

Item No.: 58
Date: 09 2025 DEC



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

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Province of Leyte
Legal Office
Released by: [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. 25-10 of the Sangguniang Bayan of Inopacan, Leyte.

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

- Ordinance No. 25-10: "An Ordinance creating the position title of Local DRRM Officer I and Admin Aide IV (driver) in the Office of the MDRR and amending for this purpose the organizational structure and staffing pattern of the LGU of Inopacan, Leyte."

REVIEW/RECOMMENDATION/LEGAL OPINION:

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

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

ATTY. JOSE RAYMUND A. ACOL

Provincial Legal Officer

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

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

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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Province of Leyte
Legal Office
11-25-25

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
24 November 2025

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Ordinance No. 25-10** of the **Municipality of Inopacan, Leyte**, entitled: **An Ordinance creating position title of Local DRRM Officer I and Administrative Aide IV (Driver II) in the Office of the Municipal Disaster Risk Reduction and amending for this purpose the organizational structure and staffing pattern of the Local Government Unit of Inopacan, Leyte.**

FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan



16TH SANGGUNIANG BAYAN

24 November 2025

Honorable Leonardo Javier Jr.
Vice Governor/Presiding Officer
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte



Thru:

Ms. Florinda Jill S. Uyvico
Secretary to the Sanggunian
Sangguniang Panlalawigan of Leyte
Provincial Government Complex
Campetic, Palo, Leyte

Honorable Javier Jr.:

Forwarding herewith 1 original copy and 15 photocopies of **Ordinance No. 25-10** of the 16th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled “**AN ORDINANCE CREATING POSITION TITLE OF LOCAL DRRM OFFICER I AND ADMINISTRATIVE AIDE IV (DRIVER II) IN THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE**”, for consideration by the Sangguniang Panlalawigan of Leyte.

Attached herewith is the Certificate of Posting, *for reference*.

Sincerely,


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian



Republic of the Philippines
Province of Leyte
Municipality of Inopacan

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16TH SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE
16th SANGGUNIANG BAYAN OF INOPACAN, LEYTE HELD ON
NOVEMBER 12, 2025 AT THE SB SESSION HALL

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
NOV 24 2025
Date: _____
By: _____

PRESENT:

- Hon. Lourdes B. Villas - SB Member, Temporary Presiding Officer
- Hon. Rowena K. Madrazo - SB Member
- Hon. Sheila L. Po - SB Member
- Hon. Fernando B. Rulete - SB Member
- Hon. Edna L. Ceniza - SB Member
- Hon. Andrew B. Dedal - SB Member
- Hon. Edmund D. Bayhonan - SB Member
- Hon. Teotimo G. Lapasa - SB Member
- Hon. Nathaniel Dave M. Katigbe - SB Member (PSK Pres)

ABSENT:

- Hon. Sanders C. Lumarda - Vice Mayor, Regular Presiding Officer (on leave)
- Hon. Panfila I. Alonzo - SB Member (LnB Pres) (on leave)

AUTHOR: Hon. Lourdes B. Villas

WHEREAS, the Local Chief Executive indorsed to this August Body the creation of two plantilla positions, namely: Local DRRM Officer I; and Administrative Aide IV (Driver II) both under the Municipal Disaster Risk Reduction and Management Office (MDRRMO);

WHEREAS, the creation of these two positions is vital to the office of the MDRRMO for it to be adequately staffed in order to perform and carry out its functions in ensuring the protection and welfare of people during disasters and emergencies;

NOW, THEREFORE, premises considered, on motion of Honorable Andrew B. Dedal, duly seconded by Honorable Edna L. Ceniza, be it

RESOLVED as it is hereby **RESOLVED** to enact the following;

ORDINANCE NO. 25-10

AN ORDINANCE CREATING POSITION TITLE OF LOCAL DRRM OFFICER I AND ADMINISTRATIVE AIDE IV (DRIVER II) IN THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE

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(ordinance no. 25-10 of the sangguniang bayan of inopacan, leyte dated november 12, 2025 continued)

BE IT ORDAINED by the Sangguniang Bayan of Inopacan, Leyte that:

SECTION 1. Title. The following positions are hereby created as follows:

Local DRRM Officer I	Municipal Disaster Risk Reduction and Management Office
Administrative Aide IV (Driver II)	

SECTION 2. For all intents and purposes the organizational structure and staffing pattern is hereto attached and made as integral part of this ordinance.

SECTION 3. Repealing Clause. All Ordinances, Local Executive Order and/or Rules and Regulations inconsistent herewith are hereby repealed and modified accordingly.

SECTION 4. Separability Clause. If, for any reason or reasons, any section or provision of this Ordinance will be declared by the Court unconstitutional or invalid, other sections or provisions not affected thereby shall continue to be in full force and effect.

SECTION 5. Effectivity Clause. This Ordinance shall take effect immediately upon its approval.

ENACTED this 12th day of November 2025, at Inopacan, Leyte.

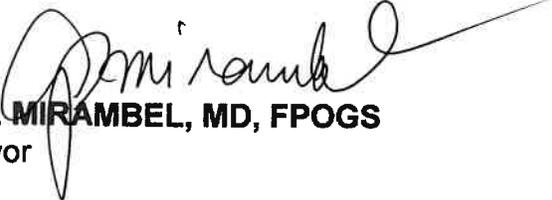
I HEREBY CERTIFY to the correctness of the foregoing Ordinance and that the same was enacted on the date above stated.


MELANIE M. MATIN-AO, MPA
 Secretary to the Sanggunian

ATTESTED:


HON. LOURDES B. VILLAS
 SB Member
 Temporary Presiding Officer

APPROVED:


HON. AZUCENA P. MIRAMBEL, MD, FPOGS
 Municipal Mayor

Date: 11-21-2025

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Republic of the Philippines
Province of Leyte
Municipality of Inopacan



16TH SANGGUNIANG BAYAN

CERTIFICATE OF POSTING

TO WHOM THIS MAY CONCERN:

THIS IS TO CERTIFY that copies of **Ordinance No. 25-10** of the 16th Sangguniang Bayan of the Municipality of Inopacan, Province of Leyte, entitled, **"AN ORDINANCE CREATING POSITION TITLE OF LOCAL DRRM OFFICER I AND ADMINISTRATIVE AIDE IV (DRIVER II) IN THE OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND AMENDING FOR THIS PURPOSE THE ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN OF THE LOCAL GOVERNMENT UNIT OF INOPACAN, LEYTE"**, has been posted in the bulletin board in the municipal hall/building and in conspicuous places of this Municipality.

This Certification is being made to facilitate consideration of the above-mentioned Municipal Ordinance by the Sangguniang Panlalawigan of Leyte.

Done this **24th** day of **November 2025**, at Inopacan, Leyte.


MELANIE M. MATIN-AO, MPA
Secretary to the Sanggunian