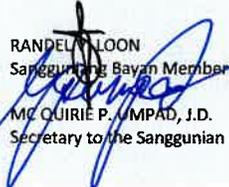

ENGR. CARLOS G. VELOSO
Municipal Mayor

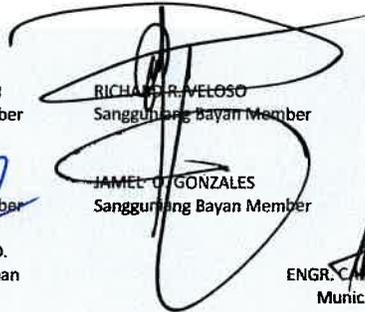
MSWDO - Year-End Bonus	21,688.00
RHU - Mid-Year Bonus	41,487.00
MENRO - Year-End Bonus	29,295.00

Maintenance and Other Operating Expenses (MOOE)

MMO - Travelling Expenses	90,000.00
MMO - Office Supplies Expenses	80,000.00
MMO - Telephone Expenses	15,000.00
MMO - Internet Subscription Expenses	124,718.00
MMO - Repair and Maintenance Buildings and Other Structures	88,573.00
MMO - Repair and Maintenance Markets and Slaughter House	38,940.00
MMO - Repair and Maintenance Office Equipment	4,272.00
MMO - Repair and Maintenance ICT Equipment	50,000.00
MMO - Repair and Maintenance Furniture and Fixtures	10,000.00
MMO - Subscription Expenses	20,000.00
MDRRMO - Office Supplies Expenses	12,580.00
MDRRMO - Office Supplies and Material Expenses	21,443.00
MDRRMO - Internet Subscription Expenses	17,295.00
MDRRMO - Repair and Maintenance Buildings and Other Structures	50,000.00
MDRRMO - Repair and Maintenance ICT Equipment	76,000.00
Tourism Office - Other Supplies and Material Expenses	24,810.00
Tourism Office - Office Supplies Expenses	41,890.00
Tourism - Internet Subscription Expenses	10,000.00
Tourism - Repair and Maintenance ICT Equipment	48,000.00
VMO - Other General Services	200,000.00
Secretary to the Sanggunian - Travelling Expenses	30,000.00
Secretary to the Sanggunian - Repair and Maintenance Office Equipment	10,000.00
Admin. Office - Travelling Expenses	50,000.00
Admin. Office - Office Supplies Expenses	100,000.00
Admin. Office Economic - Travelling Expenses	30,000.00
Admin. Office Economic - Office Supplies Expenses	50,000.00
Admin. Office Economic - Other Supplies and Material Expenses	36,770.00
Admin. Office Economic - Repair and Maintenance ICT Equipment	20,000.00
Admin. Office Economic - Repair and Maintenance Construction and Heavy Equipment	65,000.00
Admin. Office Economic - Repair and Maintenance Transportation Equipment (Motor Vehicles)	127,398.00
GSO - Travelling Expenses	10,000.00
GSO - Office Supplies Expenses	31,538.00
GSO - Other Supplies and Material Expen	30,250.00
GSO - Repair and Maintenance Office Equipment	7,500.00
GSO - Repair and Maintenance ICT Equipment	5,000.00
HRMO - Travelling Expenses	40,000.00
HRMO - Office Supplies and Material Expenses	10,000.00
HRMO - Repair and Maintenance ICT Equipment	20,000.00
MPDC - Travelling Expenses	24,540.00

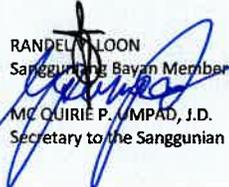

ROQUE M. COMPRA
 Sangguniang Bayan Member/
 Temporary Presiding Officer

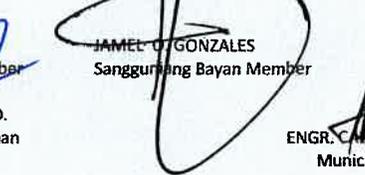

JULCA KATRINA L. CON-UI
 Sangguniang Bayan Member

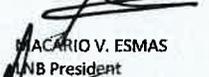

RICHARD R. VELOSO
 Sangguniang Bayan Member


MERIAM P. UMPAD
 Sangguniang Bayan Member

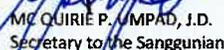

ELMAR S. SILVA
 Sangguniang Bayan Member


RANDELL M. LOON
 Sangguniang Bayan Member


JAMES O. GONZALES
 Sangguniang Bayan Member


MACARIO V. ESMAS
 LNB President


RILE CHRISTIAN G. VELOSO
 SK Pederasyon President

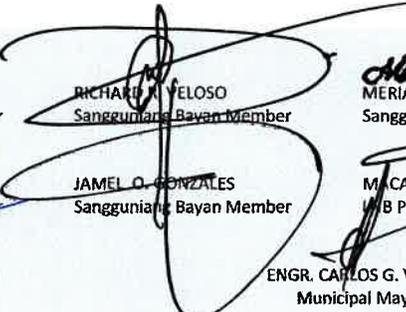

MC QUIRIE P. UMPAD, J.D.
 Secretary to the Sanggunian


ENGR. CARLOS G. VELOSO
 Municipal Mayor

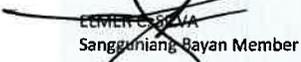
MPDC – Office Supplies Expenses	55,456.00
MPDC – Internet Subscription Expenses	28,200.00
MPDC – Other Supplies and Material Expenses	20,000.00
MPDC – Repair and Maintenance ICT Equipment	10,000.00
LCR – Travelling Expenses	22,000.00
LCR – Office Supplies Expenses	56,918.00
LCR – Accountable Forms Expenses	79,815.00
LCR – Other Supplies and Material Expenses	30,000.00
MBO – Travelling Expenses	23,837.00
MBO – Office Supplies Expenses	59,961.00
MBO – Other Supplies and Material Expenses	36,225.00
MBO – Repair and Maintenance ICT Equipment	7,280.00
MACCO – Office Supplies Expenses	68,510.00
MACCO – Other Supplies and Material Expenses	37,622.00
MACCO – Repair and Maintenance ICT Equipment	23,500.00
MACCO – Repair and Maintenance Furniture and Fixtures	50,000.00
MTO – Office Supplies Expenses	71,310.00
MTO – Accountable Forms	29,405.00
MTO – Postage and Courier Expenses	2,000.00
MTO – Repair and Maintenance ICT Equipment	12,300.00
MTO – Advertising Expenses	20,000.00
Assessor – Office Supplies Expenses	385,888.00
Assessor – Telephone Expenses – Mobile	7,604.00
Assessor – Repair and Maintenance Office Equipment	8,000.00
Assessor – Repair and Maintenance Transportation Equipment (Motor Vehicles)	15,050.00
RHU – Travelling Expenses	100,000.00
RHU- Office Supplies Expenses	332,037.00
RHU – Drug and Medicines Expenses	7,105.00
RHU – Other Supplies and Material Expenses	333,796.00
RHU – Repair and Maintenance ICT Equipment	50,000.00
MSWD – Office Supplies Expenses	280,147.00
MSWD – Other Supplies and Material Expenses	215,970.00
MSWD – Repair and Maintenance ICT Equipment	10,000.00
MAO – Travelling Expenses	122,578.00
MAO – Office Supplies Expenses	201,946.00
MAO – Animal/Zoological Supplies Expenses	74,097.00
MAO – Agricultural and Marine Supplies Expenses	69,797.00
MAO – Other Supplies and Materials Expenses	177,538.00
MAO – Repair and Maintenance Transportation Equipment (Motor Vehicles)	110,100.00
MEO – Office Supplies Expenses	51,391.00
MEO – Repair and Maintenance Office Equipment	10,000.00
MEO – Repair and Maintenance ICT Equipment	15,000.00
MEO – Repair and Maintenance Transportation Equipment (Motor Vehicles)	23,212.00

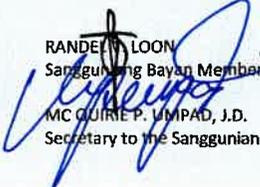

ROQUE M. COMPRA
 Sangguniang Bayan Member/
 Temporary Presiding Officer

JULCA KATRINA L. CON-UI
 Sangguniang Bayan Member

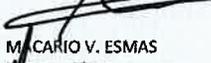

RICHARD M. VELOSO
 Sangguniang Bayan Member


MERIAM P. OMPAD
 Sangguniang Bayan Member

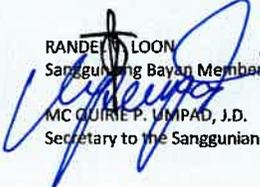

EUMENIO S. SORIA
 Sangguniang Bayan Member

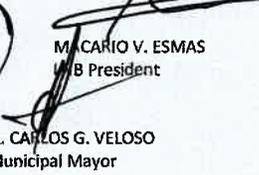

RANDER M. LOON
 Sangguniang Bayan Member

JAMEL O. GONZALES
 Sangguniang Bayan Member


MACARIO V. ESMAS
 SB President

RILE CHRISTIAN G. VELOSO
 SK Pederasyon President


MC LOURIE P. OMPAD, J.D.
 Secretary to the Sanggunian


ENGR. CARLOS G. VELOSO
 Municipal Mayor

MEO – Repair and Maintenance Infrastructure Assets	2,000.00
MENRO – Travelling Expenses	30,000.00
MENRO – Office Supplies Expenses	226,778.00
MENRO – Repair and Maintenance Buildings and Other Structures	100,000.00
MENRO – Repair and Maintenance Other Machinery and Equipment	93,298.00
MENRO – Repair and Maintenance ICT Equipment	201,020.00
MENRO – Repair and Maintenance Transportation Equipment (Motor Vehicles)	75,873.00
MENRO – Repair and Maintenance Furniture and Fixtures	10,000.00
BFP – Other Supplies and Expenses	91,500.00
BFP – Repair and Maintenance Transportation Equipment (Motor Vehicles)	150,000.00
MMO – Establishment of Impounding Facility	100,000.00
MASSO – Duplex Scanner	50,000.00
BFP – Purchase Desktop	60,000.00
BFP – Purchase of Filing Cabinet	30,000.00
BFP – Purchase of Office Tablets	40,000.00
BFP – Purchase of Aircon	70,000.00
VMO – Improvement of Legislative Building	<u>91,600.00</u>
Sub Total	Php 7,562,465.00

20% Development Fund C.Y. 2025

Construction of River Control @ Brgy. Tagbubunga, Villaba, Leyte **1,500,000.00**

TOTAL Php 89,062,465.00

Section 3. Utilization of Funds. The Amount of Eighty-Nine Million Sixty-Two Thousand Four Hundred Sixty-Five Pesos (Php89, 062, 465.00) shall be used for the Design and Build Project for the Improvement of Villaba Water System, Collective Negotiation Agreement Incentives and Gratuity pay of Job Order Employees, and some line items under the MOOE and the reverted appropriation for 20% Development Fund.

PERSONAL SERVICES

• Collective Negotiation Agreement Incentives	4,350,000.00
• Gratuity Pay	<u>1,923,000.00</u>
Sub Total	6,273,000.00

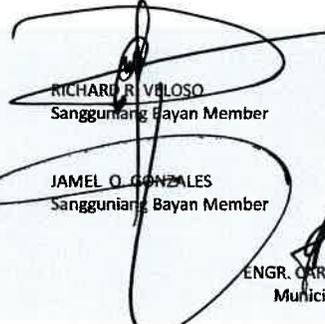
MAINTENANCE AND OTHER OPERATING EXPENSES (M.O.O.E.)

MAYOR'S OFFICE

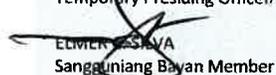
• Electricity Expenses	455,065.00
• Other Supplies	30,000.00
• Other General Services	662,800.00
• Other MOOE	<u>50,000.00</u>
Sub Total	1,197,865.00


ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer

JULCA KATRINA L. CON-UI
Sangguniang Bayan Member

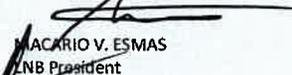

RICHARD R. VELOSO
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


ELMER ESTAVA
Sangguniang Bayan Member

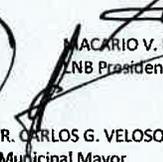
RANDELYN LOON
Sangguniang Bayan Member

JAMEL O. GONZALES
Sangguniang Bayan Member

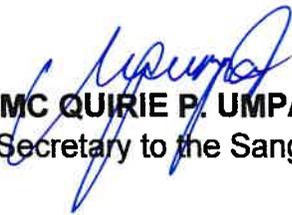

MACARIO V. ESMAS
LNB President

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

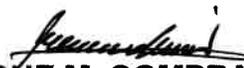

MC QUIJJE P. UMPAD, J.D.
Secretary to the Sanggunian


ENGR. CARLOS G. VELOSO
Municipal Mayor

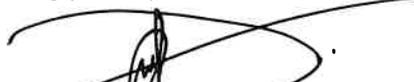
This Appropriation Ordinance was approved by the Sangguniang Bayan in its Regular Session on November 27, 2025.


MC QUIRIE P. UMPAD, J.D.
Secretary to the Sanggunian

ATTESTED:


ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer

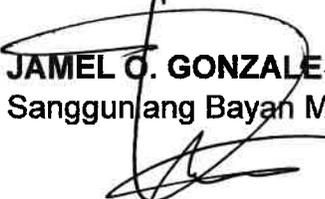
JULCA KATRINA L. CON-UI
Sangguniang Bayan Member


RICHARD R. VELOSO
Sangguniang Bayan Member


MERIAM P. UMPAD
Sangguniang Bayan Member


ELMER C. SILVA
Sangguniang Bayan Member


RANDEL V. LOON
Sangguniang Bayan Member


JAMEL O. GONZALES
Sangguniang Bayan Member

MACARIO V. ESMAS
LNB President

RILE CHRISTIAN G. VELOSO
SK Pederasyon President

APPROVED:


ENGR. CARLOS G. VELOSO
Municipal Mayor

Date _____



RESOLUTION NO. 264, S. 2025

APPROVING SUPPLEMENTAL INVESTMENT PROGRAM (SIP) No. 3, C.Y. 2025 OF THE MUNICIPALITY OF VILLABA, LEYTE, WITH THE AMOUNT OF TWO MILLION SEVEN HUNDRED EIGHTY-NINE THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS ONLY (Php 2,789,465.00)

WHEREAS, the Sangguniang Bayan as the legislative body of the LGU, shall enact supplemental budgets and appropriate funds for specific program, projects, services and activities, or for other purposes not contrary to law, in order to promote the general welfare of the locality and its inhabitants;

WHEREAS, Pursuant to Local Budget Memorandum Circular No. 82 dated June 14, 2021, the LCE shall prepare and submit to the Sangguniang Bayan for budget authorization purposes, together with the Local Expenditure Program, the Annual Investment Program, duly approved by the Sangguniang through a Resolution;

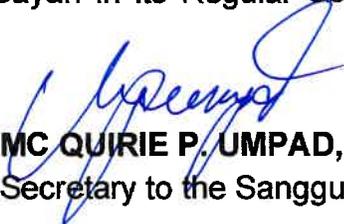
WHEREAS, the said Supplemental Investment Program (SIP) CY 2025 was crafted during the MDC Meeting last November 24, 2025, and the Sangguniang Bayan sees it just and proper to approve the proposed Supplemental Investment Program No.3 for C.Y. 2025;

NOW THEREFORE, on motion of Sangguniang Bayan Member Meriam P. Umpad and duly seconded en masse, be it;

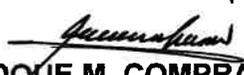
RESOLVED, AS IT IS HEREBY RESOLVED, to approve the Supplemental Investment Program (SIP) C.Y. 2025 of the Municipality of Villaba, Leyte with the amount of Two Million Seven Hundred Eighty-Nine Thousand Four Hundred Sixty-Five Peso Only (Php 2,789,465.00).

RESOLVED FURTHER, that duplicates of this resolution be forwarded to the office of the Local Chief Executive, Municipal Planning and Development Coordinator-Designate (MPDC-Designate), Municipal Accounting Office, Municipal Treasury Office, Municipal Budget Office and other concerned offices for their information, guidance and appropriate action.

This Resolution was approved by the Sangguniang Bayan in its Regular Session on November 27, 2025.


