

Item No.: 12

Date: 03 2026 FEB



Republic of the Philippines
PROVINCE OF LEYTE
Provincial Capitol
Tacloban City

PROVINCE OF LEYTE
LEGAL OFFICE

RELEASED

By: [Signature]
Date: 1.20.26 Time: 9:00

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Sangguniang Panlalawigan
Province of Leyte

PROVINCIAL LEGAL OFFICE

RECEIVED

Date: JAN 26 2026
By: [Signature]

2nd INDORSEMENT
January 22, 2026

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through SP Secretary, the attached Ordinance No. 2025-030 of the Sangguniang Bayan of Carigara, Leyte.

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

- Ordinance No. 24-³⁰003 entitled: "An Ordinance abolishing certain Plantilla positions under the different offices of the Municipal Government of Carigara etc."

REVIEW/RECOMMENDATION/LEGAL OPINION:

This office is of the opinion that the subject Ordinance is generally in accordance with its power under Section 76¹ of the Local Government Code of 1991 (R.A 7160) in consonance with Section 447(1)(vii) and (viii)² of the same. Hence, we recommend 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

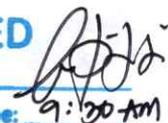
¹;Section 76. Organizational Structure and Staffing Pattern. - Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability, subject to the minimum standards and guidelines prescribed by the Civil Service Commission.

² (vii) Subject to the provisions of this Code and pertinent laws, determine the powers and duties of officials and employees of the municipality;
(viii) Determine the positions and the salaries, wages, allowances and other emoluments and benefits of officials and employees paid wholly or mainly from city funds and provide for expenditures necessary for the proper conduct of programs, projects, services, and activities of the city government;

Republic of the Philippines
PROVINCE OF LEYTE
Palo, Leyte
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PROVINCE OF LEYTE
LEGAL OFFICE

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By: ART EMMAN 
Date: 1-12-25 Time: 9:30 AM

OFFICE OF THE SANGGUNIANG PANLALAWIGAN

1ST INDORSEMENT
09 January 2026

The Provincial Legal Office is respectfully requested to review and submit recommendations on the herein enclosed **Municipal Ordinance No. 2025-030** of the **Municipality of Carigara, Leyte**, entitled: **An Ordinance abolishing certain Plantilla positions under the different offices of the Municipal Government of Carigara, Leyte, transferring the Plantilla item of Administrative Aide VI (Clerk III), SG 6/1 and Administrative Aide IV (Reproduction Machine Operator II), SG 4/1, all under the Municipal Mayor's Office to Municipal Administrator's Office, and Administrative Aide III(Driver I), SG 3/5, under the Municipal Planning and Development Office to Municipal Disaster Risk Reductions and Management Office, and subsequently creating additional Plantilla positions for CY 2026, appropriating funds therein, and for other purposes.**


FLORINDA JILL S. UYVICO
Secretary to the Sanggunian



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF CARIGARA
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OFFICE OF THE SANGGUNIANG BAYAN

Telephone No. (053) 530-5144 E-mail Address: sangguniangbayancarigara@gmail.com

1st Indorsement
January 09, 2026

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 09 2026
By: *[Signature]*

Respectfully forwarded to the Honorable Members of the Sangguniang Panlalawigan of Leyte, thru the Provincial Board Secretary, Florinda Jill S. Uyvico, the herein **Municipal Ordinance No. 2025-030** –“*An Ordinance Abolishing Certain Plantilla Positions under the Different Offices of the Municipal Government of Carigara, Leyte, Transferring the Plantilla Item of Administrative Aide VI (Clerk III), SG 6/1 and Administrative Aide IV (Reproduction Machine Operator II), SG 4/1, All under the Municipal Mayor’s Office to Municipal Administrator’s Office, and Administrative Aide III (Driver I), SG 3/5, under the Municipal Planning and Development Office to Municipal Disaster Risk Reduction and Management Office, and Subsequently Creating Additional Plantilla Positions for CY 2026, Appropriating Funds Therein, and for Other Purposes*”.

For your perusal and appropriate action.

[Signature]
RACHELYN A. SILVESTRE-CABALLES
MGDH – I (Secretary to the Sangguniang Bayan)



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EXCERPT FROM THE MINUTES/JOURNAL OF THE 25TH REGULAR SESSION OF THE 20TH COUNCIL OF THE SANGGUNIANG BAYAN OF CARIGARA HELD AT THE SESSION HALL, LEGISLATIVE BUILDING CARIGARA, LEYTE, ON DECEMBER 17, 2025

Sangguniang Panlalawigan
Province of Leyte
RECEIVED
Date: JAN 09 2026
By: d.wive

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PRESENT:

- Hon. Jimmy A. Camposano----- Mun. Vice Mayor-Pres. Officer
- Hon. Fernando N. Moriel----- SB Member
- Hon. Vilma M. Domus ----- SB Member
- Hon. Carlo Angelo B. Go----- SB Member
- Hon. Ulpiano U. Arpon Jr.----- SB Member
- Hon. Joenlee C. Larraga ----- SB Member
- Hon. Guillermo I. Panal ----- SB Member
- Hon. Arvin. N. Urmeneta----- SB Member-LnB President
- Hon. Daniel N. Ariaso, Jr.----- SB Member-SK Fed. Pres.

