

Item No.: 53

Date: 09 2025 DEC

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Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Legal Office
Released: [Signature]
Time: [Signature]
Date: 12-2-25

Sangguniang Panlalawigan
Province of Leyte

PROVINCIAL LEGAL OFFICE

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. 6 of the Sangguniang Bayan of Abuyog, Leyte.

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

- Ordinance No. 6: "An Ordinance creating the Municipal Administrator's Office, Local Youth and Sports Development Office and the Municipal Tourism, Heritage Development, Culture and Arts Office, all of this Local Government Unit of Abuyog, Leyte"

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 443(c)(2)¹ of the Local Government Code of 1991 (R.A 7160) subject 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.

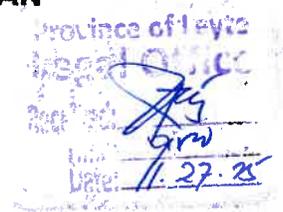
ATTY. JOSE RAYMUND A. ACOL
Provincial Legal Officer

¹ Section 443.
(c) The sangguniang bayan may:
(2) Create such other offices as may be necessary to carry out the purposes of the municipal government;

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

1ST INDORSEMENT
26 November 2025



The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 06, series of 2025 of the Municipality of Abuyog, Leyte**, entitled: **An Ordinance creating the Municipal Administrator's Office, Local Youth and Sports Development Office and the Municipal Tourism, Heritage Development, Culture and Arts Office, all of this Local Government Unit of Abuyog, Leyte.**

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

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
MUNICIPALITY OF ABUYOG
Province of Leyte



Office of the Sangguniang Bayan Secretary

November 25, 2025

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Legislative Building
Capitol Grounds
Tacloban City

Ma'am:

Respectfully transmitting herewith as attached Ordinances of the Sangguniang Bayan of Abuyog, Leyte for the review of the Honorable Sangguniang Panlalawigan, Province of Leyte, to wit:

1. ORDINANCE NO. 05, S. 2025

"An Ordinance Authorizing the Creation of New Positions/Items under a Number of Department/Offices and Provide the Corresponding Funding For Each Created Position in the Municipal Government of Abuyog, Leyte."

2. ORDINANCE NO. 06, S. 2025

"An Ordinance Creating the Municipal Administrator's Office, Local Youth and Sports Development Office and the Municipal Tourism, Heritage Development, Culture and Arts Office, All of this Local Government Unit of Abuyog, Leyte."

3. ORDINANCE NO. 07, S. 2025

"An Ordinance Authorizing the Transfer of Plantilla/Items from the Office of the Municipal Mayor to Municipal Administrator's Office in the Municipal Local Government of Abuyog, Leyte."

4. ORDINANCE NO. 08, S. 2025

"An Ordinance Authorizing the Transfer of Plantilla/Items from Municipal Tourism, Culture and Sports Development to Local Youth and Sports Development Office in the Municipal Local Government of Abuyog, Leyte."

5. ORDINANCE NO. 09, S. 2025

"An Ordinance Authorizing the Transfer of Plantilla/Items from Municipal Tourism, Culture and Sports Development Office to Municipal Tourism, Heritage Development, Culture and Arts Office in the Municipal Local Government of Abuyog, Leyte."

Thank you and more power.

Very respectfully yours,


ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary



Republic of the Philippines
MUNICIPALITY OF ABUYOG
 Province of Leyte



Office of the Sangguniang Bayan

26 NOV 2025

EXCERPT FROM THE MINUTES OF THE 18TH REGULAR SESSION OF THE 20TH HONORABLE SANGGUNIANG BAYAN OF ABUYOG, LEYTE HELD AT ITS SESSION HALL, LEGISLATIVE BUILDING MUNICIPAL COMPOUND, ABUYOG, LEYTE ON OCTOBER 28, 2025.

PRESENT:

- | | |
|-------------------------------|--------------------------------------|
| Hon. Dario P. Lleve | Municipal Vice Mayor, Prsdg. Officer |
| Hon. Lemuel Vincent D. Tan | SB Member, Prsdg. Pro-tempore |
| Hon. Felicito V. Topia, Jr. | SB Member |
| Hon. Ma. Amelia C. Gacis | SB Member |
| Hon. Ofelia K. Traya | SB Member |
| Hon. Rodolfo M. Cabias | SB Member, Floor Leader |
| Hon. Roy Percival M. Perez | SB Member |
| Hon. Patrocinio A. Risos, Jr. | SB Member |
| Hon. Erwin V. Belleza | SB Member |
| Hon. John Bill V. Traya | SB Member, ABC President |
| Hon. Melliza Jane C. Traya | SB Member, SK Fed. President |

ABSENT:

None

ORDINANCE NO. 06, S. 2025
 Sponsor: Honorable Erwin V. Belleza

AN ORDINANCE CREATING THE MUNICIPAL ADMINISTRATOR'S OFFICE, LOCAL YOUTH AND SPORTS DEVELOPMENT OFFICE AND THE MUNICIPAL TOURISM, HERITAGE DEVELOPMENT, CULTURE AND ARTS OFFICE, ALL OF THIS LOCAL GOVERNMENT UNIT OF ABUYOG, LEYTE

Be it ordained by the 20th Sangguniang Bayan of Abuyog, Leyte in a regular session assembled that:

SECTION 1. TITLE. This ordinance shall be known and referred to as "Ordinance Creating the Municipal Administrator's Office, the Local Youth and Sports Development Office, and the Municipal Tourism, Heritage Development, Culture and Arts Office, all of the Local Government Unit of Abuyog, Leyte"

SECTION 2. CREATION OF OFFICES. There are hereby created the following offices of the Local Government Unit of Abuyog, Leyte:

- A. Municipal Administrator's Office
- B. Local Youth and Sports Development Office
- C. Municipal Tourism, Heritage Development, Culture and Arts Office

SECTION 3. MUNICIPAL ADMINISTRATOR'S OFFICE:

A. Mandate.

The Municipal Administrator shall assist the Municipal Mayor in the management and administration of the affairs of the municipality and in directing, coordinating, and supervising the administrative operations of the local government.