MC QUIRIE P. UMPAD, J.D.
Secretary to the Sanggunian

ATTESTED:


ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer



RESOLUTION NO. 263, S. 2025

A RESOLUTION APPROVING THE REVERSION OF FUNDS FOR CALENDAR YEAR (C.Y.) 2025 OF THE MUNICIPALITY OF VILLABA WITH THE AMOUNT OF NINE MILLION SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (PHP 9,062,465.00)

WHEREAS, the Sangguniang Bayan as the legislative body of the LGU, shall enact annual and supplemental budgets and appropriate funds for specific program, projects, services and activities, or for other purposes not contrary to law, in order to promote the general welfare of the locality and its inhabitants;

WHEREAS, pursuant to Local Budget Memorandum Circular No. 82 dated June 14, 2021, the LCE shall prepare and submit to the Sangguniang Bayan for budget authorization purposes, together with the Local Expenditure Program, the Annual Investment Program, duly approved by the Sanggunian through a Resolution;

WHEREAS, the Sangguniang Bayan sees it just and proper to approve the proposed Reversion of Funds for C. Y. 2025;

NOW THEREFORE, on motion by the Sangguniang Bayan Member Meriam P. Umpad, duly seconded en masse, be it;

RESOLVE, AS IT IS HEREBY RESOLVED, to approve the reversion of funds for C.Y. 2025 with the amount of Nine Million Sixty-Two Thousand Four Hundred Sixty-Five Pesos (Php 9,062,465.00);

RESOLVED FURTHER, that duplicates of this resolution be forwarded to the office of the Local Chief Executive, Municipal Planning and Development Coordinator-Designate (MPDC-Designate), Municipal Accounting Office, Municipal Treasury Office, Municipal Budget Office and other concerned offices for their information, guidance and appropriate action.

This Resolution was approved by the Sangguniang Bayan in its regular session on November 27, 2025.


MC QUIRIE F. UMPAD, J.D.
Secretary to the Sanggunian

ATTESTED:


ROQUE M. COMPRA
Sangguniang Bayan Member/
Temporary Presiding Officer



REPUBLIC OF THE PHILIPPINES
Province of Leyte
MUNICIPALITY OF VILLABA

OFFICE OF THE MUNICIPAL MAYOR



November 26, 2025

HON. EDGAR T. VELOSO
Vice Mayor

and

THE HONORABLE SB MEMBERS
Villaba, Leyte

Dear Vice Mayor Veloso and SB Members,

May I request the **Honorable August Body** through **HONORABLE VICE MAYOR EDGAR T. VELOSO** to pass a **"RESOLUTION APPROVING AND ADOPTING SUPPLEMENTAL BUDGET NO. 3 CALENDAR YEAR 2025 THROUGH AN APPROPRIATION ORDINANCE.**

LIKewise REQUESTING APPROVAL OF THE RESOLUTION REVERTING THE AMOUNT OF NINE MILLION SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (9,062,465.00) TO UNAPPROPRIATED BALANCE; APPROVAL OF THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 3 C.Y 2025 AMOUNTING TO TWO MILLION SEVEN HUNDRED EIGHTY-NINE THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (2,789,465.00); APPROVAL OF THE APPROPRIATION ORDINANCE AUTHORIZING THE SUPPLEMENTAL BUDGET NO. 3 C.Y 2025 IN THE AMOUNT OF EIGHTY-NINE MILLION SIXTY-TWO THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS (89,062,465.00)" of the Sangguniang Bayan of Villaba, Leyte for your concurrence and appropriate legislative action.

Enclosed herewith is a copy of Supplemental Budget No. 3 CY 2025 for your reference.

Hoping for your favorable and immediate action on this matter.

Thank you and God Bless.

Very truly yours,


ENGR. CARLOS G. VELOSO
Municipal Mayor





Republic of the Philippines
Province of Leyte
Municipality of Villaba
oOo



Joint Resolution No. 01, series of 2025
November 25, 2025

A JOINT RESOLUTION INDICATING THE QUALIFICATION OF THE LOCAL GOVERNMENT UNIT- VILLABA, LEYTE FOR THE COLLECTIVE NEGOTIATION AGREEMENT (CNA) INCENTIVE FOR THE FISCAL YEAR 2025.

WHEREAS, the Villaba Municipal Employees Association is a recognized union of the Rank-in File Employees of the Local Government Unit – Villaba duly accredited by the Civil Service Commission (CSC) and the Department of Labor and Employment (DOLE);

WHEREAS, the Local Government Unit- Villaba, represented by the Management Negotiating Panel and the Villaba Municipal Employees Association (VILMEA) signed a Collective Agreement for this fiscal year applying the general provisions, principles and benefits of Public Sector Unionism;

WHEREAS, specified under Article XXI- CNA INCENTIVE BONUS, Section 1 states that the Agency agrees to grant CNA Incentive Bonus ones every year under applicable guidelines issued by the Department of Budget and Management Budget Circular no. 2025-2 dated November 25, 2025;

WHEREAS, the Local Government Unit- Villaba applied all avenues related to cost- saving measures as indicated in the said circular;

WHEREAS, a Certification from the Agency manifests the accomplishment of 75% as of November 24, 2025 of all the targets under the Programs/Projects and Activities approved by the Local Sanggunian for the Fiscal Year;

WHEREFORE, resolved as it is hereby resolved, that a Joint Resolution signifying the intent and indicating the qualification of the Local Government Unit- Villaba, Leyte to Grant a one-time Collective Negotiation Agreement Incentive for Fiscal Year 2025.

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives have executed this **COLLECTIVE NEGOTIATION AGREEMENT** this 25th day of November 25, 2025 at Villaba, Leyte, Philippines.

For and in behalf of the:

**LOCAL GOVERNMENT UNIT
OF VILLABA**


ENGR. CARLOS G. VELOSO
Municipal Mayor

For and in behalf of the:

**VILLABA MUNICIPAL
EMPLOYEES ASSOCIATION
(VILMEA)**

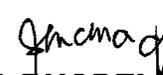

ANA MARIE B. SARINO
VILMEA President

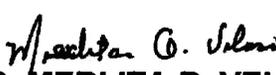
SIGNED IN THE PRESENCE OF:

ADMINISTRATION NEGOTIATING PANEL

UNION OFFICIALS


TEDDY L. VAPOR
HRMO


ANA RHODA RHODELLA R. CONAG
VILMEA Vice President


MRS. MERLITA D. VELOSO
Municipal Administrator


SARAH JANE B. BONCALES
VILMEA Secretary


ANTONIO G. CALUMBA, CPA
Municipal Accountant


FRANCES RUTH R. RODRIGUEZ
VILMEA Treasurer


MANUEL I. RUBILLOS
Municipal Budget Officer


HAZEL T. BOHOLANO
VILMEA Auditor


ORLANDO L. ROMERO
Municipal Engineer


LUISA ETHYL T. PECAYO
VILMEA Business Manager



COLLECTIVE NEGOTIATION AGREEMENT (CNA)



KNOW ALL MEN BY THESE PRESENT:

This **COLLECTIVE NEGOTIATION AGREEMENT** entered into and executed this **25th** day of **November, 2025** by and between:

This LOCAL GOVERNMENT UNIT OF THE MUNICIPALITY OF VILLABA, PROVINCE OF LEYTE, a government agency with principal address at Municipal Hall, Barangay Poblacion Del Norte, Villaba, Leyte, 6537 herein represented by its Local Chief Executive, **ENGR. CARLOS G. VELOSO**, Municipal Mayor of Villaba, Leyte, hereinafter referred to as the **AGENCY**.

And

VILLABA MUNICIPAL EMPLOYEES ASSOCIATION (**VILMEA**), a duly registered Public Sector Union as evidenced by the Certificate of Registration jointly issued in its favor by the Department of Labor and Employment (DOLE) and Civil Service Commission (CSC) last June 13, 2017, and duly recognized by the latter to be sole and exclusive negotiating agent of all rank-and-file employees of the Municipality of Villaba, Leyte as evidenced by the Certificate of Accreditation issued in its favor by the Civil Service Commission (CSC) on September 29, 2017, with principal address at Municipal Hall, Barangay Poblacion del Norte, Villaba, Leyte, 6537 herein represented by its President, **ANA MARIE B. SARINO**, hereinafter referred to as the **UNION**.

WITNESSETH:

WHEREAS, the employees right to self-organization and collective negotiation are fully recognized and guaranteed in three (3) separate provisions of the 1987 Philippine Constitution as follows:

- . **Article III, Section VIII**. "The rights of the people, including those employed in the Public Sector, to form union, association, or societies for purposes not contrary to law shall not be abridged."
- . **Article IX (B), Section 2 (5)**. "the right to self-organization shall not be denied to government employees."
- . **Article XIII, Section 3**, "The state shall afford full protection to labor, local and overseas, organized, promote full employment and equality of employment opportunities for all."

It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiation, and peaceful concerted activities, including the right to strike by law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making process affecting their rights and benefits as may be provided by law.'

WHEREAS, Executive Order No. 180 issued on June 1, 1987, authorizes management and accredited unions of the Agency to enter into collective negotiation on terms and conditions of employment which are not fixed by law;

WHEREAS, the Local Government Unit of Villaba supports the rights of employees to self-organization and collective negotiation;

WHEREAS, the Villaba Municipal Employees Association (**VILMEA**) is recognized as the sole and exclusive representative of all rank-and-file employees of the Local Government Unit of the Municipality of Villaba;

WHEREAS, the **AGENCY** and the **UNION** have agreed to sign and enter into a formal agreement on mutually acceptable terms as may hereinafter be agreed to provide and establish a just, humane, equitable, and harmonious working environment, ensure maximum productivity, guarantee health, and safety and the best interest of service as means of furtherance of Labor-Management relations and attainments of delivery of genuine, honest and quality public service;

WHEREAS, the parties agreed to promote the principle of shared responsibilities on matters of decision-making affecting Union member's rights, benefits, and interests and commit to uphold the letter and spirit of this agreement.

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereby stipulate and agree on the following:

ARTICLE I – DECLARATION OF PRINCIPLES

Section 1. The **AGENCY** and the **UNION** acknowledge that responsive management and responsible public sector unionism are key partners for effective governance and that a harmonious relationship between and among the parties is dependent upon mutual respect due to a partner for progress accorded by the **UNION** to the **AGENCY**, and by the latter to the former, the officers and members thereof, in such a manner that neither the **AGENCY** nor any Department Head thereof shall look down with disdain and scorn upon, nor discriminate employees due to their **UNION** membership.

Section 2. The **AGENCY** and the **UNION** recognize the basic rights of all employees to a living wage, career development, just and humane conditions of work, and security of tenure for permanent employees.

Section 3. The **UNION** recognizes the authority and prerogative of the **AGENCY** in the implementation of the existing laws governing terms and conditions of employment in the government and the maintenance of employee benefits provided by law and such personnel actions as hiring, promotion, re-assignment, termination as a result of disciplinary action and in establishing policies, office procedures and rules and regulations. The **AGENCY** shall exercise at all times impartial and sound discretion and prerogatives under the law;

Section 4. The **AGENCY** shall consult the **UNION** in all matters affecting the rights, welfare, and other concerns of the rank-and-file employees;

Section 5. The **UNION** shall participate in the formulation of policies, plans, and programs affecting their rights, benefits, and duties. In this regard, its representative shall sit as a member of the Promotion and Selection Board, or such other committees as may be provided by law, or rules and regulations issued by the Civil Service Commission, in cases employees' welfare, rights, and benefits are the subject of discussion.

Section 6. The activities of the **UNION** shall be conducted in consonance with its constitution and by-laws and shall be consistent with the duty of the government to provide basic, effective, and essential services to the people and shall see to it that the utmost standard of ethics, morality, and commitment to public service is practiced and observed.

Section 7. The parties shall poster and promote harmonious, progressive, and transformative labor-management relations, and uphold the intent and spirit of this agreement.

Section 8. The **UNION** commits itself to provide support in the implementation of the rules and regulations of the **AGENCY**, especially its austerity measure to regulate and save material, office supplies, and water and energy consumption involving computers, air-conditioning units, service vehicles, and the like.

ARTICLE II – DEFINITION OF TERMS

Section 1. *Negotiating Unit* – refers to all rank-and-file employees of the Local Government Unit of Villaba, Leyte with salary grades 22 and below not otherwise disqualified by the law and without regard to sex, race, nationality, religious or political affiliation;

Whenever used in this agreement, the term “employees” refers only to those within the scope of the Negotiating Unit herein defined.

Section 2. *Rank-and-file employees* – refers to those employees of the LGU whose function are not normally considered managerial, with the power to formulate policies to hire, transfer, assign, layoff, recall, or discipline employees and those employees who fall under the Sub-professional and Professional Categories of the Re-Categorized Position Classification System, excluding those highly confidential and co-terminus employees.

Section 3. *Membership Fee* – refers to payment to the **UNION** done only once by an LGU employee in recognition of his/her membership to **VILMEA** under the latter’s Constitution and By-Laws.

Section 4. *Association/Union Dues* – refers to a regular contribution of members to the **UNION** under its by-laws.

Section 5. *Agency fee* – refers to the amount assessed and collected from the other employees of the LGU who are non-members of the **UNION** but who are covered and who enjoy the benefits under this collective negotiation agreement.

Section 6. *Special Assessment Fees* – refers to those fees other than the membership fee, association/union dues, labor education fees, and those prescribed under the organization’s constitution and by-laws.

ARTICLE III – RECOGNITION

Section 1. The **AGENCY** recognizes the **UNION** as the sole and exclusive representative of all rank-and-file employees in all collective negotiations concerning employees’ and Union member’s rights, and benefits privileges.

Section 2. The **AGENCY** recognizes the **UNION** as an advocate of meaningful change for growth, progress, and full development of the Local Government Unit of Villaba as a whole.

Section 3. The **AGENCY** shall guarantee that there shall be no discrimination in any manner or form against any employee due to membership in or lawful acts performed as an officer or member of the **UNION**.

Section 4. The **AGENCY** shall discuss, transact, deal, and/or negotiate only through and directly with the **UNION**.

Section 5. The **AGENCY** and the **UNION** agree to see to it that the highest standard of ethics, morality, and fidelity to the public interest are observed.

ARTICLE IV – MEMBERSHIP AND SCOPE OF REPRESENTATION

Section 1. Union membership shall be composed of all-rank-file employees of the **AGENCY** with salary grades 1 to 22, except (a) high-level employees as defined in Section 3 of the office of the President Executive Order No.180 dated June 1, 1987; (b) highly confidential employees as defined in Sec 1 (a), Rule 1 of the Amended Rules and Regulation of EO No. 180 and (c) Assistant Department Heads as provided under Resolution No. 1, s. 2005 dated May 4, 2005 issued by the Public Section Labor Management Council.

Section 2. Union members with salary grades 23 and above as well as those excepted in the preceding section who opted to be covered by this agreement or those who cannot be members under their religion shall be entitled to the same benefits and privileges received and enjoyed by the regular members of the **UNION** provided the agency fee is set by the **UNION** is deducted from their salary.

Section 3. The parties agree that the proper and appropriate Collective Negotiation Committee shall be composed of six (6) representatives from the **AGENCY** who shall be designated by the City Mayor, and six (6) representatives from the **UNION** as designated by the **UNION** President.

ARTICLE V – UNION SECURITY

Section 1. All employees who are members of the **UNION** on the date of signing of this agreement, as well as employees who become members of the **UNION** during its effectivity, shall maintain their membership of good standing.

Section 2. The **AGENCY** shall not discriminate against any employee due to membership in the **UNION** or for lawful acts performed as an officer or representative of the **UNION**.

Section 3. Subject to the exigency of the service, the **AGENCY** shall allow the holding of **UNION** meetings and programs/activities, the schedule of which shall be provided to the **AGENCY** for its approval.

Section 4. The **UNION** shall notify the **AGENCY** in writing the names of its officers who are duly elected to its Board and any substitutions or change therein within fifteen (15) working days from their official election or substitution, including their functions and duties as provided under the **UNION** Constitution and By-Laws.

Section 5. Upon request and subject to availability, the **AGENCY** may provide a service vehicle for use by the **UNION** officers in attending official business or meetings called and sponsored by any government agency on matters concerning the welfare of the employees.

Section 6. The **AGENCY** agrees to collect for the **UNION** a one-time membership fee of **SIX HUNDRED PESOS (PHP 600.00)** and monthly dues equivalent to **FIFTY PESOS (PHP 50.00)** starting January 2025 and shall serve as the latter operational fund for its programs, projects, and activities, without further need of individual written authorization pursuant, that any union member who refuses to pay the aforesaid fees shall not receive any benefits granted under this agreement.

In this connection, the **AGENCY** recognizes the right of the **UNION** to collect union dues and other fees by way of check-off or payroll deduction upon presentation of a board resolution.