ABSENT:

- Hon. Mildred C. Modesto ----- SB Member – VL
- Hon. Myla L. Aguilar ----- SB Member – VL

* * * * *

MUNICIPAL ORDINANCE NO. 2025-030
SERIES OF 2025

AN ORDINANCE ABOLISHING CERTAIN PLANTILLA POSITIONS UNDER THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF CARIGARA, LEYTE, TRANSFERRING THE PLANTILLA ITEM OF ADMINISTRATIVE AIDE VI (CLERK III), SG 6/1 AND ADMINISTRATIVE AIDE IV (REPRODUCTION MACHINE OPERATOR II), SG 4/1, ALL UNDER THE MUNICIPAL MAYOR'S OFFICE TO MUNICIPAL ADMINISTRATOR'S OFFICE, AND ADMINISTRATIVE AIDE III (DRIVER I), SG 3/5, UNDER THE MUNICIPAL PLANNING AND DEVELOPMENTT OFFICE TO MUNICIPAL DISASTER RISK REDUCTION AND

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OFFICE OF THE SANGGUNIANG BAYAN

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PAGE 2/7 – MUNICIPAL ORDINANCE NO.2025-030 DATED DECEMBER 17, 2025- “AN ORDINANCE ABOLISHING CERTAIN PLANTILLA POSITIONS UNDER THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF CARIGARA, LEYTE, TRANSFERRING THE PLANTILLA ITEM ...”

**MANAGEMENT OFFICE, AND SUBSEQUENTLY CREATING
ADDITIONAL PLANTILLA POSITIONS FOR CY 2026, APPROPRIATING
FUNDS THEREIN, AND FOR OTHER PURPOSES**

Hon. Fernando N. Moriel

Sponsor

WHEREAS, Section 76 of RA 7160, otherwise known as the Local Government Code of 1991, provides that, “*Every local government unit shall design and implement its own organizational structure and staffing pattern taking into consideration its service requirements and financial capability subject to the minimum standards and guidelines prescribed by the Civil Service Commission*”;

WHEREAS, Article 100 of the Rules and Regulations Implementing the Local Government Code of 1991, provides that the Sangguniang Bayan as a legislative body of the municipality, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the Municipality and its inhabitants pursuant to Section 16 of the Code;

WHEREAS, there is a need to abolish, transfer and create certain positions in the different offices of the Municipal Government of Carigara, Leyte, for the ensuing year to maintain compliance with its budgetary limitations for personal services and to meet the required manpower necessary for the delivery of public service;

NOW, THEREFORE, on motion of Honorable Fernando N. Moriel, be it ordained by the Sangguniang Bayan of Carigara, Leyte, in a session duly assembled, that:

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PROVINCE OF LEYTE
MUNICIPALITY OF CARIGARA



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OFFICE OF THE SANGGUNIANG BAYAN

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PAGE 3/7 – MUNICIPAL ORDINANCE NO.2025-030 DATED DECEMBER 17, 2025– “AN ORDINANCE ABOLISHING CERTAIN PLANTILLA POSITIONS UNDER THE DIFFERENT OFFICES OF THE MUNICIPAL GOVERNMENT OF CARIGARA, LEYTE, TRANSFERRING THE PLANTILLA ITEM ...”

Section 1. **ABOLITION OF POSITION** - The positions to be abolished are:

POSITION TITLE	OFFICE
Engineer I, SG 12/1	Municipal Engineering's Office
Local Treasury Operations Officer I, SG 11/I	Municipal Treasurer's Office
Administrative Aide I (Utility Worker I), SG I/1	
Youth Development Officer II, SG 14/1	Municipal Social Welfare and Development Office
Administrative Officer I, SG 10/1	Office of the Municipal Mayor

Section 2. **TRANSFER OF POSITION** - The positions to be transferred are:

POSITION TITLE	FROM	TO
Administrative Aide VI (Clerk III), SG 6/1 (VACANT)	Office of the Municipal Mayor	Municipal Administrator's Office
Administrative Aide IV (Reproduction Machine Operator II), SG 4/1 (VACANT)		

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- replacement of Page 4 for
 Ord # 2025-030 - rec'd by
 PW on 1/9/25



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Administrative Aide III (Driver I), SG 3/5 (held by Cesar L. Salvacion)	Municipal Planning and Development Office	Municipal Disaster Risk Reduction and Management Office
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Section 3. **CREATION OF POSITION** - The positions to be created with their corresponding Salary Grades shall be:

