

Item No.: 36

Date: 09 2025 DEC



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

-oOo-

PROVINCIAL LEGAL OFFICE

Sangguniang

Province of Leyte

RECEIVED

Date: DEC 03 2025

By: [Signature]

2nd INDORSEMENT

November 24, 2025

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 20 series of 2025 of the Sangguniang Bayan of Capocan, Leyte.

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

- Ordinance No. 20 series of 2025: "An Ordinance creating the following Plantilla positions : PWD Officer II (SG 18), Supervising Cooperatives Development Specialist (SG 22) Admin Officer V (SG 18), Nurse I (Sg 15), LDRRMO II (SG 15), Engineer IV (SG 22), Admin Aide 2 (SG 2)"

REVIEW/RECOMMENDATION/LEGAL OPINION:

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

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

ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

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

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

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

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
28 November 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 20, series of 2025 of the Municipality of Capoocan, Leyte, entitled: An Ordinance creating the following Plantilla positions:**

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin. Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan.**

A handwritten signature in black ink, appearing to read "Florinda J. Uyvico".

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan
✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

November 28, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED

Date: NOV. 28 2025
By: dwino

THE HONORABLE BODY

Sangguniang Panlalawigan
4th Floor, Provincial Government Complex
West Bypass Road, Campetic
Palo, Leyte

Dear Gentlemen / Mesdames:

Good Day!

Submitting **Municipal Ordinance No. 20, Series of 2025** of the Sangguniang Bayan of Capoocan, for review of the Honorable Body. **MUNICIPAL ORDINANCE NO. 20, Series of 2025** is entitled, **"AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:**

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan**

Earliest and favorable action shall be gratefully acknowledged.

Respectfully yours,


JUDE R. DELLA TORRE
Secretary to the Sanggunian



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Capoocan
Office of the Sangguniang Bayan

✉ sbcapoocan@gmail.com / sbcapoocan@yahoo.com
☎ 09976874138

Sangguniang Bayan
Province of Leyte

RECEIVED

Date: NOV 28 2025
By: [Signature]

SANGGUNIANG BAYAN OF THE MUNICIPAL GOVERNMENT OF CAPOOCAN, LEYTE IN ITS 16th REGULAR SESSION
HELD ON OCTOBER 14, 2025 AT THE MUNICIPAL SESSION HALL LEGISLATIVE BUILDING

MUNICIPAL ORDINANCE NO. 20 SERIES OF 2025

AN ORDINANCE CREATING THE FOLLOWING PLANTILLA POSITIONS:

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan**

WHEREAS, Section 76 of Republic Act 7160 states that "Every Local Government Unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirement and financial capability";

WHEREAS, this creation of plantilla positions is in accordance with the Department of Budget and Management Local Budget Circular (DBM LBC) No. 137 dated July 13, 2021 with subject, *INDEX OF OCCUPATIONAL SERVICES, POSITIONS, TITLES AND SALARY GRADES IN THE LOCAL GOVERNMENT (IOS-LGU), CY 2021 EDITION*;

WHEREAS, to provide the needs of the current demand for an effective and efficient local government, it is imperative for an increase in its organizational structure and staffing pattern;

WHEREFORE, on motion of Honorable Arnold A. Caing, duly seconded by Honorable Von Lito Q. Vallar and Honorable Jaime A. Dalde, Jr., be it:

RESOLVED, as it is hereby resolved that in session assembled, the Sangguniang Bayan of the Municipality of Capoocan, Leyte, enact the following:

Section 1. Creation. The following Plantilla Positions are hereby created:

1. **Persons with Disability Affairs Officer II (SG 18) under the MPDAO**
2. **Supervising Cooperatives Development Specialist (SG 22) under the MCDO**
3. **Administrative Officer V (Management and Audit Analyst III) (SG 18) under the Municipal Accountant Office (MACCO)**
4. **Nurse I (SG 15) under the Municipal Health Office (MHO)**
5. **LDRRMO II (SG 15) under the Municipal Disaster Risk Reduction and Management Office (MDRRMO)**
6. **Engineer IV (SG 22) under the Municipal Engineering Office (MEO)**
7. **Admin Aide 2 (Messenger) (SG 2) under the Office of the Sangguniang Bayan**

Section 2. Funding. The necessary funding for these positions shall be appropriated in the Supplemental Budget No. 2 FY 2025 of the Municipality of Capoocan, Leyte to cover the salaries and benefits in accordance with the corresponding salary grade, and shall be sustained and incorporated in their respective office budgets in the succeeding years.

[Signatures of officials]

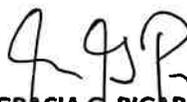
Section 3. Qualifications, Powers, Duties and Responsibilities. The qualifications, powers, duties and responsibilities of the herein enumerated positions shall be based on the provisions of the Local Government Code of 1991 and Civil Service Commission (CSC) and other related laws.

Section 4. Repealing Clause. Any ordinance found inconsistent hereof, in whole or in part, is hereby repealed or modified accordingly.

Section 5. Separability Clause. If for any reason or reasons, any part of this Ordinance is declared unconstitutional or invalid, other parts or provisions thereof not affected thereby shall continue to be in full force and effect.

Section 6. Effectivity. This ordinance shall take effect immediately upon its approval and upon compliance of the posting requirements as prescribed under the Local Government Code.

ENACTED by the Sangguniang Bayan, in session assembled this 14th day of **October, 2025** at Capooacan, Leyte.

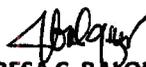

GRACIA G. PIGAR
SB Member


VON LITO G. VALLAR
SB Member


JAIME A. DALDE, JR.
SB Member


ARNOLD A. CAING
SB Member

LANDER JAKE D. ABILLAR
SB Member
(On Official Business)


TERESA C. BALQUIN
SB Member


JOJO N. NEPOMUCENO
SB Member

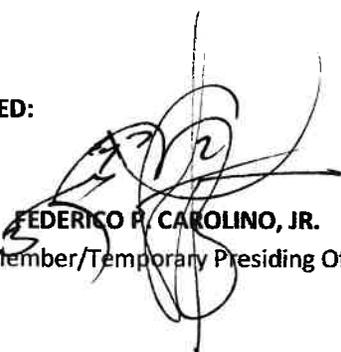
FLORENCE R. CAROLINO-MISAGAL
Ex-Officio Member
Municipal Chapter President
Liga ng mga Barangay
(On Official Business)


DAVE A. SIME
Ex-Officio Member
President
Pambayang Pederasyon ng mga Sangguniang Kabataan

I HEREBY CERTIFY to the correctness of the foregoing Ordinance of the Sangguniang Bayan of Capooacan, Leyte.


JUDE R. DELA TORRE
Secretary to the Sanggunian

ATTESTED:


FEDERICO R. CAROLINO, JR.
SB Member/Temporary Presiding Officer

APPROVED:


ATTY. FEDERICO H. CAROLINO, SR.
Municipal Mayor
Date: 11.27.25