The parties agree that the remittance of the check-off shall be made on or before the 30th day of the month during which the deduction was made.

Section 7. The **AGENCY** shall furnish the **UNION**, upon its request, financial report, annual approved budget, and COA Audit Report. Likewise, the **UNION** shall furnish the **AGENCY**, upon its request, a copy of its annual plans and programs and audited financial report.

ARTICLE VI – UNION OFFICE

Section 1. The **AGENCY** shall provide an appropriate office for the **UNION** for the conduct of its operation, business activities, and implementation of this agreement with necessary office furniture and fixtures within the premises of the Villaba Municipal Hall Campus and include in its annual budget the operating and maintenance expenses of the **UNION** office, including water, electrical, janitorial, office supplies and use of office equipment.

ARTICLE VII – UNION RIGHTS AND PRIVILEGES

Section 1. The **AGENCY** authorizes the holding by the **UNION** of regular monthly meetings, or emergency meetings, during office hours whenever necessary for information or discussion of special concerns or urgent matters and a General Assembly once a year, a notice of which as to the date, time, venue and purpose of the assembly shall be sent to Municipal Mayor. Should there be a need for holding another General Assembly, the **UNION** shall request permission thereof from the Municipal Mayor.

Section 2. The **AGENCY** shall grant the **UNION** official travel and/or union leave with pay to selected **UNION** officials and members who will attend local, national, and/or international workers' education programs, seminars, meetings, conventions, conferences, and leadership training. Expenses in connection with such activities when held outside of the Municipality of Villaba shall be shouldered by the **AGENCY**, however, such activities shall be limited to three (3) times a year only, provided that no more than two (2) officials and/or employees shall be allowed to attend. The **AGENCY** may extend financial assistance to a maximum of two (2) **UNION** officers who have been invited to attend and participate in training, conferences, or conventions outside of the country. However, it is encouraged that the sponsoring body or country shoulder the expenses.

Section 3. The **AGENCY** shall shoulder the expenses for the printing in booklet form of this agreement and distribution of copies thereof to all **UNION** members.

Section 4. The **AGENCY** shall provide the **UNION**, with necessary bulletin boards, to be placed in conspicuous areas within the Municipal Hall compound and in the satellite offices where municipal government workplaces are situated.

Section 5. The **AGENCY** shall allow the **UNION** to undertake programs, projects, or activities that are deemed beneficial to its members and the Local Government Unit in general.

Section 6. The **AGENCY** shall give autonomy to the **UNION** to facilitate the process of determining the design and the procurement of office uniforms for officials and employees who are entitled for clothing allowance.

Section 7. The **AGENCY** shall allow the **UNION** to operate a canteen and other business interests that shall bring income for the association that can be utilized in other projects or assistance to its members.

Section 8. The **AGENCY** shall institutionalize its channels of communication with the **UNION** by including the **UNION** in its official mailing and routing list and providing a mobile allowance to its official representative equivalent to that received by Department Heads.

ARTICLE VIII – PERSONNEL ACTIONS

Section 1. The **UNION** recognizes the authority of the **AGENCY** over personnel actions/movements such as hiring, and promotion. Re-assignment, termination as a result of disciplinary action, and establishing policies, office procedures, and rules and regulations. The **AGENCY** shall at all times exercise management discretion judiciously and under law.

Section 2. The **AGENCY** agrees that when there is a need for re-assignment, consultation shall be made with the Department Head or Chief of Office needing additional personnel, the employee affected by the movement, his office head, and the union president. Re-assignment shall be made only in the exigency of the service.

Section 3. The **AGENCY** shall strictly refrain from assigning non-career employees, such as consultants, casuals, contractual, and job-order employees to positions that exercise direct supervision over regular career employees under CSC Memo Circular No. 40 series of 1998.

ARTICLE IX – EMPLOYEES BENEFITS AND PRIVILEGES

Section 1. Employees shall continue to enjoy all existing benefits and privileges on their conditions of employment including but not limited to economic benefits insofar as may be authorized by civil service law, rules and regulations, and other applicable laws.

Section 2. Qualified rank-and-file employees shall be considered a priority for promotion in case of vacancy in a higher position as long as he/she possesses the qualification standards determined by the Civil Service Commission.

Section 3. Qualified casual employees shall be considered as a priority in case of hiring of a regular employee without prejudice to the next of kin under Article X, Section 3.

ARTICLE X – EMPLOYEE BENEFIT PROGRAMS

Section 1. Loyalty Pay. The **AGENCY** shall appropriate funds for the implementation of loyalty pay to its employees as prescribed by CSC Memorandum Circular No. 06, series of 2002.

Section 2. Leave Privileges. The **AGENCY** shall grant its officials and employees special leave privileges under the provision of CSC Memorandum No. 6, series of 2006, and its other related issuances.

Section 3. Employment of Next-of-kin. In case of retirement under existing laws of any employee of the **AGENCY**, the spouse or any of his/her descendants within the first degree of consanguinity shall be given preference in employment in the **AGENCY**, provided he/she possesses the required merit and qualifications and the retired employee has rendered at least ten (10) years of service to the **AGENCY**. In case of death or permanent disability, this provision shall also apply regardless of the employee's length of service.

Section 4. Awards and Incentives. The **AGENCY** shall ensure the implementation of the Unified Program on Awards and Incentives for Service Excellence (PRAISE) under Department Order No. 2 series of 2001 by the provision of CSC Memorandum Circular No. 1 series of 2001 and reward or provide in-kind or cash incentive to outstanding employees.

Section 5. Health and Wellness Program. In essence CSC Memorandum Circular No. 6 s. 1995 requiring all agencies to adopt "The Great Filipino Workout", the **AGENCY** shall support and provide employees an area for its health and wellness program. It shall likewise assist **UNION** in sourcing out health and wellness equipment and/or facilities for the use of all employees free of charge.

ARTICLE XI – WORKING HOURS, SALARIES AND OTHER RELATED MATTERS

Section 1. Tardiness and absences. Employees who exceed the minimum number of tardiness and absences shall be given necessary action as provided under Civil Service Commission rules and regulations.

Section 2. Work Schedule. The **AGENCY** may allow employees to enjoy a flexible schedule as provided under Civil Service Commission rules and regulations.

Section 3. Payment of Overtime. Overtime pay shall be paid upon rendition thereof subject to existing rules and regulations.

ARTICLE XII – HEALTH AND SAFETY; WORK ENVIRONMENT CONDITIONS

Section 1. The **AGENCY** shall comply with applicable regulations requiring safety, health, and sanitary working conditions prescribed by appropriate government authorities and shall provide all offices, departments, and satellite work stations adequately equipped and properly manned first aid units.

Section 2. The **AGENCY** shall inform the employees of all health and medical benefits available to them under the GSIS, PhilHealth, and such other programs. It shall further agree to assist the employees in their claim for availing thereof to ensure such benefits are enjoyed by the employees.

Section 3. Pregnant employees who are in their sixth month of pregnancy shall be exempt from performing physical and strenuous work assignments. This shall also apply to employees who underwent major operations including stroke patients provided a medical certification is secured from an authorized government physician.

Section 4. The **AGENCY** shall provide regular medical examinations to all employees, especially those exposed to chemicals, radiation, and other health hazards, and provide them with adequate safety outfits and equipment.

Section 5. The **AGENCY** shall implement, support, and financially assist Sports and Socio-Cultural Programs participated in by the employees.

ARTICLE XIII – PROFESSIONAL GROWTH AND DEVELOPMENT

Section 1. The **AGENCY** shall continue to implement a Career Development Program in all areas of work, subject to provisions of legislative and executive issuances.

Career Development Program referred herein shall include attendance in conferences, conventions, seminars, training, workshops, values formation, fellowship, study grants, skills development, regular in-house college education, and similar career path programs that the **AGENCY** may deem necessary.

Section 2. The **AGENCY** shall credit attendance in union-related seminars and activities as a training requirement for appointment to rank-and-file positions whenever appropriate.

Section 3. The **AGENCY** shall establish and implement opportunities for employees' social development through the conduct of social gatherings, sports activities, community outreach programs, team building exercises, and other related activities that will foster and enhance camaraderie, bolster self-confidence, and improve the sociability of employees.

Section 4. The **AGENCY** shall implement awards and benefits program under CSC-approved Employees Suggestion and Incentives Awards (ESIAs). The **AGENCY** and the **UNION**. Upon proper consultation, may propose additional incentives and awards under ESIAs subject to approval by the Civil Service Commission.

Section 5. Summer Job Program for Employees' Dependents. The **AGENCY** shall include as beneficiaries in its SPES and other summer job programs qualified dependents of employees or as may deemed necessary.

Section 6. Review, Dissertation, and Thesis Writing Leave – The **AGENCY** cognizant of individual initiative for personal and professional development shall allow employees to avail of Bar and Board Review, Dissertation, and Thesis Writing Leave for a maximum of six (6) months with pay.

ARTICLE XIV – SHARED RESPONSIBILITY FOR PROMOTION

Section 1. The **AGENCY** and the **UNION** shall jointly formulate, implement, and review the Agency's Unified Merit Promotion Plan as provided by the Civil Service Commission.

Section 2. Selection and Promotion of employees shall be under CSC laws, rules, and regulations. Department Order No. 4, series of 2001 on MPP shall be strictly adhered to. The guidelines and criteria and any changes thereof adopted by the Promotion and Selection Board shall be mutually agreed upon by the **AGENCY** and the **UNION**.

Section 3. The appointing authority shall act on the recommendations submitted by the Personnel Selection Board as outlined in the succeeding paragraph within six (6) months from the date of submission hereof. If the recommendation is not acted upon within the specified period, the screening process shall be invalidated.

All things being equal, an applicant-insider may be given preference by the **AGENCY** in the filling-up of any vacancy unless said position is highly technical or strictly confidential and there is no qualified employee within the agency.

ARTICLE XVI – GRIEVANCE MACHINERY

Section 1. The **UNION** shall coordinate with the **AGENCY** in the implementation of the Agency Grievance Machinery as approved by the Civil Service Commission.

Section 2. Employees shall have the right to present their complaints or grievances to management and have them adjudicated judiciously.

Section 3. Any complaint or grievance shall be resolved at the lowest possible level in the Agency within five (5) days and the employee shall have the right to appeal such decision to higher authorities. A representative from the Union shall be included as a member of the Grievance Committee.

ARTICLE XVII – PERSONNEL RIGHTS AND LEGAL REPRESENTATION/ASSISTANCE

Section 1. Whenever the **AGENCY** files a complaint against an employee, the following shall be observed:

1. The principle of Due Process and Fair Play shall be followed in the conduct and resolution of complaints.
2. Anonymous complaints shall not be entertained unless they contain data and information extremely sufficient to warrant an investigation result that is beneficial to the **AGENCY** in general.

Section 2. The **AGENCY** shall ensure that in all administrative investigations, due process shall be properly observed.

ARTICLE XVIII – BUDGET AND FUNDS

Section 1. The **AGENCY** shall provide the necessary funds for the full implementation of the provisions contained herein subject to existing accounting and auditing rules and regulations.

ARTICLE XIX – IMPLEMENTING GUIDELINES

Section 1. Within six (6) months from the date of effectivity of this Agreement, the **AGENCY** and the **UNION** shall prepare all the necessary guidelines in the implementation of the provisions herein contained which shall be presented to the Municipal Mayor.

Section 2. All other laws, issuances, and circulars that grant additional benefits to union members in addition to the aforementioned benefits shall automatically form part of the CNA.

ARTICLE XX – ENTIRETY AND AMENDMENT CLAUSE

Section 1. The parties hereby agree that the terms and conditions contained herein constitute the entire Agreement between the **AGENCY** and the **UNION** and supersede all previous communications, representations, or agreements, either verbal or written insofar as they are contrary or repulsive to the terms and conditions herein stipulated. Provisions on economic benefits shall be the subject of re-negotiation after one (1) year.

Section 2. If, during the effectivity of this agreement, certain provisions are found to be appropriate and beneficial to officials and employees, amendments shall be done, introduced, and/or instituted subject to the agreement of both parties.

ARTICLE XXI – CNA INCENTIVE BONUS

Section 1. The **AGENCY** agrees to grant a **CNA Incentive Bonus** once every year pursuant to applicable guidelines issued by the DBM and as may be allowed by the financial position of the **AGENCY** upon the effectivity or within the grace period after the expiration of this agreement, provided a proposal for a new **Collective Negotiation Agreement (CNA)** was submitted by the **UNION** to the **AGENCY**.

ARTICLE XXII – COST SAVING MEASURES

Section 1. **UNION** shall comply that all electricity-consuming devices and equipment - computers not in use, AC units, electric fans, electric lights, TV sets, radios, and sound systems – are turned on at 9:00 AM and turned off at 4:00 PM.

Section 2. Water consumption shall be regulated. Faucets, toilet bowls, sinks, and toilet flushes shall be regularly checked to make sure no water is drifting to avoid water wastage.

Section 3. **UNION** shall encourage re-cycling and re-use of bond papers and other office supplies, and auction irreparable equipment and scrapped materials to generate income or savings for the **AGENCY**.

Section 4. **UNION** officers shall require their members to be vigilant and turn off of street lights when they are still switched-on in broad daylight. The **UNION** shall support **LGU** and **NGA** programs on cost-saving measures.

~~**Section 5.** **UNION** officers shall encourage members to be dedicated public servants and support the **AGENCY**'s objective on revenue generating activities and report to concerned office/department business establishments who do not have license or permit to operate.~~

~~**Section 6.** **Union** members are encouraged to devise, enforce, and adhere to and support the **AGENCY** in cost-saving measures to generate funds and/or savings for the for the **Local Government Unit**.~~

Section 7. The **UNION** shall help the management implement policies to elevate all officials and employees to the highest standard as public servants.

ARTICLES XXIII – SEPARABILITY CLAUSE

Section 1. In the event any provision of this Agreement is declared invalid by competent court or authority, or amended by legislation, the remaining provisions to which such declaration does not pertain shall continue to be valid in full force and effect.

Section 2. General Condition. Except as may be allowed or exempted by laws, all provisions contained in this Agreement shall be subject to the rules and regulations of the Civil Service Commissions and the Department of Budget and Management.

ARTICLE XXIV – EFFECTIVITY AND DURATION

Section 1. This agreement shall take effect immediately upon signing and shall remain in full force for three (3) years.

Section 2. To consider a specific proposal for amendment, the proponent shall file a written notice addressed to the President of the Union and must be served within thirty (30) days before the intended meeting for discussion, evaluation, and judgment and/or decision by the Executive Board.

Section 3. Both parties agree to meet before the last sixty (60) days of this agreement to enter into a new CNA. It is understood that all provisions in this Agreement shall continue to remain in full force until such time a new Agreement is in effect and adapted.

IN WITNESS WHEREOF, the parties hereto, by their authorized representatives have executed this **COLLECTIVE NEGOTIATION AGREEMENT** this 25th day of November, 2025 at Villaba, Leyte, Philippines.

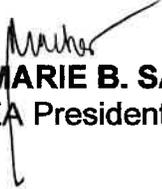
For and in behalf of the:

LOCAL GOVERNMENT UNIT OF VILLABA


ENGR. CARLOS G. VELOSO
Municipal Mayor

For and in behalf of the:

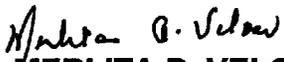
**VILLABA MUNICIPAL
EMPLOYEES ASSOCIATION
(VILMEA)**


ANA MARIE B. SARINO
VILMEA President

SIGNED IN THE PRESENCE OF:

ADMINISTRATION NEGOTIATING PANEL


TEDDY L. VAPOR
HRMO

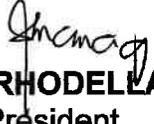

MRS. MERLITA D. VELOSO
Municipal Administrator


ANTONIO G. CALUMBA, CPA
Municipal Accountant


MANUEL I. RUBILLOS
Municipal Budget Officer


ORLANDO L. ROMERO
Municipal Engineer

UNION OFFICIALS


ANA RHODA RHOELLA R. CONAG
VILMEA Vice President


SARAH JANE B. BONCALES
VILMEA Secretary


FRANCES RUTH R. RODRIGUEZ
VILMEA Treasurer


HAZEL T. BOHOLANO
VILMEA Auditor


LUISA ETHYL T. PECAYO
VILMEA Business Manager



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF VILLABA
-oOo-

CERTIFICATION

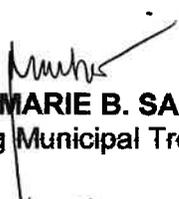
THIS IS TO CERTIFY that the Local Government Unit of Villaba, Leyte had an accomplishment of 75% as of September 30, 2025 with regards to the implementation of programs, projects and activities as reflected in the approved budget for FY 2025, in which PPAs were identified as well in the Annual Investment Program of the municipality.