[Handwritten signature]

B. Powers, Duties and Functions:

The administrator shall take charge of the Office of the Municipal Administrator and shall:

- (1) Develop plans and strategies and upon approval thereof by the Municipal Mayor, implement the same particularly those which have to do with the management and administration-related programs and projects which the Municipal Mayor is empowered to implement and which the sanggunian is empowered to provide;
- (2) In addition to the foregoing duties and functions, the administrator shall:
 - a. Assist in the coordination of the work of all the officials of the local government unit, under the supervision, direction, and control of the Municipal Mayor, and for this purpose, he/she may convene the heads of offices and other officials of the local government unit;
 - b. Establish and maintain a sound personnel program for the local government unit designed to promote career development and uphold the merit principle in the local government service;
 - c. Conduct a continuing organizational development of the local government unit with the end in view of the instituting effective administrative reforms;
- (3) Be in the frontline of the delivery of administrative support services, particularly those related to the situations during and in the aftermath of man-made and natural disasters and calamities;
- (4) Recommend to the sanggunian and advise the Municipal Mayor on all other matters relative to the management and administration of the local government unit; and
- (5) Exercise such other powers and perform such other related duties and functions as may be prescribed by law or by ordinance.

SECTION 4. LOCAL YOUTH AND SPORTS DEVELOPMENT OFFICE.

A. Mandate.

The office shall be responsible for the formulation, coordination, and implementation of youth and sports development programs, in line with the objectives of the Local Government Code, the Sangguniang Kabataan Reform Act of 2015 (R.A. 10742), and relevant national policies of the Department of the Interior and Local Government (DILG) and the National Youth Commission (NYC).

B. Powers, Duties and Functions:

- (1) Formulate, implement, and coordinate programs for youth leadership development, skills training, and civic engagement;

- (2) Promote physical fitness and sports programs in coordination with schools, barangays, and community organizations;
- (3) Assist the Sangguniang Kabataan and other youth organizations in implementing youth-oriented projects and in accessing funding support;
- (4) Maintain a municipal youth development database and serve as the secretariat to the Local Youth Development Council (LYDC);
- (5) Promote sports competitions, tournaments, and recreational activities to foster discipline, teamwork, and community participation;
- (6) Coordinate with the Department of Education, DILG, and NYC for the alignment of youth and sports development programs;
- (7) Prepare annual work and financial plans for youth and sports development;
- (8) Perform other related functions as may be assigned by the Mayor or required by law.

SECTION 5. MUNICIPAL TOURISM, HERITAGE DEVELOPMENT, CULTURE AND ARTS OFFICE

A. Mandate.

The office shall be responsible for the promotion, preservation, and development of the municipality's tourism, cultural heritage, and arts, in accordance with the Local Government Code, the Tourism Act of 2009 (R.A. 9593), and the National Cultural Heritage Act of 2009 (R.A. 10066).

B. Powers, Duties and Functions:

- (1) Develop and implement tourism promotion programs and projects to attract domestic and foreign visitors;
- (2) Identify, document, and preserve local cultural heritage sites, traditions, and artistic expressions;
- (3) Coordinate with the Department of Tourism (DOT), National Commission for Culture and the Arts (NCCA), and other agencies in promoting sustainable tourism and cultural preservation;
- (4) Assist in the formulation of local tourism development plans and integrate them into the municipal development plan;
- (5) Promote local festivals, heritage events, and cultural exchanges to foster community pride and cultural awareness;
- (6) Encourage investments and public-private partnerships in tourism development projects;
- (7) Maintain an updated tourism and cultural database;









(8) Perform such other related duties and responsibilities as may be assigned by the Mayor or prescribed by law.

SECTION 6. SEPARABILITY CLAUSE. Should any provision or section of this Ordinance be declared to be unconstitutional or invalid, the other provisions or sections, insofar as they are separable from the invalid ones, shall remain full force and effect.

SECTION 7. REPEALING CLAUSE. All ordinances, resolutions, or executive orders inconsistent with this Ordinance are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY CLAUSE. This ordinance shall take effect upon its approval.

Approved: October 28, 2025

I HEREBY CERTIFY to the correctness of the foregoing Ordinance No. 06 which was duly enacted by the 20th Sangguniang Bayan during its regular session held on October 28, 2025.



ARSENIO Y. VILLOTE
Sangguniang Bayan Secretary

ATTESTED:



HON. DARIO P. UEVE
Municipal Vice-Mayor, Presiding Officer



HON. LEMUEL VINCENT D. TAN
SB Member, Prsdg. Pro-tempore



HON. FELICITO V. TOPIA, JR.
SB Member



HON. MA. AMELIA C. GACIS
SB Member



HON. OFELIA K. TRAYA
SB Member



HON. RODULFO M. CARIAS
SB Member, Floor Leader



HON. ROY PERCIVAL M. PEREZ
SB Member

HON. PATROCINIO A. RISOS, JR.
SB Member



HON. ERWIN V. BELLEZA
SB Member


HON. JOHN BILL V. TRAYA
SB Member/ ABC Fed. President


HON. MELLIZA JANE C. TRAYA
SB Member/ SK Ped. Pres.

APPROVED:


HON. LEMUEL GIN K. TRAYA
Municipal Mayor

Date: November 25, 2025