POSITIONS TITLE	OFFICE
Administrative Officer IV (Human Resource Management Officer II), SG 15/1	Mayor's Office
Administrative Officer II (Administrative Officer I), SG 11/1	
Administrative Aide III (Driver I), SG 3/1	Sangguniang Bayan Office
Administrative Officer IV (Administrative Officer II), SG 15/1	Sangguniang Bayan Secretary
Legal Assistant II, SG 12/1	
Zoning Inspector I, SG 6/1	Municipal Planning and Development Office
Two (2) Statistician Aide, SG 3/1	
Administrative Officer II (Budget Officer I), SG 11/1	Municipal Budget Office
Budgeting Assistant, SG 8/1	
Revenue Collection Clerk III, SG 9/1	Municipal Treasurer's Office
Administrative Aide III (Utility Worker II), SG 3/1	
Pharmacist I, SG 11/1	Municipal Health Office



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Four (4) Social Welfare Aide, SG 4/1	Municipal Social Welfare and Development Office
Architect I, SG 12/1	Municipal Engineering Office
Local Disaster Risk Reduction and Management Officer II, SG 15/1	Municipal Disaster Risk Reduction and Management Office

Section 4. **Duties and Responsibilities.** The duties and responsibilities of the created positions shall be in consonance with the prescription of the Civil Service Commission and/ or as may be assigned by the respective head of office.

Section 5. **Funding and Effectivity.** The newly created positions shall have a corresponding salaries and allowances as provided for by law and shall be included in the CY 2026 General Fund Annual Budget of this Municipality and will take effect on January 2026.

Section 6. **SEPARABILITY CLAUSE** - If any provision of this Ordinance is found to be inconsistent with any law, other provisions or part/s thereof not so affected shall remain in full force and effect.

Section 7. **REPEALING CLAUSE** - All Ordinances, Rules and Regulations or part/s thereof, in conflict with, or contrary to, the Provisions of this Ordinance, not so affected herewith are hereby repealed or modified accordingly.

Section 8. **EFFECTIVITY** - The Ordinance shall take effect on January 2026.

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ENACTED this 17th day of December 2025 at the Sangguniang Bayan Session Hall, Carigara, Leyte

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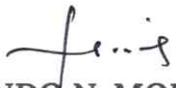
I HEREBY CERTIFY that this is a true and accurate copy of the ordinance enacted by the sanggunian on 17 December 2025.

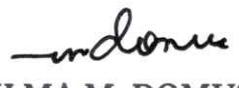
RACHELYN A. SILVESTRE-CABALLES
Secretary to the Sanggunian

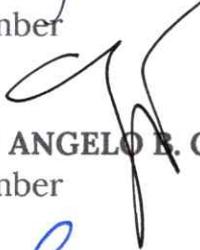
Attested:


JIMMY A. CAMPOSANO
Municipal Vice Mayor / Presiding Officer

Concurred:

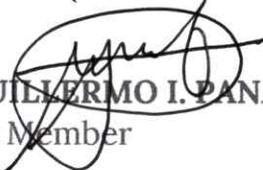

FERNANDO N. MORIEL
SB Member


VILMA M. DOMUS
SB Member


CARLO ANGELO B. GO
SB Member


ULPIANO U. ARPON JR.
SB Member


JOENLEE C. LARRAGA
SB Member


GUILLERMEO I. PANAL
SB Member

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BAGONG PILIPINAS

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Arvin N. Urmeneta
ARVIN N. URMENETA
SB Member-LnB President

Daniel N. Ariaso Jr.
DANIEL N. ARIASO JR.
SB Member-SK Fed. Pres.

Approved:

~~**EDUARDO T. ONG, JR.**~~
Municipal Mayor

Date Approved

01/00/2026



REPUBLIC OF THE PHILIPPINES
PROVINCE OF LEYTE
MUNICIPALITY OF CARIGARA

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OFFICE OF THE SANGGUNIANG BAYAN

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BAGONG PILIPINAS

CERTIFICATION

THIS IS TO CERTIFY that **Municipal Ordinance No. 2025-030** –“*An Ordinance Abolishing Certain Plantilla Positions under the Different Offices of the Municipal Government of Carigara, Leyte, Transferring the Plantilla Item of Administrative Aide VI (Clerk III), SG 6/1 and Administrative Aide IV (Reproduction Machine Operator II), SG 4/1, All under the Municipal Mayor’s Office to Municipal Administrator’s Office, and Administrative Aide III (Driver I), SG 3/5, under the Municipal Planning and Development Office to Municipal Disaster Risk Reduction and Management Office, and Subsequently Creating Additional Plantilla Positions for CY 2026, Appropriating Funds Therein, and for Other Purposes*”, was posted last, January 08, 2026 in accordance with R.A. 7160, otherwise known as the Local Government Code of 1991.

ISSUED this 9th day of January, 2026.

RACHELYN A. SILVESTRE-CABALLES
MGDH – I (Secretary to the Sangguniang Bayan)