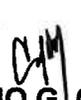
This certification is being issued in support for the Collective Negotiation Agreement (CNA) Incentive for FY 2025 of the Local Government Unit of Villaba, Leyte.

Issued this 24th day of November, 2025 at Villaba, Leyte.

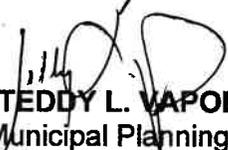
Certified Correct :

LOCAL FINANCE COMMITTEE


ANA MARIE B. SARINO
Acting Municipal Treasurer


ANTONIO G. CALUMBA
Municipal Accountant


MANUEL I. RUBILLOS, JR.
Municipal Budget Officer


TEDDY L. VAPOR
Municipal Planning Dev't. Officer-Designate

Approved :


ENGR. CARLOS G. VELOSO
Municipal Mayor





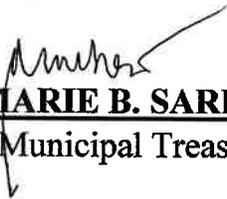
**Republic of the Philippines
Province of Leyte
Municipality of Villaba**



CERTIFICATION

WE HEREBY CERTIFY that the funds in the amount of **Php80,000,000.00** to pay the proposed expenditures under Supplemental Budget No.3 CY 2025 of the Local Government Unit of Villaba for the Design and Build Project for the Improvement of Villaba Water System are to be charged from the loans availed of the Local Government Unit of Villaba from the Landbank of the Philippines.

Jointly issued this 18th day of November, 2025 at the LGU Villaba, Leyte.


ANA MARIE B. SARINO
Acting Municipal Treasurer


ANTONIO G. CALUMBA, CPA
Municipal Accountant

November 17, 2025

HON. CARLOS G. VELOSO

Municipal Mayor
Municipal Government of Villaba, Leyte
Municipal Hall, Poblacion Sur, Villaba, Leyte

Dear Mayor Veloso:

We are glad to inform you that the loan application of the MUNICIPAL GOVERNMENT OF VILLABA LEYTE in the amount of **PESOS: EIGHTY MILLION ONLY (P80,000,000.00)** to finance **THE DESIGN AND BUILD PROJECT FOR THE IMPROVEMENT OF VILLABA WATER SYSTEM** has been approved by the Bank's Loan Approving Group per ILC Resolution No. 25-709 dated November 12, 2025.

Thank you for your continued trust and confidence in our financial institution.

Very Truly Yours,



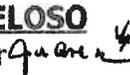
ANDREW REGALADO B. GOMEZ
Head, Southern Leyte Lending Center

Conforme: MUNICIPAL GOVERNMENT OF VILLABA, LEYTE

Represented by:



HON. CARLOS G. VELOSO

Municipal Mayor 

Date Signed: _____

November 17, 2025

HON. CARLOS G. VELOSO

Municipal Mayor
Municipal Government of Villaba, Leyte
Municipal Hall, Poblacion Sur, Villaba, Leyte

Dear Mayor Veloso:

We are pleased to inform you that Land Bank of the Philippines has approved your request for the following:

FROM	TO
Pre-Release Requirement: Submission of approved NWRB Water Rights permit	Pre-Release Requirement: Submission of proof of filing of water rights permit with the National Water Resource Board (NWRB). Post-Release Requirement: Submission of approved NWRB Water Rights permit for the succeeding releases subject to at least 50% project completion.

Terms & Conditions

- a. Pre-Release Requirement: Submission of NWRB received Water Permit Application and Official Receipt on payment of the Water Permit Application. Approved water rights permit to be submitted within 90 days, or, on or before February 28, 2026, otherwise subsequent releases shall be suspended until submission of the permit is complied.
- b. The LGU shall strictly comply with the environmental requirement to avoid significant legal, financial, environmental, and social risk, which can ultimately affect the success of the project and the repayment of the loan.
- c. All other terms and conditions of the previously approved Credit Facilities Proposal (CFP) not inconsistent herewith shall remain in full force and effect.
- d. The LGU shall remain fully liable to pay any and all loan releases even if no Water Rights Permit is issued.

Should you be agreeable to the above terms and conditions, please indicate your conformity by signing on the space provided below and return to us the original copy of this letter.

ANDREW REGALADO B. GOMEZ
Head, Southern Leyte Lending Center

Conforme: MUNICIPAL GOVERNMENT OF VILLABA, LEYTE

Represented by:

HON. CARLOS G. VELOSO

Municipal Mayor

Date Signed: _____

FIRST AMENDMENT TO LOAN AGREEMENT

This Amendment, made and executed on this _____ in the City of Ormoc, Leyte, Philippines, by and among:

MUNICIPAL GOVERNMENT OF VILLABA, LEYTE, a local government unit existing within the territory and jurisdiction of the Republic of the Philippines represented in this act by its Mayor, **HON. CARLOS G. VELOSO**, duly authorized for this purpose under Sangguniang Bayan Resolution No. _____ Series of 2025 hereinafter referred to as the **BORROWER**;

-and-

LAND BANK OF THE PHILIPPINES, a body corporate and Government instrumentality validly created and existing under and by virtue of the provisions of R.A. 3844, as amended, with principal office at Land Bank Building, with principal office business at Land Bank Plaza, 1598 M. H. Del Pilar corner Dr. J. Quintos Sts., Malate, Metro Manila, Philippines, and with Branch office address at Southern Leyte Lending Center at 2nd floor, LBP Building, Apo Street, Brgy. Cogon, Ormoc City, Leyte, Philippines, represented herein by its President and CEO, **LYNETTE V. ORTIZ**, thru the Southern Leyte Lending Center Head, **ANDREW REGALADO B. GOMEZ**, hereinafter referred to as the "LENDER".

WITNESSETH that;

WHEREAS, on _____ the Bank's Loan Approving Group has approved the Second Amendment of **APPROVED TERMS AND CONDITIONS** of **MUNICIPAL GOVERNMENT OF VILLABA, LEYTE**, on the following:

FROM	TO
<i>Pre-Release Requirement: Submission of approved NWRB Water Rights permit</i>	<i>Pre-Release Requirement: Submission of proof of filing of water rights permit with the National Water Resource Board (NWRB).</i> <i>Post-Release Requirement: Submission of approved NWRB Water Rights permit for the succeeding releases subject to at least 50% project completion.</i>

Terms & Conditions

- a. Pre-Release Requirement: Submission of NWRB received Water Permit Application and Official Receipt on payment of the Water Permit Application. Approved water rights permit to be submitted within 90 days, or, on or before February 28, 2026, otherwise subsequent releases shall be suspended until submission of the permit is complied.
- b. The LGU shall strictly comply with the environmental requirement to avoid significant legal, financial, environmental, and social risk, which can ultimately affect the success of the project and the repayment of the loan.
- c. All other terms and conditions of the previously approved Credit Facilities Proposal (CFP) not inconsistent herewith shall remain in full force and effect.
- d. The LGU shall remain fully liable to pay any and all loan releases even if no Water Rights Permit is issued.

NOW, THEREFORE, for and in consideration of the foregoing, the parties hereto hereby agree to amend the Loan Agreement dated January 13, 2025.

It is hereby expressly understood that with the foregoing amendment, all the other terms and conditions of the Loan Agreement dated on January 13, 2025 not inconsistent herewith are hereby confirmed, ratified and continued to be in full force and effect, and the parties hereto agree that this amendment be made an integral part of said Loan Agreement.

The parties hereby waive the right to receive the duplicate copy of the contract/agreement in electronic format pursuant to the 2004 Rules on Notarial Practice, as amended.

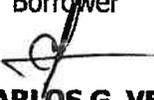
Handwritten signatures and initials on the right margin, including a large signature at the top, a signature in the middle, and initials at the bottom.

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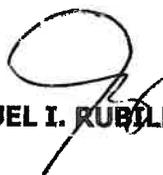
CLASS B

IN WITNESS WHEREOF, the parties have affixed their signatures on the date and at the place stated below.

LAND BANK OF THE PHILIPPINES
Lender
By: 
ANDREW REGALADO B. GOMEZ
Head, Southern Leyte Lending Center
Date of execution:
Place of execution: Ormoc City, Leyte

MUNICIPAL GOVERNMENT OF VILLABA,
LEYTE
Borrower
By: 
HON. CARLOS G. VELOSO
Borrower 
Date of execution:
Place of execution: Ormoc City, Leyte

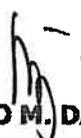
Signed in the presence of:


MANUEL I. RUIDILLOS, JR.


ENGR. ORLANDO L. ROMERO


ANTONIO G. CALUMBA


JOSEPH ALLEN T. JOPILO


JOHN CARLO M. DAJIME

ACKNOWLEDGMENT

Republic of the Philippines)
Ormoc City, Leyte) S.S.

Before me, a Notary Public for and in the City of Ormoc on this of NOV 14 2025 personally appeared the following:

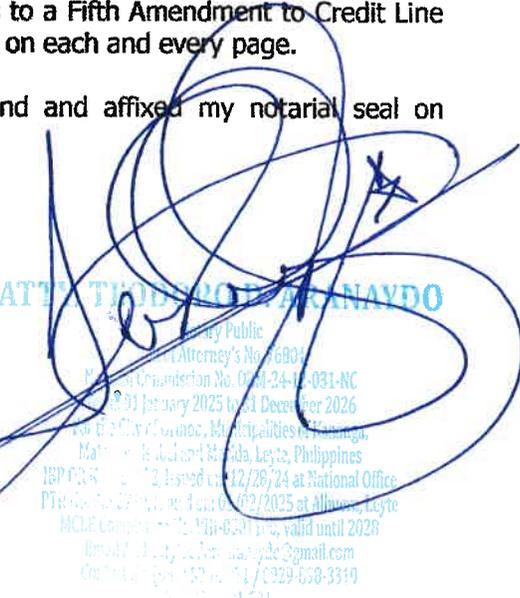
Name	Competent Evidence of Identity
ANDREW REGALADO B. GOMEZ	LBP ID NO. F090
CARLOS G. VELOSO	TIN 154-240-163

personally known to or identified by me to be the same person/s who executed the foregoing instruments, and he/she/they acknowledged to me that his/her/their signatures, that the same is his/her/their own free and voluntary act and deed.

This instrument which consists of four [4] pages, refers to a Fifth Amendment to Credit Line Agreement signed by the parties and the instrumental witnesses on each and every page.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on NOV 14 2025, in the above jurisdiction.

Doc. No. 213 ;
Page No. 44 ;
Book No. 4 ;
Series of 2025.


ATTY. THEODORICO A. NAYDO
Notary Public
Notary's No. 7680
MTC Commission No. 0241-24-12-031-NC
Issued 01 January 2025 to 31 December 2026
For the City of Ormoc, Municipalities of Cananga, Malinao, and Misamis Oriental, Leyte, Philippines
LBP ID No. F090, Issued 02/28/24 at National Office
PTR No. 0241-24-12-031-NC, Issued 02/28/2025 at Alibon, Leyte
MCLF Compliance No. MBI-0301, valid until 2028
Email: theodorico.naydo@gmail.com
Contact No. 0917 571 111 / 0929 650 3319
Mobile No. 0917 571 111

December 20, 2024

HON. CARLOS G. VELOSO

Municipal Mayor
Municipal Government of Villaba, Leyte
Municipal Hall, Brgy. Poblacion Sur, Villaba, Leyte

Dear Mayor Veloso:

We are pleased to inform you that your request for the establishment of **Term Loan Facility (TL 4)** amounting to **PESOS: EIGHTY MILLION ONLY (P80,000,000.00)** with Land Bank of the Philippines has been approved subject to the acceptance of the following specific terms and conditions:

I. Term Loan 4	
Amount	▪ P80,000,000.00 or actual contract price, whichever is lower, but shall not be more than the Net Borrowing Capacity of the LGU per BLGF Certification.
Purpose	▪ To finance the design and build for the improvement of the municipal water supply system.
Availability	▪ One (1) year from date of approval.
Interest rate	▪ At LANDBANK's prevailing rate at the time of availment, subject to annual repricing.
Loan Tenor	▪ Fifteen (15) years reckoned from date of initial drawdown, inclusive of three (3) years grace period on principal repayment.
Repayment	▪ Principal shall be payable via forty eight (48) equal quarterly amortizations to start at the end of the 13th quarter from date of initial release. ▪ Interest shall be payable quarterly in arrears to start at the end of the first quarter from date of initial release.

Other Terms and Conditions:	
1. Fees and Charges:	Handling and Commitment fees shall be waived. Prepayment shall be allowed and the prepayment penalty of two percent (2.0%) shall be waived unless taken-out by other financial institutions/banks. Standard application fees shall apply.
2. Mode of Release	<p>Loan releases for the P80.0M or contract amount or amount certified by the BLGF, whichever is lower, for the improvement of the Municipal Water System, shall be credited to the LGU account with LBP on staggered basis depending on the percentage of completion of the project as inspected and validated by LBP's Appraiser, and subject to the following:</p> <p>A. First Release – 15% of the loan amount, or contract amount or amount certified by the BLGF, whichever is lower, mobilization fund upon –</p> <ul style="list-style-type: none"> a. Compliance of documentary requirements and pre-release conditions. b. Submission of Environmental Clearance Certificate (ECC) from DENR on the proposed project. c. Submission of Water Rights Permit from NWRB. <p>B. Succeeding Releases – in tranches via progress billing duly supported by the LGU's Accomplishment Report as approved by Local Chief Executive (LCE).</p> <p>C. Final Release – minimum of 10%, shall be subject to 100% completion of the project as certified by the contractor and duly accepted by the LGU subject to validation by FSSC.</p>

(632) 8522-0000 | 8551-2200 | 8455-7001
www.landbank.com

LANDBANK Plaza, 1598 M.H. Del Pilar corner
Dr. J. Quintos Sts., Malate, Manila, Philippines 1004



3. Cost overruns shall be for the account of the borrower.
4. The Bank has the option to debit the borrower's deposit account to cover any loan payment as the fall due.
5. LANDBANK reserves the right to withhold releases should there be:
 - a. A case filed against the LGU or its officials involving the projects to be financed.
 - b. Adverse findings on the project or object of financing, or
 - c. Withdrawal of the Sanggunian on the authority of the Local Chief Executive (LCE) to contract the loan.
6. Penalty rate of twenty four percent (24%) per annum shall be charged in case of non payment of loan amortization/ credit accommodation, to start on the day after the due date of loan amortization/credit accommodation up to the date of full settlement of loan amortization/credit accommodation.
7. LANDBANK shall be the major depository Bank of the LGU and official depository Bank of its NTA, which designation shall not be revoked while the loan obligation remains outstanding and directing the LGU Secretary to provide a copy of the Borrowing Ordinance to DBM and other NTA administering office.
8. The Borrower shall give its consent to LANDBANK to disclose credit information about the Borrower to other Banks, Financial Institutions, the Banker's Association of Philippines-Credit Bureau and other Credit Bureaus or Institutions.
9. The BORROWER hereby waives his/her/its rights under applicable laws on bank secrecy and information security existing or may hereafter be enacted, such as Republic Act (R.A.) No. 1405 (The Law on Secrecy of Bank Deposits), R.A. 6426 (Foreign Currency Deposit Act), R.A. 8791 (The General Banking Law), R.A. 10173 (Data Privacy Act), and authorizes the LENDER: (a) pursuant to BSP Circular No. 472 Series of 2005, as amended, and as implemented by BIR Revenue Regulation RR 4-2005, to verify with the Bureau of Internal Revenue (BIR) (or such other taxing authority that may substitute it) in order to establish authenticity of the annual income tax returns and accompanying financial statements and documents or information submitted by the BORROWER, (b) to inquire into any of the deposit accounts or properties maintained by the BORROWER with the LENDER, its parent, subsidiaries or affiliates for the purpose of implementing the Automatic Debit Authorization or set-off provisions, and (c) obtain from or disclose to its parent, subsidiaries, affiliates, or credit bureau any information regarding the BORROWER, the Loan/Line or this Agreement, as the LENDER may deem necessary to exercise its rights under this Agreement or as may be allowed or required by applicable laws, rules and regulations. The BORROWER also hereby authorizes the LENDER to request information on the status of any court case to which he/she/it is a party. Pursuant to R.A. 9510 (Credit Information System Act), the BORROWER finally authorizes the submission of basic credit data in connection with any credit availment from the LENDER to the Credit Information Corporation (or its successor entity) and authorize the latter to provide the same information to the BSP.

Pre-release Requirements:

1. A. A Certificate of the Secretary to the Sangguniang Bayan certifying the Ordinance of the LGU's Sanggunian approving the terms and conditions of the loan and specifically providing for the following:
 1. Authorizing the LCE to negotiate and enter into a Loan Agreement with LANDBANK, and to execute and deliver any and all promissory notes, deeds of assignments and other necessary documents;
 2. Directing the LGU Treasurer and Accountant to enter the loan in the appropriate books of the LGU;
 3. Authorizing the assignment by the LGU of its NTA, or any other specified collateral, as security of the loan;
 4. Appropriating the amount for the payment of the loan, interest and other charges in the annual budget of the LGU until full payment thereof; and

Manila 9/

[Signature]

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www.landbank.com

LANDBANK Plaza, 1598 M.H. Del Pilar corner
Dr. J. Quintos Sts., Malate, Manila, Philippines 1004



SANGGUNIANG PISKIPINAS

- B. Approval and acceptance by the LGU through the Sanggunian Bayan of the detailed engineering and design of the improvement of the water system in the Municipality of Villaba, Leyte;
 - C. BLGF Certificate of NBC;
 - D. The Borrower shall submit a Monetary Board of the Bangko Sentral ng Pilipinas (BSP) Opinion pursuant to Section 123 of the New Central Bank Act;
 - E. Provincial validation of the Municipality's Borrowing Ordinance;
 - F. Submission of duly executed Notice of Award, Design and Build Contract and Notice to Proceed.
 - G. Certification by the Budget, Accountant and Treasurer, as the case may be, of the LGU noted by the LCE that:
 - 1. The LGU's equity, amount for repairs and maintenance of the project, insurance premium and the principal and interest payments of the loan, to the extent that these are due for the present year, have been fully appropriated and that full provision has been made by the LGUs for all other obligations;
 - 2. That the proposed sources of payments are available and not restricted by law and or its other obligations; and
 - 3. That the loan shall be entered or has been entered, as the case may be, in the LGU's book of account.
 - H. Certification from DPWH and DA that the object of financing is not included in their budget;
 - I. All applicable government regulations and requirements such as the Environmental Compliance Certificate (ECC) should be complied with prior to loan release, whenever applicable;
 - J. Submission of Water Rights Permit from the NWRB.
 - K. Promissory Note with Deed of Assignment of the NTA and/or regular/recurring revenues of the LGU, as applicable.
2. Joint Certification by the BAC Chair and by the LCE that the LGU has complied with R.A. 9184, as well as COA rules and regulations.

Post-release Requirement:

- 1. The Municipality of Villaba, Leyte shall submit annually a certification that the proposed sources of repayment are available and not restricted by law and its obligations are appropriated in their respective budget.

Collateral:

- 1. Deed of Assignment of 20% of the LGU's National Tax Allotment.

Should you be agreeable to the above terms & conditions, please indicate your conformity hereof and return this notice immediately to the Bank.

Thank you very much.


DM MARY CHRISTINE L. FAELNAR
Head, Southern Leyte Lending Center

Conforme:


MUNICIPAL GOVERNMENT OF VILLABA, LEYTE

By:


HON. CARLOS G. VELOSO
Municipal Mayor

Date: _____

 (632) 8522-0000 | 8551-2200 | 8450-7001
 www.landbank.com

 LANDBANK Plaza, 1598 M.H. Del Pilar corner
Dr. J. Quintos Sts., Malate, Manila, Philippines 1004





Republic of the Philippines
Province of Leyte
Municipality of Villaba
-oOo-



OFFICE OF THE MUNICIPAL ACCOUNTANT
CERTIFICATE OF FUNDS ACTUALLY AVAILABLE
FOR SUPPLEMENTAL BUDGET NO. 3 CY 2025

To Whom It May Concern:

This is to certify that based on the records of this office, the amount of Nine Million Sixty Two Thousand Four Hundred Sixty Five Pesos Only (Php 9,062,465.00) is from sources as breakdown below.

REVERSION:

Personal Services

Mid-Year Bonus (Mayor's Office)	26,101.00
Mid- Year Bonus (Vice- Mayor's Office/Sangguniang Bayan)	20,468.00
Salaries Admin. Aide VI (Office of the Secretary to the Sanggunian) from October to November, 2025	28,300.00
GSIS Admin. Aide VI (Office of the Secretary to the Sanggunian) from October to November, 2025	3,396.00
Mid-Year Bonus (Office of the Secretary to the Sanggunian)	15,366.00
Year- End Bonus (Office of the Secretary to the Sanggunian)	15,366.00
Mid-Year Bonus (MDRRM Office)	24,087.00
Salaries Admin. Aide III (HRM Office) from October to November, 2025	24,402.00
GSIS Admin. Aide III (HRM Office) from October to November, 2025	2,928.00
Mid- Year Bonus (HRM Office)	29,112.00
Year- End Bonus (HRM Office)	14,216.00
Salaries Draftsman (MPDC) from October to November, 2025	29,632.00
GSIS Draftsman (MPDC) from October to November, 2025	3,555.00
Mid- Year Bonus (MPDC Office)	14,816.00
Year- End Bonus (MPDC Office)	14,816.00
Salaries MGDH- Treasurer (Treasury Office) from October to November, 2025	153,768.00
GSIS MGDH- Treasurer (Treasury Office) from October to November, 2025	18,452.00
Mid- Year Bonus (Treasury Office)	101,623.00
Year- End Bonus (Treasury Office)	79,768.00
Salaries RCC II (Treasury Office- Economic) from October to November, 2025	30,252.00
GSIS RCC II (Treasury Office- Economic)	3,630.00
Year- End Bonus (Treasury Office- Economic)	15,381.00
Salaries MGDH- Assessor (Assessor's Office) from October to November, 2025	148,868.00
GSIS MGDH- Assessor (Assessor's Office) from October to November, 2025	17,864.00
Year- End (Assessor's Office)	74,575.00
Salaries SWO I (MSWD Office) from October to November, 2025	43,200.00
GSIS SWO I (MSWD Office) from October to November, 2025	5,184.00
Mid- Year Bonus (MSWD Office)	21,688.00
Year- End Bonus (MSWD Office)	21,688.00
Mid- Year Bonus (RHU)	41,487.00
Mid- Year Bonus (MENRO)	29,295.00
Maintenance and Other Operating Expenses	
MMO- Traveling Expenses	90,000.00
MMO- Office Supplies Expenses	80,000.00
MMO- Telephone Mobile	15,000.00
MMO- Internet Subscription Expenses	124,718.00
MMO- Repair and Maintenance Buildings and Other Structures	88,573.00
MMO- Repair and Maintenance Markets and Slaughterhouse	38,940.00
MMO- Repair and Maintenance Office Equipment	4,272.00

MMO- Repair and Maintenance ICT Equipment	50,000.00
MMO- Repair and Maintenance Furniture and Fixtures	10,000.00
MMO- Subscription Expenses	20,000.00
MDRRMO- Office Supplies Expenses	12,580.00
MDRRMO- Other Supplies and Materials Expenses	21,443.00
MDRRMO- Internet Subscription Expenses	17,295.00
MDRRMO- Repair and Maintenance Buildings and Other Structures	50,000.00
MDRRMO- Repair and Maintenance ICT Equipment	76,000.00
Tourism Office- Other Supplies and Materials Expenses	24,810.00
Tourism Office- Office Supplies Expenses	41,890.00
Tourism- Internet Subscription Expenses	10,000.00
Tourism- Repair and Maintenance ICT Equipment	48,000.00
VMO- Other General Services	200,000.00
Secretary to the Sanggunian- Traveling Expenses	30,000.00
Secretary to the Sanggunian- Repair and Maintenance Office Equipment	10,000.00
Admin. Office- Traveling Expenses	50,000.00
Admin. Office- Office Supplies Expenses	100,000.00
Admin. Office Economic- Traveling Expenses	30,000.00
Admin. Office Economic- Office Supplies Expenses	50,000.00
Admin. Office Economic- Other Supplies and Materials Expenses	36,770.00
Admin. Office Economic- Repair and Maintenance ICT Equipment	20,000.00
Admin. Office Economic- Repair and Maintenance Construction and Heavy Equipment	65,000.00
Admin. Office Economic- Repair and Maintenance Transportation Equipment (Motor Vehicles)	127,398.00
GSO- Traveling Expenses	10,000.00
GSO- Office Supplies Expenses	31,538.00
GSO- Other Supplies and Materials Expenses	30,250.00
GSO- Repair and Maintenance Office Equipment	7,500.00
GSO- Repair and Maintenance ICT Equipment	5,000.00
HRMO- Traveling Expenses	40,000.00
HRMO- Office Supplies and Materials Expenses	10,000.00
HRMO- Repair and Maintenance ICT Equipment	20,000.00
MPDC- Traveling Expenses	24,540.00
MPDC- Office Supplies Expenses	55,456.00
MPDC- Internet Subscription Expenses	28,200.00
MPDC- Other Supplies and Materials Expenses	20,000.00
MPDC- Repair and Maintenance ICT Equipment	10,000.00
LCR- Traveling Expenses	22,000.00
LCR- Office Supplies Expenses	56,918.00
LCR- Accountable Forms Expenses	79,815.00
LCR- Other Supplies and Materials Expenses	30,000.00
MBO- Traveling Expenses	23,837.00
MBO- Office Supplies Expenses	59,961.00
MBO- Other Supplies and Materials Expenses	36,225.00
MBO- Repair and Maintenance ICT Equipment	7,280.00
MACCO- Office Supplies Expenses	68,510.00
MACCO- Other Supplies and Materials Expenses	37,622.00
MACCO- Repair and Maintenance ICT Equipment	23,500.00
MACCO- Repair and Maintenance Furniture and Fixtures	50,000.00
MTO- Office Supplies Expenses	71,310.00
MTO- Accountable Forms	29,405.00
MTO- Postage and Courier Expenses	2,000.00
MTO- Repair and Maintenance ICT Equipment	12,300.00
MTO- Advertising Expenses	20,000.00
Assessor- Office Supplies Expenses	385,888.00
Assessor- Telephone Expenses- Mobile	7,604.00
Assessor- Repair and Maintenance Office Equipment	8,000.00
Assessor- Repair and Maintenance Transportation Equipment (Motor Vehicles)	15,050.00
RHU- Traveling Expenses	100,000.00
RHU- Office Supplies Expenses	332,037.00
RHU- Drugs and Medicines Expenses	7,105.00
RHU- Other Supplies and Materials Expenses	333,796.00
RHU- Repair and Maintenance ICT Equipment	50,000.00
MSWD- Office Supplies Expenses	280,147.00
MSWD- Other Supplies and Materials Expenses	215,970.00
MSWD- Repair and Maintenance ICT Equipment	10,000.00
MAO- Traveling Expenses	122,578.00

MAO- Office Supplies Expenses	201,946.00
MAO- Animal/Zoological Supplies Expenses	74,097.00
MAO- Agricultural and Marine Supplies Expenses	69,797.00
MAO- Other Supplies and Materials Expenses	177,538.00
MAO- Repair and Maintenance Transportation Equipment (Motor Vehicles)	110,100.00
MEO- Office Supplies Expenses	51,391.00
MEO- Repair and Maintenance Office Equipment	10,000.00
MEO- Repair and Maintenance ICT Equipment	15,000.00
MEO- Repair and Maintenance Transportation Equipment (Motor Vehicles)	23,212.00
MEO- Repair and Maintenance Infrastructure Assets	2,000.00
MENRO- Traveling Expenses	30,000.00
MENRO- Office Supplies Expenses	226,778.00
MENRO- Repair and Maintenance Buildings and Other Structures	100,000.00
MENRO- Repair and Maintenance Other Machinery and Equipment	93,298.00
MENRO- Repair and Maintenance ICT Equipment	201,020.00
MENRO- Repair and Maintenance Transportation Equipment (Motor Vehicles)	75,873.00
MENRO- Repair and Maintenance Furniture and Fixtures	10,000.00
BFP- Other Supplies and Materials Expenses	91,500.00
BFP- Repair and Maintenance Transportation Equipment (Motor Vehicles)	150,000.00
MMO- Establishment of Impounding Facility	100,000.00
MASSO- Duplex Scanner	50,000.00
BFP- Purchase of Desktop	60,000.00
BFP- Purchase of Filing Cabinet	30,000.00
BFP- Purchase of Office Tables	40,000.00
BFP- Purchase of Aircon	70,000.00
VMO- Improvement of Legislative Building	91,600.00

20% Development Fund C.Y 2025

Construction of River Control @ Brgy. Tagbubunga, Villaba, Leyte 1,500,000.00

GRAND TOTAL 9,062,465.00

This is to certify further that the amount of Nine Million Sixty Two Thousand Four Hundred Sixty Five Pesos Only (Php 9,062,465.00) is actually available and for reversion to fund and support the Supplemental Budget No.3 for CY-2025.

Given this 20th day of November, 2025.

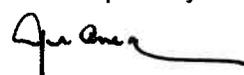
Certified by:


ANTONIO G. CALUMBA
Municipal Accountant

Verified by:


ANA MARIE B. SARINO
Acting Municipal Treasurer

Noted by:


ENGR. CARLOS G. VELOSO
Municipal Mayor 

Statement of Funds Available for Reversion

As of December, 2025

OFFICE	OBJECT OF EXPENDITURE	AMOUNT OF APPROPRIATION	AMOUNT OF OBLIGATION	UNOBLIGATED TO DATE	AMOUNT TO BE REVERTED
1	2	3	4	5	6
<i>Mayor's Office</i>	Mid-Year Bonus	526,894.00	500,793.00	26,101.00	26,101.00
<i>Vice- Mayor's Office/ Sangguniang Bayan</i>	Mid- Year Bonus	984,030.00	963,562.00	20,468.00	20,468.00
<i>Office of the Secretary to the Sanggunian</i>	Salaries	1,133,604.00	904,210.00	229,394.00	28,300.00
<i>Office of the Secretary to the Sanggunian</i>	Retirement and Life Insurance Premiums	136,033.00	108,505.20	27,527.80	3,396.00
<i>Office of the Secretary to the Sanggunian</i>	Mid-Year Bonus	101,542.00	86,176.00	15,366.00	15,366.00
<i>Office of the Secretary to the Sanggunian</i>	Year- End Bonus	101,542.00	86,176.00	15,366.00	15,366.00
<i>MDRRM Office</i>	Mid-Year Bonus	179,065.00	154,978.00	24,087.00	24,087.00
<i>HRM Office</i>	Salaries	1,346,250.00	1,051,958.16	294,291.84	24,402.00
<i>HRM Office</i>	Retirement and Life Insurance Premiums	161,551.00	126,229.88	35,321.12	2,928.00
<i>HRM Office</i>	Mid- Year Bonus	118,288.00	89,176.00	29,112.00	29,112.00
<i>HRM Office</i>	Year- End Bonus	118,288.00	104,072.00	14,216.00	14,216.00
<i>MPDC</i>	Salaries	1,162,596.00	931,790.00	230,806.00	29,632.00
<i>MPDC</i>	Retirement and Life Insurance Premiums	139,512.00	111,814.80	27,697.20	3,555.00
<i>MPDC Office</i>	Mid- Year Bonus	107,995.00	93,179.00	14,816.00	14,816.00
<i>MPDC Office</i>	Year- End Bonus	107,995.00	93,179.00	14,816.00	14,816.00
<i>Treasury Office</i>	Salaries	3,772,686.00	2,939,576.30	833,109.70	153,768.00
<i>Treasury Office</i>	Retirement and Life Insurance Premiums	463,091.00	351,453.15	111,637.85	18,452.00
<i>Treasury Office</i>	Mid- Year Bonus	394,114.00	292,491.00	101,623.00	101,623.00

<i>Treasury Office</i>	Year- End Bonus	394,114.00	314,346.00	79,768.00	79,768.00
<i>Treasury Office- Economic</i>	Salaries	566,952.00	462,230.50	104,721.50	30,252.00
<i>Treasury Office- Economic</i>	Retirement and Life Insurance Premiums	68,035.00	56,375.32	11,659.68	3,630.00
<i>Treasury Office- Economic</i>	Year- End Bonus	47,246.00	31,865.00	15,381.00	15,381.00
<i>Assessor's Office</i>	Salaries	1,064,662.00	748,150.00	316,512.00	148,868.00
<i>Assessor's Office</i>	Retirement and Life Insurance Premiums	127,760.00	89,778.00	37,982.00	17,864.00
<i>Assessor's Office</i>	Year- End	119,736.00	45,161.00	74,575.00	74,575.00
<i>MSWD Office</i>	Salaries	2,533,104.00	2,055,632.00	477,472.00	43,200.00
<i>MSWD Office</i>	Retirement and Life Insurance Premiums	303,973.00	246,675.84	57,297.16	5,184.00
<i>MSWD Office</i>	Mid- Year Bonus	227,292.00	205,604.00	21,688.00	21,688.00
<i>MSWD Office</i>	Year- End Bonus	227,292.00	205,604.00	21,688.00	21,688.00
<i>RHU</i>	Mid- Year Bonus	585,645.00	544,158.00	41,487.00	41,487.00
<i>MENRO</i>	Mid- Year Bonus	101,357.00	72,062.00	29,295.00	29,295.00
sub- total Personal Services		17,422,244.00	14,066,961.15	3,355,282.85	1,073,284.00
<i>Mayor's Office</i>	Traveling Expenses	254,855.00	157,884.85	96,970.15	90,000.00
<i>Mayor's Office</i>	Office Supplies Expenses	310,000.00	219,211.50	90,788.50	80,000.00
<i>Mayor's Office</i>	Telephone Mobile	135,000.00	90,000.00	45,000.00	15,000.00
<i>Mayor's Office</i>	Internet Subscription Expenses	256,992.00	95,075.32	161,916.68	124,718.00
<i>Mayor's Office</i>	Repair and Maintenance Buildings and Other Structures	215,000.00	126,427.00	88,573.00	88,573.00
<i>Mayor's Office</i>	Repair and Maintenance Markets and Slaughterhouse	50,000.00	11,060.00	38,940.00	38,940.00
<i>Mayor's Office</i>	Repair and Maintenance Office Equipment	120,000.00	115,728.00	4,272.00	4,272.00
<i>Mayor's Office</i>	Repair and Maintenance ICT Equipment	50,000.00	-	50,000.00	50,000.00
<i>Mayor's Office</i>	Repair and Maintenance Furniture and Fixtures	10,000.00	-	10,000.00	10,000.00
<i>Mayor's Office</i>	Subscription Expenses	20,000.00	-	20,000.00	20,000.00
<i>MDRRMO</i>	Office Supplies Expenses	58,900.00	46,320.00	12,580.00	12,580.00
<i>MDRRMO</i>	Other Supplies and Materials Expenses	60,860.00	39,417.00	21,443.00	21,443.00

<i>MDRRMO-</i>	Internet Subscription Expenses	36,000.00	18,704.73	17,295.27	17,295.00
<i>MDRRMO-</i>	Repair and Maintenance Buildings and Other Structures	50,000.00	-	50,000.00	50,000.00
<i>MDRRMO-</i>	Repair and Maintenance ICT Equipment	76,000.00	-	76,000.00	76,000.00
<i>Tourism Office-</i>	Other Supplies and Materials Expenses	50,000.00	8,110.00	41,890.00	41,890.00
<i>Tourism Office-</i>	Office Supplies Expenses	40,000.00	5,190.00	34,810.00	24,810.00
<i>Tourism Office-</i>	Telephone Expenses- Landline	24,000.00	10,767.23	13,232.77	10,000.00
<i>Tourism Office-</i>	Repair and Maintenance ICT Equipment	50,000.00	2,000.00	48,000.00	48,000.00
<i>Vice- Mayor's Office/ Sangguniang Bayan</i>	Other General Services	1,772,400.00	1,272,053.50	500,346.50	200,000.00
<i>Secretary to the Sanggunian</i>	Traveling Expenses	70,000.00	21,061.00	48,939.00	30,000.00
<i>Secretary to the Sanggunian</i>	Repair and Maintenance Office Equipment	10,000.00	-	10,000.00	10,000.00
<i>Admin. Office</i>	Traveling Expenses	50,000.00	-	50,000.00	50,000.00
<i>Admin. Office</i>	Office Supplies Expenses	100,000.00	-	100,000.00	100,000.00
<i>Admin. Office Economic</i>	Traveling Expenses	30,000.00	-	30,000.00	30,000.00
<i>Admin. Office Economic</i>	Office Supplies Expenses	50,000.00	-	50,000.00	50,000.00
<i>Admin. Office Economic</i>	Other Supplies and Materials Expenses	138,753.00	101,983.00	36,770.00	36,770.00
<i>Admin. Office Economic</i>	Repair and Maintenance ICT Equipment	20,000.00	-	20,000.00	20,000.00
<i>Admin. Office Economic</i>	Repair and Maintenance Construction and Heavy Equipment	200,000.00	135,000.00	65,000.00	65,000.00
<i>Admin. Office Economic</i>	Repair and Maintenance Transportation Equipment (Motor Vehicles)	960,184.00	832,785.25	127,398.75	127,398.00
<i>GSO</i>	Traveling Expenses	98,000.00	80,060.00	17,940.00	10,000.00
<i>GSO</i>	Office Supplies Expenses	150,000.00	118,462.00	31,538.00	31,538.00
<i>GSO</i>	Other Supplies and Materials Expenses	100,000.00	49,750.00	50,250.00	30,250.00
<i>GSO</i>	Repair and Maintenance Office Equipment	10,000.00	2,500.00	7,500.00	7,500.00
<i>GSO</i>	Repair and Maintenance ICT Equipment	5,000.00	-	5,000.00	5,000.00
<i>HRMO</i>	Traveling Expenses	70,000.00	21,140.00	48,860.00	40,000.00
<i>HRMO</i>	Office Supplies and Materials Expenses	200,000.00	183,557.00	16,443.00	10,000.00
<i>HRMO</i>	Repair and Maintenance ICT Equipment	20,000.00	-	20,000.00	20,000.00

MPDC	Traveling Expenses	30,000.00	5,460.00	24,540.00	24,540.00
MPDC	Office Supplies Expenses	80,000.00	14,544.00	65,456.00	55,456.00
MPDC	Internet Subscription Expenses	30,000.00	1,800.00	28,200.00	28,200.00
MPDC	Other Supplies and Materials Expenses	20,000.00	-	20,000.00	20,000.00
MPDC	Repair and Maintenance ICT Equipment	10,000.00	-	10,000.00	10,000.00
LCR	Traveling Expenses	100,000.00	71,000.00	29,000.00	22,000.00
LCR	Office Supplies Expenses	80,000.00	23,081.50	56,918.50	56,918.00
LCR	Accountable Forms Expenses	85,000.00	5,185.00	79,815.00	79,815.00
LCR	Other Supplies and Materials Expenses	30,000.00	-	30,000.00	30,000.00
MBO	Traveling Expenses	100,000.00	59,962.96	40,037.04	23,837.00
MBO	Office Supplies Expenses	150,000.00	90,039.00	59,961.00	59,961.00
MBO	Other Supplies and Materials Expenses	60,000.00	23,775.00	36,225.00	36,225.00
MBO	Repair and Maintenance ICT Equipment	20,000.00	12,720.00	7,280.00	7,280.00
MACCO	Office Supplies Expenses	200,000.00	131,490.00	68,510.00	68,510.00
MACCO	Other Supplies and Materials Expenses	55,000.00	17,378.00	37,622.00	37,622.00
MACCO	Repair and Maintenance Office Equipment	42,000.00	18,500.00	23,500.00	23,500.00
MACCO	Repair and Maintenance Furniture and Fixtures	50,000.00	-	50,000.00	50,000.00
MTO	Office Supplies Expenses	216,862.00	145,552.00	71,310.00	71,310.00
MTO	Accountable Forms	185,000.00	155,595.00	29,405.00	29,405.00
MTO	Postage and Courier Expenses	2,000.00	-	2,000.00	2,000.00
MTO	Repair and Maintenance ICT Equipment	20,000.00	7,700.00	12,300.00	12,300.00
MTO	Advertising Expenses	20,000.00	-	20,000.00	20,000.00
Assessor	Office Supplies Expenses	446,000.00	60,111.40	385,888.60	385,888.00
Assessor	Telephone Expenses- Mobile	7,604.00	-	7,604.00	7,604.00
Assessor	Repair and Maintenance Office Equipment	20,000.00	12,000.00	8,000.00	8,000.00
Assessor	Repair and Maintenance Transportation Equipment (Motor Vehicles)	20,000.00	4,950.00	15,050.00	15,050.00
RHU	Traveling Expenses	250,000.00	68,185.78	181,814.22	100,000.00

<i>RHU</i>	Office Supplies Expenses	500,000.00	167,770.50	332,229.50	332,037.00
<i>RHU</i>	Drugs and Medicines Expenses	2,500,000.00	2,492,895.00	7,105.00	7,105.00
<i>RHU</i>	Other Supplies and Materials Expenses	341,201.00	7,405.00	333,796.00	333,796.00
<i>RHU</i>	Repair and Maintenance ICT Equipment	50,000.00	-	50,000.00	50,000.00
<i>MSWD</i>	Office Supplies Expenses	371,520.00	91,373.00	280,147.00	280,147.00
<i>MSWD</i>	Other Supplies and Materials Expenses	230,000.00	14,030.00	215,970.00	215,970.00
<i>MSWD</i>	Repair and Maintenance ICT Equipment	10,000.00	-	10,000.00	10,000.00
<i>MAO</i>	Traveling Expenses	322,578.00	171,512.88	151,065.12	122,578.00
<i>MAO</i>	Office Supplies Expenses	300,000.00	98,054.00	201,946.00	201,946.00
<i>MAO</i>	Animal/Zoological Supplies Expenses	600,000.00	525,903.00	74,097.00	74,097.00
<i>MAO</i>	Agricultural and Marine Supplies Expenses	1,600,000.00	1,530,202.40	69,797.60	69,797.00
<i>MAO</i>	Other Supplies and Materials Expenses	276,500.00	85,044.00	191,456.00	177,538.00
<i>MAO</i>	Repair and Maintenance Transportation Equipment (Motor Vehicles)	200,000.00	89,900.00	110,100.00	110,100.00
<i>MEO</i>	Office Supplies Expenses	100,000.00	38,609.00	61,391.00	51,391.00
<i>MEO</i>	Repair and Maintenance Office Equipment	10,000.00	-	10,000.00	10,000.00
<i>MEO</i>	Repair and Maintenance ICT Equipment	15,000.00	-	15,000.00	15,000.00
<i>MEO</i>	Repair and Maintenance Transportation Equipment (Motor Vehicles)	31,600.00	8,388.00	23,212.00	23,212.00
<i>MEO</i>	Repair and Maintenance Infrastructure Assets	200,000.00	198,000.00	2,000.00	2,000.00
<i>MENRO</i>	Traveling Expenses	83,000.00	28,385.00	54,615.00	30,000.00
<i>MENRO</i>	Other Supplies and Materials Expenses	746,569.00	469,790.52	276,778.48	226,778.00
<i>MENRO</i>	Repair and Maintenance Buildings and Other Structures	100,000.00	-	100,000.00	100,000.00
<i>MENRO</i>	Repair and Maintenance Other Machinery and Equipment	100,000.00	6,702.00	93,298.00	93,298.00
<i>MENRO</i>	Repair and Maintenance ICT Equipment	230,000.00	28,980.00	201,020.00	201,020.00

MENRO	Repair and Maintenance Transportation Equipment (Motor Vehicles)	550,000.00	474,126.18	75,873.82	75,873.00
MENRO	Repair and Maintenance Furniture and Fixtures	10,000.00	-	10,000.00	10,000.00
BFP	Other Supplies and Materials Expenses	91,500.00	-	91,500.00	91,500.00
BFP	Repair and Maintenance Transportation Equipment (Motor Vehicles)	150,000.00	-	150,000.00	150,000.00
	<i>sub- total MOOE</i>	17,970,878.00	11,220,347.50	6,750,530.50	6,047,581.00
Mayor's Office	Establishment of Impounding Facility	100,000.00	-	100,000.00	100,000.00
Assessor's Office	Duplex Scanner	50,000.00	-	50,000.00	50,000.00
BFP	Purchase of Desktop	60,000.00	-	60,000.00	60,000.00
BFP	Purchase of Filing Cabinet	30,000.00	-	30,000.00	30,000.00
BFP	Purchase of Office Tables	40,000.00	-	40,000.00	40,000.00
BFP	Purchase of Aircon	70,000.00	-	70,000.00	70,000.00
VMO/SB	Improvement of Legislative Building	200,000.00	108,400.00	91,600.00	91,600.00
	<i>sub- total C.O</i>	550,000.00	108,400.00	441,600.00	441,600.00
20% Development Fund C.Y 2025	Construction of River Control @ Brgy. Tagbubunga, Villaba, Leyte	1,500,000.00	-	1,500,000.00	1,500,000.00
				-	
				-	
				-	
TOTAL		37,443,122.00	25,395,708.65	12,047,413.35	9,062,465.00

WE HEREBY CERTIFY JOINTLY, that the above statement of funds for reversion is true and correct.


MANUEL I. RUBILLOS, JR.
Municipal Budget Officer


ANA MARIE B. SARINO
Acting Municipal Treasurer


ANTONIO G. CALUMBA, CPA
Municipal Accountant



Republic of the Philippines
PROVINCE OF LEYTE
 Municipality of Villaba



SUPPLEMENTAL PROCUREMENT PLAN NO. 3 FOR FY 2025

INDICATIVE FINAL UPDATED [Version No. _____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (Php)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Expansion of Reclamation Area	MEO/LCE	Infrastructure Project (Civil Works)	Public Bidding	NO	LCRB/MEARB/MARB	December 01, 2025	December 31, 2025	Capital Outlay	1,500,000.00	N/A	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: N/A
 Total Amount of CSEs to be purchased from PS-DBM: N/A
 Total Amount of Estimated Budget: 1,500,000.00

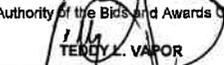
Prepared by:


 ANA RHODA RHODELLA R. CONAG
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Secretariat

Date : _____

Recommended by:

By the Authority of the Bids and Awards Committee:


 TERDY L. VAPOR
 Signature over Printed Name
 Position/Designation
 Bids and Awards Committee Chairperson

Date : _____

Approved by:


 ENGR. CARLOS G. VELOSO
 Signature over Printed Name
 Position/Designation
 Head of the Procuring Entity

Date : _____



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF VILLABA
oOo

MUNICIPAL DEVELOPMENT COUNCIL

Excerpts from the minutes of the Municipal Development Council (MDC) Meeting of Villaba, Leyte held at the New Municipal Building Function Hall on November 24, 2025.

RESOLUTION NO. 03
Series of 2025

A RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 03 C.Y 2025 AMOUNTING TO TWO MILLION SEVEN HUNDRED EIGHTY- NINE THOUSAND FOUR HUNDRED SIXTY- FIVE PESOS (PHP 2,789,465.00).

WHEREAS, the Local Government Code of 1991 require the local budgets to align programs, Projects and Activities in the approved Local Development Plans.

WHEREAS, indicated in this Supplemental Budget No. 3 C.Y 2025 contained new programs and project not in the original approved Annual Investment Program (AIP) funded in the Annual Budget.

WHEREFORE, on motion by Mrs. Marichu Zafra, Representative CSO seconded by Mr. Rodolfo Aya-ay, Representative CSO,

BE IT RESOLVED AS IT IS HEREBY RESOLVED, to Approve the Supplemental Investment Program (SIP) No. 3 C.Y 2025 in the amount of Two Million Seven Hundred Eighty- Nine Thousand Four Hundred Sixty- Five Pesos (Php 2,789,465.00).

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE RESOLUTION APPROVING THE SUPPLEMENTAL INVESTMENT PROGRAM (SIP) NO. 3 C.Y 2025.


TEDDY L. VAPOR
HRMO/ MFDC- Designate
MDC Secretariat

Attested:


ENGR. CARLOS G. VELOSO
Municipal Mayor





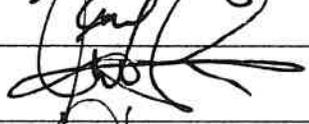
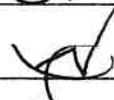
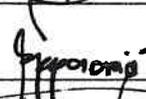
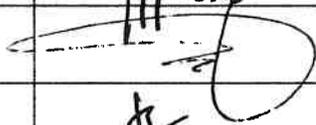
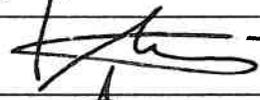
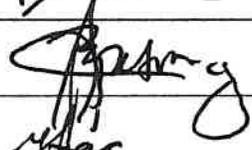
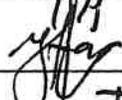
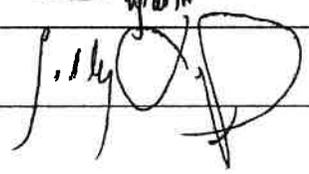
REPUBLIC OF THE PHILIPPINES
 PROVINCE OF LEYTE
 MUNICIPALITY OF VILLABA
 -oOo-



MUNICIPAL DEVELOPMENT COUNCIL MEETING

ATTENDANCE SHEETS OF MUNICIPAL DEVELOPMENT COUNCIL (MDC) MEETING OF VILLABA, LEYTE HELD AT THE NEW MUNICIPAL BUILDING – FUNCTION HALL, SITIO CAYANGI-AN, BRGY. POB. DEL NORTE ON NOVEMBER 24, 2025 AT 1:00 P.M IN THE AFTERNOON.

NAME	DESIGNATION	SIGNATURE
BASILIDES B. DEL CARMEN	PUNONG BARANGAY	<i>B. Del Carmen</i>
Eshel Q. Flores	Dep Ed Representative	<i>E. Flores</i>
MARIETA G. JARRA	PRES. (SAMPAGAN)	<i>M. Jarra</i>
ALFREDO Y. CAYENA	PUNONG BARANGAY	<i>A. Cayena</i>
Victorino Villanueva	P.B.	<i>V. Villanueva</i>
Morino A. Santos Jr	P/B.	<i>M. Santos Jr</i>
RODRE M. COMPA	SR MEMBER	<i>R. Compa</i>
JUANITA S. SARALIB	CSO	<i>J. Saralib</i>
Emely R. Turoi	CSO	<i>E. Turoi</i>
Judith M. Almadin	CSO	<i>J. Almadin</i>
MARCIALITO T. ARPON	PB	<i>M. Arpon</i>
RODOLFO C. AYSAAN	CSO	<i>R. Aysaan</i>
CHRISTEPANIE P. GUIÑAREZ	SECRETARY	<i>C. Guinarez</i>
ELVIS M. TRINIZ	P.B.	<i>E. Triniz</i>
Eleanor T. Canin	P.I	<i>E. Canin</i>
MICHAEL A. ARRADO	P/B	<i>M. Arrado</i>
ROXIE S. TOLLEDO	P/B SIKED	<i>R. Tolledo</i>
MARC ANTONY C. UCA	T.O.O. II	<i>M. Uca</i>
Kenneth Sumale	P/B Balite	<i>K. Sumale</i>

NAME	DESIGNATION	SIGNATURE
ADOLPH ROE A. BAYKO, JR.	MEMR OFFICER	
LITO L. JUBA	CSO	
MANUEL E. RUBILLOS JR.	MBO	
BENEDICTO S. UMPAD	P.D.	
EDUARDO A. VIOVICENTE	P.B.	
FRANCIS KEY SEPATER	DEL SUR	
RENATO N. CALAN	MAD	
Glennel P. Paciono	VND	
JAMES O. GONZALEZ	SP MONITOR	
Lancelot T. Lopez	P.B. - Libagang	
EMIE L. BLARDO	P/B PAYAO	
CARLOS A. DELA CRUZ	LCE	
MACARIO V. ESMAS	P.B.	
CHRISTINA E. PATON-OC	BUSINESS	
YANUS RENAPTE	P/B ILIGAN	
FELIX V. AUSTIN JR.	YDO-III	
REBECCO COMETE	P/B SURAB	
MA. FLOR M. PACTOR	MUDO	
TEDDY L. VAPOR	HRMO/MPDO-Designator	



HON. BENIDICTO S. UMPAD
BRGY. ABIJAO



HON. EDGARDO A. WOVICENTE
BRGY. CASILI-ON



HON. WILSON B. RUBILLOS
BRGY. POB. DEL SUR

HON. BERNARD C. FLORES
BRGY. A. TUMAMAK



HON. VICTORINO M. VILLARUBIA
BRGY. CATAGBACAN

HON. GORDIANO V. LOR
BRGY. SAMBULAWAN



HON. KENNETH P. SUMILE
BRGY. BALITE

HON. KENNETH S. GABISAY
BRGY. FATIMA

HON. MAXIMO D. ONDE
BRGY. SAN FRANCISCO



HON. MONICO C. SARINO JR.
BRGY. BANGKAL

HON. RANILO P. GORILLO
BRGY. HIBULANGAN



HON. MARCIALITO T. ARPON
BRGY. SAN VICENTE

HON. ANNABEL S. HEILMANN
BRGY. BUGA-BUGA

HON. WENDELL L. SY
BRGY. HINABUYAN



HON. RONIE S. ROMERO
BRGY. SILAD

HON. ELIAS M. TANO
BRGY. CABUNGAHAN



HON. RENANTE B. YTANG
BRGY. ILGAY



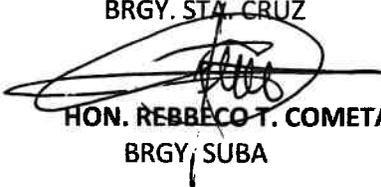
HON. MICHAEL A. ARNADO
BRGY. STA. CRUZ



HON. ALFREDO Y. CUEVA
BRGY. CAGNOCOT



HON. BASILIDES DEL CARMEN
BRGY. JALAS



HON. REBBECO T. COMETA
BRGY. SUBA

HON. CAMILO J. OLIVERIO
BRGY. CAHIGAN

HON. PANFILO COBRE, SR.
BRGY. JORDAN

HON. MARY O. MARTIN
BRGY. SULPA

HON. PEDRO B. ABING, JR.
BRGY. CALBUGOS



HON. LANCELOT Y. LAGO
BRGY. LIBAGONG



HON. ROEL M. PELAYO
BRGY. TABUNOK

HON. PONCIANO M. DEQUINO
BRGY. CAMPUROG

HON. CLEMENCIA T. ASAS
BRGY. NEW BALANAC

HON. CHARITA A. REGINO
BRGY. TAGBUBUNGA

HON. RODNEY C. LUCERO
BRGY. CANQUIASON

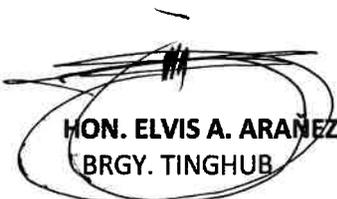


HON. EMIE L. ALARDE
BRGY. PAYAO

HON. JOLITO A. INOPIQUEZ
BRGY. CAPIÑAHAN



HON. MACARIO V. ESMAS
BRGY. POB. DEL NORTE



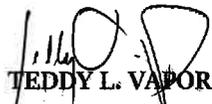
HON. ELVIS A. ARANEZ
BRGY. TINGHUB

SUPPLEMENTAL INVESTMENT PROGRAM (SIP) No. 3 C.Y. 2025
Villaba, Leyte

AIP Reference Code	Program/Project/Activity Description	Implementing Office/Department	Schedule of Implementation		Expected Outputs	Funding Source	Amount				Amount of Climate Change PPAs		CC Typology Code	
			Date Started	Completed Date			(in Thousand Pesos)				(in Thousand Pesos)			
							PS	MOOE	CO	Total	Climate Change Adaptation	Climate Change Mitigation		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
General Public Services (1000-000-0-00-000-000-000)			LCE, Vice LCE, Admin., HRMO, MPDC, Registrar, MBO, Acctng., Treas., & Assessor											
Executive Services														
1000-000-3-1-01-001-000	Provision for additional appropriation in the MOOE.	Mayor's Office	Nov. '25	DEC. '25	Additional appropriation for Electricity Expenses, Other Supplies and Materials Expenses, Other General Services and Other MOOE	General Fund		1,197,865.00			1,197,865.00			
Sub-Total							-	1,197,865.00	-	1,197,865.00	-	-	-	-
Legislative Services														
1000-000-3-1-02-003-000	Provision for additional appropriation in the MOOE.	Vice-LCE/ Vice-Mayor's Office	Nov. '25	DEC. '25	Additional appropriation for Other Supplies and Materials Expenses and Other MOOE	General Fund		91,600.00			91,600.00			
Sub-Total							-	91,600.00	-	91,600.00	-	-	-	-
20% Development Fund														
1000-000-3-1-01-000-001	Expansion of Reclamation Area (Phase 1)	MMO	Nov. '25	DEC. '25	Land Reclaimed.	20%			1,500,000.00		1,500,000.00	1,500,000.00		M213-01
							-	-	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	-	
Total General Public Services								1,289,465.00	1,500,000.00	2,789,465.00	1,500,000.00	-		

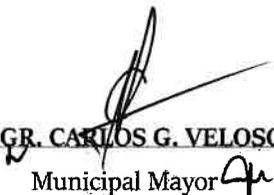
AIP Reference Code	Program/Project/Activity Description	Implementing Office/ Department	Schedule of Implementation		Expected Outputs	Funding Source	Amount (in Thousand Pesos)				Amount of Climate Change PPA's (in Thousand Pesos)		CC Typology Code	
			Date Started	Completed Date			PS	MOOE	CO	Total	Climate Change Adaptation	Climate Change Mitigation		
			4	5			8	9	10	11	12	13		
1000	TOTAL GENERAL PUBLIC SERVICES						-	1,289,465.00	1,500,000.00	2,789,465.00	1,500,000.00	-	M213-01	
3000	TOTAL SOCIAL SERVICES													
8000	TOTAL ECONOMIC SERVICES													
9000	TOTAL OTHER SERVICES													
Grand Total								-	1,289,465.00	1,500,000.00	2,789,465.00	1,500,000.00	-	

Prepared By:


TEDDY L. VAPOR
 Designate- MPDC/HRMO
 Date: _____

Attested By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer
 Date: _____


ENGR. CARLOS G. VELOSO
 Municipal Mayor
 Date: _____



Republic of the Philippines
PROVINCE OF LEYTE
 Municipality of Villaba



SUPPLEMENTAL PROCUREMENT PLAN NO. 3 FOR FY 2025

INDICATIVE FINAL UPDATED [Version No. ____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
Expansion of Reclamation Area	MEO/LCE	Infrastructure Project (Civil Works)	Public Bidding	NO	LCRB/MEARB/MARB	December 01, 2025	December 31, 2025	Capital Outlay	1,500,000.00	N/A	

Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects: N/A
 Total Amount of CSEs to be purchased from PS-DBM: N/A
 Total Amount of Estimated Budget: 1,500,000.00

Prepared by:

ANA RHODA RHODELLA R. CONAG

Signature over Printed Name
 Position/Designation

Bids and Awards Committee Secretariat

Date : _____

Recommended by:

By the Authority of the Bids and Awards Committee:

TEDDY L. YAPOR

Signature over Printed Name
 Position/Designation

Bids and Awards Committee Chairperson

Date : _____

Approved by:

ENGR. CARLOS G. VELOSO

Signature over Printed Name
 Position/Designation

Head of the Procuring Entity

Date : _____

STATEMENT OF FUNDING SOURCE
SUPPLEMENTAL BUDGET NO. 3

C. Y 2025

LGU - VILLABA, LEYTE

Particulars	Account Classification	Amounts
1	2	3
1) New Revenue Sources		
Loan Proceeds- Landbank		80,000,000.00
2) Actual Collection in Excess of the Estimated Income		
3) Savings		
4) Realignment		
5) Reversion		
Personal Services		
Mid-Year Bonus (Mayor's Office)		26,101.00
Mid- Year Bonus (Vice- Mayor's Office/Sangguniang Bayan)		20,468.00
Salaries Admin. Aide VI (Office of the Secretary to the Sanggunian) from October to November, 2025		28,300.00
GSIS Admin. Aide VI (Office of the Secretary to the Sanggunian) from October to November, 2025		3,396.00
Mid-Year Bonus (Office of the Secretary to the Sanggunian)		15,366.00
Year- End Bonus (Office of the Secretary to the Sanggunian)		15,366.00
Mid-Year Bonus (MDRRM Office)		24,087.00
Salaries Admin. Aide III (HRM Office) from October to November, 2025		24,402.00
GSIS Admin. Aide III (HRM Office) from October to November, 2025		2,928.00
Mid- Year Bonus (HRM Office)		29,112.00
Year- End Bonus (HRM Office)		14,216.00
Salaries Draftsman (MPDC) from October to November, 2025		29,632.00
GSIS Draftsman (MPDC) from October to November, 2025		3,555.00
Mid- Year Bonus (MPDC Office)		14,816.00

Year- End Bonus (MPDC Office)		14,816.00
Salaries MGDH- Treasurer (Treasury Office) from October to November, 2025		153,768.00
GSIS MGDH- Treasurer (Treasury Office) from October to November, 2025		18,452.00
Mid- Year Bonus (Treasury Office)		101,623.00
Year- End Bonus (Treasury Office)		79,768.00
Salaries RCC II (Treasury Office- Economic) from October to November, 2025		30,252.00
GSIS RCC II (Treasury Office- Economic)		3,630.00
Year- End Bonus (Treasury Office- Economic)		15,381.00
Salaries MGDH- Assessor (Assessor's Office) from October to November, 2025		148,868.00
GSIS MGDH- Assessor (Assessor's Office) from October to November, 2025		17,864.00
Year- End (Assessor's Office)		74,575.00
Salaries SWO I (MSWD Office) from October to November, 2025		43,200.00
GSIS SWO I (MSWD Office) from October to November, 2025		5,184.00
Mid- Year Bonus (MSWD Office)		21,688.00
Year- End Bonus (MSWD Office)		21,688.00
Mid- Year Bonus (RHU)		41,487.00
Mid- Year Bonus (MENRO)		29,295.00
	<i>Sub-total P.S</i>	1,073,284.00
Maintenance and Other Operating Expenses		
MMO- Traveling Expenses		90,000.00
MMO- Office Supplies Expenses		80,000.00
MMO- Telephone Mobile		15,000.00
MMO- Internet Subscription Expenses		124,718.00
MMO- Repair and Maintenance Buildings and Other Structures		88,573.00
MMO- Repair and Maintenance Markets and Slaughterhouse		38,940.00
MMO- Repair and Maintenance Office Equipment		4,272.00
MMO- Repair and Maintenance ICT Equipment		50,000.00
MMO- Repair and Maintenance Furniture and Fixtures		10,000.00
MMO- Subscription Expenses		20,000.00
MDRRMO- Office Supplies Expenses		12,580.00
MDRRMO- Other Supplies and Materials Expenses		21,443.00

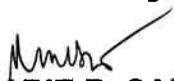
MDRRMO- Internet Subscription Expenses		17,295.00
MDRRMO- Repair and Maintenance Buildings and Other Structures		50,000.00
MDRRMO- Repair and Maintenance ICT Equipment		76,000.00
Tourism Office- Other Supplies and Materials Expenses		24,810.00
Tourism Office- Office Supplies Expenses		41,890.00
Tourism- Telephone Expenses- Landline		10,000.00
Tourism- Repair and Maintenance ICT Equipment		48,000.00
VMO- Other General Services		200,000.00
Secretary to the Sanggunian- Traveling Expenses		30,000.00
Secretary to the Sanggunian- Repair and Maintenance Office Equipment		10,000.00
Admin. Office- Traveling Expenses		50,000.00
Admin. Office- Office Supplies Expenses		100,000.00
Admin. Office Economic- Traveling Expenses		30,000.00
Admin. Office Economic- Office Supplies Expenses		50,000.00
Admin. Office Economic- Other Supplies and Materials Expenses		36,770.00
Admin. Office Economic- Repair and Maintenance ICT Equipment		20,000.00
Admin. Office Economic- Repair and Maintenance Construction and Heavy Equipment		65,000.00
Admin. Office Economic- Repair and Maintenance Transportation Equipment (Motor Vehicles)		127,398.00
GSO- Traveling Expenses		10,000.00
GSO- Office Supplies Expenses		31,538.00
GSO- Other Supplies and Materials Expenses		30,250.00
GSO- Repair and Maintenance Office Equipment		7,500.00
GSO- Repair and Maintenance ICT Equipment		5,000.00
HRMO- Traveling Expenses		40,000.00
HRMO- Office Supplies and Materials Expenses		10,000.00
HRMO- Repair and Maintenance ICT Equipment		20,000.00
MPDC- Traveling Expenses		24,540.00
MPDC- Office Supplies Expenses		55,456.00
MPDC- Internet Subscription Expenses		28,200.00

MPDC- Other Supplies and Materials Expenses		20,000.00
MPDC- Repair and Maintenance ICT Equipment		10,000.00
LCR- Traveling Expenses		22,000.00
LCR- Office Supplies Expenses		56,918.00
LCR- Accountable Forms Expenses		79,815.00
LCR- Other Supplies and Materials Expenses		30,000.00
MBO- Traveling Expenses		23,837.00
MBO- Office Supplies Expenses		59,961.00
MBO- Other Supplies and Materials Expenses		36,225.00
MBO- Repair and Maintenance ICT Equipment		7,280.00
MACCO- Office Supplies Expenses		68,510.00
MACCO- Other Supplies and Materials Expenses		37,622.00
MACCO- Repair and Maintenance Office Equipment		23,500.00
MACCO- Repair and Maintenance Furniture and Fixtures		50,000.00
MTO- Office Supplies Expenses		71,310.00
MTO- Accountable Forms		29,405.00
MTO- Postage and Courier Expenses		2,000.00
MTO- Repair and Maintenance ICT Equipment		12,300.00
MTO- Advertising Expenses		20,000.00
Assessor- Office Supplies Expenses		385,888.00
Assessor- Telephone Expenses- Mobile		7,604.00
Assessor- Repair and Maintenance Office Equipment		8,000.00
Assessor- Repair and Maintenance Transportation Equipment (Motor Vehicles)		15,050.00
RHU- Traveling Expenses		100,000.00
RHU- Office Supplies Expenses		332,037.00
RHU- Drugs and Medicines Expenses		7,105.00
RHU- Other Supplies and Materials Expenses		333,796.00
RHU- Repair and Maintenance ICT Equipment		50,000.00
MSWD- Office Supplies Expenses		280,147.00
MSWD- Other Supplies and Materials Expenses		215,970.00

MSWD- Repair and Maintenance ICT Equipment		10,000.00
MAO- Traveling Expenses		122,578.00
MAO- Office Supplies Expenses		201,946.00
MAO- Animal/Zoological Supplies Expenses		74,097.00
MAO- Agricultural and Marine Supplies Expenses		69,797.00
MAO- Other Supplies and Materials Expenses		177,538.00
MAO- Repair and Maintenance Transportation Equipment (Motor Vehicles)		110,100.00
MEO- Office Supplies Expenses		51,391.00
MEO- Repair and Maintenance Office Equipment		10,000.00
MEO- Repair and Maintenance ICT Equipment		15,000.00
MEO- Repair and Maintenance Transportation Equipment (Motor Vehicles)		23,212.00
MEO- Repair and Maintenance Infrastructure Assets		2,000.00
MENRO- Traveling Expenses		30,000.00
MENRO- Other Supplies and Materials Expenses		226,778.00
MENRO- Repair and Maintenance Buildings and Other Structures		100,000.00
MENRO- Repair and Maintenance Other Machinery and Equipment		93,298.00
MENRO- Repair and Maintenance ICT Equipment		201,020.00
MENRO- Repair and Maintenance Transportation Equipment (Motor Vehicles)		75,873.00
MENRO- Repair and Maintenance Furniture and Fixtures		10,000.00
BFP- Other Supplies and Materials Expenses		91,500.00
BFP- Repair and Maintenance Transportation Equipment (Motor Vehicles)		150,000.00
	<i>sub- total MOOE</i>	<i>6,047,581.00</i>

Capital Outlay C.Y 2024		
MMO- Establishment of Impounding Facility		100,000.00
MASSO- Duplex Scanner		50,000.00
BFP- Purchase of Desktop		60,000.00
BFP- Purchase of Filing Cabinet		30,000.00
BFP- Purchase of Office Tables		40,000.00
BFP- Purchase of Aircon		70,000.00
VMO/SB- Improvement of Legislative Building		91,600.00
	<i>sub- total C.O</i>	441,600.00
20% Development Fund C.Y 2025		
Construction of River Control @ Brgy. Tagbubunga, Villaba, Leyte		1,500,000.00
Total Income		89,062,465.00

Certified Correct:


ANA MARIE B. SARINO
 Acting Local Treasurer

DATE: _____


ANTONIO G. CALUMBA, CPA
 Local Accountant

DATE: _____

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
OFFICE OF THE MUNICIPAL MAYOR	Personal Services (PS)				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-01-002-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5 01 04 990	930,000.00
	Provision for the grant of Gratuity Pay to Job Order employees		Other Personnel Benefits	5-01-04-990	1,751,000.00
	Sub- Total				2,681,000.00
	Maintenance and Other Operating Expenses (M.O.O.E)				
	Provision for the grant of additional appropriation for Electricity Expenses		Electricity Expenses	5-02-04-020	455,065.00
	Provision for the grant of additional appropriation for Other Supplies	1000-000-3-1-01-001-000 (Supplemental No. 3 C.Y 2025)	Other Supplies and Materials Expenses	5-02-03-990	30,000.00
			Other General Services	5-02-12-990	662,800.00
	Provision for the grant of additional appropriation for Other MOOE		Other MOOE	5-02-99-990	50,000.00
	Sub- Total				1,197,865.00
	Capital Outlay (C.O)				
	To finance the design and build for the Improvement of Municipal Water Supply System	1000-000-3-1-01-002-100 (Supplemental Budget No. 1 C.Y 2025)	Water Supply Systems	1-07-03-040	80,000,000.00
	Sub- Total				80,000,000.00
	20% Development Fund				
	Expansion of Reclamation Area (Phase 1)	1000-000-3-1-01-000-001 (Supplemental No. 3 C.Y 2025)	Other Land Improvements	1-07-02-9900	1,500,000.00
Sub- Total				1,500,000.00	
TOTAL					85,378,865.00

Prepared By:


MANUEL I. RUBIELOS, JR.
 Municipal Budget Officer

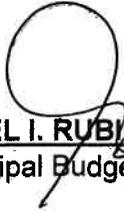
Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor


Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Mayor's Office - Economic Enterprise	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-1-01-008-000. (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00

Prepared By:


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Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

1	2	3	4	5	6	
Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount	
OFFICE OF THE MUNICIPAL VICE- MAYOR/ SANGGUNIANG BAYAN	Personal Services (PS)					
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-02-005-000 (Annual Budget and Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5 01 04 990	630,000.00	
	Provision for the grant of Gratuity Pay to Job Order employees		Other Personnel Benefits	5-01-04-990	172,000.00	
					Sub- Total	802,000.00
	Maintenance and Other Operating Expenses (M.O.O.E)					
	Provision for the grant of additional appropriation for Other Supplies	1000-000-3-1-02-003-000 (Supplemental Budget No. 3 C.Y 2025)	Other Supplies and Materials Expenses	5-02-03-990	69,000.00	
	Provision for the grant of additional appropriation for Other MOOE.		Other MOOE	5-02-99-990	22,600.00	
					Sub- Total	91,600.00
	TOTAL					893,600.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor


Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Secretary to the Sanggunian	Personal Services (PS)				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-02-005-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00

Prepared By:


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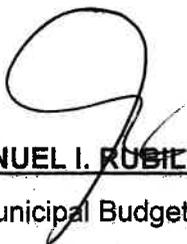
Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Municipal Administrator	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-2-01-007-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	30,000.00
	TOTAL				30,000.00

Prepared By:


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 Municipal Budget Officer

Approved By:


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 Municipal Mayor

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Municipal Administrator-Economic	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-2-01-010-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	240,000.00
	TOTAL				240,000.00

Prepared By:


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Approved By:


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 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	Personal Services (PS)				
Office of the Municipal Disaster Risk Reduction and Management Officer	Provision for the grant of Collective Negotiation Agreement	1000-000-3-3-03-006-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5 01 04 990	150,000.00
TOTAL					150,000.00

Prepared By:


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Approved By:


ENGR. CARLOS G. VELOSO
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Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	Personal Services (PS)				
General Services Office	Provision for the grant of Collective Negotiation Agreement	1000-000-3-3-02-009-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	90,000.00
		TOTAL			90,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:

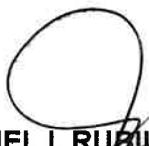

ENGR. CARLOS G. VELOSO
 Municipal Mayor



Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	Personal Services (PS)				
Office of the Human Resource and Management Officer	Provision for the grant of Collective Negotiation Agreement	1000-000-3-3-01-011-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	90,000.00
	TOTAL				90,000.00

Prepared By:


MANUEL I. RUZILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Local Civil Registrar	Personal Services (PS)				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-12-015-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	120,000.00
	TOTAL				120,000.00

Prepared By:


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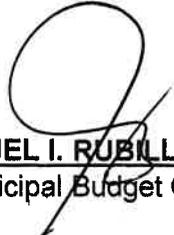
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ENGR. CARLOS G. VELOSO
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Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Planning and Development Officer	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-09-013-000 (Supplemental Budget No. 3 C.Y 2025	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
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Approved By:


ENGR. CARLOS G. VELOSO
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Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Budget Officer	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-08-017-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Accountant	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-07-019-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	210,000.00
	TOTAL				210,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Treasurer	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-05-021-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	390,000.00
	TOTAL				390,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

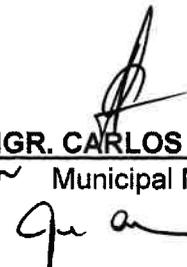

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Treasurer- Economic Enterprises	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-1-05-012-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

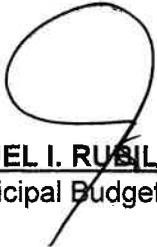
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ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Assessor	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	1000-000-3-1-06-023-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	90,000.00
	TOTAL				90,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
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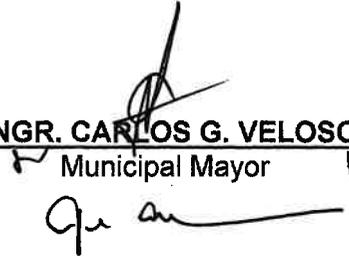
Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	<i>Personal Services (PS)</i>				
Office of the Municipal Health Officer	Provision for the grant of Collective Negotiation Agreement	3000-200-3-1-11-002-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	480,000.00
TOTAL					480,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	<i>Personal Services (PS)</i>				
Office of the Municipal Social Welfare and Development Officer	Provision for the grant of Collective Negotiation Agreement	3000-500-3-2-05-004-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	270,000.00
TOTAL					270,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
 No. 3 C.Y. 2025
 Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Engineer	<i>Personal Services (PS)</i>				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-1-10-002-000 (Supplementalm Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	120,000.00
	TOTAL				120,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
	Personal Services (PS)				
Office of the Municipal Agriculturist	Provision for the grant of Collective Negotiation Agreement	8000-000-3-2-03-004-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5 01 04 990	150,000.00
	TOTAL				150,000.00

Prepared By:


MANUEL I. RUBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

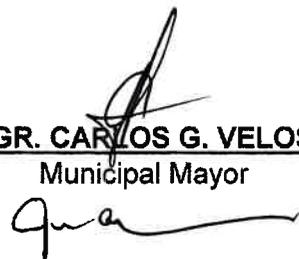
Statement of Supplemental Appropriation
No. 3 C.Y. 2025
Villaba, Leyte

Implementing Office	Particular/Purpose	AIP Code	Object of Expenditures	Account Code	Amount
1	2	3	4	5	6
Office of the Municipal Environment and Natural Resources Officer	Personal Services (PS)				
	Provision for the grant of Collective Negotiation Agreement	8000-000-3-2-04-006-000 (Supplemental Budget No. 2 C.Y 2025)	Other Personnel Benefits	5-01-04-990	60,000.00
	TOTAL				60,000.00
GRAND TOTAL					89,062,465.00

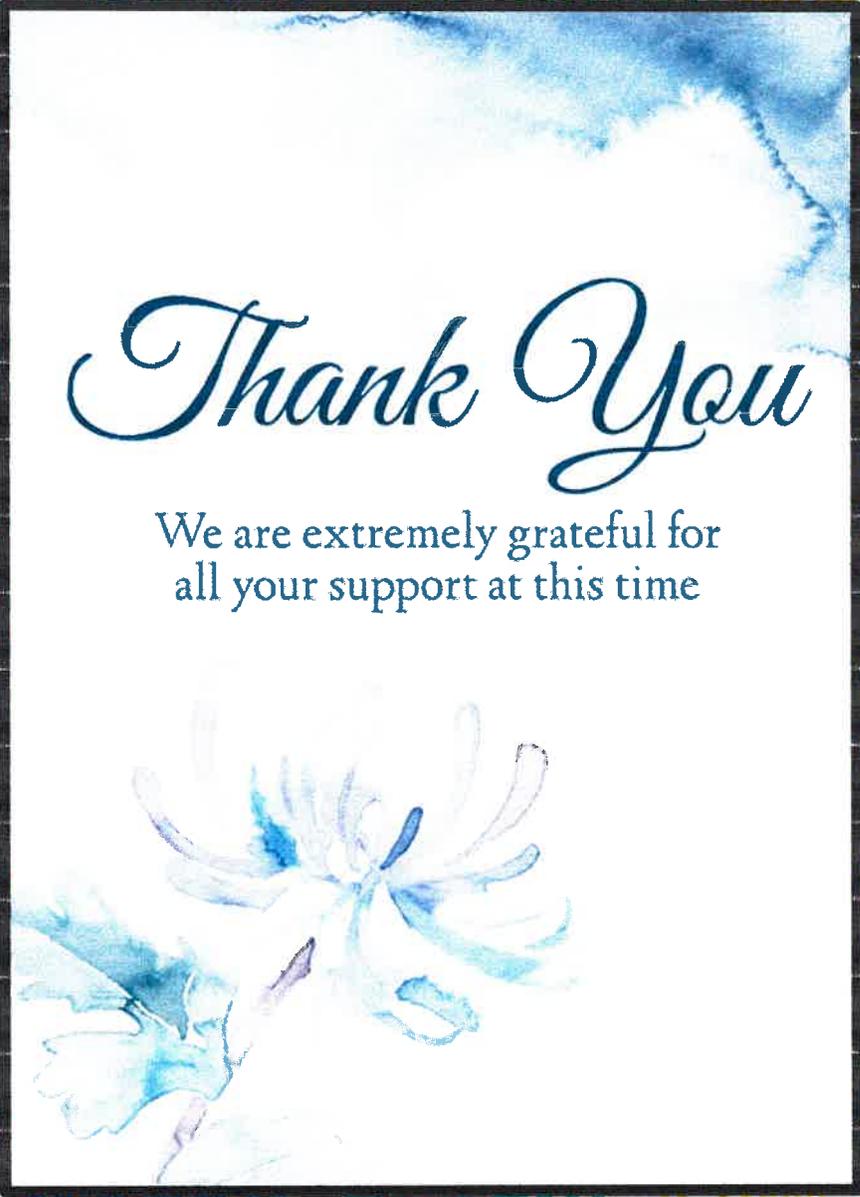
Prepared By:


MANUEL I. ROBILLOS, JR.
 Municipal Budget Officer

Approved By:


ENGR. CARLOS G. VELOSO
 Municipal Mayor

Merci ありがとう Gracias Matondo Grazie Misaotra Eharisto Rahmat Gracias Kasih
Köszönöm Dankjewel Mahalo Takk Terima Kasih Eharisto
Köszönöm Dankie Takk Danke Grazie Toda Matondo Tak Takk
Merci Gracias Sagolon Faleminderit Sagolon Misaotra Hvala Kiitos Obrigado
Tak Hvala Grazie Merci Danke Sagolon Sagolon Sagolon Sagolon Sagolon Sagolon
Eharisto Thank You Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Obrigado Merci Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Toda Hvala Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Mercé ありがとう Köszönöm Dankie Takk Danke Grazie Toda Matondo Tak Takk
Merci Gracias Sagolon Faleminderit Sagolon Misaotra Hvala Kiitos Obrigado
Tak Hvala Grazie Merci Danke Sagolon Sagolon Sagolon Sagolon Sagolon Sagolon
Eharisto Thank You Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Obrigado Merci Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Toda Hvala Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Mercé ありがとう Köszönöm Dankie Takk Danke Grazie Toda Matondo Tak Takk
Merci Gracias Sagolon Faleminderit Sagolon Misaotra Hvala Kiitos Obrigado
Tak Hvala Grazie Merci Danke Sagolon Sagolon Sagolon Sagolon Sagolon Sagolon
Eharisto Thank You Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Obrigado Merci Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos
Toda Hvala Спасибо Faleminderit Rahmat Gracias Xixie Hvala Kiitos



Thank You

We are extremely grateful for
all your support at this time